



<b>Policy Title:</b>	<b>EMERGENCY RESPONSE PLAN</b>	<b>Area of Responsibility:</b>
<b>Policy Section:</b>	<b>EMERGENCY RESPONSE AND HEALTH &amp; SAFETY</b>	<b>VICE PRESIDENT, HUMAN RESOURCES, SAFETY &amp; FACILITIES MANAGEMENT</b>
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***Emergency Response Plan***

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## SECTION 1 INTRODUCTION

An “Emergency” is defined as situations or the threat of an impending situation, which abnormally affect the lives, health, safety, property or reputation of the College Community or which may be expected to adversely impact the operations or normal activities of the College. In order to protect students, staff, faculty and visitors, St. Clair College requires a coordinated emergency response by a number of departments under the direction of the Emergency Operations Control Group (EOCG). These are arrangements and procedures that are distinct from the normal, day to day operations carried out by campus emergency services. Every department and designated official must be prepared to carry out assigned responsibilities in an emergency. The Emergency Management Plan has been prepared to provide key officials and departments of St. Clair College with important emergency response information related to:

- Roles and responsibilities during an emergency, and
- Arrangements, services and equipment.

In addition, it is important that students, staff, faculty and visitors be aware of its provisions.

The major components of the College Emergency Management Plan include:

1. The College Emergency Management Plan is the overarching plan which provides the framework for the future development and implementation of subordinate departmental plans.
2. The Emergency Operations Control Group (EOCG), is responsible for overall decision making and response planning, advising and implementing the decisions of the Emergency Response Team (ERT).
3. The Emergency Operations Centre (EOC) is a focal point for planning and coordinating response activities and direction.
4. The Emergency Response Team is a team of individuals who are responsible for coordinating the response activities and liaison with emergency responders during an emergency situation.
5. Support and Advisory Team is a team of individuals who will help to coordinate the support activities needed to resolve the emergency situation and to provide support to those affected.
6. Department Managers should ensure the following:
  - Take all necessary precautions to protect people, critical research, animals, irreplaceable computer records, archives, valuable materials and equipment within their areas;
  - Maintain appropriate emergency contact list for all personnel;
  - Contingency plans are required for essential business functions;
  - During the emergency, be prepared to provide critical information to the Incident.

## **SECTION 2** **PURPOSE**

St. Clair College is committed to providing a safe and secure working and learning environment. Keeping in line with that commitment, the College has implemented prevention and mitigation measures to reduce the likelihood of emergency. However, emergencies can and do still happen and the College has an Emergency Response Team in place to respond to emergencies. Life safety is the first priority in any situation. In addition, the College has a responsibility to protect the buildings, research, teaching materials, and personal and corporate archives.

All members of the College community must focus their efforts on ensuring that their area has effective measures in place to deal with situations that may threaten the normal operations. Emergency Management on campus must be a shared, multi-faceted and coordinated approach.

The purpose of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare and property of the students, staff, faculty and visitors of St. Clair College when faced with an emergency. It outlines a controlled and coordinated response to emergencies at St. Clair College, and is consistent with the legislated requirements of the Emergency Management and Civil Protection Act of Ontario.

### **SECTION 3** **OBJECTIVES**

In any emergency situation, St. Clair College's overriding objectives will be to:

- Protect life safety of humans and animals.
- Safeguard research, critical records, valuable and irreplaceable materials
- Secure our critical infrastructure and facilities.
- Maintain the teaching and research programs.

General emergency management priorities follow, ranked descending priority. These priorities may be influenced by factors such as day, week, semester or location:

- Facilities and infrastructure that sustain the emergency response (i.e., emergency systems, utilities, communication services, computer installations, transportation systems).
- Buildings critical to health and safety – medical facilities, food supplies, sites containing potential hazards.
- Buildings used by dependent populations – residences, occupied classrooms, labs and offices, Library and special event venues
- Facilities containing research, animals and other critical materials.
- Classroom and administrative buildings.

## **SECTION 4** **AUTHORITY**

The Emergency Management and Civil Protection Act (EMCPA) R.S.O. 1990, c. E-9 is the legal authority for emergency response planning in Ontario. The Mayor of the City of Windsor or City of Chatham-Kent may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. The City of Windsor and City of Chatham-Kent have their own emergency response plans and a Community Emergency Management Coordinator (CEMC). The Emergency Management Plan is issued under the authority and signature of the President. It is, in all respects, a College policy document.

**SECTION 5**  
**EMERGENCY RESPONSE TEAM (ERT)**

St. Clair College has an Emergency Response Team (ERT) who is tasked to respond to emergencies. One member of the ERT is to assume Incident Command. This assumption of command will be communicated to all personnel involved in the emergency incident. The Incident Commander has control of the situation during the emergency. Information is to be conveyed to the Incident Command on the status of the situation and on additional resources that have been or need to be deployed. All Emergency Response Team members have ERT Contact Cards that they carry with them which include their home numbers.

At each campus, there are employees who are able to respond to various emergencies, including Security, Administrators on duty, Campus Nurses or Facilities Management Staff. Contact information is included below. [The same information, with home phone numbers, is included on the ERT cards].

<b>CORE EMERGENCY RESPONSE TEAM - ALL CAMPUSES</b>			
<b>Name</b>	<b>Position</b>	<b>Work Extension</b>	<b>Cell Phone</b>
Rebecca Demchuk (Lead)	AVP, Safety, Security and Facilities Mgmt.	4686	519-982-0092
Pete Panzica (Alt. Lead 1)	Manager, Building Services	4308	519-257-8851
Randy Primeau (Alt. Lead 2)	Manager, Engineering Services	4319	226-345-4938
Wintre McConnell (Alt. Lead 3)	Manager, Health and Safety and Wellness	4556	519-818-3616
Matt St. Dennis (Alt. Lead 4)	Security Coordinator, Paladin Security		
Security Supervisor		2741	
<b>SOUTH CAMPUS - EMERGENCY SUPPORT</b>			
<b>Name</b>	<b>Position</b>	<b>Work Extension</b>	<b>Cell Phone</b>
Security Supervisor	Desk	4307	226-347-6214
Campus Nurse		4232	
Facilities Management Staff		4800	

<b>SCCCA / MEDIAPLEX / TD / ZEKELMAN CAMPUSES - EMERGENCY SUPPORT</b>			
<b>Name</b>	<b>Position</b>	<b>Work Extension</b>	<b>Cell Phone</b>
Joe D'Angela	General Manager	4357	519-890-1159
Carmen Incitti (Alt Lead 1)	Executive Chef	4279	226-348-0327
Jody Merritt (Alt Lead 2)	Chair, School of Media, Art and Design	2761	519-259-2884
Facilities Management Staff		4342	
Site Security Supervisor	Desk	4909	226-347-7103
<b>CHATHAM CAMPUS - EMERGENCY SUPPORT</b>			
<b>Name</b>	<b>Position</b>	<b>Work Extension</b>	<b>Cell Phone</b>
Dan Chauvin	Associate Registrar, Chatham Campus	3312	226-347-3684
Mark Benoit (Alt. Lead 1)	Chair, School of Academic Studies	3391	226-626-4655
Linda Watson (Alt. Lead 2)	Chair, Nursing	3233	519-437-5215
Site Security Supervisor	Desk	3300	519-890-4385
Facilities Management Staff		3230	519-437-0080

The primary functions of the ERT are:

- Alert appropriate local authorities and liaise with them throughout the incident.
- Alert the College Community to the emergency, as appropriate and if immediate communication is required to protect life and safety.
- Communicate to the Emergency Operations Control Group the nature of the emergency and the location to meet.
- Set up the liaison with the EOCG.
- Inform local authorities of the college command centre location and the name of the College Communication resource.
- Manage the emergency incident.
- Work as a team to ensure an appropriate response.
- Coordinate emergency responders.
- Assemble the Emergency Operations Control Group when required.
- Set up and maintain Emergency Operations Centre.
- Bring the emergency incident to a conclusion to allow normal activity to resume.

The ERT is dispatched for emergencies including fires, chemical spills, major power failures and other situations that involve potential threat to property or to the safety of persons on Campus.

## SECTION 6 INCIDENT COMMAND STRUCTURE

Incident Command System (ICS) is a systematic approach for establishing a command and control system at the site of an emergency incident. The arriving emergency responders, Campus Security, Emergency Management and Fire Safety, establish Incident Command. As other emergency responders arrive, the first and/or most qualified/appropriate person (depending on the nature of the emergency) will assume Incident Command. The Incident Commander is authorized by the President to coordinate the St. Clair College's resources in response to an emergency incident.

He/she directs and coordinates all St. Clair College staff and resources during a response to an emergency incident. Incident Command ensures proper liaison with outside agencies (Windsor Police, Windsor Fire, Windsor EMS, etc.). The St. Clair College's Incident Commander will retain control of the emergency scene, once released by external agencies to conduct an appropriate investigation. The emergency scene or portions thereof will only be released by the Incident Commander when the area released has been investigated and is deemed safe to release to designated individuals. Public use areas will only be released once the area is deemed safe or appropriate safety measures have been employed to the satisfaction of the Incident Commander.

The Emergency Operations Control Group (EOCG) is assembled and the Emergency Management Plan is utilized when it is apparent to Incident Command that an event or events will have a major impact on St. Clair College or when considerable outside assistance is required to deal with an emergency incident. Generally, this will occur when there is:

**Advance Warning** - there is an opportunity for the Incident Command to assess the potential impact and do some initial planning of the College's response (i.e., health emergency, blizzard, ice storm, river flood, etc.)

**Sudden Impact** - an unexpected situation that impacts the College immediately and Incident Command is required (i.e., fire, explosion, aircraft crash, hazardous materials spill, etc.) It is always possible that a normal emergency will escalate beyond the College's response capabilities, triggering the Incident Commander to assemble the EOCG.

The President or any member of the EOCG can also request that the Group convene to consider a possible, pending or actual emergency situation affecting the College. Notification will be done by the Security Dispatcher by way of the Alertus Mass Notification System or other College sanctioned communication methods. Once the decision to assemble the EOCG is made, the Campus Security dispatcher may initiate the notification procedure and place EOCG members on standby or direct the members to assemble at the EOC.

The dispatcher will provide the members with a brief description of the situation. Members should confirm their estimated time of arrival. If primary contacts cannot be reached, the designated alternate shall be contacted.

St. Clair College Campus Security must record the date and time EOCG members were contacted. The contact phone numbers and addresses of the EOCG members (and their designates) are maintained at Security Dispatch.

## SECTION 7 EMERGENCY OPERATIONS CENTRE (EOC)

St. Clair College will maintain a primary and secondary EOC. The EOC is activated when, in the opinion of the Incident Commander, an emergency has or will have a major impact on the College or requires additional resources beyond those immediately available. The EOC serves as a coordination point for activities that are taking place across campus. The EOC is the location where members of the EOCG gather to support Incident Command activities and needs, share information, provide advice and input for major decisions, and implement the desired course of action in a coordinated and effective way. Members of the EOCG and other senior executive should not attend the emergency scene. Attendance has the potential to disrupt the Incident Command structure, which could cause unnecessary confusion. As the President's representative, the Vice President, Human Resources, Safety and Facilities Management may arrange with Incident Command to attend the emergency incident location(s), when appropriate. The Incident Commander will arrange for site visits for members of the EOCG and other senior managers.

Request for Assistance may be requested through Security Dispatch for emergency services from the City of Windsor. It is the responsibility of the Associate Vice President, Safety, Security and Facilities or designate to notify the Duty Supervisor, Windsor Police Service (WPS) of any emergency on campus.

The President or designate is responsible for declaring an emergency on campus. This decision is usually made in consultation with the incident commander.

The President will also be consulted and updated regularly on the situation, and may be involved in major decision making when the circumstances are likely to have a serious impact on the campus.

### President's Responsibility

- Liaise with the ERT through the appointed liaison and attend meetings, as required;
- Ensure the Chair, Board of Governors is advised at regular intervals as required;
- Engage in strategic decisions and communications.

## SECTION 8 EMERGENCY OPERATIONS CONTROL GROUP (EOCG)

The Emergency Operations Control Group (EOCG) consists of Senior Administrators at the College who have the responsibility for decision making. With information provided from the ERT, the EOCG's priorities are to:

- Meet immediately upon notification of a major emergency situation that involves a serious threat to life safety, a major disruption of normal operations, or any other serious emergency situation where actions/decisions to support the ERT is required.
- Receive and act on information forwarded from the ERT.
- Based on information received, make decisions about shut downs, emergency communications to staff and students, cancellation of classes, media releases, post-tragedy counseling, staff and students, etc.
- Set up and implement plan to address all media and student inquiries.

Members of the EOCG are listed below. Contact information is included on the EOCG cards given to all ERT members.

- Patti France President
- Joe Sirianni, VP, Human Resources, Safety and Facilities Management
- Mark Jones, VP, Finance
- Ron Seguin, VP, International Relations, Campus Development and Student Services
- John Fairley, VP, College Communications and Community Relations
- Waseem Habash, VP, Academic
- Mike Silvaggi, Associate VP, Student Services and Registrar
- Amar Singh, Associate VP Communications and IT
- Rebecca Demchuk, Associate VP Safety, Security and Facilities Management (communication link to ERT) – if in Incident Commander Role, this communication link role will be delegated by the President.

The EOCG will add members with responsibilities and expertise that are appropriate to the situation. Members of the EOCG must:

- Be familiar with, and follow the procedures outlined in the Emergency Management Plan.
- Notify your support staff person of your relocation to the EOC. As emergency circumstances permit, instruct this person to remain at his/her workstation until further notice to ensure continuing and direct communications.
- You are responsible for notifying your designated alternate and initiating a fan out notification as required. Circumstances may require your alternate to attend to take over your day to day responsibilities.
- Your alternate should be prepared to relieve you, should the event continue over an extended period of time.
- Bring any personal necessities (keys, overcoat, medication, laptop, cell phone, chargers, etc.)

Operating Cycle During an emergency: members of the EOCG will gather at regular intervals to inform each other of actions taken and problems encountered. The President or designate will

establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

### **Individual responsibilities of the Emergency Operations Control Group:**

#### **1. President/ Vice President, International Relations, Student Services and Campus Development**

- Chair meetings of the EOCG.
- Authorize reduction in routine services to the degree necessary to support emergency operations.
- Ensure provisions are in place for extraordinary financial expenditures required by an emergency at the College.
- Determine EOCG consensus for the record.
- Confirm the primary College spokesperson for the emergency.
- Coordinate the operational activities and administration of the Emergency Operations Centre including the primary log and written EOCG meeting minutes.
- Maintain a written log of all decisions, actions and communications; and
- Provide the College Board of Governors with a written Post Emergency Report.

#### **2. Vice-President, Human Resources, Safety and Facilities Management**

- Act as Chair of the EOCG in the absence of the President.
- Establish and maintain records with regards to the emergency incident, with priority on current research activities affected or that may be affected due to the emergency.
- Coordinate the activities and input of faculty members involved in the emergency.
- Maintain a written log of all decisions, actions and communications.
- Advise the EOCG regarding College Human Resources policies and procedures.
- Coordinate, prioritize and process requests for additional human resources.
- Coordinate offers of, and appeals for, volunteers at the direction of the EOCG.
- Establish a “Volunteer Bureau” to accept, register, assess, and coordinate volunteers.
- Ensure appropriate College identification is issued to temporary staff and volunteers.
- Act as liaison with College employee groups.

#### **3. Vice President Academic**

- Provide updated information to academic staff.
- Coordinate the activities and input of faculty members involved in the emergency.
- Arrange alternative academic offerings as appropriate.
- Maintain a written log of decisions, actions and communications.

#### **4. CFO and Vice President Finance**

- Liaise with appropriate government officials during the emergency.
- Provide information and advice on financial matters as they relate to the emergency.
- Expedite additional purchases to support EOCG emergency response decisions
- Secure off campus storage facilities, if required.
- Coordinate with commercial suppliers and carriers regarding changes to deliveries.
- Act as liaison with designated banks and financial institutions, as required.
- Maintain a record of emergency related expenditures.
- Ensure the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- Maintain and update a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.
- Maintain a written log of all decisions, actions and communications.

