

UNIVERSITY OF MINNESOTA

**Bee Research Facility  
Building Emergency Plan**



Building # 347  
1634 Gortner Ave., St. Paul, MN 55108

Primary Contact Phone: (314)323-2761 Primary Contact Email: [williamn@umn.edu](mailto:williamn@umn.edu)





**NEVER ENDANGER YOUR PERSONAL SAFETY**

**Building evacuation is mandatory whenever a fire alarm sounds.  
Every building occupant is responsible for knowing these procedures.**

Updated on: 5/7/24

\*Upon completion or updating this plan, please forward a copy to [dem@umn.edu](mailto:dem@umn.edu) for review and record keeping.

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## Scope

This plan has been prepared to ensure orderly and complete evacuation of your building whenever an emergency occurs, or the alarm sounds.

The primary objectives of this building plan are to ensure that:

1. Everyone leaves the building safely.
2. A procedure to safely evacuate individuals who cannot negotiate stairs is in place.
3. Building occupants are accounted for after an emergency evacuation.
4. Personnel are selected among building occupants, with functions to ensure plan objectives are met.

For the purpose of this plan, the following are emergencies for which it will be necessary to evacuate the building:

- Fire.
- Explosion.
- Bomb threats.
- Release of hazardous chemical substances, in quantities or toxicity, which threaten human health (depends on chemical whether building tenants will need to evacuate or take shelter).
- Building air contamination

The following are emergencies for which it will be necessary to seek shelter in the building's designated shelter:

- Severe weather
- Release of hazardous chemical substances, in quantities or toxicity, which threaten human health (depends on chemical whether building tenants will need to evacuate or take shelter).

The plan will be updated at least annually. The plan will be revised by members of the building's advisory committee.

## Key Words & Definitions

**Work Area Rep:** checks department rooms and informs all people in work area of evacuation while evacuating themselves. Reports to Floor Monitor.

**Floor Monitor:** walk corridors on assigned floor and ensures personnel are moving toward exits while exiting; checks bathrooms, assists with areas of refuge. Reports to Emergency Coordinator.

**Emergency Coordinator:** collects information on who may still be in the building and who needs help in areas of refuge. Communicates with emergency personnel.

**Area of Refuge:** area that is easily accessible to individuals with limited mobility; may have closeable doors.

**Designated Shelter:** provides shelter in the building during severe weather. Examples: windowless rooms (i.e. bathrooms), interior hallways, lower levels, etc.

**Evacuation Assembly Point:** assigned meeting location outside of building in the event of evacuation.

**Shelter in Place:** remain in your immediate work area or building. Do NOT leave the building.

**Lockdown:** remain in your office, minimize light and noise, lock if possible and barricade door. Wait for all clear to be given before leaving the area.

## General Building Evacuation Procedure

At the sound of the emergency alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.

**Building occupants** are also responsible for ensuring that their visitors, customers, and contractors in their department follow the evacuation procedure described herein, and leave the building along with all other occupants.

**Faculty and instructors** are responsible for dismissing their classes, and directing students to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.

**Designated essential personnel** needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

## Evacuation Instructions

Whenever you hear the building alarm or are informed of a building emergency:

- Do not panic.
- Do not ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.

- Classes and meetings in session must be dismissed and students directed to leave.
- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area for any reason.
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- Report to your Work Area Rep at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons or those located in an Area of Refuge.
- Return to the building only after emergency officials or building coordinator give the all-clear signal.  
Silencing the Alarm doesn't mean the emergency is over.

### **Chemical Spill Lab Evacuation instructions**

- Notify other lab occupants in immediate area
- Everyone who can safely leave, should leave lab away from spill
- While exiting, close double doors leading into other labs
- A lab occupant leaving lab should immediately call 911 (or head to area of refuge button (near freight elevator on each floor) if applicable)
- Notify operator of spill and location
- Operator can remotely activate fire alarm (for some buildings) and send emergency personnel
- Evacuate building according to general evacuation procedures

### **Radiation Incident Instructions**

- Occupants should call 911 in the following situations:
  - if you encounter a radiation incident
  - if you are unsure as to whether or not you are at a radiation incident
- The following information is needed:
  - Report that you have a radiation incident
  - Building Name
  - Room Number
  - Brief Description of the incident
  - Your name and a telephone number where you can be reached
- DO NOT LEAVE. Remain at the incident and near the phone
- All individuals must be surveyed prior to being released

### **Building Emergency Instructions**

In the event of a loss of power, water leak or flood, elevator failure or other building emergency:

- Call the FM Call Center (FMCC) at 624-2900 to notify them of the emergency. Call 911 for emergencies with injuries.
- Notify staff that is located near the emergency so they may take appropriate precautions.
- Follow evacuation instructions, if evacuation is necessary.

