

**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)

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**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**

## Emergency Response Protocol

### **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.
- c)

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- 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.