



EMERGENCY PROCEDURES
EMERGENCY PHONE: 9-911
24 HOURS SERVICE - UNBSJ SECURITY 648-5675

Last Revision:
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INTRODUCTION

This Emergency Procedures manual is intended for use by faculty, staff, and students at UNBSJ - University of New Brunswick - Saint John.

You should become familiar with its contents. In the event of an emergency, it will serve as a quick reference for effective action. It should be kept in an easily accessible location at all times, preferably near a telephone. It may be hung on bulletin boards or adjacent to pull stations for the building fire alarm.

Questions or comments should be directed to University of New Brunswick - Environmental Health, Safety & Security Department. UNBSJ Security phone 648-5675 (24 hour) service.

David Gillespie (BA, CD)
Environmental Health, Safety & Security Manager
Phone 648-5505

or

David Allen
Safety & Security Operations Supervisor
Phone 648-5504

EMERGENCY PHONE NUMBERS

UNBSJ Security **648-5675**
Or Use Pre-programmed key on coin-operated telephones (Coin is not required)

FIRE, POLICE, AMBULANCE, POISON **9-911**

ENVIRONMENTAL HEALTH, SAFETY & SECURITY OFFICE **648-5504**

FACILITIES MANAGEMENT **648-5960**

Be prepared to provide the following information:

- Your Name
- Nature and status of the Emergency
- Exact Location (building, room number)

FIRE OR EXPLOSION

1. **ACTIVATE FIRE ALARM** (Pull Box)

2. **Dial 9-911 FIRE DEPARTMENT**

State: Nature of Emergency

Confirm: Name of Building

UNBSJ Campus

Room Number

3. **NOTIFY SECURITY**

Dial 648-5675

Press Direct Access Key on Coin Operated Phones

4. **EVACUATE BUILDING**

Close all doors and windows

Use nearest Exit

DO NOT use Elevators

Remain clam

Follow the direction of Fire Monitor(s) or Security Staff

NOTIFY SECURITY IMMEDIATELY IF YOU EXTINGUISH A FIRE

FIRE OR EXPLOSION

NOTE:

You may attempt to fight a small fire with a fire extinguisher.

If you have any doubt whether to fight a fire with an extinguisher - **DO NOT!**

Do not use an extinguisher if:

- the fire is spreading rapidly
- the fire could block your exit, or
- if you do not feel confident using the extinguisher

For larger fires, **GET OUT**, close windows and doors, confine fire,
Contact Fire Department at 9-911

If you are disabled, work with your department, residence assistants or professor to develop an escape plan around your abilities. Persons with disabilities should always evacuate to the nearest stairwell and await rescue should you not be able to negotiate the stairs or require assistance. Persons with disabilities are recommended to inform the Environmental Health, Safety & Security Department so that an adequate plan is developed.

If clothing catches fire: **STOP DROP ROLL**

All smoke, fumes or fire must be reported immediately to **Security - 648-5675**

Report any fire extinguisher which has been discharged to:
FACILITIES MANAGEMENT - 648-5960

CHEMICAL SPILLS

MAJOR SPILL

IN THE EVENT OF FIRE OR A MAJOR SPILL OR A VOLATILE, TOXIC, OR FLAMMABLE CHEMICAL - PULL THE NEAREST ALARM. IF YOU ARE UNABLE TO CONTROL OR EXTINGUISH A FIRE, FOLLOW THE FIRE EVACUATION PROCEDURES.

MINOR SPILL of known limited danger:

1. **GET AWAY.** Move away a safe distance and turn off any ignition sources, if possible.
2. **ASSESS** the substance spilled, extent of the spill and degree of hazard.
3. **GET HELP.** If spill cannot be safely handled using the equipment and personnel present, call for emergency assistance, activate fire alarm, call 9-911 and Security 648-5675.
4. **ASSESS INJURIES.** If anyone is injured, call for help, as outlined in the procedures for serious injury or illness.
5. **PREPARE PLAN OF ACTION.** Refer to Material Safety Data Sheet (MSDS) or ask supervisor for information.
6. **CLEAN UP SPILL WITH PROPER EQUIPMENT & MATERIALS.** Select proper protective equipment and clean-up materials. Use the correct sorbent for the spill. Place contaminated sorbents in a container that can safely hold and store spilled material. A portable chemical spill kit is stored in the Hazardous Material Storage Room # 47, Ground Floor - Ganong Hall.
7. **DISPOSAL.** Contact Environmental Health, Safety & Security 648-5505. Absorbed materials have the same hazard properties as original spilled material. Treat them with care. All hazardous materials undergoing disposal will follow all Provincial and Federal guidelines and be transported by approved hazardous waste carriers.

HAZARDOUS GAS LEAKS

(Flammable, Toxic, Corrosive, Oxidizing, Cryogenic)

1. Confine the fumes by shutting the room door.
2. If the leak appears to be serious, sound the building alarm so that evacuation can begin.
3. **Call Security 648-5675**
 - giving your name
 - department
 - the nature and location of the emergency.
4. Evacuate to a safe area at least 200 meters (down wind if possible) away from the building. DO NOT return to the building until instructed - until Security gives all clear signal. Identify yourself when Security arrives should additional information be required.
5. Suspected gas leaks or suspicious odors should **also** be reported to FACILITIES MANAGEMENT.

CHEMICAL SPILLS AND GAS LEAKS

BOMB THREAT

Bomb threats are usually received by telephone, but sometimes by note or letter. Most bomb threats are made by callers who want to create panic, but all such calls must be taken seriously. If you receive a note or letter, immediately contact Security at 648-5675.

If you receive a bomb threat by telephone:

- **NOTE** the phone number on the phone display or when call ends, hang up and then **press 9*57** (from administrative phones) or ***57** (from residence phones) for call trace.
- Be calm, courteous.
- **LISTEN**
- **DO NOT** interrupt the caller; try to keep him/her talking.

NOTE THE FOLLOWING:

- Exact wording of threat
- Date / Time / Duration of call
- Any background noise
- Gender of Caller
- Accent
- Estimate Age
- Manner (Calm / Emotional / Vulgar)
- Diction (Good / Lisp / Nasal)
- Voice (Soft / Loud, etc.)
- Caller's voice familiar to you
- Caller's familiarity to you with University

Questions to ask:

- What time will the BOMB explode?
- Where is it?
- What does it look like?
- Why was the bomb planted on Campus?
- What is your name?

Do not expect replies to all these questions but ask anyway

- Notify Security Officer - 648-5675
- Do quick search of work area for foreign or suspicious looking objects.
- Take outdoor clothing, handbag, briefcase, lunch containers etc. Instruct students to take their belongings with them when leaving the classroom or examination room. Any article left behind will be considered "suspicious."
- If instructed to evacuate the area, move 200 meters from the building. Do not re-enter the building until instructed to do so by Security or the City Police.

Senior staff in charge of the building, in conjunction with Security, is responsible for coordinating a response to the threat.

Should you notice a suspicious object or package, phone Security at 648-5675 and inform your supervisor. Under **NO** circumstance should you touch, tamper with, or move any suspicious object.

BOMB THREAT
SERIOUS INJURY OR ILLNESS

1. Do not move a seriously injured person unless it is a life-threatening situation.
2. **Call Security 648-5675.** Give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness. Security will arrange for medial help and an ambulance if required. If you feel the situation is of a life-threatening nature, call **9-911** directly.
3. Return to the injured. Administer First Aid and keep the injured as calm and comfortable as possible. The names of persons in a building who are trained in First Aid and CPR are posted on bulletin boards in hallways of each floor should they be needed.
4. Remain with the injured until Security or medical assistance arrives.
5. All injuries, accidents or 'incidents' must be reported on the UNB Accident / Incident Report Form available at your departmental office or online.
6. **REMAIN WELL BACK** from building to allow easy access to EMS personnel.
7. Return to building when directed by EMS, Security Personnel or Building Fire Monitor.

SERIOUS INJURY OR ILLNESS

SECURITY

1. Security personnel patrol the campus seven days a week (24 hours per day). They carry a cell phone and can be reached quickly for an **emergency** by contacting Security **648-5675** or for **Residence 648-5755**.
2. The **Environmental Health, Safety & Security Manager** is responsible for matters relating to Occupational Health and Safety. If you have any problems in this area you are encouraged to seek immediate assistance. **The office is located in G. Forbes Elliot Athletics Centre; Room 114 - phone number is 648-5505.**
3. Access to certain buildings after hours is restricted to those staff members who have been issued with appropriate keys or access cards, and to visiting groups who have made prior arrangements for access with the Security.

REPORTING SUSPICIOUS OR CRIMINAL ACTIVITY

In an effort to maximize the Safety and Security for the Campus community at large, constituents are encouraged to report any suspicious or criminal activity observed.

To report any such activity please call **Security at 648-5675**.

Your information will be noted and a Security patrol person will investigate and complete an occurrence report, if appropriate.

All reported incidents are documented, actioned, and maintained by the Environmental Health, Safety and Security Department.

The response will be dictated by the nature of the occurrence and policy and procedures in place. The Saint John City Police Department will render assistance and investigate occurrences as requested by Environmental Health, Safety and Security Department or the complainant.

SUSPICIOUS OR CRIMINAL ACTIVITY

GENERAL INFORMATION

1. Fire emergency procedures are posted in all corridors and adjacent to fire alarm pull stations. Lighted exit signs indicate the direction of the exit route to be taken in an emergency.
2. Fire extinguishers are professionally maintained by Facilities Management personnel. It is a criminal offense to tamper with or remove fire extinguishers or fire suppression equipment.
3. Fire exit signs and security lights are the responsibility of the Facilities Management Department: call 648-5960 directly when maintenance is required.
4. Fire drills will be held in each building once each semester. These are generally unannounced to occupants in the interest of effective drills.
5. The campus participates in the Workplace Hazardous Materials Information System (WHMIS) signage and product labeling program and provides Material Safety Data Sheets (MSDS) for all products on campus. If you are required to work with a regulated product but are uncertain of it's' hazards or characteristics, request the MSDS from your supervisor. Chemical suppliers are required to provide MSDS for all hazardous chemical products purchased by UNBSJ.

MSDS sheets must be replaced every three years.

6. Specific questions on dangerous goods may be directed to the Environmental Health, Safety and Security Manager - phone 648-5505.

7. The campus has a facility for temporary storage of hazardous wastes located in Ganong Hall. The Environmental Health, Safety and Security Manager coordinates disposal as necessary. Complete the University 'Hazardous Waste Disposal' form for service (available from the Environmental Health, Safety and Security Department).

8. The term 'incident' refers to any near-miss where a person could have easily sustained serious injury or where corrective action should be taken to prevent another near-miss of the same type. It should be interpreted in the broadest possible sense. Incidents should be reported to your supervisor, as well as on the UNBSJ Accident / Incident Report Form, in order that corrective action is initiated.

9. In advance of any possible emergency, if you feel you would require assistance in vacating a building or getting to a safe area you are advised to notify any one of the following:

- Security Operations Supervisor – phone 648-5504
- Environmental Health, Safety and Security Manager - phone 648-5505
G. Forbes Elliot Athletics Centre - Room 114.
- Security phone - **648-5675**.