

## Door Hazard/Emergency Contact Placards (June 2015)

Each door in a laboratory or laboratory-related area that directly or indirectly accesses a hallway (includes hallway storage closets; lab doors that open into group offices or conference areas) must have a standardized posting describing hazards and providing emergency contact information. An example (now out of date!) is shown at right.

### Who is responsible for changes?

The faculty investigator or lab director is responsible for arranging for updates of the door placards. The changes must be made through EHS so that the central campus systems accessed by EHS and emergency responders can also be updated.

### When should the postings be changed?

- 1) Update the door posting whenever the hazard level changes, for example, if a new project adds a new class of hazard or if the end of a project removes a former hazard. *If you are unsure of the nature of the hazard, contact Dan Olsen (below) or the Safety Chair.*
- 2) Update the posting anytime the contact information is out of date. The posting includes the information that the UNL emergency operator, the UNL Police, or Lincoln Fire & Rescue will access when dealing with an accident or incident in your space. The person(s) listed on a door posting should be qualified to discuss the research or activities taking place in that particular space.

For research labs, it is recommended to include work and emergency numbers for: 1) the PI; 2) a lab manager, a senior student or a postdoc. The Safety Chair can be listed as a third contact.

For spaces other than research labs (instrument facilities, teaching labs) the person managing or directing the lab should be listed first, followed by the Safety Chair. If there is another individual who would also have close knowledge related to the space, he/she can be listed ahead of the Safety Chair.

### How can I arrange for changes to the posting?

Contact Dan Olsen at UNL EHS: 2-4925 (402-472-4925) or [dolsen2@unl.edu](mailto:dolsen2@unl.edu). Provide Dan with the room number and a description of the change needed. EHS may mail you a new posting but will more frequently send you an electronic version for printing. If you do not have a color printer, please ask DeNeice Steinmeyer for assistance with printing the hazard posting.

Questions? Contact the Safety Chair or the Business Manager.

