

# Emergency Management System



## EMERGENCY MANAGEMENT PLAN GUIDELINES

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## 1.0 BE PREPARED

All members of the university community are encouraged to be familiar with emergency response guidelines. Creating a culture of preparedness and safety on campus is a team effort involving all faculty, staff and students. By taking personal responsibility for your own preparedness, by educating and equipping yourself, you will be able to respond quickly and help ensure the best possible outcome in the event of an emergency.

### Plan and Prepare

Emergencies can occur at any time and can evolve rapidly. The best way to help yourself in an emergency situation is to know how to respond before it happens. Although each emergency situation is different, by taking a few steps to prepare yourself with the knowledge and tools now, you will be able to increase your ability to cope with an emergency regardless of the situation and reduce your vulnerability.

### Things to Do

- **Register for StFX Alerts.** StFX Alerts is an emergency notification service that allows the University to quickly communicate critical information to you via text, email and/or voicemail. Keep your contact information updated. <http://alerts.stfx.ca>
- **Review the Emergency Guidelines** to help you determine how to respond in an emergency. Additional resources are available on the StFX Emergency Management Website: <https://www.mystfx.ca/ohs/emergency-management-system>.
- **Know your building.** Familiarize yourself with the evacuation maps and Emergency Guidelines posted on every floor of your building. These will show you the exits, fire alarm pull stations, evacuation routes, assembly points and civic addresses for the buildings you frequent most often (e.g., office, residence, classroom).
- **Be aware of your surroundings.** When you visit any building, you should look for the location of exits and multiple ways out. Think about how you would leave if there was an emergency and you had to hurry. Be alert to suspicious activity. If you feel something is unusual or looks wrong, trust your instincts, and report it to Safety & Security.
- **Develop contingency plans** in the event of an unexpected building closure and the inability to access essential belongings such as keys, medication, wallet, etc. Public Safety Canada and Nova Scotia Emergency Management Office encourages people to be self-sufficient for 72-hours. Researchers should establish contingency plans to maintain the integrity of their research.
- **Have an emergency preparedness kit.** Information on preparing a kit can be found Nova Scotia Emergency Management Office website: <https://novascotia.ca/emergency-education/>

### Evaluate

When faced with an emergency, use your judgment to evaluate your options. Each emergency is different. Unless you receive instructions by emergency personnel, use the information in the StFX Emergency Guidelines to help you determine the best course of action for your

safety. Stay calm and think quickly, as you may only have a few moments to evaluate how to respond. One of the key strategies to consider is to quickly seek a safe environment. This usually means either evacuation or shelter-in-place, or in the case of an active assailant, lockdown. Ask yourself:

- Am I safer inside or outside?
- Should I evacuate?
  - Where are the exits?
- Are they accessible?
- Should I shelter-in-place?
  - Where am I safest inside?
- Should I hide?
  - Is the building under lockdown?
- Who should I call for help?

### **Respond**

Always follow emergency personnel instructions. However, emergencies can evolve rapidly, and you may need to respond to a situation prior to emergency personnel arriving on the scene. You need to evaluate the specific situation and understand your options. Choose how to respond to the emergency that you believe will maximize your safety.

- Remain calm
- Listen for instructions
- Remain aware of your surroundings
- Use common sense
- Warn others
- Do not take unnecessary risks
- Trust your instincts

### **Emergency Responses**

In a dangerous, or potentially dangerous situation, you should seek a safe environment by evacuation, shelter-in-place or lockdown.

#### ***Evacuation***

In the event of a fire alarm or official notification, every individual in the building must evacuate.

- Stay calm.
- Close doors behind you.
- Do not use the elevator.
- Exit by the nearest safe exit/stairwell.
- If confronted by smoke or other obstacles, find an alternate route.
- If it is safe to do so, take keys, wallet, medications and wear weather appropriate clothing but do not delay evacuation.

- Leave the building in an orderly manner.
- Help those with special needs. Assist those with mobility impairments to the nearest exit stairwell, which provides a safe area refuge until emergency personnel arrive. Alert onsite emergency personnel of exact location of persons requiring evacuation assistance.
- Follow emergency personnel directions.
- Go to the building assembly point.
- Do not re-enter the building until an "all clear" has been given.

### ***Shelter-In-Place***

If the outside conditions are unsafe and remaining inside a building offers a higher degree of protection, find a safe location indoors and follow emergency personnel directions, who may already have an established location, depending on the emergency. Stay sheltered-in-place until the emergency has passed or you are instructed to evacuate by emergency personnel.

- Stay calm.
- Warn and help others.
- Move to an interior room.
- Close doors and windows.
- In a hazardous material situation, turn off all ventilation systems.
- Stay away from windows and areas exposed to the danger.
- Await further information from emergency personnel.

### ***Lockdown***

In the event of a violent incident (active assailant) or if notified of a lockdown, and evacuation is not safe or possible, use these guidelines:

#### Seek Shelter Immediately

- Hide in the nearest room you feel is safe.

#### Secure the Room

- Lock and/or barricade the door.
- Close, cover and move away from windows.
- Do not open or respond to anyone at the door.

#### Silence

- Silence cell phones, including vibrate mode.
- Turn off lights
- Remain silent.

### Stay

- Conceal yourself and/or take cover.
- Do not move from your hiding place until you receive an all clear from law enforcement or a university official.

### **Persons with Disabilities/Special Needs**

- If you have a permanent or temporary disability or special need, please review the Persons with Disabilities/Special Needs Guidelines.

### **Remember**

- Always follow emergency personnel instructions.
- If you feel your safety is jeopardized and evacuation, shelter-in-place or lockdown is an appropriate strategy given your circumstances, you do not have to wait for an official notification

### **Helpful Information**

Public Safety Canada's Get Prepared

<https://www.getprepared.gc.ca/cnt/kts/index-en.aspx>

Public Safety Canada: Emergency Preparedness Guide for People with Disabilities or Special Needs

<https://www.getprepared.gc.ca/cnt/rsrscs/pblctns/pplwthdsblts/pplwthdsblts-eng.pdf>

Nova Scotia: Are You Ready for an Emergency

<https://novascotia.ca/alerts/docs/are-you-ready-EN.pdf>

### **Who to Call**

Emergency Phone Numbers 24/7

- StFX Safety and Security 902.867.4444
- 911 - RCMP, Fire, Medical Emergencies.

### **Other Useful Numbers**

- StFX Facilities Management 902.867.2149 or 902.867.2289 (office)
- StFX Health and Counseling Services 902.867.2263
- StFX Occupational Health and Safety 902.867.4932
- 811 - Health Information
- 511 - Road conditions
- St. Martha's Hospital 902.867.4500
- Mental Health Crisis Line 1.888.429.8167
- Drinking Water safety - 1.877.936.8476
- NS Poison Control 902.428.8161 or 1.800.565.8161
- Food safety - 1.877.936-8476
- Power Outage - 1.877.428.6004

### 2.0 EVACUATION

There are many potential situations that could occur on campus that may require immediate evacuation of a building such as:

- Fire.
- Hazardous material release.
- Bomb threat.
- Building flood.
- Structural damage or collapse.

