



Mount Saint Vincent University

Emergency **R**esponse **P**lan

Reviewed and Revised January 2018

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Emergency Response Plan

Mount Saint Vincent University

POLICY



POLICY ON EMERGENCY RESPONSE

POLICY STATEMENT

Mount Saint Vincent University is responsible for managing an organized and coordinated response to the immediate and long-term needs created by an emergency. Our objectives, during all emergencies, are to:

- Minimize personal injury, human trauma and property damage
- If interrupted, resume academic programs as soon as the emergency is under control
- Keep the university community and the public informed

COMMITMENT

This document provides guidelines for preventing certain types of emergencies and advises what to do if one occurs. It also provides information about how to prepare for and report emergencies on the university website and as well as our online training portal, Moodle. During an emergency, we will communicate information regarding the nature of the incident through the university's mass notification system, Mount Alert.

We adhere to Nova Scotia Emergency Management Organization (EMO) rules and provincial emergency legislation. These regulations ask that Nova Scotians have the ability to sustain themselves without outside assistance for 72 hours during an emergency. We are committed to assisting the campus community in meeting this requirement.

We use the Incident Command System (ICS) for emergency management. The university's Emergency Response Plan is based on this system.

Both during and after an emergency, planning is the key to ensuring a return to normalcy as fast as possible. The Mount's Emergency Response Plan will always be a work in progress. As the realities of our world change, the plan will change as well. We encourage everyone to read and understand this document and also consider what steps you will take to remain safe during an emergency.

RESPONSIBILITIES

During an emergency, everyone on campus must comply with direction given by the Mount to ensure their safety during the incident.

We encourage all of the Mount community to visit the university's website to view the Emergency Response Plan and to complete the Moodle on Campus Violence Prevention module. Both of these resources can be helpful in developing personal emergency plans.

We also ask members of the Mount community to enroll in the university's mass notification system, Mount Alert, to stay informed about emergency management on campus. (www.msvu.ca/mountalert)



Emergency Response Plan

Mount Saint Vincent University

DEFINITIONS

DEFINITIONS

All Clear

- A signal that danger or difficulty is over.

Behaviours of Concern

- Behaviours that suggest the potential for future violence. If there is a behaviour that makes you uncomfortable, it is best to alert someone.

Business Continuity (BC) Plan

- A Business Continuity Plan focuses on ensuring continuation of critical services, regardless of the emergency.

Department

- A department for these purposes means all academic departments, administrative departments, ancillary units, and operations housed within the University or at leased facilities off-campus.

Departmental Emergency Plans (DEP)

- A department's specific response procedure to an emergency situation.

Emergency

- An abnormal situation, which, in order to limit danger to people, animals or damage to property or the environment, requires prompt action beyond normal procedures.

Emergency Management

- The universal term for the systems and processes for mitigating, preparing for, responding to and recovering from emergencies.
- Emergency management focuses on a specific emergency.

Emergency Management Team (EMT)

- The University's primary response team in the event of an emergency. The EMT will coordinate the response to any emergency.
- Reports directly to the President, through the Vice-President, Administration.
- Responsible for the overall coordination, resource support, operational planning, and communication of this Plan.

Emergency Operations Centre (EOC)

- The location of the Emergency Management Team (EMT) in response to an emergency. It is responsible for all the communication between site commanders and recording all of that information and action. This includes dispatching additional resources and acting on the requests of the site commanders.
- Currently located in Rosaria 406H.

DEFINITIONS

Emergency Services

- Off-campus agencies required to assist with emergencies such as Police, Fire Department, Ambulance Services, etc.

Incident Command Centre (ICC)

- A location at or near the incident site established for staging equipment and personnel.
- Managed by the Incident Site Commander.

Incident Site Commander

- The representative of the EMT located at the actual emergency site.
- Usually the Manager of Security (or designate).

Lockdown

- A state of isolation or restricted access instituted as a security measure.

Moodle

- An online Learning Management system enabling educators to create their own private website filled with dynamic courses that extend learning, anytime, anywhere.
- Available to all students and staff.

Muster Station

- A pre-determined place for groups to gather in an emergency.

Security

- Department at the Mount which ensures the safety of the students, staff, faculty, and general public as well as ensuring they comply with the laws, regulations, rules and policies while on the Mount campus.
- Also referred to as Campus Security.

Shelter in Place

- The use of a structure and its indoor atmosphere to temporarily separate individuals from a hazardous outdoor atmosphere.

Threat

- An expression of intent to do harm or act out violently against someone or something. A threat may be spoken, written or symbolic.

Threat Assessment

- The process of determining if a person or situation of concern may pose a further threat to some known or unknown target(s) at some unknown period in time.

Threat Management

- The appropriate intervention at the appropriate time.

DEFINITIONS

Violence

- Conduct or attempted conduct of a person that endangers the physical health or physical safety of another person.

Weapon

- Any implement used, designed to be used, or intended for use to threaten, intimidate, injure, or kill any person(s).



Emergency Response Plan

Mount Saint Vincent University

DECLARING AN EMERGENCY

DECLARING AN EMERGENCY

Emergencies can be defined as:

Natural

- Severe weather
- Water disruption/contamination
- Floods
- Lightning strikes

Technical

- Utility failures
- Chemical spills
- Structural collapse
- Fire and explosions

Intentional

- Homicide
- Suicide
- Group threat
- Campus disorders
- Community disorders

Such situations may cause property damage, injury, or even death. In an emergency, our first priority is the protection and safety of all persons, including students, faculty, staff, and visitors of the university. Next, we will work to protect university and other property. When an emergency is of sufficient magnitude to exceed university resources, we are connected to the Halifax Regional Municipality and the provincial government EMO, and will work with these organizations to obtain required resources.

Local regional emergencies are declared by the municipality and/or the province. The process for declaring local emergencies is found in the Emergency Measures Act and on the Nova Scotia Emergency Measures Organization (EMO) website: <http://novascotia.ca/dma/emo/>.

The President of the University, or designate, is responsible for declaring an on-campus emergency. In the absence of the President, the Emergency Management Team (EMT) will be responsible.

Individuals discovering a potential emergency must report it immediately to Campus Security using the campus emergency telephone number 902 457-6111.

Level 1 Emergency

- A threat or emergency that minimally affects areas of life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation. Such threats would not require the establishment of an EOC nor the activation of the EMT.

DECLARING AN EMERGENCY

Level 2 Emergency

- A threat or emergency that substantially affects life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation. Such a threat will require partial or full activation of the EMT and not involve the establishment of an EOC.

Level 3 Emergency

- A threat or emergency that critically affects life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation. Such a threat will require full activation of the EMT and the establishment of an EOC.



