



## University Students' Council of the University of Western Ontario **EMERGENCY PREPAREDNESS POLICY**

**EFFECTIVE:** 26<sup>th</sup> February 2016

**SUPERSEDES:** 30<sup>th</sup> October 2012

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**AUTHORITY:** General Manager

**RATIFIED BY:** Board of Directors

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**RELATED DOCUMENTS:**

- Appendix: Emergency Contact List

**PAGE** | 1 of 4

**PURPOSE:**

The University Students' Council is committed to ensuring the health, safety and welfare of persons and protection of property should an emergency occur.

**1.00 SCOPE**

1.01 This policy applies to all USC employees.

**2.00 DEFINITIONS**

2.01 “**Emergency**” means an urgent and/or critical situation, temporary in nature, which threatens or causes harm to people, the environment, property of the University Students' Council or Western University or disrupts critical operations.

2.02 “**The USC Emergency Response Representative**” is a member of senior management.

**3.00 EXPECTATIONS AND RESPONSIBILITIES**

3.01 The USC shall:

(1) Report to Campus Police (9-1-1) any emergency situation;

(2) Report any hazard or potential hazard as follows:

- i. Fire Hazard: Ext. 88263 - Western Fire Prevention
- ii. Weather, Ice, Snow: Ext. 83304 - Western Facilities Management Division
- iii. Flooding, Power Failure: Ext. 83304 - Western Facilities Management Division
- iv. Safety Concerns: Ext. 80371 - USC Occupational Health & Safety
- v. Violence: 911 - Western Campus Police, as per the Discrimination, Harassment, and Violence Prevention Policy



## University Students' Council of the University of Western Ontario **EMERGENCY PREPAREDNESS POLICY**

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PAGE | 2 of 4

- vi. Medical Emergencies: 911 - Western Campus Police, as per the First Aid Policy
  - vii. Gas leak, Chemical spill, Fall arrest/high angle rescue, Entrapment, Motor Vehicle Incidents, and all other emergencies: 911 - Western Campus Police
- (3) Observe Western's emergency policies, including
- i. Policy on Emergency Response & Preparedness  
([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp14.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp14.pdf))
  - ii. Emergency Service Reduction and Closing  
([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp114.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp114.pdf))
  - iii. Transportation of Dangerous Goods  
([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp111.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp111.pdf))
  - iv. Hazardous Chemical Waste Policy  
([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp131.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp131.pdf))
  - v. Safe Campus Community  
([http://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp146.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp146.pdf))
- (4) Declare an emergency and/or close regular operations in the case Western does so;
- (5) Collaborate with Western's Emergency Response Team; and,
- (6) Display emergency numbers by all University Students' Council telephones.
- 3.02 The USC Emergency Response Representative shall:
- (1) Have authority within the USC to declare an emergency, close regular operations, and report such actions to Western's Emergency Response Team;
  - (2) Collaborate with Western's Emergency Response Team, and other members of Western's Emergency Response Committee;
  - (3) Maintain USC policies on emergencies by annual review;



## University Students' Council of the University of Western Ontario

# EMERGENCY PREPAREDNESS POLICY

- (4) Maintain the USC Health and Safety training material on emergencies;
  - (5) Coordinate each USC department's preparation of appropriate fire, emergency and business continuity plans; and,
  - (6) Maintain a list of emergency contacts in a secure location.
- 3.03 Acting supervisors from each department shall:
- (1) Assist the USC Emergency Response Representative; and
  - (2) Ensure the safety of their workers and work areas during times of emergency.
- 3.04 Managers will train their employees on operation-specific emergency and evacuation plans as part of their job specific orientation, incorporating each operation's individual emergency plan.
- 3.05 Greeting of emergency response services will be done by the Western appointed Building Emergency Coordinator, as per the UCC's Building Fire Safety Plan.
- 3.06 Emergency Equipment: The Western Fire Safety Service will maintain emergency equipment, as per Western's Fire Safety Procedures.
- 4.00 BRIEF REVIEW OF WESTERN PROCEDURES**
- 4.01 In case of fire/evacuation,
- (1) Raise alarm from a safe area on your way to evacuate the building;
    - i. Use stairwells to evacuate;
    - ii. Persons unable to exit by stairwells should find a safe area and contact Western Police to share their location;
  - (2) Close any doors and windows in the area;
  - (3) Remain outside until authorization to re-enter is given by the London Fire Department, Western Police or Western Emergency Response Team.
- 4.02 In situations of immediate danger,
- (1) Avoid escalating the situation:
  - (2) Leave an unsafe area:



## University Students' Council of the University of Western Ontario

# EMERGENCY PREPAREDNESS POLICY

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PAGE | 4 of 4

(3) Seek shelter where you are if safe evacuation is not possible. Lock doors and avoid windows. Call Campus Police at 911

Members of the University community should ensure that ill or injured persons receive prompt medical attention from qualified personnel. Members trained in first aid should render assistance to the best of their abilities. Because the care and transportation of the ill and injured require specialized training and equipment, all persons requiring emergency transportation to a medical facility must be transferred by trained personnel acting within their competency.

### **5.00 COMMUNICATION**

5.01 This policy will be explained as needed to workers through operation specific or task-specific training.

### **6.00 EVALUATION**

6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.