



Laboratory Emergency Preparedness Checklist

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

Lab Checklist:

- Close fume hoods/biosafety cabinets.
- Close all windows and lock all doors.
- Secure/shut down all experiments that could be affected by loss of electricity, water, or other services.
- Remove all chemicals and glassware from benchtops and store in cabinets.
- Remove infectious materials from biosafety cabinets, and autoclave, disinfect, or safely store them as appropriate.
- Ensure that all chemicals, radioactive, and hazardous waste containers are properly covered, sealed and in secondary containment.
- Ensure all gas valves are closed. If available, shut off gas to area.
- Turn off appliances, computers, hot plates, ovens, and other equipment. Unplug equipment if possible.
- Consolidate storage of valuable perishable items within storage units that have backup systems.
- Fill dewars and cryogen containers for sample storage and critical equipment.
- Ensure that water reactive chemicals are in sealed containers and stored in areas that are unlikely to become wet.
- Check that all gas cylinders are secured. Remove regulators and use caps.
- Elevate equipment, materials and supplies, including electrical wires and chemicals, off of the floor.
- Cover and secure or seal vulnerable equipment with plastic.
- Inspect all equipment requiring uninterrupted power for electricity supplied through an Uninterrupted Power Supply (UPS) and by emergency power (emergency generator).
- Secure lab notebooks and other data.
- Shut off and unplug sensitive electric equipment.
- 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.
- Take laptops home.
- Ensure you know how to contact your principal investigator, department representatives/research operations manager, and facility management group.

Contacts:

Principal Investigator:

work phone	
cell phone	
email	

Department Representative/ Research Operations Manager:

work phone	
cell phone	
email	

Facility Manager:

work phone	
cell phone	
email	

Reporting an Emergency

- Life Safety Emergencies – Dial 911**
- Harvard Police (24 Hours) – 617-495-1212**
- Operations Center (24 hours) – 617-495-5560**

Emergency Alerts

- www.emergency.harvard.edu
- 617-496-NEWS
- www.message.me.harvard.edu