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1. PURPOSE:

To establish courses of action in response to an emergency situation at Loyalist College, ensuring timely, effective and efficient deployment of services and emergency responders, in order to protect the health, safety, property and environment of the Loyalist College community.

2. SCOPE:

2.1 For the purposes of this procedure, an *Emergency* is defined as a sudden, unexpected situation that calls for immediate action.

2.2 Situations for which the provisions of this plan are intended are those emergency incidents where there is a potential for risk to life, property and the environment. This includes, but is not limited to the following situations:

- Technological emergencies – including fire, explosion, utility failure, hazardous material spill or leak, etc.

- Natural emergencies – including tornado, severe winter storm, etc.

- Social emergencies – including bomb threat, terrorism, violent acts, riots, etc.

2.3 This procedure covers emergencies at the main campus of Loyalist College.

2.4 This plan assumes that the Belleville Fire, Police, Emergency Medical Services and other local public emergency response organizations will be contacted, as needed, and will be available to respond to an emergency incident.

2.5 Individual schools or departments may have supplemental emergency procedures that are specific to their area. These emergency procedures must be submitted to the Director Facilities & Security for approval and incorporation into the College Emergency Response Plan.

3. LEADERSHIP:

3.1 When assembled the ***Emergency Management Committee*** **(EMC)** is responsible for deciding on all appropriate measures to be taken in response to a College emergency.

3.2 ***Emergency Management Committee*** **(EMC)** is made up of the following members:
- President & CEO (***Emergency Coordinator***)
- Senior Vice-President Corporate Services & CFO
- Senior Vice-President Academic and Chief Learning Officer
- Senior Vice-President Strategic Planning and Institutional Effectiveness
- Executive Director Human Resources
- Director Facilities & Security
- Director IT Services

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3.3 **Emergency Incident Commander (EIC)** is the person who has primary, hands-on control of the emergency incident. The EIC will normally be the Director Facilities & Security or other Emergency Response Team member first on the scene. The role of Incident Commander will transfer to a more highly qualified person (e.g. Fire or Police Chief) on the basis of who has primary authority for overall control of the incident.

3.4 **Emergency Response Team (ERT)** is made up of the following groups of people:
- Director Facilities & Security (***Emergency Manager***)
- IT Services
- Facilities Services Staff
- Fire Wardens
- College First Aiders and Health Centre Nurse
- Security staff
- Residence Staff and Assistants
- Organizational Health & Wellness Specialist
- Joint Health & Safety Committee Members
- Executive Director Human Resources

4. RESPONSIBILITY:

4.1 The main overall responsibilities of the **Emergency Management Committee (EMC)** include:
- Overall leadership during the emergency
- Identifying the appropriate course of action
- Internal and external communications
- Identifying ad hoc members needed (see Appendix ERP 001 – APP 11)
- Advising, assisting and liaison with outside emergency responders/regulatory bodies
- Authorizing extraordinary financial expenditures for emergency response
- Documentation of actions taken (see Form ERP 001 – FORM 2 Activity Log)
- Post-emergency debriefing and follow-up
- Meeting at least annually to review plan and maintain operational readiness

The **President & CEO** (or designate) will:
- Act as **Emergency Coordinator** and leader of the EMC.
- Approve all media releases.
- Assign a member of the EMC to record all decisions and actions taken.

The **Senior Vice-President Strategic Planning and Institutional Effectiveness** will:
- Prepare all internal and external communications (Appendix ERP 001 – APP 7).

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□ Maintain a current list of media contacts and phone numbers (Appendix ERP 001 – APP 4).

□ Coordinate all media relations and identify the official media spokesperson.

The **Executive Director Human Resources** will:
□ Liaise with College labour organizations
□ Coordinate next-of-kin contact
□ Make referrals for post-incident trauma assistance and counseling.

