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.