TO REPORT EMERGENCIES:  
DIAL 9-911 FROM A CAMPUS PHONE  
911 FROM A RESIDENCE OR CELL PHONE  
OR  
DIAL 453-4830  
To Directly Access Campus Security  

By: Director of Security and Traffic  
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Table of Contents

1. General Information ........................................................................................................ 2
2. UNB Emergency Phones .................................................................................................. 3
3. Reporting an Emergency .................................................................................................. 4
4. Active Threat .................................................................................................................... 5
5. Campus Lockdown Procedures ......................................................................................... 6
6. Bomb Threat ..................................................................................................................... 7
   6.1 Bomb call info sheet ..................................................................................................... 8
7. Crime Reporting ............................................................................................................... 9
   7.1 Suspicious Persons ...................................................................................................... 10
   7.2 Suspicious Mail .......................................................................................................... 11
   7.3 Violent Situations ....................................................................................................... 12
8. Medical Health Emergencies ......................................................................................... 13
9. Mental Health Emergencies ............................................................................................ 14
10. Earthquake .................................................................................................................... 15
11. Evacuation of Buildings ............................................................................................... 16
12. Fire, Smoke, Explosion, Gas .......................................................................................... 17
   12.2 Explosions ................................................................................................................ 18
   12.3 Serious Gas Leaks ..................................................................................................... 18
   12.4 Ventilation Problems ............................................................................................... 18
   12.5 Electrical Problems ................................................................................................. 19
13. Elevator Malfunction ..................................................................................................... 20
14. Flooding and Plumbing Failure ..................................................................................... 21
15. Haz-Mat .......................................................................................................................... 22
16. Weather/Operating Status ............................................................................................ 24
17. Severe Weather/Shelter ............................................................................................... 25
18. Animal Incidents ............................................................................................................. 27
1. General Information

UNB Security and Traffic is responsible for the security of the UNB campus 24 hours a day, 7 days a week. For immediate non-urgent assistance the number is 453-4830. In life threatening situations people should call 911 (9-911 office phone) for an immediate emergency response. Failing this, there are seven emergency code blue phones on campus as well as red emergency phones in buildings and elevator’s and the security button located on the lower portion of all coin operated phones located on campus. The UNB Security email address is security@unb.ca.

The UNB Environmental Health and Safety Officer is responsible for policy and monitoring environmental, occupational and work place safety issues. If you have concerns regarding safety in your workplace, call 453-5075 or email safety@unb.ca

This guide will help you respond to various emergencies on campus. Keep it available, near your telephone. Know your building evacuation plan; plans are on our UNB Website.

Campus Response

- Emergencies – Police, Fire and Ambulance: 911 (Office phone 9-911)
- Telecare: 811 (Office phone 9-811)
- Telecare alternate: 1-800-244-8353
- Police non emergencies: 460-2300
- Campus non-emergencies, UNB Security and Traffic: 453-4830
- UNB Health Clinic: 453-4837
- Counselling Services: 453-4820
- CHIMO (mental health emergencies): 450-4357
- Facilities Management: 453-4889
- Student Campus Patrol: 453-4964
- Sexual Assault Crisis: 454-0437

For problems related to campus facilities after 4:00 p.m. and on weekend’s, call UNB Security at 453-4830. Examples include:

- Electrical outage
- Flooding
- Heating or air-conditioning failure
- Network failure
- Telephone failure
- Ventilation problem
- Water leak
2. **UNB Emergency Phones**

**Blue Phones**

Emergency safety phones (Blue Phones) are installed in seven locations around campus. In an emergency where you need immediate help look for a blue light. The blue light identifies the location of an emergency telephone. Simply press the emergency phone button (no dialling is necessary) to be connected to the UNB Security office communication’s desk. Describe your emergency to the security operator. Every call placed from a Blue Phone is responded to by a security patrol member. For further information on these phones and their location on campus please refer to our [campus security](http://www.unb.ca/fredericton/security) webpage. In addition, please note the location of the Blue Light telephones as you move about the campus.

**Pay and Elevator Telephones**

Pay phones around campus are equipped with an emergency direct line to the UNB Security and Traffic office. Instructions are noted on the lower portion of each phone with a yellow SECURITY decal. Certain buildings have added red phones with this capability as well. Elevator telephones are located in the elevators for both academic and residence hall buildings which are also directly linked to the S&T office. Every call placed by a pay or elevator telephone is responded to by a security patrol person. If you are stuck, remain calm and stay inside the elevator. Only trained elevator personnel are authorized to remove trapped occupants. No one else should attempt to release them or force elevator doors open. The elevator telephone is for emergencies ONLY; please refrain from using the phone unless it is an emergency.

