

# 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 Facilities Coordinator (**4-5521**) and EH&S (**4-9505**) 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 e-mail summary of the event should be sent out by the Department of Chemistry to all building occupants as soon as possible after the event.
- 7) Remember that even minor safety incidents need to be reported to the appropriate faculty or staff within 24 hours of their occurrence, preferably as soon as they have been resolved.