**Biotechnology Shop Emergency Plan**

A Shop/Laboratory Emergency Plan should be developed and implemented to protect students, instructors, equipment, and school facilities whenever an emergency event threatens shop operations, or when directed by the school's Emergency Management system. The plan should include, at a minimum, the following information.

**Emergency contact information**

Include the names and extension numbers for instructors in your building. Ensure that key contact information is properly posted on shop doors.

**Hazard information**

Include information on the type of hazardous materials and/or operations that take place in the lab, including specific information for emergency response personnel.

**Safety equipment**

Ensure that all students and instructors are familiar with the location and use of safety equipment, including eye washes, safety showers, fire extinguishers, chemical spill kits, flashlights, etc.

**Emergency notification**

Ensure that all students and instructors know how to report and respond to emergencies, including fire alarm and emergency evacuation.

**Laboratory shutdown procedures**

Ensure that students and instructors are aware of procedures for securing materials and experiments during emergencies.

**Care for refrigerated or frozen materials**

Establish procedures for consolidating and maintaining materials that require refrigeration or freezing, in the event of a power outage.

***Remember, you must take responsibility to protect your own shop!!***

**Instructions:**

* Break off into 6 groups.
* Each group will be assigned one of the six topics.
* Within your group, design an emergency plan encompassing your topic.
* You may need to research using books or the internet.
* Attached is a sample emergency plan template from a university.