

Laboratory Emergency Preparedness Checklist

The following are recommended steps to take prior to an event that may result in an interruption of laboratory operations.

Lab Room Number:

<p>Lab Checklist:</p> <p>Secure chemicals and hazardous agents</p> <ul style="list-style-type: none"><input type="checkbox"/> Remove all chemicals and glassware from benchtops and store in cabinets as appropriate.<input type="checkbox"/> Ensure that water reactive chemicals are in sealed containers and stored as appropriate.<input type="checkbox"/> Remove biological materials/waste from biosafety cabinets and/or benches, disinfect or autoclave, or safely store them as appropriate.<input type="checkbox"/> Ensure that all chemical, radioactive, and hazardous waste containers are properly stored according to practices.<input type="checkbox"/> Ensure all gas valves are closed. If available, shut off gas to area.<input type="checkbox"/> Check that all compressed gas cylinders are secured. Remove regulators and use caps.<input type="checkbox"/> Consolidate storage of valuable perishable items within storage units that have backup systems if possible. <p>Secure equipment and room</p> <ul style="list-style-type: none"><input type="checkbox"/> Secure/shut down all experiments that could be affected by loss of electricity, water, or other services.<input type="checkbox"/> Shut off and unplug sensitive electric equipment.<input type="checkbox"/> Close biosafety cabinets.<input type="checkbox"/> Turn off appliances, computers, hot plates, ovens, and other equipment. Unplug equipment if possible.<input type="checkbox"/> Fill dewars and cryogen containers for sample storage and critical equipment.<input type="checkbox"/> If possible, elevate equipment, materials and supplies, including electrical wires and chemicals, off the floor.<input type="checkbox"/> Inspect all equipment requiring uninterrupted power for electricity supplied through an Uninterrupted Power Supply (UPS) and by emergency power (emergency generator).<input type="checkbox"/> Close all windows and lock all doors. <p>Secure information and communications</p> <ul style="list-style-type: none"><input type="checkbox"/> Secure lab notebooks and other data storage media.<input type="checkbox"/> Ensure emergency contact and phone numbers are up to date.<input type="checkbox"/> Take phone tree with you or copy of your department's business continuity plan, if available.<input type="checkbox"/> Prepare for telecommuting as applicable and as procedures and policies of your department and division.<input type="checkbox"/> Ensure you know how to contact your principal investigator, department representatives/research operations manager, and facility management group.	<p>Contacts</p> <p>Principal Investigator:</p> <table border="1"><tr><td>Home phone</td><td></td></tr><tr><td>Mobile</td><td></td></tr><tr><td>Email</td><td></td></tr></table> <p>Designated Lab Supervisor 1</p> <table border="1"><tr><td>Home phone</td><td></td></tr><tr><td>Mobile</td><td></td></tr><tr><td>Email</td><td></td></tr></table> <p>Designated Lab Supervisor 2</p> <table border="1"><tr><td>Home phone</td><td></td></tr><tr><td>Mobile</td><td></td></tr><tr><td>Email</td><td></td></tr></table> <p>Department Representative / Research Operations Manager/Safety Representative:</p> <table border="1"><tr><td>Home phone</td><td></td></tr><tr><td>Mobile</td><td></td></tr><tr><td>email</td><td></td></tr></table> <p>Facility Manager:</p> <table border="1"><tr><td>Home phone</td><td></td></tr><tr><td>Mobile</td><td></td></tr><tr><td>email</td><td></td></tr></table> <p>Reporting an Emergency</p> <ul style="list-style-type: none">o Call emergency services at 9-1-1o Notify Campus Security- Emergency: 905-688-5550 ext 3200o Health, Safety & Wellness- Emergency: ext. 7233 Incident reporting: besafe@brocku.ca Lab Safety Spec. Emergency: 289-241-5373 <p>Reporting an incident or accident</p> <ul style="list-style-type: none">o https://brocku.ca/human-resources/health-safety-and-wellness/ <p>Latest BrockU COVID-19 information</p> <ul style="list-style-type: none">o https://brocku.ca/coronavirus/information	Home phone		Mobile		Email		Home phone		Mobile		Email		Home phone		Mobile		Email		Home phone		Mobile		email		Home phone		Mobile		email	
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