

EMERGENCY RESPONSE GUIDE

In an Emergency call

911

Or

Campus Security @
(Cell phone 902-578-2316)

INTRODUCTION – When an Emergency Arises

This Emergency Response Guide intended for use by faculty, staff and students at Cape Breton University. Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

Please familiarize yourself with the contents of this guide. In the event of an emergency, it will serve as a quick reference for effective action. You may wish to read this publication periodically to ensure you are conversant with its contents so that you are able to respond effectively during an emergency.

Keep it in an easily accessible location at all times, preferably beside the telephone. It may be hung on a wall.

Questions or Comments should be directed to:

Denise Campbell
Manager, Safety & Security
902-563-1801 (office)
902-565-5328 (cell)
denise_campbell@cbu.ca

Campus Security Officers patrol the campus 24/7. You can contact security by;
Cell (902)578-2316
Security desk (902)563-1133

Medical Emergency

1. Call 911. Give your name, location, and telephone number. Give as much information as possible about the situation.
2. Unless there is imminent danger, do not move any injured/ill person until emergency personnel have arrived.
3. Someone should stay with the injured/ill person while another person escorts emergency responders to the scene.
4. Keep the injured/ill person as calm and comfortable as possible.
5. If necessary, administer First Aid.
Automated External Defibrillators are available at the following locations: EAA and AED map.pdf
6. All injuries or accidents must be reported to the Occupational Health and Safety Officer.

The nearest first aid kit is located at: _____

Personal Safety

Personal safety begins with the individual and should always be kept in mind while on Campus. There are some strategies that can be used to increase personal safety.

- ☐ Stay in well-lit areas when travelling the Campus at night.
- ☐ Travel in pairs or groups.
- ☐ Avoid taking short cuts through unfamiliar locations or areas with limited access.
- ☐ Campus Security offers the safe walk program to all members of the university community. A Campus Security Officer will provide an escort on the University property. The request can be made by contacting Security at (902)578-2316.

Responding to Hostile or Aggressive Behaviour

If you are confronted by a person exhibiting hostile behavior:

- ☐ Remain calm and discreetly try to signal someone to call Campus Security at (cell 902-578-2316) or call 911.
- ☐ Try to be accommodating. Do not say or do anything that might escalate the hostility. Do not raise your voice or respond with threats or aggressive gestures.
- ☐ Try to keep a barrier, such as a desk or counter, between you and the other person.
- ☐ Offer to have your supervisor, or some other senior person, join the conversation to help resolve the difficulty that is giving rise to the hostile behavior.

If you see someone behaving in a threatening or hostile manner:

- ☐ Discreetly continue to observe the situation.
- ☐ Call or arrange for someone else to call Campus Security at (cell 902-578-2316)

Theft of Personal Property

Property crimes are the most common incidents on Campus. The theft of personal and university property accounts for losses totalling hundreds of thousands of dollars each year. The more popular items include: wallets, purses, knapsacks, textbooks, cell phones, tablets and laptop computers. Thieves will even enter unoccupied open offices to steal personal property. To protect your personal belongings:

- ☐ Keep your personal belongings with you; unattended items can be stolen in seconds
- ☐ Always lock your building, office, lab and residence room door, even when leaving for a short time
- ☐ Use a good quality U-shaped lock to secure your bicycle
- ☐ Lock your car doors and remove valuables such as lap top computers and money from plain view.

If you see any suspicious activity or people on campus, contact Campus Security right away.

Evacuation

An evacuation is a precaution in which everyone leaves the threatened area and goes to the safest and closest Emergency Assembly Area.

- ☐ Activate the NEAREST fire alarm pull station
- ☐ Take coat, keys and identification if immediately available
- ☐ Evacuate building through the nearest exit: use stairs - DO NOT USE ELEVATORS
- ☐ Close all doors along your exit route
- ☐ If directed by wardens, follow their instructions
- ☐ Move away from the building and proceed to the Emergency Assembly Area
- ☐ If you have information regarding the emergency, call 911 from a safe location

Hold and Secure

A Hold & Secure is used when it is desirable to secure the school due to an ongoing situation outside and near to the campus.

