

 <b>Policies &amp; Procedures Manual</b>	<b># Pages:</b> <b>1 of 2</b>	<b>Policy Number:</b> <b>WS-01-12</b>
	<b>Approved by:</b> Senior Executive Council	
<b>Section:</b> WORKPLACE HEALTH & SAFETY - GENERAL	<b>Effective Date:</b> May 17, 2017	
<b>Title:</b> EMERGENCY PROCEDURES	<b>Replaces:</b> WS-01-12 (April 22, 2013)	

## POLICY STATEMENT

University College of the North (UCN) is committed to providing an immediate, organized, and professional response to critical incidents through the use of emergency services, both at UCN and through community resources, and by providing appropriate support for individual students or employees who are affected by the incidents as victims, witnesses or perpetrators.

UCN 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.

## PURPOSE OF POLICY

The purpose of this policy is to establish the appropriate measures and procedures for dealing with emergency situations that may arise at UCN. Critical incidents and urgent situations are sudden, unexpected, and personally upsetting events which may include incidents of extreme emotional distress, sudden trauma or death, interpersonal conflict, and other incidents similar in nature.

## PROCEDURES

It is the policy of UCN to:

- authorize Security Services or Regional Centre designated contact to initiate a timely and appropriate response to campus emergencies, with the assistance of the Facilities Managers and other emergency teams as identified in the Crisis Management Plan for each specific site;
- establish and maintain Emergency Response Team(s) to coordinate responses to any situation requiring multi-departmental involvement;
- designate an Emergency Planning Coordinator to be responsible for the administration and stewardship of the overall emergency planning process;

- require departments and faculties to undertake a risk assessment in their own areas and prepare appropriate emergency and business continuity plans for integration into UCN's Crisis Management Plan;
- coordinate with the City of Thompson, Town of The Pas or other municipalities, communities and First Nations the arrangements required to provide assistance to members of the UCN community and the surrounding population in the event of a widespread emergency or disaster;
- establish necessary mutual aid agreements with other institutions, organizations, or businesses to ensure adequate resources to cope with emergency situations that may arise;
- ensure all emergencies are reported immediately to Security Services or Regional Centre designated contact and to local emergency services (RCMP, EMS, etc.) All UCN telephones must have emergency numbers displayed prominently.
- have Security Services or Regional Centre designated contact initiate the required assistance from the municipality or First Nation and to initiate the campus emergency call out list;
- have the UCN community ensure that ill or injured persons receive prompt medical attention from a qualified practitioner, if available. Members trained in first aid should render assistance to the best of their abilities. If the care and transportation of the individual requires specialized medical attention, that individual should be transferred by ambulance, if available, and not by Security Services or other UCN personnel;
- ensure the affected building is evacuated when a fire is discovered. 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;
- ensure any emergency involving hazardous materials is reported to Security Services or Regional Centre designated contact and to local emergency services (RCMP, EMS, etc).
- ensure any other hazard or potential hazard such as fire, ice, snow, flooding, power failure or safety concerns is reported to the applicable Campus Manager (The Pas or Thompson), the Workplace Safety and Health Manager, or to the Regional Centre Coordinator if at a Regional Centre;
- ensure that, under the direction of the President and Vice-Chancellor, the Emergency Planning Coordinator establishes and maintains an effective emergency preparedness program which includes training, communications, and exercises.