



EMERGENCY RESPONSE PLAN

Amended December 2016

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OVERVIEW

INTRODUCTION

Algoma University places the health, safety and well-being of all students, faculty, staff and visitors as its most important priority. Despite having policies and procedures in place to address various health and safety issues, an emergency may nonetheless occur. For this reason, an Emergency Response Plan (ERP) has been developed to deal with those types of events that require a greater concerted effort to effectively resolve the situation. This ERP is specific to the Algoma University main campus only and does not include our Brampton or Timmins campuses. They will have their own site-specific plans. Many uncontrollable variables preclude establishing policies and procedures that will apply at all times and under all conditions.

The Emergency Plan in and of itself cannot however guarantee an efficient, effective response to an emergency. It must be utilized as a tool to assist University members and officials in their response activities, as well as their interaction with any municipal agencies that may respond to our campuses. The Plan must be flexible enough to adapt to a broad spectrum of emergencies and must be supported with:

- Adequate personnel, equipment and training for the response to the emergency
- Familiarity with the Plan and its contents by all departments, Faculties, units, etc.
- Training and exercises
- Awareness of resources available both internally from University departments,
- Testing the plan on a regular basis,
- Review of the plan following actual incidents or exercises and updating it as required

PURPOSE

This plan is intended to establish guidelines for the administrative response to a major emergency situation (crisis or disaster) that threatens the safety or well-being of (a) member(s) of the Algoma University community or its normal operations. Since it is impossible to prepare for every conceivable incident, the Emergency Response Plan will serve as a systematic, decision making framework for those responding to an emergency. Although it is assumed that the plan will be followed, those responding to the emergency can and will need to make decisions as a situation develops which may differ from the ERP. The health, safety and well-being of individuals will take precedence over all other matters when determining proper actions to be taken.

In order to enable the University to respond to and recover from an emergency, an Emergency Response Plan that outlines procedures for emergency first response, assessment, action and recovery considerations, has been developed. The emergency response plan is designed to guide the return to normal operations after emergency incidents by describing appropriate processes and assigning specific responsibilities to university staff. The specific undertakings to address a particular emergency are contained within the Emergency Response Plan and other related protocols. This plan will be administered by the Vice President (Finance and Administration) or designate.

OBJECTIVES

The objectives for this plan are as follows:

1. Preservation of life
2. Minimize harm—physical, financial and reputation
3. Ensure/respect the safety of animals in the care of the University
4. Awareness and education—raising awareness of and familiarity with the procedures to be followed in the event of an emergency

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5. Emergency preparedness—detailed roles and responsibilities for emergency personnel as well as resources that may be needed
6. Emergency Management—the ERP assigns decision making powers to certain individuals and incorporates regular testing and reviews
7. Damage Mitigation—reducing and preventing any further injury or damage following an emergency and ensuring a timely return to normal operations
8. Minimize Emotional Stress—following the emergency, through effective de-brief/counseling with students, faculty and staff when necessary

DEFINITIONS

Emergency: “A situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

Examples of an emergency may be, but not limited to, the following:

- severe storm
- flooding
- aircraft accident
- act of terrorism
- active attacker
- campus lockdown
- major health event
- major power failure
- major water problem
- major radiation, biosafety or animal care problem
- fire
- declared emergency by any of the jurisdictions with appropriate authority or by the Province of Ontario.

Disaster: A widespread or severe emergency that seriously incapacitates the Algoma University community. This may include an occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. Normally, it is widespread and impacts more than Algoma University alone and may require involvement of municipal, provincial, or federal governments.

Emergency Operations Centre (EOC): The location where the Emergency Response Management Team assembles to address the incident or emergency. The default location is NW303-the office of the Director of Information Technology.

Incident: An event less serious than an emergency. Examples of an Incident include Fire Alarms, minor assaults, inclement weather, altercations, medical needs, demonstrations, bomb threats, minor water problem, minor radiation, biosafety or animal care problems.

Definition of Working Hours

Monday to Friday	8:30 a.m. to 4:30 p.m.
Evening Hours	4:30 p.m. to 11:00 p.m.
After Hours	11:00 p.m. to 8:30 a.m., and Weekends* Note some areas of the University will have slightly different operational hours (e.g. GLC, Arthur Wishart Library, Campus Centre, and Cafeteria)

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CONTACT INFORMATION

If danger is imminent call 911 immediately (note Physical Plant is notified when 911 is dialed from a land line phone and then call Security at ext. 4444 after reporting the incident).

Contact Information	
Main Campus:	<p>For Immediate Assistance: INTERNAL PHONE: DIAL 9-911 EXTERNAL PHONE DIAL 911</p> <p>CALL SECURITY AT EXT. 4444 (if reporting after the incident)</p>
Machine Shop	<p>For Immediate Assistance: INTERNAL PHONE: DIAL 9-911 EXTERNAL PHONE DIAL 911</p>
Brampton:	<p>For Immediate Assistance: INTERNAL PHONE: DIAL 911</p> <p>Building Security: Before 5:00 pm 416-884-6310 After 5:00 pm 416-319-2348</p>
Timmins:	<p>For Immediate Assistance: INTERNAL PHONE: DIAL 9-911 EXTERNAL PHONE DIAL 911</p>

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EMERGENCY RESPONSE ASSIGNMENTS AND RESPONSIBILITIES

Evacuation Support Team

Area of Responsibility	Leader	Phone
Health and Safety	Director of Human Resources Darla Pirillo	4112
	Health & Safety Officer Brandi Bell-Tanninen	4373
*Facilities and Security	Director of Physical Plant Shane Maurice	4110
	Supervisor of Physical Plant Marcello Barone	4410
Control Officer, Telecommunications	Director of Information Technology Danny Reid	4420
	Network Administrator Keith DeConto	4415
**External Liaison	Director of Marketing, Communications & Recruitment Brent Krmpotich	4243
	Communications Officer Meaghan Kent	4121
Students	Director of Ancillary Operations and Student Services Tom Mauro	4729
	Registrar Dave Marasco	4218

* Security will report to the Director of Physical Plant and perform duties as required. Part of their responsibilities will entail checking elevators and locking down facilities where/when required.

** Acts as liaison between Emergency Operations Coordinator, municipal officials, Ministry representatives and the University community. Communicates official emergency and makes official requests for extraordinary assistance from the municipality and/or province.

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EVACUATION WARDENS

In an emergency situation, the following individuals or designate(s)* shall be deemed to be **captains** of the **Emergency Measures Team (EMT)** and shall have responsibility for verifying to the EOC that the evacuation order is received and assisting with notification of staff and/or students by placing signs on entrance doors and verbally advising as appropriate. In addition, they shall be charged with the responsibility of checking designated areas for students and staff, verifying to the EOC that the evacuation order is received, assisting with evacuations and making general assessments and observation of the condition and state of their designated area and reporting same to the Emergency Committee. Each evacuation warden will be issued a Red Baseball cap with the “EMT” logo.

Area of Responsibility	Warden	Phone
ICT Wing - level 3	Help Desk Supervisor Rose Taylor	4412
	System Administrator Craig Diotte	4414
ICT Wing - level 2	Help Desk Ryan Refico	4417
Shingwauk Hall Levels 4 & 5	Registrar Dave Marasco	4218
	Registration and Admissions Officer (RAO) Meisha Rossetto	4217
Shingwauk Hall Level 2	Coordinator Special Needs Barb Muio	4221
	Student Services Advisor Karen Hudson	4212
Shingwauk Hall Level 3	Student Accounts Officer Rita Vacirca	4723
	Financial Aid & Awards Officer Aliisa Witty	4219
Library	University Librarian Ken Hernden	4611
	Access Services Supervisor Carol Wright	4615
West Wing	Manager, Campus Bookstore	4711
	AUSU General Manager	4719

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East Wing	Director of Ancillary Operations & Student Services Tom Mauro	4729
	International Student Advisor Mark Allard	4238
GLC	Coordinator of Operations AJ Pirillo	4514
	Varsity Coordinator Rachel Johnson	4512
Residence	Residence Coordinator - Rose Linklater	4215
	Residence Assistants	4234
Plant Buildings	Maintenance Albert Lucarelli	4411
	Shipping and Receiving Clerk David McCaig	4421
Cafeteria	Manager, Moringstar	4726
	Moringstar's Designate	4716
ECC Building	Lab Coordinator Shannon Rowell-Garvon	4311
	Biology Department Chair Istvan Imre	4341
	Partners: Gerry Belanger – Level 1 Don MacLennan – Level 2	705-942-6938 x3033 705-942-7927 ext. 3131

Note: Where the named individual is absent, the named alternate shall preside.

OTHER INTERNAL EMERGENCY CONTACT INFORMATION

EOC Contact Number:	4420 or 4409; Alternate EOC (GLC) 4500
Security	4444
Chair of Board of Governors	Asima Vezina (<i>will be contacted by President (or designate)</i>)

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(This information will be in the EOC document kept in the emergency container.)