### **Shelter Emergency Instructions**

- In the event of notification of severe weather, safely discontinue work and go to the nearest designated safe shelter location
- In the event of the release of hazardous chemical substances which threaten human health and the immediate lab needs to evacuate, but other building occupants are safe, please follow the steps below:
  - Notify other lab occupants in immediate area
  - Everyone who can safely leave, should leave lab away from spill
  - While exiting, close double doors leading into other labs

- Contact 9-1-1 according to established lab safety protocols
- “Shelter in place” – Remain in your immediate work area or building.
- “Lockdown” – Remain in your office, minimize light and noise, lock if possible and barricade door. Wait for all clear to be given before leaving the area.

## **Active Threat Instructions: Run, Hide, Fight**

The guidelines below should be considered during this type of emergency, but your specific situation may require deviation from these suggestions.

### **Run:**

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.
- Run to a place of refuge, well beyond the norm.

### **Hide:**

- If running is not possible, hide.
- Lock and barricade doors; shut off lights
- Remain silent, yet vigilant
- Avoid huddling together

### **Fight:**

- Fighting is a last resort, use only when your life is in imminent danger.
- Use improvised weapons, i.e. chair, fire extinguisher.
- Attempt to incapacitate the active threat.
- There is strength in numbers; work together against the active threat.

### **Calling 9-1-1:**

- Call **ONLY** if safe and with information about the active threat
- Clarify you are on the University of Minnesota campus and where you are
- Give the location of the active threat(s)
- Provide physical description of active threat(s)
- Describe type of weapons held by the active threat(s)
- Notify the dispatcher of victims and their location

### **How to React When Law Enforcement Arrives:**

- Remain calm; follow officers' instructions
- Keep your hands up and out in front of you, assuring your hands are empty
- Keep hands visible at all times
- Avoid making quick movements towards officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Move quickly towards the nearest exit or where directed to by police
- Do not stop to ask officers for help or directions when evacuating

### **Once in a Safe Place:**

Emergency responders need to account for everyone. Once you are in a safe place, **DO NOT LEAVE**. As the

event unfolds and is better understood, law enforcement will provide additional instructions as to where you should be or when you will be able to leave. Please be patient. Your safety is our most important concern.

## Emergency Evacuation Personnel

For the purpose of this plan, emergency evacuation personnel and their alternates are regular employees who have been selected to ensure that building evacuation is carried out as planned, evacuated building occupants are directed to assigned assembly points where they will be accounted for, and persons needing assistance to evacuate are attended to.

Building emergency evacuation personnel and their alternates shall be selected among building occupants.

## Emergency Evacuation Personnel Duties

Personnel	Duties
<b>Work Area Reps.</b>	<ul style="list-style-type: none"><li>• Have a general awareness of all current occupants, including part time and student employees in immediate work area.</li><li>• Inform area occupants leave the building in cases where there is word of an emergency but building alarm didn't sound.</li><li>• Inform occupants of their duty to report to your assembly point.</li><li>• Assist and/or direct occupants with limited mobility either to areas of refuge, or down stairs if able to negotiate stairway.</li><li>• Leave the building as soon as possible and go to your assembly area.</li><li>• Check off co-workers who safely reported to assembly point from occupant list.</li><li>• Collect information on missing personnel known, or suspected to still be in the building, and report to floor monitor or emergency personnel.</li></ul>
<b>Floor Monitors</b>	<ul style="list-style-type: none"><li>• Monitor corridors on assigned floor and ensure personnel are moving toward exits.</li><li>• Check restrooms on assigned floor to ensure they have been evacuated.</li><li>• Make sure fire doors on enclosed stairways and exits are closed and not blocked open.</li><li>• Assist and/or direct occupants with limited mobility, either to areas of refuge, or down stairs if able to negotiate stairway.</li><li>• Leave the building as soon as possible and ensure assigned entryway is being monitored. Report presence of anyone still on your floor to Emergency Coordinator, or directly to Fire Dept.</li><li>• Prevent re-entry into the building until emergency responders or the emergency coordinator announces the all-clear signal.</li></ul>
<b>Emergency Coordinators</b>	<ul style="list-style-type: none"><li>• Collect information on building occupants known or suspected to still be in building from Floor Monitors and/or Work Area Reps.</li><li>• Meet emergency responders at building entrance.</li><li>• Report information on occupants needing assistance to evacuate and other personnel suspected to still be in building to emergency responders or On Scene Commander.</li><li>• Transmit the All-Clear signal to floor monitors or other building emergency evacuation personnel.</li><li>• Conduct post emergency meeting if necessary.</li></ul>

