



**BRANDON**  
**UNIVERSITY**

*Founded 1899*

**BRANDON UNIVERSITY**  
**EMERGENCY PROCEDURES**  
**MANUAL**  
(Updated November 2011)

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# INTRODUCTION

## Purpose

The best preventive and safety programs will not eliminate the possibility of fire, life-threatening injuries, and other serious safety threats on University premises. When such emergencies do develop, the protection of person and property requires immediate and appropriate responses. Those immediate and appropriate responses are the subject of this manual.

## Scope

This manual is directed to all persons in the University community who may be faced with an emergency situation, which threatens the safety of person or property. The manual details specific responses to a number of emergency situations. **Separate emergency procedure plans should be prepared and in place for use by individual faculties/departments to address specific needs.** Emergency situations and subsequent responses will differ according to circumstances.

## BU Plan Definitions

**Accident:** incident involving non-life threatening injuries to an individual and/or minor damage or disruption of University property or activities. Accidents are dealt with using normal on and off campus resources (e.g. first-aid kits, walk in clinics etc) and reported through the workplace health and safety process.

**Emergency:** incident involving serious harm to the health and wellbeing of one or people and/or localized damage or disruption of University property or activities. Emergencies will usually involve external resources (e.g. police, fire, ambulance).

**Campus Wide Emergency:** a major incident, involving serious harm to the health and wellbeing of one or people and/or major damage or disruption of University property or activities, which requires significant external resources and campus wide involvement. A Campus Emergency will require involvement from external services (e.g. emergency services, City of Brandon, other agencies) and coordination between all University units.

<b>Incident</b>	<b># Involved</b>	<b>Injuries</b>	<b>Damage</b>	<b>Disruption</b>	<b>Resources</b>	<b>Examples</b>
<b>Accident</b>	1 or 2 people	Minor	Minor	None	Internal	Cuts, minor falls, non-dangerous spills, small fires
<b>Emergency</b>	Multiple	Multiple and/or life-threatening	Major localized damage or widespread minor damage	Short term disruption of local services or activities	Internal and external	Serious injury, dangerous spills, large fires
<b>Campus Wide Emergency</b>	Multiple people and/or buildings	Multiple and/or life-threatening injuries or deaths	Major widespread damage	Long term or widespread disruptions	External resources required and campus-wide coordination	Deaths or serious injuries, spills or fires affecting one or more buildings

# TELEPHONE DIRECTORY

## EMERGENCIES

Fire

Police

Ambulance

Medical Assistance

# 911

\*\*\*\*\*

	<u>Day</u>	<u>Night</u>
Brandon Fire Department	729-2400	729-2400
Brandon Regional Health Authority	578-4000	578-4000
Brandon Police Services	729-2345	729-2345
Brandon University Student Union	727-9660	
BU Early Learning Centre Inc	725-0968	
Western Manitoba Centennial Auditorium	728-9510	
Athletic Director	727-7382	761-6730
Campus Recreation Director	727-9636	728-2973
Animal Care Facilities Manager	727-9655	728-7154
Chemical Spill Resource Person	727-9778	571-0376
Alternate (Dean of Science)	727-9625	725-1867
Communications Officer	727-9762	724-0267
Dean of Arts	727-9701	725-4921
Dean of Education	727-9656	720-3433
Dean of Music	727-9633	720-4803
Dean of Science	727-9625	725-1867
Dean, School of Health Studies	727-7456	761-0795
Dean of Students	727-9635	724-5138
University Registrar	727-7310	727-5876
Director of Ancillary Services	727-9763	727-0910
Director, Physical Plant	727-9659	724-3670
Director of Residence Programs	727-9799	726-5744
Director, Financial & Registration Services	727-9644	726-9552
Director, Human Resources	727-7416	725-3055
Director, Information Technology Services	727-7355	724-2622
University Librarian	727-9688	725-4903
Newmount Medical (Walk-In) Clinic	726-0773	578-4000
President/Vice-Chancellor	727-7427	573-6005
University Physical Plant	727-9620	727-9620
University Safety and Health Officer	727-7389	724-6896
University Security Office	727-9700	727-9700
Vice-President, Academic & Research	727-7455	571-9254
Vice-President, Administration & Finance	727-9707	725-0120
Associate Vice-President, External	727-9689	573-5899

Note: University internal telephone extension numbers are displayed in this Directory by means of bold type.

## **EMERGENCIES NOT COVERED IN THIS MANUAL**

For emergencies, which threaten person or property but are not covered in this manual.

### 1. Call: **911**

Provide the following information:

- Name
- Location
- Nature of Emergency

Note: When using the emergency telephone number for any emergency, the caller should keep the line open until the message is acknowledged.

2. Follow the instructions you receive.

3. Wait at or near the scene of the problem to assist the appropriate University authority and/or such authorities as Police, Fire Department, or Ambulance/Medical Personnel, who attend at the scene.