Emergency Response Plan

Mount Saint Vincent University

EMERGENCY MANAGEMENT ROLES

EMERGENCY MANAGEMENT ROLES

Emergency Management Team (EMT)

The Emergency Management Team (EMT) will coordinate and control the functioning of all on-campus emergency units involved in the emergency by:

- Establishing an Emergency Operations Centre (EOC).
- Directing the emergency team(s) and units.
- Liaising with Communications, Marketing and Student Recruitment regarding internal and external communications during the emergency.
- Being responsible for all the communication between site commanders and recording all of that information and action. This includes dispatching additional resources and acting on the requests of the site commanders.
- Being in constant contact with other required departments, internal and external, and ensuring internal departmental emergency plans are being activated (this includes call trees being activated by the departments).
- Recording all information received, distributed and all actions taken during the emergency.
- Recording all financial actions during an emergency (to have a record of all purchases to submit for possible reimbursement after the emergency).

The initial Emergency Management Team (EMT) will have six members:

- Director, Facilities Management (or designate)
- Vice-President Administration (or designate)
- Associate Vice-President, Communications, Marketing and Student Recruitment (or designate)
- Manager of Facility Operations (or designate)
- Manager of Security (normally Site Commander at ICC) (or designate)
- Safety Officer (or designate)

Emergency Management Team Initial Call Tree

Name	Title	Office
Bruce MacNeil	Director, Facilities Management	902 457-6482
Brian Jessop	Vice-President Administration	902 457-6742
Kelly Gallant	Associate Vice-President, Communications, Marketing and Student Recruitment	902 457-6339
Kelly Mackintosh	Manager of Facility Operations	902 457-6557
Stephanie Patey	Manager of Security	902 457-6497
Tim Mansfield	Safety Officer	902 457-6286

EMERGENCY MANAGEMENT ROLES

Depending on the nature of the emergency, the initial EMT may expand to include other personnel. The initial EMT will decide which individuals to add. Other potential team members will be chosen on an as-needed basis and could include:

- President
- Vice-President Academic and Provost
- Associate Vice-President, Student Experience
- Director, Human Resources
- Director, Finance & Administration
- Manager of Health Services
- Academic Deans of affected building(s)
- Director, Information Technology & Services
- Others as necessary

Roles and Responsibilities

The Emergency Management Team will meet in the Emergency Operations Center (EOC), which will be the Facilities Management Plan Room (Rosaria 406 H).

The Emergency Management Team member's duties are:

- **Director, Facilities Management (Chair)**
 - Communicate with incident commander.
 - Act as liaison to Emergency Measures Organization (EMO) Nova Scotia.
 - Facilitate the process of cancellation/resumption of classes.
 - Facilitate the approval of expenditures.
 - Facilitate assistance from outside agencies, when required.
 - Liaise with provincial and municipal government agencies.
 - Coordinate the response of University Security.
 - Act as a liaison to insurance brokers and coordinate coverage during and after incident.
 - Provide consultation, recommend best practices, including the development of implementation and evaluation plan.
 - Coordinate with members of the University community to ensure the comprehensive ERP is clearly written and approved by senior administration.
 - Ensure the emergency management plan is clearly communicated, personnel are trained in emergency response procedures.
 - Communicate the Mount's plan to community stakeholders.
 - Provide overall analysis of threat impact and potential outcomes to the Senior Management Team to assist in decision making.
 - Provide ongoing interpretation on the plan and advise the Senior Management Team regarding standard operating procedures, mutual aid agreements and available internal/external resource experts.
 - Manage the tracking of responses for lessons learned in updating the plan.

EMERGENCY MANAGEMENT ROLES

- **Vice-President, Administration**

- Advise the President, Vice-President Academic and Provost, Board of Governors, and Senate.
- Facilitate the process of cancellation/resumption of classes.
- Facilitate the approval of expenditures.
- Facilitate assistance from outside agencies, when required.
- Liaise with provincial and municipal government agencies.
- Coordinate faculty and academic departments (through VP Academic).
- Communicate emergency impact on classes and research (through the Registrar).
- Support education and awareness of the ERP.
- Communicate with academic divisions and division heads to provide support and emergency management information where needed.
- Development and implementation of business continuity.
- Provide overall analysis of threat impact and potential outcomes to the Senior Management Team to assist in decision-making.
- Post-event liaison between the EMT and the Mount community.
- Coordinate the debriefing of all personnel involved in exercises or response events.

- **Associate Vice-President, Communications, Marketing and Student Recruitment**

- Support education and awareness of the ERP.
- Coordinate and prepare release of public information.
- Keep the public informed of significant developments occurring during the emergency, as frequently as reasonable.
- Establish communication requirements and methods.
- Arrange for media facilities.
- Conduct media briefings as needed.
- Development and implementation of business continuity.
- Monitoring and utilizing social media.
- Utilizing mass notification (Mount Alert) to the Mount standards.

- **Manager of Facilities Operations**

- Support education and awareness of the ERP.
- Act as liaison to Facilities Management personnel.
- Act as liaison to outside Facilities Management agencies (e.g. snow removal, construction contractors, engineers, environmental, etc.).
- Act as liaison to services and utility companies, (e.g. Nova Scotia Power).
- Act as liaison to Department of Labour and Advanced Education (for technical operating issues).
- Facilitate providing Facilities Management equipment, supplies, and equipment operators.
- Oversee continuation/restoration of physical services to the University, (e.g. power, water, heating, ventilation, and lighting).
- Maintain personnel records and details for financial liabilities.

EMERGENCY MANAGEMENT ROLES

- **Manager of Security**

- Activate the Emergency Management Team.
- Incident Commander if an Incident Command Center is in place.
- Act as liaison to Halifax Regional Police, RCMP, and related agencies.
- Provide support to EOC, media, and emergency site as required.
- Support education and awareness of the ERP.
- Activate the notification system on behalf of EMT.
- Provide security, traffic control and public order.
- Coordinate evacuation, fire control and site security under the guidance of the EMT.
- Maintain perimeter security and control of egress and ingress routes.
- Direct, control, and coordinate the on-site emergency response.
- Report directly to the EMT Chair.
- Act as university support to external emergency personnel once they assume responsibility for the event.

- **Safety Officer**

- Promote education and awareness of the ERP.
- Manage emergency response staffing shift schedules, recall of staff and staff assignment during responses.
- Maintain time sheets for all emergency response personnel including external agency workers for overtime costs, etc.
- Manage Volunteer Registration & Screening in conjunction with Human Resources.
- Engage occupational health and safety personnel with appropriate expertise in assessing and controlling hazardous materials incidents (Fire Department).
- Establish first aid post within outer perimeter and coordinates distribution of medications and training first aid/CPR personnel to assist in triage.
- Ensure expert advice is obtained for the Senior Management Team regarding protective actions, personal protective equipment requirements, exposure risks (physical, chemical, biological, electrical, radioactive) and recommended protective strategies.
- Provide overall safety authorization for operational activities prior to implementing the response, if required.

