



Emergency Procedures Handbook

Read – Know – Act. *It could save your life.*

This handbook is produced as part of the mandate of the Health and Safety Committee in providing a safe campus atmosphere that is based on the principles of proactive emergency measures management. When in doubt, contact the Information Desk at **519-438-7224, ext. 0 or 200 or cellphone at 519-521-9407.**

In an emergency, Huron's website **www.huronuc.ca** will provide updates on a regular basis.

Towards a safer university

Emergencies, disasters, accidents and injuries can occur anytime and without warning.

Being prepared to handle emergencies, physically as well as psychologically, is an individual and an organizational responsibility.

Huron has established emergency procedures for you to follow so that the effects of those emergencies can be minimized.

Your safety is of primary importance to Huron.

The purpose of this guide is to acquaint you with the plan for handling emergencies and disasters. Once you are familiar with this information, you will be better able to protect yourself and perhaps help someone else.

Emergency phone numbers

Calling Procedures Emergencies:

1. Police/Fire/Ambulance: 9-911
2. UWO Police: 9-661-3300
3. HUC Information Desk (must be contacted):
9-438-7224 ext. 0 or 200
Information Desk Cell phone: 9-519-521-9407
4. S.E.R.T. (Student Emergency Response Team):
9-519-661-2111 ext.84824

Emergency Phone Call Procedures:

Be prepared to provide the following information:

- Nature of emergency
- Exact location (campus, building, room number)
- Your name
- The phone number at which you can be reached.

Do not hang up as additional information may be needed.

Internal Contacts:

Personal/Academic Emergency (during business hours)

1. Principal: ext. 299 or 237
2. Dean: ext. 267 or 281
3. Registrar: ext. 203
4. Chaplain: ext. 294
5. Director of Housing & Organizational Services:
ext. 202**

** for student/residence emergencies

Physical Plant/College (during business hours)

1. Principal: ext. 299 or 237
2. Chief Administrative Officer: ext. 245 or 215
3. Maintenance Supervisor: ext. 232
4. Director of Housing & Organizational Services:
ext. 202

The Information Desk has telephone numbers and pager information for after hours contact.

FIRST AID

If you are injured while on campus or if you are the first to arrive at an injury or medical emergency on the Huron campus send someone to the nearest phone and dial 9-911, inform police of location and request an ambulance.

- Stay on the line and be ready to give details
- Do not leave the person unattended
- Do not move the person except in life-threatening situations.

Staff members who are trained in First Aid/ CPR are located at the following extensions:

Director of Housing & Organizational Services: 202

Maintenance Supervisor: 232

Information Desk: 0 or 200

Assistant Director, Residence Life & Student Engagement/
Head Dons: Duty phone – 519-808-8359 or 519-808-7359

Residence Dons: through the Information Desk

First Aid kits are available in the following locations:

- Registrar's Office
- Housing and Organizational Services Office
- Library
- Information Desk
- University Advancement Office
- Maintenance Office
- Housekeeping Office
- Residence Life Staff

When the first attendant arrives, he/she is in complete charge of all first aid treatment and will call for an ambulance should the situation require one. Decisions the attendant makes are based on professional training and experience and should not be questioned during the incident. The First Aid Attendant's role is to promptly provide a level of care within the scope of the attendant's training and occupational first aid regulations, and to positively affect the outcome of work-related or College activity-related illnesses or injuries that have occurred off-campus.

If an ambulance has been summoned, once it arrives, assist them in any way possible. Ask which hospital the individual is being transported. If the person is a student get the name and inform the Director of Housing and Organizational Services and the Assistant Director, Residence Life and Student Engagement. If the person is an employee of the College, contact the Chief Administrative Officer at ext. 245 immediately so family can be notified.