<b>On Scene Police Officers</b>	<ul style="list-style-type: none"><li>• Assist emergency responders from the fire department in gaining access to building as needed.</li><li>• Help secure building and prevent re-entry.</li><li>• Maintain communication between emergency responders and University officials.</li></ul>
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**PLEASE NOTE:** Assigned duties are to be carried out only if you are not putting yourself in danger.

## **Procedure for Persons Needing Assistance to Evacuate**

Any person unable to use stairs, or needing assistance to evacuate, should proceed to the nearest designated “area of refuge” or remain in his/her office if safe. Emergency evacuation personnel will check “area of refuge,” and ensure emergency response and rescue personnel are notified if someone has taken refuge there. They will also report any person taking refuge in offices in their areas. Encourage staff to self-identify if they will need assistance during an evacuation. This could be a permanent or temporary need.

## **Building “Areas of Refuge”**

One area per floor should be designated as an “area of refuge.” These areas are for use as a refuge by individuals who cannot negotiate stairs during evacuation, until trained emergency rescue personnel arrive to assist in their safe evacuation if circumstances warrant.

A reasonable “areas of refuge”, unless otherwise specified, is a space easily accessible to individuals with limited mobility, preferably equipped with a telephone and windows to the outside. This area should be checked by the Floor Monitors and Work Area Reps for anyone seeking refuge in them to report to responders.

## **Building Shelters**

Every building should have at least one shelter designated for severe weather or other emergency which would require sheltering in place. Most buildings will require multiple shelters due to the size and occupancy levels. Acceptable severe weather shelters are interior hallways without windows starting on the floor below the highest level, windowless rooms like bathrooms, conference rooms, etc. It is recommended to start on the lowest level and work your way up. Stairways, lobby areas and atriums with vaulted ceilings, auditoriums and gymnasiums are not acceptable areas for sheltering for severe weather.



## Building Specific Information

### Work Area Reps: (Customer to Fill Out)

The following individuals have been selected as Work Area Reps, and will carry out their duties as listed in this plan under “Work Area Reps duties.” Redundant Work Area Reps have been selected for each area in the event the primary Work Area Rep is unavailable at the time of an emergency.

Floor #	Work Area Reps
office	Jessica Helgen/Marla Spivak
	Dan Cariveau/Ben Ziegler
labs	Rebecca Zerlin- Native Bee Lab
	Nelson Williams- Practical Lab
	Sofia Nikulin- Molecular Lab
Garage	Nelson Williams

### **Floor Monitors: (Customer to Fill Out)**

Primary Floor Monitors and Alternates are listed below, and will carry out their duties as described in this plan. In the event that the Primary Floor Monitor is not available at the time of the emergency, Alternate Monitors will assume those duties.

Floor #	Floor Monitors	
	Primary	Alternate
1	Rebecca Zerlin	Dan Cariveau
	Nelson Williams	Marla Spivak
	Jessica Helgen	Ben Ziegler

### **Emergency Coordinators: (Customer to Fill Out)**

The Primary Emergency Evacuation Coordinator and his /her alternates are listed below. In the event the primary coordinator is not available during an emergency, alternate coordinators will assume responsibility in the order in which they appear, and carry out their duties as described in this plan.

Contacts	Name	Cell Phone	Email
Primary	Nelson Williams	314-323-2761	williamn@umn.edu
1 <sup>st</sup> Alternate	Rebecca Zerlin	985-519-0316	rzerlin@umn.edu
2 <sup>nd</sup> Alternate	Ben Ziegler	706-831-6680	Ziegl344@umn.edu

## Areas of Refuge

The following are areas of refuge: Also locations identified on floor plans

Floor #	Areas of Refuge
1	not needed only 1 floor

## Designated Shelters



The following are designated shelter locations: Also locations identified on floor plans

Floor #	Designated Shelters
1	Locker Room or observation hive room

## Evacuation Assembly Points

When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. The evacuation assembly points for the building are **designated by floor** as listed below:

Home Floor Number	Evacuation Assembly Point
all	Patio in front of the building
if not safe	Parking for Plant Growth Facilities West
If not safe	At front entrance to Plant Growth Facilities West

See attached “Evacuation Assembly Points Map” showing location of all building assigned assembly points.

