

Filling out 911 and Laboratory Responsibility Information Cards

Each laboratory must have a 911 responsibility card with up-to-date information in the event an emergency arises. Please fill out a new card when personnel are shifted to different locations, are hired, or are leaving the Division.

Blank index card form sheets (Avery 5388 or equivalent, 3 cards to a sheet) can be obtained from the Chemistry Building Operations Office.

The Microsoft Word template for producing the 911 cards and this document can be downloaded from the Chemistry Division's ESH pages. Place the template file, **911 Card Form.dot**, into one of the existing template directories that you use, or a convenient directory. To use the form, load Word then Click File/New and choose the template. If the template was placed in one of the Word standard templates directories it should be visible immediately. If not visible, you may have to choose "New from existing document" and then migrate to the folder where the template form is located.

Clicking in a grey space on the form will either allow you to fill in the area or will open a drop down menu with restricted choices. In some cases, clicking in a grey space will place a Help Note on the bottom of the Word window for guidance.

Format:

- Choose the Building by clicking on the Building number. This is a drop down menu choice.
- Fill in the room number.
- On line 1, type the name, extension and home phone number of the permanent staff person who has primary responsibility for the Area.
- On line 2, if there is another permanent PI who has co-responsibility for the area then add the name, extension, and home phone of that person. If there is no other permanent person responsible for the area, then the Group Leader's name, extension and home phone should be added to line 2. If the person on line 1 is the Group Leader, then leave the Building Manager's information on line 2.
- Line 3 consists of drop down menu choices. The person chosen here depends on what was filled in for line 2. If the Building Manager's name is not listed on line 2, then it should be on line 3. If the Building Manager's name is listed on line 2 then choose the ESH Coordinator's name, ext, and home phone (second choices).

The correct date is automatically added, and need not be filled in.

Load the form into your printer and print the updated index cards.

For questions about the forms contact Tory Steed (2-3700) or Nancy VanWermeskerken (2-9649).