Laboratory Emergency Plan

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| 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, during an emergency: | | | | | |
| Name | Title | | | 24 hr Contact Phone # | |
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| **Basic Laboratory Safety Precautions** | | | | | |
| 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 the 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 | Equipment | | | Location |
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| 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 () 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!** | | | | | |
| University Emergency Numbers | | | | | |
| Department | Contact | | | Contact Numbers | |
| Campus Police |  | | | Emergency: 817-735-2600  Non-Emergency: 817-735-2210 | |
| Utilities | Randall Christopher, Energy Manager | | | Office Number: 817-735-0471  Other Numbers: 817-735-2626  817-735-2600 | |
| Safety Office | Matthew Moncus | | | Office Number: 817-735-2697 | |
| Lab Animal | Dr. Egeenee Daniels, DVM, Director | | | Office Number: 817-735-2017  Emergency Number: 817-929-4053 | |
|  | Marcie Dorsett, LATg, Facility Manager | | | Office Number: 817-735-2013  Emergency Number: 817-565-4574 | |
|  | Weekend DLAM Technician | | | Pager: 817-216-1180 8:00 AM to 2:00 PM only | |
| Dept Safety Coordinator |  | | |  | |
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| **Safety Precautions for Special Circumstances in the Laboratory** | | | | | |
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| Animal Use in Laboratory | | | | | |
| Emergency precautions to be followed to ensure both personnel and animal safety in the even of an emergency:  1. Animals will not be kept in the Laboratory any longer than required for the procedures being performed. When not being used, animals will be transported back to DLAM facilities unless otherwise approved by the IACUC.  2. The laboratory will keep on hand enough euthanasia agent to humanly euthanize animals that may be in the lab during an emergency.  3. If possible, without risk of harm to personnel, animals in the laboratory should be moved back to the DLAM facilities if an emergency occurs.  4. In the event that animals must be left in the laboratory alone, personnel will contact the Director of DLAM or the Facilities Manager to give them the location of the animals. | | | | | |
| Animal Health Concerns | | | | | |
| Below is a chart of specific animal concerns that may occur in the lab and the best way to handle them | | | | | |
| Concern/Emergency | Action | | | | | |
| Lab space is too cold/ too hot |  | | | | |
| Complications during surgery/procedures |  | | | | |
| Loss of power |  | | | | |
| Fire in the Laboratory |  | | | | |
| Fire in the Building |  | | | | |
| Tornado Warning |  | | | | |
| Tornado Watch |  | | | | |
| Inaccessibility to DLAM Facilities |  | | | | |
| Animal Bites/Scratches |  | | | | |
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