#### **5. Vice President of College Communications and Community Relations**

- Recommend the appropriate College spokesperson depending on the specific area, magnitude and sensitivity of the emergency.
- Monitor College Public Relations activities.
- Monitor the electronic and print media and provide regular updates to the EOCG.
- Prepare/approve news releases and background information for the media.
- Coordinate and conduct news conference; establish a Public Inquiry centre and a Media Centre, as needed.
- Ensure College community is kept aware of the emergency.
- Maintain a written log of Public Relations decisions, actions and communications.

#### **7. Associate Vice President Communications and IT**

- Activate the internal Emergency Notification System and continue to provide emergency messaging to College Community utilizing the College Emergency Communication checklist.
- Initiate the opening, operation and staffing of the Switchboard operations at the College, as the situation dictates, and ensure operators are informed of EOCG members' telephone numbers in the EOC.
- Advise the EOCG regarding location, relocation, installation and termination of telephone and associated services.
- Maintain and monitor the College e-mail directory; initiate or terminate College e-mail accounts as directed by the EOCG.
- Maintain an inventory of all critical College telecommunication and computing equipment.
- Maintain a current directory of all College telephone numbers, fax numbers, extensions, email addresses and outside lines including physical locations.
- Ensure the security of all College computer networks.
- Maintain a written record of all decisions, actions and communications.

## **8. Associate Vice President Student Services and Registrar**

- In collaboration with the Directors of Student Services and Student Recruitment, Coordinate the emergency response of all areas within the Student Services Department.
- Maintain liaison with Student Health Services and any receiving hospitals and/or the Windsor Public Health Unit.
- Assist with the coordination of on campus student evacuation activities when an evacuation is directed by the EOCG.
- With the Manager of Human Resources ensure the well-being of staff, students and faculty who have been displaced from their buildings by arranging any required emergency lodging, clothing, food, and other essential services; and
- Maintain a written log of all Student Services decisions, actions and communications.

## **9. Associate Vice President Safety- Security, and Facilities Management (if not in IC role, if in IC role, these tasks will be delegated by the President):**

- Activate Emergency Notification System, as required.
- Activate the emergency notification procedure, and ensure all members of the EOCG are notified.
- Notify necessary emergency and community services, as required.
- Establish a site command post and an Incident Commander with communications to the EOC.
- Maintain the College Emergency Notification System, (Alertus).
- Maintain the College Evacuation Plan.
- Ensure the Emergency Operations Centre (EOC) is unlocked and equipped when the College Emergency Notification system is activated.
- Provide advice and clarification about the implementation details of the Emergency Management Plan.
- Provide facility security, permitting only authorized access to the Emergency Operations Centre.
- Advise the EOCG regarding policing and fire issues and procedures.
- Act as liaison between City of Windsor or City of Chatham-Kent police, fire and ambulance services and the EOCG.
- Provide assistance in coordinating crowd and traffic control on College property.
- Provide and coordinate transportation resources for College evacuation or other needs.
- Advise the EOCG regarding engineering and utility resources of the College.
- Provide the EOCG with all required campus maps, architectural drawings, diagrams, blueprints and other information regarding College building structures, heating, electrical wiring and cooling systems.
- Provide liaison between municipal and contracted transportation services and EOCG.
- Providing Physical Resource's vehicles and equipment as required by any other emergency services.
- Provide emergency potable water, supplies and sanitation facilities to the requirements of the College.
- Provide liaison between municipal Operations and Environmental Services agencies and the EOCG.
- Develop and identify evacuation sites.
- Ensure Emergency Management Plan is current.

- Discontinue any utility service to any building, as required, and restore these services when appropriate; and
- Maintain a written log of decisions, actions and communications.

**SECTION 9**  
**EMERGENCY PLANNING TEAM**

**Emergency Planning Team Responsibilities**

<b>EMERGENCY PLANNING TEAM MEMBERS</b>			
<b>Name</b>	<b>Position</b>	<b>Work Extension</b>	<b>Cell Phone</b>
Rebecca Demchuk	AVP, Safety, Security and Facilities Mgmt.	4686	519-982-0092
John Fairley	VP, College Communications and Community Relations	2762	519-819-4882
Amar Singh,	Associate VP Communications and IT	4490	519-735-7101
Wintre McConnell	Manager, Health and Safety and Wellness	4556	519-818-3616
Joe D'Angela	General Manager	4357	519-890-1159
Dan Chauvin	Manager Continuing Education	3312	226-347-3684
Matt St. Dennis	Security Coordinator, Paladin Security	4017	226-348-0939

The members of the Emergency Planning Team (EPT) are responsible for the following actions or decisions:

- Ensure that the College Emergency Management Plan is current.
- Confirm that an emergency exists within the College jurisdiction and declare that the EOCG is assuming responsibility for the coordinated response.
- Ensure that actions taken to mitigate the emergency are not contrary to law.
- Ensure that all resources of the College are available in an emergency response;
- Coordinate all emergency response activities of the College.
- Determine if the location of EOC and composition of the EOCG are appropriate.
- Discontinue any service or utility where such service constitutes a hazard to emergency response operations or public safety.
- Collect and disseminate accurate and timely information to the public, the College Community and local authorities.
- Authorize and coordinate the evacuation of part, or all, of the College.
- Notify, request assistance from and/or liaison with various levels of government and any College or public agencies, as considered necessary.

- Confirm that the crisis, within the College jurisdiction is over and note that the EOCG is relinquishing its responsibility.
- Notify and liaise with the City of Windsor and/or the City of Chatham-Kent during an emergency.
- Assisting the City of Windsor and/or the City of Chatham-Kent, if requested, during any community emergency.
- Maintaining a record of all actions taken and decisions made by the EOCG during the emergency; and
- Participate in the debriefing following the emergency.
- Provide the President of the College with a written Post Emergency Report.

**SECTION 10**  
**SUPPORT AND ADVISORY (S&A) TEAMS**

The College Support and Advisory Team is composed of Senior Administrative personnel. The purpose of the S&A Team is to provide specific advice and assistance to the EOCG and to implement the decisions made by the EOCG. The Support and Advisory Team and other technical support personnel will join the EOCG on an “as required” basis. They will be alerted through the EOCG and not through the Campus Security Emergency Notification Procedure. They will meet off-site to collaborate on post emergency needs.

Members of the S&A Team may include, but are not limited to:

- Legal Counsel
- Director, Student Services
- Director, Athletics
- Manager, Hospitality Services
- Manager, International Recruitment & Project Development
- Other Resources as required

The individual responsibilities of the S&A Team:

**Legal Counsel:**

- 

**Director, Student Services:**

- Coordinate response for student counselling needs.
- Assist Occupational Health with counselling support for faculty and staff.
- Activate the Student Housing Services internal Emergency Notification System.
- Supervise the opening and operation of temporary and/or long-term evacuee centres, and ensure they are adequately staffed.
- Maintain a written log of all decisions, actions and communications.

**Manager, Human Resources:**

- Coordinate with the Director, Student Services to provide medical health services to staff.
- Coordinate information of staff and next of kin to EOCG.
- Maintain a written log of all decisions, actions and communications.
- Coordinate all legal issues for the EOCG including liaison with external legal counsel.
- Maintain a written log of all decisions, actions and communications.

**Student Health Services:**

- Act as liaison with Windsor General Hospital, -Windsor Health Unit.
- Coordinate with the Director, Student Services to provide medical health services.
- Supervise the opening and operation of temporary and/or long-term medical facilities including quarantine sites.
- Maintain a written log of all decisions, actions and communications.

**Director, Athletics:**

- Ensure all athletic facilities are available for an evacuation centre, if directed by the EOCG.
- Advise the EOCG regarding the most efficient use of athletic facilities during an emergency.
- Maintain a written log of all decisions, actions and communications.

**Hospitality Services:**

- Advise the EOCG regarding Hospitality Services capabilities.
- Maintain sufficient inventory to feed students in residence during the academic year for a minimum of 72 hours.
- Maintain a written log of decisions, actions and communications.

**General Manager, Residential Life/Campus Living:**

- Advise EOCG regarding students in need of emergency evacuation procedures.
- Maintain an on-call staffing system to ensure staff are available at all times.
- Advise on procedures for mobilizing residential life clients including consideration of physical accessibility for individuals with disabilities and others with access and functional needs.
- Inform and instruct residents of the Student Housing Services internal Emergency. Notification System and the College mass notification system (Alertus).

**Manager, International Recruitment and Project Development:**

- Ensure that the plan is accessible to students whose primary language is not English.
- Develop parent of family notification procedures.
- Develop procedures for delivering training/information on the College mass notification system.

**SECTION 11**  
**REVIEW AND TESTING**  
**COMMUNICATION AND TESTING**

An Emergency Response Guide has been produced that covers all above emergencies and gives general information for building occupants. This guide has been sent to all staff through the internal mail system, given to all student class representatives as well as available at the Security desk.

All new employees have to review the Emergency Procedures – Quick Response Guide as part of the New Employee Training. This is documented and the records are maintained by Occupational Health and Safety.

Students will be issued the Emergency Procedures – Quick Reference Guide during orientation, postings of the same are located in all classrooms and Faculty are asked to review it with all students at the beginning of each semester. In addition, student class representatives will receive additional training to take to their classrooms.

All Emergency Response Team members are trained on the procedures annually at the Emergency Response Team meeting. This training is documented and the records are maintained by Occupational Health and Safety.

The Associate Vice President, Safety, Security and Facilities Management will review this procedure with Senior Management annually. This will be captured in the Senior Operations Group meeting minutes and forwarded to Occupational Health and Safety for record retention.

At the start of each school year, the Office of Occupational Health and Safety will send out written instructions to staff with respect to fire emergency duties. Faculty is requested to review those instructions with students in September. Fire drills are scheduled in late September/early October so that the College community has an opportunity to practice orderly evacuation.

Included in the Fire Emergency procedures are three special teams of employees. The Emergency Warden includes volunteer employees who sweep the hallways and rooms in a designated area during a fire alarm and will provide direction during other emergencies. The members of the Emergency Warden team are trained every year on their roles.

This is documented and records are maintained by Occupational Health and Safety. In addition, ERT and Security personnel are also trained annually on their specific procedures within the Fire Emergency procedures.

Student Services are requested to review procedures with all students with disabilities who self-disclose.

Administrators must be aware of employees in their areas with special needs and have a plan in place to safely evacuate those individuals.

## **Evaluation and Acknowledgment of Success / Make Improvements**

Annually, the Emergency Response Team will meet to review the procedures as well as events that transpired through the year and determine a need for any improvements with any of the emergency procedures. The team will also determine the time and type of emergency drills to be held within the following year.

Additionally, after each fire drill or emergency event, the team will hold a debrief session and document the effective of their response in the form attached.

The AVP Safety, Security and Facilities Management is responsible for maintaining and distributing the Emergency Management Plan.

An annual review of the Emergency Management Plan will be coordinated by the Coordinator of Emergency Management/Preparedness.

Proposed changes will be submitted in writing to the Senior Operations Group (SOG). The SOG will review the proposals. Revisions which are approved by the SOG will be effective immediately and incorporated into a formal amendment to the EMP. Amendments will be published and distributed to all plan holders within 60 days of approval and sent by e-mail to all College staff.

## **Review and Test the Plan**

The Emergency Planning Team will test the ERP on an annual basis, through simulated or tabletop exercises to ensure that both the contents and the participants remain current. More sophisticated exercises may be conducted on an “as required” basis, at the direction of the EOCG.

**Appendix A**  
**Fire Emergency – South Campus**

# St. Clair College Emergency Response Procedure

## Fire Emergency – South Campus

### 1.0 Purpose

- 1.1 This procedure outlines the instructions to be followed in the event of a fire emergency at St. Clair College – South Campus.

### 2.0 General Information

- 2.1 **All** South Campus buildings have a fire detection system which is activated automatically by a sudden change in room temperature or by smoke. Fire Pull Stations are located throughout College Campus buildings to activate the fire alarm system in the event of a fire.
- 2.2 Exit signs and emergency lights are located throughout the buildings to direct all building occupants to the nearest exits for proper evacuation.
- 2.3 In the main building, the Fire Alarm system is a two stage, addressable system which is arranged by Block, or “Fire Zone”. The College is segregated into Blocks, as outlined on the drawing attached. Colours have been assigned to each block to assist the College Community to understand where they are in the event of a fire. If a fire alarm detection system is activated in one block, that block will shut down and go into a first stage alarm. The fire is being investigated at this point and other blocks are not yet in alarm. If in a first stage alarm, occupants will hear slow signals, then instructions to stay quiet, prepare to evacuate and listen for further instructions. If the fire is confirmed, the block will go into a 2<sup>nd</sup> stage evacuation alarm. Occupants will hear faster signals, then instructions to evacuate the building. At this time, adjacent blocks will go into a 1<sup>st</sup> stage alarm. Circumstances will dictate whether or not one or more blocks are evacuated. All alarms can be activated by the attendant at the fire panel. Additional instructions will be communicated over the PA system by the fire panel attendant if deemed appropriate.

The Automotive, G Building (Horticulture and Veterinary Technology), Ford Centre for Engineering and Manufacturing, Centre of Applied Health Sciences and Sportsplex buildings all have two stage fire alarm systems. If in a first stage alarm, occupants will hear slow signals, then instructions to stay quiet, prepare to evacuate and listen for further instructions. If the fire is confirmed, the building will go into a 2<sup>nd</sup> stage evacuation alarm. Occupants will hear faster signals along with instructions to evacuate the building. All alarms can be activated by the attendant at the fire panel. Additional instructions will be communicated over the PA system by the fire panel attendant if deemed appropriate.

The Centre for Innovation, Construction and Production (CCIP) and the Truck and Coach building are both single stage systems. If there is an alarm in either of these buildings, occupants will here fast signals, followed by instructions to evacuate the building.

- 2.4 A fire emergency evacuation drill will be carried out in the fall of each year. In addition, every month the alarms of a different block will be validated. The purpose of drills is to ensure that everyone is completely familiar with the emergency evacuation procedures. This will help to ensure an orderly and calm evacuation should a real emergency occur. The exact date and time of

the drills will not be communicated in advance.

- 2.5 "Evacuation Assistance Areas" (stairways) have been established on all "non-main" floors at South Campus for individuals who require assistance to evacuate the building. These "Evacuation Assistance Areas" are located in near most stairways.

## 3.0 Fire/Evacuation Procedure

### 3.1 Occupant Instructions

# IN CASE OF FIRE

## UPON DISCOVERY OF FIRE

Leave fire area immediately.  
Close doors.  
Sound the fire alarm; pull manual station.  
Leave the building by nearest exit.

Call the Fire Department, Dial 911

Call Security, Dial 4911

# DO NOT USE ELEVATORS

## IF SLOW SIGNALS

Standby and prepare to leave the building.  
Listen for instructions.

## IF FAST SIGNALS

Leave the building by nearest exit.  
Close the door behind you.

## CAUTION

If you encounter smoke, use an alternate exit.

# REMAIN CALM

**False Alarm:** *Everyone who willfully, without reasonable cause, in any manner, makes or causes to be made an alarm of fire is guilty of an offence” Criminal Code.*

## 3.2 Staff Instructions

# **SOUTH CAMPUS FIRE EMERGENCY PLAN**

## **STAFF MEMBERS**

### **DUTIES AND RESPONSIBILITIES**

#### **IN THE EVENT OF A FIRE**

- Sound a verbal alarm using a pull station or by calling Security at 4911.
- Leave the fire area immediately and assist anyone in immediate danger to evacuate.
- Close all doors behind you to confine the fire; turn off or power down heat source equipment and appliances if safe to do so.
- If you were in the area where the fire started, meet with the fire department at the main entrance to inform them of the source and conditions.
- Stay clear of the building until the all clear has been given from fire officials.

#### **UPON HEARING A FIRE ALARM**

##### **First Stage**

- Slow signals will sound and verbal instructions will indicate that the fire is being investigated.
- Stay quiet, prepare to evacuate and listen for further instructions.