EXTERNAL EMERGENCY CONTACT INFORMATION

Police, Fire and Ambulance	911
Canadian Transport Emergency Centre for the Department of Transport (CANUTEC) Emergency (call collect)	416-952-0154 613-996-6666
Ministry of Labour	877-202-0008 or 705-945-6600
Ministry of Environment (Spills Action Centre)	1-800-268-6060
Poison Information Centre	1-800-268-9017
Technical Standards & Safety Authority (Elevator failure)	1-877-682-8772
PUC	705-759-6500
After hours emergency	705-759-6555
Union Gas (emergency gas leaks)	1-877-969-0999

All external communication is coordinated through the Emergency Operations Centre

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EMERGENCY OPERATIONS CENTRE (EOC)

Algoma’s “Emergency Operations Centre” is located in the office of the Director of Information Technology-- NW 303. The alternative EOC will be the George Leach Centre.

The Emergency Operations Centre (EOC) has the following characteristics:

- Access can be controlled (locking doors and Security Officer available as required)
- Telecommunications access (radio and telephone)
- Limited back-up power supply

The following supplies and equipment are available in the EOC and the alternate EOC:

- Emergency policies and procedures
- Good lighting system
- Telephones
- Two-way radios
- Television to monitor broadcasts
- Computers, fax, photocopier, internet access
- AM/FM broadcast radio (with spare batteries)*
- Campus maps*
- Stationary and office supplies: paper, logs, pens, pencils, tape*
- Campus emergency plan*
- First aid kit*
- Pre-printed door signs*
- Pre-drafted communiqués*
- Flashlights*
- Yellow tape*
- Emergency contact information*
- Confidential staff listing with phone numbers and addresses*
- Megaphone*
- Air horns

*Stored in a labelled container

The EOC does not have adequate space for media briefings.

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PROTOCOL IN EVENT OF EMERGENCY

1. Immediately upon becoming aware of an emergency situation, all available members of Administration and the Director of Marketing, Communications & Recruitment will convene in the office of the Director of Information Technology – NW 303 (Emergency Operations Centre – see Section 2 for a list of required items) and form the Emergency Operations Committee. The alternate EOC will be the GLC. The Director of Physical Plant (or designate), the Director of Ancillary Operations and the Health & Safety Officer will inspect any physical situation relative to the emergency and will, where possible, thereafter attend the Emergency Operations Centre. In any case, they will act as resource(s) to the Committee and will maintain communication via appropriate means. The Registrar (or designate) will be a resource to the Committee and will maintain communication via appropriate means in order to deal with any concerns relative to special needs students.
2. The Emergency Committee will assess the situation based on the information available.
3. The assessment will determine the level of the emergency and the response will be guided by the assessed level. Where a decision is required to close the University and/or evacuate the building, the pre-set communications checklist will be followed.
4. External and internal communications will be organized and guided by the Director of Marketing, Communications & Recruitment.
5. The Emergency Committee will conduct ongoing assessments of the situation as it develops and will communicate as appropriate.

AFTER HOURS EMERGENCY RESPONSE: EMERGENCY RESPONSE PROCEDURES FOR OTHER THAN MONDAY TO FRIDAY 8:30 A.M. TO 4:30 P.M.

1. Immediately upon becoming aware of an emergency situation, Security will contact the Director of Physical Plant. The Director of Physical Plant (or designate) will assess the physical situation relative to the emergency and will contact the President or designate. If necessary, the Health & Safety Officer may also be contacted by the Director of Physical Plant.
2. The President or designate will assess the situation based on the information available. The assessment will determine the level of the emergency and the response will be guided by the assessed level. Where a decision is required to close the University and/or evacuate the building, the President or designate will authorize the Director of Physical Plant to close the University and initiate the following:
 - a. Communication from Security to Help Desk/Library (if applicable).
 - b. Help Desk staff assists Security in notification of University operations if possible. Evacuate building as expediently as possible including potential use of fire alarms if necessary.
 - c. Security to lock University down. (Note: All doors are locked at 11:00 p.m., SpeakEasy Entrance open during operating hours)
 - d. Note: In all other cases of emergency after hours (bomb threat, fire, etc.), fire alarms will be utilized.
3. The President or designate will contact the Director of Marketing, Communications & Recruitment to initiate communications of University closure.
4. The Director of Physical Plant will conduct ongoing assessments of the situation as it develops and will communicate to the President or designate as appropriate.

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SPECIFIC PROCEDURES BY EMERGENCY TYPE

PROCEDURES FOR INCLEMENT WEATHER, POWER OUTAGE AND OTHER PHYSICAL DISRUPTIONS

Many uncontrollable variables preclude establishing policies and procedures that will apply at all times and under all conditions. This policy is intended to act as a guideline which will promote a level of response consistency. In the event of severe weather conditions, power or utilities outages, etc., the University will consider, above all else, the safety of students and employees. **Please refer to the EMERGENCY PROCEDURES cards posted in all offices and classrooms.**

1. Inclement Weather Closure

OUTSIDE OPERATING HOURS

The Director of Physical Plant (or designate) will review weather forecasts and listed closures in the community. They will also contact City Transit, OPP and Sault College to determine road conditions and planned actions. The Director of Physical Plant will contact the Registrar. They will consider current and expected conditions and impacts. The Director of Physical Plant will notify the President (or designate) of their recommendation. Decisions concerning closure should be made by 7:30 a.m. for morning closure and in the event of a storm during the day, by 4:00 p.m. for evening classes. Efforts will be made to assess the situation prior to the 6:00 am opening of the GLC when possible. Decisions to re-open for evening classes only (7:00 p.m. – 10:00 p.m.) will be made and announced prior to 4:00 p.m. The decision to close during weekend hours of operation can occur at any time. The Director of Physical Plant will arrange Plant Staff for coverage as required.

If the university closes prior to the arrival of those who work outside of conventional hours, then they are not to report to work.

Contact	Number
City Transit	(705) 759-5438
OPP	(705) 945-6316
Sault College, Director of Physical Plant	(705) 987-0096

DURING OPERATING HOURS

Storms that become severe during regular work hours will be dealt with accordingly. The Director of Physical Plant (or designate) will review weather forecasts and listed closures in the community. They will also contact City Transit, OPP and Sault College to determine road conditions and planned actions. The Director of Physical Plant will contact the Registrar. They will consider current and expected conditions and impacts. The Director of Physical Plant will notify the President (or designate) of their recommendation. The Physical Plant Director will arrange Plant Staff for coverage as required.

COMMUNICATION APPROACH

The President (or designate) will contact their direct reports including the Director Marketing, Communications & Recruitment who will initiate the communication plan. They will do the same. The Academic Dean will contact the Divisional and Department Heads. Each department will have protocols for their areas. The Director of Physical Plant will ensure that Security implements afterhours building access limits according to their post orders.

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The Director Marketing, Communications & Recruitment will implement the communication plan. The campus community will receive the notification via text message alert, email, website notification and social media. Key information that will be included in the notification:

- Campus is closed and therefore access to the university will be limited by Security.
- Food Services will be available unless the Director of Ancillary and Student Services communicates otherwise.
- GLC closed to all activities. This includes practices.
- Office of the Registrar will contact students in event rescheduling is required (exams)

The message regarding closure will also be shared via release to the local media.

Note:

The President and Director of Physical Plant will confer during shut down and repeat communication process to inform of re-opening, including contacting GLC personnel as required.

Role	Alternates
President	Academic Dean VP Finance and Administration
Director of Physical Plant	VP Finance and Administration Physical Plant Supervisor

2. Power Outage

1. Staff, faculty and students must vacate and proceed to the SpeakEasy Student Centre as the designated area to gather and wait for instructions. As staff proceeds, they should also direct students to Student Centre (as students may not be aware of this protocol). All areas must be evacuated except for Residence, where the students stay where they are. Areas which have emergency back-up generators (such as the ECC) are not required to evacuate.
2. Director of Physical Plant (or designate) will notify Security to place campus on Fire watch. Library, George Leach Centre and Residence should have their own flashlights as required and set up their own training for designated personnel with Plant and Health and Safety. After 30 minutes, they should also proceed to the Student Centre.
3. Plant to lift the parking gate.
4. Plant Staff to call Director of Physical Plant and Physical Plant Supervisor to indicate power outage and call again when PUC indicated power to be restored. President (or designate), will decide if a closure is warranted.
5. Plant to check all systems and contact ITS to check on computer systems on restoration of power. ITS can be reached at 949-2301 Ext 4450.
6. Security to continue patrols until power is restored.
7. In the event of a long term power outage, Director of Physical Plant (or designate) will contact Communications to issue closure communication plan.

POWER OUTAGE - CLASS CANCELLATION NOTICE GRID

Due to the uncertain length of a typical power outage, it is understood that classes will be cancelled on a one-off basis. That is, in general, during a power outage classes will be cancelled one at a time.

During a power outage the following class cancellation protocols are to be followed:

1. Classes will be cancelled 30 minutes in advance. However, if indications from the PUC suggest a shorter outage, discretion may be applied.

