

## *SAFETY SHORT*

This year, in addition to the normal holidays, the UAB campus will close between December 24<sup>th</sup> and December 31<sup>st</sup> and will not resume operations again until Wednesday January 2, 2013. The Hospital, the Police Department and Animal Resources will continue normal operations. However, Building Services and Maintenance will only have a skeleton crew available to deal with critical areas and emergencies. To help you prepare, OH&S has developed a list of items for you and your lab to consider as you plan your activities for the closing period. Remember many building operations will be scaled back down during this time.

### **Security**

- Similar to the weekend, all UAB buildings will be locked during the closing period and you will need your key and UAB ID to gain access.
- Be sure you have your UAB ID with you. Don't leave it at work.
- Review emergency phone numbers and update after-hour contact information for your group. Update emergency notification lists on lab doors, and add temporary contact information if staying in a different location during the closing.
- Report any suspicious persons to UAB Police (205-934-3535). Do not let anyone in your building unless they can show a UAB ID.
- Lock your labs and offices during this period
- Working alone in the lab can be dangerous and is highly discouraged. If you must come in to conduct work, make sure someone knows where you are and when to expect you back home.
- Campus ride and the Motorist Assistance Road Services (MARS) will suspend operations during this period. The campus night escort or the Highland Shuttle will continue.
- Take personal valuables home.

### **Laboratory Management and Planning**

- Since external vendors may also have reduced work schedules, order supplies and other materials for delivery in advance of the UAB closing.
- Confirm that arrangements have been made for the care of laboratory animals.
- Fill Dewar's and cryogen reservoirs. There will be reduced delivery of compressed gasses during the closing.
- Order gas cylinders so that they can be delivered prior to the UAB closing. Notify your supplier by the close of business December 17<sup>th</sup> if you need a delivery during this period. Cylinders not currently in use should be capped and secured.
- Laboratory medical waste pickup during the shutdown will be by appointment only after 48 hours notice to Stericycle. If you need medical waste pick up during this period please call Stericycle's customer service

number 866-783-7422 and listen for the “add a pick-up” prompt. Stericycle’s suspension of lab service will not affect the ARP pick-up schedule.

- If you are expecting a delivery directly from an external vendor(s) during the UAB closing, please make arrangements with the vendor for how to accept the delivery, since UAB buildings will be locked.

### **General Laboratory Safety Information**

- Securely store valuable research samples, radioactive isotopes, biohazardous agents, recombinant materials and hazardous chemicals.
- Back-up computer files; make more than one copy and store in several different locations.
- Secure chemical, radioactive and biological waste.
- Securely store all select agents in double containment within approved facilities.
- Secure all other regulated materials.
- Back-up data and protect back-ups in Zip lock bags or other types of waterproof containers in the event of water leaks.

### **Help Us Conserve Utilities and Prevent Utility-Related Accidents**

- Turn lights off before you leave.
- Turn off all heating devices (e.g. water baths and heat blocks) before you leave.
- Turn off all water faucets before you leave.
- Turn off and unplug computers, printers, and other electrical equipment (except refrigerators and freezers) that will not be used during the closure.
- Plug refrigerators and freezers into emergency power where available. Red outlets are typically connected to emergency power.
- Remove equipment, chemicals, wastes and supplies from the floor to prevent water-related damage in the event of a water leak.
- Cover and secure or seal vulnerable equipment (e.g. microscopes) with plastic. Make sure that the equipment is turned off before covering.
- Close fume hood sashes in research buildings where this action does not change the room airflow. If you are not sure, please contact Campus Maintenance (205-934-5353). Do **not** close fume hood sashes in the Bevill Building.