

**Guidelines for Safety and Access Control of ME Research Labs  
at the Indianapolis Campus**

April 2<sup>nd</sup>, 2025

The purpose of this guidance document is to provide the basic information for managing the research labs supervised by the School of Mechanical Engineering (the School) and clarifying the responsibilities of each party: the School, the Principal Investigator (the PI) who is assigned to a specific research lab by the School, and the user of the lab space.

All personnel must be familiar with the Building Emergency Plan (BEP), which can be accessed at the website: <https://www.purdue.edu/ehps/emergency-preparedness/emergency-plans/bep/>

*The emergency procedure poster is attached for reference.*

**Safety in the ME Research Labs**

At Purdue Indianapolis, the PI is the responsible for conducting hazard assessments to determine the required safety training and Personal Protection Equipment (PPE). The PI is also responsible for ensuring this information is properly documented per University Standards (refer to the website of Purdue Environmental Health and Public Safety for details).

The PI is responsible for requesting or rescinding access to their assigned lab spaces for each user. The PI should be the contact person for certifying that the user is properly trained before requesting key or swipe access to the research lab.

When a research space is assigned to a PI:

- the School will provide each PI with a standardized Safety Binder that includes the relevant safety information as well as the OSHA required documentation templates that must be completed by the PI.
- The Safety Binder also includes templates for checklists to onboard new users, complete annual training reviews, and complete annual laboratory facility reviews. These checklists will aid the PI in customizing a process for onboarding new students and maintaining laboratory compliance.

Purdue Environmental Health and Safety (EHS, [www.purdue.edu/ehps/rem/](http://www.purdue.edu/ehps/rem/)) provides significant training options to aid the PI in meeting OSHA standards.

Typical training requirements include, but are not limited to:

- Review of Building Emergency Plans.

- Hazard Communication Program and/or Chemical Hygiene Plan Training specific for that lab space.
- Laboratory Safety Fundamentals (Online EHS Course).
- Lab Specific SOP/Hazard Assessment review.
- PPE Training – safety glasses, disposable gloves.
- Laser safety.
- Fume hood safety.
- Compressed gas handling.
- Power tool safety.
- Biological Safety Plans.

### **Safety Committee Participation**

The PI or his/her designated safety representative is required to attend ME Safety Committee meetings on a periodic basis. The PI will also complete the annual self-audit form in preparation of the annual certifying process of the Purdue Integrated Safety Plan (ISP).

### **Access to Research Labs**

The PI may request or rescind lab access for a user by sending the following information to the Building Deputy (Tiffany Lewallen, [tlewalle@purdue.edu](mailto:tlewalle@purdue.edu)) and copying the Departmental Facility Manager (David Schippnick, [dschippn@purdue.edu](mailto:dschippn@purdue.edu)):

1. Full name of the user
2. Email of the user
3. Location of the lab
4. Purdue-Crimson Card information (numbers are located on the back of the card under the black strip)
5. Justification of request (Why does the user need access?)
6. Certification that required training has been completed

For check-out, the PI needs to send Tiffany and David the name of each key holder and include the serial number engraved on the key that needs to be returned. Tiffany will notify you how to return the keys.

### **Office Spaces for Graduate Students**

The PI may submit an annual request for office space for his/her graduate students or postdocs. The School will usually send out relevant instructions near the end of the spring semester. A committee will review all requests and assign spaces based on need and Purdue regulations. The request must be from the PI (not the students) and the decision will be delivered to the PI.

### **Undergraduate Researchers**

For safety reasons, the School usually does not allow undergraduate students to work independently in a research lab without supervision. Requests for special approval should be submitted by the PI to the Associate Head for Indianapolis (Prof. Carl Wassgren, [wassgren@purdue.edu](mailto:wassgren@purdue.edu)).

## Contacts

Associate Head for Facilities and Operations: Jun Chen, [chen220@purdue.edu](mailto:chen220@purdue.edu)

Associate Head for Indianapolis: Carl Wassgren, [wassgren@purdue.edu](mailto:wassgren@purdue.edu)

Senior Director of Technical Services: Mike Logan, [loganm@purdue.edu](mailto:loganm@purdue.edu)

Building Operations Manager: Pam Graf, [pgraf@purdue.edu](mailto:pgraf@purdue.edu)

## Links

- Purdue Environmental Health and Public Safety <https://www.purdue.edu/ehps/>
- OSHA Lab Safety Guidance <https://www.osha.gov/sites/default/files/publications/OSHA3404laboratory-safety-guidance.pdf>

# EMERGENCY PROCEDURES

## TORNADO

### SEEK SHELTER

- Move to an interior room on the lowest level.
- Stay away from windows and exterior doors.
- Listen to a weather radio for updates.
- Stay away from hazardous materials.



## FIRE

### EVACUATE

- Pull the fire alarm.
- **CALL 911.**
- Leave the building, **CLOSE DOORS** behind you.
- If unable to exit the building go to the nearest stairwell or place of refuge, don't use elevators.
- Assemble in a designated area.



## ACTIVE SHOOTER

### RUN - HIDE - FIGHT

- **CALL 911.**
- Leave the building.
- If evacuation is not possible, hide in a concealed place.
- Lock and barricade door, turn off the lights.
- Wait for law enforcement.
- As a **LAST resort**, overpower the shooter.



## MEDICAL EMERGENCY

### STAY CLEAR

- **CALL 911.**
- Provide the location, nature of injury or illness, current condition of the victim and other requested information.
- Do not move the victim unless in immediate danger.
- If trained-administer first aid, CPR/AED.



## 911 EMERGENCY:

POLICE/FIRE/MEDICAL



FOR MORE  
INFORMATION:  
[protect.iu.edu](http://protect.iu.edu)

### NON-EMERGENCY:

- IUPD-Indianapolis ..... 317-274-2058
- Campus Facilities Services ..... 317-278-1900
- Environmental Health & Safety ..... 317-274-2005
- IU Emergency Management & Continuity ..... 317-274-8152
- Loss Control (INLOCC) ..... 317-274-8951

## UTILITY FAILURE

### IDENTIFY LOCATION

- Call Campus Facilities Services or IUPD to report issues.
- Be prepared to provide failure type and location.
- University officials may evacuate a building due to utility failures.



## SUSPICIOUS ACTIVITY

### SEE SOMETHING, SAY SOMETHING

- Object is out of the ordinary.
- Person is behaving strangely.
- Gut feeling that something is wrong.
- If you see something suspicious, do something.
- **CALL 911.**



## HAZARDOUS MATERIALS

### STAY BACK

- If life-threatening, pull the fire alarm, evacuate, and **CALL 911.**
- If non-life-threatening, call EHS during regular business hours (IUPD for nights and weekends) and provide information on type of incident and location.
- If you come into contact with a hazardous material, decontaminate and seek medical attention as necessary.



## BOMB THREAT

### REMAIN CALM

- Get as much information as possible from the caller—location of device, what it looks like, what will cause it to explode.
- Note background sounds, gender of caller, and any notable characteristics of the caller's voice.
- **CALL 911.**



**During an emergency, always CALL 911 FIRST.**