

POWER OUTAGE

In the event of a power outage:

- Remain calm.
- Call Security at 7-902-420-5572
- If emergency lighting does not come on, wait a few minutes. Power interruptions are frequently of short duration.
- Do not use candles, matches, lighters or other open flames as light.
- If you work with hazardous chemicals, or if you work in an area without emergency lighting, keep a flashlight available to allow you to safely shut down operations.
- Do not move around in the dark, unless instructed. Security will evaluate the need to evacuate the building.

ODOUR REPORTS

IF YOU NOTE A HEAVY GAS OR ROTTEN EGG ODOUR, OR ANY UNUSUAL ODOUR THAT CAUSES YOU TO FEAR FOR YOUR HEALTH AND SAFETY

- Do not activate the fire alarm or turn on or off any lights, electrical appliances or cell phones, unless there is smoke.
- Evacuate the building immediately, alerting co-workers via word-of-mouth.
- Once outside, move away from the building.
- From a safe location, contact Security at 902-420-5000.
- Do not re-enter the building until instructed to do so by Security.

OTHER ODOURS SHOULD BE REPORTED TO SECURITY AT 5577.

INCIDENT MASS NOTIFICATION

Saint Mary's has an incident mass notification system, consisting of pre-programmed messages, for significant emergency situations, such as gas leaks, bomb threats, or incidents involving a weapon. All students, staff and faculty should be aware of the following emergency messages and be prepared to respond appropriately.

- **General Emergency** - This is an emergency, evacuate, evacuate, evacuate. This is an emergency. Go to the nearest exit immediately. Do not use the elevators. This is an emergency.
- **Bomb Threat** - This is an emergency, evacuate, evacuate, evacuate. Take your personal belongings and go to the nearest exit immediately, do not use the elevators. This is an emergency.
- **Leave Campus** - This is an emergency. There is an emergency on campus, leave the grounds immediately. This is an emergency.
- **Lock Down** - This is an emergency lock down. Take shelter in the nearest classroom, office, or residence room. Lock the door. Follow any lock down procedures posted in the room. This is an emergency lock down.
- **Shelter in Place** - This is an emergency shelter in place. Take shelter in the nearest classroom, office, or residence room. Lock the door. Follow any shelter in place procedures posted in the room. This is an emergency shelter in place.
- **Move Away** - This is an emergency. Move away from all buildings. This is an emergency.
- **Power Failure** - There is a power failure in this building. Please exit the building within 15 minutes.
- **Gas Leak** - This is an emergency. Stay inside the building. Close all windows and doors due to a possible gas leak. This is an emergency.
- **Test** - May I have your attention please? This is a test. This is not an emergency. This is a test.
- **All Clear** - May I have your attention please? The state of emergency has ended. Please go about your normal routine.

EMERGENCY ALERT SYSTEM:

Opt into the Saint Mary's Emergency Alert System to get text, email or telephone emergency alerts on your device. Go to: Self-Serve Banner and sign in using your A#

Mass Notification Video: University Security Web Page
<http://www.smu.ca/campus-life/safety-videos.html>

HOSTILE INTRUDER / SHELTER IN PLACE

WHEN ONE OR MORE PERSONS PARTICIPATE IN AN ACTION WITH INTENT TO HARM OTHERS i.e. a person with a gun or other dangerous weapon. These situations happen without warning – it's important to always be prepared.

Do not pull the fire alarm. General evacuation may not be the best action. Wait for instructions.

CALL 911 OR SECURITY AT 5000 AND FOLLOW THEIR INSTRUCTIONS.

Run - IF YOU CAN EXIT THE BUILDING

- Exit immediately.
- Tell anyone you encounter to exit immediately. Call 911 and Security at 902-420-5000 when you get to a safe place.

Hide - IF YOU CAN'T EXIT THE BUILDING BECAUSE OF THE PROXIMITY OF THE INTRUDER OR FOR ANY OTHER REASON:

- If you are in an area that can be locked, remain there. Lock the door and follow instructions as posted.
- Await for instructions from the Emergency Mass Notification System.
- If you are in a public space or hallway, enter the nearest secure room and remain inside.
- Stay away from windows, close blinds, lock doors, turn off lights and take cover.
- Keep quiet and do not open the door to anyone.
- If there is a phone, quietly call 911 and Security 5000.
- Turn mobile phone to vibrate.
- The All Clear message will sound when the threat has ended & it is safe.

WHEN CALLING FOR HELP, PROVIDE:

- Your name
- Location of the incident (be as specific as possible)
- Number of suspects as well as a physical description (if possible) and
- Your current location

Fight - THE LAST RESORT IS TO FIGHT.

If the active attacker is going to harm you and you can't get away, use whatever is available to fight back. This is your last defence for personal safety.

Know your surroundings: including exit doors and staircases, as well as where the exit doors and staircases lead. If the intruder enters your immediate area, or if you have been injured, play dead (try not to move). These recommendations are based on observed behaviour in such situations and on other institutions' experiences with hostile intruders. You may need to adapt your actions to the situation at hand.

