

**Chemistry Department Standard Operating Procedure**  
**Title: Emergency Contact Information**  
**Updated: October 2010-Prabha Dwivedi**

Every entrance to a laboratory must be marked with at least the minimum of the following.

Principle Investigator Daytime phone Nighttime phone

Alternative Contact Daytime phone Nighttime phone

If there is a special hazard in the room, that should be noted at all entrances. A special hazard would be:

Lasers

Requirement for darkness

Limited access for safety reasons.

The sign shop can make signs for hazard warnings or they may be bought through a commercial supplier.

Emergency contact signs are available the department storeroom can order them.