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 9-1-1  o Notify Campus Police - Emergency:  416-978-2222  o 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**

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

1. **Lab Contacts**

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

1. **Complete List of Lab Users**

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

**EQUIPMENT MAINTENANCE INFORMATION**

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| 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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