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2. If the outage occurs during a class, normal protocols are followed - mustering in the Speakeasy and awaiting an announcement.
3. If the outage occurs during the final examination period, the Final Examination Policy is to be followed.
4. For ease of reference, the class schedule is included here:

Fall / Winter	8:30 AM	10:00 AM	11:30 AM	1:00 PM	2:30 PM	4:00 PM	5:30 PM	7:00 PM
Spring / Summer	9:00 AM			1:00 PM		4:00 PM		7:00 PM

Note that due to the back-up power capabilities of the Essar Convergence Centre (ECC), classes located here are never cancelled due to a power outage. If the length of the power outage dictates that most employees are sent home, Security and Helpdesk services will be relocated to the ECC.

3. Closure for other reasons

The Director of Physical Plant will contact the President (or designate) to recommend closure for other reasons. These reasons could include water outages, floods or other business continuity issues.

COMMUNICATION APPROACH

The President (or designate) will contact their direct reports including the Director Marketing, Communications & Recruitment who will initiate the communication plan. They will do the same. The Academic Dean will contact the Divisional and Department Heads. Each department will have protocols for their areas. The Director of Physical Plant will ensure that Security implements afterhours building access limits according to their post orders. The Physical Plant Director will arrange Plant Staff for coverage as required.

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The Director Marketing, Communications & Recruitment will implement the communication plan. The campus community will receive the notification via text message alert, email, website notification and social media. Key information that will be included in the notification:

- Campus is closed and therefore access to the university will be limited by Security.
- Food Services will be available unless the Director of Ancillary and Student Services communicates otherwise.
- Decisions regarding the closure of the GLC will be determined on the severity of the situation and impact on the GLC. The Director of Physical Plant will communicate with the Director of Ancillary and Student Services.
- Office of the Registrar will contact students in event rescheduling is required (exams)

The message regarding closure will also be shared via release to the local media.

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GENERAL FIRE PROCEDURE

Each building will have a specific Fire Plan filed with/approved by the local fire department. Below is a summary of what generally to do in the event of a fire.

GENERAL EVACUATION

If you discover a fire or smell smoke:

- Pull the closest fire alarm
- Dial 911 from the nearest phone in a safe location
- Call campus security at 4444
- If reasonable, attempt to extinguish the fire
- If unable to extinguish the fire or the fire spreads, leave the area immediately and close all doors
- Assist people with disabilities to exit safely
- Exit by stairwells DO NOT USE ELEVATORS
- Listen to any additional information coming from Emergency PA system
- Leave the building by the nearest safe exit and proceed to the designated gathering area
- Wait outside the building until the Fire Department or security announce the all clear

If you are trapped:

- Dial 911 and security to let them know your location
- Place any clothing or towelling available at the bottom of the door
- Stay close to the floor if there is a lot of smoke

Be prepared:

- Know the location of the nearest fire extinguisher to your work area
- Know the location of the nearest fire alarm
- Know the approved exit route for your work area

FACULTY RESPONSIBILITIES

In General:

- Each Faculty will ensure that his/her class are made aware of the school evacuation procedures and are familiar with the exit and alternative exit for their classroom.
- It is the responsibility of each Faculty member to review these exits.
- Each Faculty member will ensure that any physically challenged student in his/her class is assigned a responsible student or colleague to provide assistance during evacuation of the building.

In the Event of a Fire Alarm:

- Instruct students to leave the building in an orderly manner and remind them of the exit(s) to use.
- Follow directions by Wardens, Security or any member of the evacuation team
- Follow students out of classroom and close doors.
- Assist physically/developmentally challenged students as required.

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- Accompany students out of the building and direct them to line up well away from the building at a designated meeting point.
- Notify the a member of the evacuation team (Warden, Security) of any students who should be with the group but are not present

If the Fire Alarm occurs during lunch or between classes

- Evacuate as per normal procedures
- Assist to advise students to evacuate using the nearest exits
- Close doors
- Once outside, advise students to move well away from the school
- Do not permit anyone to re-enter the school until an all clear is provided from the Fire Department.

MAINTENANCE/CUSTODIAL STAFF RESONSIBILITIES

In the event of a Fire Alarm:

- Check the fire alarm panel to determine the origin of the alarm and check the area indicated if it is safe to do so.
- Liaise with the Director of Physical Plant (or approved designate), provide information and assistance as required.
- Assist Security and other members of the evacuation team in conducting the final walk through ensuring that everyone has been evacuated and that those who require assistance have been taking to the area of refuge

AFTER HOURS CUSTODIAL/SECURITY/EVENING FACULTY/STUDENT ASSITANTS

- Ensure that the fire alarm has been activated.
- Close doors to confine the fire.
- Call Fire Dept. – 911
- Faculty evacuate students to gathering areas
- Staff working in Library, Computer Labs, Cafeteria, Student Centre – evacuate patrons to gathering area
- Contact Director of Physical Plant or designate to inform them of the situation
- Upon arrival of firefighters, inform the fire officer regarding conditions in the building.
- Provide access and vital information to firefighters
- Do not reset the fire alarm until the Fire Department has responded and the cause of the alarm has been investigated.

INDIVIDUALIZED WORKPLACE EMERGENCY RESPONSE ASSISTANCE

For every employee who discloses a disability and for whom an individualized emergency response plan is required, human resources will work with the employee to develop and communicate the plan. The employee will be required to consent to release the information to other parties. Human Resources shall have a list of such individualized emergency response plans so that, if required, multiple individuals in Human Resources, Security and other impacted departments are aware what is required for relevant employees. This listing will be updated annually and provided to Security and applicable Fire Wardens. As soon as practicable upon being made aware of an employee’s need for assistance in an emergency situation due to a disability, the University will make arrangements for the specific accommodations required in consultation with the employee.

EMERGENCY EVACUATION FOR STUDENTS WITH MOBILITY DISABILITIES

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Recognizing that all disabilities are not visible, guidelines are set out for emergency situations. Everyone is encouraged to familiarize themselves with the special needs of those in their immediate work environment. If you are in an area other than your normal environment and an emergency alert is communicated, ask in a clear, calm voice: "Does anyone need assistance in evacuating?" If possible, give direct assistance or arrange for someone else to assist them.

General Guidelines

- 1) As a part of their intake interview with a Counsellor, self-identified students with disabilities must be informed of the Emergency Evacuation procedures.
- 2) Employee Responsibilities:
 - a) University Employees who see and are aware of the location of students with disabilities in the University will assist where reasonably possible to do so. Students with disabilities should, if able, report their location to emergency services at extension 4444 if a telephone is available. If students with disabilities are unable to report their location to Security, they should ask passers-by for evacuation assistance.
 - b) In the case of an emergency evacuation outside of regular class time, it is expected that personnel assigned to specific service locations (Library, GLC, labs etc.) will, where possible, check their specific work locations for students with disabilities who may require assistance.
 - c) Security should be contacted immediately to assist in the evacuation of any students with disabilities.
- 3) Specific Mobility Needs:
 - a) The safe evacuation of students and employees with mobility disabilities, visual and/or hearing impairments will be accomplished based on what is reasonable in the circumstances.
 - i) Non-Ambulatory: Provide assistance where possible and if able, assist with evacuation by bringing to the nearest, safest stairwell and reporting of location by notifying Security or the Fire Department, who will complete the rescue. Elevators are not used, unless specifically operated by firefighting personnel.
- 4) Visually Impaired
 - a) Explain the nature of the emergency quickly and clearly.
 - b) Where possible, guide the person to the nearest safe exit and escort them to the ground level exit.
 - c) Having reached the ground level or other safe exit, ask the person whether he/she needs any further assistance. Ensure that Security and/or other emergency services are made aware of the person and their needs.
- 5) Hearing Impaired
 - a) Explain the nature of the emergency, either by speaking clearly, or by writing a note.
 - b) Where possible, guide the person to the nearest safe exit and escort them to the ground level exit.
 - c) Having reached the safe area, ensure that the person receives any further assistance necessary.
- 6) If immediate evacuation is not possible and the circumstances allow, disabled students should make their way to the area near the elevators or the stairwells and wait for assistance.
- 7) Faculty Responsibilities: If you are responsible for a classroom, you may not be aware of students who have impaired mobility but you must make every reasonable effort to identify such students and ensure that they are given assistance in evacuating.
- 8) Further information regarding questions, concerns or requirements related to emergency evacuation of students with disabilities is to be directed to the Special Needs Office ext. 4221.

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Each building will have a specific Fire Plan filed with/approved by the local fire department. Below is a summary of what generally to do in the event of a fire.

IMMINENT THREATS

This is the most serious or potentially serious of situations which could occur within the Algoma University Campus, including, but not limited to:

- Active shooter
- An unsafe environment to evacuate to outside your area
- Serious approaching weather conditions
- Hazardous substance spill
- Any serious or potentially serious threatening situation where persons inside the university’s buildings must Shelter in Place/Lock Down for their own safety.

