



UNIVERSITY  
OF  
PRINCE EDWARD ISLAND

# EMERGENCY PROCEDURES

EMERGENCY

9-911

SECURITY ASSISTANCE

566-0384

VERSION DATE/ JUNE 2005

## INTRODUCTION

This Emergency Procedures Booklet is intended for use by members of the campus community at the University of Prince Edward Island.

Familiarize yourself with the contents of the booklet. In the event of an emergency, it will serve as a quick reference for effective action. You may wish to read this publication periodically to ensure that you are familiar with its contents so that you are able to deal effectively with an emergency.

Keep it in an easily accessible location at all times.

Questions or comments should be directed to:

|                                    |          |
|------------------------------------|----------|
| Security Services Central Dispatch | 566-0384 |
| Security Services Administration   | 566-0988 |

Greg Clayton  
Director  
Facilities Management

&

The University of Prince Edward Island  
Occupational Health and Safety Committee.

# 911

## Emergency Response System

9-911 is to be used for making calls from the University to the Provincial 911 Dispatcher.

University pay phones will allow 911 calls at no cost by using the number 911.

### What is an Emergency ?

A 911 EMERGENCY IS WHEN someone's health, safety or property is threatened and that person needs the immediate assistance of the Police, Fire or Ambulance services to deal with that threat.

- Immediate Fire Fighting assistance is needed when reporting a fire in a University building or at any other University location.
- Immediate Ambulance assistance is needed when immediate medical attention or transport is needed for victims of serious accidents or illness.
- Immediate Police assistance is needed when reporting a crime in progress or a life-threatening or violent situation

When in doubt... call 9-911

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All non-emergency requirements should be directed to the University Security Services Central Dispatch by calling 0384.

## FIRE FIGHTING ASSISTANCE

1. If you suspect a fire, call 4357 or 0384 for response from Security Services Central Dispatch. Give your name and the location of the suspected fire.
2. Upon discovering a fire, call 9-911 for emergency services response. Give your name and the building location of the fire. Immediately activate the building alarm. If possible, close the door to the area.
3. If the fire is small and you do not feel that you are placing yourself in jeopardy you may fight the fire with an extinguisher. Ensure that the extinguisher is rated for the type of fire. It is safer to have another individual observing your actions in case you need assistance.

The nearest extinguisher is located at:

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4. If the fire is large, very smoky or spreading, evacuate the building immediately. Walk, do not run to the nearest exit. Do not use an elevator. Even if the alarm stops, continue the evacuation. Do not re-enter the building. Once outside, move to your designated emergency assembly point or at least 200 meters from the building.
5. Assist those who are mobility impaired in exiting the building. Those who are mobility impaired should make their evacuation assistance requirements known to department administrative staff within each building as required, prior to any emergency.
6. Notify emergency services responders (Fire, Police or ambulance) if you suspect that someone may be trapped inside the building.
7. Do not re-enter the building until instructed to do so by Security Services Personnel.
8. Refer to your department evacuation plan for further information.

## AMBULANCE ASSISTANCE

1. Do not move a seriously injured person except in a life threatening situation.
2. Call 9-911 for emergency response. The 911 Provincial Dispatcher will prompt you for required information.
3. Someone should remain with the injured person until medical assistance arrives. Reassure them that assistance is on the way. Administer first aid as required.
4. The names of persons trained in First Aid and CPR are

Name

Location in building

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The Nearest First Aid Kit is located at:

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## POLICE ASSISTANCE

Do not attempt to apprehend or interfere with the suspect.

1. Call 9-911 if the matter involves a threat of immediate injury or death.
2. If the matter involves a possible threat against the safety of an individual or property damage of UPEI assets, call Security Services Central Dispatch @ 4357 or 0384.
3. Get a good description of the suspect:
  - A. Note the height, weight, gender and approximate age;
  - B. Note the clothing and other distinguishing characteristics;
  - C. Note the mode and direction of travel; and
  - D. If the suspect enters a vehicle, note the license plate, make, model and colour.
4. Remain where you are until Police arrive. If possible, lock yourself in an office.
5. In the event of a civil disturbance, continue insofar as is possible with your normal routine.
  - A. If the disturbance is in your building, secure yourself in an office if possible;
  - B. If the disturbance is outside, stay away from doors and windows;
  - C. Do not become involved in the matter in any way.

# BOMB THREAT

Bomb threats are normally received by telephone.

1. Should you receive a bomb threat, remain calm and courteous. Do not interrupt the caller. Note as much information as possible from the caller and write it down immediately (use the Bomb Threat Telephone Checklist if possible). It is important to note the time of the call. Pass on as much information to the Security Services Central Dispatch @4357 or 0384 as soon as possible. Inform your supervisor immediately.
2. Security Services Staff are responsible for coordinating a response to the threat.
3. Should you notice a suspicious object or package, immediately notify Security Services Central Dispatch @4357 or 0384. Under no circumstances should you touch, tamper with or move a suspicious object.
4. If instructed to evacuate, move to your designated emergency assembly point or a minimum of 200 meters from the building.
5. Do not re-enter the building until instructed to do so by Security Services Personnel.