#### Evacuation Notification

Notification of an evacuation will primarily be by building fire alarm. Ensure you are familiar with the type and sound of alarm in your building. Notification may be received by other communication methods including, StFX Alerts, StFX email, StFX homepage, social media and/or in person by university official.

It is important to note that if you feel your safety is jeopardized and evacuation is an appropriate strategy given your circumstances, you do not have to wait for an official evacuation order. Do not hesitate to evacuate when faced with a dangerous situation. Ensure those you are responsible for evacuate as well.

#### Guidelines

- Exit immediately via the nearest safe exit. Do **NOT** use elevators. Use the stairwells.
- Take keys, wallet, cell phone and medications but do not delay evacuation.
- Wear weather appropriate coat/shoes, if immediately available.
- Shut down equipment, gas and any hazardous operations, if it is safe to do so.
- Close doors and windows.
- If confronted by smoke or other obstacles blocking your primary evacuation route, find a secondary egress route.
- If you encounter emergency personnel in the stairwells, move to the right.
- Help those who may need assistance that are on your evacuation route.
- Help persons with disabilities/special needs. Assist those with mobility impairments to the nearest exit stairwell, which provides a safe area refuge until emergency personnel arrive. Alert onsite emergency personnel of exact location of persons requiring evacuation assistance.
- Building and floor wardens will help ensure that all members of their department have heard the fire alarm/notification and are evacuating by quickly checking nearby restrooms, copier rooms, storage rooms, etc.
- Once outside, immediately move away from the building. Go to the Emergency Assembly Point.
- While exiting, note anyone remaining in the building and inform an official at the emergency assembly point.
- Do not reenter the building until emergency officials declare it is safe to do so.

### **Evacuation of Persons with Special Needs**

Plan ahead. If you may need assistance evacuating, whether you have a permanent or temporary (e.g., broken leg, illness) special need, please review Persons with Disabilities/Special Needs Guidelines.

#### **Remember**

- Treat every building alarm as an emergency.
- Remain calm.
- Proceed as quickly as possible but in a calm orderly manner. Do not run, push or shove.
- Listen for instructions and remain aware of your surroundings.

### **3.0 SHELTER-IN-PLACE**

#### **What is Shelter-in-Place?**

Shelter-in-place means to take immediate refuge by remaining inside the building you are in or seeking shelter inside the nearest building if you are outside when an emergency occurs.

#### **When is Shelter-in-Place Required?**

There is a variety of potential situations where the outside conditions are unsafe and remaining inside a building offers a higher degree of protection. In these cases, shelter-in-place is appropriate. This may include:

- Severe weather (hurricane, blizzard, thunderstorm, etc.).
- Hazardous materials release (chemical, biological, radiological) into the atmosphere
- Public safety emergency.

It is important to note that if you feel your safety is jeopardized and shelter-in-place is an appropriate strategy given your circumstances, you do not have to wait for an official shelter-in-place order. Do not hesitate to seek shelter when faced with a dangerous situation.

#### **How to Shelter-in-Place**

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Follow the guidelines below unless instructed otherwise by emergency personnel.

#### **Guidelines**

- If you are inside, stay inside.
- If you are outside, quickly seek shelter in the nearest secure building.
- Locate an interior room to shelter-in-place. This room may vary depending on the situation.
- In general, choose an area away from windows, glass, open vents and exterior doors.
- For severe weather events, an interior room, hallway or room in the basement is preferable.
- For outside atmospheric hazardous material release threat, many times an above ground location is preferable as some chemicals are heavier than air and may seep below ground.



### **Remember**

- Remain calm.
- Take any emergency preparedness kits with you to have a supply of food, water, medications on hand.
- Close and lock all windows. If there is a danger of an explosion, close all window coverings.
- Close exterior doors.
- Close vents and turn off air conditioners, heaters, fans for exterior hazardous materials release.
- If possible, have a radio, TV, phone, internet device available so you can stay informed.
- In severe weather where power failure is a possibility, do not use the elevator.
- Make yourself comfortable and help each other.
- You will receive updates and notification as soon as it is safe outside via StFX Alerts, StFX email, StFX homepage, social media, emergency personnel and/or University officials.

## **4.0 LOCKDOWN**

### **What is a Lockdown?**

A lockdown is a temporary emergency procedure that restricts the movement in a building or on campus to minimize occupants' exposure during a violent or potentially violent situation such as an active assailant. It is intended to secure and protect the safety and lives of faculty, staff, students and visitors in the event of an imminent threat. This procedure is used when it may be more dangerous to evacuate a building than to stay inside.

### **Lockdown Notification**

Notification of a lockdown may come in many ways including:

- StFX Alerts StFX email
- Voicemail
- StFX social media
- StFX homepage.

However, imminent threats associated with a lockdown evolve rapidly and notification may be received in person. It is important to note, if you feel your safety is jeopardized and lockdown is an appropriate strategy given your circumstances, you do not have wait for an official notification to lockdown.

### Guidelines

#### ***Seek Shelter Immediately***

- If you are in a classroom, room or office, stay there.
- If you are in a corridor or open space, immediately hide in the nearest room you feel is safe. If possible, choose a room with a sturdy door and a strong lock.

#### ***Secure the Room***

- Lock the door and barricade entrance. Use any heavy objects available e.g., desks, chairs, file cabinets.
- If possible, avoid limiting escape routes.
- If possible, choose a room without glass windows or panes as they are easily penetrable.
- If there are interior windows or panes, close window coverings.

#### ***Silence: Avoid detection***

- Turn off lights.
- Conceal yourself and/or take cover behind solid objects that may offer additional protection e.g., desks, cabinets, walls.
- Keep out of the line of sight of doors and windows. Stay low. Be as invisible as possible.
- Silence cell phones. Turn off vibrate function.
- Turn off other equipment that may emit noise and draw attention (e.g., TV's, computer, radio).
- Remain silent, act as if no one is in the room.

#### ***Stay***

- Wait patiently in your hiding location (do not use the washroom, investigate the situation, etc.) until law enforcement or University officials provides an all clear. • Do not respond to anyone until you can verify with certainty it is law enforcement or a university official. If unsure, call Safety & Security Services before opening the door. In most cases officials will have keys to the entire building.
- Do not move from your hiding place unless it is no longer safe, or you are directed by authorities. Be patient as this can be several hours.

#### ***If you are outside when a lockdown is initiated***

- Do NOT enter the building.
- Move as far away as possible from the building under lockdown.
- Following the StFX Emergency Guidelines for Lockdown
- Go to a safe area of campus or in the community away from the scene.
- Do not call anyone who may be inside the building under lockdown.