4.2 **Emergency Response Team**

The **Emergency Manager** will:
- Assume the role of Emergency Incident Commander upon arrival at the emergency scene. Will transfer authority to arriving senior response officials (Fire, Police, Ambulance) as appropriate.
- Direct the initial, immediate actions to protect life, property and the environment.
- Ensure isolation of building systems and services, as needed.
- Act as liaison between responding police, fire and ambulance services and the EMC. Advise the responding service of the presence of any specific hazards (flammable chemicals, compressed gases, nuclear material) that could affect the safety of emergency response activities.
- Identify the appropriate Emergency Operations Centre (EOC) and initiate assembly of the EMC.
- Provide information to the EMC during the course of the emergency.
- Maintain a log of decisions and actions taken (see Form ERP 001 – FORM 2 Activity Log) and provides a post-emergency debriefing to the EMC.
- Maintain, test on schedule and repair all emergency communication systems and emergency response equipment.
- As head Fire Warden, maintain a current list of area Fire Wardens (Appendix ERP 003 – APP 10) and provide annual training to all members of the Emergency Response Team.
- Maintain current appendices for the identification of Secure Phone Lines (ERP 001 – APP 1), operation of Public Address System (ERP 001 – APP 8) and Security Cameras (ERP 001 – APP 9 & 10) and Maps of Security Camera locations (Kente – ERP 001 – APP 12 and Pioneer – ERP 001 – APP 13).
- Conduct annual evacuation and lockdown drills, and assess performance and provide recommendations for corrective action.
- Maintain current campus building and site drawings and maps.
- Update and maintain the ERP and distribute copies and revisions as per the ERP Distribution List (Appendix ERP 001 – APP 5).

- Maintain a current list of contact information for Community Resources. (ERP 001 – APP 3).
- Maintain a current list of contact information for the EMC, including back-ups (ERP 001 – APP 2) and possible ad hoc EMC members (ERP 001 – APP 11).
- Maintain a list of the on-site and off-site EOC's and possible off-site meeting areas (ERP 001 – APP 6).
- Coordinate annual training for the EMC.
- Liaise with police, fire and ambulance services ensuring that the ERP meets their requirements and provide each with current information regarding the College ERP.

The **Facilities Services Staff** will:
- Back–up the Director Facilities & Security (Manager, Maintenance and Security or designate).
- Be the headcount and communications contact person at each evacuation zone point.
- Verify that the fire alarm notification was received at the monitoring agency and that the Fire Station was notified (Facilities Services Office Staff).
- Provide assistance as requested by the Emergency Incident Commander.

The **Fire Wardens** (See Appendix ERP 003 – APP 10 for current list) will:
- Evacuate people in case of fire or other emergency identified by the sounding of the fire alarm.
- Organize assistance for persons with disabilities, at the time of the emergency.
- Report to evacuation zone to relay information or report problems.
- Provide assistance as requested by the Emergency Incident Commander.

First Aiders and Health Centre Nurse will:
- Provide first aid and medical assistance as required.

Security Staff will:
- After hours and on weekends, assume the role of Emergency Incident Commander until relieved by the Emergency Manager or responding fire, police or ambulance personnel.
- Direct the initial, immediate actions to protect life, property and the environment.
- Confirm that the report of emergency has been received at the appropriate response agency, by dialing 9-1-1. Provide any updates to the 9-1-1 operator regarding the emergency.
- Determine the precise location of the emergency.
- Direct or accompany, as appropriate, the responding services to the emergency location. Advise them of the presence of any specific hazards

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(flammable chemicals, compressed gases, nuclear material) that could affect the safety of emergency response activities.
- Maintain a log of decisions and actions taken (see Form ERP 001 – FORM 2 Activity Log).

Residence Staff and Assistants will:
- Assist in the evacuation of residence students in case of fire or other emergency identified by the sounding of the fire alarm.
- Report to the evacuation zone to relay information or report problems.
- Provide assistance as requested by the Emergency Incident Commander.

The **Executive Director Human Resources** will:
- Liaise with College labour organizations
- Coordinate next-of-kin contact
- Make referrals for post-incident trauma assistance and counseling.