If you have any questions about UNB emergency procedures, or any concerns for your personal safety, contact the Security and Traffic Department at 453-4830, [security@unb.ca](mailto:security@unb.ca) or visit [www.unb.ca/fredericton/security](http://www.unb.ca/fredericton/security). For concerns relating to occupational safety, contact the Safety Office at 453-5075, [safety@unb.ca](mailto:safety@unb.ca) or visit [http://www.unb.ca/fredericton/environmental-safety](http://www.unb.ca/fredericton/environmental-safety).
3. Reporting an Emergency

In an emergency, call 911 (Office phones, 9-911)

An emergency is any situation that requires immediate police, fire, or medical response to preserve life or property. If a person has no phone, UNB Security (453-4830) can be reached from every emergency Code Blue phone, in-house direct lines, pay phones and, emergency red elevator phones. Security will respond to your call immediately and, if required, relay it to local police, fire, ambulance, and other services. Without putting themselves at risk, UNB Security will also attend the scene if possible and meet the emergency responders in order to direct them to the proper location. UNB Security and Traffic is usually the first emergency team to respond to non-life threatening situations. When in doubt, call 911 (office phones 9-911). Situations requiring a 911 emergency response include the following:

1. Active threat. Call only if it safe to do so.
2. Serious assaults or immediate danger of assault.
3. Chemical spills.
5. Explosions.
6. Fires.
7. Severe injuries or illnesses.
8. Someone choking or drowning.

When reporting an emergency, call from a safe location, if possible, remain calm, speak slowly and clearly. Do not hang up the phone until the dispatcher directs you to. Be prepared to give the following information:

1. Location of the emergency – directions, street address, building, and room.
2. Type and severity of the emergency.
3. Fire – type and size of fire.
4. Medical – type of illness or injury, cause, number of victims.
6. Chemical/hazardous materials – quantity and type of substances involved, hazards and injuries.
7. When the incident occurred.
8. Your name, location you’re calling from, and phone number.
4. Active Threat “DO NOT MOVE TOWARDS THE LOCATION OF THE THREAT”

These guidelines have been developed for “active threat” situations in accordance with the best practices established by law enforcement experts.

TAKE ALL THREATS SERIOUSLY

If it is possible to do so safely, exit the building immediately when you become aware of an “active threat” incident within the building, moving away from the immediate path of danger while notifying anyone you may encounter while leaving. Seek protective cover in a nearby building or shelter, go to a safe indoor area or well away from the danger, lock/barricade the door, keep silent, stay away from windows and doors; and, take the following steps:

1. Once located in a secure area call 911 (office phones 9-911) and provide the dispatcher with the following information:
   - Your name.
   - Location of the incident (be as specific as possible).
   - Number of threatening/violent persons (if known).
   - Identification or description of those individuals(s).
   - Number of persons who may be involved.
   - Your exact location.
   - Injuries if known.
   - Put cell phones on minimum vibrate or turn off if instructed to do so.
   - Wait for responding law enforcement officers to assist you out of the building/area.

2. If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:
   - Go to the nearest room/ office as directed by a known staff person.
   - Close and lock the door, if possible.
   - Turn off the lights.
   - Seek protective cover.
   - Keep quiet and act as if no one is in the room.
   - Do not answer the door.
   - Notify 911 (office phones 9-911) and provide the dispatcher with the following information:
     - Your name.
     - Your location (be as specific as possible).
     - Number of attackers (if known).
     - Identification or description of the individual(s).
     - Number of persons who may be involved.
     - Injuries if known.
     - Put cell phones on minimum vibrate or turn off if instructed to do so.
     - Wait for responding law enforcement officers to assist you out of the building do not jump up when Police enter the room. For additional safety information, please refer to the Security & Traffic website at: www.unb.ca/fredericton/security.

Note: Individuals not immediately impacted by the situation are to take protective cover staying away from windows and doors until notified otherwise.
5. **CAMPUS LOCKDOWN PROCEDURES**

If there is a need to restrict access to a specific building (or multiple buildings) on the campus and a lockdown is ordered; as a precaution or a protective measure, please follow these steps:

**Initiation of lockdown Procedure:**
Notice of a lockdown will be broadcast over the Campus Alerts, Twitter and email.
If you are advised of a lockdown seek shelter immediately and take the following immediate action:

- Remain calm and communicate with others in a clear and concise manner. Tell others exactly what the situation is and what you need them to do.
- Get to a safe place out of hallways or common areas.
- Close and lock doors and windows. (Lock classroom door if you are able)
- Turn out lights, and close blinds and curtains.
- Remain in classrooms, offices, or residence room. If you are in a common area, stay away from windows and all doors (solid and glass).
- Silence cell phones, and any other devices that may generate noise.
- DO NOT answer the door once it is locked, as this will compromise the safety of those inside.
- Do not allow anyone to talk their way inside, as they may be the suspect or they are being coerced by the suspect, outside of your view.
- Dial 911 if you have specific information regarding the threat.
- For their own safety, emergency personnel must initially consider all individuals as potential threats. It is important to follow instructions from police at all times to avoid harm and ensure the best possible response
- Wait for further instructions and do not allow anyone to leave until the Police release the building and give an **all clear** signal or message.
- In case of medical or other emergency during a lockdown call 911 (office phones 9-911).

Individuals who may be on the outside of buildings during a lockdown of all campus buildings should move away from the affected area (indicated by the presence of emergency personnel and equipment).