### ***When Law Enforcement Arrive***

- Law enforcement's first goal is to neutralize the suspect(s) and stop the threat as quickly as possible.
- Law enforcement will make sure the scene is safe and then help the injured.
- Remember this is a crime scene. Even once you have escaped to a safer location, law enforcement will likely not let anyone leave until the situation is fully under control and witnesses have been identified and questioned. Do not leave this location until you have been instructed to do so by law enforcement.

### ***How to React When Law Enforcement Arrive***

- Please understand law enforcement will be treating everyone they encounter as possible suspects.
- Remain calm.
- Immediately raise your hands, spread your fingers, and always keep them visible. Do not have anything in your hands.
- Follow instructions, do exactly as ordered.
- Do not make sudden movements towards them e.g., attempting to hold on to them for safety.
- Do not ask questions or interfere with law enforcement operations.

### ***Remember***

- Be aware of alternate exits.
- Warn others as you encounter them.
- Remain calm and quiet and help others do the same.
- Do not activate the fire alarm to evacuate the building unless fire or smoke is evident. Evacuation could put people in harm's way as they attempt to exit.
- Once a lockdown has been initiated, if the fire alarm sounds, do not react unless smoke or fire is evident. It may be a trick to draw people into the open.
- Do not take unnecessary chances.
- Information updates will be provided by RCMP and University officials as soon possible and safe to do so.
- Keep yourself and others focused on survival.

## **5.0 ACTIVE ASSAILANT**

An active assailant is an individual actively engaged in killing or attempting to kill people in a confined and populated area – in most cases, active assailants use firearms and there is no apparent pattern or method to how they choose their victims. Active assailant situations evolve quickly and there is no way to anticipate their course. Typically, the immediate deployment of police is needed to stop the attack and mitigate harm. These situations usually evolve rapidly. For this reason, it is important that you are prepared to act quickly to protect

yourself. If you find yourself in an active assailant situation, try to remain calm and use these guidelines to help you determine a strategy for safety.

### **Guidelines**

Quickly evaluate the most reasonable way to protect your own life. Determine whether to run, hide or fight. Scan, assess and respond fast.

### **Run**

EVACUATE if you believe it is safe to do so. Be sure to:

- Know your escape route and have a plan.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Warn others.
- Help others escape if possible.
- Do not attempt to move the injured.
- Prevent others from entering an area where an active shooter/armed attacker may be located.
- Run from the building until you reach an area you feel is safe.

### **Hide**

If evacuation is not possible LOCKDOWN:

- Seek shelter Immediately
- Hide in the nearest room you feel is safe e.g., office, classroom, residence room. Do not assemble in large open areas (e.g., cafeteria).

### **Secure the Room**

- Lock the door and barricade the entrance. Use any heavy objects available e.g., desks, chairs, file cabinets.
- Close, cover and move away from windows.
- Keep out of the line of sight of doors and windows. Stay low. Be as invisible as possible.
- Do not open or respond to anyone at the door. It may be the active shooter/armed attacker trying to lure people out.

### **Silence**

- Silence cell phones, including vibrate mode.
- Turn off lights.
- Remain silent, act as if no one is in the room.

### **Stay**

- Conceal yourself and/or take cover behind solid objects that may offer additional protection e.g., desks, cabinets, walls.

- Do not move from your hiding place unless it is no longer safe, or you are directed by authorities. Be patient as this can be several hours.
- If the fire alarm sounds, do not react unless smoke or fire is evident. It may be a trick to draw people into the open.
- Keep yourself and others focused on survival.

### ***Fight***

As a last resort and only when your life is in imminent danger, **TAKE ACTION:**

- Attempt to disrupt/incapacitate the active shooter/armed attacker.
- Act with as much physical aggression as possible.
- Improvise weapons, use anything heavy or sharp (chairs, computers, fire extinguisher, etc.). Swing hard and throw items.
- Yell.
- Commit to your actions.
- Fight for your life!

### ***If you are Outside and Encounter an Active Assailant***

- Move away from the affected area, sounds of gunshots and/or explosion.
- Look for nearby coverage e.g., vehicles, concrete walls, trees.
- If there is no coverage close by, drop to the ground face down and lie as flat as possible.
- Warn others to take immediate shelter if possible.

### ***Call 911 as soon as it is safe to do so***

It is important to state your specific location first.

"I am calling from St. Francis Xavier University (give your exact location). There is an active assailant on campus. Gunshots fired."

Provide as much detail as possible. If you saw the active shooter/armed attacker, provide a description:

- Location of the active shooter(s) and direction travelling.
- Number of shooters/attackers.
- Physical description (s) (gender, age, height, build, clothing. Identity if known).
- Number and description of weapons or suspicious devices.
- If you heard an explosion provide description and location.
- Location and number of potential victims.
- If it is not safe to speak, leave the line open so the dispatcher can listen.

### ***When Law Enforcement Arrives***

- Law enforcement's first goal is to neutralize the suspect and stop the shooting as quickly as possible. They will go directly to where the last shots were heard.
- Law enforcement will make sure the scene is safe and then help the injured
- Remember this is a crime scene. Even once you have escaped to a safe location, law enforcement will likely not let anyone leave until the situation is fully under control and

witnesses have been identified and questioned. Do not leave until you have been instructed to do so by law enforcement.

### ***How to React When Law Enforcement Arrive***

- Please understand law enforcement will be treating everyone they encounter as possible suspects.
- Remain calm.
- Immediately raise your hands, spread your fingers, and keep them visible at all times. Do not have anything in your hands.
- Follow instructions, do exactly as ordered.
- Do not make sudden movements towards them e.g., attempting to hold on to them for safety.
- Do not ask questions or interfere with law enforcement operations.

### ***Remember***

- Most incidents are over within minutes. You must act quickly to protect your life.
- Trust your instincts.
- Typically, active shooter/armed attackers do not respond to reason. Assume their intention is to harm you and others.
- Don't stay in an open area that is unsecured.
- Rescuing people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Depending on the situation, consider evacuating via ground floor windows as safely and quietly as possible.
- Do not activate the fire alarm to evacuate the building unless smoke or fire is evident.
- Evacuation could put people in harm's way as they attempt to exit.
- Wait patiently in your hiding location (do not use the washroom, investigate the situation, etc.) until law enforcement or a university official provides an all clear.
- Do not respond to anyone until you can verify with certainty it is law enforcement or a university official. If unsure, call Safety & Security Services before opening the door. It may be an active shooter/armed attacker trying to lure individuals from safety. In most cases officials will have keys to the entire building.
- Depending on the situation, it may be a long time before law enforcement gives an all clear to your area and you can be safely evacuated. Be patient, remain calm and stay focused on survival.