An imminent threat situation requires the co-ordination and pre-planning with all Faculty and Staff within ALL University Departments. When an imminent threat is present, the situation will be referred to as the “Shelter in Place/Lockdown Procedure.” This procedure will occur when it is not safe to evacuate the building or area. In these instances evacuation will only occur when the direction is provided by the authorities.

When the “Shelter in Place/Lockdown Procedure” is in effect access to campus will be limited to authorized personnel and emergency response vehicles.

Notification:

When there is an imminent threat on campus, notification may come from a variety of messages:

1. Email
2. Telephone message (voicemail)
3. Announcement where capability exists to do so
4. Campus Security Staff
5. Other students, staff or faculty
6. Media/Social Media
7. Website

The message will advise the recipients to move to Shelter in Place/Lockdown Procedure.

When an Imminent threat is noted, Administrators will have Remote call in capabilities to trigger the alarm. This alarm will be triggered by the first Administrator made aware of the hazard.

SHELTER IN PLACE/LOCKDOWN

ALICE

- **ALERT:** Initial alert may be gunshot or notification from a variety of methods (email, voicemail, announcement, text)
- **LOCKDOWN:** If evacuation is not safe, “Shelter in place/lockdown”
 - Gather together as many people as you can that are within your immediate area.
 - Wherever you are at the time of notification is most likely the safest place to remain unless notified otherwise.

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- If in a common area i.e. hallway or open space, find a classroom or office preferably with computer access or hard-line phone access.
- Lock and/or barricade the door where possible.
- Make the room or area you are in appear unoccupied.
- Turn off lights or maintain minimal lighting.
- Close any blinds on windows.
- Quiet cell phones.
- Remain calm and assist others with you in remaining quiet and out of sight.
- Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets.
- Internal phone systems should only be used to convey vital emergency information.
- All staff will attempt to make a list of those in their location and note the time.
- No one is to leave their location for any reason (e.g., fire alarm, broadcast message).
- Wait for an all-clear signal from emergency personnel or for an assisted evacuation.
- **INFORM:**
 - Designate one person to communicate for your group, any threat, injury and location to:
 - Call 911
 - Call Campus Security Ext: 4444
 - Contact Campus Security Services E-mail Securityteam@algonau.ca
 - Monitor university communications at the Algoma University web-site, social media accounts or via voice mail messaging
- **COUNTER:**
 - As a last resort, distract shooters ability to shoot accurately. Move towards the exit while making noise, throwing objects or adults swarm shooter.
- **EVAUCATE:**
 - Run from danger when safe to do so using non-traditional exits if necessary.

HOW TO CONTACT AUTHORITIES

- Phone:
 - Dial 911
 - Campus Security Services: 4444
 - Be aware that the 911 system and cell phone functionality will likely be overwhelmed.
 - Program the Algoma University Campus Security Services emergency number extension into your cell phone.
- Email:
 - Campus Security Services Securityteam@algonau.ca
 - *E-mail may be an option if you are unable to speak or if unsuccessful in your phone attempts.

INFORMATION YOU NEED TO REPORT

- Your specific location – building and office/room number.
- Number of people at your specific location
- Any injuries, number injured types of injuries.
- If you have seen or heard an assailant or a perceived threat report:
 - location
 - number of suspects
 - direction of travel
 - race/gender
 - description and clothing

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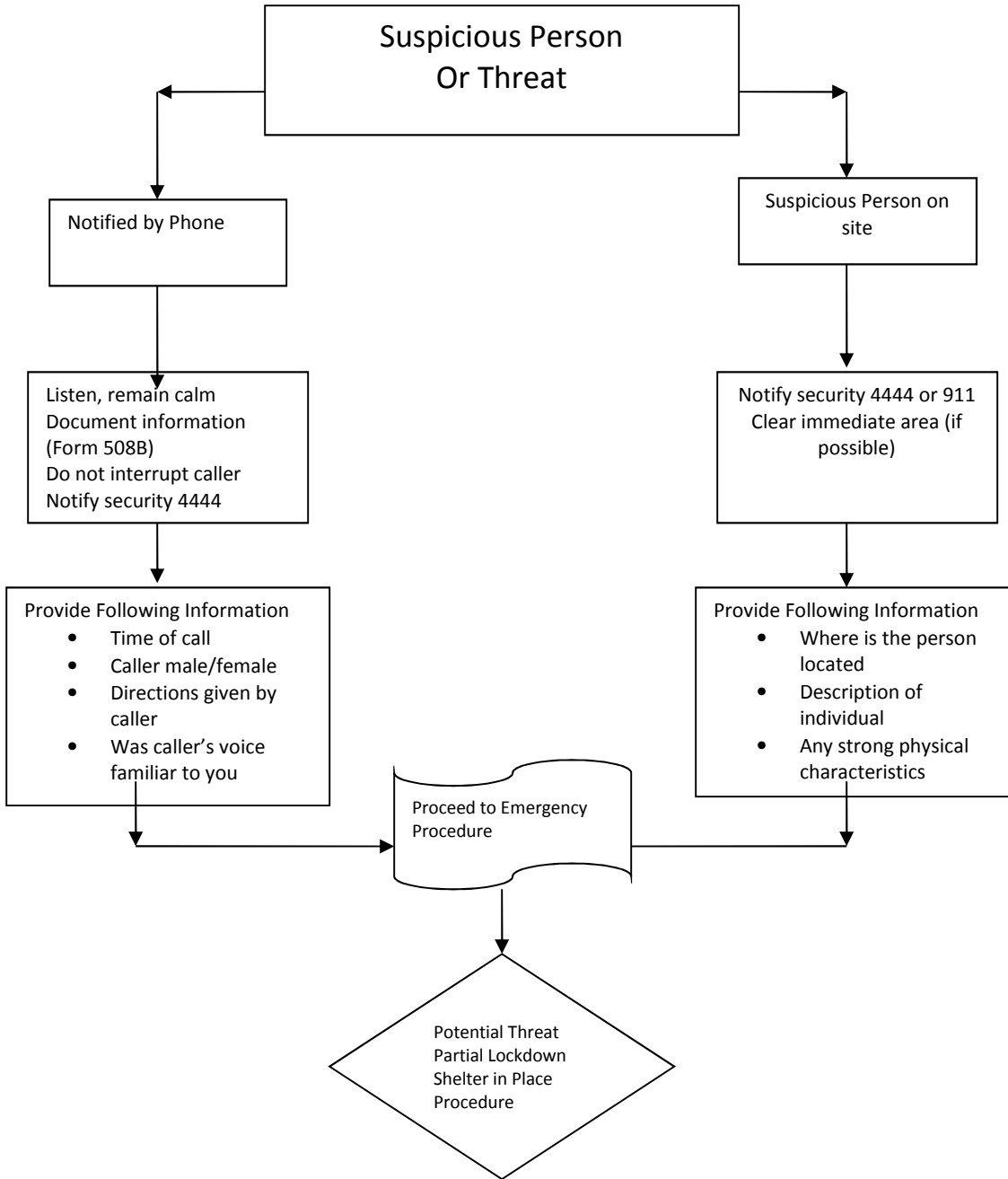
- weapon
- backpack
- identity, if known
- unusual or identifiable threatening sounds i.e., gunfire, explosion

THINGS TO CONSIDER

- Consider risks before unlocking a door where you may be safe.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of the larger group vs. the safety of a few when you unsecure your area.
- You will be notified by authorities when it is safe to evacuate your area.

REMEMBER: Depending on the situation, it may be a long period of time before you can safely be evacuated. You must be PATIENT and REMAIN CALM

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BOMB THREAT PROCEDURES

In the event of a bomb threat the first step is to remain calm.