## ***Critical Incident Protocol:***

Deal with immediate risk mitigation (incl. **911**)

Contact Physical Plant (727-9620) or Security (727-9700) to start the Critical Incident Team

**The Office of the VP Administration will:**

- 1. Activate the Critical Incident Team and meet at command centre (Normally, President's Office)**
- 2. Determine course of action based on critical incident**
- 3. Activate Communications Plan**
  - Draft communication message
  - Broadcast PA message
  - Broadcast phone message
  - Broadcast on BU|NOW system
  - \*During a critical incident Brandon University Administration reserves the right to take over the BU|NOW system**
  - Send out e-mail to BU-Admin & BU-Students
  - Activate "light" website
  - If appropriate, contact local radio stations to broadcast emergency message
  - Respond to media inquiries

Contact person responsible for building or area involved

## CRITICAL INCIDENT TEAM

	<b>Office</b>	<b>Home</b>	<b>Cell</b>
Deborah Poff (President)	727-7427	717-1039	573-6005
Scott Grills (V.P A&R)	727-7455	571-9254	761-3918
Scott Lamont (V.P A&F)	727-9707	725-0120	724-6375
Susan Smale (V.P A&F office)	727-9723	727-0132	724-0982
Joanne Villeneuve (Communications)	727-9762	724-0267	724-0267
Gord Neal (Physical Plant)	727-9659	727-8334	724-3670

# **GENERAL EVACUATION**

## **Faculty, Staff and Students**

1. Use closest exit when possible. Elevators are not to be used.
2. Exit from stairwell where indicated and move well away from the building.
3. If smoke is present in the hallways, persons being evacuated are to be instructed to stay low and make their way to the nearest safe exit.
4. Do not obstruct the exits at street level.
5. Do not re-enter the building until the "all clear" signal has been given by the Fire Department or other appropriate authority
6. Supervisors will clear people from their work areas and alert, direct and assist staff and students to the nearest safe exit.
7. Teaching personnel are expected to supervise the evacuation of their classes.
8. All fire doors are to be in the closed position.

**Disabled Persons** (See "Disabled Persons" Section [Page 29](#))

# **FIRE**

In the event of a fire or other emergency necessitating a general alarm, the alarm may be sounded by activating the fire alarm.

1. Activate the alarm immediately.

2. Call: **911**

Provide the following information:

- (a) Name
- (b) Location
- (c) Nature and extent of fire

3. Evacuate the building as per the "[General Evacuation Procedures](#)" as outlined in this manual on page [9](#).

4. Do not deal with the fire unless such action is safe for all concerned.

5. Contact Physical Plant at 727-9620 or Security at 727-9700 to start the Critical Incident Team and Protocol

6. Meet and report to the fire department and appropriate University Authority when they arrive and direct them to the fire location. At this point the Fire Department assumes all responsibility of the situation and all parties are to follow their directions.

## **BOMB AND OTHER THREATS**

If you are the victim of a threat, by telephone, letter, or in person, as soon as is reasonable:

1. Contact Physical Plant at 727-9620 or Security at 727-9700 to start the Critical Incident Team and Protocol. Provide all available information such as:
  - a) Time threat was received
  - b) Date
  - c) The nature of the threat
  - d) Time the threat is to be carried out
  - e) Any information about whom is involved
  - f) Any accents or background noises during the call
2. The Critical Incident Team will notify the police
3. Await instructions from appropriate authority, University or civil, who will take charge of the situation and/or conduct any follow-up as may be necessary.
4. For a bomb threat, complete a "[Bomb Threat Call Report](#)" (see page [12 & 13](#)). Be sure to record all the relevant information as required by the report.
5. If an evacuation is required, "[General Evacuation](#)" Procedures as outlined in this manual on page 9 will be followed.

## **Instructions for Completion of Bomb Threat Call Report**

As you ask the questions listed on the report form, attempt to collect all of the impressions and information about the caller that you can. These include such items as gender, age, race, and foreign or localized accent, illiterate - intelligent, peculiar personal speech defect (lisp, stutter, etc.), tone (high, fast, bass, etc.) and temper (angry, vindictive, joking, etc.)

Also note any noticeable or predominant background noise such as heavy traffic, low flying aircraft, trains, construction activity, loudspeakers, cheering crowds, etc.

To the extent possible, write the exact words spoken by the caller in response to these questions immediately while recall is fresh.

1. Where is the bomb (exact location) now?
2. What does the bomb or container look like?
3. When is the bomb set to go off?
4. How does the bomb work (what sets it off - movement, time)?
5. Why was the bomb put there?

Ask a fellow employee to summon your supervisor and civil authorities and attempt to keep the caller on the line.

