Laboratory Emergency Preparedness Checklist

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

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| **Lab Checklist:****Secure chemicals and hazardous agents**[ ]  Remove all chemicals and glassware from benchtops and store in cabinets as appropriate. [ ]  Ensure that water reactive chemicals are in sealed containers and stored as appropriate. [ ]  Remove biological materials from biosafety cabinets and/or benches, disinfect or autoclave, or safely store them as appropriate. [ ]  Ensure that all chemicals, radioactive, and hazardous waste containers are properly stored according to practices. [ ]  Ensure all gas valves are closed. If available, shut off gas to area. [ ]  Check that all compressed gas cylinders are secured. Remove regulators and use caps. [ ]  Consolidate storage of valuable perishable items within storage units that have backup systems if possible. **Secure equipment and room**[ ]  Secure/shut down all experiments that could be affected by loss of electricity, water, or other services. [ ]  Shut off and unplug sensitive electric equipment. [ ]  Close fume hoods/biosafety cabinets. [ ]  Turn off appliances, computers, hot plates, ovens, and other equipment. Unplug equipment if possible. [ ]  Fill dewars and cryogen containers for sample storage and critical equipment. [ ]  If possible, elevate equipment, materials and supplies, including electrical wires and chemicals, off the floor. [ ]  Inspect all equipment requiring uninterrupted power for electricity supplied through an Uninterrupted Power Supply (UPS) and by emergency power (emergency generator). [ ]  Close all windows and lock all doors. **Secure information and communications**[ ]  Secure lab notebooks and other data storage media. [ ]  Ensure emergency contact and phone numbers are up to date. [ ]  Take phone tree with you or copy of your department’s business continuity plan, if available. [ ]  Prepare for telecommuting as applicable and as procedures and policies of your department and division.[ ]  Ensure you know how to contact your principal investigator, department representatives/research operations manager, and facility management group.  | **Contacts:**  **Principal Investigator:**

|  |  |
| --- | --- |
| Telephone |   |
| Mobile |   |
| email |   |

 **Department Representative / Research Operations Manager:**

|  |  |
| --- | --- |
| Telephone |   |
| Mobile |   |
| email |   |

 **Facility Manager:**

|  |  |
| --- | --- |
| Telephone |   |
| Mobile |   |
| email |   |

 **Reporting an Emergency**o Call emergency services at 9-1-1o Notify Campus Police - Emergency:416-978-2222o Building Emergency Repair: 416-978 3000 (83000) **Reporting an incident or accident**o <https://ehs.utoronto.ca/report-an-incident/> **Latest U of T COVID-19 information**o <https://www.utoronto.ca/message-from-the-university-regarding-the-coronavirus#faq> **Feeling Distressed? There’s Help.**o <https://safety.utoronto.ca/>**Emergency Alerts**o <https://www.utoronto.ca/alerts> |

**Date: \_\_\_\_\_\_\_\_\_\_**

**LABORATORY CONTACT LIST**

1. **Principal Investigator Information**

|  |  |  |
| --- | --- | --- |
| Principal Investigator Name | Department | Room Number(s) |
|   |   |   |

1. **Lab Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
|   | Name | Email | Phone (cell) |
| 1st Contact (PI) |   |   |   |
| 2nd Contact |   |   |   |
| 3rd Contact |   |   |   |

1. **Complete List of Lab Users**

|  |  |  |
| --- | --- | --- |
| Name | Email | Phone |
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**Date: \_\_\_\_\_\_\_\_\_\_**

**EQUIPMENT MAINTENANCE INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Equipment Description | Location | Utilities and consumables required (e.g. chilled water, steam, CO2, Liq N2) | Maintenance (brief description + frequency) OR reference to Equipment Specific Instructions | Contact Name | Contact Phone |
|   |   |   |   |   |   |
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**Date: \_\_\_\_\_\_\_\_\_\_**

**EQUIPMENT SPECIFIC INSTRUCTIONS / STANDARD MAINTENANCE PROCEDURE**

**EQUIPMENT:**

**SPECIFIC PROCEDURES REQUIRED** (**prepare one sheet per equipment). Include instructions during the emergency (example: turn off procedures) and post emergency (for example start-up procedures).**

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