EVALUATION

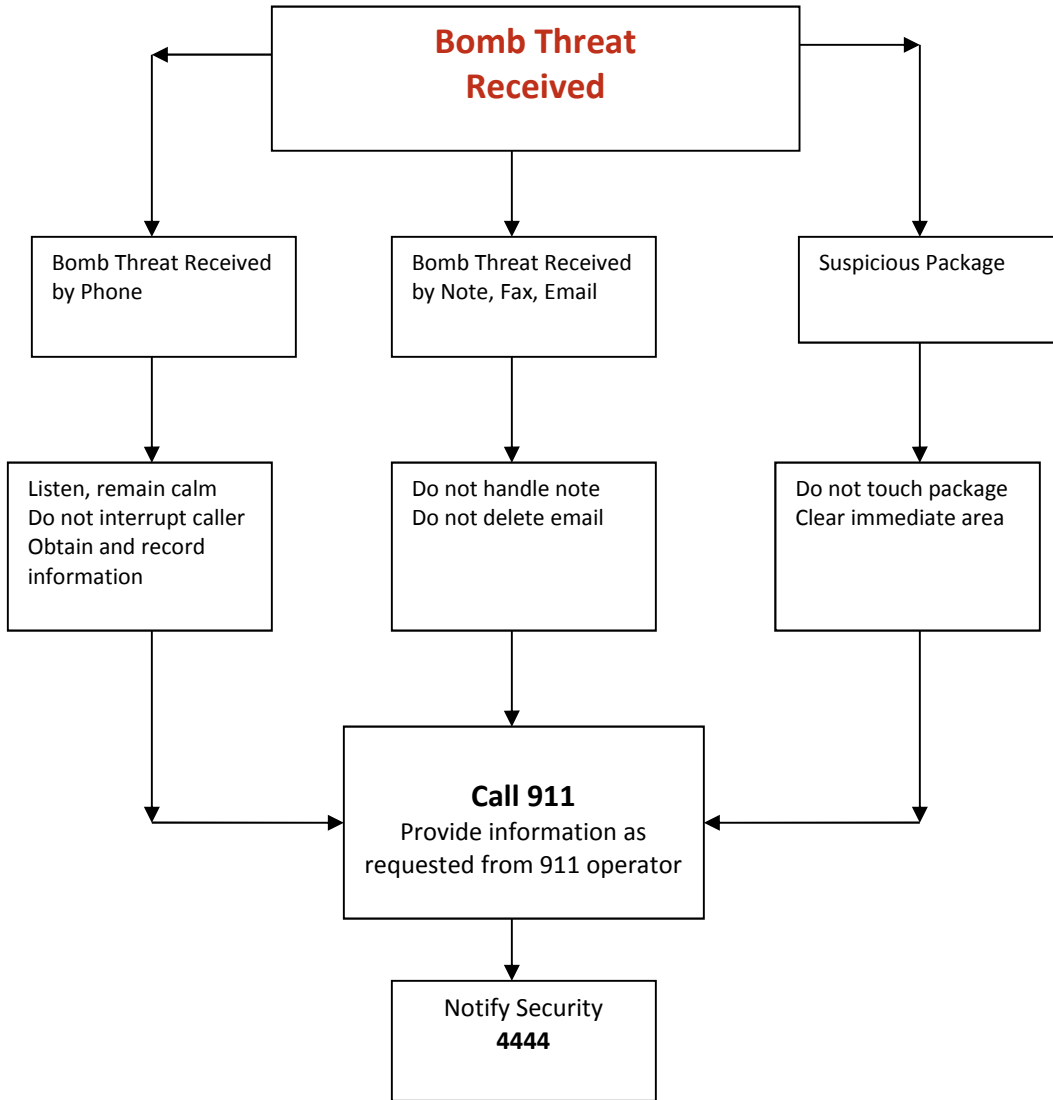
What is the form and seriousness of the threat?

- Phone call
- Letter
- Suspicious package

PRIMARY RESPONSE ACTIONS

- Notify the Police (911) and Security (ext. 4444)
- Determine the extent of evacuation warranted and assist in evacuation
- Secure entrances and check perimeter for any suspicious packages
- If the threat is called in:
 - Talk to the person nicely and try to keep them on the phone as long as possible.
 - Try to obtain and record as much of the following information as possible.
 - Estimate the caller's age and sex?
 - Was the caller's manner calm, rational, emotional, coherent or incoherent?
 - Did the caller use slang or any special words or phrases?
 - Was there any background noise?
 - Did the caller seem familiar with the facility personnel or layout?
 - Did the caller's voice have distinguishing characteristics:
 - stutter, cough, wheeze,
 - pleasant, nasal, raspy, accent
 - fast, slow, loud, soft, deep, high
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - Is there more than one bomb?
 - What kind of bomb is it?
 - What does it look like?
 - Why has the bomb been put at the University?
 - Does the caller belong to any associations or gangs?
 - Was the caller ever an Algoma University Employee or student?
 - Ask where the caller is calling from.
- Move evacuation assembly area as necessary
- Activate Fire, personal injury or other action plans as necessary
- Assist emergency response teams as appropriate

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All external communication is coordinated through the Emergency Operations Centre

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SPILL OR RELEASE

The information presented here is provided as a general guideline for spill and release procedures and is not intended for all spill incidents. Since each chemical is different stabilizing the area requires specific remediation efforts. Proper spill control measures are contained in Material Safety Data Sheets and are to be consulted for all hazardous substances.

The responsibility for spill cleanup is shared between several people, depending on the degree of hazard. The person who causes the spill is always responsible for either the cleanup or ensuring that someone with the necessary equipment and expertise has been informed of the spill.

GENERAL SPILL:

1. Stop source of the spill if it is safe to do so
2. Consult MSDS
3. Put on appropriate PPE
4. If it is a liquid, use absorbent socks to dike area and then clean up spill using absorbent
5. Any biohazard is to be handled in accordance with the biosafety procedure

CHEMICAL SPILL ON BODY

1. Rinse immediately and prolifically (minimum 15 min)
2. Remove contaminated apparel
3. Check MSDS and get medical attention

CHEMICAL SPILL IN EYE

1. Flush eye immediately and prolifically (minimum 15 min.) while holding eye open
2. Check MSDS and get medical attention

MEDICAL EMERGENCY

1. Minor cuts or burns: Give first aid (kit in lab) and seek follow-up medical attention
2. Major injury: Summon medical help immediately, give any necessary first aid, keep warm and do not move unless in danger

CHEMICAL SPILLS

1. Contain rapidly by diking with any handy material
2. Warn all those in area
3. If volatile extinguish ignition sources & evacuate. If toxic cover to suppress fumes & evacuate
4. Check MSDS for clean-up procedures and use kits if available

FUEL SPILL

1. Stop source of the spill if it safe to do so
2. Ensure that the fuel doesn't spread, go down drains or leave the property. Dike spill and cover any nearby drains or exit ways as necessary. Cover with oil dry or kitty litter. Put material in a metal drum and completely close the container. Store the container in the unauthorized chemical storage area. Label the drum with the fuel type; i.e. gasoline, diesel fuel, etc. and move to the unauthorized chemical storage area.

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MERCURY CONTAINING LAMPS

Parts from broken lamps should be cleaned up by carefully scooping up glass pieces and powder using stiff paper or cardboard and placing them in a 55 gallon open top drum. Use sticky tape, such as duct tape, to pick up any remaining small glass fragments and powder. Wipe the area clean with damp paper towels or disposable wet wipes. Place towels and tape in the drum.

ENVIRONMENTAL RELEASE REPORTING

Two types of criteria are used to determine reporting requirements under environmental regulations. In general terms any immediate serious hazards to human health or the environment must be reported to local emergency responders by calling 911.

GAS RELEASE

1. Evacuate any area with heavy smoke, explosive gases, oxygen deficiency or unknown gases, fumes or vapors
2. Control the source without placing personnel at risk
 - a. Leaking oxygen or acetylene cylinders should be taken outdoors away from sources of ignition. Notify the supplier of the leaking cylinder
 - b. Small leaks in gas lines should be reported immediately and repaired promptly
 - c. Large gas leaks or line ruptures constitute an immediate fire or explosion risk. Evacuate the building and shut off the gas main
 - d. Control sources such as paint, bleach, ammonia etc. by closing open containers and ventilating the area. Janitorial and maintenance chemicals should not result in a hazardous exposure when used and stored properly

Confined spaces, unknown chemicals, chemical mixing, may produce an atmosphere that is immediately dangerous. Evacuate the area and do not attempt to enter until the safety of the atmosphere can be established.

BIOHAZARDOUS SPILL

Biohazardous Spill inside a Biological Safety Cabinet

Spills confined to the interior of a biological safety cabinet should present little hazard provided: a) clean-up is initiated at once, and b) the cabinet ventilation system continues to operate to prevent the escape of contaminants.

1. Leave the BSC fan on and immediately secure all other biological materials in the vicinity of the spill
2. Cover the spill with paper towels and gently flood the surface with disinfectant (e.g. sodium hypochlorite) starting at the outside and working into the centre of the spill
3. Wipe walls, work surfaces and equipment with a solution of appropriate disinfectant
4. Allow to stand for the required contact time for the particular hazard (usually 20-30 min)
5. Remove excess decontaminant solution with paper towel
6. Dispose of materials soaked in disinfectant in garbage bags using tongs to pick up and move the paper towels
7. Use forceps to pick up broken or sharp material and place in an approved sharps container
8. Ensure that the disposal container and your arm movements are located inside the BSC, as much as possible
9. If bleach solution was used on stainless steel, rinse all surfaces well with water. You may re-wipe with 70% alcohol
10. If the spill contacted the front grille of the cabinet, then the work surface must be lifted and its underside and catch pan underneath must be treated with 10% bleach for the appropriate time as described above
11. Let the BSC run for at least 10 minutes following clean-up
12. Used disinfectant, gloves, clothes, paper towels and contaminated lab coats should be placed in a biohazard bag and autoclaved
13. Inform the PI / Lab Supervisor and Biosafety Officer of the spill and file an Incident report

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14. Restock the spill kit
15. Note: that this procedure will not disinfect the cabinet filters, blower etc. The interior of the cabinet should be completely cleaned with formaldehyde (if necessary) by a qualified and trained individual

Clean-up of Biological Spills on Individuals

1. Must be remediated before clean-up of other affected surfaces.
2. Remove affected clothing and place in an autoclave bag. Make arrangements to have the clothing autoclaved prior to returning the clothing to the affected individual.
3. If spilled material contacted an individual’s skin, hair, eyes, mouth or nose, the individual should be treated as per guidelines in Table 4.
4. Inform the PI/Lab Supervisor and Biosafety Officer of the spill and file an Incident report.

