

Facility Problem Emergency Procedures

Department of Chemistry

1. If a fire is active, pull the building fire alarm to initiate evacuation of the building and an emergency response. If a fire has been extinguished before the building fire alarm has been pulled, call the University Police Department (UPD) instead at 392-1111 in order to allow them to assess the situation for any required follow-up. Contact your supervisor at the earliest opportunity from a safe location.
2. In any other emergency at any time of the day where safety is an immediate concern, call 911. Contact your supervisor at the earliest opportunity from a safe location.
3. Outside of normal working hours, (8:00 am to 5:00 pm), if you require assistance with any hazardous situation where safety is NOT an immediate concern (e.g., a large but non-emergency chemical spill), call UPD for assistance at 392-1111. They will come and assess the situation and call in the appropriate resources to deal with it. Contact your supervisor at the earliest opportunity from a safe location.
4. Outside of normal working hours, if you encounter a facility problem that cannot wait to be repaired (e.g., a flooding problem), call Physical Plant at 392-1121. This work request line is staffed 24 hours a day/7 days a week.
 - a. Contact your supervisor at the earliest opportunity from a safe location. If possible, take steps to reduce damages (e.g., move or cover computers, move research samples, collect water in containers, etc.).
 - b. If the problem is not resolved within 1 hour and you have not seen anyone from Physical Plant attending to the problem, call Physical Plant again and ask for a status update. This status update can include requesting an Estimated Time of Arrival (ETA) for help.
 - c. Note that the time required for Physical Plant to respond depends on how far away their "on call" service person lives from campus.
 - d. The Physical Plant dispatcher will notify UPD and/or Environmental Health & Safety if they feel like there is a safety issue that requires their assistance.
 - e. Please email work@chem.ufl.edu about the nature of the problem and the actions taken so that we may follow-up with Physical Plant to make sure all issues have been dealt with.
5. During normal working hours, report a facility issue by emailing the nature of the problem and the location (building, room) to work@chem.ufl.edu. This email goes to the pager of the Lab Manager and to the computers of others who are in a position to render assistance, including the Coordinator, Administrative Services. We will respond to the problem as quickly as possible, prioritized depending on the nature of the problem and other problems that we are addressing.
 - a. Depending on the nature of the problem, we will either fix it or submit a work request to Physical Plant.
 - b. We do not control Physical Plant work management's scheduling.
 - c. As directed, you and other members of your laboratory will need to make the area safe for maintenance personnel to work. For example, fume hood problems frequently require that chemicals and equipment be cleaned out and surfaces wiped down before repairs can begin.