IMPORTANT INFORMATION ABOUT THE FUME HOOD ALARM AND WARNING LIGHT

If the fume hood alarm is on and the warning light is on during **REGULAR HOURS** (Mon to Fri, 8:30 am – 4:30 pm) **ACTION:**

1. **CLOSE** the sash if open (fume hood sash should be closed when hood is not in use)
2. If you are using the hood, then
   a. Immediately **STOP working**
   b. **SECURE** any chemicals you are working with
   c. **CLOSE** the SASH
3. **RESET** the alarm (if possible) - *if the alarm or warning light resumes after resetting* - **DO NOT** use the hood
4. Notify Physical Resources at x53854 (regular hours); Security Services at x52245 (after hours)
5. Place an ‘OUT of ORDER’ sign on the hood

If the fume hood alarm is on and the warning light is on **AFTER HOURS** (evenings, weekends and holidays) **ACTION:**

1. If sash was open and there are open chemicals in the hood, **LEAVE** the lab because noxious fumes could have accumulated in the hood or could have escaped into the lab. **Immediately Notify Security Services at x52245**
2. If sash was open and there are no open chemicals in the hood, **CLOSE** sash then follow procedure listed above starting at Step 3 (reset alarm)
3. If the sash was closed, then follow procedure listed above starting at Step 3 (reset alarm)

*Reminder: The AFTER HOURS contact number is Security Services at x52245.*

For more information on the proper use of fume hoods, please see Section 8.4 (p. 16-17) of the CBS Safety Handbook