

Emergency Response Protocol

Temporary EMERGENCY CONTACTS:

Greenhouse Consultant: Dale Kristensen
613-252-3156

Department Technician: Keith Harper or Ron Kerr: ext. 36125

For PPS Issues: Tony Papanicolaou
papanict@queensu.ca or tony_papa1@hotmail.com

Growth Chambers
Ontario Scientific: George Adamson
(C) 519-240-3449

If immediate action is required and the above 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 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.