University of Minnesota **|** Duluth

1. **Emergency Information & Shutdown Procedures**

**Laboratory Safety Plan/Compliance Manual**

## 4.1 Lab Emergency Preparedness Plan

Fill out the linked lab [Emergency Preparedness Plan](https://dehs.umn.edu/node/129246/attachment) (EPP) to provide lab occupants with room-specific instructions on what to do in case of emergency. An EPP is required to be customized based on your lab location and policies and posted near lab exits.

## 4.2 Emergency Phone Number Posting

Post the [Emergency Contacts Telephone Posting](https://docs.google.com/document/d/1sj_Dp0wPUKab5TtZvt1d309lmLVPEQX6RpCILnFxZX0/edit?usp=sharing) by all phones in your laboratory to ensure that the right emergency numbers are available for lab occupants at all times.

## 4.3 Small-Scale Chemical Spills

For small, non-emergency spills, your lab must decide what you are capable of handling. A good example would be a small spill in the lab where the chemical is not highly toxic or reactive and the spill is easily contained.

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| Define your lab-specific limitations for handling non-emergency spills here. |

## 4.4 Lab Specific Emergency Training

Each PI is responsible for reviewing lab specific emergency information with anyone working in the lab. This should be documented on the laboratory specific training sheet. The following attachments can be used for lab specific training:

* Building Emergency Plan your building - this should be completed and be specific to your building. Contact your department safety officer or the EHSO to get a copy.
* Laboratory Emergency Preparedness Plan and shutdown procedures from 4.1 - these should be completed and be specific to your laboratory.
* Standard Operating Procedures
* Safety Data Sheets

## 4.5 Incident/Near Miss Reporting Expectations

All incidents [must be reported on the webpage.](https://ehso.d.umn.edu/report-incident) An investigation of an incident or near miss should take place as soon after the incident or near miss is recognized. Inclusion of the Department Safety Officer and your Research Safety Partner is recommended. Your lab may also choose to document or follow-up on incidents in the following procedures:

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| Document your lab-specific policies on incident and near miss reporting here. |