**Emergency Shutdown Plan**

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***Steps to prepare for a potential shutdown:***

* Regularly push your code on GitHub regularly to avoid data/code loss.
* Implement use of VPN (Virtual private network) or remote access.
* Ensure researchers have remote access to data and essential computer programs.
* Back up computers and electronic notebooks.
* *Ensure that the emergency contacts on all Lab Safety Signs are accurate.*
* *If circumstances required that non-critical research be suspended, guidance will come from Associate Dean for Research and PIs.*

***General***

* *Perform general housekeeping. Keep the lab clean.*
* *Turn off the lights and any unnecessary equipment*.
* *Lock all lab doors*.

***Equipment***

* *Electrical equipment*
* *Turn off all electrical devices and all other equipment that are not being use. Unplug from energy sources. Review proper shut down procedures to prevent surges.*
* *Check to ensure that essential equipment is plugged in to the power receptacles supplied by the emergency generator (usually red).*
* *Other equipment*
* *Other equipment to assess for issues regarding turning off power, providing needed maintenance, or determining additional specific needs.*

***Shared Space***

*Shut off copy machines, printer, and computers.*

***Resuming Lab Operations after an Emergency Closure***

* *If you discover a conditions that poses a threat to you or to others, such as a fire or hazardous material release, isolate the hazard (e.g., close the door to the lab), notify occupants in the area, activate the fire alarm, exit the building, and call 911.*
* *Check equipment that may have been affected by a power disruption.*
* *If you have any safety or health questions, contact the Department of Environmental Health and Safety (208) 863-8024.*