**Emergency Plan in Place**

**This plan is guidelines of what to do in the event that you lose access to you lab due to in emergency to ensure the lab and building safety.**

Dialing 911 is the most common method of reporting emergencies, but that method may not be able to connect you to your lab personnel and get them additional help and vital information. Having an alarm system is also a common and effective method, but the signal must be recognizable by all lab personnel for the right reason. Lab personnel might need instructions to follow after they heard the alarm bell.

Calling 911 and sounding an alarm should never, ever be ruled out, but there are additional methods to alert lab personnel in emergency that can increase your chances of helping and communicating with your co-workers and even saving lives.

**Emergencies to consider**

* Extreme or sever weather
* Building emergencies like fire or flooding
* Health issues like COVID or flu outbreak
* Communication network failure
* Ransomware attack or hacking
* Active shooter
* Criminal activity
* Machine and IT functions
* Security breaches
* Explosions
* Workplace violence resulting in bodily harm and trauma.

**Your steps in alerting employees in emergency**

If you receive an emergency notification message (ENS), carefully listen to or read emergency alert.

* Identify a preferred method for reporting
* Gather contact information of and for staff
* Assign specific duties for those designated to stay behind; for instance, shutting down operation, fire extinguisher handling, and other tasks.
* Consider rescue and medical duties, for those designated.

Once this list is detailed and completed, form a team. Invite the employees and staff who you would trust most in an emergency situation.

Give each team member a specific goal to carry out, such as staying behind, helping employees evacuate, turning off the IT systems, or taking a staff head count.

Ask professionals for advice if needed, say from a fire or a police department.

**Most effecting mass notification system for alerting your employees in an emergency.**

When emergency happens, lab personnel are going to need to know things, and fast. They will need to know if lab or building is closing (and if so when), or if, heaven forbid, there is an active shooter on the premises.

**How the lab personnel will receive this information:**

* SMS texts
* Emails
* Phone calls
* Voicemails
* Social media