

Lab Emergency Preparedness Checklist

BEFORE THE EMERGENCY

	Ensure you are signed up to receive Alert Carolina alerts. Register here: https://alertcarolina.unc.edu/register/
	Assess utility dependencies (domestic water, chilled water, steam, HVAC and emergency power) for each piece of equipment in the lab. Consider what you would need to do if utilities were lost during an emergency.
	Ensure that <u>lab entrance signs</u> are up to date and posted on outside of lab doors.
	Inventory freezers, refrigerators, incubators and other equipment, noting those plugged into emergency outlets. Unplug all non-essential equipment. Use surge protectors to protect sensitive equipment in the event of a power surge.
	Determine criticality of research materials and supplies stored in equipment dependent on utilities. Ensure critical materials are kept in freezers and refrigerators on emergency power red outlets.
	Turn refrigerators and freezers to coldest settings.
	Keep a list of equipment that must be reset, restarted, reprogrammed, or recalibrated once utilities return.
	Move all chemicals to appropriate storage locations (cabinets and shelves away from windows).
	Ensure gas cylinders are capped and secured.
	Close fume hood sashes completely.
	No hazardous materials, waste or equipment should be left on the lab floor.
	Take copies of lab notebooks.
	Close and lock all laboratory doors before you leave.

DURING THE EMERGENCY

	Follow Alert Carolina announcements for University operating conditions. Do not continue to work if operating conditions require work to stop.
	If emergency happens during business hours, work in the lab is prohibited if hazardous conditions exist or utilities are compromised.
	Personal safety is the number one priority; follow all evacuation commands!

AFTER THE EMERGENCY

	Do not enter the building or lab space until it has been cleared by emergency response personnel.
	Once cleared to enter, check equipment. Reset, restart, reprogram, or recalibrate as appropriate.
	Check chemical fume hoods and biosafety cabinets for air flow.
	Report any hazardous conditions that are found by contacting EHS 919-962-5507 or 911.