Building Emergency Plan

Library/Computing Building

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1.0 Purpose and Scope

The purpose of the Building Emergency Plan (BEP) is to identify the actions that should be taken by the occupants in the event of an emergency. The plan shall ensure the health and safety of the building occupants through emergency preparedness, prevention, mitigation and response. The BEP outlines individual responsibilities to prepare for emergencies and the procedures to be followed in response to various emergencies.

2.0 Definitions

Primary Occupant - The person with the largest number of employees assigned to a building or facility.

Buddy System – A procedure whereby a friend, colleague, or staff member is allocated the responsibility of ensuring that the person, who may require assistance, is alerted of an emergency, if safe to do so, and may assist that person in the evacuation.

Assembly Point – a designated point for assembling in case of an emergency.

Emergency Warden – is a staff member appointed by a faculty or unit to implement the steps established in the Emergency Plan (which describes steps to be taken in a fire emergency).

3.0 Authority

3.1 Authority

Environmental Health and Safety (EHS), Memorial University of Newfoundland (MUN) has the authority under the *Occupational Health and Safety Regulations, 2009* sections 38 and 39 under the *Occupational Health and Safety Act* (O.C. 2009-233) and National Fire Code of Canada 2010 section 2.8 (Emergency Planning) to implement the BMP and may require or recommend changes to the plan.

3.2 Emergency Responder's Authority

Campus Enforcement and Patrol (CEP) are often the first responder to any emergency on Grenfell Campus. Campus Enforcement and Patrol are in charge of the scene until the arrival of Corner Brook Fire Department (CBFD), Emergency Medical Services (EMS) or the Royal Newfoundland Constabulary (RNC). The CBFD or RNC will relay all-clear information to CEP who will then notify building occupants.

In the event of a fire alarm or hazardous material spill, the CBFD, upon arrival is in charge. Only the officer -in-charge of CBFD can authorize the fire alarm system to be reset. It is the role of CBFD

to confine, control, and extinguish a fire.

In the event of an emergency involving a criminal threat, the RNC, upon arrival is in charge. Only the officer-in-charge with the RNC can authorize the emergency to be over. It is the responsibility of the RNC to respond to criminal threats.

In the event of a medical emergency, the Emergency Medical Services (EMS), upon arrival is in charge. Only the officer-in-charge with the EMS can authorize the emergency to be over. It is the responsibility of EMS to respond medical emergencies on campus that are beyond the capability of first aiders.

4.0   General Information

4.1   General Building Information

The Library/Computing Building was constructed on Grenfell Campus in 1995. It consists of 3 floors with a building area of approximately 29,545 gross square feet. This building is connected to both the Arts and Science and Fine Arts Buildings by an above ground walkway. The Library/Computing Building contains the Ferris Hodgett Library, computer lab, offices, study rooms and washrooms.

The Fire Alarm System was updated to an addressable system in 2017. Manual fire alarm pull stations and smoke detectors are located around the building. The fire alarm system and fire extinguishers are inspected annually. The CBFD provides full time firefighting services. Two fire hydrants are located approximately 30m and 70m away from the fire department connection off Cpl. Pinksen Memorial Drive. Speakers are located throughout the building and are tied into a mass communication system, Benbria.

4.2   Building Hours

The Library/Computing building Emergency Wardens are normally on duty during the business working hours which are from 08:30 to 16:30 on week days. During some periods of the working hours of operation it may be possible that not all Emergency Wardens will be present. When Emergency Wardens are not present or the building is operating outside these hours, individuals will be responsible to follow Emergency Procedures posted and contained in Appendix B and available via www.mun.ca/emergency and the MUN Safe app.

4.3   Emergency Warden Positions

All Memorial University Buildings will require at least one Emergency Floor Warden for every twenty-five employees. The Library/Computing building will require a minimum of the following human resources to be Emergency Wardens to fulfill the roles and responsibilities required for

evacuation. These positions are to be assigned by the primary occupant of the building. Please refer to Appendix C for a list of wardens and their contact information.

Emergency Building Warden	1
Alternate Emergency Building Warden	0
Emergency Floor Wardens	2
Alternate Emergency Floor Wardens	0

5.0 Preparedness

5.1 Roles and Responsibilities

5.1.1 Primary Occupant

The workplace Designated Authority and the Workplace Health and Safety Committee shall:

- Prepare in conjunction with the Office of the Chief Risk Officer (OCRO) a building specific BMP
- Provide access to a copy of the BMP to all occupants
- Provide leadership and assure the establishment of Emergency Wardens. Personnel shall be officially appointed by the primary occupant of the building. These personnel shall be volunteers and/or management
- Ensure the maintenance of the Building Emergency Plan
- Ensure an annual meeting is held to review the Building Emergency Plan and to discuss issues and concerns expressed by occupants
- Arrange for training for all Emergency Wardens

5.1.2 All Members of the University Community

- Self-educate with respect to emergency planning on campus. This includes being knowledgeable of procedures and protocols and knowing how to react appropriately (e.g. knowing when to evacuate or not to evacuate a building);
- Become self-prepared, identifying all mitigation strategies for protection when and wherever possible (e.g. knowing the location of the nearest Blue Phone, using the MUN Safe App);
- Know the campus emergency telephone number, 637-2888;
- Know the evacuation route, and assembly points for the area in which you live, work, study or enjoy recreational activities;
- Participate in any applicable emergency management training/exercises related to the duties/responsibilities you have on campus; and
- Become familiar with persons who live, study or work in your area who have disabilities or challenges. Be prepared to assist in emergencies to ensure their safety.

5.1.3   Emergency Building Warden

The Emergency Building Warden shall:
- Be familiar with and act in accordance with all provisions of the BMP
- Ensure the list of wardens is up to date and submitted annually to EHS
- Participate in debriefings after all workplace emergencies and/or drills.

5.1.4   Alternate Emergency Building Warden

The Alternate Emergency Building Warden shall:
- Assist the Emergency Building Warden and act as Building Warden in their absence
- Name a suitable replacement in case of a foreseen absence and notify the Emergency Building Warden
- Become familiar with and follow all the provisions of the BMP
- Participate in debriefings after all workplace emergencies and/or drills.

5.1.5   Emergency Floor Warden/Alternate

Emergency Floor Wardens shall be appointed for each floor area occupied. The Emergency Floor Wardens/Alternates shall:
- Identify Assistant Emergency Wardens to assist mobility-impaired persons
- Be familiar with and act in accordance with all provisions of the BMP
- Arrange an alternate Emergency Floor Warden to carry out his/her duties in their absence
- Provide leadership and be able to answer questions of building layout, assembly/gathering points, and nature of the emergency as well as the location of persons with impaired mobility
- Participate in debriefings after all workplace emergencies and/or drills.