**BOMB THREAT CALL REPORT**

Date & time of call \_\_\_\_\_ Local \_\_\_\_\_ Long Distance \_\_\_\_\_

Exact words of caller: \_\_\_\_\_  
\_\_\_\_\_

**ASK THESE QUESTIONS - IN ORDER**

1. Where is the bomb now? (exact location) \_\_\_\_\_  
\_\_\_\_\_

2. What does the bomb, or container look like? \_\_\_\_\_  
\_\_\_\_\_

3. When is the bomb set to explode? \_\_\_\_\_  
\_\_\_\_\_

4. What will make it explode? \_\_\_\_\_  
\_\_\_\_\_

5. Why was the bomb put there? \_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF CALLER'S VOICE**

Male \_\_\_ Female \_\_\_ Old \_\_\_ Middle Age \_\_\_ Youth \_\_\_\_\_

Base  Fast  Squeaky  Angry  Joking  Drunk

High  Muffled  Nervous  Vindictive

Accent or impediment \_\_\_\_\_

Background noises \_\_\_\_\_

Is voice familiar? \_\_\_\_\_ If so, who? \_\_\_\_\_

Other remarks \_\_\_\_\_

Line No. \_\_\_\_\_

Your name \_\_\_\_\_

# **VIOLENT INTRUDER/HOSTAGE & BARRICADED PERSON**

**If you see an individual causing or threatening to cause harm on campus:**

- If you are inside a building
  - Evaluate whether you are safer to exit the building or take cover inside the building.
  - Only pull a fire alarm if it will be safe for occupants to leave the building.
  - If you cannot safely get to an exit, take cover in the nearest available room out of the line of sight. Close, lock and barricade the door if possible. Turn off the ringer on your cell phone/pager and do not open the door until you have been given the all clear signal, or you are confident that it is the police or university officials outside and the area has been secured.
- If you are outside on the campus
  - Run away from the danger and seek cover.
- As soon as you are in a safe area
  - Dial **911** and campus security at **727-9700**
  - Give the location and the nature of the threat.
  - Give any description you can of the threatening individual(s). This may include: Gender, age, weight, hair color and length, skin color, clothing, facial hair, tattoos or other distinguishing marks.
  - Stay on the line until operator tells you to hang up.
- If you are taken hostage
  - Be as cooperative as possible with the intruder.
  - Follow all orders.
  - Do not do anything to anger or antagonize the intruder.
- When the police arrive
  - Follow all instructions quickly and be sure to keep your hands clearly visible at all times. A police officer may require you to get on the ground and you may be handcuffed for safety reasons until the situation is secure.

## **Cell Phone Use In An Emergency**

### **To save lives in an emergency situation:**

Please use your cell phone only to call 911 if you have information on the location or description of the intruder or victims. Turn off the ringer and avoid using your cell phone to contact friends and family until the all clear has been broadcast. Too many calls may overload the phone lines.

### **If You Are Concerned About Someone**

If you have an immediate concern about a person's behavior, call 911

If the situation does not require immediate action, but you have become concerned about someone's emotional well being, please contact the Student Services Office. Often, if people can be offered services to help them deal with their personal issues, then their potential for anger and/or violent behavior may be dramatically reduced.

Please contact the Student Services Office if you become aware of a member of the campus community who:

- Has personal websites or blogs that focus on weapons, death, or violence.
- Threatens harm against students, staff or faculty members.
- Indicates a hatred for any particular group such as women or different ethnic groups.
- Possesses or draws artwork featuring themes of death, weapons, and/or violence.
- Starts fights and/or assaults others, including family members.
- It is withdrawn or isolated and has no apparent social contacts – no friends.
- Becomes withdrawn or isolated from friends and/or family.
- Possesses weapons or talks about them a lot.
- Responds to frustration with violence.
- Talks about suicide or wanting to die.

# **ASSAULT**

## **Victim of an Assault**

If you have been assaulted:

1. Call **911**
2. Contact Physical Plant at **727-9620** or Security at **727-9700** to start the Critical Incident Team and Protocol.

Provide the following information:

- (a) Name
- (b) Location
- (c) Nature of Assault

Security or an appropriate University Authority will respond to the scene and provide assistance and first aid, if required. Be prepared to supply information about yourself, the incident and the suspect. You will be required to prepare a statement about the assault. Security or appropriate University Authority will call the Police and, when necessary, an Ambulance, if they have not already been notified.

## **Witness to an Assault**

If you are witness to an assault:

1. Call: 911
2. Contact Physical Plant at **727-9620** or Security at **727-9700** to start the Critical Incident Team and Protocol.

Provide the following information:

- (a) Name
- (b) Location
- (c) Nature of Assault

If possible, remain at or near the scene and be available to give any additional information as may be required by Police and/or an appropriate University authority with their arrival at the scene.

Security or an appropriate University Authority will notify the police, if they have not already been notified.

If possible, assist the victim by administering First Aid. Be prepared to provide Police and/or an appropriate University authority with a report of your observations about the assault.

# **CIVIL DISTURBANCES**

## **Civil Disturbances:**

If you are a witness to a civil disturbance:

1. Contact Physical Plant at 727-9620 or Security at 727-9700 to start the Critical Incident Team and Protocol.

2. Provide the following information:

- (a) Location
- (b) Nature of the disturbance

The appropriate University official will take the necessary steps to control the situation, including potentially calling **911**.

3. Remain calm. If you are able to do so, leave the area but remain available to the University authority handling the situation.

4. If you cannot leave the area remain in your office or laboratory until such time as help arrives. Ensure that the University authority handling the situation is aware of your circumstances and follow instructions.

