



FLORIDA STATE UNIVERSITY

Environmental Health & Safety Laboratory Hibernation Checklist

This checklist is intended to aid you and your research team to plan for potential interruption of laboratory operations. It will help to minimize potential disruptions and to provide a record in the event that your research is disrupted.

Laboratory Hibernation checklist

- Secure/shut down all experiments that could be affected by loss of electricity, water, or other services.
Close sashes on chemical fume hoods. Turn off biological safety cabinets and UV lights.
Ensure that all refrigerator, freezer and incubator doors are tightly closed.
Ensure essential equipment is on emergency power.
Shut off and unplug sensitive electric equipment.
Unplug non-essential electrical devices particularly heat-generating equipment such as hot plates, stir plates, vacuum pumps and ovens.
Secure all chemicals and glassware from benchtops or store them in cabinets.
Fill dewars and cryogen containers for sample storage and critical equipment.
Review storage of perishable items. Place vulnerable items in storage units that have power backup systems or store items in duplicate locations. Review safety and other issues for the use of alternate cooling methods (e.g. liquid nitrogen, dry ice, etc.).
Ensure containers of chemicals, biohazardous, radioactive materials, and hazardous waste are properly labeled, closed, and placed in appropriate storage areas away from incompatible hazards.
Secure infectious material and toxins in appropriate storage units that are marked with a biohazard sticker or sign. Disinfect any potentially contaminated surfaces and properly dispose of biohazardous waste.
Check all gas cylinders are secured and valves closed. Remove regulators and put caps on cylinders. Close all natural gas lines in the laboratory.
Ensure that all water sources are turned off (e.g. circulating water baths, aspirators, etc.).
If necessary, elevate equipment, supplies, electrical wires, and chemicals off the floor to protect against flooding from broken pipes.
If animals are used in your research, consult with Laboratory Animal Resources (LAR), to ensure a contingency plan is in place to care for the animals in the case of a planned or emergency hibernation.
Back up, secure data and turn off non-essential/non-critical computers. Store laboratory notebooks and computers in areas that will not be impacted by possible broken water pipes. Secure laptop computers and other easy to remove electronic devices.
Identify primary and secondary contacts to monitor essential instruments, experiments, and processes during hibernation or emergency closure. Post a "Notice of Hibernation" to indicate contacts responsible for monitoring essential activities (if applicable).
Take phone tree with you or copy of your department's business continuity plan, if available.
Ensure you know how to contact your principal investigator, laboratory manger, department facility manager, and other group or personnel.
Close all windows and doors, including cabinets, storage areas and offices. Lock all exterior laboratory doors.

Contacts:

Principal Investigator:
Name:
Work number:
Cell number:
Email:

Laboratory Manager:
Name:
Work number:
Cell number:
Email:

Primary Alternative Contact:
Name:
Work number:
Cell number:
Email:

Secondary Alternative:
Name:
Work number:
Cell number:
Email:

Department Facility Manager:
Name:
Work number:
Cell number:
Email:

Reporting an Emergency:
FSUPD: 850-644-1234
Facilities and Maintenance: 850-644-2424

Environmental Health and Safety:
Main Office: 850-644-6895
Chemical Safety: 850-644-7682 or 0971
Biological Safety: 850-644-5374 or 8800
Laboratory Safety: 850-644-8916 or 0818
Radiation Safety: 850-644-8802 or 9117



FLORIDA STATE UNIVERSITY

NOTICE OF HIBERNATION

Post if the occupying laboratory is expecting to be gone for an extended amount of time and if monitoring is needed.

HIBERNATION DURATION

Start Date: _____

Expected Return: _____

PRIMARY LABORATORY MONITORS

The following individuals have agreed to periodically monitor the laboratory in our absence.

Name: _____
Work number: _____
Cell number: _____
Email: _____

Name: _____
Work number: _____
Cell number: _____
Email: _____

CONTACT PERSONNEL IF:

- Power or utility outage
- Security
- Flood
- Fire or suspected release
- Equipment in alarm
- Other: _____

SECONDARY LABORATORY MONITORS

The following individuals are knowledgeable about our space and can be asked about hazards or if decisions need to be made when the primary laboratory contacts listed on the door signage are unreachable.

Name: _____
Work number: _____
Cell number: _____
Email: _____

Name: _____
Work number: _____
Cell number: _____
Email: _____

NOTES:
