

# Emergency Procedure

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## 1. Statement

Queen's College aims to provide a safe and healthy environment in which to learn, teach, and work. To provide such an environment, the College has developed the following Emergency Procedures for all staff and students to follow and be guided by during emergencies.

The guide includes procedures to be followed in response to specific emergencies. Each procedure includes several suggested actions in response to a specific type of emergency.

All staff and students are to review and become familiar with the Emergency Procedures.

## 2. Procedures

### 1. General

The College administration is responsible for providing and coordinating emergency services at the facility.

Copies of these procedures are available on the College website, upon request from the reception, or on the College Health and Safety Board. Staff and Students are advised to continuously familiarize themselves with the location of Emergency Exits, First Aid Kits, Fire Extinguishers, and with their Fire Warden(s).

Staff and students are **REQUIRED** to participate in all Safety and Emergency Drills conducted by the college.

Staff and students are **REQUIRED** to report all accidents and incidents **AS SOON AS POSSIBLE**, to allow the College to properly assist with, investigate, and address them.

## 2. Emergency Notifications

If an emergency situation is taking place, the College community will be informed as to what procedures to take.

Information regarding emergency situations will be available:

- Through Emergency Notification text alerts: All College community members will be notified by text message.
- On the Homepage of the Learning Management System (Moodle) will display an announcement.
- Through E-mail notifications.
- On the electronic display boards all around campus.

## 3. Evacuation Wardens

Evacuation wardens are staff volunteers dressed in reflective yellow vests who assist building occupants to the nearest emergency exits and evacuation assembly areas once outside. Follow the directives of the wardens to evacuate the building immediately.

## 4. Fire Steps to be followed

1. Stay calm
2. Walk to the nearest fire alarm pull-station and pull the alarm mechanism.
3. Call 911 and give the location of your building, the floor and room number of where the fire is located, details of the fire, your name and phone number.
4. Evacuate the building by following the procedures in the building's Fire Safety Plan and the directions of the Fire Wardens. Proceed to the Evacuation Area. Personnel with a disability consult with your Fire Warden and the Fire Safety Plan. Each classroom has a copy of the floor plan with the nearest identified fire escape.
5. Close doors behind you to contain the fire.
6. If you see smoke in a stairwell, use an alternate stairwell.
7. In heavy smoke, stay low and crawl because smoke rises and there is less of it at floor level. Take short breaths through your nose and, if possible, place a wet handkerchief over your nose and face to help reduce the amount of smoke you inhale.

## 5. Evacuation Order - Steps to be followed

1. Close doors as you leave.
2. Listen for instructions from emergency personnel.
3. Help anyone who may be having difficulty walking down the stairs.
4. Clear the way for emergency personnel.
5. Be ready to merge with other people evacuating the building.
6. Proceed to your assigned assembly area and report to the person in charge.

## **6. Hostage-Taking - Steps to be followed**

1. If you are taken hostage, cooperate with the hostage taker(s).
2. If a hostage taking occurs at your work location:
  - Report the information to 911
  - Attempt to exit the area by evacuating the area if safe to do so, leaving all belongings behind to ease movement.
  - If escape is not possible - hide / conceal yourself so as to avoid becoming part of the hostage situation.
  - Wait for further instructions from the proper authorities.

## **7. Violent Incident Response - Steps to be followed**

1. If you become a witness to a violent incident:
  - a. Do not become physically involved in the incident
  - b. Report the incident by contacting 911
  - c. Warn other people of the incident
  - d. Seek shelter and observe and record all facts as they are occurring
  - e. Provide the information you have collected to the responding police service
2. If you become a victim of violent incident:
  - a. Protect yourself to the best of your abilities and attempt to move to safety.
  - b. Alert others to call for help
  - c. Report incident to the responding police service
  - d. Document as best as possible the description of all parties involved in the incident.
  - e. Seek medical / other help as necessary
  - f. Consult with College Administration on your safety on college grounds

## **8. Active Shooter - Steps to be followed**

1. Remain calm.
2. Pick one of the following actions depending on the situation and commit:
  - a. Leave the Area - When an active shooter is in our vicinity
    - If there is an exit path, attempt to evacuate whether or not others agree.
    - Leave your belongings behind
    - Help others exit if possible
    - Prevent others from entering the area or building if outside
    - Call 911 as soon as it is safe to do so

- b. Hide - If evacuation is not possible, find a place to hide
  - Turn off lights, lock and/or blockade the door
  - Mute your cell phone
  - Hide behind large objects
  - Remain quiet and contact 911 if safe to do so
  - Your hiding place should be out of sight, provide protection, and not restrict options for movement.
  
