1.0 Purpose
To outline necessary measures and precautions to take in event of an emergency or natural disaster.

2.0 Scope
SOP 1.3 is intended to cover all resources, personnel and equipment in the BCR laboratory.
- Contingency plans are developed for key processes identified by the Laboratory Manager.
- SufficientReplacement parts (such as pipettor components and equipment replacements) are kept in-house to minimize down time.
- Multiple trained operators are available and job specific SOPs are provided to ensure qualified individuals are present to conduct assigned experiments.
- A just-in-time inventory is maintained in-house to ensure adequate parts/supplies are always available.

3.0 Materials
Not applicable

4.0 Procedure
4.1 First, familiarize yourself with the Emergency Evacuation Plan posted in your area. It contains where all fire alarms, fire extinguishers, defibrillators, storm shelters, etc. are located for your area (for B26 3rd floor South, it is located between offices 335S and 333S and for B20 3rd floor, it is located right outside the freight elevator)
4.2 In the event of a **Fire**, if you have discovered the fire, manually activate the fire alarm system and dial 911. If evacuation is necessary, WALK to the nearest exit. Do not use elevators and assist anyone that may be injured or has special needs. Meet in the designated assembly area which is outside in front of Building 10. Refer to the building evacuation route (posted in numerous places in the hallways) for more information.

- Do not re-enter the building until advised by the Dept. of Public Safety (DPS) or OSEH or BIRT member or liaison, identifiable by orange or lime green vests, respectively.
- If you are trapped or unable to evacuate the building during emergency call 911 and inform the officer of your location and status. Wet and place cloth material around and under the door to prevent smoke from entering your location.
- Keep a flashlight, radio and cellular/portable telephone with you.
- In instances of a small manageable fire, activate a fire extinguisher which are located in all of the main hallways and right outside each lab door (so in B26 outside of door to 328S, to 320S, and to 314S, and in B20 right outside 326W-B and right outside 301W offices, etc.): Pull out the pin from handle, Aim at the base of fire, Squeeze the handle, Sweep from side to side at base.

4.3 In the event of **Severe Weather:** such as a tornado, an outdoor siren will activate and an indoor announcement will be made. **TAKE COVER IMMEDIATELY.**

- Avoid areas on the top floors of buildings, areas with glass windows or doors, automobiles and auditoriums or gymnasiums where there are large, free-span roofs. Find a safe place in basements or stairwells.
- The Emergency Evacuation Plan shows shelter sites from where you are located.

4.4 In the event of **Imminent or Actual Flooding:** In order to preserve vital equipment such as records, hazardous materials, chemicals and biologicals; secure and move to a higher level if feasible. Shut off all electrical equipment, and secure laboratory equipment. Wait for instructions from DPS.

- Report any oil, chemical, biological, radioactive materials or food preparation areas suspected of mixing with the flood waters to OSEH (734) 647-1143.
- Do NOT dump flood water down any drain unless approved by OSEH staff.
- Be aware of the potential for electric shock, wear rubber boots in wet areas. Plant operations can turn off all main electrical switches and gas supplies by calling (734) 647-2059; after the power is off, unplug electrical appliances and do not turn on any appliances which have become wet until they are checked for proper operation.
- Do NOT use any open flame until the area has been ventilated for the potential presence of natural gas.

4.5 In case of a major, campus wide **Power Outage:** Laboratory personnel should secure all experiments, unplug electrical equipment (including computers) and shut off light switches and research gases prior to evacuating. All chemicals should be stored in their original locations. Fully CLOSE fume hoods.

- Flashlights are located throughout the labs. Do NOT use candles, lighters or other types of open flames for illumination
• If people are trapped in an elevator, call 911 and provide information. Stay near passengers until police or assistance arrives providing it is safe to remain in the building. Do NOT try to pry open the elevator or extract people from a trapped elevator car.

4.6 In the event of an **Active Shooter**: Get out, hide out and keep out!

  • If you know the location of the assailant, consider escaping if a safe route is available.
  • If unsafe to escape, immediately seek protection, secure the area by locking or barricading door using whatever means available, stay behind solid objects away from door and minimize noise that may draw attention to your location (turn cell phone on silent, turn off lights, etc.)

4.7 In the event of a **Bomb Threat**: IMMEDIATELY DIAL 911 to report it!

  • Ask the caller making the threat when the bomb is going to explode, where the bomb is, what kind of bomb it is, what does it look like and what will cause it to explode?
  • Make note of phone number on caller ID, the phone number the call was received on, date/time call was received, how the caller sounded (calm, angry, accent, etc.) and any background noises you can hear.
  • DPS will notify all building employees if evacuation is necessary.

4.8 In the event of a **Civil Disturbance** (including riots, explosions, demonstrations, protests, and threatening individuals):

  • Call DPS immediately at 911
  • Avoid provoking or obstructing demonstrators and avoid the area of disturbance.
  • Secure your area (locking doors, safes, vital records and equipment, hazardous materials, research animals and biologicals). If deemed safe to do so, evacuate the building and area. If the disturbance is outside, stay away from doors and window and stay inside.

5.0 Applicable References

1.0 Emergency Evacuation Plans
2.0 Wicha Laboratory Emergency Contact List
3.0 Wicha Lab Specific Emergency Contingency Plan
4.0 Emergency Procedures Flipchart
5.0 UMHS Severe Weather Plan: [www.med.umich.edu/i/safety/Plans/severeweatherplans.htm](http://www.med.umich.edu/i/safety/Plans/severeweatherplans.htm) and [http://www.umeremergencypreparedness.umich.edu/epp/HazardGuidelines-Tornado-Severe-Thunderstorm.pdf](http://www.umeremergencypreparedness.umich.edu/epp/HazardGuidelines-Tornado-Severe-Thunderstorm.pdf)
7.0 Tornado Watch/Warning Poster: [www.med.umich.edu/i/safety/fire/tackboard-information.htm](http://www.med.umich.edu/i/safety/fire/tackboard-information.htm)
8.0 Weather Radio Information: [www.med.umich.edu/i/safety/emergency/weatherradio.htm](http://www.med.umich.edu/i/safety/emergency/weatherradio.htm)
6.0 Change Description

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<td>Updated building and procedure info</td>
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<td>8/18/14</td>
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