The **Organizational Health & Wellness Specialist** will:
- Provide assistance as requested by the Incident Commander.
- Ensure that timely regulatory Ministry of Labour, Ministry of the Environment and Workplace Safety and Insurance Board (MoL, MoE, WSIB) reporting requirements have been completed.
- When requested, develop an individual emergency response plan for employees with disabilities, in conjunction with the employee's manager and the ERT. See OHS-014 Individual Emergency Responses Plans.
- Update and maintain the ERP section: Medical Emergency and Violent Behaviour.

Joint Health & Safety Committee Members will:
- Report to the evacuation zone and offer assistance.
- Provide assistance as requested by the Emergency Incident Commander.
- In the case of a critical injury, one or more worker members of the JHSC will inspect the site of the accident and prepare a written report for the Committee and the MoL.
- After the emergency, provide input to the Emergency Manager regarding activities and actions during the emergency for EMC's post-incident debriefing.

4.3 **College Faculty & Staff in Charge of a Class, Meeting or Activity** will:
- Know the emergency route and identify possible lockdown locations in your various work areas and ensure students or meeting participants are aware of the evacuation and lock-down protocol.
- Upon hearing an emergency alarm or receiving notification of an emergency, stop the activity and direct people to follow the appropriate actions as identified in Section 5.4.
- Organize and / or provide assistance for persons with disabilities, at the time of the emergency.

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4.4 **College Community Members** will:
- Know the evacuation route from your current location.
- Know the lockdown protocol.
- Upon hearing an emergency alarm or receiving notification of an emergency, follow the appropriate actions as identified in Section 5.4.
- Assist persons with disabilities as needed.
- Follow direction provided by personnel previously listed.

5. CONCEPT OF OPERATIONS:

5.1 Recognizing and Reporting Emergencies
Any member of the College community may be in the position to identify and report an emergency. Reporting emergencies:

- Dial **9-1-1** from any phone. Request either police, fire or ambulance services, as appropriate. Give your name and the nature and specific location of the emergency.
- If you discover fire or detect smoke, activate the emergency alarm using the nearest pull station. Pull stations are located at stairwells and exits.
- Contact College Security by calling **2222** or by pushing button on any of the Emergency Communication boxes or posts located on campus. Provide details of the emergency so that Security will be able to direct the responding agency to the site of the emergency.
- Security staff will dial **9-1-1** and confirm that the appropriate emergency services have been dispatched and then call the Emergency Manager (Director Facilities & IT Services or back-up), invoking the emergency response plan.

5.2 Warning Systems & Communications
Evacuation (Fire Alarm) – is communicated by a continuous bell or horn alarm enunciation system and in the Kente building, also by flashing white lights in the corridors, hallways and selected high-noise areas.

Lock-down – may be communicated by a lock-down alarm with public address announcements and/or by e-mail, phone or network broadcast message.

Shelter-in-Place – is communicated by public address announcements and/or by e-mail, phone or network broadcast message.

Communication Updates – during an emergency, updates, when possible, will be provided by any or all of the following means:

- Loyalist website
- Network broadcast message

- Public address announcement
- Broadcast e-mail
- Broadcast voice-mail
- Local media

All-Clear - is communicated by the "Winchester Chimes" alarm and public address announcement and/or in person by a member of the Emergency Response Team, e-mail, and/or Network Broadcast Message.

5.3 Emergency Operations Centre (EOC) – Whenever alerted to assemble, the EMC members will meet in one of the designated locations, as identified by the Emergency Manager. Refer to Appendix ERP 001 – APP 6 – *EOC Locations* for a listing of possible internal and external Emergency Operating Centres and possible evacuation sites.

5.4 Response Plan

If you are advised to evacuate:
- Turn off cooking, electrical and laboratory equipment, including gas valves, where possible.
- Close, but don't lock the door when exiting.
- Follow instructions of Fire Wardens and other Emergency Response Team members.
- Fire Wardens will normally be wearing a reflective orange vest. Other Emergency Team Members will be wearing a reflective yellow vest.
- Calmly evacuate the building using the nearest exit. Use an alternate exit if you encounter smoke, fire or other hazard. Do not use the elevator.
- Move away from the building at least 30 meters, leaving clear access for responding emergency services.
- Do not re-enter the building until authorized by an Emergency Response Team member or public address announcement gives the "all-clear".

