

The University of Winnipeg
Emergency Planning and Response Policy

TITLE: EMERGENCY PLANNING AND RESPONSE POLICY **NUMBER:** 90.0004

EFFECTIVE DATE: January 1, 2007

AUTHORITY: Vice-President (Human Resources, Audit & Sustainability)

Purpose:

The purpose of this policy is to establish the appropriate measures and procedures for dealing with emergency situations that may arise at the University.

Scope:

This policy and the procedures outlined herein apply to all departments at the University, including affiliated groups which are accommodated on the campus.

Authority: Vice-President (Human Resources, Audit & Sustainability)

Responsibility:

The Vice-President (Human Resources, Audit & Sustainability) is responsible for the administration, communication, and interpretation of this policy.

POLICY

The University of Winnipeg is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of persons, and the protection of property should an emergency occur.

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

- (1) authorize Security Services to initiate a timely and appropriate response to campus emergencies, with the assistance of the Safety Office, Physical Plant, and other emergency teams as identified in the Emergency Response Plan;
- (2) establish and maintain Emergency Response Team(s) to coordinate responses to any situation requiring multi-departmental involvement;

- (3) designate an Emergency Planning Coordinator to be responsible for the administration and stewardship of the overall emergency planning process;
- (4) require departments and faculties to undertake a risk assessment in their own areas and prepare appropriate emergency and business continuity plans for integration into the University's Emergency Response Plan;
- (5) coordinate with the City of Winnipeg Emergency Planning Coordinator the arrangements required to provide assistance to members of the University Community and the surrounding population in the event of a widespread emergency or disaster; and
- (6) establish necessary mutual aid agreements with other institutions, organizations, or businesses on an as required basis to ensure adequate resources to cope with emergency situations that may arise.

PROCEDURES:

- (1) All emergencies should be reported immediately to Security Services at (786)-9235. All University telephones must have emergency numbers displayed prominently.
- (2) Security Services is responsible for initiating the required assistance from the City of Winnipeg Police Service, Winnipeg Fire Department, Winnipeg Ambulance, and for initiating the campus emergency call out list.
- (3) Members of the University community should ensure that ill or injured persons receive prompt medical attention from a qualified practitioner. Members trained in first aid should render assistance to the best of their abilities. As the care and transportation of the ill and injured requires specialized training and equipment, all persons requiring emergency transportation to a medical facility must be transferred by ambulance, and not by Security Services or other University personnel.
- (4) When a fire is discovered, the affected building must be evacuated. If it is safe to do so, all doors to the fire area should be closed and the nearest wall-mounted fire alarm activated. When the fire alarm rings, the building must be evacuated as quickly as possible, but elevators must not be used. Any doors and windows in the area should be closed. The building may not be re-entered until authorization to do so has been given by the Fire Department or Security Services.
- (5) Any emergency involving hazardous materials must be reported to Security Services at (786)-9235.

- (6) Any other hazard or potential hazard should be reported as follows:
- fire hazard - Physical Plant at (786)-9267
 - ice, snow - Physical Plant at (786)-9267
 - flooding, power failure - Physical Plant at (786)-9267
 - safety concerns - Safety Officer at (786)-9894
- (7) Under the direction of the Vice-President (Human Resources, Audit & Sustainability), the Emergency Planning Coordinator will establish and maintain an effective emergency preparedness program utilizing training, communications, and exercises.