## Assigned Building Entrances

List the building's number of main entrances. These entrances must be monitored during building evacuation to maximize building security, limit access to emergency personnel, and ensure unsuspecting employees and visitors do not enter the building, until the all-clear signal is given.

This task is delegated to the Floor Monitors. Floor Monitors who are assigned to monitor these entrances will ensure to delegate this responsibility to someone else in case of their absence during an emergency.

Floor #	Assigned Entrance
1	Main Front Entrance
2	Garage Entrance
3	Main Back Entrance

## AED Locations

Automated External Defibrillators (AEDs) are for use when a person is having a cardiac event. AEDs are designed to be used by anyone, as the machine will guide users through the process of activating the unit.

AEDs are located in the following areas: Also locations identified on floor plans

Floor #	Location
1	Wall next to offices mens room

## Tone Alert Radios

Tone Alert Radios (TARs) receive severe weather warnings, such as tornado warnings, and other emergency information via a radio frequency. Messages are sent from the University of Minnesota Public Safety Emergency Communications Center. A test message is sent at 1 p.m. the first Wednesday of every month.

Tone Alert Radios are located in the following areas: Also locations identified on floor plans

Floor #	Location
	none

### **Building Emergency Plan Advisory Members: (Customer to Fill Out)**

The following is a list of Building Emergency Plan Advisory Members. Members are responsible for annually updating and revising the Building Emergency Plan, attending advisory meetings and discussing building safety issues as a group.

#### **Building Emergency Plan Advisory Committee Members:**

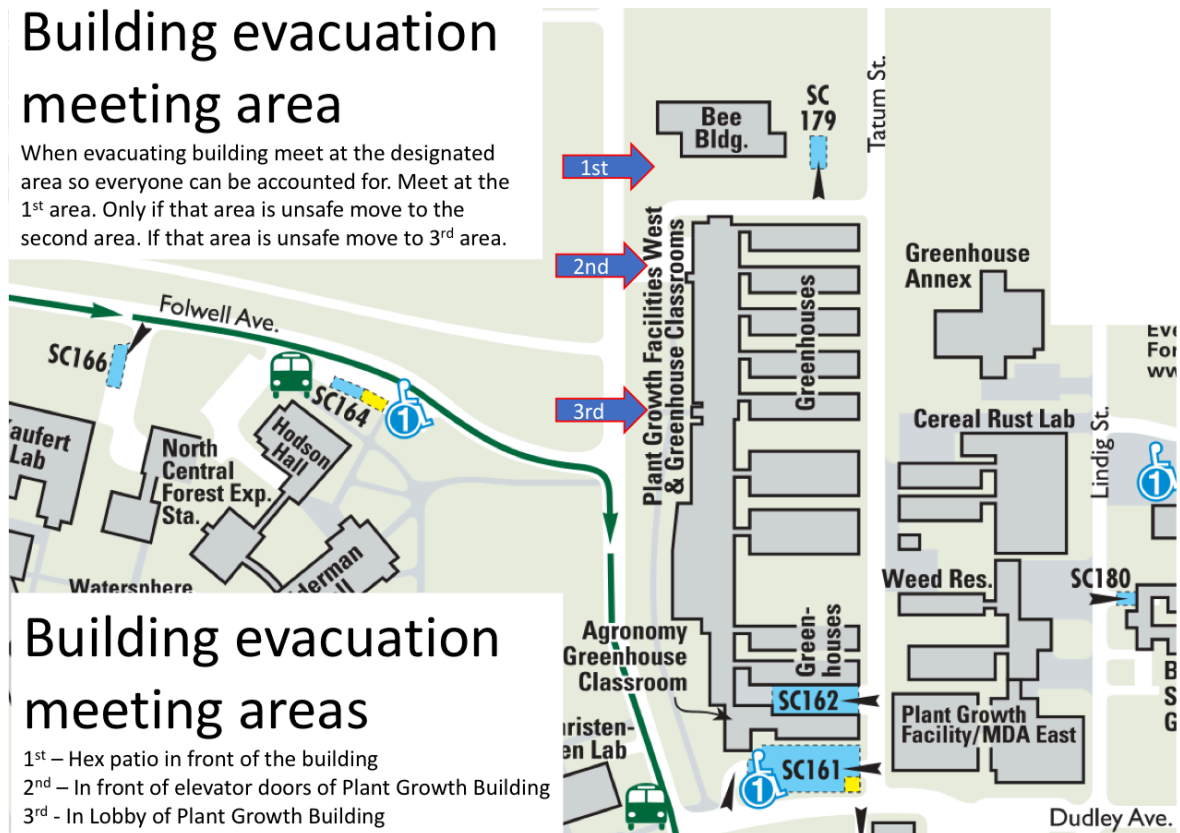
<b>Member</b>	<b>Department</b>	<b>Email</b>	<b>Office Phone</b>
Nelson Williams	Bee Lab	<a href="mailto:williamn@umn.edu">williamn@umn.edu</a>	314-323-2761
Rebecca Zerlin	Bee Lab	<a href="mailto:rzerlin@umn.edu">rzerlin@umn.edu</a>	985-519-0316
Dan Cariveau	Bee Lab	dcariveau@umn.edu	4-1254
Marla Spivak	Bee Lab	spiva001@umn.edu	4-4798

