

cna

Emergency Response Guide

Prince Philip Drive Campus

Campus Security: 758-7283(landline)/682-9552(cell)

**Campus Administration:
758-7033/7233/7471/7517/7620**

**General Administration:
758-7265/7365/7366**

**In an Emergency
Call 9-1-1**

Compiled by:
College of the North Atlantic's
Emergency Response Committee

Emergencies

- Fire Evacuation
- Bomb Threat
- Hazardous/Dangerous Goods
- Secure and Shelter In Place
- Emergency Lockdown/Active Intruder
- Evacuation
- Medical Emergency

This guide is intended to assist in responding to emergency situations. Emergencies can occur at any time without warning, but their effects may be minimized by an appropriate response.

Please keep this guide in a location where it can be accessed quickly.

Emergency Plan Activation

The Campus Director/Manager is the contact and activation point of the college's emergency plan along with the assistance of the Local Incident Team. An Emergency Operation Centre will be the central location for all emergency response activities.

Employee Roles and Responsibilities

- If possible, immediately inform Campus Director/ Manager (Facilities Manager for HQ) or designate in the event of a workplace emergency, including any suspicious activity or situation. Provide as much detail as possible.
- Take reasonable care to protect yourself and others.
- Be familiar with the emergency response plan, escape routes, Muster Stations, first aiders, location of first aid kits, and emergency numbers.
- If you require mobility assistance in the event of an emergency please discuss pre-planning with your student advisor.
- Participate in emergency training, reviews and/or investigations and offer suggestions and support.
- Ensure office and laboratory integrity by keeping work areas and/or equipment secure and in safe operating condition.
- Any employees hosting an event on campus are responsible to review basic evacuation procedures with participants, including location of nearest emergency exits.
- Faculty should provide an overview of these guidelines to students and other emergency procedures posted in the classrooms.
- Employees should direct students during an emergency and provide assistance to anyone requiring help if possible.
- Adhere to direction given by college administration and/or emergency responders.

Student Responsibilities

- Be familiar with the emergency response guidelines posted in various areas.
- If you require mobility assistance in the event of an emergency please discuss pre-planning with your student advisor.
- Notify a college employee if you become aware of an emergency, or any suspicious activity or situation.
- Participate in emergency training and drills and adhere to direction given.

Other Users

- Review this guide and be familiar with basic emergency response procedures and/or safety measures.
- Review this guide and be familiar with the emergency response guidelines posted in various areas.

Reporting an Emergency

- Call 9-1-1
- Remain composed and specify the following:
 - Your name
 - Emergency
 - Location
 - Extent of injuries
 - Description of those involved
 - Telephone number



Contact Numbers

On-Campus Emergencies	Phone Number
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Emergency	9-1-1
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Campus Security	758-7283(landline) 682-9552(cell)
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Campus Administration	758-7033/7233/7471/ 7517/7620
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General Administration	758-7265/7365/7366
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Guidance Counsellor	758-7314/7368/7578
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Fire	9-1-1
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Ambulance	9-1-1
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Hospital	9-1-1
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Police	9-1-1
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Crime Stoppers	1-800-222-8477
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Employee Assistance Program	1-888-729-2290
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Poison Control	1-866-727-1110
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Mental Health Crisis	1-888-737-4668
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How To Stay Informed

Campus Emergency Information

Information will be available and updated at the following locations:

Staff email account your.name@cna.nl.ca

Student email account your.name@ed.cna.nl.ca

CNA Web page www.cna.nl.ca

Facebook @CNA_News

Twitter @CNA_News

Listening to local radio:

VOCM

K-Rock

CBC



Fire Evacuation

- **Be Prepared**
- **Know your Evacuation Route & Alternate Route**
- **Remain Calm**

If you discover a fire:

- Calmly SHOUT "FIRE!"
- Activate the nearest fire alarm pull station and begin evacuating the building.
- Warn others immediately to leave the building at the nearest safe exit or fire stair.
- Only attempt to extinguish the fire if it is a small contained fire and exit route is clear.
- Leave the area and close the door.
- Help individuals with accessibility issues to exit or move to a pre-planned safe area of refuge, preferably a fire stair landing or an enclosed, fire-rated space near the fire stairs and then advise a Fire Warden, Fire Marshall or Firefighter of their location.
- Notify the Fire Department by calling 9-1-1.

GET OUT:

- Exit through the nearest door to the Muster Station according to the emergency exit route posted in the area.
- NEVER use elevators
- Report to the nearest Muster Station – if you are a student/faculty then remain with your class at this area.

- Once evacuated, keep a safe distance (30m) from exit or proceed to a Muster Station.
- Missing persons must be reported to the Fire Marshall or Floor Warden. In the absence of these individuals, please notify your supervisor or program instructor.

STAY OUT:

Do not re-enter building until so authorized by the Fire Department, RCMP/RNC, Security Services, the Building Warden Coordinator, or Campus Administration (regardless of alarm bell status).

Laboratory Fire Procedures

- Shut down all equipment, turn off gas valve.
- Place infectious material in autoclave, BSC, or incubator.
- Follow fire evacuating procedures above.

Bomb Threat or Suspicious Package



Telephone Bomb threat

- Stay calm and courteous.
- Listen carefully.
- DO NOT interrupt the caller.
- **Obtain & record as much information as possible:**

When and where is the bomb exploding?