5.1.6   Environmental Health and Safety

EHS shall:
- Maintain a university wide database of all Emergency wardens
- Work in collaboration with the Workplace Health and Safety Committee, Facilities Management and Campus Enforcement and Patrol in conducting and scheduling drills and maintenance of life safety equipment
- Keep all drill and maintenance records
- Provide training to Wardens
- Participate in debriefings after a workplace emergency and/or drill.

5.2   Training

Training is required for Emergency Wardens under the NFC of Canada 2010 Section 2.8.1.2 and the *Occupational Health and Safety Regulations, 2009* section 41 under the *Occupational Health and Safety Act* (O.C. 2009-233). The emergency warden training will be conducted by EHS. The training form in Appendix D must be completed and returned to EHS prior to the training session.

5.3   Testing

5.3.1   Drills

The National Fire Code of Canada (NFC), section 2.8.3.2, sets the minimum requirements for evacuation drills. At least one evacuation drill, involving all occupants, shall be conducted annually in the Library/Computing Building. A false alarm will not be an evacuation drill.

There is no legislative or regulatory guidance for other types of drills, such as active intruder drills. However, it is recommended that they are conducted annually.

All drills will be evaluated as per the Evaluation Checklist; Appendix E. Occupants must meet the minimum requirements as outlined in the checklist in order to pass the drill. If the occupants fail a drill, they will be required to redo the drill within the same calendar year until they are able to meet the minimum requirements.

5.3.1.1   Participation

All occupants shall participate in drills unless specifically exempted by the Emergency Building Warden. The mobility-impaired shall participate as much as reasonably practical.

5.3.1.2   Pre-Planning Fire Drills

Facilities Management is responsible to design a schedule for all drills for Grenfell campus and will lead such drills. The following people shall be notified of the evacuation drill a week in advance and a day before by the Workplace Health and Safety Committee:

- Assigned Environmental Health and Safety Advisor;
- Manager of Campus Enforcement and Patrol/Emergency Management;
- Office of Emergency Management.

The CBFD shall be invited to fire and evacuation drills. They will utilize their discretion to attend or not to attend such drills.

The RNC shall be invited to active intruder drills. They will utilize their discretion to attend or not

to attend such drills.

A debriefing session of the Emergency Wardens, the WHSC and representatives of Facilities Management shall be held after carrying out drills. This session will be organized by Facilities Management.

5.3.2 Exercises

Grenfell campus has adopted several types of emergency exercises to train emergency personnel and to test the effectiveness of emergency plans and the associated response capability. In addition to drills, a Q&A, tabletop or practical exercise will take place each year.

- **Q&A Exercise**: an informal discussion exercise, designed to orient the participants to new or updated plans, policies or procedures.
- **Table Top Exercise**: an activity in which the selected participants gather together to discuss a simulated emergency. The focus is on examination and discussion of problems with resolution.
- **Practical Exercise**: an activity in which a mock exercise is carried out to test emergency procedures and involves applicable groups in the community.

All exercises will be evaluated by representatives of Facilities Management or an appointed evaluator. Any observations or feedback requiring action will be noted and presented to the WHSC or applicable University department to be actioned.

5.3.2.1   Participation

Selected occupants shall participate in exercises as identified by the WHSC.

5.3.2.2   Pre-Planning Exercises

Facilities Management is responsible to design a schedule for all exercises for Grenfell campus and will lead such exercises. Persons selected to participate in the exercise will be invited in advance.

Immediately following the exercise, a debriefing session of the participants and representatives of Facilities Management. This session will be facilitated by the Director of Emergency Operations or his/her designate.

6.0 Prevention/Mitigation

6.1   Emergency Protection Equipment

This building contains the following fire protection equipment:

✓ Addressable Fire Alarm System
✓ Smoke detectors

This building contains the following firefighting equipment:

✓ Fire Extinguishers

This building contains the following equipment for emergency response:

✓ Emergency Lighting
✓ Exit Signs
✓ Floor Plans
✓ First Aid Kits
✓ Emergency Procedure Posters
✓ Automated External Defibrillator
✓ Manual fire alarm pull stations

6.2   Fire Extinguishers - Usage and Types

Fire extinguishers are a first aid to fire fighting and should be used if and only if the person is trained to use the extinguisher and it is safe to do so.

Classes of Fire
Class A   Wood, paper, cloth, ordinary combustibles
Class B   Flammable liquids and Flammable gases
Class C   Energized electrical equipment
Class D   Combustible metals [i.e. magnesium]
Class K   Cooking Media (lards, fats & oils)

Classes of Extinguishers
Class A   Water extinguisher
Class B   Dry Chemical
Class C   Carbon Dioxide
Class D   Specialized Powder
Class K   Wet Chemical

Fire Extinguisher Operating Procedure

P. A. S. S.
Pull   the pin.

Aim   the extinguisher nozzle at the base of the fire.

Squeeze   or press the handle.

Sweep   from side to side at the base of the fire and discharge the contents of the extinguisher.

6.3   Inspection and Maintenance

The maintenance and inspection requirement for fire protection equipment is detailed below. The maintenance and inspections are coordinated through Facilities Management.

Portable Fire Extinguishers   NFPA 10

1. Manually inspected when initially placed in service.
2. Shall be inspected either manually or by means of an electronic monitoring device/system at a minimum of 30 day intervals.
3. The procedures shall include a check of at least the following items:
   - Location in designated place.
   - No obstruction to access or visibility.
   - Ensure gauge reading or indicator in the operable range or position.
   - Fullness determined by weighing or lifting for self-expelling type extinguishers, cartridge-operated extinguishers, and pump tanks.
4. Personnel performing manual inspections shall keep records of all fire extinguishers inspected, including those found to require corrective action.
5. Records for manual inspection shall be kept on a tag or label attached to the fire extinguisher, on an inspection checklist maintained on file, or by an electronic method.
6. Fire extinguishers shall be subjected to maintenance at intervals of not more than 1 year.
7. Shall be internally examined according to types of extinguisher. See Table 7.3.1.1.2

Standpipe Systems   NFPA 14
1. Shall be inspected annually
2. A flow test shall be conducted every 5 years. Hydrostatic tests shall be conducted every 5 years.

Fire Doors   NFPA 80
1. Shall be inspected and tested not less than annually, a written record of the inspection shall be signed and kept for inspection by the Authority Having Jurisdiction.

Emergency Lighting Units (self-contained) NFC.
1. Shall be inspected at intervals not greater than 1 month to ensure that
   - Pilot lights are functioning and not obviously damaged or obstructed.
   - The terminal connections are clean, free of corrosion, and lubricated when necessary.

- The terminal clamps are clean and tight as per manufacturer's specifications.
- The battery surface is kept clean and dry.

2. Shall be tested
   - At intervals not greater than 1 month to ensure that the emergency lights will function upon failure of the primary power supply, and
   - At intervals not greater than 12 months to ensure that the unit will provide emergency lighting for duration equal to the design criterion under simulated power failure conditions.