## Exterior Evacuation Assembly Location Map

Insert Building Exterior Map: Contact CPPM for maps. 612-626-1613 [cppm@umn.edu](mailto:cppm@umn.edu)

### Building evacuation meeting area

When evacuating building meet at the designated area so everyone can be accounted for. Meet at the 1<sup>st</sup> area. Only if that area is unsafe move to the second area. If that area is unsafe move to 3<sup>rd</sup> area.



Bee Research facility, Building 347  
Completion Date

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**Print out this page and post next to office phone or door for reference!**



# EMERGENCY PROCEDURES

State you are at the University of Minnesota, Building \_\_\_\_\_, Room \_\_\_\_\_

Register for text alerts at [TXT-U.umn.edu](http://TXT-U.umn.edu)

Learn about safety guidelines, procedures, and resources at [SAFE-U.umn.edu](http://SAFE-U.umn.edu)

Remain alert and aware of your surroundings at all times

 <p><b>FIRE</b></p> <p><b>EVACUATE</b></p> <ul style="list-style-type: none"> <li>• Activate nearest fire alarm</li> <li>• Proceed to nearest exit</li> <li>• Use stairs, not elevators</li> <li>• Assist persons with disabilities/special needs</li> <li>• Meet at designated assembly areas</li> <li>• Stay away from building entrance(s)</li> <li>• Account for individuals</li> <li>• Re-enter area only when directed by authorities</li> </ul>	 <p><b>SEVERE WEATHER</b></p> <p><b>SEEK SHELTER</b></p> <ul style="list-style-type: none"> <li>• Close all doors, including main corridors</li> <li>• Move to lowest interior space of building, such as hallways, basements, and restrooms away from windows and glass</li> <li>• Crouch near floor or under heavy, well supported objects and cover back of head</li> <li>• If outdoors and there is no time to move into an interior space, lie flat in nearest depression, ditch, or ravine, and cover back of your head</li> </ul>	 <p><b>MEDICAL EMERGENCY</b></p> <p><b>STAY CLEAR</b></p> <ul style="list-style-type: none"> <li>• If trained, administer first aid/CPR/ automated external defibrillator as appropriate</li> <li>• If not trained, stay clear of area where emergency has occurred</li> <li>• Direct first responders to incident location</li> <li>• Re-enter area only when directed by authorities</li> </ul>
 <p><b>SUSPICIOUS ACTIVITY</b></p> <p><b>STAY CLEAR</b></p> <ul style="list-style-type: none"> <li>• Always report unusual or suspicious activity to 911</li> <li>• Open locked doors for authorized persons only</li> <li>• Do not touch or disturb unknown or suspicious objects</li> <li>• Secure belongings, assets, and research</li> <li>• Re-enter area only when directed by authorities</li> </ul>	<p><b>BE PREPARED</b></p> <div style="background-color: black; color: white; padding: 10px; font-size: 2em; font-weight: bold;">SAFE U</div> <p><b>EMERGENCY 911</b></p>	 <p><b>POWER OUTAGE</b></p> <p><b>EVALUATE</b></p> <ul style="list-style-type: none"> <li>• Secure all experiments, unplug electrical equipment, and shut off research gases</li> <li>• Fully close fume hoods</li> <li>• If people are trapped in an elevator, do not pry open elevator doors</li> <li>• Isolate hazardous areas to prevent harm and/or evacuate building as appropriate</li> <li>• Re-enter area only when directed by authorities</li> </ul>
 <p><b>HAZARDOUS MATERIALS RELEASE</b></p> <p><b>EVACUATE</b></p> <ul style="list-style-type: none"> <li>• Alert people in immediate area to evacuate</li> <li>• Avoid breathing vapors from spill</li> <li>• Unless properly trained, do not attempt to clean up spill</li> <li>• If personally contaminated, seek eye wash and/or emergency shower</li> <li>• Do not operate any electrical devices, phones, including cellular phones, appliances, light switches, or equipment with open flames, within spill area</li> <li>• Re-enter area only when directed by authorities</li> </ul>	 <p><b>HOSTILE INTRUDER</b></p> <p><b>GET OUT, HIDE OUT, KEEP OUT</b></p> <ul style="list-style-type: none"> <li>• If you know location of assailant, consider escaping if a safe route is available</li> <li>• IF UNSAFE TO ESCAPE:             <ul style="list-style-type: none"> <li>• Immediately seek protection</li> <li>• Secure area by locking or barricading door using whatever means available</li> <li>• Stay behind solid objects away from door</li> <li>• Minimize noise that may draw attention to your location: turn off lights, computers and radios and put cell phones on vibrate</li> <li>• Obey law enforcement direction</li> </ul> </li> </ul>	 <p><b>NATURAL GAS LEAK</b></p> <p><b>STAY CLEAR</b></p> <ul style="list-style-type: none"> <li>• Leave area at once and go to an exterior location where you no longer smell gas</li> <li>• Do not operate any electrical devices, phones, including cellular phones, appliances, light switches, or equipment with open flames</li> <li>• Do not try to locate source of gas leak</li> <li>• Meet at designated assembly areas</li> <li>• Re-enter area only when directed by authorities</li> </ul>



