Emergency Response Protocol

EMERGENCY CONTACTS:

1. Phytotron Manager: Dale Kristensen  Departmental Manager: Davin Carlson
   613-533-6151 (W) 376-6561 (H)  613-533-6137 (W)

2. If immediate action is required and Phytotron Manager cannot be contacted, call FIXIT (77301) during working hours or EMERGENCY REPORT CENTRE ERC (36111) after hours

DO NOT CONTACT THE ERC unless the situation is serious (see box below). POWER OUTAGES DO NOT CONSTITUTE AN EMERGENCY! (Chambers will reset automatically when power is available)

- Smoke, fire, electrical shorting, or severe flooding evident
- Multiple chambers affected (alarm, high temperature)
- Greenhouse is damaged or major zone problems evident (note: temperature is monitored 24/7 – if hallway alarm is sounding, ERC has already been contacted).
- Break-in, theft, vandalism apparent
- Other major problems requiring immediate attention (e.g., Medical emergencies)

STEPS THAT CAN BE TAKEN TO PROTECT RESEARCH MATERIALS FROM DAMAGE DURING SYSTEMS MALFUNCTION

1. Temperature problems in growth chambers (Note: shutting down the chamber and cooling it down is the best response) Transfer material to another chamber if available

   FOR TOUCH SCREEN CONTROLLERS:
   a) Go to Program Screen and press STOP
   b) Confirm “YES” when prompted
   c) Prop open door.
   d) Move materials into another chamber if available

   FOR OLDER STYLE CONTROLLERS:
   a) Shut unit off with toggle switch on front panel
   b) Prop door open
   c) Contact Management and leave message on chamber
   d) Contact affected research staff if possible (see office door)

2. Other Chamber Problems: shut down chamber as above if you think the problem will affect your research. Transfer material to another chamber if available
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Temperature Problems in Greenhouse:
  a) You may activate the vents and evaporative coolers manually on the control panel in the hallway (*inform management of your actions!)
  b) If you hear the hallway alarm, then ERC has already been notified and management will be contacted.
  c) If there is a rapid drop in temperature, there are 2 electric heaters in the hallway that can be placed in the most affected zones (you must use the proper extension cord and outlet located in the hallway). Notify management immediately or ERC

*Mechanical failures in Greenhouse (e.g. shade curtains, irrigation, lighting):
  a) Contact Management staff or ERC depending on severity of problem (see ERC response protocol box on page 1). If problem is minor, please leave message on Office chalkboard.
  b) City power failures will affect greenhouse operations – ERC will have notified management.
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