- **Incident Commander**

- The incident commander will function as the representative of the EMT on the actual emergency site. This role will be the responsibility of the Manager of Security. They will:
 - Assume management of the site.
 - Assess the situation.
 - Activate the Emergency Management Team based on the Emergency Response Level.
 - Coordinate site operations, until relieved by an outside agency.

EMERGENCY MANAGEMENT ROLES

- Act as liaison with outside agencies on campus (e.g. Fire, Police, Emergency Health Services (EHS), and others as required).
 - Secure and control the area.
 - Evacuate the building/area as necessary.
 - Determine if and what type of resources are needed.
 - Take any necessary actions to minimize the effects of the emergency.
- **Departmental Representative**
 - Each department will have their own Department Emergency Plan (DEP) with specifics for their areas. A Departmental representative will be identified through the department's individual emergency plan. Their roles may include:
 - Communicate with students, staff, faculty and members of the public at the emergency site.
 - Temporarily relocate students, staff, faculty, and members of the public.
 - Assist in evacuation and roll call.
 - Provide information to the Incident Commander or EMT member as requested.



Emergency Response Plan

Mount Saint Vincent University

EMERGENCY RESPONSE PROCESS

EMERGENCY RESPONSE PROCESS

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

There are 3 phases to an emergency:

- Initial Response
- Emergency Procedures
- Post Event Recovery

The Emergency Response Plan diagrams, located in the pages following the descriptions of the three phases, lay out the entire ICS emergency process.

EMERGENCY RESPONSE PROCESS

STEP ONE – Initial Response

- Emergencies can be reported before they actually happen as in the case of a weather-related event but most are reported as they are occurring. All incidents at the Mount are reported to Security (usually by phone or in person) and they are investigated by Security.
- During the initial investigation, Security will gather all appropriate information and contact the Manager of Security.
- The Manager of Security will conduct a risk assessment which will help to place the emergency in one of our three emergency categories.
 - **Level 1 Emergency**
 - A threat or emergency that minimally affects areas of life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation.
 - The Manager of Security would work with the Security Officers to manage the emergency without the EMT or EOC involved. This may involve assistance from emergency services.
 - Example – theft
 - **Level 2 Emergency**
 - A threat or emergency that substantially affects life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation.
 - The Manager of Security would contact the EMT Chair, though not activate the EOC. They may activate Mount Alert (Everbridge Mass Notification System) if required.
 - Example - snowstorm
 - **Level 3 Emergency**
 - A threat or emergency that critically affects life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation.
 - The Manager of Security would contact the EMT Chair who would activate the EMT and the establishment of the EOC. They will also activate Mount Alert to get the initial message sent out.
 - Example – an active aggressor on campus
- The EMT may direct Security or other individuals to provide additional information. The EMT will then conduct a risk assessment based on the information and confirm if they have a level 2 or level 3 emergency. The EMT will contact the president to declare the emergency and to activate the Emergency Response Plan and or EOC. The EMT will be continually assessing risk throughout the emergency.

EMERGENCY RESPONSE PROCESS

STEP TWO – Emergency Procedures

- Specific emergency procedures will be determined based on the nature of the emergency such as:
 - Run – Hide – Fight
 - Evacuations
 - Lock-downs
- The Mount's Communications, Marketing and Student Recruitment Department is notified.
- As an important component of the EMT and EOC, Communications, Marketing and Student Recruitment will be included from start to finish in all level 2 and level 3 emergencies. Other than the initial message from Security through Mount Alert, Communications, Marketing and Student Recruitment must oversee all communication in and out of the Mount during all emergencies.
- **Communications, Marketing and Student Recruitment will:**
 - Draft all messages.
 - Continue working with the university's mass notification system and the messages on that system.
 - Establish links with all media sources including social media.
 - Establish communication links with required responders.
 - Monitor and respond as required and as possible to questions, concerns, or rumors.
 - Keep a record of all of their messages and actions.
- **Departmental Emergency Plans (DEP) activated**
 - Each department at the Mount must have an emergency plan that contains call trees and plans as to how they can continue to operate for 72 hours without outside assistance and resources.
 - DEPs must provide contingency plans for food, water and shelter and must have evacuation plans for all relevant buildings.
 - The evacuation plans must apply to fire and bomb threats and violence on campus. They must also provide information for evacuation of people with disabilities.
 - Each department must record all communication they conduct in the emergency and the actions they take.
 - Many will require prior planning and Memorandums of Understanding (MOU) with outside partners to provide the services they require during the emergency.
 - Their plan must also have a continuous risk assessment process to evaluate the emergency and their actions throughout.

EMERGENCY RESPONSE PROCESS

STEP THREE – Post Event Recovery

- Communications, Marketing and Student Recruitment will draft the message and send it out when EMT gives the all clear.
- Following an emergency, the Business Continuity Plan (BCP) will be enacted to return the university to normal operations.
- An operational debriefing discussion will take place to look at the entire situation and see where improvements, if any, could be made.
 - The debriefing discussion needs to be documented and corrections and adjustments should be made, as needed, to the Emergency Response Plan as well as Departmental Emergency Plans.
 - One of the goals of this step will be to find ways to normalize campus life for students, faculty and staff.
- Several actions may be taken to gauge the intensity of stress among crisis survivors and emergency personnel.
 - A discussion should be provided for all emergency personnel. In some cases, this may be extended to other members of the Mount community.
 - A Critical Incident Stress Debriefing (CISD) may also be required in addition to the discussion.
 - The Mount Employee & Family Assistance Program (EFAP) may also be used.
- **The discussion and debriefing process aim to:**
 - Mitigate the immediate impact of the event.
 - Accelerate the recovery process.
 - Provide equal access to facts and information.
 - Establish connections for additional support.
 - Develop expectations for the future.