SUSPICIOUS PACKAGES

IF YOU NOTICE A SUSPICIOUS PACKAGE

- Do not handle the package.
- Call Security at 5000.
- Leave the area, closing the door behind you. Take personal belongings.

IMPORTANT PHONE NUMBERS

EMERGENCY PHONE NUMBERS

- Saint Mary's University Security Services: 420-5000
- HRM Emergency Services: 911

OTHER USEFUL NUMBERS

- SMU Security Services General Information: 420-5577
- SMU Safe Walk/Lone Worker/Student: 420-5577
- SMU Husky Patrol: 496-8755
- Halifax Police (non-emergency line): 490-5020
- SMU Residence Life: 420-5598
- SANE Response Line: 425-0122
- SMU Sexual Assault Case Manager: 496-8778
- SMU Counselling Centre: 420-5615
- SMU Facilities Management: 420-5572
- SMU Health Services: 420-5611
- Nova Scotia Poison Control Centre: 428-8161
- SMU OHS Office: 420-5658
- SMU Science Safety Advisor: 491-6446



University Safety

EMERGENCY RESPONSE

QUICK REFERENCE GUIDE



WHO TO CALL IN AN EMERGENCY

IN CASE OF AN INCIDENT REQUIRING AN AMBULANCE, FIRE OR POLICE CALL:

911 or 5000

IF INTERNAL UNIVERSITY HELP ONLY IS REQUIRED:

- Call Security at 5000

Most pay phones located throughout the University are equipped with a red emergency button, located on the lower right hand corner of the phone and are directly linked to the University Security Dispatch Centre. Emergency phones are located on all floors of the Science Building and are directly linked to Security. All classrooms and meeting rooms are equipped with phones. All elevators are equipped with an emergency phone. There is no charge for the use of the emergency phones or to use the emergency button on a pay phone. Emergency response is available 24 hours a day, 7 days a week.

Security is notified of all 911 calls from local Campus phones. If you are calling Security from a mobile device, please call 902-420-5000.

You can also call Security at the non-emergency number 5577, or visit McNally Main Basement 016 for the following programs:

- **Safe Walk** – Security personnel are available, 24/7, to escort individuals anywhere on Campus property.
- **Lone Worker /Student** – If you are studying or working alone after regular hours or on the weekend, Campus Security Officers can check in on you during their regular rounds.

Husky Patrol – Safe Drive Program for Students: Call 496-8755 from 6:30 p.m. to midnight, or go to the Student Centre Info desk. For more information, see: <http://www.smu.ca/campus-life/husky-patrol-safe-drive-service.html>

MEDICAL EMERGENCIES

IF YOU NEED AN AMBULANCE, either for yourself or someone else – Call 911

Follow the medical prompts from the 911 Operator. Do not hang up unless given permission to do so by the 911 Operator.

Also call Security at 5000. Security can provide emergency first aid until the ambulance arrives. Letting Security know an ambulance has been called will ensure the ambulance is directed to the correct location.

THREATENING PHONE CALLS

WHAT TO DO IF YOU RECEIVE A THREATENING PHONE CALL:

- Listen, remain calm and courteous. Do not interrupt the caller.
- Obtain as much information from the caller as possible.
- Observe any distinctive background noise or speech patterns.
- In the event of a threat of violence (i.e. bomb threat), use the University's bomb threat checklist to record as much information as possible.
- Contact Security at 5000 as soon as you can. If possible, have a co-worker contact Security immediately.
- If a bomb threat, do not use cell phone.

ANNOYING TELEPHONE CALLS

- Hang up if the caller says nothing, uses offensive language and/or refuses to identify themselves. An offensive caller wants an audience; do not be that audience.
- Employees should report the call to their supervisor. Supervisors should contact Security.

THREATENING E-MAILS

WHAT TO DO IF YOU RECEIVE A THREATENING E-MAIL:

- Save the E-Mail and call Security.

HAZARDOUS MATERIALS SPILLS / EMERGENCIES

IN CASE OF HAZARDOUS MATERIAL SPILLS:

- Call Security - 5000

FOR SPILLS INVOLVING AN IMMEDIATE HAZARD OR REQUIRING MEDICAL ASSISTANCE:

- Call Security at 5000
- In case of personal injury, remove affected clothing; flush the affected area with warm tap water for 20 minutes.

FOR SMALL SPILLS NOT INVOLVING DANGER TO LIFE OR PROPERTY:

- Confine the spill.
- Evacuate and secure the immediate area; limit access to authorized personnel.
- Notify your supervisor. Report all spills that can cause injury to a person or property to Security.

FOR RADIOACTIVE SPILLS AND LEAKS, OR BIOLOGICAL RELEASE OR SPILLS, FOLLOW SCIENCE SAFETY PROCEDURES.

During working hours, spills in labs will be handled by Lab Technicians.

EVACUATION

EMERGENCY SITUATIONS MAY REQUIRE EVACUATION OF YOUR BUILDING. FIRE WARDENS WILL ASSIST EVACUATING THE BUILDINGS IN A QUICK AND ORDERLY MANNER TO ENSURE EVERYONE'S SAFETY. FOLLOW THE FIRE WARDEN'S INSTRUCTIONS.

