

1.4 POLICY ON EMERGENCY RESPONSE & PREPAREDNESS

Classification: General

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Policy Category: General

Subject: Emergency Response & Preparedness

Approving Authority: President

Responsible Officer: Vice-President, Resources and Operations

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Related Procedures:

Related University Policies: University Emergency Service Reduction and Closing Policy 1.14

Effective Date: December 1, 2011

Revised: April 5, 2011

PURPOSE

- 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, University property or disrupts critical operations.

POLICY

- 1.00 In order to develop appropriate measures, it is the policy of the University to:
- a. authorize the Campus Community Police Service (CCPS) to initiate a timely and appropriate response to Campus Emergencies and, if necessary, acquire support from the Emergency Response Team (ERT) and other internal resources, and externally from the London Fire Department, London Police, and Thames EMS;
 - b. maintain an Emergency Response Committee (ERC) responsible for overseeing the management of emergency response procedures including maintaining a comprehensive Disaster Plan which provides guidelines for major incident response;
 - c. establish and maintain an ERT consisting of representatives from CCPS, Occupational Health & Safety, Facilities Management, Fire Safety, Communications and Public Affairs, and Information Technology Services (ITS);
 - d. establish an Emergency Operations Control Group (EOCG) to support emergency response, communicate and coordinate recovery from a major emergency;

- e. establish an Emergency Operations Centre EOC, location(s), where the EOCG can meet;
 - f. require that all individuals evacuate a building or area upon activation of the fire alarm system or upon direction from CCPS or the ERT, the London Fire Department, or London Police Service;
 - g. designate an Emergency Manager to be responsible for the administration and stewardship of the overall emergency response and preparedness process;
 - h. require Departments and Faculties to prepare appropriate fire, emergency and business continuity plans consistent with the principles of the University's Disaster Plan;
 - i. 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;
 - j. 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.
- 2.00 The authority for the University Emergency Service Reduction and Closing Policy is detailed in Policy 1.14.
- 3.00 All persons occupying space controlled by the University are 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.

PROCEDURES

- 1.00 All emergencies should be reported immediately to CCPS at Campus 911. All University telephones should have emergency numbers clearly displayed on the phone;
- 2.00 CCPS is responsible for initiating the required resources and assistance from London Police, London Fire, Thames EMS, Student Emergency Response Team, and Western's ERT;
- 3.00 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 care and transportation of the ill and injured require specialized skills and equipment, all persons requiring emergency transportation to a medical facility must be transferred by ambulance and not by Campus Police or other University personnel;

Fire Emergency

- 4.00 Fire alarms are monitored by the Campus Police Communications Centre who contact the Fire Department for response on receipt of an alarm. Fire details, if necessary, should be reported to Campus Police by dialing 911 from a safe location or by meeting emergency responders outside the building. All fire incidents are also reported separately to Fire Safety by Campus Police

When a fire alarm sounds, all occupants must immediately leave the building through the nearest exit, but elevators must not be used. Doors and windows in the area should be closed, if it is safe to do so. Persons unable to evacuate must follow the procedures outlined in the building fire safety plan. No one may re-enter until the fire alarm stops sounding or authorization to re-enter is given by the London Fire Department, Campus Police or Western Fire Safety;

Hazardous Material Emergency

- 5.00 Any Hazardous Materials Emergency must be immediately reported to Campus Police at 911. Any other escape, leakage or exposure of hazardous or radioactive material is to be reported to Occupational Health & Safety. For general concerns relating to hazards, i.e. fire safety, ice, snow, flooding, power failure etc., or safety issues, Campus Police should be notified at 661-3300 or extension 83300.

Emergency Response

- 6.00 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, Resources & Operations. The Emergency Response Committee includes representatives of the CCPS, Facilities Management, Occupational Health & Safety, Housing and Ancillary Services, and others as may be appointed by the Vice-President, Resources & Operations;
- 7.00 The Emergency Manager 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.
- 8.00 The University's ERT will respond to serious events. An appropriate Incident Commander, usually CCPS, will be identified to be responsible for the overall coordination of the on scene activities and activation of Western's Disaster Plan. The Incident Commander is authorized by the President to co-ordinate the University's on-scene response to the event.
- 9.00 Upon activation of the Disaster Plan, the EOCG will be convened to undertake coordination of communications, recovery and other activities relating to the emergency. The Vice-President, Resources & Operations, serves as the EOCG Chair. The Associate Vice-President, Facilities Management, or other designate, serves as the alternate. The EOCG has the authority to act on behalf of the University in all matters arising from the Emergency. The EOCG may collaborate by conference call and will normally convene in the EOC.