**Following a lockdown:**

- An all clear notification will be sent.
- A staging area will be established for those persons requiring medical care, interviewing or counselling.
- Information related to the incident should only be relayed to the Police and/or UNB Security
- Be sensitive to the information you provide to others; it may affect the investigation. When in doubt, refer all inquiries to the Police or UNB Security.
- University authorized personnel or Police media liaison will release accurate information to the public as soon as it becomes available.
6. Bomb Threat

If you receive a bomb threat by telephone, remain calm and get as much information as possible from the caller. Try to write down the caller’s exact words and the time of the call. Check to see if the caller’s phone number or location is displayed on your phone. Ask the caller:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Where did you place the bomb?
7. Why?
8. What is your name and address?
9. When the call ends, hang up and then dial 9*57 (from a UNB office phone) or *57 (from Residence, cell or wireless phones) to initiate call trace.
10. Try to notice descriptive or other useful details (preferably write them down):
   - Did the caller sound like a man? A woman?
   - Approximate age?
   - Distinctive voice, pronunciation or accent, or speech patterns? Tone of voice and attitude?
   - Did the call seem to be a recording?
   - Were there background voices or noises or other clues about location or caller identity?
   - Call UNB Security at 453-4830.
   - If instructed to evacuate, follow procedures for evacuation of buildings. **Ensure you take all of your personal belongings with you.** This will help responding agencies.

If the threat was delivered by a method other than phone (eg. a note)

1. Immediately call 9-911
2. Report the time, location, and content of the threat message, as well as your location and phone number.
3. Stay on the line until the dispatcher terminates the phone call.
4. If you are told to evacuate the area, take your notes about the call with you along with all of your personal property (i.e. purse, gym bag, lunch bag, etc.)
5. Notify UNB Security by calling 453-4830 to indicate where you are.
BOMB THREAT CHECKLIST
GENERAL TELEPHONE INSTRUCTIONS

Be calm. Be courteous. Listen. Do not interrupt caller. Notify supervisor/security officer by prearranged signal while caller is on the phone. Tape/record conversation if possible. Try to write out complete message. Prolong conversation. Determine and note as much of the following as you can:

BASIC INFORMATION

NAME OF PERSON RECEIVING CALL: ___________________ TIME________ DATE________

CALLER’S IDENTITY: Male___ Female___ Adult____ Juvenile___ Approx. Age________

ORIGIN OF CALLER: Local_____ Long Distance_____ In Booth_____ Within Bld.________

EXACT WORDS OF CALLER. Use extra paper if necessary.

BOMB FACTS

PRETEND DIFFICULTY WITH HEARING. KEEP CALLER TALKING. IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

WHEN WILL THE BOMB GO OFF? HOUR_________ TIME REMAINING_________

WHERE IS IT LOCATED? BUILDING? _______________________________________

WHAT KIND OF BOMB IS IT? _______________________________________________

WHERE ARE YOU NOW? ___________________________________________________

HOW DO YOU KNOW SO MUCH ABOUT THE BOMB? ___________________________

WHAT IS YOUR NAME AND ADDRESS? _______________________________________

IF BUILDING IS OCCUPIED, INFORM CALLER THAT DETONATION COULD CAUSE INJURY OR DEATH.

CHARACTERISTICS OF CALLER VOICE | SPEECH | MANNER | LANGUAGE | ACCENT | BACKGROUND NOISE
--- | --- | --- | --- | --- | ---
Loud | Distinct | Emotional | Fair | Local | Office machines
High pitched | Stutter | Laughing | Foul | Foreign | Animals
Raspy | Slurred | Coherent | Good | Race | Mixed
Intoxicated | Distorted | Deliberate | Poor | Not local | Quiet
Soft | Slow | Righteous | Excellent | Region | Music
Deep | Nasal | Calm | Other | FAMILIARITY WITH |
Pleasant | Lisp | Irrational | Rational | FACILITY | |
Other | Fast | Incoherent | Street traffic | MUCH | |
Other | Distinct | Emotional | Fair | Local | Office machines

ACTIONS TO TAKE IMMEDIATELY AFTER CALL

Immediately call 911 (Office phone 9-911). Afterwards, talk to no one other than your supervisor or security officer.
7. **Crime Reporting**

To report a crime or criminal behaviour in progress on campus:

1. Call 9-911 or activate one of the emergency phones.
3. Do not approach or attempt to apprehend the persons involved.
4. Take only actions necessary for self-defence.
5. If you are safe, stay where you are until the police arrive. Otherwise, try to move to a safe location.
6. Provide as much information as you can, including:
   - Type of crime or criminal behaviour.
   - Location of crime or criminal behaviour.
   - Description of persons (height, weight, sex, and clothing) and of any weapons involved.
   - Direction of anyone’s travel away from the scene.
   - Vehicle description (color, year, make, model, license plate number)
   - **Anonymous calls** can also be made to **New Brunswick Crime Stoppers** at: 1-800-222-TIPS (1-800-222-8477); by email at [www.crimenb.ca](http://www.crimenb.ca); and, from your cell phone at **TIP212** plus information to **CRIMES (274637)**.

To report non-emergency police-related activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles, etc., call UNB Security and Traffic at 453-4830.
7.1 Suspicious Behavior or Activity

**What constitutes suspicious behavior or activity?** The following behavior or activities should be considered suspicious and should be immediately reported to the police. While they may ultimately have innocent explanations, it is better to have police investigate these situations than to take chances by letting them go unaddressed. Early reporting of suspicious behavior can often make a difference *it may even save a life!*