##### **Second Stage**

- Fast signals will sound and verbal instructions will instruct you to evacuate the building.
- Evacuate your classroom or work area immediately and instruct students or other building occupants to evacuate via the nearest, safest exit.
- Proceed to the closest emergency evacuation collection area.
- If in the main building, if you have individuals with you who have a disability, move with them to another fire zone if possible and take the elevators in that fire zone to the first floor. If the adjacent fire zone is also in 2<sup>nd</sup> stage alarm, or if you are in a standalone building, position the individual near the stairwell. If possible and safe to do so, call Security to indicate their location.
- Do no re-enter the building until the all clear signal has been given.

#### **REMAIN CALM**

- If smoke presents a hazard, use an alternative exit.
- If you are trapped by smoke or fire, it may be safer to stay in your area. Close the door and seal all openings against smoke.
- Move to the most protected room and if possible, partially open the window for air. Close the window if smoke comes in.
- Stay low to the floor if smoke enters the room.
- Try signaling from windows or call for help.
- If a phone is available, call Security at 4911 or the Windsor Fire Dept. using 911. Tell them exactly where you are located.
- Wait to be rescued – remain calm.

### 3.3 Fire Warden Team Instructions

## **SOUTH CAMPUS FIRE EMERGENCY PLAN EMERGENCY WARDEN TEAM MEMBERS**

*Staff members specifically assigned to an area to assist with evacuating building occupants. For identification purposes all Emergency Warden Team Members are supplied with an orange vest. If unable to wear the vest during an alarm, please proceed with sweep duties and identify yourself as a member of the **Emergency Warden Team**.*

### **DUTIES AND RESPONSIBILITIES**

#### **UPON HEARING A FIRE ALARM**

##### **First Stage**

- Slow signals will sound and verbal instructions will indicate that the fire is being investigated.
- Prepare to perform sweep duties.

##### **Second Stage**

- Fast signals will sound and verbal instructions will instruct you to evacuate the building.
- Evacuate your classroom or work area immediately and instruct students or other building occupants to evacuate via the nearest, safest exit.
- Begin sweep of designated area (if safe to do so, not blocked by smoke or fire).
- Conduct a room-by-room sweep (*Include washrooms, staff rooms and resource areas*) in the area that is in second stage. Ensure that all persons have evacuated.
- If unable to sweep due to smoke or fire conditions, immediately return/report to the security desk by way of the safest route (which may be outside) and advise your Building/Block Captain or Security of exact situation.
- If people are located who will not evacuate, or who need assistance to evacuate, note the number of people involved and their location.
- When a sweep is completed, proceed to security and check in with the Building/Block Captain or Security if your Block Captain is not present. Report the location and number of any persons who have not evacuated and await further instruction.
- Move outside the building and assist with moving people away from the building to the emergency evacuation collection areas.

**DO NOT USE ELEVATORS TO EVACUATE**

### 3.4 Emergency Response Team – South Campus

## **SOUTH CAMPUS FIRE EMERGENCY PLAN EMERGENCY RESPONSE TEAM MEMBERS**

*Staff members specifically assigned to fire alarm response duties. For identification purposes all fire emergency response team members are supplied an orange vest. If unable to wear the vest during an alarm, please proceed with response duties and identify yourself as a member of the emergency response team.*

### **DUTIES AND RESPONSIBILITIES**

#### **SECURITY**

#### **UPON HEARING A FIRE ALARM**

##### **DAYS/EARLY AFTERNOONS - FACILITIES STAFF PRESENT (0730-1930)**

- Desk Guard – Guard located at main fire panel at time of alarm.
  - Note location of alarm condition on the fire panel.
  - Notify facilities staff by way of radio. Switch to the trades channel, or use a second radio, and announce the following, “**Attention, attention Fire Emergency Response Team, there is a fire alarm in ‘name building’ (ex. Main Bldg., Health Sciences, Ford Centre, CCIP, Truck and Coach, SportsPlex). Fire alarm is located in ‘name of floor and room/corridor’ (note precise location – if a pull station, be sure to state this). Who is responding?**”
  - Wait for the response before continuing.
  - Switch radio to the All Call Channel. Announce the following, “**Attention, attention, there is a fire emergency in the ‘name building’ . Please switch to South Campus Emergency Channel and assume duties.**”
  - Switch to the South Campus Emergency Channel.
  - Call the fire department at 911 and inform them of which building the fire emergency is located.
  - Dispatch and assign roles to all security and parking guards as follows:
    - Assign one Guard to the lobby of building in alarm – “**Guard Name’, go to lobby of building ‘bldg. name’**”
    - Assign one Guard to assist with fire truck and guide fire personnel – “**Guard Name’, meet the fire truck and bring fire dept. personnel to the location of the alarm**”
    - Assign two remaining guards to assist with evacuation – “**Guard Name and Guard Name’, go to ‘Name Building’ and assume evacuation duties form stairwells**”.
- Guard Positioned in the lobby of the building in alarm.
  - Obtain Fire Safety Plan and hand the plan to the Fire Department personnel.
  - Take reports from fire wardens and communicate any concerns to fire department over the radio.
  - Instruct Guards assigned to evacuation duties to assist with any individuals. with disabilities reported to be in Areas of Evacuation Assistance.

- Guard Positioned to assist with Fire Truck Approach and Guide Fire Personnel.
  - Assist with fire truck approach.
  - Walk fire personnel to location of alarm, if safe to do so (a Facilities Manager may assume this role if present). If a Facilities Manager assumes this role, assist with evacuation duties.
- Guards with Evacuation Duties.
  - If individuals with disabilities are in Areas of Evacuation Assistance (stairwells), assist with evacuation using evacuation chairs or move the individual to another fire zone, if the alarm is within the main building, if safer to do so.
  - If there are no individuals with disabilities to evacuate, report to Evacuation Assembly areas to ensure radio communication.
- Facilities will communicate, by way of radio, what the alarm condition is.
- Desk guard to notify Rebecca Demchuk and a Facilities Manager of the situation, unless present.
- Desk Guard will follow fire panel instructions for acknowledging, signal silencing and resetting the fire alarm panel, once directed to do so by the fire department.
  - If the alarm condition has been investigated and there is no fire present in the location of the alarm, acknowledge the alarm by pressing the acknowledge button on the fire panel. This will stop the cascading effect to another block or building.
  - If unknown, allow the system to cascade.
  - If a fire condition is noted, and you are asked to evacuate the block/building in alarm, hit the evac button for the block/building in alarm.
  - If additional blocks/buildings need to be evacuated, hit the evac button for all blocks/building needing to be evacuated.
  - Always err on the side of caution.
  - When permitted by the fire department, hit the signal silence alarm.
  - When permitted by the fire department, reset the fire panel. If too much smoke remains in the area, you may be asked to ventilate the area (call Facilities) before resetting.
- The Desk Guard will communicate an all clear. If the alarm was campus wide, the Desk Guard will activate the All Clear button on the panel. If the alarm was confined to one block or building, use the PA system for that block or building and announce an all clear by announcing “**May I have your attention please (2x), the fire emergency has been cleared. Please return to your regular activities. Thank you**”. Communicate this by way of radio as well (South Campus Emergency channel) and inform everyone to change to regular channels.
- Desk Guard will complete the fire panel log. All guards will write a full report of their activities.

EVENINGS - FACILITIES STAFF NOT PRESENT, PARKING GUARDS ON SITE (1930-2230)

- Desk Guard – Guard located at main fire panel at time of alarm
  - Note location of alarm condition on the fire panel.
  - Notify all Security staff by way of radio by announcing the following, “**Attention, Attention All Guards, there is a fire alarm in ‘name building’ (ex. Main Bldg., Health Sciences, Ford Centre,**

CCIP, Truck and Coach, Sportsplex). Fire alarm is located in ‘name of floor and room/corridor’ (note precise location – if a pull station, be sure to state this). Who is responding?”

- Wait for the response before continuing.
- Switch radio to the All Call Channel. Announce the following, “Attention, attention, there is a fire emergency in the ‘name building’. Please switch to South Campus Emergency Channel and assume duties.”
- Switch to the South Campus Emergency Channel.
- Call the fire department at 911 and inform them of which building the fire emergency is located.
- Dispatch and assign roles to all remaining security and parking guards as follows:
  - Assign one Guard to the lobby of building in alarm – “Guard Name’, go to lobby of ‘name building’, meet the fire truck and bring fire dept. personnel to the location of the alarm.”
  - Assign two remaining guards to assist with evacuation – “Guard Name and Guard Name’ go to ‘name building’ and assume sweep and evacuation duties.”
- Guard Positioned in the lobby of the building in alarm.
  - Obtain Fire Safety Plan.
  - Assist with fire truck approach.
  - Walk fire personnel to location of alarm, if safe to do so.
  - Take reports from fire wardens and communicate any concerns to fire department over the radio.
  - Instruct Guards assigned to evacuation duties to assist with any individuals with disabilities reported to be in Areas of Evacuation Assistance.
- Additional Guard (s) with Evacuation Duties.
  - Begin fire warden responsibilities as follows (if safe to do so, not blocked by smoke or fire):
    - Conduct a room-by-room sweep (*Include washrooms, staff rooms and resource areas*) in the area that is in second stage. Ensure that all persons have evacuated.
    - If unable to perform duties due to smoke or fire conditions, report over the radio the exact situation.
    - If people are located who will not evacuate regardless of your best verbal attempts to convince them to evacuate, note the number of people involved and their location and report this over the radio.
    - Check all Areas of Evacuation Assistance in your assigned zone to ensure that all individuals with disabilities have been safely evacuated. If an individual is located in that area, call for assistance on the radio and use the evacuation chair to evacuate the individual if safe to do so. If you determine that it is unsafe to do so because of fire conditions, report their location to the Fire Department over the radio.
    - When a sweep is completed, go back to the lobby of the building in alarm and report all findings to the Fire Department by way of radio.
- Desk Guard to notify Rebecca Demchuk and a Facilities Manager of the situation.
- Desk Guard will follow fire panel instructions for acknowledging, signal silencing and resetting the fire alarm panel, once directed to do so by the fire department.
  - If the alarm condition has been investigated and there is no fire present in the location of the alarm, acknowledge the alarm by pressing the acknowledge button on the fire panel. This will stop the cascading effect to another block or building.

- If unknown, allow the system to cascade.
  - If a fire condition is noted, and you are asked to evacuate the block/building in alarm, hit the evac button for the block/building in alarm.
  - If additional blocks/buildings need to be evacuated, hit the evac button for all blocks/building needing to be evacuated.
  - Always err on the side of caution.
  - When permitted by the fire department, hit the signal silence alarm.
  - When permitted by the fire department, reset the fire panel. If too much smoke remains in the area, you may be asked to ventilate the area (call Facilities) before resetting.
- The Desk Guard will communicate an all clear. If the alarm was campus wide, the Desk Guard will activate the All Clear button on the panel. If the alarm was confined to one block or building, use the PA system for that block or building and announce an all clear by announcing “**May I have your attention please (2x), the fire emergency has been cleared. Please return to your regular activities. Thank you**”. Communicate this by way of radio as well (South Campus Emergency channel) and inform everyone to change to regular channels.
  - Desk Guard will complete the fire panel log. All guards will write a full report of their activities.

## MIDNIGHTS/ WEEKENDS, 2 GUARDS ON SITE (2230-0730)

- Desk Guard – Guard located at main fire panel at time of alarm.
  - Note location of alarm condition on the fire panel.
  - Notify second Security Guard by way of radio by announcing the following, “**Attention, Attention ‘Guard Name’, there is a fire alarm in ‘Name Building’ (ex. Main Bldg., Health Sciences, Ford Centre, CCIP, Truck and Coach, Sportsplex, etc.). Fire alarm is located in (note precise location – if a pull station, be sure to state this). Please respond to the lobby of the ‘Name Building’ and radio back to base once there.**”
  - Wait for the response, and then continue.
  - Switch radio to the All Call Channel. Announce the following, “**Attention, attention, there is a fire emergency in the ‘name building’. Please switch to South Campus Emergency Channel and assume duties.**”
  - Switch to the South Campus Emergency Channel.
  - Call the fire department at 911 and inform them of which building the fire emergency is located.
  
- Responding Guard
  - Obtain the fire safety plan and meet fire department at lobby of alarmed building.
  - Assist with fire truck approach if needed.
  - Take the fire department personnel to the location of the alarm.
  - If individuals are known to be in the building, begin sweep of building in alarm (if safe to do so, not blocked by smoke or fire)
  - Communicate to the Desk Guard the nature of the alarmed condition once investigated by the fire department.
  - Conduct a room-by-room sweep (*Include washrooms, staff rooms and resource areas*) in the area that is in second stage. Ensure that all persons have evacuated.
  - If unable to sweep due to smoke or fire conditions, report over the radio the exact situation.
  - If people are located who will not evacuate regardless of your best verbal attempts to convince them to evacuate, note the number of people involved and their location and report this over the radio.
  - Check all Areas of Evacuation Assistance in your assigned zone to ensure that all individuals with disabilities have been safely evacuated. If an individual is located in that area, use the evacuation chair to evacuate the individual if safe to do so. If you determine that it is unsafe to do so because of fire conditions, report their location to the Fire Department over the radio.
  - When a sweep is completed, go back to the lobby of the building in alarm and report all findings to the Fire Department by way of radio.
  
- Desk Guard will notify emergency team personnel as appropriate. If a fire condition is confirmed, notify Rebecca Demchuk and a Facilities Manager of the situation. If a false alarm is confirmed, write a report as outlined above and leave a voice message for Rebecca Demchuk and Pete Panzika (or alternates) on their work extensions.
  
- Desk Guard will follow fire panel instructions for acknowledging, signal silencing and resetting the fire alarm panel, once directed to do so by the fire department.
  - If the alarm condition has been investigated and there is no fire present in the location of the alarm, acknowledge the alarm by pressing the acknowledge button on the fire panel. This will stop the cascading effect to another block or building.

- If unknown, allow the system to cascade
  - If a fire condition is noted, and you are asked to evacuate the block/building in alarm, hit the evac button for the block/building in alarm.
  - If additional blocks/buildings need to be evacuated, hit the evac button for all blocks/building needing to be evacuated.
  - Always err on the side of caution
  - When permitted by the fire department, hit the signal silence alarm.
  - When permitted by the fire department, reset the fire panel. If too much smoke remains in the area, you may be asked to ventilate the area (call Facilities) before resetting.
- The Desk Guard will communicate an all clear. If the alarm was campus wide, the Desk Guard will activate the All Clear button on the panel. If the alarm was confined to one block or building, use the PA system for that block or building and announce an all clear by announcing “**May I have your attention please (2x), the fire emergency has been cleared. Please return to your regular activities. Thank you**”. Communicate this by way of radio as well (South Campus Emergency channel) and inform everyone to change to regular channels.
  - Desk Guard will complete the fire panel log. All guards will write a full report of their activities.

## **FIRE EMERGENCY RESPONSE TEAM (FACILITIES SKILLED TRADES)**

### **UPON HEARING A FIRE ALARM OR RECEIVING A RADIO CALL OUT ABOUT A FIRE ALARM**

1. Note location of alarm condition on the fire panel or await verbal instructions from Security with the location of the alarm.
2. The closest team member will respond indicating that they are on route.
3. A second team member will also respond, indicating that they too are on route to assist.
4. Switch to South Campus Emergency Channel (as instructed by Security).
5. If possible, and safe to approach the area, determine if the alarm is false or real, and communicate by way of radio what the alarm condition is. Trades Channel will be used exclusively for the emergency until the situation is resolved.
6. If the fire condition is real, key the nearest pull station to the second stage or radio to security to activate the 2<sup>nd</sup> stage evacuation alarm.
7. Team members not responding should report to the block or building in alarm and begin fire warden responsibilities as assigned. Additional duties may be assigned, such as shutting down ventilation systems, opening dampers, turning off equipment, etc. as requested by the fire department.
  - Conduct a room-by-room sweep (*Include washrooms, staff rooms and resource areas*) in the area that is in second stage. Ensure that all persons have evacuated.
  - If unable to perform duties due to smoke or fire conditions, report over the radio the exact situation.
  - If people are located who will not evacuate regardless of your best verbal attempts to convince them to evacuate, note the number of people involved and their location and report this over the radio.
  - Check all Areas of Evacuation Assistance in your assigned zone to ensure that all individuals with disabilities have been safely evacuated. If an individual is located in that area, call for assistance on the radio and use the evacuation chair to evacuate the individual if safe to do so. If you determine that it is unsafe to do so because of fire conditions, report their location to the Fire Department over the radio.
  - When a sweep is completed, go back to the lobby of the building in alarm and report all findings to the Fire Department by way of radio.