Report all injuries/accidents to your Supervisor. **Be prepared! Take CPR or other first aid training.**

FIRST AID

FIRE PROCEDURES

1. Activate fire alarm; alert others; move everyone away from the area of the fire.
2. Call 9-911 to report location of the fire.
3. Use fire extinguisher on small (wastebasket sized) fires **ONLY** if safe to do so.
4. For larger fires, **GET OUT**, close doors to confine fire.
5. If you are disabled, think about what you should do in case of fire, talk it over with others, including your supervisor or Residence Don and plan your escape around your abilities.
6. If clothing catches fire: **STOP – DROP – ROLL**

No one is to re-enter the building until approval is given by the on-site Fire Captain responding to the alarm. The fire alarm can only be silenced after the approval of the Fire Captain. The fire alarm can only be silenced by either a member of the Maintenance staff or Assistant Director, Residence Life and Student Engagement or Manager on Call.

NOTE: Information Desk Staff and Residence Life Staff have more detailed procedures that are required of them during the case of fire alarm. These staff members are directed to follow those procedures.

Fire Extinguisher Instructions:

- P** Pull safety pin from handle
- A** Aim (nozzle, cone, horn) at base of flames
- S** Squeeze the trigger handle
- S** Sweep from side to side (watch for re-flash)

FIRE PROCEDURES

EVACUATION

When a fire alarm is activated at work, the evacuation must be treated as a real emergency and building evacuation must occur as follows:

1. Proceed to the nearest exit. Feel closed doors top and bottom for heat (use back of your hand). If hot, do not open. If not hot, open slowly, standing behind the door and to one side; be prepared to shut door quickly if fire is present.
2. Use stairway for exit. **Do not use elevators.** Stay low when moving through smoke.
3. Know all your exits! Determine your nearest exit IN ADVANCE. Don't limit your options.
4. Assist others in the evacuation of your building. Walk – do not run – keep noise to a minimum.
5. Do not push or crowd. Use hand rails in stair wells. Remove high heels to avoid tripping.
6. Assist anyone who is physically challenged.

If trapped in a room, place cloth material around/under door to prevent smoke from entering. Retreat – close as many doors as possible between you and the fire. Signal from a window for help. **Do not break glass** unless absolutely necessary as outside smoke may be drawn in. If caught in smoke, drop to hands and knees and crawl; hold breath as much as possible; breathe shallowly through nose; use clothing as a breathing filter. If caught in flames, hold breath; move quickly, cover head/hair; keep head down and eyes closed as much as possible.

In addition: Evacuate when told to do so or when danger is imminent, and proceed to designated exterior assembly areas.

Visually impaired persons

- TELL the person the nature of the emergency and OFFER to guide him/her.
- AS YOU WALK, tell the person where you are and advise of any obstacles.
- WHEN YOU HAVE REACHED SAFETY, orient the person to where he/she is.
- ASK if any further assistance is needed. **DO NOT LEAVE THE PERSON ALONE** until further assistance arrives.

Hearing-impaired persons

- REMEMBER that persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required.
- EITHER: write a note telling what the emergency is and the nearest evacuation route (e.g. “Fire – go out the rear door to the right and down, NOW!”)
- OR: turn the light switch on and off to gain attention, then indicate (through gestures or in writing) what is happening and what to do.

Wheelchair Users

Contact the Information Desk (438-7224 ext. 0 or 200) for assistance. Depending on the urgency of the situation, **remove non-ambulatory persons from smoke and fumes to an exterior assembly area.** Always consult the person as to his/her preference with regard to:

- Ways of being removed from the wheelchair.
- Number of people needed for assistance.
- Whether to extend or move extremities when lifting because of pain, catheter, leg bags, braces, spasticity, etc.
- Whether a seat cushion is needed.
- Being carried forward or backward down a flight of stairs.
- Aftercare (chair; cot; car seat; medical assistance).