5. Do not interfere with the disturbance. In the case of an office occupation, the appropriate University official will arrange to bring in the necessary resources to remove the demonstrators.

6. The University will require you to complete a statement relating an accurate account of your personal knowledge of the situation as you found it.

7. If the situation involves the Animal Care Facility, the Critical Incident Team will contact the Animal Facility Manager.

8. The Chair shall contact, the BUACC Coordinator, and any other, directly-involved individuals, at the Chair's discretion (i.e. investigators, Dean of Science,, etc.)

9. The BUACC Coordinator shall immediately contact the members of BUACC to arrange a meeting. Security and media strategies will be determined at the meeting with a decision being made on whether or not to contact or respond to the media and if so, how.

# **THEFT / VANDALISM / ROBBERY**

## **Theft / Vandalism: University Property**

1. In cases of theft, verify that the property has in fact been stolen and not merely borrowed without being reported.
2. Contact personnel responsible for the area
3. Notify the University Security Office:  
Call: **727-9700**  
Provide the following information:
  - (a) Name
  - (b) Location
  - (c) Circumstances of theft/vandalism
4. Assist Security or appropriate University authority in completing a report of the theft/vandalism. In the case of theft, when possible, have the make, model and serial number of the missing property available. You will be asked to complete a statement form.
5. Call the Police and report incidents of theft. Please be available to assist investigating Police Officers when required.
6. Report the theft/vandalism to the Office of Financial & Registration Services for possible insurance involvement.

## **Theft / Vandalism: Personal Property**

1. In cases of theft, verify that the property has in fact been stolen and not merely borrowed without being reported.
2. Notify the University Security Office:  
Call: **727-9700**  
Provide the following information:
  - (a) Name
  - (b) Location
  - (c) Circumstances of theft/vandalism
3. Assist Security or appropriate University authority in completing a report of the theft/vandalism. In the case of theft, when possible, have the make, model and serial number of the missing property available. You will be asked to complete a statement form.
4. The University will only call the police if requested to do so by the complainant. Please be available to answer questions from the investigating Police Officer(s) if the Police become involved.
5. Report the theft/vandalism to the Office of Financial & Registration Services for possible insurance involvement.

## **Robbery**

If you are the victim of, or a witness to, a robbery, you should:

1. Notify Brandon Police Services:  
Call: **911**
2. Notify Campus Security:  
Call: **727-9700**
3. Ensure that the Dean, Department Head or your immediate supervisor has been made aware of the incident.
4. Remain available to be interviewed by Police and/or appropriate University authority.
5. Note: Complete a "[description](#)" [diagram](#), found on page [22](#) of this manual as soon as possible while your recollection of the incident is still fresh in your mind and make it available to investigation authorities.

### **BEFORE THE ROBBERY**

Before a robbery occurs, make sure that you know and understand the Four Steps to Robbery Prevention.

### **THE FOUR STEPS TO ROBBERY PREVENTION ARE:**

#### 1. Be Active

Activity shows that the business personnel are alert and well trained and gives an aura of professionalism to the business. Get away from the counter when there are no customers. Robbers prefer to confront you across the counter and are less likely to come in to rob you if you keep moving around the office/store during quiet periods.

#### 2. Make Customers Feel Important

A robber does not want to be identified. A customer, on the other hand, enjoys friendly, co-operative staff.

- Give everyone a friendly greeting and keep a friendly eye on each customer.
- Look each customer directly in the eyes. It makes it difficult for a would be robber to loiter in an office and increases his fear of later identification.
- Be aware of customers who take a long look at the money in your cash drawer.
- Don't be embarrassed to call the police if someone makes you suspicious or gives you an uneasy feeling. Many arrests have been made this way - and the police don't mind checking out your fears.

#### 3. Control Your Money

Don't exceed your maximum amount of money allowed in the cash drawer.

- If it is an exceptionally busy time, periodically remove excess banknotes from the register and place directly into the safe until

you are safely able to remove your cash drawer and send a deposit to the bank. Small amounts of cash held in the register is a major deterrent to robbery.

#### 4. Recognize Danger

Be alert to suspicious looking persons loitering.

- Don't be afraid to offer assistance to a 'customer' who appears to be loitering
- Remember, customers like to be helped, robbers like to help themselves.
- Keep emergency numbers right by the telephone -- and fully visible.

### **During the Robbery**

#### Safety First

A robbery usually takes less than two minutes to complete. If you and your staff have followed the Four Steps to Prevention, there is nothing more that you can do. Your only goal now is to help the robbery be completed as quickly and efficiently as possible.

1. Take no action to jeopardize your personal safety.
2. Keep calm and obey the robber's instructions.
3. Do not argue or try to talk the robber out of his intention.
4. Do not anger the robber. Be honest about any and all monies.
5. Tell the robber about any possible surprises, such as someone working in the backroom.
6. Make no quick movements with your hands or body. Keep your hands in plain View.
7. Without staring, try to get a good mental picture of the robber's appearance and mannerisms.
8. Under no circumstances must you chase or follow a robber.

### **After the Robbery**

Remain calm.