6.4 Hazard recognition, evaluation, and control

A hazard is a condition or practice that has the potential to cause personal injury or illness or damage to property or the environment. Fire hazards are present in all workplaces and at home. The following section provides information on hazards, controls, and preventative measures which every occupant should be cognizant of in their day to day routine. Identifying fire hazards in the work place is the first step in fire prevention and safety.

Some common fire hazards are:

- Electrical systems that are overloaded, resulting in hot wiring or connections, or failed components
- Combustible storage areas with insufficient protection
- Combustibles near equipment that generates heat, flame, or sparks
- Smoking
- Equipment that generates heat and utilizes combustible materials
- Cooking appliances - stoves, ovens
- Heating appliances - furnaces, boilers, portable heaters
- Electrical wiring in poor condition
- Batteries
- Personal ignition sources - matches, lighters
- Electronic and electrical equipment
- Storage and handling of flammable liquids, solids, gases
- General storage (blocking aisles, means of egress, etc.)

The Hazard Identification and Control table in Appendix H can assist in recording hazards and implementing corrective actions.

6.5 Hazardous Materials

Hazardous materials are substances that are flammable or combustible, explosive, toxic, noxious,

corrosive, an irritant or radioactive. A hazardous material spill or release can become a risk to life, health and/or property. An incident can result in the evacuation of a few people, a section of a facility, or even larger.

Planning:
- Identify and label all hazardous materials stored, handled, produced and/or disposed of by your facility
- Obtain Material Safety Data Sheets (MSDS) for all controlled products at your location
- Develop an appropriate response procedure
- Recognize and report hazardous material spills and/or releases
  - A. Notify your Emergency Building Warden
  - B. Warn nearby persons of the incident
  - C. Establish evacuation procedures
  - D. Notify Environmental Health and Safety

All employees that work with controlled products are to be trained in accordance with section 5 of the Workplace Hazardous Materials Information System (WHMIS) Regulation under the Occupational Health and Safety Act.

6.6 General Safety Guidelines and Policies for All Occupants

6.6.1 Smoking Policy

- Memorial University has a smoking policy that can be accessed at: http://www.mun.ca/policy/status/Smoking.php
- No smoking on campus
- The Smoking Policy shall be respected

6.6.2 Extension Cords

- Personal extensions cords are not to be used
- Request and approval for extension cords must be obtained from Facilities Management
- Only CSA approved extension cords are to be used
- Never join extension cords
- Use only one device per cord
- Visually inspect all cords and do not use any which are frayed or worn
- Do not conceal cords, under rugs, etc.
- Extension cords are only for short term, temporary use, not permanent wiring

6.6.3 Electrical Equipment

- Report any abnormalities with equipment to the electrical department such as overheating,

etc.

- Turn off equipment when not in use
- Electrical equipment shall be CSA listed and labeled
- All equipment should be turned off when office is unoccupied
- Ensure that plugged in equipment has ample space between the equipment plug and wall outlet

6.6.4 Storage

- Storage should never clutter or restrict a means of egress
- A minimum of 18" clearance shall be maintained around all sprinkler heads, for effective operation
- Never mix classification of storage such as flammable liquids with paper products
- Use only designated storage areas
- Electrical/mechanical/furnace rooms shall not be used for the purpose of storage of any kind
- Maintain a safe clearance from heat producing equipment [e.g. Combustible materials, light fixtures, heat appliances]
- Flammable liquids and gases shall not be stored inside the building except in designated areas in approved containers and within the guidelines of part 4 of the National Fire Code of Canada
- Good housekeeping should be maintained in all electrical/mechanical/furnace rooms and storage areas
- Greasy, oily rags and paper should be stored in noncombustible containers

6.6.5 General Safety

- Interior office decorations, particularly during Christmas time, shall be flame retardant, and all electrical decorations and devices shall be CSA approved
- Tampering with any fire protection and/or emergency equipment is strictly prohibited
- Fire/smoke barrier doors shall not be wedged open for purposes of ventilation or communication
- Occasional static displays for exhibition purposes shall not obstruct or impede the safe evacuation of personnel in the event of an emergency
- Do not attach anything to the building life safety equipment [i.e. Sprinkler heads, Fire Alarm Pull Stations, Extinguishers, etc.,]

7.0 Response

7.1 First Responder Response

The CBFD upon notification from the monitoring company will normally go to the main entrance of the Library/Computing Building where an enunciator panel is located inside the main entrance on level 1. They will be met by CEP who will provide them with the necessary information about the emergency and the physical layout of the building (Appendix A which contains the floor plans).

The RNC, upon notification from CEP, will go to the scene of the criminal threat. They will be met by CEP who will provide them with the necessary information about the emergency and provide any additional resources.

Western Health EMS, upon notification from CEP, will go to the scene of the medical emergency. They will be met by CEP who will guide them to the area and provide them with the necessary information.

7.2 Evacuation Procedures in the Event of a Fire Alarm

7.2.1 All Occupants

When the Fire Alarm sounds please follow procedures as outlined in Appendix B, all occupants will immediately evacuate the building using the nearest safe exit and proceed outside and clear the building to the designated assembly point (Appendix F).

7.2.2 Campus Enforcement Patrol (CEP)

Upon activation of a fire alarm, CEP will:

- Receive a call from the monitoring company;
- Respond immediately to the location of the fire alarm and/or fire;
- Activate emergency lights when responding via CEP vehicle on MUN property only;
- Maintain regular radio communications to the Dispatcher and all Officers;
- Go to the buildings fire panel, if safe to do so, to identify the trouble area and await the arrival of CBFD;
- Maintain control of the scene until the arrival of CBFD. At which point command of the scene will be relinquished;
- Take direction from CBFD upon their arrival to the scene;
- Assign responding Officers to
    - Traffic and pedestrian control;
    - Maintain perimeter security and perform perimeter sweeps of entire exterior of building;

- o Assist in the evacuation of persons from the building when needed and if safe to do so; and
- o Other related duties.
- Direct the Dispatcher to request resources from Facilities Management if required, such as barricades to be used for perimeter control;
- Contact the Manager on-duty/on-call to acquire guidance or further direction if needed;
- Depending on the situation, make a decision to move evacuees to a safe interior space to await further information, for example, during inclement weather or prolonged evacuations; and
- Communicate effectively throughout the incident with
    - o CEP Personnel
    - o MUN Personnel directly involved in the incident
    - o All evacuees including informing them of the "All Clear" as given by CBFD informing them that it is safe to return to the building.

7.2.3 Emergency Building Warden/Alternate

If an alarm sounds during business hours the Emergency Building Warden assumes FULL AUTHORITY and control of the Emergency Floor Wardens and the evacuation of building occupants. Once the building is evacuated authority is given to CEP. CEP will then retain Incident Command authority at the scene until such time as the emergency terminates or the Fire Department arrives at the scene and assumes responsibility.

