



1285 Western Road, London ON N6G 1H2

# Emergency Guidelines

## Campus Emergencies

DIAL 911 from a campus phone

519.661.3300 from a cell phone

[www.intranet.bresciauc.ca](http://www.intranet.bresciauc.ca)

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# Reporting an Emergency

Call Campus Police - **911** from any internal phone (including pay phones on campus). If calling from a mobile phone either dial **519-661-3300** or **911** and identify that you are calling from Western Campus and they will forward the call to Campus Police Emergency Services.

## **Remain Calm**

Give details:

- The nature of the emergency
- Your name and location

Ensure your safety and the safety of others.

## **DO NOT HANG UP**

Stay on the line until the operator confirms all the necessary information, **UNLESS** there is an immediate threat to your safety.

Campus Police will assess the situation, and will, as appropriate, alert the necessary local emergency services including Police, Fire and EMS. A SERT team may be dispatched if deemed appropriate.

For Facilities assistance or to report an issue, use the form on the Intranet or, if loaded on your computer, the SysAid icon for IT issues.

### **Report the Following**

- Facilities electrical outage or power failure
- Water leaks/Flooding
- Telephone system failure or lack of signal
- Smell of natural gas
- Sparking or arcing of electrical system components or equipment
- Cracks, fissures or fragmentation of supporting walls/structures
- Debris in areas where construction isn't present
- Computer virus or sabotage

Only personnel specifically trained in emergency shut-off procedures should attempt to shut off the utilities to the building.

### **Gas, Fumes or Vapours**

- Cease all operations.
- Please call Clare Hall front desk (25150) to report the problem.
- Provide your location and the source or location of the smell, if known.
- Do not turn on any switches or electrical equipment; this could cause a spark.
- Open windows or provide ventilation where possible.
- Keep people away from the area.

### **Elevator Emergencies**

- Use emergency button in elevator. If in physical distress, call 911 or 519-661-3300 from your cell phone.

Brescia University College is committed to fostering a safe and respectful environment.

### **Preventing Crime**

- Keep doors to your room/office locked when you are working alone after regular hours.
- Lock doors and windows when leaving your room/office.
- Always lock your car or bicycle.
- Ensure any valuables in your car are not visible.
- Choose the best lit, most travelled paths when walking.
- Keep keys safe at all times. Report any missing keys by filling out a Physical Plant work request on the Intranet.
- Do not leave valuables in plain sight.

### **Suspicious Signs**

- A scream or call for help
- A whistle or horn blowing
- An unfamiliar person:
  - o Loitering
  - o Trying to break into a car or repeatedly driving around campus

### **If You Witness a Crime**

Dial 911 or call 519-661-3300 from a cell phone

- If you are in a safe location, stay there; do not put yourself at risk.
- Do not interfere with the situation except for self protection.
- Do not follow, approach, or attempt to apprehend the perpetrator.
- Avoid confrontation.
- Safely try to gather as many details about the crime as possible.

Report the crime, suspicious persons, or activity to Campus Police. Dial 911 or 519-661-3300 from a cell phone.

If you are the victim, staying safe in the situation is your number one priority.

**Robbery (i.e. targeted for petty cash, cash register, personal belongings)**

- Obey all instructions given, without question.
- Do not attempt to overcome or intervene.
- Try to remain calm and avoid arguments.
- Comply with demands in a timely and inconspicuous manner.
- Take mental notes of the robber and the crime.
- Try to remember as much as possible to help Campus Police.

Report crime, suspicious persons or activity to Campus Police. Dial 911 or 519-661-3300 from a cell phone.

**Hostage Situation**

- Try to remain calm and be patient – time is on your side.
- Obey all instructions given, without question.
- Avoid drastic action.
- Do not attempt to overcome or intervene.
- Comply with demands in a timely and inconspicuous manner.
- Don't speak unless spoken to and only when necessary.
- Avoid arguments.
- Don't talk down to the captor, who may be in an agitated state.
- Treat the captor like royalty.
- Try to establish rapport with the captor.
- Be observant – when you are released, or when you escape, the personal safety of others may depend on what you remember about the situation.
- Take mental notes of the captor and the crime – try to remember as much as possible to help Campus Police.

## **Lockdown – for Active Campus Violence (“*Shelter-In-Place*”)**

There is no single (or absolute) response that will secure everyone’s safety in cases of active violence.

Every situation is unique and complex. For this reason, procedures vary from incident to incident and facility to facility.

