



The Office of Research Ethics Security Protocol for Conducting Human Participant Research Outside of Regular Business Hours

If you will be conducting human participant research at any research facility on Queen's University campus outside of the regular business hours of Monday – Friday 8:30am – 4:30pm, excluding observed holidays (<http://www.queensu.ca/humanresources/policies/time-away/observed-holidays/>), the following security measures must be implemented:

1. There must be a land line telephone available for use at all times when research is being conducted on Queen's University campus outside of regular business hours. Access to a cellular telephone is not sufficient. The land line telephone must clearly display the direct contact number for Campus Security and Emergency Services (CSES) which is 36111. Free stickers are available for all Queen's University telephones from Campus Security and Emergency Services (CSES).
2. A minimum of two researchers must be present when conducting research on human participants outside of regular business hours. The two researchers must be located in the same room or in adjacent rooms when participants are present in the research facility.
3. Upon any perceived threats to safety, one of the researchers must immediately call Campus Security and Emergency Services (CSES) 36111. For life-threatening emergencies, one of the researchers must immediately call 911. The need to protect researcher safety is more important than protecting participant confidentiality, so the researchers may divulge the name of the participant who made them feel unsafe to Campus Security and Emergency Services (CSES) and to any individuals involved in a follow-up investigation.
4. After breaching confidentiality, researchers must detail the breach on an Adverse Event Form within **three business days** of the breach (see Guidelines for Breaking Participant Confidentiality on HSREB's or GREB's website: <http://www.queensu.ca/urs/research-ethics/>).
5. A copy of the Security Protocol Form for Conducting Human Participant Research Outside of Regular Business Hours must be included with the ethics application. Signed copies of the form must be kept in the research study files for all Researchers who will be conducting human participant research at any research facility on Queen's University campus outside of regular business hours.

Additional Security Information:

1. Dial 9-1-1 for any life-threatening emergency response (Police, Fire and Rescue, Ambulance)
2. Dial 3-6-1-1-1 for On-Campus Emergency from any Queen's Telephone line
3. Dial 613-533-6111 for On-Campus Emergency from any external telephone line