**FIRE EMERGENCY – EMERGENCY EVACUATION COLLECTION  
AREA COMMUNICATIONS PERSONNEL – CARETAKERS, GROUNDS  
CREW**

**UPON HEARING A FIRE ALARM OR RECEIVING A RADIO CALL OUT ABOUT A  
FIRE ALARM**

1. Proceed to the emergency evacuation collection area for the building in alarm.
2. Switch to South Campus Emergency channel as instructed by Security.
3. Ensure that an individual with a radio is present at each emergency evacuation collection area.
4. Communicate warden reports to Security Main Deck guard (example, “3<sup>rd</sup> floor Health Science bldg. clear”).
5. Communicate any concerns brought forward by wardens (e.g. “person with disability in N stairwell of Health Sciences bldg. awaiting evacuation”).

# **FIRE EMERGENCY RESPONSE SUPERVISORS**

## **UPON NOTIFICATION OF A FIRE ALARM**

1. Incident Commander - Immediately attend the front lobby Security desk to act as Incident Commander.

Incident Command is assigned in priority as below:

- a. Associate Vice President, Safety, Security & Facilities Management
- b. Manager, Facilities Maintenance and Energy Management
- c. Manager, Construction and Engineering
- d. Manager, Health and Safety and Wellness
- e. Paladin Security Coordinator
- f. Paladin Security Shift Supervisor

Duties:

- If an exterior building is in alarm, appoint a lead to be located in the lobby of the building.
- Ensure communications run smoothly.
- Ensure delegations of duties is performed per procedure.
- Direct Nurse if triage is required.
- Direct EOCG to organize if necessary, prescribe location and appoint communication coordinator.
- Call in external resources as required.

2. Scene Response Manager - Immediately attend the scene of the alarmed condition. Scene Response

Manger is assigned in priority as below:

- a. Manager, Facilities Maintenance and Energy Management
- b. Manager, Construction and Engineering
- c. Manager, Health, Safety and Wellness
- d. Paladin Security Coordinator

**Appendix B**  
**Fire Emergency – St. Clair College Centre for the Arts**

# St. Clair College Emergency Response Procedure

## Fire Emergency – St. Clair College Centre for the Arts

### 1.0 Purpose

**This procedure outlines the instructions to be followed in the event of a fire emergency at the St. Clair College Centre for the Arts Campus.**

### 2.0 General Information

- 2.1 St. Clair College Centre for the Arts (SCCCA) has a fire detection system which is activated automatically by a sudden change in room temperature or by smoke. Fire Pull Stations are located throughout Centre to activate the fire alarm system in the event of a fire.
- 2.2 Exit signs and emergency lights are located throughout the building to direct all building occupants to the nearest exits for proper evacuation.
- 2.3 The Fire Alarm system is a two stage addressable fire alarm system. In a first stage alarm, occupants will hear slow signals, then instructions to stay quiet, prepare to evacuate and listen for further instructions. If the fire is confirmed, the block will go into a 2<sup>nd</sup> stage evacuation alarm. Occupants will hear faster signals, then instructions to evacuate the building. All alarms can be activated by the attendant at the fire panel. Additional instructions will be communicated over the PA system by the fire panel attendant if deemed appropriate.
- 2.4 A fire emergency evacuation drill will be carried out in the fall of each year. In addition, every month the alarms of a different block will be validated. The purpose of drills is to ensure that everyone is completely familiar with the emergency evacuation procedures. This will help to ensure an orderly and calm evacuation should a real emergency occur. The exact date and time of the drills will not be communicated in advance.
- 2.5 "Evacuation Assistance Areas" (stairways) have been established on all "non-main" floors for individuals who require assistance to evacuate the building. These "Evacuation Assistance Areas" are located in near most stairways.

## 3.0 Fire/Evacuation Procedure

### 3.1 Occupant Instructions

# IN CASE OF FIRE

## UPON DISCOVERY OF FIRE

Leave fire area immediately.  
Close doors.  
Sound the fire alarm; pull manual station.  
Leave the building by nearest exit.

Call the Fire Department, Dial 911

Call Security, Dial 4911

# DO NOT USE ELEVATORS

## IF SLOW SIGNALS

Standby and prepare to leave the building.  
Listen for instructions.

## IF FAST SIGNALS

Leave the building by nearest exit.  
Close the door behind you.

## CAUTION

If you encounter smoke, use an alternate exit.

# REMAIN CALM

**False Alarm:** *Everyone who willfully, without reasonable cause, in any manner, makes or causes to be made an alarm of fire is guilty of an offence” Criminal Code.*

## 3.2 Staff Instructions

# SCCCA FIRE EMERGENCY PLAN STAFF MEMBERS

## DUTIES AND RESPONSIBILITIES

### IN THE EVENT OF A FIRE

- Sound a verbal alarm using a pull station or by calling Security at 4911.
- Leave the fire area immediately and assist anyone in immediate danger to evacuate.
- Close all doors behind you to confine the fire; turn off or power down heat source equipment and appliances if safe to do so.
- If you were in the area where the fire started, meet with the fire department at the main entrance to inform them of the source and conditions.
- Stay clear of the building until the all clear has been given from fire officials.

### UPON HEARING A FIRE ALARM

#### First Stage

- Slow signals will sound and verbal instructions will indicate that the fire is being investigated.
- Stay quiet, prepare to evacuate and listen for further instructions.

#### Second Stage

- Fast signals will sound and verbal instructions will instruct you to evacuate the building.
- Evacuate your classroom or work area immediately and instruct students or other building occupants to evacuate via the nearest, safest exit.
- Proceed to the closest emergency evacuation collection area.
- If there are individuals with a disability in your area, assist them to an “emergency assistance area” (stairwell). If possible and safe to do so, call or attend to Security to indicate their location.
- Do not re-enter the building until the all clear signal has been given.

### REMAIN CALM

- If smoke presents a hazard, use an alternative exit.
- If you are trapped by smoke or fire, it may be safer to stay in your area. Close the door and seal all openings against smoke.
- Move to the most protected room and if possible, partially open the window for air. Close the window if smoke comes in.
- Stay low to the floor if smoke enters the room.
- Try signaling from windows or call for help.
- If a phone is available, call Security at 4911 or the Windsor Fire Dept. using 911. Tell them exactly where you are located.
- Wait to be rescued – remain calm.

***SPECIAL NOTE: THE BASEMENT CLASSROOMS UNDER THE HILTON (WEST OF THE FIRE DOORS) WILL NOT GO INTO ALARM WHEN THE REST OF THE CAMPUS DOES. THIS AREA FALLS UNDER THE HILTON'S FIRE ALARM SYSTEM. IF THE HILTON GOES INTO ALARM, STAFF AND STUDENTS MUST EVACUATE.***

### 3.3 Fire Warden Team Instructions

## **SCCCA FIRE EMERGENCY PLAN EMERGENCY WARDEN TEAM MEMBERS**

*Staff members specifically assigned to an area to assist with evacuating building occupants. For identification purposes all Sweep Team Members are supplied with an orange vest. If unable to wear the vest during an alarm, please proceed with sweep duties and identify yourself as a member of the **Fire Alarm Sweep Team**.*

### **DUTIES AND RESPONSIBILITIES**

#### **UPON HEARING A FIRE ALARM**

##### **First Stage**

- Slow signals will sound and verbal instructions will indicate that the fire is being investigated.
- Prepare to perform sweep duties.

##### **Second Stage**

- Fast signals will sound and verbal instructions will instruct you to evacuate the building.
- Evacuate your classroom or work area immediately and instruct students or other building occupants to evacuate via the nearest, safest exit.
- Begin sweep of designated area (if safe to do so, not blocked by smoke or fire).
- Conduct a room-by-room sweep (*Include washrooms, staff rooms and resource areas*) in the area that is in second stage. Ensure that all persons have evacuated.
- If unable to sweep due to smoke or fire conditions, immediately return/report to the security desk by way of the safest route (which may be outside) and advise Security or individual delegated to take sweeper reports of exact situation.
- If people are located who will not evacuate, or who need assistance to evacuate, note the number of people involved and their location.
- When a sweep is completed, proceed to security and check in with Security or individual delegated to take warden reports. Report the location and number of any persons who have not evacuated and await further instruction.
- Move outside the building and assist with moving people away from the building to the emergency evacuation collection areas.

**DO NOT USE ELEVATORS TO EVACUATE**

3.4

## Emergency Response Team Instructions

### SECURITY

#### UPON HEARING A FIRE ALARM

##### FACILITIES STAFF PRESENT

- Guard 1 – Guard located at or near the fire annunciator at time of alarm.
  - Note location of alarm condition on the fire panel.
  - Notify facilities staff by way of radio. Switch to Trades SCCCA and announce the following, **“Attention, attention Fire Emergency Response Team, there is a fire alarm in ‘name of floor and room/corridor’ (note precise location – if a pull station, be sure to state this). Who is responding?”**
  - Wait for response before continuing.
  - Request all radio users to switch to the SCCCA Emergency Channel.
  - Retrieve Fire Safety Plan.
  - Meet Fire Department in Main Lobby.
  
- Guard 2, if present, to assist with Evacuation Duties – 2<sup>nd</sup> Stage Only
  - If individuals with disabilities are in Areas of Evacuation Assistance (stairwells), assist with evacuation using evacuation chairs, if safe to do so.
  - If there are no individuals with disabilities to evacuate, report to Evacuation Assembly areas to ensure radio communication.
  
- Guard 1 will assign SCCCA Supervisor to take warden reports if alarm moves to second stage.
  
- Guard 1 will follow fire panel instructions for acknowledging, signal silencing and resetting the fire alarm panel, once directed to do so by the fire department.
  - If the alarm condition has been investigated and there is no fire present in the location of the alarm, acknowledge the alarm by pressing the acknowledge button on the fire panel. This will stop the system from moving to a 2<sup>nd</sup> stage evacuation, if it hasn't done so already.
  - If unknown, allow the system to cascade.
  - If a fire condition is noted, and the system is not yet in second stage, hit the evac button on the panel.
  - Always err on the side of caution.
  - When permitted by the fire department, hit the signal silence alarm.
  - When permitted by the fire department, reset the fire panel. If too much smoke remains in the area, you may be asked to ventilate the area (call Facilities) before resetting.
  
- Guard 1 will communicate an all clear. Hit the All Clear button on the panel. Alternatively, you can use the PA system for that block or building and announce an all clear by announcing **“May I have your attention please (2x), the fire emergency has been cleared. Please return to your regular activities. Thank you”**. Communicate this by way of radio as well (SCCCA Emergency channel) and inform everyone to change to regular channels.

## FACILITIES STAFF NOT PRESENT – TWO GUARDS ON DUTY

- Guard 1 – Guard located at or near the fire annunciator at time of alarm.
  - Note location of alarm condition on the fire panel.
  - Notify Guard 2 by way of radio and announce the following, “**Attention, attention, Guard 2, there is a fire alarm in ‘name of floor and room/corridor’ (note precise location – if a pull station, be sure to state this). Please respond to main lobby immediately**”
  - Wait for response before continuing.
  - Request all radio users to switch to the SCCCA Emergency Channel.
  - Retrieve Fire Safety Plan.
  - Meet Fire Department in Main Lobby.
- Guard 2 – Move to main lobby by the safest route and escort the fire department to the location of the alarm.
- Guard 1 will assign SCCCA Supervisor to take warden reports if alarm moves to second stage.
- Guard 1 will follow fire panel instructions for acknowledging, signal silencing and resetting the fire alarm panel, once directed to do so by the fire department.
  - If the alarm condition has been investigated and there is no fire present in the location of the alarm, acknowledge the alarm by pressing the acknowledge button on the fire panel. This will stop the system from moving to a 2<sup>nd</sup> stage evacuation, if it hasn’t done so already.
  - If unknown, allow the system to cascade.
  - If a fire condition is noted, and the system is not yet in second stage, hit the evac button on the panel.
  - Always err on the side of caution.
  - When permitted by the fire department, hit the signal silence alarm.
  - When permitted by the fire department, reset the fire panel. If too much smoke remains in the area, you may be asked to ventilate the area (call Facilities) before resetting.
- Guard 1 will communicate an all clear. Hit the All Clear button on the panel. Alternatively, you can use the PA system for that block or building and announce an all clear by announcing “**May I have your attention please (2x), the fire emergency has been cleared. Please return to your regular activities. Thank you**”. Communicate this by way of radio as well (SCCCA Emergency channel) and inform everyone to change to regular channels.

## ONE GUARD ON DUTY

- Guard 1 - Note location of alarm condition on the fire panel.
- Guard 1
  - Call the fire department to ensure that communication was received.
  - Obtain the fire safety plan and meet fire department at lobby.
  - Take fire department to location of alarmed condition request an SCCCA supervisor to do so.

- Guard 1 will assign SCCCA employee to take warden reports, preferable SCCCA Supervisor if one is present.
- Guard 1 will follow fire panel instructions for acknowledging, signal silencing and resetting the fire alarm panel, once directed to do so by the fire department.
- Guard 1 will activate the all clear button on the panel using the fire panel instructions.
- Guard 1 will complete the fire panel log. All guards will write a full report of their activities.

## COMMUNICATION

If the alarm is a result of a fire, call the Manager, Health, Safety and Wellness and the Building Maintenance Manager immediately at any time of the night. If the alarm was a false alarm condition, ensure that a communication is left for both individuals above by way of work voice mail and the report is sent by email. If there are any external concerns regarding the alarm, call the Manager, Health, Safety and Wellness at any time. The Manager, Health, Safety and Wellness will assume the role of communicating to the General Manager, SCCCA and other required individuals.

## **FACILITIES ALARM RESPONSE TEAM**

### **UPON HEARING A FIRE ALARM OR RECEIVING A RADIO CALL OUT ABOUT A FIRE ALARM**

1. Note location of alarm condition on the fire panel or await verbal instructions from Security with the location of the alarm.
2. The closest team member will respond indicating that they are on route.
3. A second team member will also respond, indicating that they too are on route to assist.
4. If possible, and safe to approach the area, determine if the alarm is false or real, and communicate by way of radio what the alarm condition is. Channel 2 will be used exclusively for the emergency until the situation is resolved.
5. If the fire condition is real, key the nearest pull station to the second stage or radio to security to activate the 2<sup>nd</sup> stage evacuation alarm.
6. Team members not responding should report to the lobby of the building in alarm. Additional duties may be assigned, such as shutting down ventilation systems, opening dampers, turning off equipment, etc. as requested by the fire department.

# **FIRE RESPONSE SUPERVISORS**

## **UPON NOTIFICATION OF A FIRE ALARM**

1. Incident Commander - Immediately attend the front lobby Security desk to act as Incident Commander. Incident Command is assigned in priority as below:
  - a. General Manager, St. Clair College Centre for the Arts
  - b. Executive Chef, St. Clair Centre for the Arts
  - c. Associate Vice President, Safety, Security & Facilities Management (virtual until arrival on site)
  - d. Manager, Facilities Maintenance and Energy Management (virtual until arrival on site)**

### Duties:

- Ensure communications run smoothly.
  - Ensure delegations of duties is performed per procedure.
  - Direct Nurse if triage is required.
  - Direct EOCG to organize if necessary, prescribe location and appoint communication coordinator.
  - Call in external resources, as required..
2. Scene Response Manager - Immediately attend the scene of the alarmed condition. Scene Response Manger is assigned in priority as below:
    - a. Skilled Trades Individual assigned role by IC

**Appendix C**  
**Fire Emergency – MediaPlex, TD Student Success Centre and Zekelman**  
**School of Business**

# **St. Clair College Emergency Response Procedure**

## **Fire Emergency – MediaPlex, TD Student Success Centre and Zekelman School of Business**

### **1.0 Purpose**

- 1.1 This procedure outlines the instructions to be followed in the event of a fire emergency at St. Clair College – MediaPlex Campus, TD Student Success Centre and Zekelman School of Business.

