

# Laboratory Contingency Plan

## How to prepare for, and return from, a Temporary Laboratory Closure

Laboratory equipment, materials and research can be protected from loss during temporary closures by taking steps to prepare the laboratory before a closure, ramping down operations, and planning for bringing the laboratory back up to operational status. Each lab should prepare a laboratory contingency plan that meets your specific needs. This plan should be shared with your lab, your Department (Chair and Director of Labs), and your building manager for inclusion in the building emergency plan. The plan should be implemented whenever a situation occurs that may require a temporary suspension of operations.

Use the attached template to help prepare your lab for a temporary closure.

### Preparation

ITEM	Complete	N/A	Notes
Keep an updated list of emergency contacts on lab door and share with department.	<input type="checkbox"/>	<input type="checkbox"/>	
Develop a plan for communicating with lab personnel during a closure. Ensure contact information is up to date.	<input type="checkbox"/>	<input type="checkbox"/>	
Identify critical research materials (notebooks, hard drives, files) that need to be protected and secured and who is responsible to do so.	<input type="checkbox"/>	<input type="checkbox"/>	
Identify methods that may allow work to continue remotely. Certain software may only be accessible via VPN - check with DoIT and ensure personnel have access to Stony Brook's Virtual Private Network, as needed. <i>The PI must approve the removal of any notebooks, data, storage devices, or computer equipment before they may be removed from the lab.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Identify emergency equipment (first aid kit, flashlight, spill kit, etc.), who is responsible for maintaining them, and where they are to be stored.	<input type="checkbox"/>	<input type="checkbox"/>	
Identify critical functions and/or equipment that require active monitoring (magnets, compressed gasses for cell cultures, animal husbandry, glove boxes, etc.) and who will perform those tasks and when.	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm critical equipment that needs emergency power (computers, fridges/freezers, incubators, glove box, etc.) are hooked up to the proper power source. Draft detailed maintenance procedures and consider installing remote / smart monitoring devices.	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare a list of, and procedures for, equipment that must be reset or restarted if the power is lost.	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure procedures are in place and PPE is available for obtaining dry ice / liquid nitrogen for critical samples if fridges/freezers fail.	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	Complete	N/A	Notes
Identify non-critical experiments that may be quickly and safely suspended, as needed, to prioritize essential personnel, materials, and functions.	<input type="checkbox"/>	<input type="checkbox"/>	
Reinforce basic Laboratory Security principals with all staff: <ul style="list-style-type: none"> <li>• Close and lock the lab when not in use</li> <li>• Prevent entry to the lab to any unauthorized personnel</li> <li>• Secure sensitive equipment, materials, and data at the end of each day</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluate open orders for supplies and materials, and consider temporarily suspending new non-critical orders.	<input type="checkbox"/>	<input type="checkbox"/>	

Criticality	Descriptions
<b>High</b>	Impacts continuity of high-value, strategic and/or multi-stakeholder research having substantial sunk costs or prior investment. Cannot be paused without causing significant disruption to research or business operations, upstream and downstream dependent organizations or units, revenue and finances, or other core mission services.
<b>Medium</b>	Impacts continuity of long-term research which may be reduced for a month or more. May cause disruption to research or business operations, upstream and downstream dependent organizations or units, revenue and finances, or other core mission services.
<b>Low</b>	Impacts continuity of research which may be paused for a month or more. May cause some disruption to research or business operations, upstream and downstream dependent organizations or units, revenue and finances, or other core mission services.
<b>Deferred</b>	May pause and resume when conditions permit. May cause negligible disruption to research or business operations, upstream and downstream dependent organizations or units, revenue and finances, or other core mission services.

#### Other considerations

During situations where staffing may be disrupted, essential services (Core Facilities, external vendors, etc.) may also experience disruptions in operations. Maintain contact with those services on a regular basis during any disruptions. You may need to update your plan multiple times during an event. Make sure to communicate those updates to affected laboratory personnel.

### Ramping down laboratory operations

ITEM	Complete	N/A	Notes
Secure all non-critical experiments and equipment <ul style="list-style-type: none"> <li>• Turn off gasses and secure cylinders</li> <li>• Close containers and store (chemical, biological, radioactive)</li> <li>• Close sashes on fume hoods</li> <li>• Turn off hot-plates, stir-plates, and heat-generating equipment</li> <li>• Unplug non-essential equipment</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Secure highly hazardous or regulated materials (water-reactive, radioactive, controlled substances, temperature-sensitive, etc.) and store appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	
Suspend unattended operations as soon as possible.	<input type="checkbox"/>	<input type="checkbox"/>	
Remove all hazardous wastes and regulated medical wastes (“red bag” / sharps) from the lab. Utilize routine hazardous waste pickups in your building, or schedule with EH&S via <a href="mailto:HazWaste@stonybrook.edu">HazWaste@stonybrook.edu</a> .	<input type="checkbox"/>	<input type="checkbox"/>	

### Returning to the Laboratory

ITEM	Complete	N/A	Notes
Certain situations may restrict access to laboratory buildings – only return to buildings and laboratories when you are instructed it is safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>	
Be cautious of hazards that may have been caused during the closure of the laboratory (utility interruptions, severe weather) like hazardous vapor build up or loss of containment. If you suspect any such circumstance has occurred – DO NOT ENTER THE LAB – contact University Police (631-632-3333) for assistance.	<input type="checkbox"/>	<input type="checkbox"/>	
If your laboratory has chemical fume hoods or biosafety cabinets, make sure they are operating before starting work with hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>	
Check all equipment for hazardous conditions before plugging in, energizing, or turning on.	<input type="checkbox"/>	<input type="checkbox"/>	

If you have any questions, or could use further guidance, please do not hesitate to contact us!

[LabSafety@stonybrook.edu](mailto:LabSafety@stonybrook.edu)

This Laboratory Contingency Plan was last updated on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Principal Investigator \_\_\_\_\_

Signature \_\_\_\_\_

