**Action plan for Ultra-freezer failure, Department of Biotechnology and food science, NTNU**

*Background*
IBTs ultra freezers (-80 C) in Kjemi 3 are located in U2, rom 3.U26 – 3.U31, and on the 1.floor, room 3.227. The freezers are connected to alarms that go off at temperatures above -65 ⁰C or in case of power cut. The signal goes to Stanley Securities that will notify IBT employees according to the notification lists in this document

*Instructions*

Whoever receives a freezer alarm notification (phone 05010) is obliged to control the status of freezers. If the person is prevented from action, he/she must ensure that somebody else takes action. Stanley Securities can inform which room the signal comes from.

*Actions at the site:*

1. Identify **which freezer** that has triggered the alarm. This is indicated by flashing red light in a wall mounted control panel. Check the **temperature** of the freezer (digital display on each unit).
2. Try to identify the cause of the freezer alarm:
* Is the freezer switched off? If the freezers (on/ off button) is found in position “off” and returned to “on”, the freezers should be observed for a while since security systems may turn off the freezer automatically if excessive heat is generated during operation.
* Is the freezer connected to electrical power supply? Is the plug in?
* Is the freezer lid/door closed?
* Has the freezer been open for a long period?
* Is the temperature on the way up or down?
* Does the freezers compressor work hard to keep temperatures (hot, noisy compressor running constantly)?
* Is the filter in front of the fan covered (e.g. dust, plastic membrane etc)? This will lead to overheating.

The NTNU-guard can be contacted for observation over a longer period (phone 91897373).

*Consideration of the need for evacuation*

The contents of the freezers must be evacuated to another -80 C freezer or to the -40 C room if the temperature is high and continues to rise. In the absence of cooling, the temperature will increase slowly, depending on the amount an d heat capacity of the content. Normally, no evacuation is needed if is the freezer problem can be fixed within a few hours (check increase of temperature). You may ask the NTNU-guards to observe the temperature development over time and inform you via SMS. The freezer content should be evacuated if the temperature rises above -45 C and a no quick solution has been identified. For evacuation, persons on the listed below, owners of the freezer content or the NTNU guard must be called on for assistance.

* Keys to the freezers in 3.U26 and connected rooms are stored in the code safe in 3.U26. The code is 3060.
* Evacuation of content should be done to an empty -80 ⁰C freezer in 3.U26 – 3.U31 (F4) or to the – 40C-room i U2 (3.U67). **Due to security reasons, nobody should enter the -40 C-room alone.**

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| **Freezer alarm Kjemiblokk 3, 1. floor, room 3.229 and 3.U26 and connected rooms** |
| Navn | Telefon arbeid | Telefon privat |
| Martin Gimmestad | 99002839 |
| Hanne Jørgensen | 91351279 | 41475993 |
| Erland Årstøl | 90591850 |
| Eivind Drejer | 73591687 | 47409934 |
| Marta Irla | 73412474 | 0049 17661438920 |
| Helga Ertesvåg | 73598678  | 73932094/91995419  |
| Wenche Iren Strand | 73595499  | 41529189  |
| Kåre Andre Kristiansen | 73412377 | 98858932  |
| Siri Stavrum | 73597866  | 72558289  |
| Ann-Sissel Ulset | 73593326  | 95818789  |
| Agnieszka Gawin | 46266830 |
| Sigrid Hakvåg | 73412366 | 47633624  |
| Ingrid Bakke | 73412276 | 93247872 |
| Finn Aachmann | 73593317  | 97954859  |
| Gaston Courtade | 73590662 | 48224144 |