### **Identifying a person at risk**

There is no way to accurately predict who is on the way to becoming an active assailant, but there are behaviours that can indicate someone is in trouble. Be aware of the signs. Report any concerns to your supervisor, Human Resources or Safety & Security.

**Behavioural changes:** angry outbursts, agitation, poor hygiene, visible weight change, intimidation and bullying, altercations with others, intoxication or substance abuse, uttering hostile or offensive remarks, strange or disturbing behaviour.

**Performance:** repeated absences, missed deadlines, significant drop in performance, inappropriate or incoherent writing, frequently interrupting, disruptive behaviour.

**Social/Emotional:** significant problems interacting with others, isolated or withdrawn, extreme or prolonged sadness, emotional outbursts, devoid of any emotions, erratic mood swings, excessive fatigue.

## 6.0 FIRE

### If You Discover a Fire

- Activate the nearest fire alarm pull station.
- Shout "Fire!" to warn people in the area.
- Call 911 as soon as it is safe to do so. Provide as much detail as possible:
  - Exact location of the fire (building, floor, room number, etc.).
  - Severity of the fire.
  - Whether you are aware of people are trapped or in imminent danger.
  - Do not hang up until directed to do so.
- Follow Evacuation Guidelines Upon Hearing a Fire Alarm.

### Evacuation Guidelines Upon Hearing a Fire Alarm

- Evacuate immediately via the nearest safe exit.
- Do NOT use the elevators. Use the stairwells.
- Take keys, wallet, cell phone and medications, but do not delay evacuation.
- Wear weather appropriate coat/shoes, if immediately available.
- Shut down equipment, gas and any hazardous operations, if it is safe to do so.
- Close doors and windows. This will help slow the spread of the fire.
- If confronted by smoke or other obstacles blocking your primary evacuation route, use the secondary egress route, as noted on the nearest evacuation map.
- If you encounter emergency personnel in the stairwells, move to the right.
- Help those who may need assistance that are on your evacuation route.
- Help persons with disabilities/special needs. Assist those with mobility impairments to the nearest exit stairwell, which provides a safe area refuge until emergency personnel arrive. Alert onsite emergency personnel of exact location of persons requiring evacuation assistance.
- Supervisory staff should ensure that all members of their department have heard the fire alarm/notification and are evacuating by quickly checking nearby restrooms, copier rooms, storage rooms, etc.
- Once outside, immediately move away from the building. Go to the emergency assembly point.

- While exiting, note anyone remaining in the building and inform an official at the emergency assembly point.
- Do not reenter the building until emergency officials declare it is safe to do so.

### **Think R.A.C.E.**

Use the R.A.C.E. acronym to help you remember how to respond safely.

**REMOVE:** yourself and others from immediate danger.

**ALARM:** activate the fire alarm and call 911.

**CONFINE:** the fire as you leave by closing doors and windows.

**EVACUATE:** from the building.

### **If You Encounter Smoke**

- Stay low to the ground. Remember generally heat and gasses rise.
- Crawl if necessary.
- Use a wet cloth, if possible, to cover your nose and mouth.
- Assume the smoke and/ or fumes are hazardous.
- Take shallow breaths through your nose.

### **If You Are Trapped by Fire: Shelter-in-Place**

- Call 911 immediately. Provide as much detail as possible.
  - Exact location of where you are (building name, floor, room number, etc.).
  - How many people are trapped with you?
  - Severity of the fire.
  - Do not hang up until instructed to do so.
- Have someone call Safety & Security Services or do so yourself after you have been instructed to hang up by the 911 dispatcher.
- If there is no phone, yell "Help!"
- Close as many doors that is safely possible between you and the fire.
- Place towels/clothes (wet if possible) or any material you can find at the bottom of the door and air ducts to seal the cracks and prevent smoke from entering.
- Signal your position at a window; hang a bed sheet or sign out the window if possible.

### **Persons with Mobility Issues and Special Needs**

Plan ahead. If you may need assistance evacuating, whether you have a permanent or temporary (e.g., broken leg, illness) special need, please review Persons with Disabilities/Special Needs Guidelines.

### **If You Use a Fire Extinguisher**

Do not attempt to extinguish a fire unless it is small (less than a wastepaper basket size), you are trained, and you are sure you can do so both safely and quickly. Fire extinguishers are intended for small fires only.



Always keep yourself between the fire and the exit so you do not become trapped. Your back should be towards a safe exit.

**Think P.A.S.S.**

**PULL** the safety pin on the grip handle.

**AIM** the nozzle at the base of the fire.

**SQUEEZE** or press the handles all the way together.

**SWEEP** from side to side at the base of the fire until it is out.

**If Your Clothes Are on Fire**

**STOP** what you are doing.

**DROP** to the floor.

**ROLL** to smother the flames

If someone else's clothes catch fire have them stop, drop and roll. Try to smother the flames with a coat or blanket.

**Remember**

- Be prepared: Become familiar with the evacuation maps and Emergency Guideline posters in your area, so you know the location of fire exits, fire alarm pull stations, fire extinguishers, emergency assembly point, civic address for the buildings you frequent often (e.g., office, residence, classroom).
- Treat every building alarm as an emergency.
- Remain calm.
- Proceed as quickly as possible but in an orderly manner. Do not run, push or shove.
- Do not open closed doors until having felt the door. Use the back of your hand to feel the upper, middle, lower parts of the door and doorknob.
  - If the door is hot or smoke is visible, do not open the door. The fire may be on the other side of the door. Look for another way out.
  - If the door is cool, brace yourself against it and open it slowly.
- Listen for instructions and be aware of your surroundings.

## 7.0 BOMB THREAT

Take all bomb threats seriously. If you receive a bomb threat, do not assume it is a hoax. Respond immediately.

Most bomb threats are made directly by telephone. However, they may be received by voicemail, note, letter or email.

### **Guidelines**

#### ***If You Receive a Bomb Threat by Phone***

- Remain calm and be courteous to the caller. Do not upset the caller.
- Listen carefully and show interest and willingness to cooperate.
- Do not interrupt the caller, hang up or put the caller on hold.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call 911 and Safety & Security Services (be sure they call out of earshot of the caller). Or as soon as the caller hangs up immediately notify them yourself.
- Try to signal to have someone else listen to the call with you.
- Take notes. Record as much information and details as possible while the call is in progress including the number and or letters if you have call display.
- Complete the Bomb Threat Checklist. Write down as much detail as you can remember.
- Try to get exact words.
- Follow 911 and Safety & Security Services instructions.

#### **Ask the Caller**

- Where is the bomb located (building, floor, room, etc.)?
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb?
- Why?
- What is your name?

#### ***If You Receive a Bomb Threat by Written Note***

- Handle the item as little as possible.
- Immediately call Safety & Security Services.

#### ***If You Discover or Receive a Suspicious Package***

- Note location, time and type of package or device.
- Do not touch, move, open or disturb the package.
- Leave the area and do not allow anyone to enter the area.
- Immediately call Safety & Security Services.