If you are unable to evacuate:
- Contact 9-1-1 and, if possible, College Security **(2222)** and give your location. College Security may also be reached by pressing any of the Emergency Communication boxes or posts located on campus.
- Close the room door and use available materials to seal the door and air ducts.
- If smoke enters the room, stay low.
- Persons with mobility difficulties or who use wheelchairs should move to an area of refuge such as a stairwell away from the emergency or an exterior room with a window in the event that external rescue is required. Do not use an elevator unless cleared to do so by the Fire Department.
- **Note:** If you have a disability, either permanent or temporary, and may need help during an emergency, contact the Organizational Health & Wellness

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Specialist and complete the "Employee Emergency Information Worksheet" Form) OHS-014(A). The Organizational Health & Wellness Specialist will work with you, your manager and the ERT to develop an Individual Emergency Response Plan (IERP).

In some emergency situations, such as ones involving violent behaviour with firearms or some natural disasters such as a tornado, evacuation may not be a safe response alternative.

If you are advised to lock-down:
- Remain at your current location. If you are in an open area, enter the nearest office, classroom or lab. Lock doors, if possible. Turn out lights if safe to do so.
- Stay away from windows. Close curtains or blinds, if available. Take cover, out of sight from door or window viewing.
- Silence your cell phone and/or devices to protect emergency communications.
- If one is available, turn on the computer in order to receive direction and updates.
- Remain calm and quiet until an "all-clear" message is communicated by Police, identifiable Emergency Response Team members, all-clear alarm with a public address announcement or computer notification.

- Note of Caution: If the fire alarm is activated during a lock-down, unless you see fire or smell smoke, remain where you are and wait for further direction.

- If you are outside when a lock-down is initiated, do not enter the College. Quickly move away from the building and await further direction from Police or ERT members.

If you are advised to take shelter-in-place:
- Remain inside the College buildings. Avoid large unsupported areas such as the gymnasium or large lecture theatres. You may be advised to take shelter under sturdy furniture or structures or to proceed, via stairwells to the ground floor hallway to shelter-in-place.
- Stay away from windows, outside walls and doors.
- Remain calm until an "all clear" message is communicated by Emergency Response Team members or public address announcement.

5.5 Training

- Evacuation and Lockdown drills will be conducted annually for Kente, Pioneer, Loyalist-owned residence, and Residence Commons, normally in the fall semester, during the peak hours of occupancy.

- All members of the Emergency Management Committee will receive annual training on the ERP using either "table-top" situational exercises or functional drills.
- All members of the Emergency Response Team will receive annual training on their duties under the Emergency Response Plan.
- The President & CEO, Senior Vice-President Strategy and Transformation and other members of the EMC that may provide back-up to this position will receive formal training in Emergency Communications.
- All members of the College community will receive annual awareness training.

5.6 Plan Maintenance

- The plan will be reviewed annually and updated as necessary.
- Appendices will be updated as contacts or building information becomes outdated. At least annually, all contact information will be verified as current.
- Emergency Management Committee members and Emergency Response Team members who maintain official hard copies of the ERP procedures (See Appendix ERP 001 – APP 5 - *ERP Distribution List*) will receive paper updates for filing in their ERP binder.
- Spare hard copies of the ERP will be maintained in each of the Emergency Operations Centres.
- The electronic copy of the current ERP and associated appendices, forms and hazard specific procedures resides in:
 P:\Finance and Corporate Services\ERP
- Any appendices designated as confidential will only be available to members of the EMC.