Emergency Building Warden/Alternate shall:
- If possible, retrieve identifiable clothing and/or resources (i.e. hat, vest, clip board, etc.)
- Proceed immediately to the main entrance of the Library/Computing Building where the fire alarm/enunciator panel is located
- Meet Fire Department and CEP when they arrive and provide any information about persons needing assistance (i.e. location of any mobility impaired persons and identification of any persons who may be refusing to evacuate)
- Check off floors on the checklist (see Appendix G) as the Emergency Floor Wardens check in

7.2.4 Floor Wardens/Alternate

- If possible, retrieve identifiable clothing and/or resources (i.e. hat, vest, clip board, etc.)
- Meet at a designated point on their assigned floor/area and coordinate duties as necessary and implement a buddy system where required to help with the mobility impaired and/or injured persons. Check to ensure normal evacuation routes are safe. Choose an alternate route for use in the event egress is blocked by fire or smoke. **DO NOT USE ELEVATORS**
- Supervise the orderly evacuation of their area to a safe designated assembly point

outside (Appendix F)

- Close doors and windows where possible
- As soon as the main evacuation flow is over, check all rooms, closets and washrooms to make sure that the floor has been completely evacuated
- Do not waste time if people are reluctant to leave. Make note of the individual(s) and the area they were last seen. Pass the information on to the Emergency Building Warden
- Once evacuation of the entire floor/area has been completed, all Floor Wardens will regroup if possible and exit together. The Floor Wardens will report to the Emergency Building Warden at the main entrance to the Library/Computing Building to give their report as to whether their floor was completely searched and if there were any persons needing the assistance of the CEP or the fire department
- Go to their designated assembly point (Appendix F)
- Always cooperate with all Emergency Officials
- Inform the Emergency Building Warden of assembly point issues, status of unfolding events and resource requirements
- Participate in debriefings resulting from the evacuation
- Notify the Emergency Building Warden of all emergencies

7.2.5 Environmental Health and Safety

- Coordinate the site assessment to determine whether it is safe and appropriate to reoccupy the facility in the event a building and/or its systems have been damaged.

7.3 Shelter in Place Emergency Procedures

7.3.1 All Occupants

Shelter in Place refers to emergencies where building occupants are required to or have the option to remain inside. An active intruder situation could require a shelter in place response.

When you receive notification of such an event via the MUN Safe app, Benbria System or another notification mechanism, please follow procedures as outlined in Appendix B.

7.3.2 Campus Enforcement and Patrol (CEP)

In the event of an active intruder, CEP will
- Respond immediately to the general vicinity of the event if safe to do so. They will not enter any dangerous or unsafe areas;
- Activate emergency lights when responding via CEP vehicle on MUN property only;
- Maintain regular radio communications to the Dispatcher and all Officers;

- Establish a perimeter at a safe distance from the incident. The purpose of the perimeter is to ensure personnel to not enter the area of the incident and to assist people evacuating the area;
- Ensure a second officer has returned to the Communications Control Centre to assist the primary Dispatcher;
- Assign responding Officers to
  - Traffic and pedestrian control;
  - Maintain perimeter security;
  - Assist in the evacuation of persons from the building; and
  - Other related duties.
- Take direction from the RNC upon their arrival to the scene and act as the Liaison between CEP and the RNC;
- Direct the Dispatcher to request resources from Facilities Management if required and safe to do so, such as barricades to be used for perimeter control;
- Contact the Manager on-duty/on-call to acquire guidance or further direction if needed;
- Communicate effectively throughout the incident with
  - CEP Personnel;
  - RNC Personnel and other first responders; and
  - MUN Personnel directly involved in the incident.

7.3.3 Emergency Building Warden/Alternate and Floor Wardens/Alternate

If a notification of an active intruder is received during business hours the Emergency Building Warden can assist others in the building if they deem it safe to do so. Authority rests with CEP until such time as the emergency terminates or the RNC arrives at scene and assumes responsibility.

Emergency Building Warden/Alternate shall:
- Figure out the situation. If you hear shots fired or a commotion that leads you to suspect danger is near, trust your instincts. Investigate, where safe to do so, and try and determine what is happening around you and if you are in danger, but do not put yourself at risk;
- If safe to do so, assume a leadership role for those that are in your immediate vicinity. Remember your personal safety is your number one priority;
- In the event that you witness a person(s) with weapons and /or a situation where it appears that danger is imminent, you must first consider your own safety. Determine if you and others near you can leave the area safely. If you have not been detected, and you have an escape route, your best option may be to leave. Move as quickly and quietly as possible to a safe area. If others are reluctant to follow do not spend time trying to convince them. Call 911. If you are not able to leave safely, you may have to seek shelter.

- The purpose of sheltering yourself is to protect you and others from the intruder(s). If you cannot leave safely, you must seek shelter from an armed intruder(s).
- Immediately move to the nearest room you feel is safe with as many people as possible.
  - Lock and/or barricade the door. Block the door with desks, chairs, etc. to make it very difficult for the intruder(s) to enter and cause you harm;
  - Turn off lights and/ or maintain minimal lighting;
  - Close/lock and stay away from all windows and blinds;
  - Lie flat on the floor or take adequate cover out of sight;
  - After contacting RNC / CEP, turn off or silence your cell phone;
  - Remain calm and quiet and do not attempt to leave;
  - Comfort others who may be panicking and assist injured if necessary;
  - Consider making a plan in case the intruder(s) gains access to the room;
  - Do not attempt to leave until RNC or CEP arrive and tell you it is safe;
  - When RNC do arrive, show your hands slowly. Do not run towards them. Wait for them to approach you and follow their instructions.
- Report what is happening: Immediately call 911 and report the incident. It is important to give as much detail as possible about the situation and the intruder(s), such as physical description, type(s) of weapon(s) involved, and the location of the incident. The operator may ask you to stay on the line. Once finished with 911, call CEP on the Emergency Line at 2888 from an office phone, or 637-2888 from a cell phone. Explain your situation, location and after you notify CEP, silence your phone.
- Wait for RNC and/or CEP to arrive. Do not enter hallways, stairwells, etc. until instructed to do so. Upon arrival of the RNC, obey their instructions. Do not make any quick movements, wait for their instructions. Slowly show your hands. The RNC do not know you and they have to be satisfied that you are not a threat to them. They may hand cuff you, search you or ask you to remain still. These are routine measures until they believe they have the situation under control.

8.0 Recovery

Recovery is to repair or restore conditions to an acceptable level through measures taken after an incident, for example return of evacuees, trauma counseling and reconstruction. Depending on the scale of the incident, recovery may be overseen by the broader Campus Emergency Response Team.

The University will ensure services and programs are in place to address
- the psychological and emotional impact;
- the operational impact, including business and academic continuity;
- community impact; and
- litigation and insurance issues.

8.1   Psychological/Emotional Impact

Emergencies impact on the health and well-being of individuals differently. Some individuals at Grenfell Campus are resilient and can cope with the effects of an event very quickly and in some instances can volunteer and assist in the response/recovery process. Other individuals may experience immediate and/or delayed reactions to the event. Some of the psychological/emotional outcomes could include:

- Critical incident stress;
- Grief and loss; and
- Post-traumatic stress.