- Anyone carrying a weapon of any kind.
- Anyone who appears to be emotionally disturbed, angry, or who displays any potentially violent behavior.
- Someone screaming or shouting for help.
- Sounds of breaking glass or other loud and unusual noises.
- Sounds of explosions or gunshots.
- Someone "testing" doorknobs as they walk down a hallway.
- Anyone who appears to be trying to force a door open, or who is tampering with a car or building lock.
- A stranger entering another employee's office when it is unoccupied.
- Someone entering or leaving an office, lab or clinic after hours.
- People carrying property out of a building, especially at unusual hours.
- Someone loading equipment or unusual numbers of containers into a private vehicle, especially if it is near a building or after business hours.
- Items being sold at very low prices or in unusual locations (such as a parking lot).
- Someone sitting in a car in an unusual area for extended periods of time.
- Anyone repetitively driving through an area when parking spaces are available.
- Someone removing accessories, license plates or gas from a car.
- Someone looking into parked cars.
- Any person being forced into any type of vehicle.
- Individuals or groups loitering in non-public or unusual areas.
- Anyone who asks unusual questions about facility operations or personnel, especially if they are asking about sensitive or confidential matters.
- Anyone who loiters for long periods and appears primarily focused on observing others.
- An individual taking notes, making maps, or photographing buildings and/or facilities.
- Burned out lights, ineffective locks and security devices or safety hazards.
7.2 Suspicious Mail

Characteristics of a suspicious piece of mail or package that is received unexpectedly or is unknown may include:

1. Arrival via foreign mail, air mail, or special delivery.
2. Signs of an unknown powdery substance.
3. Unusual noise from within.
4. Excessive amount of securing material used, such as masking tape or string.
5. Excessive postage.
6. Excessive weight.
7. Handwritten or poorly typed address.
8. Incorrect titles.
9. Lopsided or uneven writing.
10. Misspellings of common words.
11. No return address.
12. Oily stains or discolorations.
13. Protruding wires or foil.
14. Restrictive markings such as “confidential” or “personal,” etc.
15. Rigid envelope.
16. Titles but no names.
17. Visual distractions

If you receive or observe a suspicious piece of mail, package, or material:

1. Consult your supervisor.
2. Do not move, open, cover, or interfere with it.
3. Move people away from suspicious items.
4. Avoid contaminating other areas and people.
5. Call Security immediately from a safe location at 453-4830. They will relay information to 911 as required.
6. Take your personal property with you as directed by UNB Security to an isolated space.
7. Notify your supervisor.

Be prepared to describe the item, its location, and the context of what you’ve observed. Give your name and phone number. Follow UNB Security’s instructions. Do not create panic. If you are told to evacuate the area or building, follow the evacuation procedure.
7.3 Violent Situations

Your actions may help calm a potentially violent situation, or they may escalate the problem. Try to behave in a manner that helps calm a situation:

1. Stay calm. Don’t be in a hurry.
2. Be empathetic. Show you are concerned.
3. Try to have the other person and yourself sit down. Sitting is a less aggressive position.
4. Try to be helpful. For example, schedule an appointment for a later time.
5. Give positive-outcome statements, such as: “We can get this straightened out.”
6. Give positive feedback for continued talking, such as: “I’m glad you’re telling me how you feel.”
7. Stay out of arm’s reach.
8. Have limited eye contact.
9. If possible, take note of their concerns.

Avoid Exacerbating Behaviours

1. Do not patronize.
2. Do not yell or argue.
3. Do not joke or be sarcastic.
4. Do not touch the person.

If Someone Becomes Agitated

1. Leave the scene immediately, if possible.
2. Call UNB Security at 453-4830 from a safe place.
3. Try to alert a co-worker that there is a problem (e.g. by calling and using an agreed-upon code word to indicate trouble)

Practice Preventive Measures

1. Discuss and agree on circumstances and situations in the workplace that everyone should watch out for.
2. Have procedures, signals, and code words in place to deal with threatening situations.
3. Avoid scheduling appointments for times when no one else is in the area.
4. Alert your colleagues in advance about a difficult meeting, and keep the door to the room open, or meet in a public area.
5. Try to avoid working alone after hours.
6. If you have to work late, advise a colleague, friend, or family member.
7. When working after office hours, keep doors locked and do not open the door unless you are expecting someone.
8. If you are concerned for your safety after hours and desire transportation to your vehicle, contact UNB Security at 453-4830.
9. Report any strange or unusual activities in and around your workplace immediately to your supervisor and UNB Security at 453-4830.
10. Do not leave money or valuable belongings out in the open.
11. Purses should be locked in a desk, cabinet, or safe area.
12. If possible, leave your purse locked in the trunk of your vehicle.
13. Lock your office and/or lab doors when these areas are not in use, even when you are leaving for “just a moment.
14. Always walk in well-lit areas and know your surroundings. If you think you are being followed, do not go home; go where there are other people. Call the police at 911 (office phones 9-911) as soon as you are in a safe place, unless an attack is imminent.
8. Medical Emergencies

Call 9-911 in any emergency that requires immediate police, fire, or medical response to preserve a life. This includes:

1. Serious injury or illness.
2. Serious mental health issues that might lead to suicide, assault, or homicide

Automated External Defibrillator

An Automated External Defibrillator (AED) is a portable electronic device that diagnoses and treats potentially life threatening cardiac arrhythmias in a patient by application of electrical therapy which stops the arrhythmia, allowing the heart to re-establish an effective rhythm. UNB has several available on its campus and one in the Security and Traffic patrol vehicle.

