

Emergency Laboratory Shutdown Checklist

Lab Room No. _____

Checked by: _____

1. Close the sash on chemical fume hoods and biosafety cabinets.	
2. Ensure all chemical reactions and experimental procedures are appropriately terminated.	
3. Safely store and secure all hazardous materials.	
4. Ensure all radioactive sources are properly shielded and are accessible by authorized personnel only.	
5. Ensure refrigerator, freezer, and incubator doors are tightly closed.	
6. Ensure caps on chemical containers, including hazardous waste, are secured and that the chemical containers are segregated appropriately by hazard classification. Also ensure all chemical containers and hazardous waste containers are properly labeled, and stored safely.	
7. Ensure that essential equipment is plugged into power receptacles supplied by the emergency generator (red outlets).	
8. Close gas valves and secure gas cylinders.	
9. Turn off all non-essential heat-generating (e.g. ovens, hot plates) and electrical devices.	
10. Turn off gas cylinders and gas valves.	
11. Ensure all compressed gas cylinders are properly secured and in an up-right position.	
12. Remove all items from window ledges.	
13. Ensure aisle spaces is unobstructed.	
14. Ensure flammable chemicals are stored in flammable safety cabinet.	
15. Ensure electrical panels are not obstructed. Maintain at least 3 ft clearance around the panels.	
16. Ensure all power strips are connected directly to a wall outlet. Extension cords should not be used.	
17. Ensure storage is within 24 inches from the ceiling and 18 inches from the sprinkler head.	