Grenfell Campus is committed to ensure that students, staff, faculty and clients are kept well informed as response activities are underway in an effort to mitigate any negative long-lasting effects and to ensure psychosocial services are available to meet their needs.

The campus can deliver information sessions on the event and any long-term implications; debrief specialized groups regarding impact; and arrange individual counseling and referrals for mental health issues if necessary. In this regard, the university can access several counselors, a psychiatrist, psychologist (via Student Wellness and Counselling), the Employee Assistance Program (via Human Resources) and a Critical Incident Stress Management (CISM) team. If any occupants of this building require such services, please contact your assigned Environmental Health and Safety Advisor.

8.2   Operational Impact

An emergency may adversely affect any operations of Grenfell Campus including interruption to teaching and research, damage to buildings and infrastructure, academic and administrative work capability, and/or residential activities. Departments/Units that have completed Continuity Plans will be able to continue with their critical functions despite the emergency.

Building and facility clean up, if necessary, will occur as quickly as possible. If there is a fatality on campus or a crime has been committed, it will be necessary to wait for the RNC or Royal Canadian Mounted Police to complete their investigation of the scene. Recovery activities will be undertaken after the proper authorities (e.g. police, fire, insurance, etc.) have finished their investigation(s).

With respect to rescheduling academic activities and resumption of research, the Campus Emergency Response Team, the head of the affected department(s), the affected building(s) designated authority and/or the Office of the Registrar in consultation with the vice president and appropriate dean/directors will determine the course of action relating to students, faculty/staff notification, closures, and if required, the reassignment of physical space. The involvement of Senate will occur should it be required (e.g. class exam deferment).

8.3 Litigation/Insurance Issues

The OCRO is responsible for overseeing all insurance programs for the university and thus will be responsible to have predetermined policies and procedures in place to recover any losses experienced by the university in the event of an emergency. This will be accomplished either through the university's insurance program or through recovery from third party claims. The Office of General Counsel may be consulted with respect to legal advice and litigation claims related to specific emergencies.

There will be a requirement for Facilities Management to conduct a damage assessment in conjunction with personnel from the university who have responsibility for the university functions which have been impacted or affected by the event. Once the damage assessment has been completed and repair costs determined, the repairs will be carried out under applicable procedures.

The Office of the Chief Risk Officer will collaborate with all persons involved to facilitate insurance recovery, either through applicable insurance programs or third party recovery.
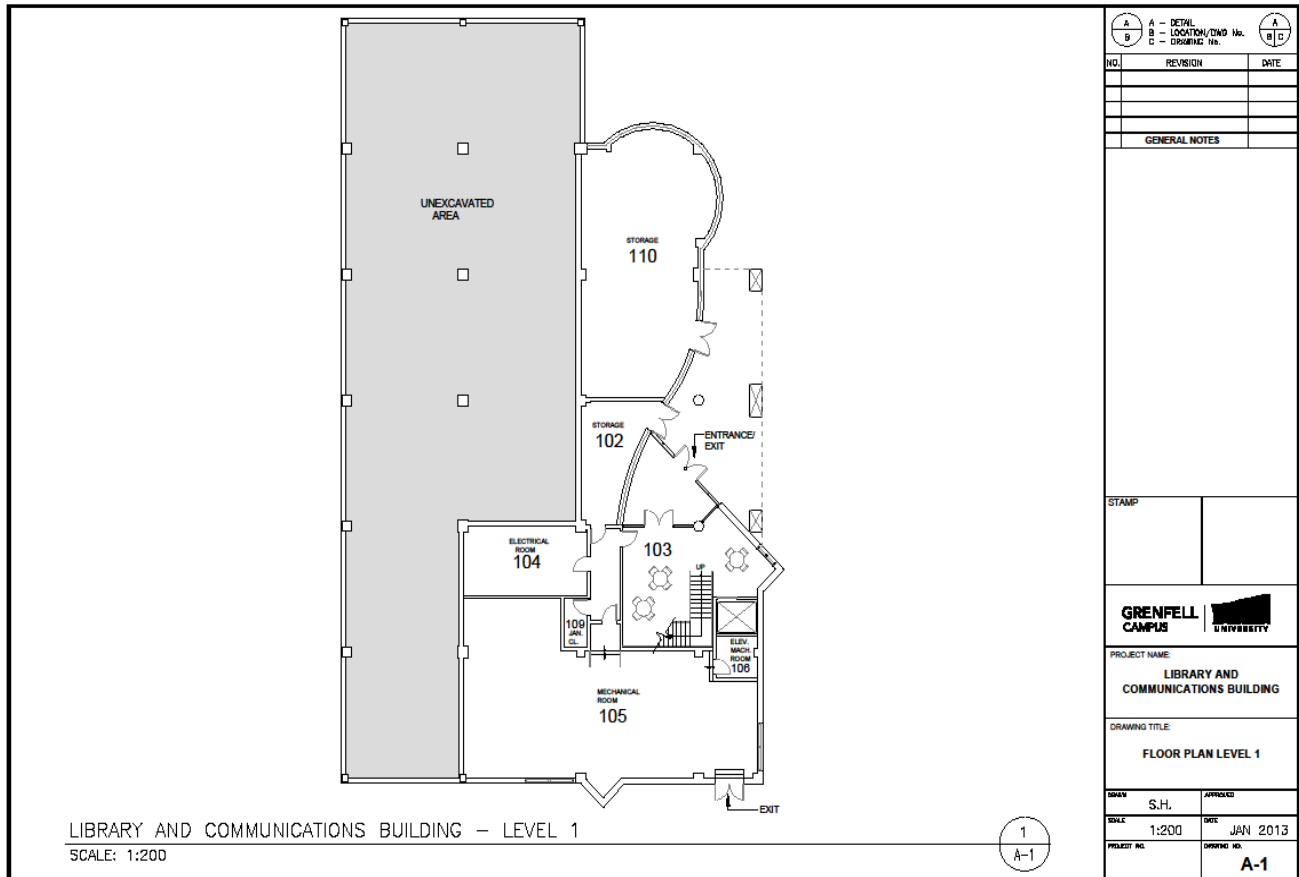
8.4 Post-Incident Review

The Director of Emergency Operations or designate will conduct a review only in a Level 2 or Level 3 emergency situation.

The post incident review will involve a debriefing following recovery which could include all responders and external partners.

All recorded activities, documentation, and reports need to be submitted to the OCRO within an appropriate timeframe following a Level 2 or 3 incident. This will depend upon the nature and scope of the emergency. These records will be analyzed by the emergency management staff and a post-incident report will be prepared. Lessons learned and recommendations for the modification/revision of current emergency plans will be identified and these recommendations will be provided to the Enterprise Risk Management Committee (ERMC) for approval.

If there are any issues outstanding from this report, the Enterprise Risk Management Committee will assign that issue to the appropriate academic or administrative offices or WHSC of Grenfell Campus for follow-up and/or resolution.

