**Office: Environmental Safety, Health and Risk**

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**Related Policy or Policies: FAD.032**

**Revision History**

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| **Revision Number:** | **Change:** | **Date:** |
| IR | Initial Release | 11/10/2016 |
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1. **Purpose**

To give guidance for Emergency Shut Down Procedures in the Science Laboratory Spaces.

1. **Definitions**

Fume Hoods are Chemical Fume Hoods and closing the Fume Hoods is defined as bringing the sash or window all the way down.

**C. Procedures**

Lab personnel or the instructor in charge of the class can use this list as a guideline emergency shut down procedures. The emergency situation can vary and life safety is top priority above property safety if you are in **DANGER GET OUT!** Shut Down Procedures must take 2 minutes or less, Shut Down Procedures taking longer than 2 minutes will be left due to the hazard to personnel.

* STOP ALL ACTIVITIES
* Close Fume Hoods
* Extinguish all open flames
* Shut off all gas cylinders
* Shut down experiments that could be affected by the loss of electricity, water, gas, or other services
* Turn off, unplug, and cover all electrical or electronic equipment
	+ CAUTION: Do not cover ventilation vents and/or fan motors that could result in over-heating and possible fire
* Cap all chemical containers. Ensure that water reactive chemicals are in sealed containers and stored in areas that are unlikely to become wet
* Ensure that all chemical and hazardous waste containers are properly covered and sealed
* Refrigerators and freezers must be closed
* Elevate equipment, materials, and supplies, including electrical wires and chemicals, off of the floor, particularly in lower elevations that are prone to flooding
* Close all doors, including cabinets, storage areas, and offices
* Close windows