

## Chemistry Department Emergency Protocol

In case of a flood, fire or other emergency that has any potential to affect equipment, personnel, chemicals or paper records, the following procedure should be followed:

- 1) Pull the fire alarm to evacuate the building if you judge that there is any physical danger to occupants.
- 2) Contact University Police at 412-624-2121.
- 3) Contact the "Primary Contact" for each of the labs and/or offices that are affected by the emergency. Usually, this is the Professor (P.I.) or Lab Supervisor responsible for the space; if he or she cannot be contacted, then at least one of the "Responsible Parties" should be called. Leave messages if contacts do not answer.
- 4) Contact the Director of Facilities and EH&S and involve them as much as possible in decision making concerning the appropriate response to the emergency.
- 5) If at all possible, the advice/supervision of a faculty member or graduate student from the group whose lab is affected should be obtained before anyone enters a lab. Allowing people to enter labs to "clean them up" or ameliorate damage by covering equipment without any supervision by a chemically trained person can create a potentially dangerous situation.
- 6) An email summary of the event should be sent out by the Director of Facilities to building occupants as soon as possible after the event.

Note: Even minor safety incidences need to be reported to the appropriate faculty or staff without undue delay.