### **2.0 General Information**

- 2.1 **MediaPlex, TD Student Success Centre and Zekelman School of Business** each have a fire detection system which is activated automatically by a sudden change in room temperature or by smoke. Fire Pull Stations are located throughout campus to activate the fire alarm system in the event of a fire.
- 2.2 Exit signs and emergency lights are located throughout the buildings to direct all building occupants to the nearest exits for proper evacuation.
- 2.3 The Fire Alarm system is a single stage addressable system. In the event of a fire alarm, building occupants must evacuate the building. In addition to audible signals, voice communications will be heard throughout the building instructing all occupants to evacuate.
- 2.4 A fire/emergency evacuation drill will be carried out in the fall of each year. In addition, a fire alarm test will be conducted monthly. The purpose of drills is to ensure that everyone is totally familiar with emergency evacuation procedures so that an orderly and calm evacuation will be undertaken should a real emergency occur. The exact date and time of the drills will not be communicated in advance.
- 2.5 An "Evacuation Assistance Areas" (2<sup>nd</sup> floor near stairway) has been established for individuals located on the 2<sup>nd</sup> floor who need assistance to evacuate during an alarm.

### 3.0 Fire/Evacuation Procedure

#### 3.1 Occupant Instructions

## IN CASE OF FIRE

### UPON DISCOVERY OF FIRE

Leave fire area immediately.  
Close doors.  
Sound the fire alarm; pull manual station.  
Leave the building by nearest exit.

Call the Fire Department, Dial 911

Call Security, Dial 4911

## DO NOT USE ELEVATORS

### UPON HEARING A FIRE ALARM

Leave the building by nearest exit.  
Close the door behind you.

### CAUTION

If you encounter smoke, use an alternate exit.

## REMAIN CALM

**False Alarm:** *Everyone who willfully, without reasonable cause, in any manner, makes or causes to be made an alarm of fire is guilty of an offence” Criminal Code.*

**MEDIAPLEX FIRE EMERGENCY PLAN**  
**STAFF MEMBERS**  
**DUTIES AND RESPONSIBILITIES**

**IN THE EVENT OF A FIRE**

- Sound a verbal alarm using a pull station or by calling Security at 4911.
- Leave the fire area immediately and assist anyone in immediate danger to evacuate.
- Close all doors behind you to confine the fire; turn off or power down heat source equipment and appliances if safe to do so.
- If you were in the area where the fire started, meet with the fire department at the main entrance to inform them of the source and conditions.
- Stay clear of the building until the all clear has been given from fire officials.

**UPON HEARING A FIRE ALARM**

- Fast signals will sound and verbal instructions will instruct you to evacuate the building.
- Evacuate your classroom or work area immediately and instruct students or other building occupants to evacuate via the nearest, safest exit.
- Proceed to the closest emergency evacuation collection area.
- If there are individuals with a disability in your area, assist them to an “emergency assistance area” (stairwell). If possible and safe to do so, call or attend to Security to indicate their location.
- Do not re-enter the building until the all clear signal has been given.

**REMAIN CALM**

- If smoke presents a hazard, use an alternative exit.
- If you are trapped by smoke or fire, it may be safer to stay in your area. Close the door and seal all openings against smoke.
- Move to the most protected room and if possible, partially open the window for air. Close the window if smoke comes in.
- Stay low to the floor if smoke enters the room.
- Try signaling from windows or call for help.
- If a phone is available, call Security at 4911 or the Windsor Fire Dept. using 911. Tell them exactly where you are located.
- Wait to be rescued – remain calm.

### 3.3 Staff Instructions – TD Student Success Centre

## **TD STUDENT SUCCESS CENTRE FIRE EMERGENCY PLAN - STAFF MEMBERS**

### **DUTIES AND RESPONSIBILITIES**

#### **IN THE EVENT OF A FIRE**

- Sound a verbal alarm using a pull station or by calling Security at 4911.
- Leave the fire area immediately and assist anyone in immediate danger to evacuate.
- Close all doors behind you to confine the fire; turn off or power down heat source equipment and appliances if safe to do so.
- If you were in the area where the fire started, meet with the fire department at the main entrance to inform them of the source and conditions.
- Stay clear of the building until the all clear has been given from fire officials.

#### **UPON HEARING A FIRE ALARM**

- Fast signals will sound and verbal instructions will instruct you to evacuate the building.
- Evacuate your classroom or work area immediately and instruct students or other building occupants to evacuate via the nearest, safest exit.
- Proceed to the closest emergency evacuation collection area.
- If there are individuals with a disability in your area, assist them to an “emergency assistance area” (stairwell). If possible and safe to do so, call or attend to Security to indicate their location.
- Do not re-enter the building until the all clear signal has been given.

#### **REMAIN CALM**

- If smoke presents a hazard, use an alternative exit.
- If you are trapped by smoke or fire, it may be safer to stay in your area. Close the door and seal all openings against smoke.
- Move to the most protected room and if possible, partially open the window for air. Close the window if smoke comes in.
- Stay low to the floor if smoke enters the room.
- Try signaling from windows or call for help.
- If a phone is available, call Security at 4911 or the Windsor Fire Dept. using 911. Tell them exactly where you are located.
- Wait to be rescued – remain calm.

# **ZEKEMEN SCHOOL OF BUSINESS FIRE EMERGENCY PLAN - STAFF MEMBERS**

## **DUTIES AND RESPONSIBILITIES**

### **IN THE EVENT OF A FIRE**

- Sound a verbal alarm using a pull station or by calling Security at 4911.
- Leave the fire area immediately and assist anyone in immediate danger to evacuate.
- Close all doors behind you to confine the fire; turn off or power down heat source equipment and appliances if safe to do so.
- If you were in the area where the fire started, meet with the fire department at the main entrance to inform them of the source and conditions.
- Stay clear of the building until the all clear has been given from fire officials.

### **UPON HEARING A FIRE ALARM**

- Fast signals will sound and verbal instructions will instruct you to evacuate the building.
- Evacuate your classroom or work area immediately and instruct students or other building occupants to evacuate via the nearest, safest exit.
- Proceed to the closest emergency evacuation collection area.
- If there are individuals with a disability in your area, assist them to an “emergency assistance area” (stairwell). If possible and safe to do so, call or attend to Security to indicate their location.
- Do not re-enter the building until the all clear signal has been given.

### **REMAIN CALM**

- If smoke presents a hazard, use an alternative exit.
- If you are trapped by smoke or fire, it may be safer to stay in your area. Close the door and seal all openings against smoke.
- Move to the most protected room and if possible, partially open the window for air. Close the window if smoke comes in.
- Stay low to the floor if smoke enters the room.
- Try signaling from windows or call for help.
- If a phone is available, call Security at 4911 or the Windsor Fire Dept. using 911. Tell them exactly where you are located.
- Wait to be rescued – remain calm.

### 3.5 Fire Emergency Warden Team Instructions

## **MEDIAPLEX, TD STUDENT SUCCESS CENTRE AND ZEKELMAN SCHOOL OF BUSINESS FIRE EMERGENCY PLAN EMERGENCY WARDEN TEAM MEMBERS**

*Staff members specifically assigned to an area to assist with evacuating building occupants. For identification purposes all Emergency Warden Team Members are supplied with an orange vest. If unable to wear the vest during an alarm, please proceed with sweep duties and identify yourself as a member of the **Emergency Warden Team**.*

### **DUTIES AND RESPONSIBILITIES**

#### **UPON HEARING A FIRE ALARM**

- Audible signals will sound and verbal instructions will instruct you to evacuate the building.
- Evacuate your classroom or work area immediately and instruct students or other building occupants to evacuate via the nearest, safest exit.
- Begin sweep of designated area (if safe to do so, not blocked by smoke or fire).
- Conduct a room-by-room sweep (*Include washrooms, staff rooms and resource areas*) in the area that is in second stage. Ensure that all persons have evacuated.
- If unable to sweep due to smoke or fire conditions, immediately return/report to the security desk by way of the safest route (which may be outside) and advise Security of exact situation.
- If people are located who will not evacuate, or who need assistance to evacuate, note the number of people involved, and their location.
- When a sweep is completed, proceed to security and check in with Security. Report the location and number of any persons who have not evacuated and await further instruction.
- Move outside the building and assist with moving people away from the building to the emergency evacuation collection areas.

**DO NOT USE ELEVATORS TO EVACUATE**

### 3.6 Emergency Response Team Instructions

## **EMERGENCY PLAN RESPONSE TEAM MEMBERS – MEDIAPLEX, TD STUDENT SUCCESS CENTRE AND ZEKELMAN SCHOOL OF BUSINESS**

*Staff members specifically assigned to fire alarm response duties. For identification purposes all fire emergency response team members are supplied an orange vest. If unable to wear the vest during an alarm, please proceed with response duties and identify yourself as a member of the emergency response team.*

### **DUTIES AND RESPONSIBILITIES**

#### **SECURITY**

#### **UPON HEARING A FIRE ALARM**

1. Note location of alarm condition on the fire panel.
2. Call the fire department to ensure that communication was received.
3. Call St. Clair College Centre for the Arts Security and Facilities personnel by way of radio.
  - a. Downtown Security Supervisor will attend site to assist. On route, the Downtown Campus Supervisor will radio South Campus Security to alert them of the situation. Dispatch will then inform the Manager, Health, Safety and Wellness and Manager, Facilities Management Building Services. Communication will be maintained between the Supervisor and Manager, Health, Safety and Wellness during the alarm.
4. Perform a sweep of the occupied areas of the building (if safe to do so) to ensure that all patrons and staff have evacuated.
5. Once fire department personnel arrive at the front door, provide them with the Fire Safety Plan and brief them the status of the alarm and the evacuation status.
6. Follow fire panel instructions for acknowledging, signal silencing and resetting the fire alarm panel, once directed to do so by the fire department.
7. Activate the all clear button on the panel using the fire panel instructions.
8. Complete the fire panel log. All guards will write a full report of their activities.

**FACILITIES ALARM RESPONSE TEAM (SKILLED TRADES PERSONNEL  
AT SCCCA)**

**UPON HEARING A FIRE ALARM OR RECEIVING A RADIO CALL OUT ABOUT A  
FIRE ALARM**

1. Attend building in alarm immediately if informed of a fire alarm condition at either location.
2. Work with Security and the Fire Department to determine cause of alarm.
3. Communicate with Manager, Health, Safety and Wellness and/or Facilities Management Building Services Manager if additional assistance is required.

## **FIRE RESPONSE SUPERVISORS**

### **UPON NOTIFICATION OF A FIRE ALARM**

1. The Fire Response Supervisor (as outlined below) will be in continuous contact with the Security Supervisor and attend the site immediately if necessary.
  - a. Associate Vice President, Safety, Security & Facilities Management
  - b. Manager, Facilities Maintenance and Energy Management
  - c. Manager, Construction and Engineering
  - d. Manager, Health, Safety and Wellness
  - e. Paladin Security Coordinator
  - f. Paladin Security Shift Supervisor

#### Duties:

- Maintain continual communication with Security and Fire Alarm Response Team.
- Communicate to EOCG and organize if necessary at Command Centre (Main campus or other location as determined by Fire Response Supervisor).
- Ensure communications run smoothly.
- Ensure delegation of duties is performed per Emergency Response Procedure.
- Call in external resources, as required.

### ***Response When Building is Closed***

The fire alarm is monitored by FMC. FMC will notify the Fire Department as well as South Campus Security (24 Hr. Operation). South Campus Security will dispatch either SCCCA Security or send a response unit from South Campus. The responding guard will assume the role of Security as outlined above. South Campus Security will also notify a Fire Response Supervisor who will assume the role as outlined above. South Campus Security will also call the Fire Department to let them know who will be responding.

**Appendix D**  
**Fire Emergency – Chatham Campus**

# St. Clair College Emergency Response Procedure

## Fire Emergency – Chatham Campus

### 1.0 Purpose

- 1.1 This procedure outlines the instructions to be followed in the event of a fire emergency at St. Clair College – Chatham Campus.

### 2.0 General Information

- 2.1 **Chatham Campus** buildings have a fire detection system which is activated automatically by a sudden change in room temperature or by smoke. Fire Pull Stations are located throughout College Campus buildings to activate the fire alarm system in the event of a fire.
- 2.2 Exit signs and emergency lights are located throughout the buildings to direct all building occupants to the nearest exits for proper evacuation.
- 2.3 The Fire Alarm system is a single stage system. In the event of a fire alarm, building occupants must evacuate the building. In addition to the bell, voice communications will be heard through the building instructing all occupants to evacuate.
- 2.4 A fire/emergency evacuation drill will be carried out in the fall of each year. In addition, a fire alarm test will be conducted monthly. The purpose of drills is to ensure that everyone is totally familiar with emergency evacuation procedures so that an orderly and calm evacuation will be undertaken should a real emergency occur. The exact date and time of the drills will not be communicated in advance.
- 2.5 An "Evacuation Assistance Areas" (2<sup>nd</sup> floor near elevator) has been established for individuals located on the 2<sup>nd</sup> floor who need assistance to evacuate during an alarm.

### 3.0 Fire/Evacuation Procedure

#### 3.1 Occupant Instructions

## IN CASE OF FIRE

### UPON DISCOVERY OF FIRE

Leave fire area immediately.  
Close doors.  
Sound the fire alarm; pull manual station.  
Leave the building by nearest exit.

Call the Fire Department, Dial 911

Call Security, Dial 3911

## DO NOT USE ELEVATORS

### UPON HEARING A FIRE ALARM

Leave the building by nearest exit.  
Close the door behind you.

### CAUTION

If you encounter smoke, use an alternate exit.

### REMAIN CALM

**False Alarm:** *Everyone who willfully, without reasonable cause, in any manner, makes or causes to be made an alarm of fire is guilty of an offence” Criminal Code.*

## 3.2 Staff Instructions

# CHATHAM CAMPUS FIRE EMERGENCY PLAN STAFF MEMBERS

## DUTIES AND RESPONSIBILITIES

### IN THE EVENT OF A FIRE

- Sound a verbal alarm using a pull station or by calling Security at 3911.
- Leave the fire area immediately and assist anyone in immediate danger to evacuate.
- Close all doors behind you to confine the fire; turn off or power down heat source equipment and appliances if safe to do so.
- If you were in the area where the fire started, meet with the fire department at the main entrance to inform them of the source and conditions.
- Stay clear of the building until the all clear has been given from fire officials.

### UPON HEARING A FIRE ALARM

- Audible signals will sound and verbal instructions will instruct you to evacuate the building.
- Evacuate your classroom or work area immediately and instruct students or other building occupants to evacuate via the nearest, safest exit.
- Proceed to the closest emergency evacuation collection area.
- If there are individuals with a disability in your area, assist them to an “emergency assistance area” (stairwell). If possible and safe to do so, call or attend to Security to indicate their location.
- Do not re-enter the building until the all clear signal has been given.

### REMAIN CALM

- If smoke presents a hazard, use an alternative exit.
- If you are trapped by smoke or fire, it may be safer to stay in your area. Close the door and seal all openings against smoke.
- Move to the most protected room and if possible, partially open the window for air. Close the window if smoke comes in.
- Stay low to the floor if smoke enters the room.
- Try signaling from windows or call for help.
- If a phone is available, call Security at 3911 or the Chatham Fire Dept. using 911. Tell them exactly where you are located.
- Wait to be rescued – remain calm.