What kind of bomb? _____

What does it look like? _____

Where is it? _____

- Use checklist found on the following page.
- Note date and time of call.
- Attempt to keep the caller talking as long as possible.
- Notify another person, inform Campus Director/
Campus Manager.
- If instructed **EVACUATE**.

Email Bomb Threat

- DO NOT reply or forward.
- Call Campus Director/Manager or notify campus IT personnel.

Suspicious Package

- Treat the package as if potentially harmful – DO NOT touch or attempt to move!
- Notify Campus Director/Campus Manager.
- Evacuate area.



Bomb Threat Checklist

Circle those that apply

Caller's Identity	Male Female	Adult Juvenile	Other _____
Voice	Loud Soft High Pitched	Deep Raspy Pleasant	Intoxicated Other _____
Accent	Local Not local	Regional Foreign	Other _____
Speech	Fast Slow Distant	Distorted Stuttering Nasal	Slurred Lisp Other _____
Language	Excellent Good	Fair Poor	Foul Other _____
Manner	Calm Angry Rational Irrational Coherent	Incoherent Deliberate Emotional Righteous Laughing	Intoxicated Other _____
Back-ground Noises	Office noises Factory noises Chaos Trains	Animals Music Airplanes Street Traffic Quiet	Voices Party Other _____

Hazardous/ Dangerous Goods



Spill or release of chemical/biological/ radiological material

Large Spill

Ensure personal safety, notify occupants to leave area.

If able to do so:

- Close windows and doors
- Close doors to flammable cabinet
- Cover mouth and nose with personal protective equipment or hold your breath and move away.
- Call emergency responders.
- Provide first aid if trained to do so.
- Shut down equipment, remove any sources of ignition, and turn off gas.
- Evacuate area.

Small Spill

Notify occupants.

Use spill kits and dispose according to Safety Data Sheets (SDS) and regulations.

Spill to Body

Proceed to emergency shower and flood area for at least 15 minutes, remove contaminated clothing.

Follow instructions according to Safety Data Sheets (SDS).

Evacuation - Hearing the Alarm



- End all telephone calls.
- Turn off all equipment if able to do so.
- Close windows and doors.
- Assist any individuals out of the building if able to do so.
- Proceed to nearest exit, walk do not run.
- Keep right and in single file.
- If you encounter smoke, keep low, or crawl.
- Leave the building and proceed directly away from the building to the nearest Muster Station.
- Do not leave site until authorized to do so.
- Do not remove any vehicle from the parking lot, unless directed to do so.
- Allow local emergency response services to carry out their duties.
- Do not re-enter the building until it is safe to do so as indicated by the Fire Department

Secure and Shelter in Place

Secure is a course of action in which campus safety is best achieved by 'securing' the campus. In this situation, the campus continues to function normally, with the exterior doors being locked until such time as the situation near the campus is resolved.

Shelter in Place should be used for an environmental or weather related situation, where it is necessary to keep all occupants within the campus, to protect them from an external situation. Examples may include chemical spills, blackouts, explosions or extreme weather conditions.

- Announce Secure Campus over the public address system or whatever communications system is at your disposal.
- Contact local emergency response authorities if applicable by calling 9-1-1
- Faculty and staff to check hallways for students and direct them
- Lock all doors
- Faculty are to take attendance, noting absent students and any additional students who have entered the room
- Immediately contact the Campus Director/Manager if an emergency situation arises in an area near you
- Wait for Campus Director/Manager to contact you regarding attendance and or other necessary information
- Do not leave unless it has been deemed safe to do so
- Remain calm and continue teaching/working until the secure call is lifted



Emergency Lockdown / Active Intruder

Emergency Lockdown is when there is a major incident or threat of campus violence within the building, or in relation to the campus, this may also include the presence of an Active Intruder. (The over or misuse of lockdowns, will result in staff/students becoming desensitized and they will not take lockdowns seriously.)

- If something or someone looks suspicious inform college personnel.
- Threatening or disruptive behavior should be reported immediately.
- Do not put yourself at risk!
- Consider your own safety first!

ASSESS:

- Scan and assess your situation and consider your options

RUN:

- Get out if you can
- Choose a safe exit
- Call 9-1-1

HIDE:

- Seek Shelter
- Close, lock and/or barricade the door
- Turn off lights and close blinds
- Lie on floor, away from windows, and keep out of sight
- Silence cell phones • KEEP QUIET!
- DO NOT unlock or answer the door
- If safe to do so, call 9-1-1 and report the incident
- DO NOT leave building if the fire alarm is activated, unless imminent danger exists
- DO NOT leave the room until the RCMP/RNC inform you if is safe to do so

FIGHT: • Take any action necessary to survive

Medical Emergency



Examples:

- Severe chest pains
- Respiratory distress or cessation of breathing
- Shock
- Severe burns
- Uncontrolled bleeding
- Unconsciousness
- Choking
- Poisoning
- Overdose
- Suspected fracture of back, neck, or spine

General procedures:

- Check the scene to make sure it is safe to respond
- Call 9-1-1
- Notify the Campus Director/Manager
- Provide first aid if qualified, but do not move injured persons unless further danger is present
- Disperse bystanders and keep others from gathering
- Upon arrival of emergency responders - remain on-site to provide relevant information about the incident
- Be aware of location of Automated External Defibrillator (AED) on campus/work site.

Emergencies

Campus Maps

EMERGENCY MAP

Prince Philip Drive Campus



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College of the North Atlantic