Emergency Practices

A tutorial for interpreting this category on the lab safety checklist.
## Emergency Checklist Statements

<table>
<thead>
<tr>
<th>EMERGENCY</th>
<th>1. Emergency procedures are posted inside lab and hazmat room signs with contact phone numbers are posted on doors.</th>
<th>✔</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Fire doors are not blocked or wedged open. (Hallway doors to laboratories are kept closed.)</td>
<td>✔</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>3. A basic first aid kit is available (in the lab suite)</td>
<td>✔</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>4. Exit paths, aisles, and paths around equipment are maintained clear of obstructions.</td>
<td>✔</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>5. EMERGENCY - OTHER</td>
<td>✔</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Statement 1.
Emergency procedures are posted inside lab and hazmat room signs with contact phone numbers are posted on doors.

For labs and areas that use hazardous materials, a room sign that includes information such as the following, must be posted on room access doors.

- emergency contacts,
- type of hazards, and
- minimum PPE for entry

Emergency procedures, on the other hand, must be posted inside the lab or activity space.
Statement 1 Notes

Check that the posted sign is in good condition (not torn or faded).

Notes about room hazard and contacts signs:

• This rule does not apply to office spaces, computer labs, lecture rooms or break rooms.

• If unsure, please check with EHS. There are certain labs that are exempt.

• Certain “labs” that do not have hazardous materials or equipment, do not require minimum PPE listed, such as physics lab classrooms.
  • Consider letter-size versions with no PPE

• Contact EHS to update room signs when contact information and hazards change.
• Emergency procedures must be posted in a visible location near an exit door – INSIDE the lab or space.

• At least the university emergency procedures poster should be present.

• Labs with hazardous materials or equipment that require specific shut-down and emergency procedures should also have this posted inside where room occupants and see it.

This poster must not be posted on the outside of the exit doors, hallway side. If it is, mark this as non-compliant. It is an issue with the fire code about paper on fire doors.
Statement 2.

Fire doors are not blocked or wedged open. (Hallway doors to laboratories are kept closed.)

- **Keep all fire doors closed.** This is to prevent fires that originate in the lab from spreading to the hallways and other rooms.

- In-suite, non-fire doors are allowed to be left open at lab member’s discretion. **However, hallway doors must be closed at all times.** Do not prop open doors.

- **Fire doors should be closed at all times unless certified fire door retainers have been fitted.** Fire door retainers hold fire doors open until a fire alarm is set off, closing it once the alarm has been triggered.
Statement 3.

A basic first aid kit is available (in the lab).

- Store a first aid kit in at least one room within lab suite. One first aid kit can be shared between multiple rooms that are directly accessible from each other (can be reached through internal doors without needing to go through hallway or a different floor).
- If there are multiple clusters of rooms that are not directly accessible to each other, please store a first aid kit in each group.
- Ensure that the kit is never empty, and the materials are not expired.
- Check sure that the kit is in an accessible and easy-to-find spot. “First Aid +” stickers are strongly recommended to help occupants find the kit in an emergency.
Statement 4.

Exit paths, aisles, and paths around equipment are maintained clear of obstructions

• Do not block aisles and exits.
• Keep exit pathways and aisles free from stored materials on floors, sticking out from shelves, and trip or slip hazards.
Statement 5.

Emergency - OTHER

• Any other emergency prep or response related items not addressed in previous statements should be reported here;

• Use the Notes section within INSPECT to describe the issue or recommend corrective actions;

• If nothing to report here, mark N/A.

• Always mark the OTHER category with a response or the inspection won’t be complete.

Record as non-compliant: blocked eye washes, fire extinguishers and other emergency equipment

Trash or stored items in eye wash. Not useable in an emergency.
Statement 5.

Emergency - OTHER

- Check that there is a spill kit in the laboratory suite or storage area where there is chemical storage or use;
- There should be a sign on the wall nearby or cabinet informing occupants of the spill kit location;
- Each room on a lab suite does not need its own spill kit. Usually only one per lab suite is needed;
- However, if user requests an additional spill kit for a particular location or you think they need another one, please provide it;
- Report as non-compliant if a spill kit is obviously damaged, missing supplies, misused, inaccessible, hidden, or you can’t find one in the lab suite.

Spill kits are directly addressed in the HazMat Inspection Checklist but not in this one. Note any issues you find under OTHER here.
Things to consider

Checklist Options

- Can mean “good”, “okay”, “compliant”, “acceptable” “ok but not ideal”

- Can mean “unsafe”, “not acceptable”, “not compliant”, “maybe unacceptable, so requires verification”

There are so many unique situations and equipment setups in academic laboratories and activity spaces can’t be adequately covered by a handful of safety statements in the INSPECT app.

Often it is a judgement call whether a situation is “in compliance” or not.
If you have questions or are unsure if your lab is in compliance with standards, please reach out to Environment Health and Safety (EH&S).

EH&S Dept Email: sfehs@sfsu.edu