Note: Individuals working with biohazardous material are recommended to have a clean change of clothing in case of spills.

Clean up of Biological Spills Outside of a Biological Safety Cabinet

Biohazardous spills outside of a BSC could represent significant health risks due to difficulty in containment. For the purposes of incident reporting, unintended releases outside of a BSC should be classified as a minor or major spill. A minor spill would include the release of a RG1 organism or the release of a small volume (<100mL) and a low concentration of a RG2 organism without splashing or aerosolization. A major spill would involve:

- 1) Release of an RG2 organism with splashing or aerosolization
- 2) A large volume of an RG2 organism (>100mL), or
- 3) C) a spill that requires assistance
 - a. For a major spill where aerosols may have been generated evacuate area for 30 min:
 - i. Ensure all doors are closed, and entry is prevented via personal supervision or clearly posted signs on all doors.
 - b. Tend to personal or co-worker injuries or potential injuries.
 - i. Follow protocol above if spills occurred on personnel
 - c. Retrieve Biohazard Spill kit and don appropriate PPE for clean-up.
 - i. Minimum: double gloves, lab coat, close-toed shoes, goggles, and covered legs
 - ii. Consider respiration or face shields if warranted.
 - d. Attend the spill.
 - i. Pick up broken glass with forceps and save for decontamination in sharps container.
 - ii. Gently cover spill with paper towels or absorbent, include the full extent of the splash area.
 - iii. Gently pour disinfectant on the absorbent starting outside and working inwards.
 - iv. If the spill area is large, consider soaking absorbent material in disinfectant and then placing over spill.
 - v. Let stand 30 min to allow adequate contact time.
 - e. Clean-up decontaminated spill
 - i. Collect all disinfected material and place in leak-proof bag or container (i.e. 5 gallon pail). Chemically disinfected material does not need to be autoclaved, but should be disposed of as chemical waste.
 - ii. Any material that was not chemically disinfected must be autoclaved prior to disposal.
 - iii. Reapply disinfectant to spill area following initial clean-up. Wait for required time and clean-up again.
 - iv. Disinfect the surface of any items or equipment that may have been exposed.
 - v. Carefully remove all PPE. Prepare for autoclaving, surface disinfection or disposal.

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- vi. Thoroughly wash hands.
- f. Report incident to supervisor and ensure an incident report is filed. Written records of all incidents must be maintained.
- g. Restock spill kit.

MEDICAL EMERGENCIES

- 1. For all medical emergencies call 9-911 immediately.
- 2. Before attempting to help a person, ensure that you are not in danger.
- 3. Use universal precautions (e.g. gloves, pocket mask, etc.).
- 4. Check the person’s airway first: Make sure he/she is breathing.
- 5. If you suspect a head, neck or back problem, leave the person in the position in which you found him/her.

All incidents shall reported as per the [Incident Reporting Policy and Procedure](#).

EMERGENCY COMMUNICATION PROTOCOL

Note: Inappropriate communication can lead to inaccurate information. The Director Marketing, Communications & Recruitment will coordinate all internal and external communication.

A. Notification of Emergency Condition or University Closure or Non-Fire* Evacuation

- 1. Internal notification of staff, students and contracted areas by department or University-wide as applicable via:
 - a. Phone/announcement (Appendix C)
 - b. During normal working hours, disbursement of key persons through University wings (with verification feedback to EOC)
 - c. Email
 - d. Signage (prepared signs with blank date lines) (Appendix C)
 - e. Other appropriate measures
 - f. *Note: In some cases the fire alarm will be used as a communication device based on the assessment of the situation by the EOC Committee.
- 2. Notification of Chair of Board of Governors; JHSC members; other University sites
- 3. External notification of local community (if applicable) via:
 - a. News release(s) to local media (Appendix C)
 - b. Voice message on University answering system (Appendix C)
 - c. Signage (prepared signs with blank date lines (Appendix C)
 - d. Other appropriate measures

B. Notification of Ending Emergency Condition or University Reopening

- 1. Internal notification of staff, students and contracted areas by department or University-wide as applicable:
 - a. Phone/announcement (Appendix C)
 - b. During normal working hours, managerial disbursement through University wings (with verification feedback to EOC) (Section 2)

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- c. Email
 - d. Signage (prepared signs with blank date lines) (Appendix C)
 - e. Other appropriate measures
2. Notification of chair of Board of Governors; JHSC members; other University sites
 3. External notification of local community (if applicable) via:
 - a. News release(s) to local media (Appendix C)
 - b. Voice message on University answering system (Appendix C)
 - c. Other appropriate measures

EMERGENCY TELEPHONE COMMUNICATIONS

UTILIZING CLASSROOM TELEPHONES

- Classroom telephones are provided with the ability to place calls internally, as well as dialling 9-911 in emergency situations.
- When dialling 911, local emergency services will be called.

BROADCASTING MESSAGES TO UNIVERSITY

Two methods are available to send messages to multiple locations throughout the University.

1. Zone paging utilizes the telephones to send an audio message through the telephone speaker systems (similar to an intercom system). Zone paging messages are real-time and not available for viewing at a later point in time.
2. Broadcast messaging provides a mechanism to send a text message to groups of telephones. Broadcast messages may be sent with an audio alert.

Broadcast and zone paging messaging are configured to utilize the services to all University telephones, all telephones in each of the University wings, all staff telephones, all classroom telephones so that the configuration is available when needed.

Pre-recorded messages and scripts will be maintained to accommodate standard emergency situations. These will be identified by the Director, Marketing, Communications & Recruitment and provided to ITS for configuration within the system so that they are accessible to individuals authorized to send messages to University telephones.

All messages to be sent utilizing these services must be approved by Administration.

EMERGENCY RECOVERY

The purpose of the emergency recovery planning process is:

- To identify those activities that occur after emergency response has been initiated, and that are required to meet the goals of reducing suffering, restoring property, restoring University services.
- To identify how activities will be delivered during the recovery phase

EMERGENCY RECOVERY ACTIVITIES

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Emergency recovery activities are based on practices recommended by national organizations recognized as having expertise in the areas of health, safety, emergency preparedness and protective services (e.g. Emergency Preparedness Canada, Office of Critical Infrastructure Protection and Emergency Preparedness, Canadian Centre for Occupational Health and Safety) and accepted as best practices at similar education institutions.

The key emergency recovery activities identified include but are not limited to:

- The ongoing provision of secondary response services initiated during the response phase
 - Damage assessment and control
 - Hazardous materials clean-up
 - Information services, including public inquiry and media relations
 - Counselling
 - Medical services liaison
 - Supply and procurement
 - Personnel and temporary space requirements
 - Volunteer coordination
- Restoration of services based on procedures identified by the EOC
- Submission of damage assessment reports to provincial and federal agencies, and to insurers for potential reimbursement of costs incurred during the emergency
- Strategic decision-making including but not limited to:
 - Establishment of target dates for the resumption of services based on priorities set by the EOC
 - Prioritization of salvage operations and reconstruction
 - Coordination of financial and legal issues

EDUCATION, TRAINING & PROMOTION

The purpose of the education, training and promotion process is to identify those activities which are required to ensure that members of the University community have adequate knowledge to meet their obligations with respect to emergency preparedness, response and recovery.

Education, training and promotion activities are based on practices recommended by provincial and national organizations recognized as having expertise in the areas of health, safety, emergency preparedness and protective services (e.g. Emergency Preparedness Canada, Office of the Fire Marshal of Ontario, Office of Critical Infrastructure Protection and Emergency Preparedness, Canadian Centre for Occupational Health and Safety) and accepted as best practices at similar educational institutions.

