Emergency Checklist

- Plug essential equipment into emergency outlets.
- Unplug all nonessential equipment.
- Check that emergency contact numbers on freezers and lab doors are accurate.
- Check that windows are latched.
- Check supplies of gases, reagents and supplies.
- Review laboratory phone tree procedures and university notification websites with personnel.
- Call Public Safety or Physical Plant immediately if you see or hear a problem.

Public Safety  (732) 235-4000

Physical Plant*  (732) 235-4663 or (732) 235-9365

*If these lines are not functioning, Physical Plant can be reached via cell phone at (908) 307-3219 or (732) 453-4165.
CABM Emergency Preparation

In preparation for emergency conditions at CABM, please be sure to take note of the following items:

**Emergency Power**

Be sure all critical equipment is plugged into emergency power circuits where possible.

Not all outlets in CABM are on emergency power. Emergency outlets can be red 110 outlets, outlets labeled “EPL”, as well as many of the outlets that run on the bottom of the green power panels. Sally Marshall can help you identify which outlets are emergency power or you can call Physical Plant directly at 5-4663.

Be sure that any instrument requiring constant power is connected to a UPS and then to an emergency power outlet.

Emergency power is run off of a diesel generator located on the lower ground floor of CABM. There is a one-minute lag before the generator kicks in following power disruption. If an instrument will not automatically restart, power needs to be maintained by a UPS. Be certain that the UPS is correctly rated for the power requirements of the instrument. Note that batteries need to be changed on UPS units and it is important to check periodically to insure that the UPS is functional.

Cold rooms and warm rooms are NOT on emergency power.

Critical items should be placed in refrigerators or incubators that are on emergency power.
Lab Emergency Contacts

Be certain that all labs and critical equipment, freezers and cold rooms are updated with contact information for at least 2 responsible individuals.

Based on recent experience, it is important to provide multiple numbers, both cell and land lines if possible. Calls will likely be placed by UMDNJ Public Safety or Physical Plant personnel who do not have access to contact information beyond what you provide.

Secure Labs and Offices

Check around your labs to insure that nothing is left running that can cause a fire (heat blocks, burners) while the lab is unattended.

Do not leave experiments running in case you are unable to come to work in the next few days.

Turn off and unplug all non-essential computers and sensitive equipment.

Power surges that occur upon power restoration can be extremely damaging to instruments. Note that it is worthwhile to unplug equipment during a power outage to prevent damage during power restoration.

Check that all office and conference room windows are closed and latched.

Backup your computer files.
Before Emergency Conditions Exist

Check supplies of essential lab supplies and reagents.

Any critical reagents should be ordered ahead of time in case the university is closed for an extended amount of time, or the supplier is unable to ship products.

Be certain that you have an adequate supply of compressed gases and dry ice.

Check with Sally to confirm that a backup of any particular item is available and that you know how to access it.

Perform preventative maintenance on freezers and other key pieces of equipment.

Freezers run optimally when the filters are clean and frost is minimal so that the doors close completely. This will make it less stressful on the equipment when they switch from normal to emergency power. Shared Equipment can do this for a fee or see Sally for a vacuum cleaner to clean the filters.

Review procedures regarding communication with other lab members.

Laboratories should have phone-trees in place to insure that information about university and laboratory status can be shared among lab members. It is important that contact information be stored at home in order to access this information during an emergency. Hard copies should be maintained in case website servers and other electronic devices are non-functional.
University Emergency Contacts

Contact Public Safety or Physical Plant if anything seems amiss. This could include, but is not limited to: Strangers in the building, damage to the building, flickering lights, plumbing issues, anything out of the ordinary. The sooner the University knows about a problem, the better. These departments are here to help us.

**Public Safety**  
(732) 235-4000

**Physical Plant**  
(732) 235-4663 or (732) 235-9365  
(908) 307-3219* or (732) 453-4165* (Cell)

**EOHSS** (Safety Issues, Chemical Spills)  
(732) 235-4058  
[http://www.umdnj.edu/eohssweb/index.htm](http://www.umdnj.edu/eohssweb/index.htm)

**REHS** (Radiation Safety Issues)  
(848) 445-2550  
[http://rehs.rutgers.edu](http://rehs.rutgers.edu)

**UMDNJ Campus Emergency Info**  
(888) MY-UMDNJ  
[http://www.umdnj.edu](http://www.umdnj.edu)  
(888) 698-6365

*If regular lines are not functioning, Physical Plant can be reached via cell phone.*
List of Resources

Emergency Related Information at Rutgers University

Campus Status at New Brunswick/Piscataway
http://campusstatus.rutgers.edu

RU Info, (732) 445-INFO
http://ruinfo.rutgers.edu

Information for UMDNJ Employees

UMDNJ Website
http://www.umdnj.edu

Storm Related Information

National Hurricane Center
http://www.nhc.noaa.gov

New Jersey Office of Emergency Management
http://www.state.nj.us.njoem

Rutgers Weather Center
http://synoptic.envsci.rutgers.edu
General Instructions for Emergency Notifications

In the event of a university closing due to inclement weather or any other emergencies, the following procedure is to be followed to ensure all members of CABM are notified.

Madeline Frances will activate the “Phone Tree” by contacting Ann Stock who will then contact John Drudy. They will contact those individuals in their “tree” as indicated on the next page.

Faculty, Central IT Services and Central Lab Services will then contact everyone in their Phone Tree (attached).

It is imperative to keep trying to contact everyone in your list until you get a response. If you cannot get through by landline phone, try cell phone or email.
<table>
<thead>
<tr>
<th>Ann Stock</th>
<th>John Drudy</th>
<th>Madeline Frances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephen Anderson</td>
<td>Lynnette Butler</td>
<td>Darlene Bondoc</td>
</tr>
<tr>
<td>Eddy Arnold</td>
<td>Sally Marshall</td>
<td>Elaine Lear</td>
</tr>
<tr>
<td>Steve Brill</td>
<td>Sharon Pulz</td>
<td>Barbara Shaver</td>
</tr>
<tr>
<td>Samuel Bunting</td>
<td>Diane Sutterlin</td>
<td></td>
</tr>
<tr>
<td>Isaac Edery</td>
<td>Keith Williams</td>
<td></td>
</tr>
<tr>
<td>Abram Gabriel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Céline Gélinas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masayori Inouye</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fang Liu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peter Lobel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joseph Marcotrigiano</td>
<td></td>
<td></td>
</tr>
<tr>
<td>James Millonig</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gaetano Montelione</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vikas Nanda</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doreen Valentine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mengqing Xiang</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>