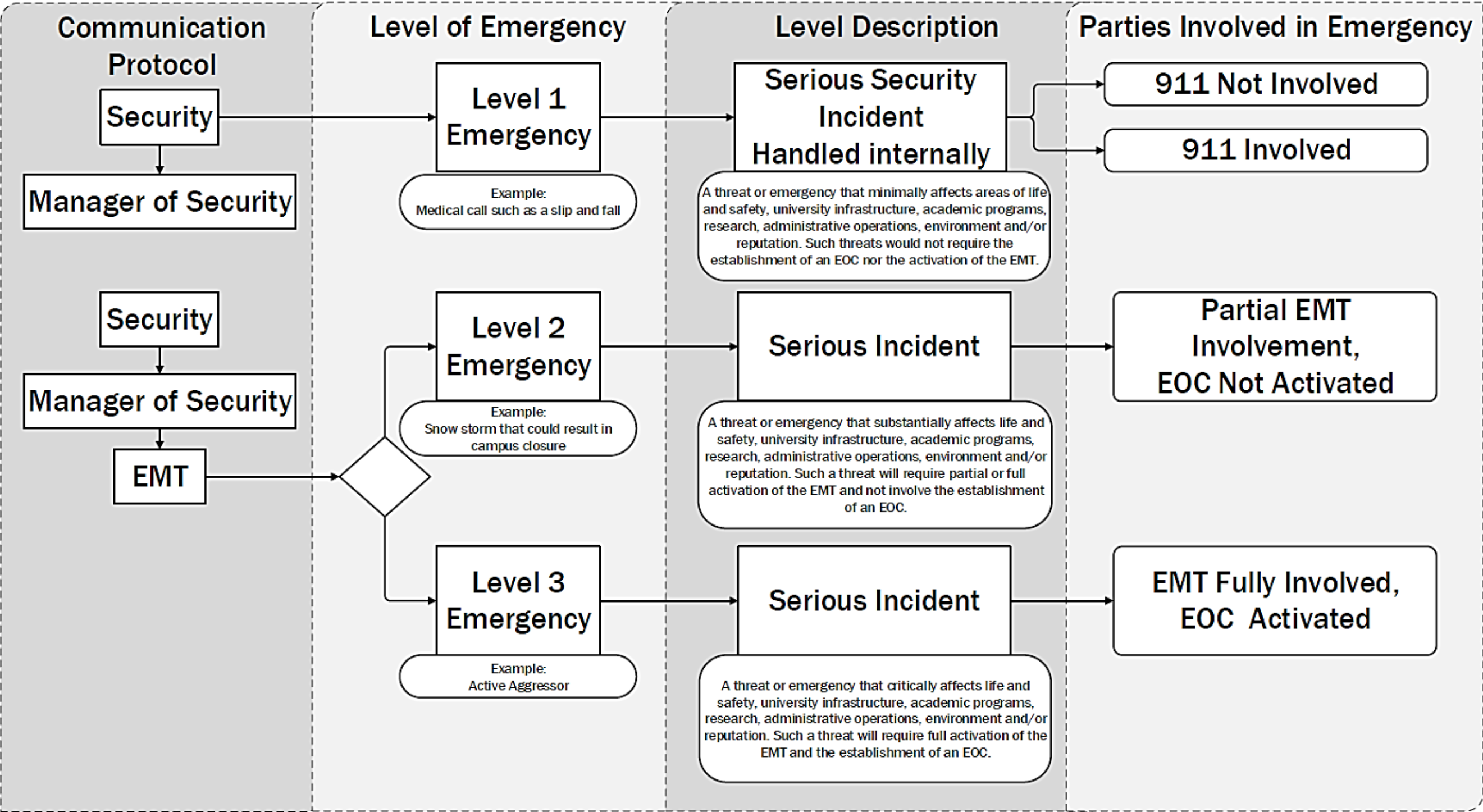


Emergency Level Overview

Legend

EMT – Emergency Management Team

EOC – Emergency Operations Centre

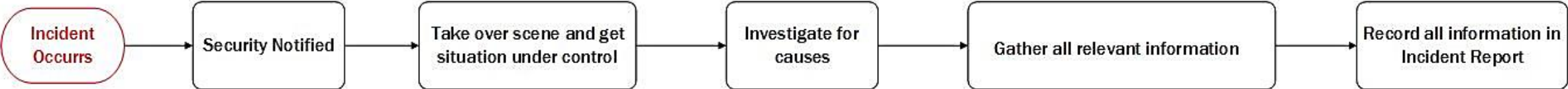




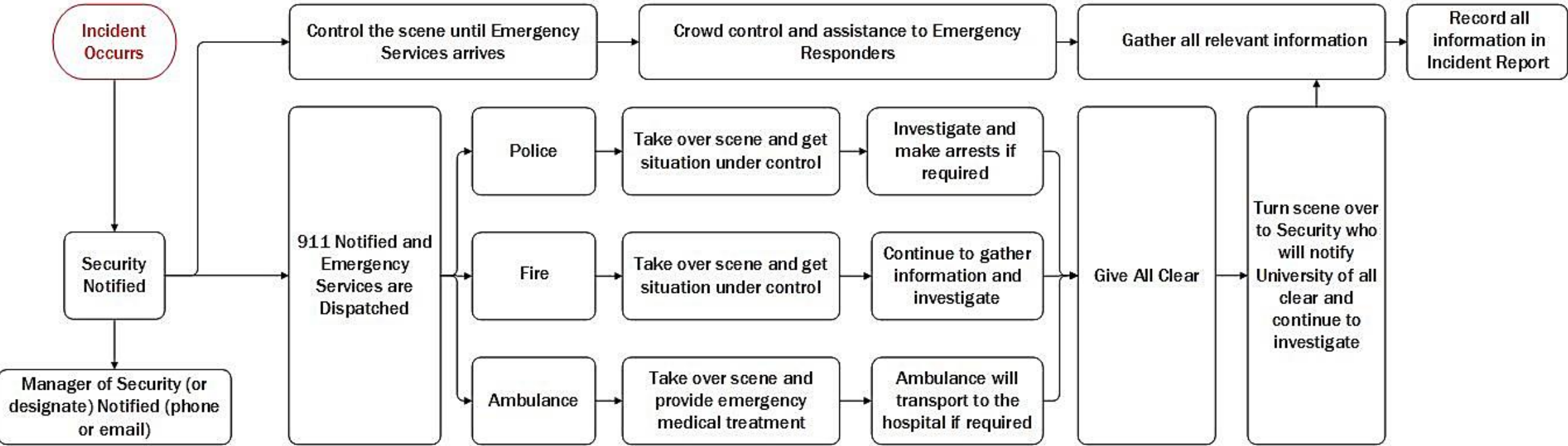
Level 1 Emergency Response

Definition : A threat or emergency that minimally affects areas of life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation. Such threats would not require the establishment of an EOC nor the activation of the EMT.