- ☐ a person who has either uttered a threat on or near the campus and is viewed by police as a potential threat
 - A fight outside or near the campus
 - An animal threat on or near the campus
 - A police action in the area of the campus
 - Hazardous substance released outside the campus

An Official Message will be sent via CBU Alert & Alertus instructing the Campus Community to HOLD & SECURE

- ☐ Staff/Faculty/Campus Security Officers will instruct students not to leave the building
- ☐ Lock/barricade classroom doors/office doors
- ☐ Be quiet, turn down lights
- ☐ Silence phones- do not send out messages via Social Media

Remain on Hold & Secure until official message is received from CBU Alert/Alertus

An Official Message ALL CLEAR NOTIFICATION will be sent via CBU Alert & Alertus instructing the Campus Community that the emergency is over and the campus can resume normal operations.

Lockdown

A lockdown involves a series of measures that are intended to minimize risk to faculty, staff and students until emergency responders are able to take control of the situation.

If an emergency involves an active threat, people in the threatened area may be instructed to lockdown.

An active threat is a person whose immediate activity can cause death and/or serious injury.

An active threat can involve a firearm or another weapon. An active shooter is an active threat.

An Official Message will be sent via CBU Alert & Alertus instructing the Campus Community to LOCKDOWN

- ☐ Be aware of your environment, plan, know your exits, assess the situation, and react quickly
- ☐ Lock and barricade your hiding place
- ☐ Be quiet, turn down lights
- ☐ Stay out of the active assailant's view
- ☐ Silence phones- do not send out messages via Social Media
- ☐ Remain calm and quiet
- ☐ Do not respond to anyone at the door
- ☐ If the fire alarm sounds, do not leave your hiding place

Run - if you are in close proximity to an armed assailant, run away from the subject

Hide (Lockdown)- if you cannot flee, or do not know the location of the active assailant, hide in a locked or barricaded room and turn out the lights and silence phones

Fight- if confronted by the active assailant, as a last resort, fight for survival

An Official Message ALL CLEAR NOTIFICATION will be sent via CBU Alert & Alertus instructing the Campus Community that the emergency is over and the campus can resume normal operations.

Fire

1. If you suspect, or discover a fire, evacuate the area. Close the door to the room where the fire is located and immediately sound the building fire alarm. The nearest alarm is located at the following location: _____
2. Call 911 and give your name, and location of fire.
3. If the fire is small, and you feel you are not placing your safety in jeopardy, you may fight it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the extinguisher. The nearest fire extinguisher is located at the following location: _____
4. If the fire is large, very smoky, or spreading, evacuate the building immediately. Even if the alarm stops, continue the evacuation. When evacuating the building, WALK, DO NOT RUN to the nearest exit. Proceed to the assigned Emergency Evacuation Area.

5. DO NOT USE AN ELEVATOR. It may become inoperative and is a smoke trap. Use the stairs to reach ground level. Follow the Fire Warden's instructions.
6. Assist people with disabilities by moving them to a safe location and report their location immediately to 911. If possible, stay with this person until help arrives.
7. Once outside, move to the nearest Emergency Assembly Area and out of the way of emergency personnel. Do not return to the building until authorized to do so by a Fire Warden.
8. Notify either Campus Security or Regional Fire and Emergency Services if you suspect someone may be trapped inside the building.

Chemical Spills & Gas Leaks

Small spills of non-hazardous chemicals:

- A. Contain spill; if spilled material is combustible: extinguish or remove sources of ignition;
- B. Call Campus Security at (cell 902-578-2316) giving your name and the nature and location of spill;
- C. Begin clean-up;
- D. Contact the Occupational Health & Safety officer regarding the disposal of contaminated waste.

Large spills or spills of hazardous materials:

- A. Evacuate the area, closing the door behind you;
- B. Sound the building alarm and leave the building;
- C. Proceed to assigned Emergency Evacuation Area.
- D. Meet Campus Security or Regional Fire and Emergency Services personnel to provide information on the nature of the emergency;
- E. Re-enter the building only when Campus Security or Regional Fire and Emergency Services declares it safe to do so.

Small gas leaks of non-hazardous gas:

1. Attempt to find and stop source of leak;
2. Call Campus Security (cell 902-578-2316) giving your name and the nature and location of the leak.

Large leaks or leaks of hazardous gas:

1. Evacuate the area closing the door behind you;
2. Sound the building alarm and leave the building;
3. Proceed to the assigned Emergency Evacuation Area.
4. Meet Campus Security or Regional Fire and Emergency Services personnel to provide information on the nature of the emergency;
5. Re-enter the building only when Campus Security or the Regional Fire and Emergency Services declares it safe to do so.
6. If you have any doubts about your safety or that of others in the area of a spill or leak, evacuate immediately and sound the building alarm.