The key activities include:

- General promotion of the concepts of emergency preparedness to members of the University community and in particular to those who have authority over other members of the University community
- General promotion to all members of the University community of key emergency response functions: Emergency calling (e.g. 911, or Security at 4444), evacuation and lock-down
- Specific emergency response training to staff of Security Services, Physical Plant, Emergency Wardens, Emergency Operations Centre team members, and individuals who use, handle and/or store chemicals
- Emergency drills to practice evacuation and lockdown procedures
- Postings with “In Case of Emergency” instructions (Appendix D)

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APPENDIX A – BOMB THREAT REPORT FORM

BOMB THREAT REPORT FORM			
INSTRUCTIONS, LISTEN CAREFULLY, DO NOT INTERRUPT THE CALLER EXCEPT FOR THE FOLLOWING QUESTIONS:			
When is the event to occur?	Time or in how long?		
Where is the bomb placed?	Building? Location? Floor?		
Type of Bomb			
Does the bomb location indicate knowledge of the premises on the part of the caller?			
Description of caller:	Sex? Approximate age?		
Call origin?			
Voice Description	Speech	Language	Accent
Fast	Loud	Excellent	Local
Clear	Hoarse	Fair	Other
Stuttering	Drunken	Vulgar	
Jumbled	Soft	Good	
Slow	Deep	Poor	
Incoherent	Strong	Other	
Pleasant	Nasal		
Other	Other		
Behaviour	Background Sounds		Background Sounds
Calm	Office Equipment		Animals
Serious	Plant Equipment		Music
Coherent	Cars/Traffic		Phones
Deliberate	Airplanes		PA System Announcements
Angry	Various		Children
Joking	Party Atmosphere		Other
Other	Other		

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APPENDIX B – SUSPICIOUS PERSON OR THREAT REPORT FORM

SUSPICIOUS PERSON OR THREAT REPORT

INSTRUCTIONS, LISTEN CAREFULLY, DO NOT INTERRUPT THE CALLER EXCEPT FOR THE FOLLOWING QUESTIONS:

What is the threat?			
When did the event occur?			
Stated reason for threat			
Connection of University if known?			
Description of person who made threat if known	Sex? Approximate age?		
Call origin?			
Voice Description	Speech	Language	Accent
Fast	Loud	Excellent	Local
Clear	Hoarse	Fair	Other
Stuttering	Drunken	Vulgar	
Jumbled	Soft	Good	
Slow	Deep	Poor	
Incoherent	Strong	Other	
Pleasant	Nasal		
Other	Other		
Behaviour	Background Sounds	Background Sounds	
Calm	Office Equipment	Animals	
Serious	Plant Equipment	Music	
Coherent	Cars/Traffic	Phones	
Deliberate	Airplanes	PA System Announcements	
Angry	Various	Children	
Joking	Party Atmosphere	Other	
Other	Other		

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APPENDIX C- COMMUNICATIONS

1. SAMPLE COMMUNIQUÉS – PHONE SYSTEM

Text Message / Broadcast Announcement

1. *University Closing (Time/Date):* Due to unforeseen circumstances, the University has been closed. All individuals are to leave the University as soon as possible via the nearest exit.
2. *Immediate Evacuation (Time/Date):* Due to unforeseen circumstances, you must evacuate the University via the nearest exit.
3. *University Re-Opening (Time/Date):* The University has now re-opened. Please resume normal operations.

Voice Message for Incoming Calls

1. *University Closing (Time/Date):* Hello, you have reached Algoma University. Due to unforeseen circumstances, the University is currently closed. For further information please contact _____ or refer to local media.
2. *University Re-Opening (Time/Date):* Hello, you have reached Algoma University. Algoma University has now re-opened and normal operations have resumed.

2. EMERGENCY SIGNAGE

**ALGOMA UNIVERSITY IS CLOSED
UNTIL FURTHER NOTICE
(DATE)**

FOR FURTHER INFORMATION, PLEASE CHECK THE UNIVERSITY WEBSITE www.algomau.ca AND/OR LOCAL MEDIA

3. SAMPLE COMMUNIQUÉS – MEDIA

1. *University Closure/Evacuation*:* Due to [power failure, weather conditions, unforeseen circumstances], the University is closed as of [Date/Time] until further notice. We'll update you when normal operations have resumed, or as appropriate. Updates will also be posted on the University website www.algomau.ca and a recorded message will be available at the main University line.
2. *Re-Opening*:* The University is open and operations are back to normal. Please proceed to work/class as usual.

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APPENDIX D: EMERGENCY PROCEDURES POSTING

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EMERGENCY

IN CASE OF

IMMINENT DANGER? CALL 911

If danger is imminent call 911 immediately (note Physical Plant is notified when 911 is dialed from a land line phone) and then call Security x4444 after reporting the incident.

NEED SECURITY? Call x4444 from any campus phone or 705-949-2301 x4444 from any external phone.



POWER OUTAGE

- If your building does not have an emergency back-up generator proceed to the SpeakEasy for further instructions



BOMB THREAT

- Remain calm!
- Get as many details as possible from the caller
- Call 911
- Call Security x4444
- DO NOT handle any suspicious package/letter
- Assist with evacuation of the area



FIRE

- Come across a fire? Activate the nearest pull-station, evacuate the building and call 911
- Fire Alarm signals evacuation of building
- Proceed to nearest emergency exit via stairwells (do not use elevator) and go to nearest gathering area
- Take only personal items that are easily accessible
- Listen to information coming from PA system
- Remain calm so you can hear your evacuation commander's instructions
- Stay with the group you were counted with
- Assist persons with disabilities or special needs



LOCKDOWN/SHELTER IN PLACE

ALICE

- **ALERT:** Initial alert may be gunshot or notification from a variety of methods (email, voicemail, announcement, text)
- **LOCKDOWN:** If evacuation is not safe, "Shelter in place" and lockdown. Secure immediate area: barricade, make space look unoccupied. Remain calm & out of sight
- **INFORM:** Designate one person to communicate for your group, any threat, injury and location to: Call 911; Call Security x4444 or Contact Security via email Securityteam@algonau.ca. Report any details you have. Monitor University Communications on the Algoma University website, local media or text messaging
- **COUNTER:** As a last resort, distract shooters ability to shoot accurately. Move toward exits while making noise, throwing objects, or adults swarm shooter
- **EVACUATE:** Run from danger when safe to do so using non-traditional exits if necessary
- **REMEMBER:** Depending on the situation, it may be a long period of time before you can safely be evacuated. You must be PATIENT and REMAIN CALM



SPILL

- Stop source of the spill if it is safe to do so
- Consult MSDS
- Put on appropriate PPE
- If it is a liquid, use absorbent socks to dike area and then clean up spill using absorbent
- Any biohazard is to be handled in accordance with the biosafety procedure
- Warn all those in area (if applicable)
- If volatile, extinguish ignition sources & evacuate
- If toxic, cover to suppress fumes & evacuate
- Notify Security x4444



EMERGENCY OPERATIONS CENTRE:
ROOM NW 303 x4420 or x4110
All external communication coordinated through EOC

ALTERNATE EMERGENCY OPERATIONS CENTRE:
GLC x4500

EXTERNAL EMERGENCY CONTACTS:
Police, Fire, Ambulance 911
Poison Information 1.800.268.9017
Union Gas (Emergency) 1.877.969.0999
PUC 759.6500 or 759.6555 (after hours)

APPENDIX E: CALLING TREE

<p>President Dr. Celia Ross Alternate: Nadine Landon (4223)</p>	<p>VP Finance & Administration Sean Dwyer Alternate: Billi Grisdale-Briski (4717)</p>	<p>Academic Dean Dr. Richard McCutcheon (4130) Alternate: Anna Thorpe (4113) **Academic Dean is responsible for contacting Division Chairs</p>
<p>Director of Marketing, Communications & Recruitment Brent Krmpotich(4243) Alternate: Joanne Nanne (4122) Alternate: Jenn Reid (4217)</p>	<p>Director of Physical Plant Shane Maurice (4110) Alternate: Marcello Barone (4410)</p>	<p>Registrar Dave Marasco(4812) Alternate: Shelley Mitchell(4220)</p>
<p>Direct of Ancillary & Student Services Tom Mauro (4729) Alternate: AJ Pirillo (4514)</p>	<p>Director of IT Danny Reid (4420) 705-541-8247 (M) Alternate: Craig Diotte(4414)</p>	<p>University Librarian Ken Hernden (4611) Alternate: Robin Isard (4360)</p>
<p>Director of Anishinaabe Initiatives Division Judy Syrette (4335) Alternate: AID Coordinator(4816)</p>	<p>Director of Human Resources Darla Pirillo(4112) Alternate: Brandi Bell-Tanninen (4373)</p>	<p>ESL Director Hanna Lin (1035) Alternate: Tyler Pollard(4367)</p>

- Each layer of contact is responsible for making up their own list for the next level of the phone tree, and may require further levels to be added.

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APPENDIX F: ANIMAL EMERGENCY RESPONSE

SCOPE:

This Animal Emergency Response Plan covers MAJOR crisis or disasters that activate the institutional Emergency Response Plan and involve multiple departments and involve research, teaching and testing animals. MINOR emergencies, such as power or water service outages of ultra-short duration, may not activate this plan unless they become major emergencies.

ROLES & RESPONSIBILITIES:

The Animal Care Committee Chair and University Veterinarian will be responsible for oversight and review of the Animal Emergency Response Plan and for notifying the ACC and relevant regulatory agencies, such as OMAFRA and CCAC, in the event an emergency occurs. As required, the University Veterinarian will provide emergency animal medical services and guidance on animal care.

