



**Effective August 2010  
Laboratory and Studio  
Check List for Inclement Weather  
and Planned Power Outage**

Task	Yes	No	Action
<b>Tasks for Storm Preparation</b>			
Does your lab have a list of all equipment that must be reset or restarted if the power is lost?			
Do you have manuals/instructions for restarting the equipment?			
Does the continuously operating equipment (e.g. heaters) have a safety shut down procedure that includes no automatic restart?			
Do you have a list of critical equipment that should be on emergency power?			
Did you check that all critical equipment is plugged into the emergency power supply (if available)?			
Have you identified files, notebooks and computers, including backing up data on computer hard drives, to be secured or removed in the event of an emergency and who is responsible for each item?			
Have arrangements been made with Facilities to have emergency supplies of dry ice delivered to your available freezer space?			
Do you have safety equipment (cryogenic gloves and face shield) to handle dry ice or liquid nitrogen?			
Did you check the refrigerators and freezers that are not "laboratory safe" and remove any containers with flammable liquids?			
Is there a flashlight and extra batteries available for staff to safely evacuate when the power goes off?			
<b>Tasks to Follow After Storm Warning Issued</b>			
Shutdown experiments that could be affected by the loss of electricity, water, or other services.			
Remove all chemicals and glassware from bench tops and store safely in			



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cabinets.			
Close the sash on all chemical fume hoods.			
Remove all infectious materials from bio-safety cabinets, and autoclave, disinfect, or safely store them as appropriate.			
Ensure that all chemical, radioactive and hazardous waste containers are properly covered, sealed and in secondary containment.			
Ensure that all gas valves are closed. If available, shut off gas to area.			
Turn off all appliances, computers, hot plates, ovens and other equipment. Unplug equipment if possible.			
Consolidate storage of valuable perishable items within storage units that have backup systems.			
Fill Dewar and cryogen containers for sample storage and critical equipment.			
Ensure that water reactive chemicals are in sealed containers and stored in areas that are unlikely to become wet.			
Check that all gas cylinders are secured. Remove regulators and use caps.			
Elevate equipment, materials and supplies, including electrical wires and chemicals, off of the floor.			
Cover and secure or seal vulnerable equipment with plastic.			
Secure lab notebooks by storing them in water tight containers. Backup critical data on computers and keep the backup copy at a different location.			
Close cabinet doors and latch or secure with tape.			
Remove all visual obstructions (paper, etc) from the door windows.			
Close all doors, including cabinets, storage areas, offices and utility chase-ways. Lock all exterior lab doors before leaving.			



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<b>Tasks to Complete During Impending Power Outage</b>			
Secure all hazardous experiments. Make sure that any experiments in progress are stabilized and discontinued.			
Securely cap all chemical containers, extinguish all flames, close gas valves, store cultures and secure radioactive materials.			
Completely close the sash of each fume hood.			
Power off all equipment so it does not reenergize when power is restored to the building. Unplug equipment if possible.			
Close all interior lab doors to reduce spread of hazardous vapors and improve fire safety risks.			
Check any equipment on emergency power which may take up to 30 seconds for the emergency power to kick in. Items not permanently connected to emergency power outlets should not be connected during a power interruption.			
Exit the lab, lock doors and evacuate the building.			
If the power loss occurs during off hours, check all laboratories that may be running overnight experiments. Contact the persons involved so that they can properly secure their hazardous experiments.			
Coordinate the use of temporary emergency power with Facilities. Do not bring in electrical generators to operate equipment.			
<b>Tasks for Completion Upon Power Restoration</b>			
Return to the campus only when it is safe and entry has been authorized by Emergency Personnel.			
Make sure your lab is safe for entry. Do not enter the lab alone after the power has been off for an extended period. Only essential staff should return			



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until normal operations have resumed.			
Reset/restart/check equipment.			
Check to ensure airflow of your fume hood has been restored. If your fume hood has not automatically re-started, call Facilities. Keep the sashes closed and do not use the hood until you are sure the hood exhaust system is working.			
If your lab flooded, wear protective gloves when working in contaminated water or handling contaminated objects.			
Wash hands after cleanup or decontaminating equipment. Use soap and clean water or waterless, alcohol-based hand rub.			

**Contact the CHBO if you have any special needs not addressed in this document.**

**Additional information about UT Storm Emergency Preparedness can be found in the [UT Emergency Operations Plan](#).**