



### Introduction

To prepare for extended building closures, employee attendance disruptions, possible outbreak scenarios, or other disruptions, all University of Alberta units are required to conduct [continuity planning](#). Units must be prepared to shut down, suspend or delegate operations, including labs, within 24-48 hours.

Below is a checklist research that labs and team leads must use to ensure they are prepared to rapidly ramp down their research space. This document should be regularly reviewed.

### Checklist

#### CONTACT NAMES AND PHONE NUMBERS

Contact names and phone numbers for all lab/studio members should be available to all.

Activity	Completed Date	Completed By
Contact names and phone numbers available remotely to all staff.		
Communication protocol established for rapid ramp down.		
ARISE HSElab registration record contains current lab/studio members.		
Individuals identified who are familiar with the research space and any hazards contained within.		

#### ACTIVE RESEARCH EXPERIMENTS

Activity	Completed Date	Completed By
Unattended experiments arranged to be safely shut down or completed.		
Appropriate arrangements made to defer any human participant research activities.		
Plans are in place to care for animals in active research projects.		
Plans are in place to care for plants in active research projects.		
Plans are in place to care for cell lines, active biological samples that cannot be easily replaced.		



Arrangements have been made for field research samples that are coming onto campus.		
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### HAZARDS PRESENT IN THE SPACE

Activity	Completed Date	Completed by
Chemicals secured and properly stored.		
Biological materials secured and frozen down if necessary.		
Fume hood sashes shut.		

### EQUIPMENT

Activity	Completed Date	Completed By
High heat devices such as ovens or incubators can be shut down.		
Equipment with gas cylinder supply (e.g. incubators, glove boxes) has an adequate gas supply for at least 10-14 days.		
Equipment/storage dewars that require cryogenics have an adequate supply.		
A list of equipment that can be powered down is available in the lab/studio.		

### EXPECTED ORDERS/DELIVERIES

Activity	Completed Date	Completed By
SMS has been notified to stop deliveries to the lab.		
Arrangements to cancel impending animal orders have been made.		

### Contact Information

Maintenance Desk: 780-492-2833

Building Emergencies after hours: 780-492-5555

Health, Safety and Environment during office hours: [hse.info@ualberta.ca](mailto:hse.info@ualberta.ca)

Health, Safety and Environment urgent inquiries after hours: 780-492-5555