

TULANE UNIVERSITY FOCUS INSPECTION – EMERGENCY PREPAREDNESS

Checklist items should be checked, Yes, No, or N/A for Not Applicable. • For every item checked “No,” you must note corrective action under Comments. Once corrected, provide the date when corrective action is completed. Upon completion of the inspection, the original should be retained by the department via the Departmental Safety Representative (DSR). The department should keep the original for at least three years. Make a copy and forward the report to the Office of Environmental Health and Safety (OEHS) via campus mail (#8480), fax – 504-988-2297, email attachment, or hand delivery. It may be given to the OEHS representative at your campus. Please print clearly.

Campus:	Building:
DSR’s Name:	Room or area #:
Department:	Date of Inspection:
DSR’s Email:	Inspector’s Name:

	ITEMS SURVEYED	Yes	No	N/A	Room or Location	Comments	Date Corrected
	A. General						
A.1	Tulane University Police Department emergency telephone numbers are readily available.						
A.2	Employees are aware of the actions to take upon discovering a fire. (See Fire Emergency in the Tulane OEHS Safety Guide at: https://www2.tulane.edu/oehs/upload/TUSafetyGuide2015-08.pdf .)						
A.3	Employees are familiar with their building Emergency Action Plan(s) and know how to access the Plans via the Office of Environmental Health & Safety (OEHS) website. (Access EAPs via: https://tulane.bridgeapp.com/learner/courses/56a0f604/enroll .)						
A.4	The department has a hurricane plan and has communicated the plan to employees. (See https://tulane.edu/hurricane-guide-faculty-staff .)						

A.5	The department maintains emergency supplies (e.g., water supply, flashlights or lightsticks, batteries, battery operated radio/television, tarps, plastic bags, duct tape) on hand in case of unexpected weather emergencies during work hours.						
A.6	Important documents and information have been backed-up and/or stored in a manner to prevent water damage, e.g., on a cloud-based server such as Box; in waterproof containers onsite; etc.						
A.7	Designated contacts have been saved in an alternate, accessible off-site location, e.g., Tulane Emergency Master Contact sheet on a flash drive.						
	B. Laboratories						
B.1	All dewars are in good operating conditions, i.e., lid components are in good condition and container is not damaged.						
B.2	Dewars are stored and used in well ventilated areas.						
B.3	Proper clothing (long pants, closed shoes, and lab coat) and personal protective equipment (loose fitting leather or cryogenic gloves, eye and face protection) are available and used when working with liquid nitrogen.						
B.4	Transportation of dewars in occupied elevators is avoided. Freight elevators are used where available.						

To submit this form, save a copy to your computer. Once completed, send the form as an email attachment with "Focus Inspection Form – Emergency Preparation" in subject line. To email: Uptown/Downtown Labs send to rlandr4@tulane.edu; TNPRC send jhamner1@tulane.edu; Non-Lab Areas send to kdougla1@tulane.edu.