911 Not Involved



911 Involved

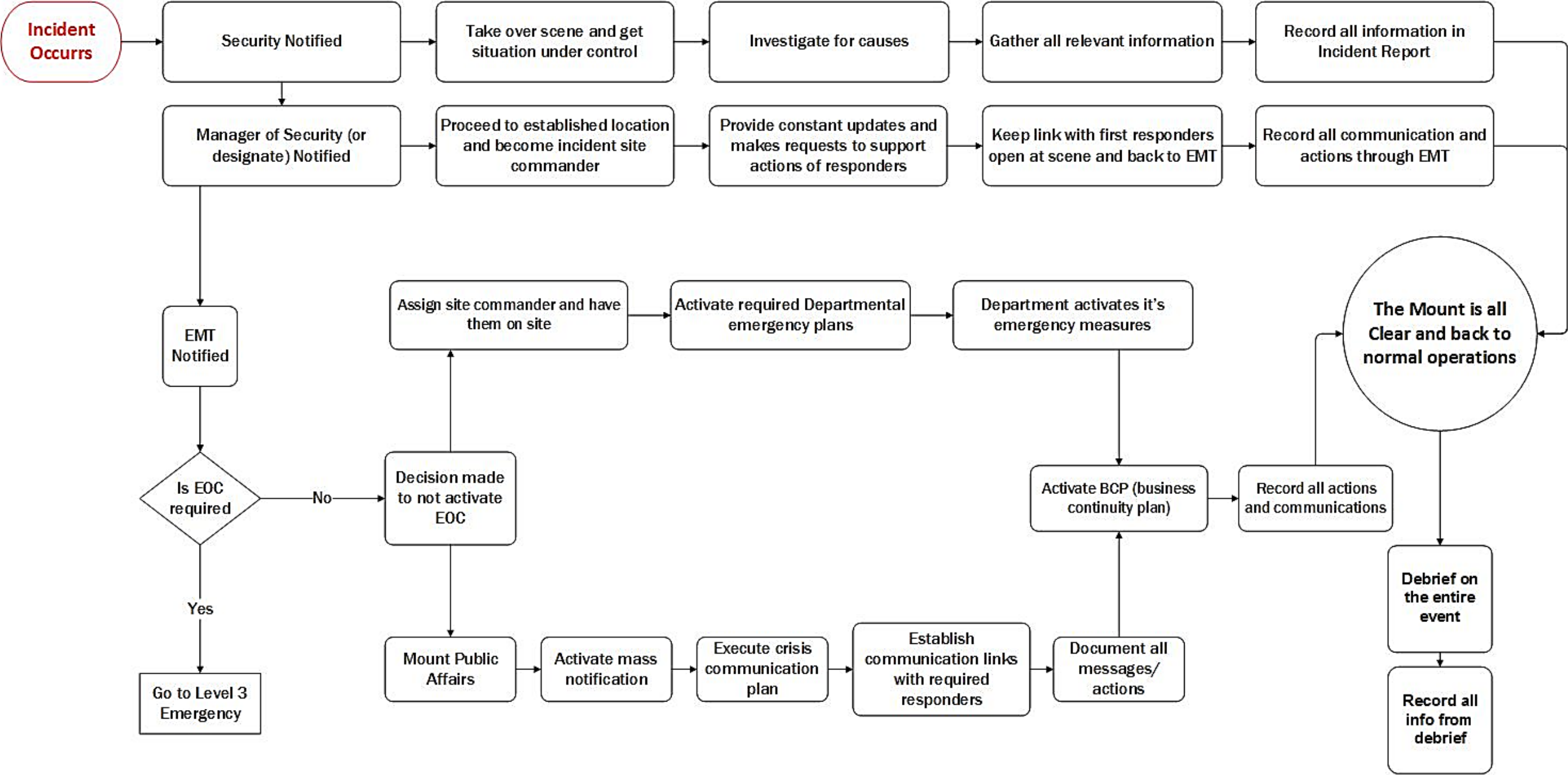




Level 2 Emergency Response

A threat or emergency that substantially affects life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation. Such a threat will require partial or full activation of the EMT and not involve the establishment of an EOC.

- EMERGENCY MANAGEMENT TEAM (EMT) MEMBERS
- VP Administrative
 - Director of Facilities Management
 - AVP Communications, Marketing and Student Recruitment
 - Manager of Facilities Operations
 - Manager of Security
 - Safety Officer
 - EOC = Emergency Operations Centre

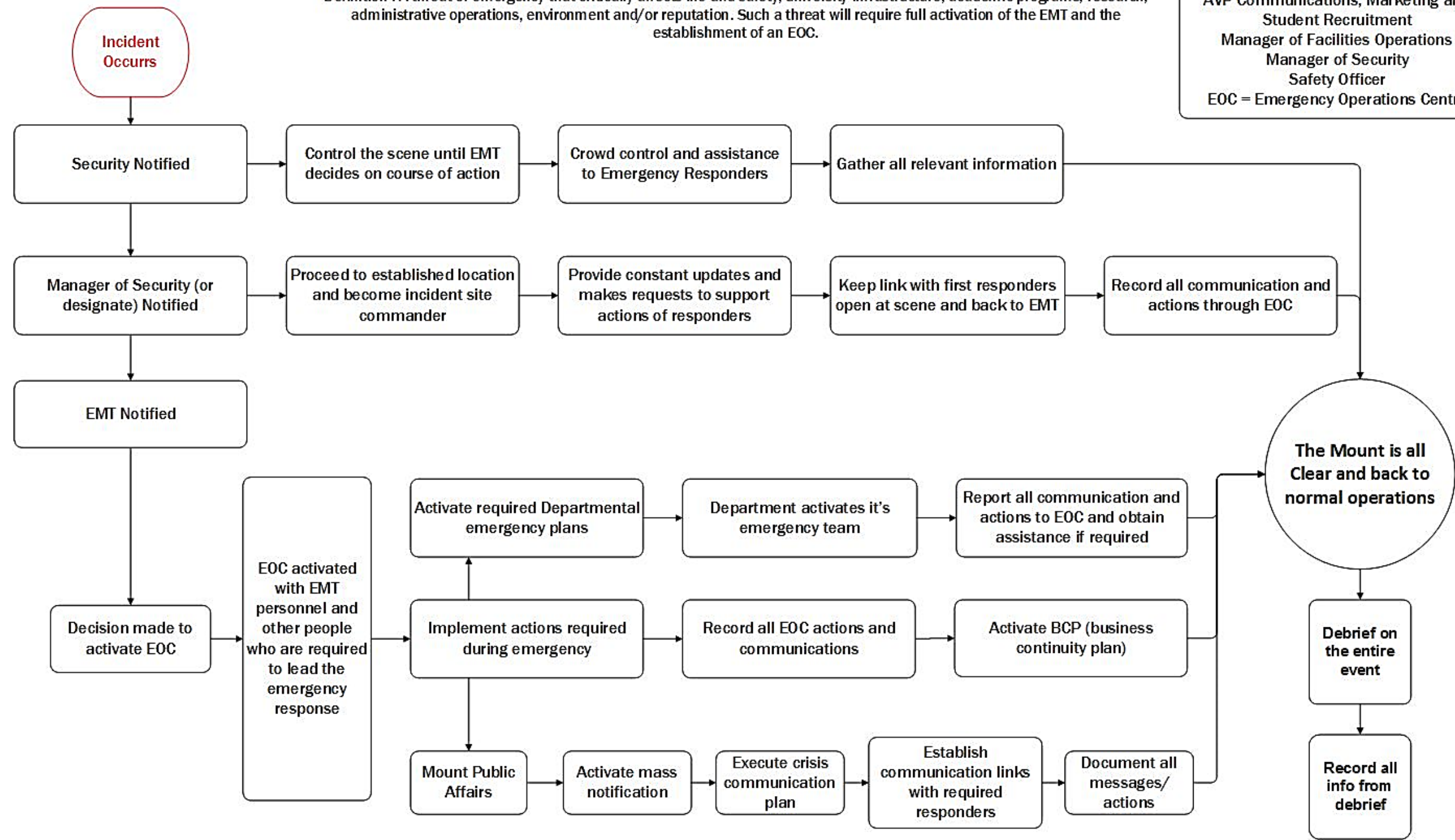




Level 3 Emergency Response

Definition : A threat or emergency that critically affects life and safety, university infrastructure, academic programs, research, administrative operations, environment and/or reputation. Such a threat will require full activation of the EMT and the establishment of an EOC.