Appendix A: Floor Plans

LIBRARY AND COMMUNICATIONS BUILDING – LEVEL 1
SCALE: 1:200

LIBRARY AND COMMUNICATIONS BUILDING — LEVEL 2
SCALE: 1:200

| Study Rm. 210 | | |
| Study Rm. 211 | | |

208

215B 215A
215
Office 216
Office 217
Staff Rm. 201
OPEN OFFICE AREA

208

Computer Lab 202
Data 202A
Plan 203
204
205

OVERHEAD LINK TO LEVEL 3 ARTS & SCIENCE

AS332 AS330
JAN CL. 331
AS334
OFF. Division of Arts

A	A
A — DETAIL	
B — LOCATION/DWG No.	B C
C — DRAWING No.	

NO.	REVISION	DATE

GENERAL NOTES

STAMP

GRENFELL CAMPUS | UNIVERSITY

PROJECT NAME:
LIBRARY AND COMMUNICATIONS BUILDING

DRAWING TITLE:
FLOOR PLAN LEVEL 2

DRAWN S.H.	APPROVED
SCALE 1:200	DATE JAN 2013
PROJECT NO.	DRAWING NO. **A-2**

1
A-2

LIBRARY AND COMMUNICATIONS BUILDING – LEVEL 3

SCALE: 1:200

Group Study Rm. 310

Study Rm. 311

302

Stor. 313

Stor. 314

Fire Door Alarm will sound

301

OVERHEAD LINK TO THE SCHOOL OF FINE ARTS

OVERHEAD LINK TO THE SCHOOL OF FINE ARTS

304

305

1
A-3

A – DETAIL
B – LOCATION/DWG No.
C – DRAWING No.

NO.	REVISION	DATE

GENERAL NOTES

STAMP

GRENFELL
CAMPUS | UNIVERSITY

PROJECT NAME:
LIBRARY AND COMMUNICATIONS BUILDING

DRAWING TITLE:
FLOOR PLAN LEVEL 3

DRAWN	APPROVED
S.H.	
SCALE	DATE
1:200	JAN 2013
PROJECT NO.	DRAWING NO.
	A-3

Appendix B: Emergency Procedures

Evacuation Procedure

If You Discover Fire, See Smoke or Smell Gas:

1. Sound alarm to warn occupants;(Fire alarm pull station)
2. Evacuate IMMEDIATELY using the nearest safe exit and proceed outside and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point Parking lot 8. DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;
3. If you require assistance to evacuate:
    a. take shelter in a safe location,
    b. inform someone of your location, and
    c. ask them to notify CEP or Corner Brook Fire Department (**Main Entrance**) of your location
4. If trained to do so fight fire using a fire extinguisher only if small and not between you and an exit; and
5. Call 637-2888 Campus Enforcement and Patrol.

If The Fire Alarm Sounds:

1. Stop all work and remain calm;
2. Evacuate IMMEDIATELY using the nearest safe exit and proceed outside and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point Parking lot 8. DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;
3. If you require assistance to evacuate:
    d. take shelter in a safe location,
    e. inform someone of your location, and
    f. ask them to notify CEP or Corner Brook Fire Department (**Main Entrance**) of your location
4. Do not try to remove any vehicle from the parking lot/garage;
5. Obey all instructions of the Emergency Wardens and CEP;
6. Comply with Fire Department orders; and
7. Return to the building only when the CEP has authorized you to do so.

Active Intruder Procedure

An active intruder threat involves a situation where an individual or individuals come on campus with the intention to cause serious harm to others. The intruder(s)' usual intention is to continue until stopped by RNC and/or suicide.

Many of these incidences are often over in a very short period of time – ten to fifteen minutes. You need to assess your situation and take responsibility for your personal safety and security. Try to stay calm. Trust your instincts, and use care when making decisions. It is important to understand that any action taken or not taken during an active intruder incident may involve life-threatening risk.

Incidents occurring inside buildings

If a firearm is involved, obviously the first warning may be observation of the armed intruder(s). The intruder(s) may have one or a combination of weapons and/ or explosives. You may also be alerted by shots fired, or the sounds of people in distress.

- **Figure Out**
  If you hear shots fired or a commotion that leads you to suspect danger is near, trust your instincts. Investigate, where safe to do so, and try and determine what is happening around you and if you are in danger, but do not put yourself at risk.
- **Get Out**
  In the event that you witness a person(s) with weapons and /or a situation where it appears that danger is imminent, you must first consider your own safety. Determine if you can leave the area safely. If you have not been detected, and you have an escape route, your best option may be to leave. Move as quickly and quietly as possible to a safe area. Call 911. If you are not able to leave safely, you may have to seek shelter.
- **Hide Out**
  The purpose of sheltering yourself is to protect you and others from the intruder(s). If you cannot leave safely, you must seek shelter from an armed intruder(s).

    1. Immediately move to the nearest room you feel is safe with as many people as possible.
    2. Lock and/or barricade the door. Block the door with desks, chairs, etc. to make it very difficult for the intruder(s) to enter and cause you harm.
    3. Turn off lights and/ or maintain minimal lighting.
    4. Close/lock and stay away from all windows and blinds.
    5. Lie flat on the floor or take adequate cover out of sight.
    6. After contacting RNC / CEP, turn off or silence your cell phone.
    7. Remain calm and quiet and do not attempt to leave.

8. Comfort others who may be panicking and assist injured if necessary.
9. Consider making a plan in case the intruder(s) gains access to the room.
10. Do not attempt to leave until RNC or CEP arrive and tell you it is safe.
11. When RNC do arrive, show your hands slowly. Do not run towards them. Wait for them to approach you and follow their instructions.

- **Get the Word Out**
  Report what is happening: Immediately call 911 and report the incident. It is important to give as much detail as possible about the situation and the intruder(s), such as physical description, type(s) of weapon(s) involved, and the location of the incident. The operator may ask you to stay on the line. Once finished with 911, call CEP on the Emergency Line at 2888 from an office phone, or 637-2888 from a cell phone. Explain your situation, location and after you notify CEP, silence your phone.
- **Wait Out**
  Wait for RNC and/or CEP to arrive. Do not enter hallways, stairwells, etc. until instructed to do so. Upon arrival of the RNC, obey their instructions. Do not make any quick movements, wait for their instructions. Slowly show your hands. The RNC do not know you and they have to be satisfied that you are not a threat to them. They may hand cuff you, search you or ask you to remain still. These are routine measures until they believe they have the situation under control.

Incidents occurring outside of buildings

- **Figure Out**
  If you hear shots fired or a commotion that leads you to suspect danger is near, trust your instincts. Investigate, where safe to do so, and try and determine what is happening around you and if you are in danger, but do not put yourself at risk.

