

Laboratory Shutdown Procedures in Case of Non-Fire Emergency

Last updated: [06/02/2020](#)

This policy gives laboratory personnel simple steps to ensure a safe lab shutdown in case of any non-fire emergencies. The policy is mandatory for technicians, visiting scholars, undergraduate, summer and graduate students, postdoctoral fellows, research associates, assistant scientists and all other Netz Lab members. Non-fire emergencies are defined broadly and include any events that require immediate closing of our lab space due to safety or health concerns.

Our laboratory space ([Fig. 1](#)) includes 3 analytical “wet lab” rooms (Hunterian 310, 312 and 314) and a common office area (Hunterian 316 & 316A). The contents of this SOP pertain to all of these rooms; please take a moment to get familiar with the blueprint shown in [Fig. 1](#).

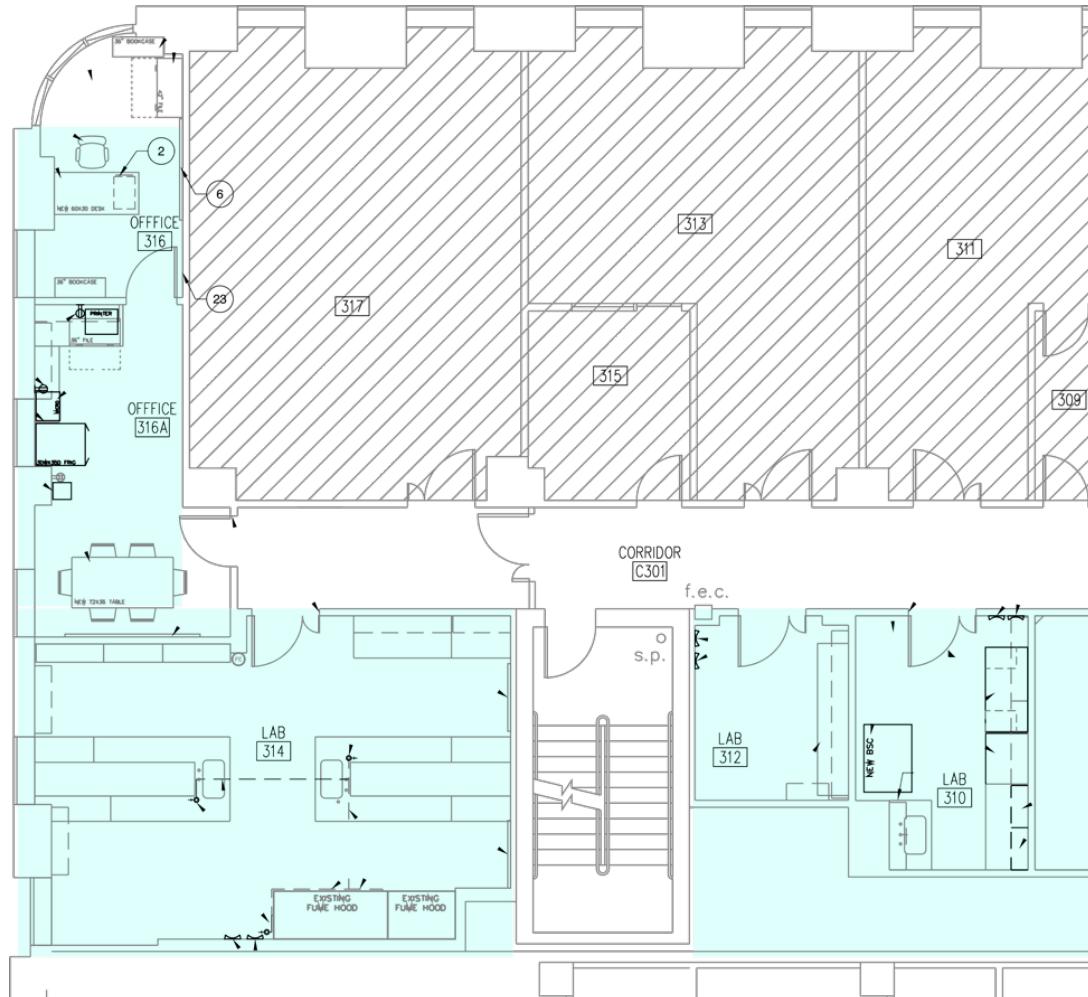


Fig. 1. Blueprint of the NetzLab space. Our laboratory space includes rooms 310, 312, 314 and 316 in the Hunterian Building. These spaces are marked in light blue in this blueprint. Please identify the stairwell exit located at the bottom center of this blueprint.

In case of a non-fire emergency:

- [1] Close biosafety cabinet sash room 310 and fume hood sashes in room 314.
- [2] Be certain that all bottles of chemicals are properly capped and stored in rooms 312 and 314.
- [3] **Turn off and unplug all non-essential electrical devices.** This includes potentiostats, scales, pH meter, centrifuges, DSC and ITC instruments, and all other electrically powered instruments in the lab except for refrigerators and freezers.
- [4] Make sure the doors are closed and locked unless instructed otherwise.
- [5] **Turn off all gas cylinders at the tank valves.** Note: If a low flow of an inert gas is being used to "blanket" a reactive compound or mixture, then the lab worker may want to leave the flow of gas on. This should be part of a pre-approved, written, posted standard operating procedure for this material or process.
- [6] **Terminate all reactions that are in progress,** based on the known scope of the emergency.
- [7] If experimental animals are in use, follow proper euthanasia procedures to terminate the experiments, place carcasses inside red biohazard bags and store them in the freezer located in room 310. No experiments involving animals can be left unattended during an emergency situation.
- [8] All non-essential staff/students must leave the building. Depending on the nature of the emergency, some staff may need to stay behind to facilitate the start-up of essential equipment once the lab is reopened. This includes people working with animals, if the research is too important to terminate the experiment.

Rewvisions to this Emergency SOP

The Netz Lab will use this policy effective immediately. All new personnel will receive and sign a copy of the policy before they begin research. On an annual basis, we will jointly review the policy at a lab meeting and discuss any necessary changes.

Acknowledgment of Standard Operating Procedure Guidelines and Policies

I certify that I have read and understood the contents of this document and that I will abide by all the policies and guidelines described in it.

Member Name

Signature

Date