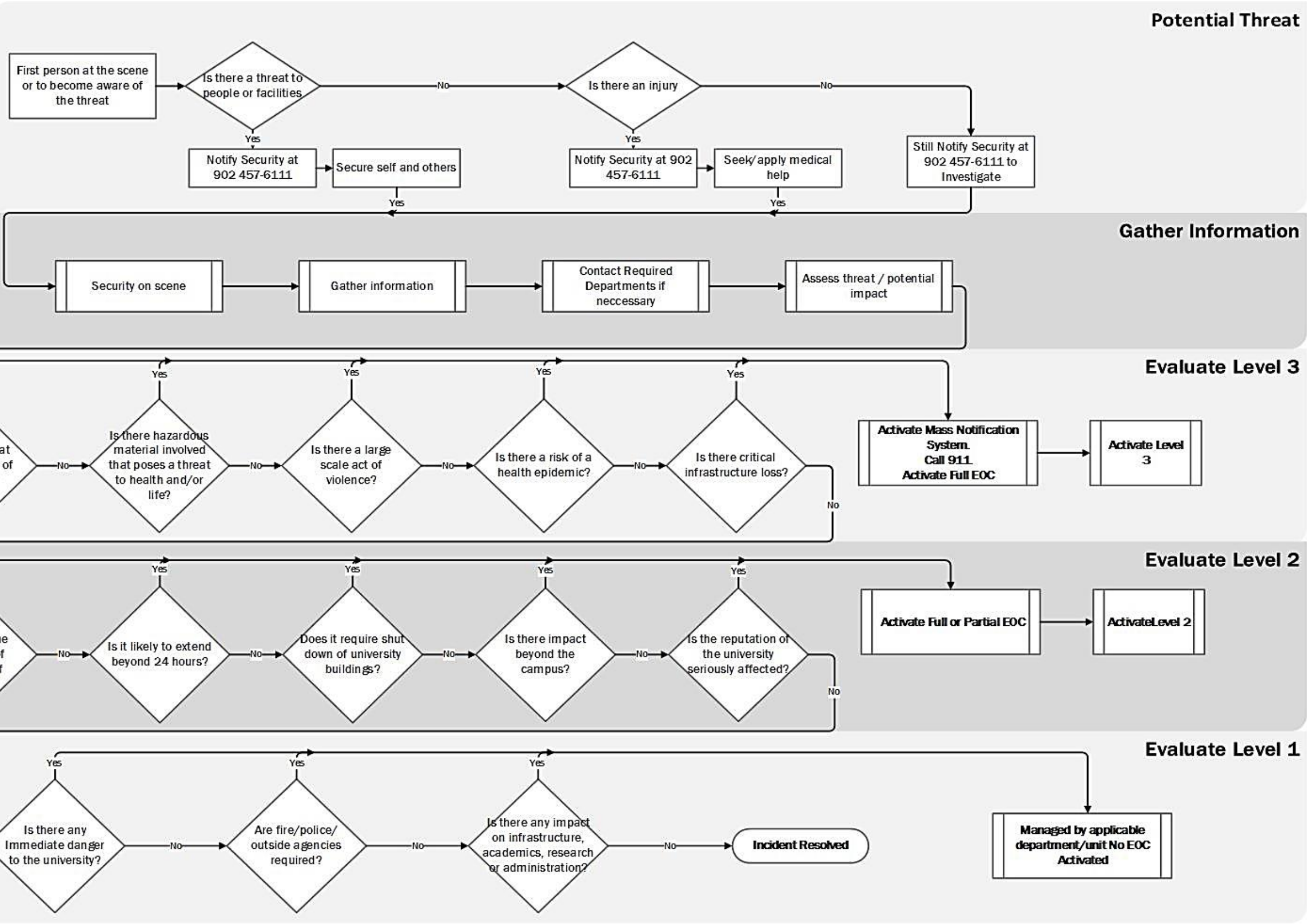
- EMERGENCY MANAGEMENT TEAM (EMT) MEMBERS
- VP Administrative
 - Director of Facilities Management
 - AVP Communications, Marketing and Student Recruitment
 - Manager of Facilities Operations
 - Manager of Security
 - Safety Officer
- EOC = Emergency Operations Centre



EMERGENCY RESPONSE PROCESS



**Emergency
Threat
Assessment**



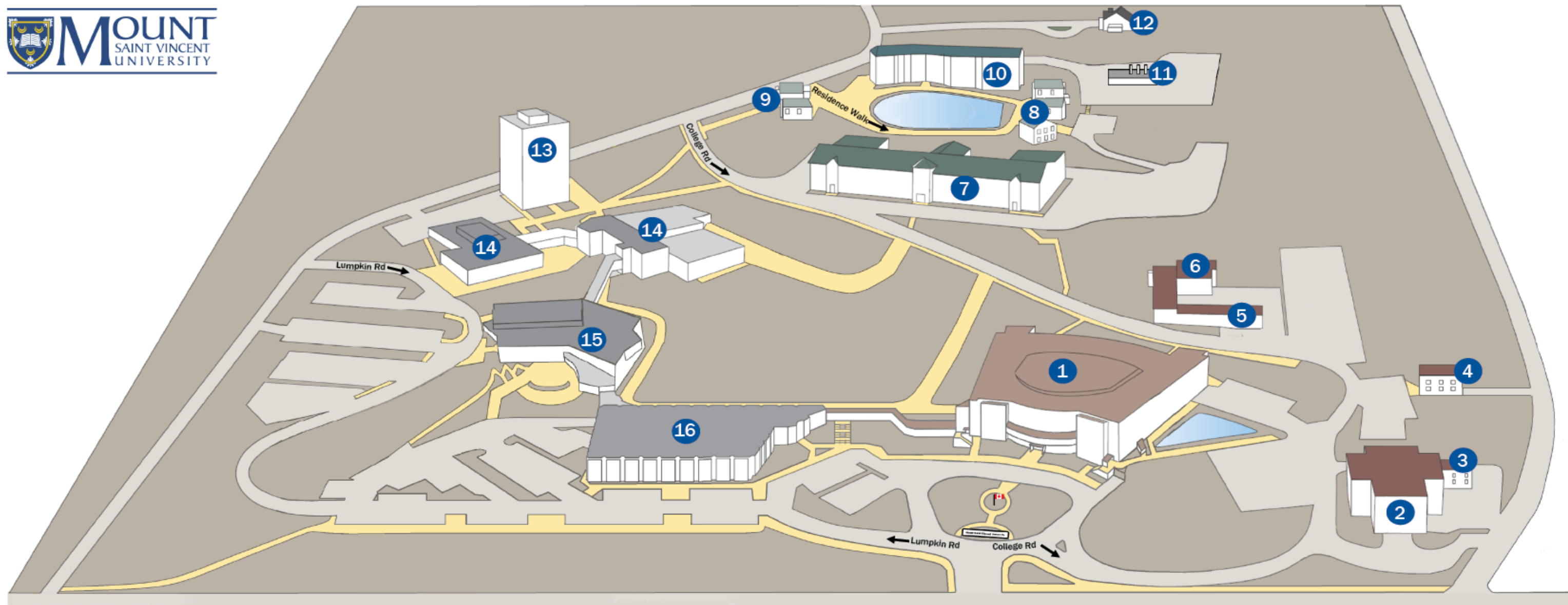


Emergency Response Plan

Mount Saint Vincent University

CAMPUS MAP

CAMPUS MAP



	Pedestrian Path, Sidewalk, or Service Road
	Roadways and Parking Areas
	Number for Corresponding Building Name