  1. Move quickly to a safe place where you can take cover and/or seek protection.
  2. Use whatever cover is available to protect you (vehicles, trees, etc.)
  3. Run, walk quickly, or crawl to safety. Try to put as much distance as you possibly can between you and the active intruder(s).
  4. Once you feel you are not in immediate danger, report what is happening by calling 911. It is important to give as much detail as possible about the situation and the intruder(s) such as physical description, type(s) of weapon(s) involved, and the location of the incident. The operator may ask you to stay on the line. Once finished with 911, call CEP on the Emergency Line at 2888 from an office phone in a building, or 637-2888 from a cell phone. Explain your situation, location and after you notify CEP, silence your phone.

Mass Notification

Upon notice of an active intruder(s) on campus, the University will attempt to notify students, faculty and staff through various means of communication (including Benbria system, MUN Safe App) and provide them with notice of what is happening and where it is happening and what action to take to preserve their own personal safety. The notification may inform the community that RNC are on route or are already on site. It may also advise you to secure your area and/or hide out.

Police Response

The RNC will be the primary responder to an active intruder incident. They may control entry and exit and movement within a facility to allow them to better respond to the situation. Once RNC have contained a situation, they may determine that it is safe and necessary to evacuate the building. If instructed to evacuate a building, follow these instructions:

1. A designated person will lead the evacuation in orderly fashion taking a specific safe route away from the danger area. RNC and/or CEP may also be involved in this process.
2. Where possible, assist those requiring assistance.
3. Do not interfere with any physical evidence.
4. Move orderly and quickly to designated assembly points. You may have to provide your contact information to the RNC personnel and/or be interviewed. What you know may be of critical importance to the RNC.

GRENFELL CAMPUS | **MEMORIAL** UNIVERSITY

Appendix C: Emergency Warden Contact Information

Position	Name	Office/ Location	Phone #/ Alternate #	Email
Emergency Building Warden	Louise McGillis (2nd Floor) LC-1 & LC-2 Zones	LC216	639-2184 C: 640-5580	lmcgillis@grenfell.mun.ca
Alternate Emergency Building Warden	Crystal Rose (1st Floor) LC- & LC-5 Zone	LC217	637-2183 C: 638-9191	crose@grenfell.mun.ca
Emergency Floor Warden	Heather Strickland (3rd Floor) LC-4 Zone	LC208	637-6267 C: 630-7115	hstrickland@grenfell.mun.ca
Alternate				
Emergency Floor Warden				
Alternate				
Emergency Floor Warden				
Alternate				
Emergency Floor Warden				
Alternate				
Emergency Floor Warden				
Alternate				

MEMORIAL UNIVERSITY

Appendix D: Registration Form for Training

PLEASE COMPLETE ALL INFORMATION
Please print clearly

Surname: _____   First Name: _____

Department: _____   Tel. #: _____

Position: _____   Email Address:
_____

Reason for Training: _____

Supervisor's Name: _____

Supervisor's Tel: _____

Supervisor's Email Address: _____

Name of Training: _____

Terms & Conditions – Course space will not be confirmed until this form is completed. Course cancellation must be made via e-mail to health.safety@mun.ca – two working days prior to the course date.

Return completed form to:
Facilities Management AS280
or fax: (709) 639-2394

Signature: _____

Appendix E: Drill Evaluation Checklist

EVACUATION DRILL EVALUATION

Name: _____

Workplace: _____ Drill Scenario: _____
_____

Start Time of Drill: _____ Drill completion Time: _____
_____ _____

Date: _____ Activation method: _____

CEP Arrival Time: _____

			DURING THE DRILL
Y	**N**	**N/A**	
			COMMUNICATION
☐	☐	☐	Was simple language used to make emergency announcements (i.e. Lockdown, Evacuation, Shelter-in-Place, Bomb Threat.)?
☐	☐	☐	Was an emergency code used (i.e. Code Red, "Mr. Greene is in the bldg", etc.)?
☐	☐	☐	Was the fire alarm system activated?
☐	☐	☐	Were cell phones and walkie-talkies and other electronic devices used?
☐	☐	☐	Was the emergency announcement/alarm heard everywhere on the school campus, including outside the building, gym, cafeteria, bathrooms, etc.?
☐	☐	☐	Do teachers/classrooms have a means/method to communicate with the main office/command post?
☐	☐	☐	Was there an "All Clear" procedure to terminate the action?
☐	☐	☐	Did emergency wardens help communicate the evacuation procedure?

COMMENTS:	✶ADDITIONAL ITEMS TO ASSESS: Who made the announcement and how was it made? Did staff and students know the notification language?

Y	N	N/A	

GENERAL PROCEDURES - EVACUATION

Y	N	N/A	
☐	☐	☐	We're building occupants evacuated to a location off University grounds?
☐	☐	☐	Are there multiple assembly locations?
☐	☐	☐	Did all building occupants evacuate? (i.e. students, staff, etc.)
☐	☐	☐	Did all staff and students know where the assembly location is?
☐	☐	☐	Did students/staff bring their personal belongings when evacuating?
☐	☐	☐	Are students and staff following procedures and protocols according to the Universities emergency procedures?
☐	☐	☐	Are procedures posted for students and staff in hallways, bathrooms and open areas being followed?
☐	☐	☐	Was a command post identified and used?
☐	☐	☐	Did emergency floor wardens complete a sweep of the floor?
☐	☐	☐	Did emergency wardens wear PPE?
☐	☐	☐	Did emergency wardens move students to assigned assembly points?
☐	☐	☐	Were all windows and doors closed prior to occupants evacuating?

COMMENTS:	✶ADDITIONAL ITEMS TO ASSESS: Has a drill included evacuating to an alternative location? Did all occupants evacuate to the same location? How long did it take to evacuate the building?

Y	N	N/A	

CEP   PROCEDURES - EVACUATION

Y	N	N/A	
☐	☐	☐	Did the corporal take charge of scene until relinquished to Fire Department?
☐	☐	☐	Did the corporal go to the fire panel to await fire department?

Y	N	N/A	
☐	☐	☐	Did officers do a visual check of the exterior of the building?
☐	☐	☐	Did officers, if deemed safe to do so and at the direction of the Corporal, enter building to investigate the cause of the alarm based on information in the fire panel?
☐	☐	☐	Once the Fire Department has arrived, did officers follow their direction for perimeter control?
☐	☐	☐	Did the corporal relay "all clear" message to Emergency Wardens once it is received from fire department?
☐	☐	☐	Was all information correctly relayed via radio and in timely manner?
☐	☐	☐	Did CEP wear all required PPE/
☐	☐	☐	Were lights in CEP vehicles activated to warn of danger?
☐	☐	☐	Did all Officers exhibit a calm and professional demeanor while responding?

COMMENTS:	✸ADDITIONAL ITEMS TO ASSESS:

PRE-DRILL PREPARATION

Y	N	N/A	

PLANNING PROCESS

Y	N	N/A	
☐	☐	☐	Were all key stakeholders involved in the planning process (i.e. law enforcement, fire officials, emergency management officials, teachers, etc.)?
☐	☐	☐	Was a specific scenario drilled?
☐	☐	☐	Has this drill been conducted this year?