Power Failures in Academic Building

All Cape Breton University's buildings are serviced with emergency power. In the event of a power failure, emergency power operates lights and other essential systems so building occupants can evacuate safely. In some buildings, emergency power will operate for only 20 minutes.

Power Failure during Daylight

1. Check with your supervisor for instructions regarding building evacuation.

Power Failure after Sunset

1. IMMEDIATELY leave the building using the nearest exit.
2. Use the stairs NOT the elevator.
3. If for any reason you are unable to leave the building, call Campus Security at (cell 902-578-2316) to report your situation.
4. DO NOT re-enter the building until authorized to do so by Campus Security.

Crime in Progress

1. Do not attempt to apprehend or interfere with the suspect if your personal safety may be in jeopardy.
2. Get a good description of the subject:

Description

Gender	Height	Weight	Age	Hair colour & Length	Facial Hair	Complexion	Tattoos/piercings
Male <input type="checkbox"/>							
Female <input type="checkbox"/>					Beard Moustache goatee	Pale, dark etc. Noticeable blemishes	

Clothing

T-shirt	Jacket	Jeans	Footwear	Backpack	Hat	Sweatshirt	Other
Brand			Shoes		Baseball	Colour	
Logo			Sneakers		Logo? y/n	Logo	
			Boots		Toque	Brand	

3. Was a vehicle involved? Be sure to get information on: License, Make, Model, Colour and etc.

4. Call 911 or Campus Security (cell 902-568-2316) IMMEDIATELY. Give your name, location and nature of the situation. If safe to do so, remain where you are until Campus Security arrives.

Bomb Threat

1. Bomb threats are usually received by telephone.
2. Should you receive a bomb threat, remain calm and attempt to obtain as much information as possible from the caller. If available, check the display on the telephone to attempt to obtain pertinent information regarding the origin of the call.
3. While talking to the caller, have someone call Campus Security (cell 902-578-2316) to immediately advise of the bomb threat.
4. As soon as the caller hangs up, call Campus Security (cell 902-578-2316) and give Campus Security all relevant information (time you received the call, location of the bomb, type of device, and time it is set to explode).
5. Inform your supervisor or department head. Stand by and await instructions.
6. Should you notice a suspicious object or package, contact Campus Security (cell 902-578-2316) Under no circumstances should you touch, tamper with, or move any suspicious object.
7. If instructed to evacuate, proceed to assigned Emergency Evacuation Area.
8. Do not re-enter the building until authorized to do so by Campus Security or Emergency Responders.

DO NOT PULL A FIRE ALARM

When a bomb threat is received, be calm and courteous. Listen. Do not interrupt the caller. Get the attention of a colleague while caller is on the line in order to notify Campus Security (cell 902-578-2316) IMMEDIATELY.

Bomb Threat Checklist

COMPILE DURING OR IMMEDIATELY AFTER BOMB THREAT

Time: _____ Date: _____

CALLER'S IDENTITY:

Male _____ Female _____ Adult _____ Juvenile _____ Approximate Age _____

ORIGIN OF CALL:

Local _____ Long Distance _____ Pay Phone _____ Internal _____

Call Display Details:

BOMB FACTS:

Attempt to obtain any information about the threat.

1. What time does the caller say the bomb is going to explode?
2. Where is it located? Which area of the building or grounds?
3. What kind of bomb is it?
4. What does it look like?
5. What will cause it to explode?
6. Why is the caller taking this action?

NOTICE THE FOLLOWING SOUNDS

VOICE CHARACTERISTICS:

Loud – Soft – Raspy – Pleasant – Intoxicated other: _____

SPEECH PATTERN:

Fast – Slow – Stutter – nasal – Slurred – Lisp other: _____

USE OF LANGUAGE IN THREAT:

Excellent – Good – Fair – Poor – Foul Other: _____

IS THERE AN ACCENT?

Yes/No Type: _____

MANNER OF THREAT:

Calm – Angry – Rational – Irrational – Coherent – Incoherent – Deliberate – Emotional – Self-righteous –
Laughing Other: _____

BACKGROUND NOISES:

Factory Machines – Office Machines – Voices – Quiet – Street Traffic – Airplanes - Party Atmosphere – Music –

Type of Music: _____

Other: _____