By acting on the following, in the exact order given, you will have done everything possible to help apprehend the criminal.

1. Call 911. Stay on the line until advised to hang up.
  - a) Answer all questions
    - direction of travel
    - time involved
    - weapons used
    - accomplices
    - description

- b) Follow the description sheet, section by section.
  - c) Do not tell or estimate the money stolen.
    - Keep repeating that you don't know
    - Let the administrator give detectives the exact figure stolen
    - The news media have police radios and reports of large losses, which makes news, attract other robbers
2. Call your supervisor
  3. Lock the office/area. Do not allow anyone, other than the Police, to enter or leave.
  4. Request witnesses to stay until the Police arrive. If unwilling or unable to remain, please obtain the name, address and telephone number for the Police and supply them with a description sheet.
  5. Note and protect anything the robber may have touched for fingerprint evidence.
  6. Have all persons write down the details of the robbery, including descriptions. Do **not** compare notes or talk about the details except to the Police.
  7. Do not discuss the robbery with the news media.

# DESCRIPTION DIAGRAM

## Suspect & Vehicle Identification

<p><b>Facial Appearance</b></p>	<p>Write below specific facial details that you definitely remember.</p> <p>What did the suspect say?</p> <p>Tool or weapon seen.</p>
<p><b>Vehicle</b></p>	<p>Colour: _____ Model: _____ License Number: _____</p> <p>Body Style: _____ Year/Model: _____</p> <p>Antenna: _____ Bumper Sticker: _____ Wheel Covers: _____</p> <p>Direction of Travel: _____</p>



<b>SEX</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>AGE</b>		<b>HEIGHT</b>		<b>WEIGHT</b>		<b>RACE</b>	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Other
<b>HAIR</b> (Colour/Style)	<p><b>General Appearance</b></p>								<b>HAT</b> (Colour/Type)
<b>EYES</b> (Glasses)									<b>COAT</b>
<b>COMPLEXION</b>									<b>SHIRT</b>
<b>JEWELLERY</b>									<b>TROUSERS</b>
<b>SCARS/MARKS</b>									<b>SHOES</b>
<b>TATTOOS</b>									<b>TIE</b>

# **MEDICAL EMERGENCY**

## Serious/Life-Threatening Emergencies

### 1. CALL: **911**

Provide the following information:

- a) Name
  - b) Location
  - c) Nature of emergency
2. Notify your immediate Supervisor or the person responsible for the area  
Provide the following information:
- a) Location
  - b) Nature of emergency
  - c) Identity of prior notifications, if any.
3. Provide first aid assistance if you are in a position to do so or enlist the assistance of a first aider in the area. Do not attempt to move the injured person. When necessary, use the first aid kits provided. Information regarding [First Aid Kits](#) can be found on page [25](#) in this manual.
4. When medical assistance arrives, describe the first aid administered and assist them in taking over the emergency.
5. Report incident to the University Safety and Health Office.  
Call: 727-7389

## Non Life-Threatening Emergencies

If in doubt as to the seriousness of the situation, treat the problem as serious/life-threatening.

1. Provide first aid assistance if you are in a position to do so, or enlist the assistance of a first-aider in the area. Information regarding [First Aid kits](#) can be found on page 25.
2. Recommend that the injured person seek medical attention and, if possible, accompany the injured party to an emergency facility. A listing of the [medical facilities](#) can be found on page [24](#) of this manual.
3. Report the incident to the University Safety and Health Office. Call: 727-7389

## **MEDICAL SERVICES/FACILITIES** **AVAILABLE TO BRANDON UNIVERSITY**

Nearest "Walk-In" Clinic:

Newmount Medical Clinic  
B-624 - 18th Street  
Brandon, Manitoba  
TELEPHONE: 726-0773

Hospital:

Brandon Regional Health Centre  
150 McTavish Avenue, East  
Brandon, Manitoba  
TELEPHONE: 578-4000

First Aid: There are 55 Provincial Workplace Safety and Health regulated First Aid kits and 10 smaller First Aid kits located throughout campus. Each Department will have of a reference depicting the type and location of the [First Aid kits](#) (see page [26 & 27](#)).

Note: All employees should make themselves familiar with the location(s) of the First Aid kit(s) in his/her work area(s).

# **FIRST AID**

## **First Aid Supplies**

A first aid kit shall contain the following:

### (a) General Items

- First Aid Manual, current edition
- 1 pair of disposable gloves
- 1 disposable resuscitation mask (with a one-way valve)
- 1 disposable cold compress
- 1 dozen safety pins
- 1 splinter forceps
- 1 pair of 12 cm bandage scissors
- 25 antiseptic swabs

### (b) Dressings (each item to be sterile and individually wrapped to maintain sterility)

- 16 surgical gauze pads (7.5 cm squares)
- 4 telfa pads (7.5 cm by 10 cm, non-adhesive)
- 32 adhesive dressings
- 2 large pressure dressings