Alcohol Intoxication/Poisoning

Alcohol poisoning can be fatal. Do not allow someone who has drunk too much to “sleep it off.” Stay beside/with the person and call UNB Security and Traffic at 453-4803. However, call 9-911 immediately if the person:

1. Breaths shallowly.
2. Cannot be roused.
3. Has a head injury.
4. Has cold, clammy skin.
5. Has taken other drugs with alcohol.
6. Is incoherent and is vomiting.
7. Looks bluish or pale.

Injuries

For all injuries while on the UNB campus, the injured person must complete a UNB Accident Report. This includes campus visitors, as well as students, faculty, and staff. The Accident Report is available within each department. A staff supervisor or a UNB Security officer will assist in filling out and completing the report.

Prepare for medical emergencies by taking first aid and CPR training classes. For information about this training contact www.unbf.ca/security/

Major injuries requiring emergency responses, after calling 911:

1. You may provide first aid if you are trained, it is safe to do so, and the victim consents.
2. Do not attempt to move an injured person unless it is absolutely necessary to prevent further injury.
3. Calmly assure the injured person that help is on the way.
4. Assist emergency personnel in locating the victim and investigating the incident.

BE SURE UNB SECURITY IS CALLED 453-4830 AFTER CALLING 911
9. **Mental Health Emergencies**

Call 911 in any emergency that requires immediate police, fire, or medical response to preserve a life. This includes:

1. Serious injury or illness.
2. Serious mental health issues that put you or others at imminent risk for suicide, assault, or homicide.

Report any serious event to UNB Security at 453-4830 after 911 has been called.

**What is Mental Health?**

Mental Health is defined as ‘...the capacity of each and all of us to feel, think, and act in ways that enhance our ability to enjoy life and deal with the challenges we face. It is a positive sense of emotional and spiritual well-being that respects the importance of culture, equity, social justice, interconnections and personal dignity’ –*The Public Health Agency of Canada (PHAC)*

Mental health influences how we think and feel about ourselves and others and how we interpret events. It affects our capacity to learn, communicate, and form, sustain or end relationships. It also influences our ability to cope with change, transition and life events.

**What are Mental Health Problems?**

A variety of terms are used to describe mental health problems: mental disorder, mental illness, poor mental health, psychiatric illness, nervous breakdown and burnout.

**What is Mental Health First Aid (MHFA)?**

The help provided to a person experiencing a mental health problem or in a mental health crisis. The first aid is given until appropriate professional treatment is received or until the crisis is resolved.

**The Five Basic Actions of Mental Health First Aid:**

1. Assess the risk or suicide or harm
2. Listen Non-Judgementally
3. Give reassurance and information
4. Encourage the person to get appropriate professional help
5. Encourage other supports

**Resources:**

- **CHIMO Helpline** 453-4375
- **Counselling Services** 453-4820
- **Mobile Crisis Unit** 453-2132 (Mon-Fri 4pm – 12am, Sat & Sun 3pm to 11pm)
- **Victoria Mental Health Centre** 458-1803
- **Dr. Everett Chalmers Hospital Emergency Room**

10. Earthquake

Though earthquakes are not a high risk in the area, they are possible. If you are inside a building and feel it shaking or swaying:

1. Duck or drop to the floor.
2. Cover yourself under a piece of heavy furniture or a stairwell, or in a doorway (beware of the door swinging back and forth). If that is not possible, position yourself against an interior wall, protecting your head and neck with your arms.
3. Keep away from appliances, windows, and heavy hanging objects.
4. Hold on securely and stay in your protected position until the shaking stops.
5. Evacuate the building as soon as the shaking stops.

If you are outdoors when you feel shaking:

1. Move to a clear area away from trees, signs, buildings, and electrical wires and poles.
2. If you cannot get to an open area, take shelter in a doorway to protect yourself from falling debris.

If you are driving when you feel shaking:

1. Stop at the side of the road, away from hazards such as overpasses and power lines and poles. Stay inside the vehicle until the shaking stops.
2. Resume driving cautiously if it seems safe.
3. Avoid bridges and ramps that may have been structurally damaged.

After the shaking has stopped:

1. Anticipate aftershocks, and plan where you will take cover.
2. Check for injuries, and give first aid as necessary.
3. Remain calm.
4. Avoid broken glass.
5. Check for fire.
6. Take appropriate actions and precautions.
7. Check gas, water, and electric lines. If they appear damaged, or if you smell gas, open windows and leave the building immediately.
8. Contact UNB Security at 453-4830 immediately.
11. Evacuation of Buildings

Know your building evacuation plan.

Call 911 and evacuate campus buildings according to the evacuation plan in cases of:

1. Chemical spills or hazardous odours or fumes.
2. Explosion.
3. Fire (evacuate whenever the building’s fire alarms are activated).
4. Gas leak.
5. Smoke.
6. Structural damage or collapse.

Building alarms:

1. Leave your building immediately by the nearest safe exit when an alarm sounds or if you are instructed to do so by a university representative. Additional evacuation instructions may be given over the public address system and UNB website “Alerts”.
2. Move at least 200 meters away from the involved building.
3. As you are leaving:
   - Notify others who might not have heard the alarm or evacuation order.
   - Turn off equipment.
   - Secure hazardous operations if possible.
   - If time permits, take important personal items, such as a coat and keys.
   - Close doors behind the last person out.
   - Walk quickly, but do not run, to the nearest safe exit.
   - Faculty and staff should ensure students do not remain near doorways, block sidewalks, or areas emergency personnel may access.
   - Do not use an elevator unless authorized emergency personnel tell you to do so.
   - Ensure persons with disabilities have left, if not, try and assist them in evacuating. If you cannot help them out make sure first responders know where they are.

