

Laboratory Emergency Plan

Building:	Room:	Phone Number:
<i>The following people are designated and trained to assist Emergency Responders with information about this lab, including providing a hazardous material inventory¹, during an emergency:</i>		
Name	Title	24 Hour Contact Phone
	Lab Manager	
When fire alarm sounds, EXIT the building. But first (as long as can be done quickly and safely):		
1. Turn off all flames and other ignition sources 4. Turn off all electrical equipment 2. Close all hazardous material containers 5. Halt or otherwise put chemical reactions in a safe condition 3. Close sash on all fume hoods 6. Turn off all gas cylinders at the cylinder valve		
The following emergency equipment is located in this room:		
<input type="checkbox"/> Emergency Eyewash <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Spill Kit/Control Equipment <input type="checkbox"/> Emergency Shower <input type="checkbox"/> Fire Blanket <input type="checkbox"/> Phone <input type="checkbox"/> Other:		
The following emergency equipment is not located in this room, but can be found at:		
<i>Equipment</i>	<i>Location</i>	
If your clothing catches on fire:		
1. "STOP, DROP and ROLL" (if someone else is on fire, knock them to the ground, and instruct them to roll back and forth) 2. Cover your face with your hands. 3. Use a fire blanket (if available) or a coat to help smother the flames. Never use a fire extinguisher on someone.		
If there is a hazardous material spill:		
1. Determine if this is a "major" or "minor" spill. 2. Assist anyone who may have been contaminated or injured during the spill. 3. Clean up minor spills using appropriate spill control equipment. 4. Call University Police (x2111 or 934-420-2111) for all major spills. Evacuate the area and do not let anyone enter until Emergency Responders have cleaned up the spill.		
If you need to use the emergency shower or eyewash:		
1. Pull or push (depending on the type of unit) the handle to start the water flowing. 2. Hold your eyes open to get the water under your eyelids. 3. Remove all contaminated clothing and shoes. 4. Stay under the water for at least 15 minutes to get all of the hazardous material(s) off.		
The quickest and safest way out of this room during an evacuation is:		
If this primary route is not safe, the other way out is:		
All lab staff, students and visitors (if they are present in the lab) are to meet at this location outside of the building after evacuation. Take attendance to ensure everyone has safely exited:		
Do not re-enter the building or laboratory until the Emergency Responders have notified everyone that it is safe to return!		

Call University Police at x2111 (campus phone) or 934-420-2111 for all emergencies!

¹ An inventory that includes the quantities and locations of all flammable, pyrophoric, oxidizing, toxic, corrosive, reactive, biological materials, and compressed and liquefied gases.