6. ASSOCIATED APPENDICES, FORMS & PROCEDURES:

- Appendix ERP 001 – APP 1   Secure Phone Lines (confidential)
- Appendix ERP 001 – APP 2   EMC Emergency Contact Information (confidential)
- Appendix ERP 001 – APP 3   Community Resource Contact Information (confidential)
- Appendix ERP 001 – APP 4   Media Contact Information (confidential)
- Appendix ERP 001 – APP 5   ERP Distribution List (confidential)
- Appendix ERP 001 – APP 6   EOC Locations (confidential)
- Appendix ERP 001 – APP 7   Communication Templates (confidential)
- Appendix ERP 001 – APP 8   Public Address System (confidential)
- Appendix ERP 001 – APP 9   Security Camera Operation (confidential)
- Appendix ERP 001 – APP 10   Security Camera Retrieval (confidential)
- Appendix ERP 001 – APP 11   Ad Hoc Members (confidential)
- Appendix ERP 001 – APP 12   Maps of Security Cameras in Kente (confidential)
- Appendix ERP 001 – APP 13   Map of Security Cameras in Pioneer (confidential)

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- Appendix ERP 001 – APP 14   Communication App Desktop (confidential)
- Form ERP 001 – FORM 1   EMC Emergency Operations Checklist (confidential)
- Form ERP 001 – FORM 2   Activity Log
- ERP 002 - Bomb Threat or Suspicious Package
- ERP 003 - Fire or Explosions
- ERP 004 - Hazardous Material Release
- ERP 005 - Medical Emergency
- ERP 006 - Natural Disaster
- ERP 007 - Utility Failure
- ERP 008 - Violent Behavior
- ERP 009 Individual Emergency Response Plans (*if applicable)*
- Form OHS-014(A) Employee Emergency Information Worksheet

7. REFERENCES:

- The Ontario Fire Code – O. Reg 213/07
- Federal Emergency Management Agency (FEMA) - *Guidelines for All-Hazard Emergency Operations Planning*
- ESAO - *Emergency Preparedness*

8. REVISION HISTORY:

Jan 3/08 – Initial version.

Mar 14/08 – Put the identity of the EOCs on a confidential Appendix and added off-site options. Added confidential appendices ERP 001 – APP 1 Secure Phone Lines, ERP 001 – APP 7 Communication Templates, ERP 001 – APP 8 Broadcast Phone Message, ERP 001 – APP 9 Public Address System, ERP 001 - 10 Security Cameras and defined responsibilities for maintaining the appendices. Removed Fire Warden Appendix and relocated to ERP 003 *Fire & Explosions.* Changed location of electronic copy from P: drive to "loyalistwiki". Included network broadcast message as a communication option in Section 5.2.

May 7/09- Added confidential appendices ERP 001 – APP 11 Ad Hoc Members, ERP 001 – APP 12 Maps of Security Cameras in Kente, ERP 001 – APP 13 Map of Security Cameras in Pioneer, ERP 001 – APP 14 Emergency Alarm Activation, ERP 001 – APP 15 Network Notification System, ERP 001 – APP 16 Emergency Response Webpage. Added in references throughout the plan, to the various communication upgrades.

Jan 6/14 – Detailed role of the Emergency Manager and Security in identifying specific hazards to the responding emergency organizations. Identified that Individual ERPs will be developed upon request. Updated the responsibilities held by the Emergency Manager and the Occupational Health & Safety Coordinator. In 5.2 linked sounds to warnings on the WIKI.

Mar 27/16 – Altered the internal security extension to "2222". Formatting and document numbering changes.

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Apr 4/17 – Under item 5.5 – revised wording "Evacuation and Lockdown drills will be conducted annually <u>for Kente, Pioneer, Loyalist-owned residences, and Residence Commons</u>, normally…..

Dec 18/23 –
Under item 3.2 – Title updated from Senior Vice-President Strategy and Transformation to Senior Vice-President Strategic Planning and Institutional Effectiveness
Under item 3.4 – Title updated from Occupational Health & Safety Coordinator to Organizational Health & Wellness.
Under item 4.2 – Title updated from Facilities Service Manager or designate to Manager, Maintenance and Security or designate.
Under item 5.1 – Added 'or posts' to Emergency Contact Boxes.
Under item 5.2 – Under Communication Posts: Added and/or Network Broadcast Message
Under item 5.4 – Under Lock-down: Changed wording from 'Turn-off' to 'Silence' phones.