**UNIVERSITY OF MINNESOTA**  
Driven to Discover™

**IN THE EVENT OF AN EMERGENCY:**

Visit [umn.edu](http://umn.edu), watch for a TXT-U, check your email, and tune into the local media for updates.

## Laboratory Emergency Procedures

Building: (347 )

Room: ( 109-110 )

Lab Phone Number: ( )

The following emergency equipment is located in this room: **All equipment is present**

☐ Emergency Shower    ☐ Fire Extinguisher    ☐ Emergency Eyewash

The following emergency equipment is not located in this room, but can be found at:

☐ ( ) ☐ Spill Kit    ☐ First-aid Kit

### FIRE

1. If you see smoke and suspect a fire, activate the closest fire pull station. Fire pull stations are located (At the front door).
2. Perform "Critical Laboratory Shutdown Procedures" if you are not in immediate danger.
3. Evacuate the building using the emergency evacuation route. Warn everyone on your way out.
4. Call 911 and provide information asked by the dispatcher.
5. Proceed to the designated evacuation assembly area.

### SEVERE WEATHER

**During a Severe Weather Watch:**

1. Be prepared to shut down experiments or equipment in case you need to evacuate.  
Take into account possible power or other utility outages following a storm.

**During a Severe Weather Warning:**

1. Remain calm.
2. Perform "Critical Laboratory Shutdown Procedures" if you are not in immediate danger.
3. Close all windows.
4. Proceed to the designated shelter.
5. Close all doors to rooms with outside windows.
6. Listen to all emergency paging and SAFE-U for an all clear before leaving the safety area and returning to the work area.

### CHEMICAL SPILL

**If there is a spill of chemicals or other hazardous substances:**

1. Perform "Critical Laboratory Shutdown Procedures" if you are not in immediate danger.
2. Evacuate personnel in the spill area.
3. Close doors and isolate the area. Prevent people from entering the spill area.
4. If you are trained and able to clean up the spill safely, do so. If not:
5. From a safe location, call 911. Ask to be connected to AHERPS/DEHS on call and provide them a description of the chemical spill.
6. **Do not re-enter** the spill area until the Emergency Responders have notified everyone that it is safe to return.

### CRITICAL LABORATORY SHUTDOWN PROCEDURES

- |   |                                      |                       |
|---|--------------------------------------|-----------------------|
| A. Turn off all flames and ignition sources | D. Turn off all electrical equipment | G. Other Lab Specific |
| B. Close all hazardous material containers  | E. Other Lab Specific                | H. Other Lab Specific |
| C. Close sash on all fume hoods             | F. Other Lab Specific                | I. Other Lab Specific |

Designated Coordinator ( Sofia Nikulin ) will take attendance to ensure that everyone has safely exited.

**Do not re-enter** the building or laboratory until the Emergency Responders have notified everyone that it is safe to return!