TRAINING

| Y	N	N/A	
☐	☐	☐	Have the University emergency procedures been disseminated to ALL employees? Have emergency duties been reviewed with ALL employees?
☐	☐	☐	Have groups been trained/practiced separately prior to drill? (Round table/actual practice drill).
☐	☐	☐	Were the following included in training? Faculty, Staff, students
☐	☐	☐	Are staff members familiar with procedures for handling students with special needs?

NOTIFICATION

Y	N	N/A	
☐	☐	☐	Has notification been sent out to stakeholders regarding the drill plan?
☐	☐	☐	Were designated authorities notified prior to the drill?
☐	☐	☐	Were emergency responders notified prior to drill?
☐	☐	☐	Were staff members and/or students notified prior to drill?
☐	☐	☐	Post drill communication? (websites, Newsline, social media)
☐	☐	☐	Were staff members and/or students notified prior to drill?
COMMENTS:			✸**ADDITIONAL ITEMS TO ASSESS:** What information was shared with staff, students, and emergency responders prior to the drill and how far in advance? Have emergency responders attended any drills held this year? Were communication protocols reviewed and tested prior to the drill?

POST-DRILL FOLLOW UP

Y	N	N/A	

DEBRIEF

☐	☐	☐	Once completed will staff debrief the drill with students?
☐	☐	☐	Once completed will administrators debrief the drill with staff?
☐	☐	☐	Will the drill debrief include emergency responders?
☐	☐	☐	Will stakeholders be notified of the drill?
☐	☐	☐	Will after-action items be identified?
COMMENTS:			✸**ADDITIONAL ITEMS TO ASSESS:** How will information be collected from staff, students and those who observed the drill? How long did the drill take? Were substitutes prepared? Did staff or students seem "tipped-off" in advance of the drill? Is the administration familiar with the School Administrator Procedures? Does each classroom have a "flip-chart"?

LESSONS LEARNED

COMMENTS:	✳ **ADDITONAL ITEMS TO ASSESS:** Who observed the drill to assess and provide feedback? Was there any new or interesting use of technology? How were doors locked if there were no keys or locks in doors? Were there any exemplary practices?

Appendix F: Assembly Point for Fine Arts Building

GRENFELL CAMPUS
EMERGENCY ASSEMBLY POINTS
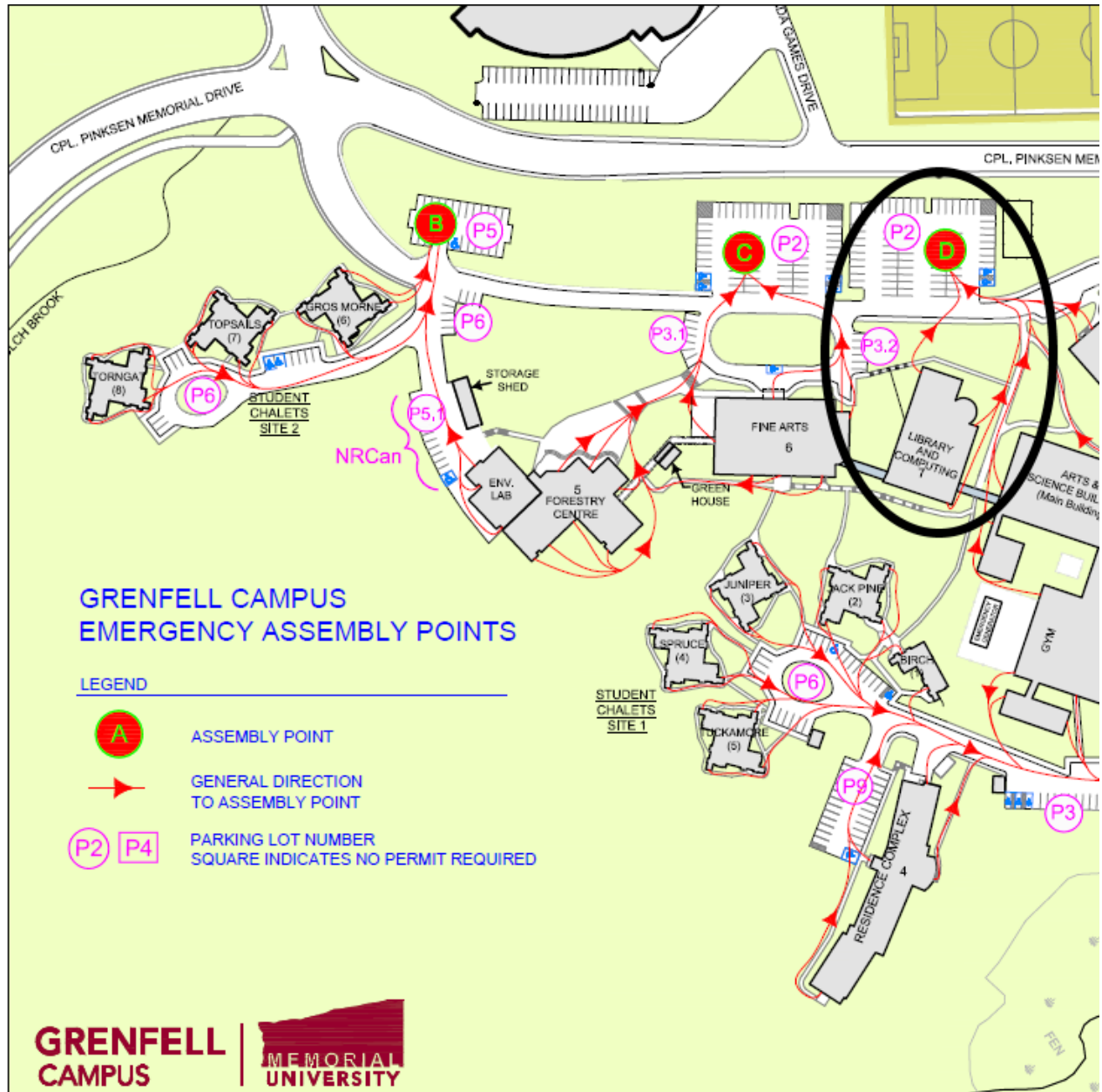
Appendix G: Emergency Building Warden Floor Evacuation Checklist

Position	Name	Cleared (Yes or No)
Emergency Floor Warden (EFW)		
Alternate		
Emergency Floor Warden (EFW)		
Alternate		
Emergency Floor Warden (EFW)		
Alternate		
Emergency Floor Warden (EFW)		
Alternate		
Emergency Floor Warden (EFW)		
Alternate		
Emergency Floor Warden (EFW)		
Emergency Floor Warden (EFW)		
Emergency Floor Warden (EFW)		
Assistant Emergency Floor Warden		
Assistant Emergency Floor Warden		

Appendix H: Hazard Identification and Control

Hazard	Location	Corrective Action	Responsible Person(s)	Date completed