

# NB -80 Back-up Freezer Instructions

The Neurobiology Department maintains a -80 freezer for back-up and emergency use. It is available to members of the department for very short-term use (ie, for one day of inventory or moving supplies) or for emergency use if another freezer is broken.

## Use of the Freezer during Regular Office Hours

If you need to use the -80 during regular office hours please email the NB Office to reserve the Freezer. In the email provide the following information:

- Contact name and email address
- The duration of the reservation
- Phone number (a cell phone number is preferred, or both a daytime and evening number).
- If relocated, location where freezer will be temporarily kept (ie, Pancoe North 2nd Floor Equipment Corridor)
- The NB office will communicate to the faculty by email, and also, by updating the website to provide current information on the availability and location of the freezer.
  - <https://neurobiology.northwestern.edu/resources/index.html>
- If the freezer has been relocated and once you no longer need it, please notify the office and return it to its permanent location: Pancoe 2nd Floor South Corridor. (see map)

## **NB -80 Back-up Freezer Instructions for Emergency Use After Office Hours and on Weekends**

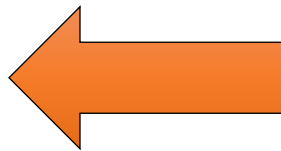
The Neurobiology Department -80 freezer for back-up and emergency use is available to members of the department for very short-term use (ie, for one day of inventory or moving supplies) or for emergency use if another freezer is broken.

### **Steps to follow if an Emergency Occurs and the Freezer is Needed:**

The back-up freezer is located in Pancoe Hall, 2<sup>nd</sup> floor South in the corridor right outside the Miri lab which is 2-221

1. Move your contents into the Freezer
2. Notify Anthony Keevan that an emergency has occurred and that you are using the freezer. In the messages to Anthony please provide:
  - Your contact information
  - An estimate of how long the freezer is needed
  - The location of the freezer if it has been moved
  - Send messages to both:
    - Text Anthony at 714-224-8080
    - Email Anthony at [tonykeevan@gmail.com](mailto:tonykeevan@gmail.com)
3. Anthony will respond that your message has been received

**This document is secured to the front door of the freezer located in the Pancoe 2<sup>nd</sup> Floor South Corridor outside of the Miri Lab 2-221.**



**NB -80 Back-up Freezer Location**

The -80 back-up freezer is located in the **Pancoe 2<sup>nd</sup> Floor South Corridor**. Immediately outside of the entrance to the Miri lab, 2-221. It is marked on the map below with a **RED X**.