As soon as you have evacuated:

1. Report any missing or trapped persons to emergency personnel.
2. Move away from the building.
3. Do not re-enter the building until someone in authority gives the “all clear” signal.

If you are required to leave the building immediately but are unable to (because of a physical disability, injury, or obstruction):

1. Follow the emergency evacuation plan or go to the nearest area where there are no hazards.
2. Dial 911.
3. Call UNB Security and Traffic at 453-4830
4. Identify your situation and location.
5. Be sure to give the room number so help can be sent.
6. Signal out the window to emergency responders if possible.
12. Fire, Smoke, Explosion, Gas, Electrical

UNB Fire and Safety Inspections:
http://www.unb.ca/fredericton/environmental-safety/handbook/checklist

Other links | Diving Safety | Ergonomics | Training

12.1 Fire and Smoke

All fires occurring on campus must be reported to UNB Security and Traffic at 453-4830, including those that have been extinguished. If you have been trained and it is safe to do so, you can attempt to put out a fire with a portable fire extinguisher. Attempt to extinguish only small fires, and make sure you have a clear escape path. If you have not been trained to use a fire extinguisher, you must evacuate the area.

Do not hesitate to activate a fire alarm if you discover smoke or fire. In that situation:

1. Activate a fire alarm by pulling on an alarm box.
2. Call 9-911 or use an emergency phone to report the location and size of the fire. Always call from a safe location.
3. Alert people in the immediate area of the fire and evacuate the area.
4. Confine the fire by closing doors and windows as you leave the room.
5. Evacuate the building.
6. Do not use elevators to evacuate unless directed to do so by emergency responders.
7. If possible, assist the disabled in exiting the building.
8. Disabled persons should be aware of their designated location in order for first responders to locate them.

Trouble with and/or unable to evacuate:

Smoke is the greatest danger in a fire so stay near the floor where the air will be less toxic.

If you had to evacuate prior to notifying the authorities:

As soon as you are outside notify emergency responders at 911 of the location, nature, and size of the fire. Do not re-enter the building until instructed to do so by emergency responders or UNB Security.

If clothing is on fire:

1. Drop to the ground or floor and roll to smother flames.
2. Smother flames using a blanket or other suitable object.
3. Drench with water from a safety shower or other source.
4. Seek medical attention for all burns and injuries.

The NFPA has a series of posters in different languages regarding fire safety.

NFPA Posters
12.2 **Explosion**

In the event of an explosion on campus, faculty, staff, and students will take the following actions:

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.

After the effects of the explosion have subsided, notify 9-911 and:

1. Give your name and describe the location and nature of the emergency.
2. If possible, UNB Security and Traffic should also be called at 453-4830.

If necessary, or when directed to do so:

Activate the building emergency alarm system to evacuate the building.

When the fire evacuation alarm is sounded, or when told to leave by University officials:

1. Walk quickly to the nearest marked exit and ask others to do the same.
2. If possible, assist the disabled in exiting the building.
3. If unable to assist, disabled persons are to be situated in the pre-designated areas identified for fires, explosions and hazardous conditions.
4. Do not use elevators in case of explosion and do not panic.
5. Once outside, move to a clear area that is at least 200 meters away from the affected building.
6. Keep roads and walkways clear for emergency vehicles and crews. There are major parking lots which are at least 200 meters from the buildings.
7. If requested, assist emergency crews as necessary.
8. A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business.
9. Do not return to an evacuated building unless told to do so by a university representative and/or the emergency response team.

12.3 **Serious Gas Leaks**

Call 9-911 for instructions

1. Cease all operations and do not switch on lights or any electrical equipment, including use of telephone or two-way radio. Remember, electrical arcing can trigger an explosion.
2. Notify UNB Security and Traffic from another location.

12.4 **Ventilation Problems**

If smoke or odours are coming from the ventilation system, immediately notify UNB Security and Traffic at 453-4830. If necessary, cease all operations and vacate the area.
12.5 **Electrical Emergency**

Avoid touching equipment that is smoking, sparking, tripping circuit breakers, or giving electric shocks. Electrical equipment that is in water should never be approached. Call Security and Traffic at 453-4830 and Facilities Management at 453-4889.
13. Elevator Malfunction - Trapped in a stalled elevator on campus

What to Do if you are in a Stalled Elevator

1. Remain Calm

- If the door does not open, you are still safe. **Never** try to exit an elevator, or assist anyone else, especially if it is between floors. Wait for trained personnel to arrive. Even if the air temperature feels warm, there is plenty of air circulating in the elevator.
- If the power goes out there is an emergency light in the elevator. The alarm call system in the elevator does not rely on the regular power grid and you will be able to contact the dispatcher.
- If the elevator door opens when it is between floors **Do Not** exit the elevator. Call and wait for trained personnel to arrive.

2. Press the Call Button or Pick Up the Red Phone

- Push the call button. This is a two way speaker system and the location of the elevator will be identified to the dispatcher first and then you will be able to speak with them.
- In some of the elevators on campus there is a red telephone, pick it up, you will not hear a dial tone like on a regular telephone this is normal and security will answer.
- In the event that there is a problem with the elevators communication system you can press the alarm button. It sounds an audible alarm in the elevator and will announce to anyone in the area that there is a problem.

