



Ref: 2310099905

To: Beit Hatechnion

From: Safety Unit, Deputy of the executive vice president director general for safety

Subject: A Reminder of Emergency Safety Guidelines in Research Laboratories

Dear all,

Considering recent circumstances, it is important to remind everyone how to safely shut down a lab in case of emergency. Please read the following carefully and make sure you have an accessible hard copy.

Emergency Safety Guidelines

In case of emergency every employee and/or graduate student, operating a certain procedure or working on a lab bench, should perform the following -

- 1.1 Physically close all nearby compressed gas systems or press the shut-down valves.
- 1.2 Turn off ovens and electric plates.
2. Main LPG systems (cooking gas) should be shut down only by buildings' supervisors – **only in case of emergency!**
3. Pathogen procedures – Cap tubes immediately, even if the tubes are inside the BSC. Do not shut down the BSC.
4. In case the autoclave is working – leave it operating.
5. Use only staircases (do not use the elevators).
6. Do not lock labs.

General Safety Recommendation for the Current Routine

7. We recommend to exercise judgement whether to commence overnight procedures, which might entail elevation in pressure (or temperature). It is preferable that the chemical hoods will remain free of ongoing procedures at the end of each workday.
8. We recommend to physically shut down the main compressed gas supply valves at the end of each workday.
9. Please refrain from storing more than 50 liters of flammable liquids in a single room. If you do store this amount of flammable liquids, it is advisable to store them in a destined (yellow and ventilated) cabinet.
10. Evacuation of chemical waste from the campus is currently underway, therefore we recommend evacuating all the chemical waste accumulated in the lab.
11. It is currently advisable not to order large amounts of chemicals.
12. Speedy shut down might damage certain lab equipment, which is usually quite expensive, therefore we recommend shutting such equipment at the end of each workday in an orderly fashion according to the manufacturer's instructions to prevent damage due to a sudden power outage.

We wish everyone a safe and quite times.

The Safety Unit