# Bomb Threat Telephone Checklist

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

\_\_\_\_\_ Callers Identity Male \_\_\_ Female \_\_\_ Approx. Age \_\_\_

\_\_\_\_\_ Origin of Call Internal \_\_\_ Local \_\_\_ Long Distance \_\_\_

## \_\_\_\_\_ Bomb Facts:

\_\_\_\_\_ When will it explode ? \_\_\_\_\_

\_\_\_\_\_ Location/ Building ? \_\_\_\_\_

\_\_\_\_\_ What kind of bomb ? \_\_\_\_\_

\_\_\_\_\_ Bomb appearance ? \_\_\_\_\_

\_\_\_\_\_ What will cause it to explode ? \_\_\_\_\_

\_\_\_\_\_ Why are you taking this action ? \_\_\_\_\_

## \_\_\_\_\_ Notice the following sounds:

### Voice Characteristics

### Speech

Loud \_\_\_ Soft \_\_\_ Fast \_\_\_ Slow \_\_\_  
Raspy \_\_\_ Pleasant \_\_\_ Stutter \_\_\_ Nasal \_\_\_  
Intoxicated \_\_\_ Other \_\_\_ Slurred \_\_\_ Lisp \_\_\_

### Threat Language

### Accent

Excellent \_\_\_ Good \_\_\_ Yes \_\_\_ No \_\_\_  
Fair \_\_\_ Poor \_\_\_ Type \_\_\_\_\_  
Foul \_\_\_ Other \_\_\_

### Manner

### Background Noises

Calm \_\_\_\_\_ Angry \_\_\_  
Rational \_\_\_ Irrational \_\_\_  
Coherent \_\_\_ Incoherent \_\_\_  
Deliberate \_\_\_ Emotional \_\_\_  
Self-righteous \_\_\_ Laughing \_\_\_

### Machines/ Type

Voices \_\_\_\_\_

Traffic \_\_\_\_\_

Music/ Type \_\_\_\_\_

Other \_\_\_\_\_



# CHEMICAL SPILLS

## Chemical Spills

1. Small spills of non-hazardous chemicals:
  - A. Consult Material Safety Data Sheets or applicable Safety Manuals.
  - B. Contain the spill.
  - B. If combustible, extinguish or remove ignition sources.
  - D. If you are uncertain about how to deal with a spill or need assistance, call Security Services Central Dispatch @4357 or 0384.
  - E. Begin clean up.
  - F. Ensure proper waste disposal.
  
2. Large spills, ignited spills or spills of hazardous materials:
  - A. Evacuate the area, closing the door behind you.
  - B. Activate the building fire alarm system and exit the building.
  - C. Move to your designated emergency assembly point or a minimum of 200 meters from the building.
  - D. When safe to do so, consult Material Safety Data Sheets or applicable Safety Manuals.
  - E. Brief Emergency Response staff (UPEI Security Services, Fire, Ambulance, or Police) on the nature of the situation.
  - F. Do not re-enter the building until instructed to do so by Security Services Personnel.

# GAS LEAKS

## Gas Leaks

Includes leaks of flammable, combustible, corrosive or toxic gases, oxygen and spills of cryogenic liquids.

1. Small leaks of non-hazardous gas:
  - A. Attempt to find and stop the source of the leak.
  - B. If you are uncertain about how to deal with a leak or require assistance, call Security Services Central Dispatch @4357 or 0384.
  
2. Large leaks or leaks of hazardous gas:
  - A. Evacuate the area closing the door behind you.
  - B. Activate the building fire alarm system and exit the building.
  - C. Move to your designated emergency assembly point or a minimum of 200 meters from the building.
  - D. When safe to do so, consult Material Safety Data Sheets or applicable Safety Manuals.
  - E. Brief Emergency Response staff (UPEI Security Services, Fire, Ambulance or Police) on the nature of the situation.
  - F. Do not re-enter the building until instructed to do so by Security Services personnel.

If you have any doubts about your safety or for that of others in the area of a spill or leak, activate the building fire alarm and evacuate immediately.

## EVACUATION PROCEDURES

A building evacuation will be indicated by the activation of the building fire alarm system.

Each department should have an evacuation plan specific to it's own environment.

All individuals within that work or academic area must be aware that when the building fire alarm sounds, an immediate evacuation is to occur.

Only those staff with prior approval of the University Health and Safety Committee will be permitted to continue activities during an evacuation situation. This is specifically areas involving surgical procedures or animal health care.

When your building fire alarm sounds... (Safety and Time permitting)

- ▶ Secure valuables and confidential files;
- ▶ Close windows and lock doors;
- ▶ Exit the building following the established evacuation route. Assist those who are mobility impaired;
- ▶ Move to your pre-determined assembly point;
- ▶ Lend such medical aid as possible;
- ▶ Await further instructions from emergency response staff (Security Services, Fire, Ambulance or Police).
- ▶ Do not re-enter the building until informed to do so by emergency response staff.