When an emergency occurs, the appropriate security personnel will evaluate the situation to determine the best course of action depending on the nature and level of emergency. Security will then contact the person(s) on the Security Contact List supplied to them for that location. The person(s) on this list should be the person(s) most familiar with day-to-day operations and animal care at the location and can include the Principal Investigator, Biology Lab Coordinator and University Veterinarian. If it is a MINOR emergency, the person(s) should attempt to restore standard care as quickly as possible and report back to the University Veterinarian using the Animal Incident Report Form in a timely manner. If there are animals in pain or distress, if the contact person(s) are not capable of handling the situation, or if the situation escalates, they must contact the University Veterinarian, Biology Lab Coordinator and/or Animal Care Committee Chair.

For MAJOR emergencies, the appropriate institutional emergency response plan will be activated by appropriate senior administration after notification by security personnel. When there is potential or known involvement of research, teaching or testing animals, the activation of the Animal Emergency Response Plan will be communicated in a timely manner via phone and/or email to the University Veterinarian and Animal Care Committee Chair. The timing of this communication must occur after first response emergency assistance has been initiated for any human health and welfare issues, but in such a time frame to minimize the delays in addressing animal health and welfare issues.

Once notified, the University Veterinarian or Animal Care Committee Chair will contact the Incident Leader and the applicable site-specific animal emergency plan will be activated.

All relevant personnel will have access to this plan, including, but not limited to local emergency response personnel, security, communications, health and safety officers, animal care staff, and principal investigators.

ANIMAL CARE EMERGENCY RESPONSE TEAM (ACERT)

The Chair of the Animal Care Committee, or the alternate, the Biology Lab Coordinator shall be contacted in emergencies involving animals under the care of the Animal Care Committee and/or Algoma University’s animal care facilities, or personnel involved with animal care, animal research and/or the use of animals in teaching. In some cases, consultation with the University legal counsel may be necessary as well.

The Animal Care Emergency Response Team members are:

- Chair, Animal Care Committee

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- University Veterinarian
- Director, Physical Plant
- Principal Investigator
- Biology Lab Coordinator

Incident Leader: Each lab should identify an individual responsible for assisting in the coordination of the emergency response in that location. This should be a member that is most familiar with the day-to-day operations of the specific site and routine care of the animals within that location.

ACERT members must follow direction of primary responders (fire, police, and rescue personnel), security officers, and other emergency personnel, as human health and safety takes precedence.

LAB SPECIFIC EMERGENCY INFORMATION

Each lab will prepare an *Animal Emergency Summary Plan*

ANIMAL EMERGENCY SUMMARY PLAN	
Lab Name	
Species/Species Groups	
Contact information for key personnel who will respond to an emergency	
Principal Investigator	
Communications	
Security	Ext. 4444
Veterinarian	
How to access area without power	
Emergency Power	Supplied via generator
Contact information if repairs to life support equipment are required Contact information for general equipment and life sustaining supplies	
Known Hazards?	
Animal rescue priorities	
Possible areas of relocation	

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Basic, life-sustaining emergency care of the species or species groups contained within that area	
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Each lab must provide a copy of their AESP to the ACC for approval. A copy of this plan should be kept within each animal holding room, procedure room and at the front entryway. It should be available and easily accessed by emergency responders during a crisis.

Procedural locations: Animals temporarily located in procedural areas may also need a SAEP, depending on the duration of their stay in these areas. The ACC may request to see that information as part of protocol review or annual inspection.

Other areas: Special areas, not a part of the existing animal care facilities, approved for animal care and use by the ACC, may be required to present a SAEP as part of the protocol review.

Site-specific animal emergency plans should be reviewed regularly to maintain current information.

ACC approved copies of the site-specific animal emergency plans must be forwarded to all appropriate personnel and departments, including Security, ACC Chair, and University Veterinarian.

RESPONSE ACTIONS:

a. Triage

NEVER ENDANGER YOUR PERSONAL SAFETY

1. The ACERT, or any member thereof, will be responsible for triage of the animal emergency situation.
2. If advance notice of impending emergency (e.g. weather) has been given, initiate assessment of supply storage needs.
3. Can you conduct operations from the current location?
4. Is it safe to enter? Assess structure/building/room safety. Do not enter if it appears unsafe. Defer to security or emergency response personnel if present.
5. Evaluate situation
6. Degree of disaster: how many rooms/animals affected?
 - a. Are animal life support systems functional?
 - b. Is there power?
 - c. Are food and water available?
 - d. Are temperature, humidity and ventilation controls working?
 - e. Are housing units functional?
 - f. If life support systems are not functional, what is the duration of the down-time? How long can the animals be maintained in these conditions? Will the down-time exceed the critical period where health and well-being of the animals is compromised?
 - g. Are there injured/distressed animals?
 - h. Are euthanasia supplies available?
 - i. Assess animal priority: rare, irreplaceable or expensive animals may need priority over common, replaceable animals.
 - j. Are all animals accounted for? Potential for escapees?

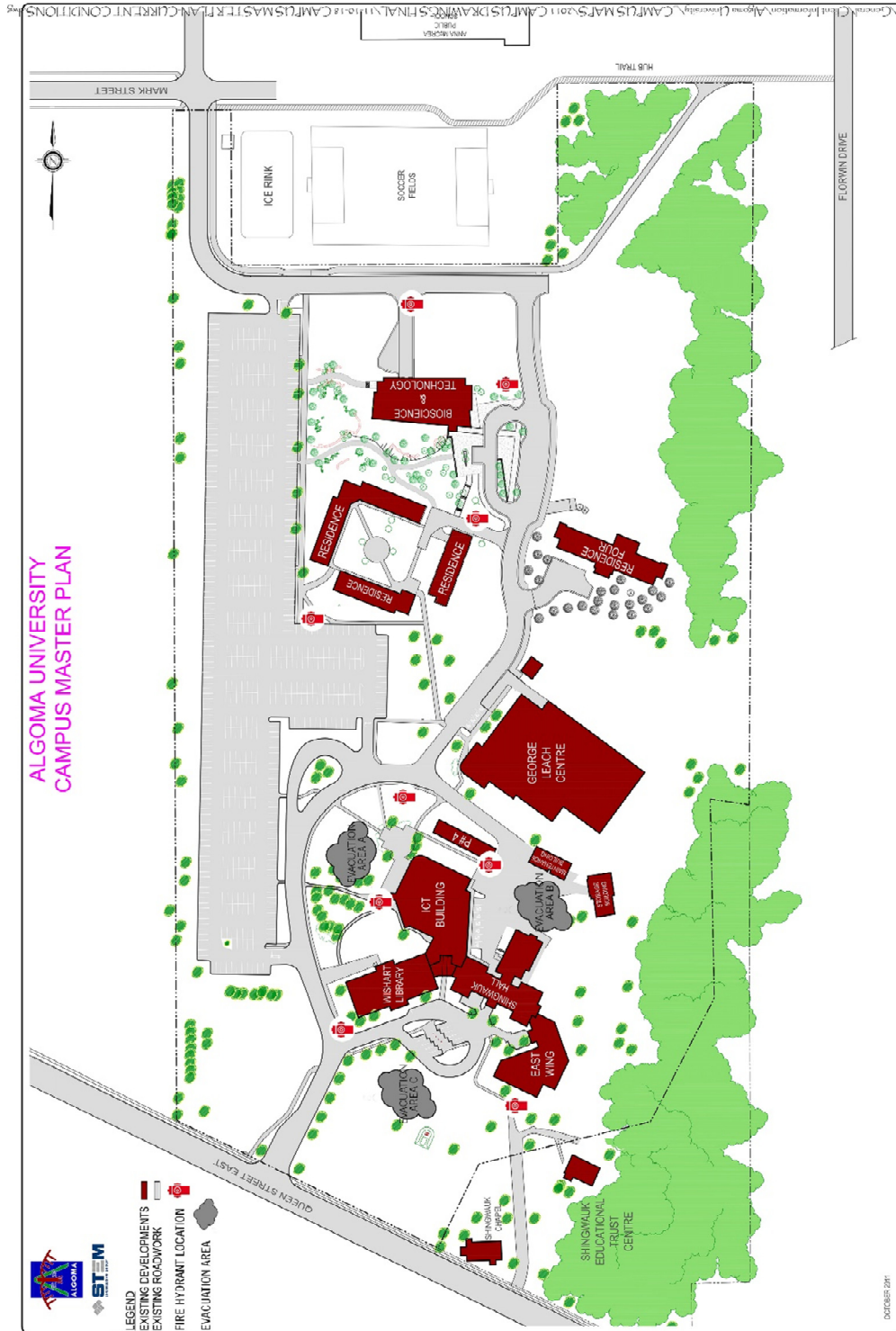
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- k. Is animal evacuation required? Is there a safe location for evacuees? Feasibility of evacuation?

Basic life-sustaining on-site care should be carried out, whenever possible, until the crisis is over. If the disaster, and/or resulting down-time, is such that the ability to provide on-site care is significantly impaired, animals should be evacuated and/or euthanized depending on assessment of the situation and the probable timing of return to normal.

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APPENDIX G: ALGOMA UNIVERSITY CAMPUS MAP



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