- c. Fight - As a last resort
  - Attempt to incapacitate the shooter
  - Use as much force as required to ensure your safety
  - Use any object at hand to protect yourself
  - When emergency personnel arrive - remain calm and follow directions, keep your hands visible at all times, avoid pointing or yelling, and know that help for the injured is on its way.

## 9. Identify Suspicious Package

1. Excessive postage combined with a handwritten or poorly typed address, no return address, an incorrect title or a title with no name.
2. A city or province in the postmark that doesn't match the return address.
3. Restrictive markings such as 'confidential', 'personal', or 'to be opened by'.
4. Inappropriate Air Mail and Special Delivery stickers.
5. Misspellings of common words.
6. Careless wrapping. Perhaps with excess masking tape or string.
7. Excessive weight.
8. Oily stains, discolorations, unusual sounds or odour
9. If you believe you have identified a suspicious package or envelope, inform your supervisor or manager and report the information to the appropriate authorities.

## 10. Bomb Threat -- Steps to be followed

1. Keep calm and courteous and don't interrupt the person making the threat.
2. Keep the caller on the line as long as possible and note the following details about the caller and the threat:
  - The time of the call;
  - The exact wording of the threat;
  - Characteristics of the caller, including sex, age, characteristics of speech, and background noise; and

- Information about the bomb including where the device is located, what time it will detonate, what it looks like, and why it was placed there.
  - Any other potentially identifying information such as grievance.
3. Inform your supervisor or Manager and report to the Police Service by calling 911.

## **11. Earthquake - Steps to be followed**

1. Take shelter under sturdy objects such as tables, desks or other objects that will protect against flying glass and debris. Cover your face and head with your arms. Remain in this position until shaking has stopped.
2. Try to keep at least 5 metres (15 feet) away from windows to avoid flying glass. Keep away from skylights and large overhead light fixtures.
3. Stay under cover until ordered to evacuate.
4. Assistance anyone who may need help.
5. Keep calm. Follow established building evacuation procedures to leave the building. Watch for fallen debris and electrical wires. It may be necessary to use an alternate stairwell if an exit stairwell is partially blocked.
6. Be aware that earthquakes can be followed by aftershocks. Take shelter again if necessary.
7. Proceed to your assigned waiting area.
8. If a tremor is felt, follow steps 1 and 2 above.

## **12. Tornado -- Steps to be followed.**

- If inside the building during a Tornado:
  1. Stay away from all windows and doors.
  2. Move to an interior room or corridor on the lowest level away from windows.
  3. Stay away from large open areas with a long roof span, such as lobbies or atriums.
  4. If available, take cell phone, radio and flashlight.
  5. Crouch down under a sturdy piece of furniture, such as a table or desk and cover your head with a soft object like a coat or your hands.
  6. If no sturdy piece of furniture is available, crouch down against the wall and protect your head with a soft object such as a coat or your hands from possible debris.
  7. Remain in sheltered area until given the all-clear.
- If outside of the building during a tornado and if conditions allow, seek shelter in the nearest permanent building; Once inside a building follow the above six steps.
- If there is no shelter available, lie in a ditch or other earthen depression.
- Under no circumstance, attempt to outrun a tornado in a vehicle.
- Once an all-clear has been given, follow the procedure below:

If the building was affected by the incident, attempt to safely exit the building. If there are injuries, call 911. If no telephone is available, try to get the attention of outside personnel by making noise, such as yelling.

### **13. Hurricane -- Steps to be followed**

If inside the building during a hurricane:

1. Stay away from all windows and doors.
2. Move to an interior corridor away from windows.
3. Stay away from lobbies, walkways, atriums and other large glassed-in areas, and large open areas with a long roof span.
4. If there is a strong odor of gas, evacuate the immediate area, and relay this information to authorities.
5. If available, take cell phone, radio and flashlight.
6. Crouch down along the wall and protect your head with your hands from possible debris.
7. Remain in sheltered area until given the all-clear.
8. Once an all-clear has been given, follow the procedure below:
  - a. If the building was affected by the incident, attempt to safely exit the building.
  - b. If there are injuries, call 911. If no telephone is available, try to get the attention of outside personnel by making noise, such as yelling.

### **14. Flooding - Steps to be followed**

Leave the affected area. Try to avoid walking in water, if possible, especially if the power is still on.

1. Warn people to avoid the area.
2. Notify the authorities and provide the following:
  - Location of the flood,
  - Any visible damages
  - If there are any odours of gas
  - If power is on or out