EVACUATION

BUILDING EVACUATION ASSEMBLY AREAS

Evacuation Assembly Areas (Exterior)

Administration Wing: **A, B** or **C**

West Wing: **D, E** or **G**

Valley Wing: **H** or **D**

O'Neil/Ridley: **D**

Hellmuth Hall and
Southwest Residence: **E** or **F**

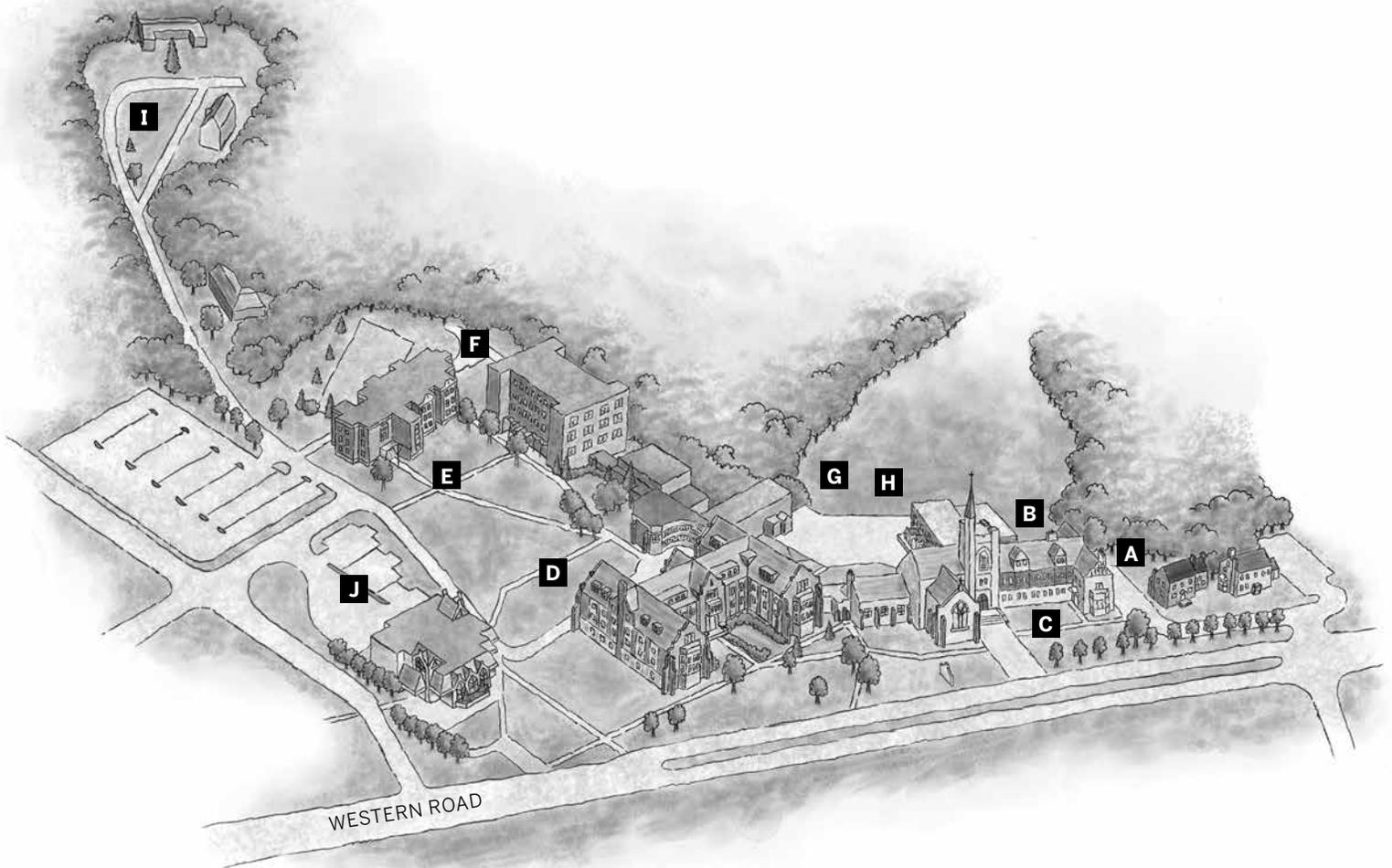
Brough Hall and Henderson House: **I**

Cronyn House and Benson House: **B**

Dining Hall: **J**

Building Assembly Areas (Interior)

- Lower level V Wing
- Lower level Administration Wing



BUILDING EVACUATION ASSEMBLY AREAS

EMERGENCY SERVICE REDUCTION AND CLOSING POLICY AND PROCEDURES

To find out closure and class cancellation information – visit the Huron website.

