

Draft - Greenhouse Emergency Plan:
Prepared by Clayton Dillavou January 2009 modified, 1 March, 2009

As with all emergencies, if personal injury or property is in imminent danger, call 911.

Condition	Criteria	Contact
Temperature extremes:	Temperature within the greenhouse drops below 45 degrees F (7°C) or above 95 degrees F (35°C).	Contact physical plant: 785-4200; and greenhouse manager: 785-4607.
No electricity	If the electricity is off, heater fans, and air movement fans that distribute heat won't operate. If the inside temperature is at or below 45 degrees F (7°C) or above 95 degrees F (35°C), with no electricity.	Contact physical plant: 785-4200; and greenhouse manager: 785-4607.
Broken panel or door	If a broken outside panel or door is letting out the inside greenhouse heat or allowing cold air into the greenhouse.	Contact physical plant: 785-4200; and greenhouse manager: 785-4607.
No access	If you are unable to obtain entry into the greenhouse to water or other necessary work.	Contact public safety: 785-4176.
No water	If the water is off for longer than 10 hours or if plants seem wilted	Contact physical plant: 785-4200; and greenhouse manager: 785-4607.
Plants too dry	If plants seem excessively dry and some plants are wilted.	Contact the greenhouse manager: 785-4607.
Found unsecured	If possible lock and secure all open doors.	Contact public safety: 785-4176.
Locked out	Building is closed or locked out of greenhouse	Contact public safety: 785-4176
Vents are stuck open on a cold day	If temperature outside is expected to be \leq 45 degrees F (7°C) at night. If temperature outside is expected to $>$ 45 degrees F (7°C) then contact greenhouse manager the next day	Contact physical plant: 785-4200; and greenhouse manager: 785-4607.
Heavy rain event	If heavy rain washes into the greenhouse, very little damage to plants should occur. There is a good drainage gradient to the south and west of the greenhouse. Even plants on the floor should not be damaged. The biggest danger is to greenhouse workers operating light switches and contacting other electrical appliances in the greenhouse. Workers should not contact electrical shock hazards when standing in water on the floor.	Contact public safety: 785-4176.

If plants are in danger of freezing or being damaged AND if the greenhouse can be safely entered, the designated area for moving plants and other organisms from the greenhouse is the hallway on the 1st floor on the West side of the building and the ecology laboratory (MG 2034).

As with all emergencies, if personal injury or property is in imminent danger, then call 911. Otherwise, please start the call chain by calling the first four numbers on the list below:

Physical plant—	785-4200
Campus security	785-4176
Charles Gerdes (greenhouse manager)	785-4607 office, home 665-2183
Jose Herrera (co-chair of greenhouse committee)	785-4616 office, home 665-0058
John Ma (co-chair of greenhouse committee)	785-4619 office, home 627-5358
Clayton Dillavou	665-7944 (home)
Maureen McHale	665-6920 (home)
Anne Bergey	665-7686 (home)
Lisa Hooper not until fall semester 2009)	665-3999 (home)
Jon Gering	349-6449 (home)