1. Seton Academic Centre • 166 Bedford Highway	6. Child Study Centre • 95 College Road	9. Birch 4 • 9 Residence Walk	13. Assisi Hall • 85 Seton Road
2. Centre for Applied Research in Human Health • 47 College Road	7. Evaristus Hall • 145 College Road	9. Birch 5 • 7 Residence Walk	14. Rosaria Students' Centre • 131 Lumpkin Road
3. University Advancement • 8 Melody Drive	8. Birch 1 • 45 Residence Walk	10. Westwood • 161 Seton Road	15. McCain Centre • 51 Lumpkin Road
4. Aboriginal Student Centre • 46 Melody Drive	8. Birch 2 • 39 Residence Walk	11. Central Heating Plant • 163 Seton Road	16. E Margaret Fulton Centre • 15 Lumpkin Road
5. Seton Annex • 95 College Road	8. Birch 3 • 33 Residence Walk	12. The Meadows • 175 Seton Road	



Emergency Response Plan

Mount Saint Vincent University

CONTACT LIST

CONTACTS

Emergency Numbers

Fire, Police, Ambulance	911 (If calling from a campus phone, dial 9 - 911)
	*If a 911 call is placed, please notify security immediately
Campus security	902-457-6111

Non-Emergency Numbers

Fire, Police, Ambulance	902-490-5020
Campus security	902-457-6412

Emergency Phones

Emergency security phones are located around campus. Emergency phones connect automatically to Security in the Assisi Information Centre, which is staffed 24 hours/day, 7 days a week. Emergency phones are located in:

- Seton Academic Centre lobby
- RBC North Link (between Seton and the E. Margaret Fulton Communications Centre)
- Rosaria Student Centre (main entrance)
- All building elevators
- Various outside locations on campus (refer to campus map)



Emergency Response Plan

Mount Saint Vincent University

BOMB THREAT

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

When a bomb threat is received by telephone, initiate action as per attached bomb threat checklist.

Other procedures to follow when a bomb threat is received:

- Notify Security at 902 457-6111 immediately, giving as many details as possible.
- When a bomb threat is received in writing (e.g. fax, email, and text), notify Security at 902 457-6111 immediately and turn over the document to them. Handle the document as little as possible as it may be useful in an investigation.
- Do not touch any suspected item. Should a suspected item be located, notify Security immediately.
- Security will initiate action in accordance with their established procedures.

If advised to evacuate:

- If advised to evacuate, either by the sound of the fire alarm in the building or by Security personnel, remain calm. Do as directed - do not waste time. If it can be done without undue delay, take outdoor clothing, handbag, briefcase, etc. with you.
- Evacuate by the nearest accessible exit. Keep clear of the building.
- Go to the nearest muster station unless advised otherwise. Instructions regarding returning to the building or other information will be relayed as soon as possible.

BOMB THREAT / ANONYMOUS TELEPHONE CALL RECORD

Date			
Time			
Caller's Voice	Male	Female	Indistinct
Approximate Age			
Accent?			

- Listen and remain calm
- Do not interrupt caller
- Attempt to keep caller talking
- Record as much information as you can while call is in progress
- Signal someone to call Security at x 6111

Threat Made (Exact Wording)			

Questions to Ask			
What time will the bomb explode?		Why did you plant the bomb?	
Where is it located?		Where are you calling from?	
What does it look like?		What is your name?	
What kind of bomb is it?			

Did caller reveal any identifying particulars? (i.e. nickname, knows staff, etc.)		
Phone Number of Caller (If you have call display)		
Did caller appear familiar with the campus by description of bomb location?	Yes	No

VOICE:

☐ Loud

☐ Soft

☐ High Pitched

☐ Deep

☐ Raspy

☐ Pleasant

☐ Intoxicated

☐ _____

SPEECH:

☐ Fast

☐ Slow

☐ Distinct

☐ Distorted

☐ Stutter

☐ Nasal

☐ Slurred

☐ _____

LANGUAGE:

☐ Excellent

☐ Good

☐ Fair

☐ Poor

☐ Foul

☐ Use of certain words/phrases

☐ _____

MANNER:

☐ Calm

☐ Angry

☐ Rational

☐ Irrational

☐ Coherent

☐ Incoherent

☐ Deliberate

☐ Emotional

☐ Righteous

☐ Laughing

☐ _____

BACKGROUND:

☐ Office Machines

☐ Factory Machines

☐ Street Traffic

☐ Airplanes

☐ Trains

☐ Animals

☐ Bedlam

☐ Party Atmosphere

☐ Music

☐ Voices

☐ Mixed

☐ Quiet

☐ _____



Emergency Response Plan

Mount Saint Vincent University

FIRE

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

- Leave fire area immediately and close doors.
- Pull the nearest fire alarm station.
- Calmly leave the building via the nearest safe exit.
- Close doors behind you.
- Call 911 (from a safe location).
- Contact Security 902 457-6111.
- Proceed to the nearest muster station (see map at the end of this section)

Caution:

- If smoke is heavy in the corridor, it may be safer to stay in your area.
- If you encounter smoke in the stairwell, use an alternate exit or find refuge in nearest room.
- If available, place a wet cloth at the base of the door or over your mouth for protection from smoke.
- Know the fire alarm pull station locations in your area.

DO NOT USE ELEVATORS.

The muster locations on the map below each have the associated building numbers next to them.





Emergency Response Plan

Mount Saint Vincent University

ACTIVE AGRESSOR

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

If you are a witness to or receive information that there is an active aggressor situation on the Mount Campus, initiate Run – Hide – Fight protocol:

- Exit the area if it is safe to do so and proceed to a safe location. Call 911 then Campus Security 902 457-6111.
- If you cannot leave and are in a secure area, stay.
- If you are not in a secure area or cannot get to one, make the area you are in as secure as possible.
- Lock doors or block with available materials.
- Cover windows with any available materials.
- Get away and stay away from doors or windows.
- If possible, turn off lights.
- Silence your cell phone.
- Remain calm and stay quiet, low, and horizontal.
- Do not huddle together, spread out in the room.
- Wait for an “all clear” message from a uniformed officer.
- Be prepared to defend yourself aggressively.
- Continually reassess your Run – Hide – Fight protocol with updated information.