Facility Closure During Working Hours:

- an email will go out to faculty and staff
- closure will be posted on the Huron homepage: huronuc.ca
- closure info will be posted on the Visix screens
- closure will be tweeted and put on Facebook page
- consult Western's homepage or weather page at uwo.ca/weather.html

In the event of a sudden evening weather closure, if classes are in session, Information Desk staff will visit the library and each classroom to notify class.

Facility Closure Outside of Working Hours:

- closure will be posted on the Huron homepage: huronuc.ca usually by 7am
- closure will be tweeted
- consult Western's homepage or weather page at: uwo.ca/weather.html

In general, if Western University is closed, Huron will be closed.

Severe Weather Siren:

What to do when you hear Western's Emergency Weather Siren:

If you hear the Campus Siren – **Seek Shelter Immediately!**

What does the siren sound like:

uwo.ca/img/weather/Western%20weather%20siren.mp3

If you are in the open:

- Attempt to reach a protective area, such as a sturdy building with a basement.
- If there is not time to escape to a suitable protective area, lie flat and face-down on low ground, protecting the back of your head with your arms.
- Get as far away from trees and cars as you can; they may be blown onto you in a tornado. Avoid areas subject to rapid water accumulation or flooding in heavy rains.

If you are in a class/library/office:

- Proceed to a lower level hallway or basement of the building.
- Stay away from windows, doors and exterior walls.
- Flying glass and debris is extremely dangerous. Put as many walls between you and the outside as possible.

Campus Protective Areas:

Protective areas from a tornado may be sought in buildings of substantial masonry construction; Huron's facilities have spaces that may be used as protective areas. These protective areas can usually be found in interior spaces or hallways away from exterior walls and windows: V-1 level, V-2 level, V214.

The lowest level of the building should be used, avoiding spaces with windows; close any doors between your refuge area and adjacent windowed areas to limit flying debris.

Buildings of frame construction and those with broad, flat roofs or large open interior spaces (such as auditoriums, cafeterias, or gymnasiums) should not be used or considered as protective areas. Once the siren sounds, if it is too late to proceed to a remote protective area, seek protection in adjacent service space where you are (such as corridors, underground tunnels, or showers) which are reasonably safe.

After the tornado:

- Carefully render aid to anyone who is injured.
- Stay away from power lines and puddles with wires in them; they may still be carrying electricity!
- Watch your step to avoid broken glass, nails, and other sharp objects.
- Stay out of any heavily damaged houses or buildings; they could collapse at any time. Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Remain calm and alert, and listen for information and instructions from local radio, emergency crews, and local officials. Western's siren will announce all clear when the storm has passed.

It is important to act immediately:

Ontario averages 13 tornadoes per season. Remember severe thunderstorms can produce tornadoes.

To receive notification of Environment Canada weather watches and warnings go to:

- For Apple:
itunes.apple.com/ca/app/weather-office-free/id381972414?mt=8
- For Android:
play.google.com/store/apps/details?id=ca.fwe.cawweather&hl=en

Campus Community Police Services monitor weather conditions through alerts directly from Environment Canada and will activate the siren when a tornado warning is issued for the immediate area.

Also, check Western's weather page whenever you are unsure as to weather conditions on campus and any related impact on operations.