For complete information on elevator safety see the website at:

National Elevator Industry
14. Flooding and Plumbing Failure

**SUDDEN - SEVERE FLOODING:**

1. Evacuate all affected classroom and office spaces immediately.
2. Relocate, walk to a safe place / high ground, higher than water level.
3. Do not try to leave campus in a vehicle unless emergency officials have approved the plan – (80 percent of flood fatalities occur in vehicles.)

**Slow Rise Flooding:**

1. Sufficient notice will be available to evacuate the campus.
2. Before evacuating the campus – shut off all utilities (gas, water, and electricity).
3. Move / relocate or try to protect records and electronic equipment such as computers if possible.

**Plumbing Failure/Flooding:**

Never enter areas where there is submerged electrical equipment. Vacate the area if you are already there. Cease using all electrical equipment.

Check for present weather conditions in your area at:

http://www.weatheroffice.gc.ca/forecast/canada/index_e.html?id=NB


N.B road conditions: http://511.gnb.ca/

<table>
<thead>
<tr>
<th><strong>Contact numbers</strong></th>
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<tbody>
<tr>
<td>511</td>
</tr>
<tr>
<td>within New Brunswick</td>
</tr>
<tr>
<td>1-800-561-4063</td>
</tr>
<tr>
<td>outside of New Brunswick</td>
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</table>
15. **Haz Mat**

All major hazardous material (Haz Mat) spills on campus must be reported immediately to University Security and Traffic at 453-4830 immediately along with the following:

1. Call 9-911 or use a UNB Emergency Blue Phone, elevator phone and, security enabled pay phones.

Be prepared to provide (and spell) the names of the materials involved and to describe the location, size, and nature of the incident. A major hazardous material emergency exists when any of these conditions are present:

1. Cleanup of a spill of a hazardous material is beyond the level of knowledge, training, or ability of the staff in the immediate spill area:
2. The spill creates a situation that is immediately dangerous to the lives and health of persons in the area or facility.
3. The material spilled is unknown.
4. The material is highly toxic.
5. A significant fire hazard may be present.
6. The material has the potential to reach the environment (e.g. via a floor drain).
7. The spill is in a common area (e.g. hallway) or other area accessible to the public.
8. Advanced personal protective equipment (more than gloves and a half-face respirator) is required to respond to the spill.
9. A responder is unsure whether the spill should be considered “minor” or “major.

**In a major hazardous material emergency:**

1. Alert people in the immediate area, and evacuate the room.
2. If an explosion hazard is present, take care not to create sparks by turning electrical equipment on or off.
3. Confine the hazard by closing doors as you leave the room.
4. Use eyewash or safety showers as needed to wash off spilled chemicals. Flush the affected area with abundant amounts of water for at least 15 minutes.
5. Call 911 to report any personal contamination.
6. Seek medical attention immediately.
7. Evacuate nearby rooms that may be affected.
8. If the hazard will affect the entire building, evacuate the entire building.
9. Outside, identify yourself to emergency responders and report the location, nature, and size of the incident.
10. Provide any additional information you believe would be helpful.
11. Personnel most knowledgeable about the spilled material and the location of the spill should be available to provide information to emergency responders.
12. Isolate contaminated persons; do not allow them to leave or to spread the contamination.
13. Avoid contamination or chemical exposure to yourself.
A minor hazardous material emergency exists when all of these conditions exist:

1. Responsible party is at the scene that has been trained to handle the situation.
2. Material spilled is known and does not pose a hazardous and/or environmental risk.
3. Material spilled is not highly toxic.
4. Quantity spilled is very minor and small.
5. Fire hazard is present?
6. Spill is completely contained in the building.
7. Material has little or no potential to reach the environment.
8. Spill is not in a common area.
9. Advanced personal protective equipment (i.e. more than gloves and a half-face respirator) is not needed to respond.

**Minor Hazardous Material Emergency**

Minor indoor spills of hazardous materials or waste that present no immediate threat to personal health or safety, or of being released into the environment, are to be cleaned up by the person responsible for the spill unless they are not comfortable doing so. Hazardous material users and hazardous waste generators must be aware of the properties of the materials they use and the waste they generate.

**Employee Responsibility**

All employees working in areas where hazardous materials are used or stored are responsible for knowing proper procedures to deal with spills and the requirement that large spills (more than one gallon of liquid or one pound of solid) must be immediately reported to Campus Security at 453-4830. The Custodial Department and the Safety and Insurance Coordinator, Risk Manager, have primary responsibilities within UNB in spill response situations. It will be their decision if outside assistance is warranted for the spill. If neither a qualified Custodial representative nor the Coordinator for Safety and Insurance is available, the UNB Security and Traffic patrol officer on the scene shall make the determination for additional assistance.

**Wellfield Protection**

UNB is within the City of Fredericton’s Wellfield Protection Zone. UNB Security will notify the Fredericton Fire Department, NB’s Environment Department and the City’s Wellfield Protection Officer of any chemical spills

**Laboratory Safety contacts click:** | Biological Safety | Radiation Safety | Hazardous Materials | Hazardous Waste Disposal

Complete info is on the UNB website at [www.unb.ca/fredericton/environmental-safety/handbook](http://www.unb.ca/fredericton/environmental-safety/handbook)
16. Weather/Operating Status - Weather Closings or Delayed Openings

Campus Safety and Security Response

UNB Security shall establish itself as a weather spotter. As per the UNB storm closure procedures, UNB Security will notify the Vice President (Fredericton) Academic, for a decision on closing the university along with notifying Facilities Management of the possible need for support to protect the university’s physical assets. If a storm strikes causing physical damage, people should call UNB Security immediately at 453-4830. UNB Security shall initiate the appropriate emergency response to protect university property. Where lives are at risk, 9-911 should be called immediately.