- Know your primary evacuation route and alternate route in case the primary is not available.
- Know the location of the two exits nearest to your location.
- Secure hazardous materials or equipment before leaving.
- Calmly proceed to the nearest, safe exit. Walk, do not run, push or crowd.
- Feel doors for heat before opening. Do not open if hot, move to the next exit.
- Close doors behind you.
- Use the stairs only; do not use elevators. Stay to the right and use handrails.
- Assist persons with mobility concerns, and ask what assistance they need.
- Move 20m from all buildings or to the meeting site as directed by the fire warden.
- If you have pertinent information about the evacuation (injuries, persons requiring assistance) or incident (location, nature of fire), identify yourself to Security and the authorities.
- Wait for authorization from emergency personnel before re-entering the building. Some emergency situations require that you remain inside instead of evacuating. In these cases, emergency personnel will advise you that shelter-in-place procedures are in effect.

IF YOU ARE REQUIRED TO EVACUATE IN TOTAL DARKNESS:

- Crawl on your hands and knees, do not stand.
- With the back of your right hand, feel and follow the wall to your right.
- Sweep your right hand in an up and down movement, feeling for door knobs.
- Feel any door for heat before you open it.
- With your left hand sweep your hand on the floor in front of you for obstacles or stairs.
- Crawl down stairs backwards, feeling the steps with your feet. (Left hand on the right-hand wall). Never lose contact with the right-hand wall, you will eventually find the exit.

EMERGENCY EVACUATION FOR PERSONS WHO REQUIRE ASSISTANCE WITH EVACUATION:

Persons who require assistance with evacuation should ensure that Security Services know where they are located on campus. Managers of employees who require assistance with evacuation should advise Security Services the work location of persons who require assistance to evacuate during emergencies. Refer to the University Fire Plan.

If an alarm sounds, go to the nearest safe location, e.g. stairwell, adjacent building. Contact Security (5000) or have someone tell Security where you are. Ask for any assistance you require. Make yourself visible.

SEVERE WEATHER

The University will close, as per policy, when there is a situation which makes it extremely difficult or dangerous for faculty, staff or students to inhabit University facilities, remain at, or travel to the University. In the event of severe weather, before leaving for work or class, call to determine if the University or classes are open.

- Students **902-491-6263**
- Faculty and Staff **902-491-6264**

For more information on the policy concerning emergency closures, visit <http://www.smu.ca/policy/general.html>

IF YOU CANNOT LEAVE THE CAMPUS DUE TO WEATHER CONDITIONS:

- Choose a comfortable location.
- Gather any emergency supplies that may be available.
- Advise Security of your location and the number of people you are with.
- Make yourself comfortable and look after each other.

BE PREPARED:

- Check weather information regularly.
- Dress appropriately.
- Have adequate emergency supplies at your office, in your car and at home.
- Have a family emergency plan in case you cannot get home on time.



FIRE ALARM SYSTEMS

On Campus there are single stage and two stage alarm systems. The following buildings have a 2 stage fire alarm system:

- Loyola Academic/Sobey
- Science/Atrium/library

In buildings with 2 stage fire alarm systems, the first stage fire alarm will consist of ringing bells with voice announcements indicating it is a first stage fire alarm, and there is no need to evacuate. The second stage fire alarm will have a more urgent alarm tone and will instruct people to evacuate immediately. All persons must evacuate immediately in buildings with a single stage fire alarm system.

FIRE AND SMOKE

Fire Safety Video: University Security Web Page.
<http://www.smu.ca/campus-life/safety-videos.html>

IF YOU DETECT FIRE OR SMOKE

Remain Calm

- Leave the fire area immediately and close the door.
- If safe to do so, and you are trained to use a fire extinguisher, use a fire extinguisher to assist your evacuation, if required.
- Pull the nearest fire alarm.
- Exit the building calmly using the Fire Safety Plan. Do not use elevators.
- If you encounter smoke, use an alternative exit.
- Inform the authorities of:
 - – the location and nature of the fire, the unsafe exits, persons requiring assistance and their location, and other pertinent details.
- Wait for authorization from emergency personnel before re-entering the building.

IF YOU ARE CAUGHT IN SMOKE:

Remain Calm

- Crouch low to the floor and crawl.
- Breathe shallowly through your nose.

IF YOU ARE TRAPPED IN A ROOM BY SMOKE:

Remain Calm

- Move to the most protected area.
- Close as many doors as possible between yourself and the fire.
- Ensure doors are unlocked for fire fighters to enter.
- Block smoke from entering by sealing all cracks, especially around doorframes and heating and air conditioning outlets. Use available material such as clothing and wet it, if possible.
- Do not open windows or break glass unless absolutely necessary – smoke may be drawn in.
- Let others know your location.
- Call 911 and give them your location and situation.
- Do not hang up until given permission to do so by the 911 Operator.
- Wait to be rescued.

FOLLOW THE INSTRUCTIONS OF THE FIRE WARDEN.