Environment Canada Radar Map:

weatheroffice.gc.ca/radar/index_e.html?id=WSO

EMERGENCY SERVICE REDUCTION AND CLOSING POLICY AND PROCEDURES

WEAPONS ON CAMPUS

A weapon is defined as anything used, designed to be used or intended for use in causing death or injury to any person or for the purpose of threatening or intimidating any person, or a device designed to look like a weapon. (CCC S.2 and 84) Examples of weapons include, but are not limited to, firearms, explosives (including fireworks), air guns, pellet guns, BB guns, paint guns, crossbows, long bows, swords, martial arts weapons, prohibited blades, combat knives, brass knuckles, replica or imitation firearms including toys and any other prohibited device as defined by the Criminal Code of Canada.

What should I do if I notice someone carrying a weapon?

1. Call 9-911
2. State that you are calling from Huron University College
3. Indicate that you suspect that an individual on campus is carrying a weapon
4. Give a description of the individual and their location
5. Contact the Information Desk at ext. 200 or 519-521-9407 with the same information and tell them you have contacted police.

Police will dispatch officers to the scene. The Information Desk will contact the Principal's Office. If the Principal is not available they will contact the Chief Administrative Officer. It will be the Principal or Chief Administrative Officer's decision on what further action is deemed necessary and who should be informed.

BOMB THREATS

Bomb threats are usually received by telephone but sometimes by note or letter.

If you receive a threat, regardless of how it is received, immediately contact the Information Desk/ Security at ext. 200 or 519-521-9407. They will contact the Principal's Office. If the Principal is not available they will contact the Chief Administrative Officer. It will be the Principal or Chief Administrative Officer's decision on what further action is deemed necessary and who should be informed.

Follow these steps:

1. Ask a lot of questions. Take notes on everything said and heard. Permit the caller to say as much as possible without interruption.
2. If possible, get a co-worker to report the threat to the Principal's Office/Chief Administrator's Office, while you continue talking to the caller.
3. All bomb threats are assumed to be real. After the call has been placed to the Principal's/Chief Administrator's Office, you will be advised if evacuation is necessary. Follow instructions as per the section on evacuation.
4. If an explosion occurs at any time, it should be reported to the Information Desk/ Security at ext. 200 or 519-521-9407. Call 9-911.

When there has been a threat, if you see a package or foreign object in an unusual place – **DON'T TOUCH IT!** Survey your immediate work area and immediately call the Information Desk/Security to report the device. On their instructions, call 9-911. When police and/or bomb disposal experts arrive, they will take responsibility for checking out the package and taking appropriate actions.

POWER OUTAGE

- Remain calm and in place. If you are in an office without windows, leave your office, lock your office door and move to an area with windows (ie. Sage Room, Great Hall, alcove next to the Information Desk).
- Emergency lighting is in all buildings to assist evacuation and comes on automatically.
- Ensure computer is turned off.
- The Maintenance Department will advise the appropriate authority of pertinent information.
- You will be advised through the Communications Office if the power outage will be of sufficient length that for safety or other reasons, Huron or portions thereof shall be temporarily closed.
- The College fax line (438-3938) becomes the direct phone line into the college during a power outage. The Information Desk cell phone (519-521-9407) will also be activated.

Other fax lines that will become direct phone lines are:

Registrar's Office: 519-438-3800

Mailroom: 519-438-1079

Principal's Office: 519-438-9981

Accounting Office: 519-438-4309

University Advancement: 519-438-5226

CHEMICAL SPILLS – GAS LEAKS

For minor spills:

1. Secure and leave the area.
2. Call the Maintenance Department at ext. 232 (after hours contact the Information Desk and the staff member on duty will page Maintenance) to relay the spill information.
3. Wear appropriate personal protective equipment.
4. **If trained**, contain the spill with suitable clean up materials. Wear appropriate personal protective equipment.
5. Spills materials should be transferred to a suitable container and labeled as hazardous waste for pickup.

In an explosion hazard, fire hazard, and/or extreme ventilation hazard exits:

1. Pull the fire alarm and evacuate all personnel. Turn off ignition sources and equipment.
2. Call 911 and the Maintenance Department to relay emergency situation information.
3. Do not attempt to remove injured persons if doing so risks your health and/or safety or risks further injury to the injured.
4. Ensure Maintenance or Emergency personnel are on the scene.
5. Attempt clean up **ONLY** if you are trained and only if one other trained person is present.
6. Use proper spill control materials and personal protective equipment.