**Call 911 for all emergencies!**

## Laboratory Emergency Procedures

Building: (Bee Lab)

Room: (112)

Lab Phone Number: ( )

The following emergency equipment is located in this room: **Emergency Eyewash is and first-aid is present**

☐ Emergency Shower    ☐ Fire Extinguisher    ☐ Spill Kit    ☒ Emergency Eyewash

☒ First-aid Kit

The following emergency equipment is not located in this room, but can be found at:

☐ Emergency Shower (Room 110)

Fire Extinguisher (Hallway and Room 110)

### FIRE

1. If you see smoke and suspect a fire, activate the closest fire pull station. Fire pull stations are located (Front Door of Bee Lab).
2. Perform "Critical Laboratory Shutdown Procedures" if you are not in immediate danger.
3. Evacuate the building using the emergency evacuation route. Warn everyone on your way out.
4. Call 911 and provide information asked by the dispatcher.
5. Proceed to the designated evacuation assembly area.

### SEVERE WEATHER

#### During a Severe Weather Watch:

1. Be prepared to shut down experiments or equipment in case you need to evacuate.  
Take into account possible power or other utility outages following a storm.

#### During a Severe Weather Warning:

1. Remain calm.
2. Perform "Critical Laboratory Shutdown Procedures" if you are not in immediate danger.
3. Close all windows.
4. Proceed to the designated shelter.
5. Close all doors to rooms with outside windows.
6. Listen to all emergency paging and SAFE-U for an all clear before leaving the safety area and returning to the work area.

### CHEMICAL SPILL

#### If there is a spill of chemicals or other hazardous substances:

1. Perform "Critical Laboratory Shutdown Procedures" if you are not in immediate danger.
2. Evacuate personnel in the spill area.
3. Close doors and isolate the area. Prevent people from entering the spill area.
4. If you are trained and able to clean up the spill safely, do so. If not:
5. From a safe location, call 911. Ask to be connected to AHERPS/DEHS on call and provide them a description of the chemical spill.
6. **Do not re-enter** the spill area until the Emergency Responders have notified everyone that it is safe to return.

### CRITICAL LABORATORY SHUTDOWN PROCEDURES

- A. Turn off all flames and ignition sources
- B. Close all hazardous material containers
- C. Close sash on all fume hoods
- D. Turn off all electrical equipment

*Designated Coordinator (Rebecca Zerlin) will take attendance to ensure that everyone has safely exited.*

**Do not re-enter** the building or laboratory until the Emergency Responders have notified everyone that it is safe to return!

**Call 911 for all emergencies!**

## Laboratory Emergency Procedures

<b>Building: (Bee Lab)</b>	<b>Room: (113)</b>	<b>Lab Phone Number: ( )</b>
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The following emergency equipment is located in this room: **Emergency Eyewash is and first-aid is present**

☐ Emergency Shower    ☐ Fire Extinguisher    ☐ Spill Kit    ☒ Emergency Eyewash

☒ First-aid Kit    **The following emergency equipment is not located in this room, but can be found at:**

☐ Emergency Shower (Room 110)  
Fire Extinguisher (Hallway and Room 110)

### FIRE

1. If you see smoke and suspect a fire, activate the closest fire pull station. Fire pull stations are located (Front Door of Bee Lab).
2. Perform "Critical Laboratory Shutdown Procedures" if you are not in immediate danger.
3. Evacuate the building using the emergency evacuation route. Warn everyone on your way out.
4. Call 911 and provide information asked by the dispatcher.
5. Proceed to the designated evacuation assembly area.

### SEVERE WEATHER

#### During a Severe Weather Watch:

1. Be prepared to shut down experiments or equipment in case you need to evacuate.  
Take into account possible power or other utility outages following a storm.

#### During a Severe Weather Warning:

1. Remain calm.
2. Perform "Critical Laboratory Shutdown Procedures" if you are not in immediate danger.
3. Close all windows.
4. Proceed to the designated shelter.
5. Close all doors to rooms with outside windows.
6. Listen to all emergency paging and SAFE-U for an all clear before leaving the safety area and returning to the work area.

### CHEMICAL SPILL

#### If there is a spill of chemicals or other hazardous substances:

1. Perform "Critical Laboratory Shutdown Procedures" if you are not in immediate danger.
2. Evacuate personnel in the spill area.
3. Close doors and isolate the area. Prevent people from entering the spill area.
4. If you are trained and able to clean up the spill safely, do so. If not:
5. From a safe location, call 911. Ask to be connected to AHERPS/DEHS on call and provide them a description of the chemical spill.
6. **Do not re-enter** the spill area until the Emergency Responders have notified everyone that it is safe to return.