#### ***If You are Instructed to Evacuate the Building***

If instructed to evacuate, follow the Emergency Guidelines for evacuations. Ensure you take your personal belongings with you (purse, backpack, briefcase, lunch bag, etc.), this will help responding agencies by decreasing the number of packages to be examined by search teams if a suspicious item has not already been found.

### ***Signs of a Suspicious Package***

The following may help in identifying a suspicious package:

- Unfamiliar return address or none at all.
- Strange odor or noise.
- Protruding wires.
- Excessive postage.
- Misspelled words.
- Addressed to a business title only (e.g., President).
- Restrictive markings (e.g., do not X-ray).
- Badly typed or written.
- Rigid or bulky letters.
- Lopsided or uneven.
- Excessive wrapping, tape or string.
- Oily stains, discolouration or crystallization on wrapping.
- Leaking.

### ***The Contents of a Letter or Package May Cause Concern If***

- You see powder or a liquid.
- It contains a threatening note.
- It contains an object that you did not expect to receive or cannot identify.

### ***If You Have Opened a Suspicious Package***

- Leave the package where it is.
- Call 911 immediately and have someone call Safety & Security Services or do so yourself once instructed to hang up by the 911 dispatcher.
- Get everyone out of the room and close the door.
- Wait in a safe place until the emergency personnel arrive.

### **Remember**

- Do not use a cellular phone or a two-way radio. Radio signals have the potential to detonate a bomb.
- If you touch a suspicious package wash your hands or shower. Remove any clothing that has powder or liquid on it and seal it in a plastic bag.

## **8.0 FLOOD/WATER LEAK**

### **If You Discover a Flood or Water Leak**

Immediately call Facilities Management during normal operating hours (Monday — Friday 8:00 am to 4:00 pm) or Safety & Security Services after hours.

### **Report**

- Location (building, floor, room number).

- What is the source of the leak/flood if known (pipe, water main, roof, clogged drain, seepage, etc.)?
- Severity and extent of water present.
- How fast is water flow entering the area?
- Are any people or equipment involved and in imminent danger?
- Any sewage involvement.
- Any hazardous materials involved.
- Damage.
- Any other utilities involved.

### **Guidelines**

- Do not enter/walk through standing water. It could be electrically charged or contaminated without any visible signs. Assume the water is dangerous until notified by qualified personnel it is safe.
- Do not use elevators during a flood.

### ***If Outside***

- Do not attempt to drive through flooded areas.
- Stay away from flood waters.
- Move to higher ground.

### ***Only If It Is Safe To Do So***

- Shut off electrical devices.
- Move hazardous materials, vital equipment, records and property that may be damaged to an elevated area.
- If in a lab, secure all laboratory experiments.
- Isolate the affected area.
- Use absorbent materials to contain the water.

### ***Evacuation***

- If there is any possibility of danger, evacuate the area.
- If the building is evacuated, follow the instructions on Evacuations Guidelines.
- Do not return to the building until you have been instructed that it is safe to do so by emergency personnel.

## **9.0 CIVIL DISTURBANCE OR DEMONSTRATION**

Most demonstrations, such as marches, rallies, picketing, meetings, etc. will be peaceful and non-confrontational. However, in the event of a civil disturbance or demonstration, please be aware of the following guidelines.

### Guidelines

- Avoid the area of the disturbance.
- Do not talk or confront the demonstrators.
- Avoid obstructing or provoking the demonstrators.

A demonstration should not be interrupted unless one or more of the following conditions exists as a result of the demonstration:

- **Interference** with normal operations.
- **Prevention** of access to offices, buildings or other facilities.
- **Threat** of physical harm to persons or damage to property.

If any of these conditions exist, immediately call Safety & Security Services.

## 10.0 ELEVATOR ENTRAPMENT

### Guidelines

#### *If You Are Trapped in an Elevator*

- All university elevators are equipped with emergency call button/phone which automatically calls Safety & Security Services when someone picks up the receiver or pushes the emergency button.
- Remain calm.
- Emergency lighting and the emergency call button/phone will operate during a power outage.
- Use the emergency call button/phone to call for help or call Safety & Security Services from your cellular phone.
- Do not attempt to open elevators doors.
- Do not attempt to climb out or exit the elevator.
- Trained emergency personnel will be dispatched immediately to assist you and correct the problem.

### Remember

- If an entrapped person begins to experience any medical issue (e.g., shortness of breath), immediately call 911.
- Do not use elevators during an emergency evacuation unless directed to do so by emergency personnel.
  - If you are outside an elevator and aware of someone trapped inside the elevator, call Safety & Security.

## 11.0 HAZARDOUS MATERIAL RELEASE/SPILL AND SUSPICIOUS ODORS

Any uncontrolled release of a hazardous material is considered a release/spill. This applies to:

- Gas leaks

- Toxic fumes
- Chemical spills
- Biohazard Release

**Don't rush, don't work alone and don't attempt to clean up a release or spill unless you are trained to do so, know it is safe and have the proper equipment.**

### Plan

Planning for potential emergency situations must be an integral part of preparation for all work involving hazardous materials.

- Spill kits should be available in all labs.
- Know the locations and how to use emergency eye wash, emergency shower stations and fire alarm pull stations.
- Safety Data Sheet (SDS) must be readily available at the worksite.
- Always refer to SDS prior to handling any hazardous material.
- Hazardous materials must be properly labelled.

### Evaluate

Quickly assess if the release/spill is major. If any of the below conditions are met, it is considered a major release/spill:

- Exceeds the capacity or is beyond the level of knowledge, training or ability of immediate personnel, and/or
- The release/spill is high in volume, volatility, toxicity, or is unknown and/or.
- Creates an immediate dangerous situation to the health and safety of the persons in the area.

### Minor Release

The following procedures must be followed:

- Immediately have someone call Safety & Security Services
- Shut down equipment, turn off all ignition and heat sources if it is safe to do so.
- Immediately isolate the area and prevent reentry.
- If properly trained, provide first aid to anyone contaminated by the exposure. Seek medical attention if needed.
- Prevent further release but do not risk exposing yourself. Confine the spill by using appropriate absorbing material.
- Consult Safety Data Sheets for emergency and first aid response procedures prior to any cleanup.
- Clean up the spill only:
  - If it is safe to do so.
  - If the release is not health or safety threatening.
  - Does not meet any of the conditions for a Major Release.
- Report the incident to your supervisor, principal investigator and/or department head.

### Major Release

- Alert people in your immediate area to evacuate.
- If the hazard will affect the entire building, activate the fire alarm, but do not pull fire alarm if it is a gas leak.
- Call 911 as soon as it is safe to do so. Have someone call Safety & Security Services or do so yourself after you call 911.
- Close all doors to isolate the area if it is safe to do so.
- Arrange someone to meet emergency personnel and discuss affected area, safe entry procedures, and any hazardous or unknown conditions.
- Do not return to an evacuated building unless it has been declared safe to do so by emergency personnel.