All chemical spills must be reported to the Maintenance Department at ext. 232 (after hours contact the Information Desk at ext. 0 or 200; cell 519-521-9407 and the staff member on duty will page Maintenance). Accidental discharges of hazardous materials into drains, other water courses or air must be reported immediately to the Maintenance Department.

PERSONAL SAFETY TIPS

Vehicle Safety

- Consider your surroundings. Well lit, busy places are the best places to park. If you have to park in a poorly lit area, or have to walk some distance to and from your vehicle, have someone walk with you.
- Remember to keep your doors locked, your windows rolled up, and do not leave valuables on display.
- Arrange for an escort from the Information Desk (ext. 0 or 200) or Foot Patrol at 519-661-3650.
- As you approach your vehicle, have your keys ready. Before getting in, check the back seat.
- If someone tries to get in your vehicle, drive off immediately. If this is not possible, use your horn to draw attention to what is happening.
- Don't mark your key chain with your name, address, and/or license number.
- Report to UWO Police (519-661-3300) if you spot any suspicious persons lurking around the parking lot or use the Blue Emergency Phone (if one is available). Huron has two Blue Emergency Phones: one in the South parking lot and one on Burnlea Walk between Young House and Brough House.

Bicycle Safety

- Try to park your bike in a well-lit area at a bike rack.
- Make sure your bike is securely locked before leaving it for the day. If you have a quick release seat, take it with you to class or work.

Campus Road Safety

- Stay in well lit areas. Walk with someone else whenever possible.
- Walk midpoint between curbs and buildings. Stay near people and avoid taking shortcuts alone through vacant lots, bushy areas, alleys and deserted places.
- Carry only necessary money and cards.
- Do not stop to provide strangers with directions or information, especially at night.

Obscene and Abusive Phone Calls

- Do not talk to the caller – hang up the phone normally, don't slam it down.
- If you receive the call on campus, immediately report it to the UWO Police at 519-661-3300.
- If the call is threatening or if you have concerns for your personal safety, call 9-911.
- If you are a student, ensure that the Residence Life Staff and the Director of Housing and Organizational Services is aware of the situation.

Western Foot Patrol

Western Foot Patrol is a program designed to ensure the protection of the person. Contact 519- 661-3650 and you will be accompanied on campus or to your car.

Crime in Progress

Do not attempt to apprehend or interfere with the suspect if your personal safety may be in jeopardy. Get a good description of the suspect. Note the height, weight, gender, approximate age, clothing, and other distinguishing characteristics, as well as the direction and mode of travel. Note the license plate number and the make and colour of any vehicle which may be involved.

If the circumstances allow, call 9-911. Give your name, location, phone number and nature of the situation. If safe to do so, remain there until the police arrive.

THREATENING BEHAVIOUR

Huron University College is private property, therefore persons using the property do so at the invitation of the College. As an employee of the College, you have the right and obligation to ensure that persons using the College have permission to be here and act in a manner that respects the rights of others and the property of Huron University College.

Huron University College is only open to staff, faculty, persons with a student card or a guest of a person with a student card or an invited guest of the College. Anyone without a Western student card and who is not a guest of the College may be asked to leave the premises.

Where a student, faculty member, staff member, or any other person is exhibiting violent or unusual behaviour which constitutes a threat to the well-being of others or themselves, the following procedure will be used to remove the person from campus:

1. Contact UWO Police at 519-661-3300 and provide details of the situation including location. During the academic year, also contact the Assistant Director, Residence Life and Student Engagement. UWO Police will respond immediately.
2. Where deemed necessary, UWO police shall affect the removal of the individual and shall call on assistance of appropriate services as necessary.
3. The UWO Police will contact the Principal (or the Director of Housing and Organizational Services with respect to residence) and together, will determine if any other course of action is necessary.