

## **POLICY 1.4 - Policy on Emergency Response and Preparedness**

**Policy Category:** General

**Effective Date:** May 3, 2001

**Supersedes:** November 27, 1997

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### **POLICY**

1.00 The University of Western Ontario is committed to ensuring the health, safety and welfare of persons and protection of property should an emergency occur.

An emergency under this policy is defined as:

*“An urgent and/or critical situation, temporary in nature, that threatens or causes harm to people, the environment or University property or disrupts critical operations.”*

2.00 In order to develop appropriate measures, it is the policy of the University:

- (a) to authorize Western Special Constable Service to initiate a timely and appropriate response to Campus Emergencies with the assistance of the London Fire Department, London Police, Thames Emergency Medical Service, the Student Emergency Response Team and other involved campus organizations.
- (b) to require that all individuals fully evacuate a building or area upon activation of a fire alarm system or upon direction from Western Special Constable Service, Emergency Response Team, London Fire Department, or London Police personnel.
- (c) to establish and maintain an Emergency Response Team to coordinate responses to any situation requiring multi-departmental involvement including representatives from Occupational Health & Safety, Facilities Management, as well as Communications and Public Affairs.
- (d) to maintain an Emergency Response Committee responsible to oversee the management of emergency response procedures including developing a comprehensive Disaster Plan which provides guidelines for major incident response.
- (e) to designate an Emergency Response & Preparedness Coordinator to be responsible for the administration and stewardship of the overall emergency response and preparedness process.
- (f) to require Departments and Faculties to prepare appropriate fire, emergency and business continuity plans consistent with the principles of the University's Disaster Plan.

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- (g) to coordinate with the City of London Emergency Planning Officer the necessary arrangements required to provide assistance to members of the University Community and the surrounding population in the event of a widespread emergency or disaster.
- (h) to establish necessary mutual aid agreements with the emergency services, other institutions, organizations, or businesses to ensure adequate resources to cope with emergency situations that may arise.
- (i) to establish an Emergency Operations Control Center (EOCG) to coordinate the response to a major emergency.

### **PROCEDURE**

- 3.00 All emergencies should be reported immediately to Western Special Constable Service at 9-1-1. All University telephones should have emergency numbers clearly displayed.
- 4.00 Western Special Constable Service is responsible for initiating the required assistance from London Police, London Fire, Thames Emergency Medical Service, Student Emergency Response Team, Facilities Management, Occupational Health & Safety and other campus organizations.
- 5.00 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 ambulance and not by Western Special Constable Service or other University personnel.
- 6.00 When the fire alarm sounds, all occupants must immediately leave the building, but elevators must not be used. Any doors and windows in the area should be closed. No one may re-enter until authorization to do so has been given by the London Fire Department, Western Special Constable Service or Emergency Response Team.

When a fire is discovered, everyone must leave the building. If it is safe to do so, all doors to the fire area should be closed and the nearest wall-mounted fire alarm activated. Details of the fire should be reported by dialing 9-1-1 from a safe location or by meeting emergency responders outside the building. All fire incidents must be reported to the UWO Fire Prevention Section.
- 7.00 Any Hazardous Materials Emergency must be reported to Western Special Constable Service at 9-1-1. Any other escape, leakage or exposure of hazardous or radioactive material is to be reported to Occupational Health & Safety at 661-2036 or extension 82036. After hours, Western Special Constable Service should be notified at 661-3300 or extension 83300.

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- 8.00 Any other hazard or potential hazard should be reported as follows:

**Fire Hazard**

Ext. 88263 - Fire Prevention

**Ice, Snow**

Ext. 83304 – Facilities Management

**Flooding, Power Failure**

Ext. 83304 – Facilities Management

**Safety Concerns**

Ext. 82036 - Occupational Health & Safety

- 9.00 The Emergency Response Committee, in conjunction with the Emergency Response and Preparedness Coordinator, will establish and maintain an effective emergency preparedness program utilizing regular meetings, training, communications, and exercises under the direction of the Vice-President (Operations & Finance). The Emergency Response Committee includes representatives of Western Special Constable Service, Facilities Management, Occupational Health & Safety, Housing and Ancillary Services, and others as may be appointed by the Vice-President (Operations & Finance).
- 10.00 The UWO Emergency Response and Preparedness Coordinator will work with the City of London Emergency Planning Coordinator to ensure compatibility with the city's plan. He/she will also work with related organizations to ensure appropriate mutual aid discussions are undertaken.
- 11.00 The University's Emergency Response Team will respond to serious events. It includes representatives of Western Special Constable Service, Facilities Management, Occupational Health & Safety, as well as the Emergency Response and Preparedness Coordinator. An appropriate Incident Commander will be appointed to be responsible for the overall coordination of the on scene activities and activation of the UWO Disaster Plan. The Incident Commander is authorized by the President to co-ordinate the University's on scene response to the event.
- 12.00 Upon the activation of the Disaster Plan, an Emergency Operations Control Group (EOCG) will be convened to undertake coordination of the activities relating to the emergency. The Vice-President (Operations & Finance) serves as the EOCG Director. The Associate Vice-President of Facilities Management serves as the alternate. The EOCG has the authority to act on behalf of the University in all matters arising from the Emergency. The Control Group will normally convene in a location other than the site of the emergency, as outlined in the Disaster Plan.
- 13.00 The authority for the Emergency Closing of the University is detailed in [Policy 1.14](#).
- 14.00 All persons occupying space controlled by the University will be subject to the procedures of this policy. Violations of this policy or the refusal to evacuate any building or area of the campus, or to follow directions of emergency personnel during an emergency or an emergency drill shall constitute unacceptable behavior and will be subject to appropriate corrective and/or disciplinary action by the University.