During severe weather or natural disasters, people may be prevented from entering campus for hours or days. As per UNB storm closure procedures, Communications & Marketing will post a campus-wide closure notice on the UNB homepage.

Notice of a decision to close or delay opening will be communicated as quickly as possible by:

1. Local radio/television stations and postings to the UNB website at www.unb.ca
2. UNB email
   - In some cases only certain classes/events may be postponed.
   - The UNB library and various athletic facilities may still be operational.
   - Unless necessary, do not call UNB Security.

Winter Ice and Snow Storms

When severe winter weather conditions are predicted, monitor weather reports closely. If you live in an outlying area where driving onto the campus may be extremely hazardous, consider contacting your instructor to make arrangements for missing coursework. Stay home and stay safe! Check for present conditions in your area at: http://www.weatheroffice.gc.ca/forecast/canada/index_e.html?id=NB


N.B road conditions can be reached at: http://511.gnb.ca/

Contact numbers are:

511
within New Brunswick
1-800-561-4063
outside of New Brunswick

Students are encouraged to check www.unb.ca/insideunb/ for a list of any cancelled classes.
17. **Severe Weather /Shelter**

In preparation for hurricanes, tropical storms or other severe weather, everyone should have a plan in place to protect their family, pets, livestock and property. The plan should include stocking up on food, water, medication, batteries and other necessities.

Leaves and debris should be cleared from rain gutters, as they can hamper drainage in the event of heavy rains. Outdoor belongings such as patio furniture and other items should be put in a secure place.

Residents should have an emergency kit, and prepare to be self-reliant for at least 72 hours in the event of severe weather. They should also regularly check television and radio forecasts to stay up to date on evolving weather conditions.

Residents are encouraged to download the 72-Hour Emergency Guide, which can be found on the federal government's Get Prepared website. The website has several publications that can assist people in preparing for emergency situations.

Bulletins from the Canadian Hurricane Centre are also available online as is other information from the Emergency Measures Organization.

**LINKS:**

- 72-Hour Emergency Guide
- Local weather conditions and forecasts
- Bulletins from the Canadian Hurricane Centre
- Public Alerts

**Thunderstorms, Tornadoes**

If a thunderstorm approaches, remember that if you can hear thunder, you are close enough to be struck by lightning so:

1. Go to safe shelter immediately.
2. Use phones only in an emergency.
3. Stay away from water sources, (i.e. drinking fountains, faucets, showers, etc).

If you are outside during a thunderstorm and there is no shelter nearby:

1. If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet.
2. Place your hands on your knees with your head between them. Make yourself the smallest target possible.
3. Minimize your contact with the ground
4. Find a low spot away from trees, fences, and poles. Make sure the place you pick is not subject to flooding.
5. If you are in a wooded area, take shelter under the shortest trees.
Tornado warnings issued for areas within 32km or less will result in an immediate seek shelter announcement. If a tornado alert or warning is given or you see a funnel cloud:

1. Immediately seek shelter inside a substantial building.
2. If there is no shelter nearby, lie flat in a ditch or low spot with your hands shielding your head.

**Protective Sheltering**

Protective sheltering involves taking shelter in an interior hallway and staying away from glass doors and windows as much as possible. Recommended areas to seek shelter are those on the lowest level away from possible flying glass. For example:

1. First floor restrooms
2. Interior stair tower
3. Hallways away from glass
4. Interior offices without windows,
5. Interior classrooms without windows or glass, and the lecture halls.

For those in the Lady Beaverbrook Gymnasium, Currie Center, the Dome or AUC, evacuate the main gymnasium floors and arena areas as the large open span is not safe. For these buildings the following shelters would apply:

1. Restrooms, locker rooms.
2. Lower level hallway away from windows.
3. Interior hallways away from glass.

**Lightning**

**Use the 30/30 rule:**

- Take the appropriate shelter when you count 30 seconds or less between lightning flashes and thunder.
- Remain sheltered for 30 minutes following the last indication of thunder.
- Safe shelter shall be an inside area, away from doorways, windows. The shelter should be able to keep you safe and comfortable for up to 1 hour.
- While less than ideal, some individuals may opt to use their motor vehicle for shelter. When possible it is important to remind vehicle users to avoid contact with the steering wheel, ignition, keys and/or radio.
18. Animal Incidents

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences. Such contact should be reported immediately to the Student health clinic at 453-4837 and Animal Control at 460-2122. Only trained animal technicians should handle animals. Any animal that is wandering loose on campus should be reported immediately to UNB Security at 453-4830. If a wild animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away.

Venomous Animals

In the case of a bite or other injury caused by a venomous animal (e.g. a black widow or a brown recluse spider) or an allergic reaction to an insect or other animal, call 9-911 immediately for emergency medical assistance. Be prepared to give your name, location, and (if possible) the species or type of animal involved. Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby. Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.