### 3.3 Fire Emergency Warden Team Instructions

## **CHATHAM CAMPUS FIRE EMERGENCY PLAN EMERGENCY WARDEN TEAM MEMBERS**

*Staff members specifically assigned to an area to assist with evacuating building occupants. For identification purposes all Emergency Warden Team Members are supplied with an orange vest. If unable to wear the vest during an alarm, please proceed with sweep duties and identify yourself as a member of the **Emergency Warden Team**.*

### **DUTIES AND RESPONSIBILITIES**

#### **UPON HEARING A FIRE ALARM**

- Audible signals will sound and verbal instructions will instruct you to evacuate the building.
- Evacuate your classroom or work area immediately and instruct students or other building occupants to evacuate via the nearest, safest exit.
- Begin sweep of designated area (if safe to do so, not blocked by smoke or fire).
- Conduct a room-by-room sweep (*Include washrooms, staff rooms and resource areas*) in the area that is in second stage. Ensure that all persons have evacuated.
- If unable to sweep due to smoke or fire conditions, immediately return/report to the security desk by way of the safest route (which may be outside) and advise Security or Fire Response Supervisor of exact situation.
- If people are located who will not evacuate, or who need assistance to evacuate, note the number of people involved, and their location.
- When a sweep is completed, proceed to security and check in with Security or the Fire Response Supervisor. Report the location and number of any persons who have not evacuated and await further instruction.
- Move outside the building and assist with moving people away from the building to the emergency evacuation collection areas.

**DO NOT USE ELEVATORS TO EVACUATE**

### 3.4 Emergency Response Team

## CHATHAM CAMPUS FIRE EMERGENCY PLAN RESPONSE TEAM MEMBERS

*Staff members specifically assigned to fire alarm response duties. For identification purposes all fire emergency response team members are supplied an orange vest. If unable to wear the vest during an alarm, please proceed with response duties and identify yourself as a member of the emergency response team.*

### DUTIES AND RESPONSIBILITIES

#### SECURITY

#### UPON HEARING A FIRE ALARM

##### FACILITIES STAFF PRESENT

- Guard 1 – Guard located at main fire panel at time of alarm - Note location of alarm condition on the fire panel.
  - Notify facilities staff by way of radio – channel 2 – by announcing the following, “**Attention, attention fire response team, there is a fire alarm. Fire alarm is located (note location). Please investigate immediately.**”
  - Dispatch Guard 2 to the lobby of the building in alarm.
  - Call the fire department to ensure that communication was received.
  - Retrieve Fire Safety Plan for the appropriate building.
  - Meet the Fire Department in lobby of the building in alarm.
- Facilities will communicate, by way of radio, what the alarm condition is. Relay this information to the fire department and assign Guard 2 to take them to the location of the alarmed condition.
- Guard 1 will take warden reports unless a Chatham Campus Fire Supervisor assumes this role.
- Guard 1 will follow fire panel instructions for acknowledging, signal silencing and resetting the fire alarm panel, once directed to do so by the fire department.
- Guard 1 will activate the all clear button on the panel using the fire panel instructions.
- Guard 1 will complete the fire panel log. All guards will write a full report of their activities.

## FACILITIES STAFF NOT PRESENT – TWO GUARDS ON DUTY

- Guard 1 – Guard located at main fire panel at time of alarm.
  - Note location of alarm condition on the fire panel and dispatch Guard 2 to the alarm location if safe to approach.
  - Call the fire department to ensure that communication was received.
  - Obtain fire safety plan and meet the fire department.
- Guard 2 will communicate, by way of radio, what the alarm condition is. Guard 1 will relay this information to the fire department and take them to the location of the alarmed condition, unless a Fire Response Supervisor assumes this role.
- Guard 1 will return to the lobby of the building in alarm and take warden reports unless a Fire Response Supervisor is available to perform this role.
- Guard 1 will follow fire panel instructions for acknowledging, signal silencing and resetting the fire alarm panel, once directed to do so by the fire department.
- Guard 1 will activate the all clear button on the panel using the fire panel instructions.
- Guard 1 will complete the fire panel log. All guards will write a full report of their activities.

## ONE GUARD ON DUTY

- Guard 1 - Note location of alarm condition on the fire panel.
  - Call the fire department to ensure that communication was received.
  - Obtain fire safety plan and meet the fire department.
  - Take the fire department to the location of the alarmed condition.
- Guard 1 will assign a Chatham Campus employee to take warden reports if possible
- Guard 1 will follow fire panel instructions for acknowledging, signal silencing and resetting the fire alarm panel, once directed to do so by the fire department.
- Guard 1 will activate the all clear button on the panel using the fire panel instructions.
- Guard 1 will complete the fire panel log. All guards will write a full report of their activities.

## COMMUNICATION

If the alarm is a result of a fire, call the Manager, Health, Safety and Wellness and the Building Maintenance Manager immediately at any time of the night. If the alarm was a false alarm condition, ensure that a communication is left for both individuals above by way of work voice mail and the report is sent by email. If there are any external concerns regarding the alarm, call the Manager, Health, Safety and Wellness at any time. The Manager, Health, Safety and Wellness will assume the role of communicating to the Principle, Chatham Campus and other required individuals.

## **FACILITIES ALARM RESPONSE TEAM**

### **UPON HEARING A FIRE ALARM OR RECEIVING A RADIO CALL OUT ABOUT A FIRE ALARM**

1. Note location of alarm condition on the fire panel or await verbal instructions from Security with the location of the alarm.
2. Respond to Security indicating that you are on route. Approach only if safe to do so.
3. If possible, and safe to approach the area, determine if the alarm is false or real, and communicate by way of radio what the alarm condition is.
4. If safe to do so, wait for the fire department to arrive. If not safe to do so, evacuate the building by way of the nearest exit and move to the lobby of the building in alarm to meet up with the fire department. Stay in communication with Security.
5. Perform additional duties as requested by the fire department, such as shutting down ventilation systems, opening dampers, turning off equipment, etc.

# **FIRE RESPONSE SUPERVISORS**

## **UPON NOTIFICATION OF A FIRE ALARM**

1. Incident Commander – Chatham Campus Administrators on site must immediately attend the front lobby Security desk of the building in alarm. One is to be designated as Incident Commander. The Incident Command should call the Manager, Health, Safety and Wellness or the Manager, Building Services to have them on the phone for assistance. Incident Command is assigned in priority as below:
  - a. Associate Registrar, Chatham Campus
  - b. Chair, Academic Studies, Chatham Campus
  - c. **Associate Vice President Safety, Security and Facilities Management (by phone)**
  - d. **Other Administrator on campus**

Duties:

- Ensure communications run smoothly.
  - Ensure delegations of duties is performed per procedure.
  - Direct Nurse if triage is required.
  - Direct EOCG to organize if necessary, prescribe location and appoint communication coordinator.
  - Call in external resources as required.
2. Scene Response Manager - Immediately attend the scene of the alarmed condition. Scene Response Manger is assigned in priority as below:
    - a. Skilled Trades Individual assigned role by IC

**Appendix E**  
**Medical Emergency**  
**(Covers all Campuses)**

# St. Clair College Emergency Response Procedure

## Medical Emergencies

### 1.0 Purpose

- 1.1 This procedure outlines the steps to be taken in the event of a medical emergency at St. Clair College.

### 2.0 Definitions

#### 2.1 Medical Emergency

An incident in which an individual experiences an injury or condition that requires immediate medical assistance.

#### Emergency Medical Response Team

Security

Health Centre Nurse

Departmental 1<sup>st</sup> Aid Delegate

### 3.0 Procedure

- 3.1 **Call 4911 for Assistance at Windsor Campuses or 3911 for Assistance at Chatham Campus 911 for Employment Offices and Skilled Trades Regional Training Centre (always follow up with a call to 4911 to alert Security Dispatch)**

4911 and 3911 Emergency lines are picked up by Security and the nurse, if on duty 24 hours, 7 days a week.

- 3.2 In a clear and precise voice, state:
- What the emergency is;
  - Location of the emergency, including campus, building, room – be as specific as possible;
  - Number of victims;
  - If any other emergency response is required;
  - If it is evident that an ambulance is required, tell Security this when on the phone.
- 3.3 Security and the Nurse, if on duty, will immediately proceed to the location of the emergency. They will bring a wheelchair and an Automated External Defibrillator (AED).
- 3.4 Wait with the injured individual, if safe to do so, while waiting for assistance. Keep the victim calm and assist to the best of your ability. .
- 3.5 As soon as possible after the incident, fill out an Incident Report and Investigation Form with Security and forward to the Manager, Health, Safety and Wellness
- 3.6 If an ambulance is required, the Nurse or Security will radio the Security desk to call for an ambulance. Security will then call the ambulance and relay information to the ambulance dispatcher, including the nature of the incident and the extent of the injury. (Confidentiality of the individual requiring

medical assistance will be maintained at all times.) Security, or if acting alone a staff member who has been directed by Security, will meet the ambulance at the front entrance and bring them to the location of the incident.

- 3.7 If an ambulance is required by the Health Centre, the nurse will call Security to call for an ambulance.
- 3.8 If the injured individual refuses an ambulance but clearly requires medical assistance, the ambulance must be called regardless. If the individual still refuses to go with the paramedics, the paramedics will require the patient to sign a release form.
- 3.9 When the ambulance arrives, the Nurse will provide ambulance personnel with a transfer sheet indicating pertinent information on the injury/illness and the treatment provided by the College.
- 3.10 The Nurse will notify the Next of Kin if appropriate. In the absence of the nurse, Security or Human Resources (if an employee) will notify the Next of Kin.
- 3.11 When an injury occurs, the Incident Reporting and Investigation Procedure, Policy Number 3.3 must be followed. This includes filling out the Incident Report and Investigation Form and performing an investigation into the incident.

**Appendix F**  
**Severe Weather Emergency**  
(Covers all Campuses)

# St. Clair College Emergency Response Procedure Severe Weather

## 1.0 General Information

**Severe weather** conditions include: very heavy rainfall, flood/flash flood warnings, high winds, severe thunderstorms, very heavy snowfalls, hail/ice storms, tornado watches and tornado warnings.

A **Tornado Watch** indicates that weather conditions are such that a tornado could develop within and close to the area specified in the message.

A **Tornado Warning** indicates that a funnel cloud or tornado has been sighted and a tornado strike is possible within and close to the area specified in the message.

### “Take Cover” Locations include:

1. **Basements** – Move to the interior part of the basement, crouch down, making yourself as small a target as possible, protect your head by tucking and covering with your arms.
2. **No Basements/Cannot Make it to a Basement** – Seek shelter in a small room or interior corridor, with no windows, in the interior part of the building. The more walls between you and the outside, the better. Bathrooms and closets are good choices. Crouch down, making yourself as small as a target as possible. Protect your head by tucking and covering with your arms.
3. **Vehicles** – Tornadoes can toss cars and large trucks. Never try to outrun a tornado. If you cannot seek safe shelter immediately, get out of your vehicle and lie down in a low area, protecting your head with an object or your arms.

## 2.0 Procedure

### 2.1 In The Event of Severe Weather:

#### 1. Closing of the College:

- a) When the order to close the College is given, an announcement will be made via the Voice Communication system, College web site, and the College telephone system stating the following:

**ATTENTION**

**\*\*repeat\*\***

**Due to the extreme weather conditions, the College will be closed as of (time) today.**

**All regularly scheduled classes are cancelled for the day.**

**Any further cancellations will be broadcast by local radio stations.**

**Please return home only if you can do so safely.**

- b) Should you receive this announcement, REMAIN CALM and proceed home immediately.

## 2. Imminent Danger:

- a) When the order to take emergency measures is given, the following announcement will be made:

**There is a (type of weather) warning out for this area.**

**Please take shelter immediately, stay indoors and keep away from windows and doors.**

**Turn off any equipment and remain calm.**

- b) Should you hear this announcement take shelter immediately, stay indoors and keep away from windows and doors.
- c) Turn off any equipment.
- d) Remain calm.
- e) Await further instructions.
- f) Remain in shelter until the “all clear” message has been given.

*Please note: Do not speak to the media. The appropriate person will ensure the media is properly informed.*

## 3.0 Emergency Closing – Windsor and Chatham Campuses

### 3.1 General Information

1. The Vice President, Academic (VPA), if after consultation, if necessary, with the AVP, Safety, Security and Facilities Management and/or a Chatham Administrator, will recommend to the President one of the following:
  - i. the cancellation of day or evening classes at all campuses in Windsor and Chatham with employees expected to report to work;
  - ii. the cancellation of day or evening classes at all campuses with only emergency personnel expected to report to work;
  - iii. to close the Windsor or Chatham campus to all students, staff and the community;
  - iv. to evaluate and provide the President and senior Management an update of the situation;
  - v. the closure of the Windsor and Chatham campuses prior to regular starting hours (7:00 a.m.); every effort will be made to cancel day classes by 6:00 a.m. and evening classes by 4:00 p.m.
2. The VPA will delegate an alternate senior administrator to fulfill the decision-making process in his/her absence, as outlined in this procedure.
3. Weather data will be gathered from trusted weather sources, Transit Windsor and any other relevant sources deemed necessary by the VPA.

4. The President will make the final decision and notify the VP, College Communications & Community Relations and the Associate Vice President (AVP) Communications and IT regarding this decision and the specific message to be relayed to the media.
5. The VP, College Communications & Community Relations will be contacted ONLY by the President or alternate.
6. The message to the media must be clear and leave no room for misunderstanding by the media, staff or students. This message will include all Windsor and Chatham campuses.
7. An “identifier” (a number, phrase or word) will be agreed upon by the VP, College Communications & Community Relations and the respective media outlets. This “identifier” will prevent any unauthorized messages from being relayed to the media.
8. College staff deciding to remain at home (if only classes are cancelled) must contact, by phone, their immediate supervisor giving specific details. These calls must be logged by the supervisor.
9. In view of the fact that the College may be closed in the morning but may be open later in the day for evening classes and that an announcement during the day is frequently made after afternoon shift staff may have left for work, it is the responsibility of the supervisor to advise his/her afternoon shift staff by telephone at the earliest possible time when the College is closed for their shift and they are not expected to report for work.
10. The VP, College Communications & Community Relations will call the following radio stations:
  - i. AM800 CKLW (Windsor)
  - ii. CKSY/CFCO (Chatham)
  - iii. CBC (Windsor)
  - iv. CHYR (Leamington)
  - v. The Rock (Windsor)

The appropriate message will be relayed. They will ask that the message be read back to avoid any misunderstanding.

11. If one of the media outlets contacts the VP, College Communications & Community Relations before a decision on the status of the Windsor and Chatham campuses has been made, the VP College Communications & Community Relations will contact the President or his/her delegate, in order to provide current information to the media.
12. Outside of an official College Closure, if Faculty cancel classes, they have to first receive permission from their Chair. The Chair will notify the Direct Supervisor.

### **3.2 Maintenance of Critical Services**

1. The College understands that there are no designated essential services, however, all efforts will be made to maintain the following services during any total or partial closing of facilities or cancellation of operations:
  - i. Switchboard
  - ii. Security, Cleaning, Shipping & Receiving, Mail Room, Skilled Trades
  - iii. IT Client Services

iv. Payroll

The responsibility for maintaining the above services will rest with the appropriate manager of the area.

**4.0 Emergency Closing – Windsor/Chatham Campuses – Imminent Danger**

4.1 In the event of dangerous conditions where staff, students and/or community members are in imminent danger (e.g. tornado, environmental hazard), the Manager, Health, Safety and Wellness will immediately contact the VP, College Communications & Community Relations and the President.

4.2 The VP, College Communications & Community Relations, in consultation with the President and the Associate Vice President, Safety, Security and Facilities Management will decide one of the following:

- a) the immediate evacuation of the campus(es);
- b) The broadcast of an announcement that staff, students and/or members of the community should take shelter immediately within the campus building(s).

4.3 The decision will be relayed by the VP, College Communications & Community Relations to Security who will broadcast the decision/announcement via the fire alarm system voice communication system and/or by means of the College computer network and/or the College telephone system. If time does not permit or if the VP or College President is not available, the Associate Vice President, Safety, Security and Facilities Management will make the decision.

4.4 When the danger has passed, the VP, College Communications & Community Relations, in consultation with the President, and the Manager, Health, Safety and Wellness will advise Security to broadcast, as in c) above, an announcement that the dangerous conditions are over and all staff, students and community members may return to their previous locations.

4.5 If the College is closed for a prolonged time, the President will advise the VP, College Communications & Community Relations to:

- a) Contact the media as specified in 3.2 above.
- b) Inform them of the decision regarding campus closure and request that they broadcast it.

4.6 In the event of an emergency College closure, the Emergency Response Team will make any necessary arrangements to shelter staff, students or members of the public who are unable to return home safely.

