Laboratory Emergency Plan

Building:	**Room:**	**Phone Number:**

The following people are designated and trained to assist Emergency Responders with information about this lab, including providing a hazardous material inventory[1], during an emergency:

Name	**Title**	**24 Hour Contact Phone**
	Principal Investigator/Lab Director	

When the fire alarm sounds, lab workers must EXIT the building, but first:

1. Turn off all flames and other ignition sources
2. Close all hazardous material containers
3. Close sash on all fume hoods
4. Turn off all electrical equipment
5. Other:

The following emergency equipment is located in this room:

☐ Emergency Eyewash ☐ Fire Extinguisher ☐ Spill Kit/Control Equipment
☐ Emergency Shower ☐ Fire Blanket ☐ Phone ☐ Other:

The following emergency equipment is not located in this room, but can be found at:

Equipment	*Location*

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 (6911 or 256-824-6911) 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 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 the chemicals 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 are to meet at this location outside the building after evacuation. Take attendance to ensure that 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 6911 (campus phone) or 256-824-6911 for all emergencies!

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