

## 6. EMERGENCY PREPAREDNESS

### 6.1 Guide for Fire and Other Emergencies in University Buildings

Building emergencies are an ever present threat to an organization. They can develop from a number of causes including fire, bomb threats, gas leaks and chemical spills. Any of these may threaten the safety of building occupants.

### 6.2 Policy

The University is committed to establishing and maintaining procedures to control emergency situations that could adversely affect staff, students or visitors until the arrival of appropriate emergency services.

An emergency control protocol will be established in each section and will be under the control of a warden who will be appointed by senior management.

Building emergency procedures shall be reviewed annually and upgraded as needed. These reviews should account for changes in personnel and building alterations.

### 6.3 Emergency Procedures Organization

#### 6.3.1 Indemnity

Emergency Procedures Organization Personnel are indemnified against civil liability, resulting from practice or emergency evacuation of a building where they act in good faith and in the course of their duties.

#### 6.3.2 Mobility Impaired Persons

During an emergency evacuation, employees or students who are mobility impaired should identify themselves to the Fire Warden or other persons in the area who can provide special assistance.

### 6.4 Roles and Responsibilities

#### 6.4.1 Chief Warden

Appointed and responsible to Director of Human Resources for all matters relating to:

- a) Emergency preparedness in the building.
- b) Evacuation control during an emergency.

When notified of an emergency, the Chief Warden will:

- a) liaise with commissionaire and appropriate warden in determining location and type of emergency;
- b) assess situation in conjunction with the area warden and decide if emergency is controllable;
- c) ensure the alarm pull station has been activated when necessary;
- d) if warranted, evacuate all personnel;
- e) liaise as necessary with fire department;
- f) receive reports from wardens in the area as each area evacuation is completed;
- g) notify those in designated meeting areas when the building is clear for re-entry; and
- h) arrange, in conjunction with Human Resources, a debriefing related to emergency evacuation.

## 6.4.2 Area Wardens and Commissionaire

Each section will have allotted sufficient wardens who, under the control of the Chief Warden, will be responsible for the safe and efficient evacuation of building occupants during an emergency.

Notes for Wardens:

- a) If the emergency is on your floor, assess the situation and make sure the Chief Warden has been notified.
- b) Direct fire fighting operations if safe to do so. (This would apply only in the case of very small confined fires, e.g. wastebasket.)
- c) If necessary or in doubt, pull fire alarm and commence evacuation.
- d) Direct people to the fire stairs and prevent them from using elevator. Direct them to the designated meeting area and advise to wait there for further instructions.
- e) Leave by the nearest exit when the area is cleared and proceed to central meeting area (outside Campus Centre) and call in report to Chief Warden or Commissionaire at ext. 1133 or by cell phone at 578-2316.
- f) Report to those waiting in meeting area when all clear.

## 6.4.3 Persons in Charge of Classes

When the alarm is raised, take the necessary action to facilitate a safe, efficient evacuation of students as required.

Please ensure your students have exited your classroom and are moving to the appropriate exit.

## 6.4.4 First Aid

Those trained in first aid must check with the warden to determine if assistance is required.

## 6.5 Fire and Other Emergencies

Staff and Students:

- a) Alert others in the vicinity of the emergency. Do not shout fire. To do so may cause panic.
- b) Activate fire pull station if unsuccessful in controlling fire or if not trained in use of fire extinguisher.
- c) If you have been trained in the use of portable fire extinguishers, attempt to extinguish or control the fire if safe to do so.
- d) Try to close doors and windows to prevent the spread of fire and smoke before evacuating the area if this can be done safely.
- e) Obey all directions given by wardens, Commissionaire, person in charge of classes, or fire fighting personnel.
- f) If not involved with controlling the emergency, keep away from the danger area.
- g) Go quickly and quietly and in an orderly manner to the closest fire stair or exit.
- h) Move well clear of the building to avoid obstructing emergency services personnel and other people leaving the building.
- i) Do not re-enter the building until the "all clear" is given.
- j) Do not attempt to obtain personal effects from rooms as this could contribute to confusion, delay and disruption to the orderly and safe evacuation of the building. It could also endanger your life.

## 6.6 Bomb Threats

Bomb threats are usually received either as a telephone call or as a written letter.

Written Threat: If a bomb threat is received in writing, it should be kept including any envelope or other container. Unnecessary handling must be avoided and every possible effort must be made to retain possible evidence such as fingerprints, handwriting, typewriting, paper and postmarks. Such evidence should be protected by placing in a large envelope.

Telephone Threat: The person receiving the call should not disconnect the caller and should complete the information required on a Bomb Threat Checklist. Bomb Threat Checklists should be held by reception areas and other persons who regularly accept incoming phone calls.

Report details without delay to the Director of Human Resources or Commissionaire.

Evacuation: If evacuation is ordered, personnel should first check the work area for unusual objects and mark these with a sheet of paper without touching the object. They should then collect their personal bags and belongings and leave the building reporting the location of unusual objects to the Commissionaire.

### 6.6.1 Bomb Threat Checklist (place under your telephone)

Questions to ask:

1. When is the bomb going to explode?
2. Where did you put the bomb?
3. When did you put it there?
4. What does the bomb look like?
5. What kind of bomb is it?

#### Exact Wording of Threat

Action - Report call immediately to Commissionaire

#### Threat Language

1. Well spoken
2. Incoherent
3. Irrational
4. Taped
5. Message read by caller
6. Abusive
7. Other

## **Background Noises**

1. Street noises
2. House noises
3. Aircraft
4. Voices
5. Music
6. Machinery
7. Internal call
8. External call
9. Cell phone
10. Other

## **Caller's Voice**

1. Accent (specify)
2. Any impediment (specify)
3. Voice (loud, soft, etc.)
4. Speech (fast, slow, etc.)
5. Diction (clear, muffled)
6. Manner (calm, emotional, etc.)
7. Did you recognize the voice?
8. If so, who do you think it was?
9. Was the caller familiar with the area?

## **Other**

1. Sex of caller - male or female
2. Estimated age

## **Call Taken**

1. Date and time
2. Duration of call
3. Number called

## **Recipient**

1. Name (print)
2. Phone number
3. Signature

**REMEMBER, KEEP CALM - DO NOT HANG UP!**

# Cape Breton University Occupational Health & Safety Manual

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## Emergency Phone Numbers

Ambulance: 9 - 911

Police: 9 - 911

Fire Department: 9 - 911

Municipal Water Department: \_\_\_\_\_

NSPC Area Office: \_\_\_\_\_

Medical Emergency/Hospital: \_\_\_\_\_

### Emergency Response Team:

Manager: Office # \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_

Safety Officer: Office # \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_

### Support Staff/First Aiders:

Communication: Office # \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_

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### Other:

Coordinators: Office # \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_

Directors: Office # \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_

Superintendent: Office # \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_

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