### (c) Bandages

- 3 triangular bandages (10 cm each)
- 2 conforming bandages (10 cm each)
- 2 rolls of 2.5 cm adhesive tape
- 1 roll of 7.5 cm elastoplast
- 2 rolls of 7.5 cm tensor bandage
- 1 tubular finger bandage with applicator

## **FIRST AID**

### **First Aid Kit Location(s)**

Arts & Library Building	Room 005 (Basement) – small kit Room 012 Room 019A Room 063 (New Studio) Behind Circulation desk Room 202A (Government Documents) – small kit Room 203 Room 207 S.J. McKee Archives – small kit Room 218
Brodie Science Building	Room G-10 – small kit Room G-40 Room 1-06 Room 1-48 Room 2-05 Room 2-10 Room 2-18 Room 3-05 Room 3-18 – small kit Room 3-21 Room 3-24 – small kit Room 3-26 – small kit Room 3-28 – small kit Room 3-30 – small kit Room 3-32 – small kit Room 3-39 Room 4-05 Room 4-27 Room 4-31 Room 4-35 Room 4-38
Clark Hall	Room 017 Room 100 (Faculty of Arts) Room 110 (Print Shop) Business Office (2 <sup>nd</sup> Floor) Room 337 (Human Resources)
Darrach Hall	Room 109
Dining Hall	Main Dinning Room (staff lounge)

Education Building	Room 15 (Pent office) Room 102 Room 111 (BUNTEP) Room 114 (Pre-school)
Flora Cowan	Room 118
Gymnasium	Room 101 (Office) Room 102 (Equipment Room)
Knowles-Douglas Centre	Book Store
McKenzie Building	Room 006 (Campus MB) Room 102 (Enrolment) Room 104 (Admissions) Room 105-1 Evans Theatre
McMaster Hall	Programs Office Room 121 Room 321 Room 521 Room 721
Queen Elizabeth II	Room 1-05 Music Library Office (2 <sup>nd</sup> Floor)
Physical Plant	Room 122-1 (Carpentry Shop) Room 107 (Hallway)
Health Studies	Room 126A (Lounge) Room 109
Jeff Umphrey Centre	Room 018 Room 112
Steam Plant	Office

## **COMMUNICABLE DISEASE**

Because of the potential risk to others imposed by the incidence of a serious or life-threatening communicable disease (e.g. hepatitis, meningitis) involving any member of the University community, it is important that the institution be immediately made aware of such an occurrence. Report the occurrence of a serious or life-threatening communicable disease among students, staff, or faculty members as follows:

If you or the person affected is a student, staff or faculty member, call Physical Plant at **727-9620** or Security at **727-9700** to start the Critical Incident Team or Protocol.

Provide the following information:

- (a) Your name
- (b) Your telephone number
- (c) Name of the person affected
- (d) Nature of the communicable disease
- (e) Current location of the person affected
- (f) Source of your information

# **DISABLED PERSONS**

Persons with disabilities will need to take extra precautions to ensure safety in the event of an emergency. The following measures should be implemented in conjunction with the guidelines as specified in the University's Emergency Procedures Manual. Please refer to the Senate Policy for Brandon University on the [Academic Accommodation of Students with Disabilities](#)

## **Persons with Impaired Mobility**

1. Develop a personal emergency plan that is consistent with your needs, capabilities and limitations.
2. Consider the nature of the types of emergencies that are most likely to occur in your area of work/study and use this information in your personal planning.
3. Ensure that you are completely familiar with the area in which you work/study. Establish the locations of fire alarms, fire extinguishers and First Aid supplies. Check hallways, exits, doorways and other areas for hazards and obstructions, which may impede your safe exit during an emergency. Emergency Exits must be freely accessible.
4. Know the established evacuation routes in your work/study area and develop a suitable escape strategy including at least two usable exits.
5. Study and become familiar with the University's Emergency Procedures Manual.
6. Ensure that others in your area of work/study are aware of what kind of assistance you would require in an emergency situation.
7. Keep any auxiliary mobility aids near you at all times.
8. In the event of an emergency situation cooperate completely with those attempting to assist you.

## **Persons with Impaired Hearing**

1. Establish the types of emergencies that may occur in your area of work/study and consider how they would relate to your personal circumstances and then develop an emergency procedures plan that is tailored to your needs.
2. Know the locations of fire alarms, fire-fighting equipment, and First Aid supplies as they relate to your work/study area.
3. Know the established evacuation routes in your work/study area.
4. Familiarize yourself with the warning signs as well as the kinds of warning equipment that may be available to you.
5. Recognize your capabilities and needs and ensure that those who share your work/study area are aware of the kind of assistance you would require in an emergency situation.
6. Have writing equipment available to facilitate communication with others if your degree of hearing impairment so warrants.
7. Study and become familiar with the contents of the University's Emergency Procedures manual.

### **Persons with Impaired Vision**

1. Familiarize yourself completely with the area in which you work/study. Know the location of fire alarms and the established emergency evacuation routes.
2. Recognize your capabilities and needs and ensure that others in your area of work/study are aware of the kind of assistance you would require in an emergency situation.
3. Develop a personal emergency plan that is tailored to the degree of your visual disability.
4. Within your ability to do so, practice emergency drills/procedures based on the types of emergencies that are apt to occur in your work/study area(s).
5. If your degree of disability requires the use of an auxiliary aid, such as a cane, keep it near you at all times.
6. Study and become familiar with the contents of the University's Emergency Procedures Manual.
7. If an emergency situation requires evacuation, COOPERATE FULLY with those who attempt to assist you.