### Report the Following to Safety & Security Services and 911 (for Major Release)

- Exact location of release/spill.
- Name and nature of chemical/material and its hazards.
- How much material has been released?
- If it is actively being released or has it slowed/stopped.
- Time of the incident.
- Any person(s) who may be contaminated or injured.
- If a fire or explosion is involved or risk exists.
- If it is contained or if the material has escaped to the environment (drain, soil, vents, etc.).
- If there are sources of ignition nearby.

### Suspicious Odors

If you detect a suspicious odor:

- During normal business hours, contact the OHS office.
- After hours, contact Safety & Security Services.
- Describe the location and characteristics of the odor.

### Unauthorized Pollutant Release

If you observe what you believe to be an unauthorized release of any pollutant to the environment, call Safety & Security Services immediately.

## 12.0 MEDICAL EMERGENCIES

### Guidelines

For all medical emergencies

- Stay calm.
- If someone has suffered an injury check surrounding area for danger.
- Call 911 immediately and describe the emergency and location.

- Report any safety hazards to the dispatcher (chemical spill, fumes, fire, etc.).
- Have someone call Safety & Security Services.
- Do not move the injured person unless there is imminent danger.
- Do not leave the person unless to summon help.
- Have someone meet emergency personnel outside the building to escort them.
- Reassure the person medical help is on the way.

### ***If You Are Trained***

- Assist with First Aid or CPR if it is safe to do so and the person consents.
- Do not exceed your training or knowledge when attempting to render First Aid.

### **Automatic External Defibrillators Locations**

- Alumni Aquatic Centre (near Pool Desk)
- Charles Keating Centre (near the skate shop)
- Morrison Hall (President's office entrance)
- 42 West Street Municipal Building (Near Room #103)
- Brian Mulroney Institute of Government (Notre Dame Avenue entrance, to the right)
- Bloomfield Centre (near main entrance on 3<sup>rd</sup> floor)
- Safety & Security office
- Safety & Security truck
- Therapy Centre in Saputo Centre (inside main door or at games)
- Hockey Therapy Centre in Keating Centre (inside main door or at games)
- Crystal Cliffs barn

### **Remember**

- All Safety & Security Services personnel are trained in emergency first aid.
- A list of workplace first aid attendants is available here: <https://www.mystfx.ca/ohs/first-aid>
- For non-emergency health advice from a Registered Nurse call 811 or visit <https://811.novascotia.ca/>

## **13.0 MENTAL HEALTH EMERGENCY**

### **Guidelines**

A situation is a mental health emergency if the individual poses a danger to themselves or others including suicide, assault or homicide.

- Call 911.
- Stay with the person and offer them reassurance if it is safe to do so.
- Do not restrain an individual, your safety is a priority.
- Report any serious events to Safety & Security Services after 911 has been called.

### **Mental Health First Aid: The Five Basic Steps**



1. Assess risk of suicide or harm.
2. Listen non-judgmentally.
3. Give reassurance and information.
4. Encourage the person to get appropriate professional help.
5. Encourage self-help strategies.

### **Remember**

Never try to handle a situation that is potentially dangerous to you or others. Call 911 and Safety & Security Services.

### **Additional Resources**

- Mental Health Crisis Line 1.888.429.8167.
- Non-emergency mental health situations, please contact:
  - Students: Health and Counselling Services.
  - Faculty/Staff: StFX Human Resources Employee Family Assistance Program and Welltrack.
- For non-emergency health advice from a Registered Nurse call 811 or visit <https://811.novascotia.ca/>

## **14.0 ELECTRICAL POWER OUTAGE**

Unscheduled electrical power outages can occur due to a variety of circumstances. Emergency lighting in hallways and stairways is provided in all campus buildings for a minimum of 30 minutes after a power outage to allow for safe evacuation.

### **If a Power Outage Occurs**

- Remain calm.
- Assess the extent of the outage in your area.
- Contact Facilities Management during normal operating hours (Monday - Friday 8:00 am to 4:00 pm), or Safety & Security Services after hours, to report the outage and/or to find more information about the outage. Inform others in the area that Facilities Management has been notified of the disruption.
- Facilities Management will determine as quickly as possible the cause and expected duration of the outage.
- Updates on the power outage status will be communicated via StFX Alerts, StFX homepage and other social media.
- Emergency lighting for evacuation purposes will operate for a minimum of 30 minutes.
- Unless safety is a concern or there is no natural light, it is usually best to stay where you are to receive an update on the status.
- If you are in an unlit area, proceed with caution to an area that has emergency lighting and help persons in darkened work areas move to safety.

- If evacuation is required, proceed directly to the designated Emergency Assembly Point for the building you are in. Please consult Evacuation Guidelines for additional information.
- Do not use the elevators.
- Unplug computers to protect them from power surges when the power is restored.
- Turn off lights, electrical equipment and appliances.
- Open windows for additional light and ventilation if possible.
- Use a flashlight. Do not use candles or other types of flames for lighting. Your cell phone may be equipped with a flashlight feature, or you can use the backlight of the phone for temporary illumination.

### **If You Are Trapped in an Elevator**

- Remain calm.
- Emergency lighting and the emergency call button/phone will operate during a power outage.
- Use the emergency call button/phone to call for help or call Safety and Security Services from your cell phone.
- Do not attempt to open elevator doors.
- Do not try to climb out or exit the elevator without trained emergency personnel to assist.

### **Additional Information for Labs**

Prior to an electrical power outage, it is recommended to assemble a list of equipment that must be reset, restarted or that requires special attention in the event of an outage.

- Cease work immediately.
- Turn off hot plates, heating mantles, centrifuges and other equipment and shut off the gas and water.
- Secure all experiments, vital equipment, records, and hazardous materials if it is safe to do so.
- Close all open chemical containers and store in their original or marked containers.
- Lower sashes on fume hoods.
- After the outage, confirm the fume hoods and refrigerators are operating.

### **Emergency Generator**

All campus buildings are equipped with an emergency generator or battery power that will activate automatically in the event of an electrical power outage which will provide emergency lighting in hallways and stairwells for a minimum of 30 minutes.

Some buildings have additional emergency generator capabilities. If the building you are in has additional capabilities:

- Ensure that critical equipment is plugged in to emergency outlets.
- Do not use emergency power outlets for non-critical equipment.

### 15.0 SEVERE WEATHER

Severe weather events may include hurricanes, blizzards, severe winter storms, thunderstorms.

In severe weather events, classes may be cancelled, and the university may close with only essential services open. Notification of cancellation or closures will be sent via StFX Alerts, email, StFX homepage and social media.