### CRITICAL LABORATORY SHUTDOWN PROCEDURES

- |   |                                      |
|---|--------------------------------------|
| A. Turn off all flames and ignition sources | D. Turn off all electrical equipment |
| B. Close all hazardous material containers  |                                      |
| C. Close sash on all fume hoods             |                                      |

*Designated Coordinator (Nelson Williams) will take attendance to ensure that everyone has safely exited.*

**Do not re-enter** the building or laboratory until the Emergency Responders have notified everyone that it is safe to return!

**Call 911 for all emergencies!**

**Building Floor Plans with Locations For Areas of Refuge, Designated Shelter, AED Equipment, & Tone Alert Radios, Starting with Lowest Floor in Building: Contact CPPM for floor plans. 612-626-1613**

[cppm@umn.edu](mailto:cppm@umn.edu).

One floor per page starting with building's lowest level.



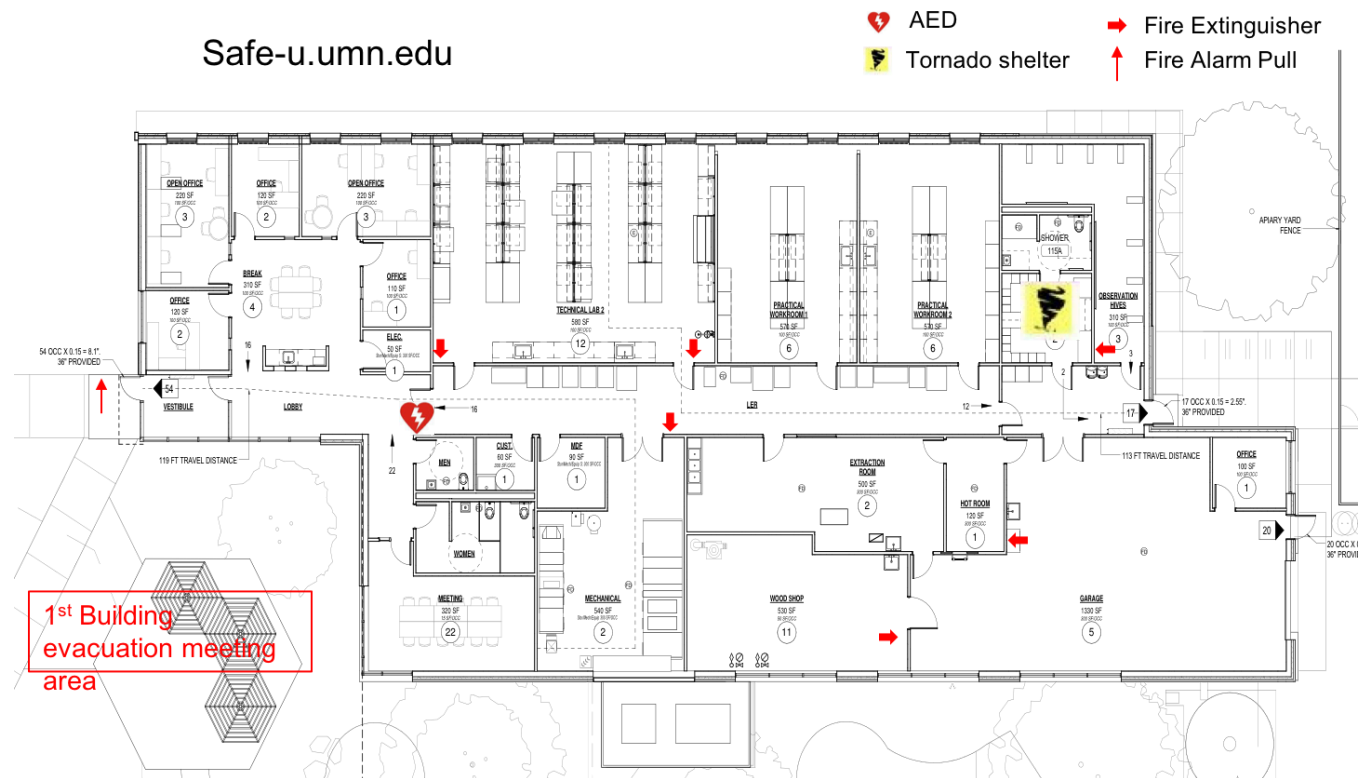
First Floor

Area of Refuge

Designated Shelter

AED Location

Tone Alert Radio



Bee Research facility, Building 347  
Completion Date

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