**Appendix G**  
**Hazardous Material Spill**

# St. Clair College Emergency Response Procedure

## Hazardous Material Spill

### 1.0 Purpose

St. Clair College is committed to ensuring that all hazardous materials are handled safely to prevent injury and to prevent a release to the environment. In the event that a spill does happen, this policy provides for the safe and efficient clean-up of hazardous material spills.

### 2.0 Definitions

**Hazardous Material:** For the purposes of this procedure, a hazardous material is any controlled product regulated by Workplace Hazardous Materials Information System(WHMIS). This includes any chemical for which a Safety Data Sheet(SDS)is required.

### 3.0 Responsibilities

3.1 All users of hazardous materials must read through and understand the safe use and clean-up instructions of the hazardous materials that they are using. Generally speaking, all users of the hazardous material are responsible for cleaning up small spills of hazardous materials, providing that it is safe to do so. The nature of the chemical will dictate what chemicals are not safe for clean-up by on-site personnel. The SDS should always be consulted before clean-up is attempted. All users must follow the College's WHMIS Program Policy 3.5.

3.2 It is the responsibility of the WHMIS Departmental Representative to ensure that the SDS book and on-line system is completely up to date with current SDS for all chemicals used within their area of responsibility.

3.3 It is the Manager's responsibility to ensure that employees are appropriately trained on the hazardous materials within their departments and to ensure that employees are aware of which chemicals they can safely clean-up. Managers are also responsible for ensuring that appropriate clean-up materials are readily available within each department to clean-up any small spills.

3.4 It is the Manager, Health, Safety and Wellness responsibility to act as a resource to all departments to assist with the evaluation of chemicals and to determine which chemicals can be cleaned up by departmental employees and which chemicals require assistance. The Manager, Health, Safety and Wellness will ensure a contract is in place with an outside spill response agency that can be called upon to provide emergency clean-up of hazardous materials spills that are too large or too dangerous for on-site employees to deal with. The Manager, Health, Safety and Wellness will also set up spill response training.

### 4.0 Procedure

4.1 The priorities in the event of a spill are:

- a) Warn others to stay clear
- b) Prevention and treatment of injuries

- c) Prevention of environmental contamination
- d) Protection of property

4.2 The SDS is the first point of reference when dealing with a hazardous materials spill. SDS books are available in each department where chemicals are used. SDS are also available on-line. To find an SDS on-line, go to the intranet, click on [WHMIS \(Workplace Hazardous Materials Information System\)](#). Once at the *MSDSOnline* site, choose the appropriate department to view the inventory and select the chemical of concern.

4.3 In the event of a chemical spill, the employees in the area should:

- a) Warn others to stay clear so that inadvertent multiple exposure is prevented;
- b) Determine what has been spilled and the approximate volume. Consult the SDS on the nature of the material, and the First Aid and Personal Protective Equipment requirements;
- c) Immediately contact Security at ext. 4911(Windsor) or ext. 3911(Chatham) and report the location, the type and volume of the spill and any injuries;
- d) Assess whether or not the area is safe and remove anyone injured or contaminated by the spill from further danger and provide First Aid or request medical assistance when contacting Security;
- e) Stop source of spill if possible. Control further spread of the contamination by using dykes and drain plugs, if available; by removing articles that are not yet contaminated; and, by any other action that can be readily and safely undertaken;
- f) Determine, in consultation with the Manager, Health, Safety and Wellness, what clean-up procedures are required and whether employees using the spilled material can safely deal with the necessary clean-up process (employees using the spilled material should clean-up the spill if possible - caretaking or other employees not familiar with the material should not be assigned clean-up duties).

4.4 When contacted regarding a chemical spill, Security will call the Manager, Health, Safety and Wellness at ext. 4556, or designate. Designate shall be a Facilities Manager or the Security Coordinator. If the spill is large in nature, or if the hazardous materials are an inhalation hazard, the Fire Department will also be called.

4.5 The Manager, Health, Safety and Wellness will:

- a) Determine the types of hazards in the area of the reported spill as well review the MSDS for the hazardous material spilled;
- b) Contact the fire department for assistance and/or the provincial environment and health officials and/or Environment Canada if information on the spill and/or clean-up procedures is required. In the event of an emergency involving dangerous goods, call CANUTEC at **1-888-CAN-UTEC (226-8832), 613-996-6666** or **\*666 on a cellular phone**.

- c) Contact the technologist or technician (or Manager of the area, if applicable) to determine the extent of the spill and clean-up intentions. Employees in more volatile areas of the College may be called in after hours to assist with the assessment of the spill;
- d) Determine if the situation is beyond the control of the resources in the area of the spill or Facilities Management;
- e) If necessary, contact the Building Services Manager (ext. 4308), or the Facilities Management office (ext. 4800) and request that the ventilation systems in the area be shut down;
- f) If the hazardous materials released inside the building is of a serious enough nature, the Manager, Health, Safety and Wellness or designate will make a determination whether or not to evacuate the area or the building;
- g) The Manager, Health, Safety and Wellness or designate will call the **contracted emergency response contractor, RPR Environmental at 1-800-667-5217 or 905-521-4097.**

4.6 After the situation is under control and the spill has been cleaned up, the person reporting the spill must fill out an Incident and Loss Report Form even though there may be no injuries as a result of the spill.

4.7 If workers or the public are at risk from a spill, the Manager, Health, Safety and Wellness will inform the provincial environment and health officials as well as Environment Canada.

4.8 Transportation accidents outside the campus involving hazardous materials will be reported by the Manager, Health, Safety and Wellness or designate to provincial/federal authorities at the telephone numbers given on the Transportation of Dangerous Goods (TDG) Waste Manifest located in the Health and Safety Office.

## 5.0 References and Attachments

1. Incident Reporting Policy, Policy Number 3.3
2. SDS Departmental Books and Safety Data Sheets On-line System [WHMIS \(Workplace Hazardous Materials Information System Hyperlink\)](#)

## HAZARD CLASSES AND SYMBOLS

Each WHMIS class has a corresponding hazard symbol, found on a supplier label, to warn of the dangers of that controlled product. One or more symbols can be found on a supplier label.

The WHMIS 2015 classes and hazard symbols are as follows:



**Flame** - Flammable, Self-Reactive, Pyrophoric, Self-heating, In Contact With Water, Emits Flammable Gases, Organic Peroxide. Potential fire hazard. Catches fire spontaneously if exposed to water, air, heat, sparks, flames or friction.



**Flame over Circle** – Oxidizer. Fire and/or explosion risk in presence of flammable or combustible materials. May cause fire or enhance the combustion of other materials.



**Gas Cylinder** - Gas Under Pressure. Explosion danger, may explode if heated, punctured or dropped.



**Corrosion** - Serious Eye Damage, Skin Corrosion, Corrosive to Metals. Causes severe skin burns and eye damage. Is corrosive to metals.



**Explosive Bomb** - Explosive\*, Self-Reactive (severe), Organic Peroxide (severe). Risk of explosion due to fire, shock, friction, heat or puncture.



**Skull and Crossbones** - Acute Toxicity (fatal or toxic). Acute toxicity. Potentially fatal poisonous substance if inhaled, swallowed or through skin contact, even in small amounts.



**Health Hazard** - Carcinogenicity, Respiratory Sensitization, Reproductive Toxicity, Target Organ Toxicity, Germ Cell Mutagenicity, Aspiration Hazard



**Exclamation Mark** - Irritation (skin or eyes), Skin Sensitization, Acute Toxicity (harmful), Specific Target Organ Toxicity (drowsiness or dizziness, or respiratory irritation), Hazardous to the Ozone Layer\*. Harmful to skin, eyes, or respiratory system. Fatal in large quantities or doses.



**Environment** - Aquatic Toxicity\*. Can cause long term effect to aquatic life in our waterways. This symbol may be used on products in the workplace.

*\* Not required by WHMIS 2015, but may be used.*



**Biohazardous** - Biohazardous Infectious Materials. For organisms or toxins. Can cause serious disease in people and animals. This symbol is only used in Canada.

## **Appendix H Bomb Threat**

# St. Clair College Emergency Response Procedure

## Bomb Threat

### 1.0 Purpose

- 1.1 The purpose of this emergency response procedure is to outline the procedures to be followed to protect personnel and property when a bomb threat is received or a suspicious and/or explosive device is found.

### 2.0 General Information

- 2.1 Most bomb threats are received by phone with a certain time interval given before the device is to explode. However, bomb threats may be received at any campus location by telephone, mail, e-mail or in person.
- 2.2 Bomb threats should not be ignored and must be treated as genuine until established otherwise.
- 2.3 Campus personnel likely to receive such threats must be prepared to obtain all the information possible and to immediately report any bomb threat to the designated authorities.

Personnel most likely to receive such threats are:

1. Campus telephone operators.
2. Registrar's Office.
3. Continuing Education.
4. Human Resources.
5. Safety or Security.
6. Chemical Engineering Technology Department.

### 3.0 Procedure

#### 3.1 If a Bomb Threat is received by phone, in person or by written word,

1. The person receiving the call should:
  - a. remain calm, be courteous;
  - b. listen carefully, writing down everything possible;
  - c. try to keep the caller talking;
  - d. if possible, while the caller is on the line, notify another staff member by signalling to call Security at the campus emergency number. Be careful not to let the caller know that you are alerting others;
  - e. if no-one is around when the call is received, call the campus emergency number immediately after the call has ended to alert them;
  - f. proceed to Security immediately after placing the call and fill out the Bomb Threat Checklist (Appendix A). Write down as much information as possible;
  - g. assist Police when they arrive by answering their questions;
  - h. to avoid injury or provocation, do not tell anyone except the person signalled to call for emergency services and/or Security services.

### 3.2 **If a Bomb Threat is received by mail**

1. A person receiving a bomb threat in the mail should immediately contact Security at the campus emergency response number. The person shall refrain from handling the document as much as possible so that it can be turned over to the Police Department for analysis.

### 3.3 **Response Protocol**

1. When advised of a bomb threat, Security will immediately notify:
  - a. Emergency Services at 911;
  - b. Associate Vice President, Safety, Security and Facilities Management at 4686 and the Manager, Health, Safety and Wellness at 4556, who will notify the President or designate.
  - c. Security will not notify anyone else, unless there is no answer from the above three areas, in which case, they will notify the President directly (2701) or, if not available, the Vice President Human Resources, Safety and Facilities Management. (4204).
2. The Emergency Response Team will quickly assemble and meet with the Police. The Emergency Response Team may recommend a location for the EOCG to assemble, based on the location and nature of the threat.
3. When the Bomb Squad arrives, they will instruct the Emergency Response Team in their duties if they require assistance.
4. The Associate Vice President, Safety, Security and Facilities Management will serve as a conduit between the ERT and the EOCG.

### 3.4 **If a suspicious or explosive device is found**

An explosive device can be any shape or size, e.g. letter, book, cigarette package, duffle bag, etc. and may also be fitted with "Booby-trap" or anti-disturbance device(s).

1. If an object which cannot be accounted for is found:
  - a. Do not touch it.
  - b. Call Security at the campus emergency response number using the land line telephone system - **DO NOT USE PAGERS OR TWO-WAY RADIOS AS THEY MAY SET OFF THE DEVICE.**
  - c. Advise Security where the device is, indicate why it is suspicious, provide a description of the object and indicate who placed it there (if known).
2. Upon being notified of a suspicious or explosive device, Security will immediately notify the Manager, Health, Safety and Wellness and the Associate Vice President, Safety, Security and Facilities Management. Police may be notified at the direction of the Manager, Health, Safety and Wellness or AVP, Safety, Security and Facilities Management.

3. Until the Police Bomb Squad arrives, the following actions will be taken if safe to do so:
  - a. The Manager, Health, Safety and Wellness will arrange to have everyone kept well back and have the area cordoned off for at least 300 feet;
  - b. The Manager, Health, Safety and Wellness will ensure that nothing is placed over the device and that the device is not disturbed in any way;
  - c. The Manager, Health, Safety and Wellness will try to establish ownership of the suspicious device;
  - d. The Manager, Building Services will arrange to have all doors and windows opened to decrease the pressure exerted by an explosion and limit the amount of flying glass and debris;
  - e. The Manager, Building Services will ensure that all energy supply lines, especially gas, are shut off;
  - f. The Manager, Health, Safety and Wellness will establish the most direct route to the object and will send someone who is familiar with the building to meet the Police Explosives Disposal Officer(s) upon their arrival at the College.
4. Upon arrival, the Police Explosives Disposal Unit will take full control of the scene and establish perimeters to control access.
5. If a building evacuation is warranted, the Manager, Health, Safety and Wellness will activate the fire alarm and initiate evacuation of the building. The area will remain cordoned off until experts remove or disarm the object.
6. If the building has been evacuated, the Police, in consultation with the EOCG will give the approval to re-enter the building when safe to do so.

#### **4.0 Evacuation Procedures**

- 4.1 **AVOID PANIC.** Never tell anyone that there is a bomb in the building. It is recommended that an alternate reason for the building evacuation be given to avoid panic (i.e. Fire drill).
- 4.2 **UNDER NO CIRCUMSTANCES SHOULD ELEVATORS BE USED.** If a power failure occurs, elevators could stop between floors causing the passengers to be trapped. Designated stairways will be used for orderly evacuation.
- 4.3 Tactfully direct people out of the building to an area of safety. Once evacuation of an area is complete, no unauthorized personnel will be allowed entrance.
- 4.4 **REMEMBER - NEVER TOUCH SUSPICIOUS PACKAGES.** Let the police explosives personnel check them. Do not put yourself or others in danger.

# BOMB THREAT CHECKLIST

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## What to Ask the Caller:

What time will the bomb explode? \_\_\_\_\_  
 Where is the bomb? \_\_\_\_\_  
 What does the bomb look like? \_\_\_\_\_  
 Where did you place the bomb? \_\_\_\_\_  
 Where are you calling from? \_\_\_\_\_  
 What is your name? \_\_\_\_\_

## Exact Statement of the Caller:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Identifying Characteristics of the Caller:

Sex: \_\_\_\_\_ Estimated age of caller: \_\_\_\_\_  
 Voice characteristics:  loud  soft  high  deep  other \_\_\_\_\_  
 Speech characteristics:  fast  slow  intoxicated  stutter  other \_\_\_\_\_  
 Accent characteristics:  local  regional  foreign (describe) \_\_\_\_\_  
 Manner of caller:  calm  angry  deliberate  emotional  other \_\_\_\_\_  
 Background noises:  quiet  loud  traffic  music  other \_\_\_\_\_  
 Origin of call:  local  long dist.  internal

Did the caller seem familiar with the College? \_\_\_\_\_  
 If the voice is familiar, who did it sound like? \_\_\_\_\_

Call received by: \_\_\_\_\_ Position: \_\_\_\_\_

## Emergency Notification (as per campus):

Windsor Campuses:	Chatham Campus:	Employment Centres
<b>4911</b> <b>Security Ext. 4310</b>	<b>3911</b> <b>Security, Ext. 3300</b>	<b>911</b> <b>Supervisor,</b> <b>South Campus Security at</b> <b>4911.</b>

***NOTE: Continue to call until somebody is reached, otherwise call 911.***

**Appendix I**  
**Active Threat to Campus Safety**

## St. Clair College Emergency Response Procedure Active Threat to Campus Safety

- 1.0 Purpose: The purpose of this procedure is to ensure that all College staff and students know what to do in the event of an active threat to campus safety. This may include a total or partial lockdown, shelter in place, hold and secure or active shooter response scenario.

**Note: The College prohibits anyone from bringing a weapon to the campus.**

### 2.0 Definitions

Active Threat to Campus Safety – An active threat to campus safety means that a threat has been communicated to the College that involves or could possibly involve a threat to the life of persons on campus. This threat could be directed at the College or within the vicinity of the campus. The threat may be communicated to the College by any means, including through the Police, or may involve a person on sight threatening to use or using a weapon against others.