### **Assisting a person in a wheelchair**

Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor.

If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move and lifting them may be dangerous to their well being. Some individuals have very little upper trunk and neck strength.

Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke and vapours immediately. Some people who use wheelchairs may have electrical respirators. Give them priority assistance, as their ability to breathe may be seriously in danger.

**Note:** The needs and preferences of non-ambulatory individuals vary. Always consult with the person as to his or her preference regarding:

Ways of being moved.

The number of people necessary for assistance. If carrying a person more than three flights, a relay team will be needed.

Whether to extend or move extremities when lifting because of pain, braces, etc.

Whether a seat cushion or pad should be brought along.

Being carried forward or backward on stairs.

Aftercare, if removed from the wheel chair.

### **Assisting the Visually Impaired**

Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a "sighted guide."

As you walk, tell the person where you are and where obstacles are located.

When you reach safety, orient the person to the location and ask if further assistance is needed.

### **Assisting the Hearing Impaired**

Campus buildings are equipped with audible fire alarms, which should be activated during an emergency. However, hearing impaired individuals may not receive the audible signal. Use an alternative warning system. Several methods can be used, including:

Write a note to tell the person of the situation, the nearest evacuation route, and where to meet outside. (Sample script: "FIRE! Go out the rear door on your right. NOW. Meet outside on the front lawn.")

Turn the light switch on and off to gain their attention, then indicate through gestures or in writing what is happening and what to do. Do not use the light switch technique if you smell natural gas in the area.

### **Assisting Persons with crutches, canes or walkers**

In evacuations, these individuals should be treated as if they were injured. Carrying options include using a two-person, lock-arm position or having the individual sit on a sturdy chair (preferably with arms), which is then lifted and carried.

### **Evacuating Common Areas**

During an evacuation it is essential that not only are the people with disabilities who are attending class at the time of evacuation be notified, but also the people who are in common areas. (i.e. Mingling area, Computer Labs)

## CHEMICAL SPILL

When a hazardous chemical spill has occurred in a laboratory or public area, proceed as follows:

1. Evacuate the area. Remove all endangered persons from the area of the spill as soon as possible. Do not touch the chemical (s).
2. The chemical spill resource person is to be notified immediately.

Dr. Sam Yan  
Room 4-15  
Brodie Science Building  
Telephone(s): Day - 727-9778  
Night – 571-0376

Alternate: Dr. Phil Goernert  
Dean of Science  
Room 1-72  
Brodie Science Building  
Telephone(s): Day - 727-9625  
Night – 725-1867

3. Contact Physical Plant at 727-9620 or Security at 727-9700 to start the Critical Incident Team and Protocol.

4. If considered necessary by the Critical Incident Team,

**CALL: 911**

Provide the following information:

- (a) Name
- (b) Location
- (c) Nature of the emergency

# **RADIATION RELEASE OR LOSS**

## **Spill or Release of Airborne Radioactivity**

1. Isolate the area and evacuate all personnel immediately
2. Contact Physical Plant at 727-9620 or Security at 727-9700 to start the Critical Incident Team and Protocol.
3. Notify:       Dr. Sam Yan  
                    Room 4-15  
                    Brodie Science Building  
                    Telephone(s): Day - 727-9778  
                    Night - 571-0376
4. In case of personal contamination:  
    Remove all contaminated clothing and flush all areas of skin that have or are suspected to have been contaminated. All contaminated clothing will be disposed of by qualified personnel only.
5. Clean up and decontamination procedures will be carried out by qualified personnel only
6. Contact Physical Plant 727-9620 or Security at 727-9700 for ventilation and flood control.

## **Radiation Release Reporting Process**

Spills or other releases of airborne radioactivity will be reported in the following manner:

1. An appropriate entry in the laboratory logbook, which will include the post clean-up monitoring results.
2. Notification of the "Internal Permit Holder".
3. Notification of the Brandon University Workplace Safety and Health Office:  
    University Physical Plant Office at 727-7389

## **Loss or Theft of Radioisotopes**

Contact

1. Dean of Science  
    Call: 727-9625
2. Internal Permit Holder in charge of the laboratory.
3. Campus Security at 727-9700

# **EMERGENCIES INVOLVING UTILITIES**

## **Electrical Failures**

If you are in total darkness:

1. Remain calm and stay where you are. A search of the building will be conducted and assistance provided.
2. If you must evacuate in total darkness because of smoke or heat, do so by following the wall to an exit. If smoke is present, it is best to crawl on hands and knees to the exit, to avoid the smoke.
3. If the electrical failure has caused a fire or you suspect a fire in the wall or the equipment, follow the procedures as outlined in the [“Fire Section”](#) of this manual
4. If the power failure represents a risk other than fire to the occupants, notify the Physical Plant at 727-9620 or Security at 727-9700 to start the critical Incident Team and Protocol.