- If you are in a room that can be secured, stay there.
- Immediately close and secure all doors and windows.
- Get everyone down away from view.
- Turn off all lights and equipment, including computer screens and mobile phones.
- Be as quiet as possible and minimize your movement.
- Stay calm and keep doors and windows closed/secured until Police arrive to give directions.
- If you are outside or in an open area, move swiftly away and find a safe cover position. Try to get inside or behind a building.
- If you must flee the immediate area of danger, run in a zigzag pattern and try to make use of any obstructions between you and the danger.
- If you decide to flee, make sure you have an escape route and plan in mind.
- If possible, and when it is safe to do so, call 911 or 519-661-3300 from a cell.
- Try to stay calm and give authorities an accurate description of the person or people involved.
- Once you have reached safety, call family and friends to assure them that you are safe and please ask them NOT to come to you. Additional traffic to the area may affect efforts to contain and respond to the emergency.

## All bomb threats will be taken seriously.

Any information received regarding a threat of a bomb or suspicious package shall be considered to be a real threat and handled accordingly.

### **By Phone:**

- Ask a lot of questions\*.
- Listen carefully and be polite.
- If you have caller ID, record the caller's phone number.
- Keep the caller talking.
- Pay attention to the caller's voice and background noise.
- After the call, dial 911 or 519-661-3300 from a cell and report the bomb threat.
- Use the exact wording of the caller. Avoid using your own words.
- After contacting Campus Police, contact your Director or designate.

### **By Email or Voicemail:**

- Secure the message; do not erase or delete it.
- Limit your discussion about the activity until next steps are determined.
- Dial 911 or 519-661-3300 and report it.
- After contacting Campus Police, contact your Director or designate.

### **Suspicious Package:**

- Do NOT touch or disturb any suspicious packages.
- Make note of everything you can remember about it.
- Limit your discussion about the activity until next steps are determined.
- Dial 911 or 519-661-3300 and report it.
- Immediately turn off all cell phones/PDA devices.
- Do not activate the fire alarm.
- After contacting Campus Police, contact your Director or designate.

**\*Questions to Ask**

1. Where is it?
2. What time will the bomb explode?
3. What does it look like?
4. Why did you place the bomb?
5. What group do you belong to?
6. What type of explosive is in it?
7. Are you certain it will go off as you expect?
8. Where are you calling from?

**Bomb Threat – Notes:**

- Date and time of call

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- Telephone number on phone's display

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- How long the call lasted

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- Was caller familiar with campus/building

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- Caller's gender (male/female) and estimated age

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- Accent characteristics (local, foreign, regional, English/French)

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- Voice characteristics (loud/soft, deep/high pitched, pleasant/raspy)

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- Speech characteristics (fast/slow, distinct/distorted, stutter, slurred, nasal, intoxicated)

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- Mannerisms (calm/angry, rational/irrational, proper/obscene, coherent/incoherent, deliberate/emotional, righteous/laughing)

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- Background noises (quiet/bedlam/mixed, voices, music, animals, aircraft, buses, trains, traffic, kitchen, office, industrial, construction)

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# Severe Weather

## Severe Storms and Lightning

- Stay indoors or in vehicles or go to a safe shelter immediately.
- If caught outside with no shelter, lie flat in a ditch or depression.
- Stay away from electrical devices.
- If inside, put as many walls as possible between you and the outside.
- Protect your head and neck.
- Western has an emergency siren. If you hear it, please take cover.

## Outdoor Athletics and Activities

- When thunderstorms threaten, don't start anything outdoors that you cannot quickly stop.
- When the *Thunder Roars, Go Indoors!*
- Wait 30 minutes after the last rumble of thunder before going back outdoors.

# Environment Canada

## Weather Conditions:

[www.weatheroffice.gc.ca](http://www.weatheroffice.gc.ca)

519-675-2901 (weather conditions)

## Weather Watch and Warning

Follow directions given.

## Campus Cancellations and/or Closure

Check the following for information about cancellations and/or closures during severe weather emergencies:

- Brescia website homepage ([www.brescia.uwo.ca](http://www.brescia.uwo.ca))
- Your Brescia e-mail
- For courses, check OWL