### 3.0 Procedure

#### 3.1 Reporting a Suspicious Individual (not currently engaged in violence)

- 3.1.1 If you see a suspicious person on site (ex. carrying a weapon), immediately report this to Campus Security by way of the emergency number from any campus phone or your cell phone.
- 3.1.2 Report exactly what you saw, the location of the individual, the description of the individual and what type of weapon you observed.
- 3.1.3 Security will immediately investigate the complaint and contact the appropriate College and external authorities as appropriate.
- 3.1.4 A lockdown or hold and secure order (see Response Scenarios below) will be given for the impacted area over the voice communication system if the individual is brandishing a weapon, if the threat is deemed credible or if the person engages in violence.

#### 3.2 Reporting of Potential Threats

- 3.2.1 If you receive or become aware of a threat issued to the College or a College community member, call Security immediately. Security will notify the College and external authorities as appropriate and begin to investigate.

#### 3.3 Response Scenarios

- 3.3.1 Active Threat Scenario (Individual actively brandishing a weapon with the clear intent to harm others)

Security will make every attempt to notify individuals that there is an active threat on campus. In instances where Security is made aware of the active threat, an announcement will be made over the voice communication system and the Alertus Emergency Communication System. The announcement will state the following: “There is an armed attacker in [Building]. If you cannot safely exit the building, shelter in place.” Occupants of all other buildings on campus are to shelter in place and lock exterior doors until further information is communicated.”

If you hear or read an announcement over the voice communication system that there is an active threat to campus safety on campus, or if you hear or see an active threat in your area, you have choices to make at the time based on your proximity to the area of concern and your ability at the time to move unimpeded and undetected.

Choices in this situation include:

1. **Run (Get Out)** – If you are in an area or hear shots fired or people screaming and you have an exit away from the incident, carefully, with full awareness of your surroundings, get out of the room/ building and move to an area far from the building. Call 911 from your location.
2. **Hide (Lockdown)** – If the situation is unfolding nearby, and you have no exit from the room leading away from the situation, move into a lockdown scenario. The College may also issue a Lockdown Order over the public announcement system for a particular area. If you hear this announcement for your area, move into a lockdown scenario.

### **Lockdown Scenario Instructions**

1. Take shelter immediately within the current room that you are located.
  2. Close the door (lock or barricade if possible).
  3. Shut off the lights.
  4. Stay low and out of sight of windows and doors.
  5. Turn off cell phones. Do not attempt to use your cell phone while in active lockdown.
  6. If you are in a corridor, take shelter in the nearest room and follow steps 1 to 4.
  7. If you are in the cafeteria, take shelter in the main cafeteria and close the doors.
  8. If you hear the fire alarm during a Lockdown Order, do not leave your shelter area unless you see or sense smoke or heat.
  9. Do not leave your shelter until an All Clear is given over the PA system or emergency responders come and release you.
3. **Fight** – If the individual walks into the room or is moving towards your area, your only option is to fight. Quickly plan with others in the room or on your own to throw items at the assailant and do everything you can, individually or as a group, to take the assailant down.

#### **3.3.2 Hold and Secure**

If the College becomes aware of a threat or risk posed to the institution, in collaboration with local authorities, the College may announce a hold and secure order for the campus grounds, or for any or all buildings (this will be specified in the communication). A Hold and Secure Scenario means that the area has been secured by the College or Police and there is movement permitted within the secured area, however, no-one is permitted to enter or leave the secured area until the area has been cleared.

3.4 Emergency Communications – Official College emergency communications will be posted on the College website: [www.stclaircollege.ca](http://www.stclaircollege.ca).

### 3.5 After the Incident

The College will provide debriefing sessions after the incident and provide for Crisis Management Counseling to staff and students as needed.

Media inquiries to be forwarded to VP, College Communications and Community Relations.

**Appendix J**  
**Elevator Failure Procedure**

# St. Clair College Emergency Response Procedure

## Elevator Failure Procedure

### 1.0 Purpose

1.1 The purpose of this procedure is to ensure that all users of elevators on campus are aware of how to react in the event they are stuck in an elevator.

### 2.0 Procedure

2.1 If stuck in an elevator, stay calm and push the emergency telephone button.

2.1.1 Inform Security of which elevator you are in and what floor you are stuck on, if this information is known.

2.2 Security will follow the steps below:

2.2.1 Notify the elevator maintenance contractor.

2.2.2 Notify the Facilities Management.

2.2.3 Attempt to open the elevator from the exterior.

2.2.4 Shut down the elevator while waiting for the maintenance contractor.

2.2.5 Stay in contact with individuals stuck in the elevator.

2.3 It will take time for the elevator maintenance contractor to arrive on site. **STAY CALM.**

2.4 If while waiting for the elevator maintenance contractor to arrive, the elevator resets and you are able to exit the elevator, notify Security immediately.

## **Appendix K Other Emergencies**

# St. Clair College Emergency Response Procedure

## Other Emergencies

### 1.0 Power Outage

In the event of a power outage:

1. Remain calm.
2. Wait momentarily to see if the power resumes. The emergency lights should remain on. At the Windsor Campus and the St. Clair College Centre for the Arts, the emergency generator will activate within 30 seconds, providing additional lighting and power.
3. At the Chatham Campus, TD Student Success Centre, Zekelman School of Business, MediaPlex and Employment Centres, if the power remains off for more than 5 minutes, assemble in the lobby and cafeteria while awaiting a response from Facilities Management if you can safely do so, move to an area of natural light, guided by emergency lights to illuminate your way. Security and staff will come around with flashlights to assist.
4. If conditions remain unsafe, remain in the room until personnel with flashlights arrive to guide you safely. As Security has to check every room, please be patient.
5. Facilities Management will investigate the cause and inquire with local Utilities if the nature of the outage does not appear to be College related.
6. Wait for an official College decision to resume or cancel operations. Official announcements will be posted on the College Internet site.
7. Act according to the directions given.

### 2.0 Gas Leak

In the event of a suspected gas leak, call the campus emergency number. Facilities Management will be contacted to investigate the leak.

1. If the leak is very noticeable, evacuate the immediate area of the odour until Facilities Management completes their investigation.
2. Complete an Incident Report Form.
3. Wait for an official College decision to resume or cancel operations in the area.
4. Act according to directions given.

### 3.0 Loss of Water/ Heat

In the event of a water main break during which the College loses water or in the event of an equipment failure whereby the College loosed heat to the building, Facilities Management and the Manager, Health, Safety and Wellness must be contacted immediately. The situation will be assessed and decisions made along with appropriate Management personnel. Decisions of continuation of operations will be made and staff will be directed accordingly.

### 4.0 Other

Many emergencies cannot be planned for. Please call Security to report all emergencies.

Windsor Campuses – 4911, Chatham Campuses – 3911, All other sites – 911 followed by 4911 to inform the College.

**Appendix L**  
**Emergency Procedures - Quick Reference Guide**



### EVACUATION

Evacuation is a valid and effective response to any internal situation where the circumstances are dangerous - **if it is safe to proceed.**

In the absence of any specific directions, any occupant faced with a dangerous situation **should not hesitate to evacuate**, ensuring that persons or students for whom you are responsible evacuate as well.

#### EVACUATION SHOULD BE INITIATED IN VARIOUS CIRCUMSTANCES THAT INCLUDE:

- Discovery of Fire
- Upon Hearing the Fire Alarm
- Critical Violent Act
- Chemical Spill or Threatening Atmosphere
- Dangerous Physical Environment



### GETTING ASSISTANCE & EMERGENCY COMMUNICATIONS

The **EMERGENCY BROADCAST SYSTEM** delivers audible messages to various areas of the College through a series of speakers throughout the College. If you receive any communication through this system, you should follow the directions immediately and specifically.

**DIAL 4911 (Windsor) OR 3911 (Chatham)** from any College phone. This is an internal emergency phone line that is monitored by Security 24/7.

The **ST. CLAIR COLLEGE ALERTUS MOBILE SAFETY APP** features emergency push notifications that will alert you if there is an emergency on campus. It also includes the ability to call or email Campus Security directly from the app.

**ALERTUS** will also be used to deliver messages and updates on all computers and monitors on the College network.



### MEDICAL EMERGENCIES

Medical emergencies can occur randomly across the College in public areas or classroom/office environments.

#### IF YOU ARE INVOLVED IN A MEDICAL EMERGENCY:

- **DIAL 4911 (Windsor) OR 3911 (Chatham)** from any College phone and describe your emergency and your location.
- Stay on the phone as long as requested.
- Request assistance from bystanders.
- Make room around the sick / injured person.
- Apply First Aid / CPR as necessary while you wait for assistance to arrive.
- Security staff trained in First Aid/ CPR/ AED will respond and initiate EMS as necessary.



**ST. CLAIR COLLEGE SECURITY SERVICES**  
EXT. 4911 (WINDSOR/DOWNTOWN)  
EXT. 3911 (CHATHAM)  
911 (EMPLOYMENT CENTRES)



### ACTIVE ATTACKER

**LOCKDOWN** - If you receive direction to lockdown, even if you are unaware of an evolving situation, you should:

- Stay where you are or look for a nearby place that you can take cover and hide.
- Secure the area as best possible: lock or barricade the door, shelter under or behind furniture; ensure cell phones and sources of sounds are silenced. Shut all lights off if you can.
- Stay in this location until there is an indication that the situation is all clear.

**RUN, HIDE, FIGHT** - If you are faced with an imminently dangerous situation and no direction has been provided - adopt the mentality to run, hide, fight.

#### RUN - IF IT IS SAFE, GET AWAY FROM THE DANGER:

- Check to see if there is a clear path to the nearest exit.
- Move swiftly - run only if necessary.
- Leave the building and go to an area with cover and out of sight from the building.
- Contact 911 when you are safe.

#### HIDE - IF IT IS NOT SAFE TO GET AWAY FROM THE DANGER:

- Look for a place that you can take cover and hide.
- Secure the area as best possible: lock or barricade the door, shelter under or behind furniture; ensure cell phones and sources of sounds are silenced. Shut all lights off if you can.
- Maintain awareness of the situation and if an opportunity arises to get out - do so.

#### FIGHT - IF FACED WITH IMMINENT THREAT TO LIFE, FIGHT BACK FORCEFULLY:

- If you cannot evacuate and you may be confronted by an assailant, be prepared to fight.
- Find improvised weapons such as anything large, heavy or sharp.
- Organize any persons with you to take action as a group - make plans if time permits.
- If required to fight - don't stop until you are certain it is safe to do so - then get away from the danger.



### REPORTING SUSPICIOUS ACTIVITY

Suspicious activity refers to suspicious persons, behaviour and activity. Your assistance in reporting suspicious activity helps to maintain a safe and secure environment for all College occupants.

- Do not hesitate to report suspicious activity.
- Emergency Lines: Dial 4911 (Windsor) or 3911 (Chatham) to contact the Security.
- Non-Emergency Line: 519-972-2741 (any campus).
- Be prepared to identify yourself, your location and provide details. Stay where you are or advise personnel where you are going.
- Continue to monitor the person or activity, if possible, while awaiting a response and without placing yourself in danger.
- Do not approach a suspicious person yourself.

#### IF YOU DISCOVER OR RECEIVE A SUSPICIOUS PACKAGE:

- Remain calm. Do not handle it and keep other people away.
- Remove yourself and any other affected staff/ students from the immediate area of the package without causing alarm (one wall separation is sufficient at this time).
- Dial 4911 (Windsor) or 3911 (Chatham) to contact the Security, provide as much detail as possible.



## FIRE

### UPON DISCOVERY OF FIRE

**Remain Calm ~ Do Not Use Elevators**

**ACTIVATE** the nearest fire alarm pull station.

**DIAL 911** from a safe area to report the exact details of the fire, follow up with 4911 (Windsor) or 3911 (Chatham) to provide security with details so that an internal response can be underway.

**CLOSE** any doors/windows to the fire affected area, if safe to do so.

**LEAVE** immediately using the nearest safe exit.

### IF YOU HEAR THE FIRE ALARM SOUND, LISTEN TO THE INSTRUCTIONS

#### 1st STAGE (SOUTH CAMPUS, SCCCA)

**IF TOLD THAT AN ALARM HAS BEEN SOUNDED, WAIT WHILE IT IS BEING INVESTIGATED:**

- **Stop what you are doing** and listen attentively for further instructions.
- **If in area of fire**, evacuate and DIAL 4911 (Windsor) or 3911 (Chatham).
- **Follow instructions provided.**

#### 2nd STAGE (SOUTH CAMPUS, SCCCA, ALL OTHER, BUILDINGS)

**IF TOLD TO EVACUATE OR IF THE ALARM SOUNDS WITH NO INSTRUCTIONS**

- **Leave the building immediately.** Ensure persons with disabilities are assisted as required. Ensure class or group members evacuate the building.
- **Persons with disabilities** who are unable to leave the building shall proceed to the nearest stairwell collection point or nearest safe exit and wait for assistance from the Fire Department or emergency personnel.
- **Do not enter or return to the building** until approved by the Fire Department and notified to do so by emergency personnel.



## BOMB THREAT

Bomb threats may be received by anyone at any time. They can be received by telephone, voicemail, verbally, through written correspondence or electronically.

### IF YOU RECEIVE A BOMB THREAT:

- Stay calm.
- Obtain as much information as possible by asking questions.
- Take as many notes as possible.
- DIAL 4911 (Windsor) or 3911 (Chatham) and provide all possible information.
- Wait until assistance arrives.
- Do not pull the fire alarm.



## POWER OUTAGE

Power outages can occur without warning and can range from very localized to widespread in nature.

### WHEN A POWER OUTAGE OCCURS YOU SHOULD:

- Remain Calm ~ Do Not Use Elevators.
- DIAL 4911 (Windsor) or 3911 (Chatham) to report the location of the power outage.
- **STAY** in your area and continue with normal operations, if possible.
- If you leave your area due to darkness, move to a better-lighted area of the College.
- Use flashlights and mobile devices to move about safely in a dark area.
- Await further direction regarding the outage.



## NATURAL GAS ODOUR

Transient odours can occur in the College without any warning regarding the source. The smell of natural gas is an early warning regarding the presence of natural gas.

### UPON THE DISCOVERY OF A NATURAL GAS ODOUR:

- DIAL 4911 (Windsor) or 3911 (Chatham) and report the location of the odour.
- **OPEN** any doors/windows to the affected area.
- If you are not in imminent danger, collect personal items such as bags, keys and mobile phones.
- **LEAVE** the affected area, moving to an unaffected area.
- If the odour persists – go outdoors using the nearest safe exit.
- Await further direction regarding returning to the affected area.



## FLOOD/WATER INTRUSION

Flooding/water intrusion can occur inside the College without warning. The source of flooding inside the College is often related to failures in building systems such as roofs, plumbing and drainage systems or fire protection systems.

### UPON THE DISCOVERY OF A FLOOD:

- DIAL 4911 (Windsor) or 3911 (Chatham) and report the location of the flood.
- If you are not in imminent danger, collect personal items such as bags, keys and mobile phones.
- **LEAVE** the flood affected area, moving to an unaffected area of the College.
- Await further direction regarding returning to the flooded area.



## EARTHQUAKE

### IN THE EVENT OF AN EARTHQUAKE - REMEMBER...DROP, COVER & HOLD

- Quickly move persons away from windows and draw drapes or blinds to reduce injury from breaking glass.
- Secure or remove items that may fall and be conscious of those items that cannot be removed or secured.
- Stay clear of heavy equipment that may not be adequately restrained.
- Seek shelter under a desk, table or counter, which will provide protection from falling objects.
- Do not go outside. While the building may withstand the shock, ornamental facades, signs and window glass may vibrate loose and fall.
- Do not run towards exits or stairwells as they may be congested with traffic or collapse.
- Do not use elevators.
- Stay away from power lines or dangling electrical wires.
- If you are away from your department, do not attempt to return to it until an "all clear" is given.
- If you are outside, stay there and do not return to the inside of the College. Move away from building.
- Be aware that fires may start.
- Attempt, if possible, to turn off gas and oxygen valves.
- Provide First Aid as required to injured persons.
- Prepare for and proceed with an orderly evacuation of the College.
- Do not use matches or open flames to find your way.

### EMERGENCIES:

Ext. 4911 (Windsor/Downtown)

Ext. 3911 (Chatham)

911 (Employment Centres)

### GENERAL INQUIRIES:

519-972-2741