Provide the following information:

- (a) Name
- (b) Location
- (c) Nature of emergency

## **Natural Gas Emergencies**

If you become aware of a heavy gas smell in your building:

1. Avoid turning lights or appliances on or off.
2. Evacuate the building by informing occupants by word of mouth.
3. From a safe location, notify the Physical Plant at 727-9620 or Security at 727-9700 to start the Critical Incident Team and Protocol.

Provide the following information:

- (a) Name
- (b) Present location
- (c) Location of suspected gas leak

and call: **911**

Provide the following information:

- (a) Name
- (b) Present location
- (c) Location of suspected gas leak
4. Do not re-enter the building until an appropriate authority gives the “all clear” signal.

## **Plumbing Emergencies**

This includes leaks from water or sewage systems.

Notify the Physical Plant at 727-9620 or Security at 727-9700:

Provide the following information:

- (a) Name
- (b) Location
- (c) Nature of emergency

## **MEDIA RELATIONS GUIDELINES**

The Communications Office is the primary formal contact with the University for members of the media. The Communications Officer acts as a facilitator by referring enquiries from the media to the appropriate University spokesperson and by assisting individual faculty and staff to make contact with media outlets as requested and appropriate. The following guidelines are designed to assist faculty, staff and representatives of the media.

### **Emergencies:**

An incident such as a fire or a serious accident is inherently newsworthy. Photographers and television crews are allowed access to the sites of such incidents subject to the restrictions of police and fire department officials. Depending on the nature of the event, the spokesperson will be determined by the Critical Incident Team.

## **Severe Weather**

As severe weather develops listen to local weather forecasts. Have a battery-operated radio ready in case of power outages. For all severe weather conditions you need to plan to be inside.

Weather Watches – are broadcasted on radio, television and Internet when conditions are favorable for severe weather to develop.

Weather Warnings – mean that severe weather is happening or that severe weather conditions are very likely to occur.

**Extreme Heat** – Get out of the heat

- Slow down
- Drink plenty of water
- Avoid getting sunburns as they restrict the body's cooling system.

**Thunderstorms** – These storms are a danger because they can bring lightning, heavy rainfall, hail and tornados.

**Heavy Rainfall** – This can cause flooding. If you see any water coming into a building contact Physical Plant at 727-9620 or Security at 727-9700.

**Lightning** – Stay away from sinks, bathtubs, telephones, windows, doors, appliances, metal pipes and other things that can conduct electricity.

- Unplug radios, computers, televisions and other electrical equipment.
- Cell phones can be used.

**Hail** – Take cover inside, people have been seriously injured by hailstones

- Stay away from outside windows and glass doors

**Strong Winds** – Take cover inside.

- Stay away from outside windows and glass doors.

**Tornadoes** – Take shelter inside, but avoid buildings with large free span roofs, like auditoriums or cafeterias. Also avoid taking shelter in a vehicle.

- Go to the basement or lowest level of the building.
- Take shelter in a small windowless interior room, closet, bathroom or hallway. The more walls between you and outside the better.
- Avoid taking shelter in rooms with a lot of clutter as this clutter may fly around causing additional hazards.
- Stay away from windows and outside walls.
- Protect yourself by sitting under a heavy table or desk.
- Go to the center of the room. Stay away from corners as they attract debris
- Do not use elevators.

- Stay as low to the ground as possible and use your arms to protect you head and neck.
- If you are outside and not able to take shelter inside, lie in a ditch or low lying area and cover your head with your arms.

**Blizzards** – Stay inside. It is easy to get lost in a blizzard even when only traveling short distances.

- If you must go outside, dress for the weather with warm, water repellent clothes. Wear mitts and a hat, as most body heat is lost through the head. Make sure some is aware of where you are going and how long you plan to be gone.

**Wind Chills**

- 0 to -9°C – Low risk of frostbite. Dress warmly.
- -10 to -24°C – Low risk of frostbite. Dress in layers of warm clothing. Keep active.
- -28 to -39°C – Skin freezes in 10 to 30 minutes. Dress in layers of warm clothing with an outer layer that is wind-resistant. Cover all exposed skin. Check face and extremities (fingers, toes, ears and nose) for numbness or whiteness (frostbite). Keep active.
- -40 to -47°C – Skin can freeze in 5 to 10 minutes. Dress in layers of warm clothing with an outer layer that is wind-resistant. Cover all exposed skin. Regularly check face and extremities (fingers, toes, ears and nose) for numbness or whiteness (frostbite). Keep active.
- -48 to -54°C – Skin freezes in 2 to 5 minutes. Be careful. Dress very warmly in layers of clothing with an outer layer that is wind-resistant. Cover all exposed skin. Regularly check face and extremities (fingers, toes, ears and nose) for numbness or whiteness (frostbite). Keep active and be ready to cut short or cancel outdoor activities.
- -55°C and colder – Skin can freeze in less than 2 minutes. Stay indoors. Outside conditions are extremely hazardous.