#### For Anticipated Severe Weather Events

- Seek shelter in a solid structure and follow shelter-in-place guidelines.
- Close, secure and lock operable windows.
- Remove loose items, objects or supplies from windows and windowsills.
- Secure outdoor furniture or other loose items that could pose danger in high winds.
- Since emergency response resources may be delayed or temporarily unavailable, avoid starting any new experiments or other work with hazardous materials until the severe weather event is over.

#### Be Prepared for Severe weather

- Have an emergency preparedness kit. Public Safety Canada and Nova Scotia Emergency Management Office encourages people to be self-sufficient for at least 72-hours. Information on preparing a kit can be found Nova Scotia Emergency . Management Office website <https://novascotia.ca/coms/departement/documents/EmergencyPreparedness.pdf>
- Stay informed about severe weather forecasts. Environment Canada is the primary source of information for monitoring weather conditions. Environment Canada issues weather watches and public weather alerts to advise of weather conditions that may affect safety and/or property.
- In the event of power failure, follow electrical power outage guidelines. Make sure cell phones are fully charged, and radios and flashlights have fresh batteries.

#### Hurricane

- Follow shelter-in-place guidelines.
- Go to or stay inside a solid structure.
- Find a safe location, preferably in an interior room or hallway in the centre of the building.
- Stay away from windows, glass, mirrors and unsecured objects.
- Be alert to flying or falling objects.
- Protect head and neck by using arms in a "drop and tuck" position.
- Do not use elevators.
- Stay in your safe location until the hurricane has passed, it is no longer safe, or instructed to relocate by emergency personnel.

## For More Information

Canadian Hurricane Centre

<https://www.canada.ca/en/environment-climate-change/services/hurricane-forecasts-facts/products.html>

## Blizzard and Severe Winter Storm

A severe winter storm can last for several days and be accompanied by high winds, freezing rain, heavy snowfall, whiteout conditions and freezing temperatures. Winter storms can make walking and driving extremely hazardous. Long term exposure to extreme cold can lead to frostbite and/or hypothermia.

- Stay inside during a storm. Stay safe, warm and dry.
- Do not drive unnecessarily.
- Do not venture outside. If you must go outside, ensure you are dressed for the weather conditions with warm water repellent clothes. Make sure someone is aware of where you are going and how long you plan to be gone for.
- Change wet clothing immediately.

## For more information

The Centers for Disease Control and Prevention: Extreme Cold: A Prevention Guide to Promote Your Personal Health and Safety

<https://www.cdc.gov/disasters/winter/guide.html>

The National Weather Service (US): Winter Storms: The Deceptive Killer

[http://www.nws.noaa.gov/om/winter/resources/Winter Storms2008.pdf](http://www.nws.noaa.gov/om/winter/resources/Winter%20Storms2008.pdf)

Nova Scotia: Tips for Safe Winter Driving

<http://novascotia.ca/tran/winter/winterdriving.pdf>

Nova Scotia RCMP Top Ten Tips for Safe Winter Driving

<https://novascotia.ca/tran/winter/RCMPSafeWinterDriving.pdf>

Nova Scotia Wintertime

<https://novascotia.ca/tran/winter/>

## Thunder and Lightning

- If you can hear thunder, you can be hit by lightning.
- Seek safe shelter inside.
- Keep away from windows.
- Stay away from objects that conduct electricity such as appliances and electrical equipment. Unplug all electrical equipment if possible.
- Do not use a corded telephone unless it is an emergency and you do not have a cordless or cell phone.
- Do not use elevators.
- Stay away from water sources and do not take a bath or shower.

### ***If caught outside and there is no nearby shelter:***

- Avoid being the tallest object in an area (e.g., holding an umbrella can make you the tallest object and a target for lightning).
- Avoid water and metal objects that conduct electricity (e.g., bicycle, metal fence).
- If in an open field, find a low-lying area such as valleys, ditches and depressions, and crouch down. Avoid projecting above the surrounding landscape. Be on the alert for possible flash flood.
- Stay away from tall objects such as trees, telephone poles, metal fences.
- If you are in a wooded area, seek shelter under the shortest trees. Crouch down, feet close together with your head tucked down. Minimize your contact with the ground. Do not lie flat on the ground.
- If amongst a group of people, spread out several meters from each other.

### ***30-30 Lightning Safety Rule***

- If a thunder and lightning watch/warning has been issued, consider postponing outdoor activities.
- If you can count 30 seconds or less between lightning and thunder, seek safe shelter.
- Remain sheltered for 30 minutes after the last clap of thunder.

### **For More Information**

Environment and Climate Change Canada: Lightning Safety

<https://www.canada.ca/en/environment-climate-change/services/lightning/safety/overview.html>

## **16.0 SUSPICIOUS ACTIVITY**

Your assistance in being alert to your surroundings and reporting suspicious activity helps to maintain a safe and secure environment for the entire campus community. If you feel something is unusual or looks wrong, trust your instincts.

There could be reasonable explanations for some suspicious activities. By thinking things through, being observant, and using common sense, you will be able to make a good judgment about whether an activity is suspicious. Examples may include:

- Someone trying to break into a restricted area, building or car.
- A stranger carrying unusual property given the time or location, especially computers, electronics, locked bikes, etc.
- Stranger going door to door in an office or residence checking locks.
- Anyone carrying a weapon.
- A person exhibiting unusual mental or physical symptoms or displaying violent behavior.
- Unusual noises, glass breaking, sounds of fighting, shouts for help.
- Anyone disorderly, committing vandalism, assault, robbery, theft, overt sexual behavior.

- Person loitering in a way that is inconsistent with the usual purpose of the area.
- Stranger entering a private office unescorted.

### **17.0 PERSONS WITH DISABILITIES/SPECIAL NEEDS GUIDELINES**

#### **Plan**

All persons with disabilities/special needs, whether permanent or temporary, are strongly encouraged to prepare now. The best way to help yourself in an emergency situation is to know how to respond before it happens.

#### **Who to Contact**

All individuals who may need assistance in an emergency are asked to self-identify themselves. Self-identification is voluntary. Once a person has self-identified, the University will work with the individual to create a personal emergency plan. It will include how to handle specific emergency procedures and what help you may need before, during and after an emergency based on your surroundings, limitations and capabilities.

#### **Please contact**

Students with Permanent Disabilities: Centre for Accessible Learning

Students with Temporary Disabilities: - Dean

Faculty and Staff: Manager, Occupational Health and Safety – [lareid@stfx.ca](mailto:lareid@stfx.ca)

Persons with disabilities/special needs are encouraged to build a personal support network and inform their instructor, supervisor, residence advisor, coworker, roommate and/or classmate of their personal emergency plan and the help they will require in the event of an emergency situation.

#### **Guidelines**

The below guidelines are intended as supplementary information and does not replace a personal emergency plan.