# Workplace Hazardous Materials Information Symbols

 Health Canada Santé Canada 

## Do You Know These Vital Signs?

**THE HAZARD SYMBOLS OF WHMIS**

|  |   |   |  |
|--|---|---|--|
| <p><b>CLASS A</b><br/>Compressed<br/>Gas</p>   |    |    | <p><b>CLASS D-2</b><br/>Poisonous and<br/>Infectious Material<br/>(material causing<br/>other toxic effects)</p> |
| <p><b>CLASS B</b><br/>Flammable and<br/>Combustible<br/>Material</p>   |   |   | <p><b>CLASS D-3</b><br/>Poisonous and<br/>Infectious Material<br/>(Biohazardous<br/>Infectious Material)</p>     |
| <p><b>CLASS C</b><br/>Oxidizing<br/>Material</p>   |  |  | <p><b>CLASS E</b><br/>Corrosive<br/>Material</p>   |
| <p><b>CLASS D-1</b><br/>Poisonous and<br/>Infectious Material<br/>(material causing<br/>immediate and<br/>serious effects)</p> |  |  | <p><b>CLASS F</b><br/>Dangerously<br/>Reactive Material</p>  |

**WHMIS provides you with information on the safe use, storage,  
handling and disposal of hazardous materials at Canadian workplaces.**

 Workplace  
Hazardous Materials  
Information System

For more information, consult the MSDS, and  
visit the Health Canada WHMIS Web site:  
<http://www.hc-sc.gc.ca/whmis>

Always be familiar with any chemicals you work with.

### **General Principles**

Report all Major Releases of Hazardous Materials by dialing 911 or 519-661-3300 from a cell phone.

- If it is safe to do so, remove any contaminated people from the area.
- Remove yourself from the area, and keep others away.
- Assist contaminated people to a safety shower.
- Rinse affected body area for 15 minutes.
- Avoid contaminating yourself.
- If trained, administer First Aid, as appropriate.
- Immediately notify your Director or designate.
- Do not walk into, touch, or smell any of the spilled substance(s).
- Try to stay uphill and upwind of the release.

## Responding to a Medical or First Aid Emergency

- Check the area and the ill or injured person(s).
- Dial 911 or 519-661-3300 from a cell for emergency care.
- When requesting help, provide as much detail as possible,
- Be positive and reassuring to the ill or injured person.
- If you are trained to do so, provide appropriate First Aid.
- Unless absolutely necessary, do not attempt to move the person.
- Control serious bleeding by applying direct pressure to the wound.
- If poisoning is suspected, contact Poison Control: 1-800-268-9017.
- Stay until emergency responders tell you that you are no longer required.

### **Injuries**

It is important that all injuries be reported immediately.

- Dial 911 or 519-661-3300 from a cell phone.
- Complete an Accident Incident Investigation Report Form on the Intranet: <http://intranet.bresciauc.ca/files/delightful-downloads/2014/07/Accident-Incident-Investigation-Report-form.pdf>
- If the individual is taken away for treatment, get their name and contact information.
- Inform your Director or designate.

# In Case of Fire

## **Upon Discovery of Fire:**

- Leave fire area immediately.
  - Close windows and doors.
  - Activate nearest fire alarm pull station.
  - Leave building by nearest exit.
  - DO NOT USE ELEVATOR.
  - Report to the nearest Evacuation Assembly Area.
- Caution:** If you encounter smoke, use an alternate exit.

## **Persons with mobility impairments:**

If unable to leave the building in alarm, dial 911 or externally 519-661-3300.

## **Building Re-entry:**

Do not re-enter the building until authorization is given by Campus Police or Fire Department personnel.

# Important Phone Numbers

## **Campus Police**

From Brescia phone: 911

From Cell Phone: 519-661-3300

## **London City Police**

Non-Emergency Situations

519-661-5670

## **Mental Health Distress Centre**

### **Crisis Line**

519-667-6711

For response and advice; 24 hours

## **Brescia Numbers**

St. James Reception

519-432-8353 Ext. 28000 or 28005

Hours: Monday-Friday 8:00 a.m. –  
4:30 p.m.

Clare Hall

519-858-5150

Employee Assistance Program

1-877-433-0701

## **Western Numbers**

Western Switchboard

519-661-2111

Foot Patrol

519-661-3650

Student Development Centre

519-661-3031

Student Health Centre

519-661-3771

519-661-3030 (urgent concerns)

## **Affiliates and Other Resources**

Huron University College

519-438-7224

King's University College

519-433-3491

Culture Works

519-679-2648

## **Community Services**

Sexual Assault Crisis Support Line

519-438-2272

Good to Talk

1-866-925-5454

Addiction Services

519-673-3242

## **Connex Ontario**

Drug and Alcohol Helpline

1-800-565-8603

Mental Health Helpline

1-866-531-2600

Women's Community House Helpline

519-642-3000

For more information, please visit:

[www.brescia.uwo.ca](http://www.brescia.uwo.ca)