#### ***Before An Emergency***

- Make sure your emergency kit items are organized, in one place, easy to find and carry.
- Tag all your special needs equipment including instructions on how to use and/or move them during an emergency.
- Create a personal support network.
- Complete a personal assessment along with medical conditions, medications, etc. Keep a copy in your emergency kit.

### ***During An Emergency***

- Ask for assistance if you need it.
- Describe your limitations to assist those helping you.
- Phone Safety & Security Services if you need assistance.
- Do not use elevators for emergency evacuation.
- If you are unable to evacuate, ask others leaving the building to inform emergency personnel onsite that a disabled/special needs person needs assistance in evacuating.
- Give your exact location.
- Call 911 and, if possible, have someone call Safety & Security Services or do so yourself when you are instructed to hang up by 911. Give your exact location (building name, floor, room number or stairwell), circumstances and intentions. Do not hang up until directed to do so.
- Give your phone number and keep it on to receive updates.

### ***Assisting Persons with Disabilities/Special Needs***

- Ask if the person wants your help and how you may best assist them.
- Do not touch the person, their service animal and/or their equipment without their permission, unless it is a matter of life or death.
- Follow instructions posted on special needs equipment.
- Do not use elevators for emergency evacuation.
- If a person is unable to evacuate, escort them to the nearest safe area of refuge/exit stairwell.
- Immediately inform emergency personnel onsite of the exact location of the person awaiting evacuation or call 911.

### **Resources**

Public Safety Canada: Emergency Preparedness Guide for People Disabilities/Special Needs: <https://www.getprepared.gc.ca/cnt/rsrscs/pblctns/pplwthdsblts/index-en.aspx>

Are You Ready? Emergency Preparedness Guide for Persons with Disabilities and Olde Adults in Nova Scotia: <https://novascotia.ca/alerts/docs/are-you-ready-emergency-guide-for-persons-with-disabilities.pdf>

## **18.0 EMERGENCY PREPAREDNESS GUIDELINES FOR FACULTY, INSTRUCTORS, FACILITATORS AND PRESENTERS**

The importance of emergency preparedness extends into the classroom. Students, members of an audience will look to faculty, instructors and facilitators, to provide leadership and instruction during an emergency. Your actions will influence how students respond during an emergency. Faculty and instructors who take a few minutes at the start of the term to familiarize their students with basic emergency guidelines will help ensure their students are

better prepared in the event of an emergency. The below checklist is intended to serve as a quick resource to help prepare you.

### **Guidelines**

#### ***Before an Emergency***

- Know all the building emergency exits, evacuation routes and emergency assembly point for each of the classrooms you teach in and inform your class at the start of the term. This information is included on the evacuation maps posted in your area.
- Review StFX Emergency Guidelines and become familiar with your civic address and fire wardens.
- Inform students about the basic evacuation, shelter-in-place and lockdown procedures at the start of the term.
- Advise your class that if anyone may need assistance evacuating, whether they have a permanent or temporary disability/special need, to review the Persons with Disabilities/Special Needs Guidelines.
- Persons with disabilities/special needs who self-identify should be able to provide information if they require special assistance in case of an emergency.
- Register for StFX Alerts emergency notification service.
- Evaluate the possible challenges that you may face during an evacuation or emergency situation.
- Take personal belongings with you to class (keys, wallet, cell phone, medications).
- Have a class roster available.
- Add Safety & Security number to your mobile contact list.
- If you ask your students to turn off their cell phones during class, make sure yours is accessible to receive StFX Alerts, in the event of an emergency.
- During an Emergency — Take Action
- Follow appropriate response guidelines, instructions from emergency personnel and StFX Alerts.
- Provide leadership. Try to remain calm and give clear instructions and directions to help students better respond to the emergency.
- Ensure your class knows the Emergency Assembly Point.
- Ask students to assist anyone in need of help.
- Fire alarm ringing? Immediately evacuate your group, directing or guiding your students to the nearest safe emergency exit.
- See smoke or fire? Pull the fire alarm, call 911 and evacuate immediately. Go to the Emergency Assembly Point.
- Medical emergency? Call 911 and then Safety & Security Services.
- Hazardous Material Release? Call Safety & Security Services for all releases and call 911 for any major release. If any possibility of danger, evacuate.



### ***After an Emergency: Provide Information and Stay Informed***

- Try to account for students. Immediately report any individuals thought to be missing or injured to onsite emergency personnel and/or Safety & Security Services.
- If you have information about the emergency, notify onsite emergency personnel and/or Safety & Security Services.
- Try to let your department know your location and situation.
- After an evacuation, do not re-enter the building until emergency personnel declare it is safe to do so.

### **Remember**

- Faculty members provide guidance to students, but the faculty member is not to interfere with an individual's decision to take safety-related action. The individual, not the faculty member, is responsible for any action that she or he decides to take.

## **19.0 BUILDING AND FLOOR WARDENS**

Building and Floor Wardens are trained employees who are assigned responsibilities to specific areas during an emergency, to help get everyone out safely. Wardens have been trained to fulfill their roles and are expected to follow their Warden Checklist when faced with an evacuation (see Building Emergency Evacuation Procedures).

## **20.0 EVACUATION MAPS AND EMERGENCY ASSEMBLY POINTS**

Evacuation maps are located throughout all buildings on campus. They include primary and secondary exits, location of pull stations, fire extinguishers, etc. and the location of your building's emergency assembly point.

Emergency Assembly Points (EAP) are a designated location for people to gather in the event of an evacuation. Here is a link to EAPs:

<https://www.mystfx.ca/security/sites/security/files/2021-09/Emergency%20Assembly%20Points-090821.pdf>

## **21.0 REPORTING AN EMERGENCY**

For all emergencies which threaten person and/or property, and require immediate response from RCMP, fire or medical:

- Make sure you are in a safe location.
- Call 911.
- Provide the following information:
  - Your Name.
  - Phone number you are calling from.

- Exact Location (e.g., civic address, building name, floor, room). This is especially important when calling from a cell phone.
- Nature of Emergency: Provide a thorough description of the emergency to ensure that proper resources are dispatched.
- Follow the instructions received.
- Do not hang up the phone until the dispatcher advises you to.
- After calling 911, call Safety & Security Services, or ask someone else to call.
- If it is safe to do so, watch for arrival of emergency personnel and direct them to the scene of the emergency.

**For Non-Emergencies**

- Call Safety & Security Services

**To Report a Building Water Leak or Power Outage**

- Call Facilities Management 902.867.2149 Monday – Friday, 8:00am - 4:00pm or
- Safety & security Services after hours.

**Remember**

- If you are unsure as to the seriousness of the situation, do not hesitate to call 911.
- Stay calm and carefully explain the situation.
- Do not attempt to interfere with the situation, observe the activity from a safe distance.
- Be observant as the more information you can provide the better. However, never place yourself in danger to get information.

**Revision Summary**

DATE	REVISION	SUMMARY
	0	Complete revision of program (last draft 2018)