Emergency Response Plan

Mount Saint Vincent University

POWER OUTAGE

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

In the event of a power outage, the emergency lights in the corridors and stairwells will provide minimal lighting, lasting on average 20 minutes. It has been designed so building occupants can evacuate safely.

Procedures

- Remain calm.
- Calmly leave the building via the nearest safe exit.
- Report the power failure to Security at 902 457-6111.
- If you are advised by security or if the fire alarm is activated, please evacuate to your nearest muster location and await further instructions from security or emergency personnel.
- Do not re-enter the building unless advised to do so by Security or emergency personnel.
- If in an elevator, use the telephone which connects to Security to inform them of your situation.
- If in a dark workspace, determine whether or not you can move cautiously to a lighted area. If you are not able to do so, stay where you are and inform security staff at 902 457-6111. A search of the building will be conducted and you will be assisted to ensure a safe evacuation.
- If in a residence, await instructions from your RA, Don, or Security.
- Assist others if necessary.

Other things to be aware of:

- If it is determined that the power outage will last for an extended period of time, an announcement may be made regarding closure or relocation.
- It may take a few minutes before full power is restored to your building, and this will need to be considered before turning on all of your electrical equipment/devices at one time.
- For buildings which contain laboratories, please remember our fume hoods do not operate during a power outage. Please do not resume laboratory work until you know proper ventilation has been restored to the area.
- You may wish to have a flashlight, batteries, portable radio depending on the area in which you work or study.
- Candles or other incendiary devices are not permitted within campus buildings.



Emergency Response Plan

Mount Saint Vincent University

NATURAL CRISIS

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

Shelter in Place

Shelter in Place is used for an environmental or weather related situation, where it may be necessary to keep all occupants within the campus, to protect them from an external situation. Examples may include hurricanes or severe snow/ice storms.

Weather Emergency Guidelines

Weather changes quickly and can highly influence the university. The following is a list of guidelines to deal with weather emergencies.

Snow or ice storms:

- Access the Mount website for school closure updates at www.msvu.ca.
- Check the university social media channels (Facebook and Twitter).
- Sign up for Mount Alert notifications.
- Visit the weather centre for current updates and class cancellations.
- Listen to local weather advisories on the radio.
- Watch for local news updates on television.

Hurricanes and severe windstorms:

- Move toward the centre of the building or toward any office areas without glass windows.
- Remain in a designated safe area until the threat has passed.
- Try to find something heavy to hide under (such as a large desk).
- Protect yourself physically, especially your head and neck.
- Do not run outside as falling debris may cause injury.

Large-scale blackout (more than campus or surrounding streets):

- Remain calm and stay where you are.
- Emergency lighting for evacuation purposes on campus will operate for a minimum of 20 minutes.
- Turn off all electrical equipment with manual switches.
- Unplug your computer to protect equipment from possible power surges when the power returns.
- Contact Security 902 457-6111 if you require assistance contacting any emergency services.
- Refer to "Power Outage" protocols located within this Emergency Response Plan.

Stranded on Campus

As soon as an emergency is declared, individuals should assess their personal safety when deciding whether to stay or leave the University. Should you decide to stay in your location, you are to call Security to inform them of your location. The Mount's Security will also check all buildings for stranded people and will advise them to communicate with Residence Life and Conference Services for assistance.



Emergency Response Plan

Mount Saint Vincent University

**INFECTIOUS DISEASE
(PANDEMIC)**

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

Early reporting is essential to successfully responding to an infectious disease outbreak. Everyone on campus is responsible for notifying their direct supervisor, faculty member, and/or medical office, when they are aware of an infectious disease incident. Supervisors and/or Department Heads are required to report any case of an infectious disease and must ensure all available information of an incident is provided to Security 902 457-6111 as well as Health services 902 457-6354.

Examples of infectious diseases include:

- Mumps
- Measles
- Hepatitis
- Meningitis
- Tuberculosis

There are hand wash stations all over campus and we encourage everyone to use them to prevent the spread of infectious diseases. If you find a hand wash station that is not working, contact Security 902 457-6412 to have it re-filled.



Emergency Response Plan

Mount Saint Vincent University

HUMAN CAUSED CRISIS

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

Shelter in Place:

Shelter in Place is for an environmental or exterior situation, where it may be necessary to keep all occupants within the campus, to protect them from an external situation. Examples may include chemical spills or explosions.

Emergency Guidelines:

- A message will be sent to inform people of the situation.
- If a notice to evacuate the campus has been given, please follow the instructions given for leaving in a safe manner.
- If evacuation is not an option, people are then asked to follow the following procedures for shelter in place.
 - Move toward the centre of the building or toward any office areas that do not have glass windows.
 - Remain in a designated safe area until the threat has passed.
 - Try to find something heavy to hide under (such as a large desk).
 - Protect yourself physically, especially your head and neck.
 - Do not run outside as falling debris may cause injury.

Stranded on Campus:

As soon as an emergency situation has been declared, individuals should assess their personal safety when deciding whether to stay or leave the University. Should you decide to stay in your location, you are asked to call Security to inform them of your location. Security will also check all buildings for stranded people. Any people who require a place to stay, Security will advise them to communicate with Residence Life and Conference Services for assistance.



Emergency Response Plan

Mount Saint Vincent University

**PROTEST OR LABOUR
UNREST**

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

Should there be a protest or labour unrest on the Mount property a campus-wide notice will be distributed. The University will continue with normal operations to the extent possible.

Access to Campus

General public access to Mount facilities (Library, Food Services, Health Centre, Athletics & Recreation Centre and all other events booked in advance) will be continued as long as practical. All non-striking employees have the right of access to the campus and are expected to report for work. Access to the campus and all of its buildings will be limited for any individuals protesting. In the event of lawful picketing, the general public and non-striking employees continue to have rightful access to the campus. The picketers have the right to peacefully demonstrate and convey to the general public and their fellow non-striking employees that they are engaging in a legal strike. If there are issues or concerns with crossing a picket line, please contact Security at 902 457-6412 for assistance.

Communicating Campus Impacts

The University will endeavor to keep all constituents updated regarding impacts of a protest or labour unrest as such a situation evolves.

Should courses, labs, and tutorials need to be suspended, Communications will inform the Mount community as soon as possible.

The Mount is committed to maintaining a safe and accessible campus and will work with the bargaining unit to find a reasonable solution to the strike.



Emergency Response Plan

Mount Saint Vincent University

EMERGENCY EVACUATIONS

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

In the event that the campus must close, the Mount has a plan to ensure that an evacuation is conducted as quickly and as safely as possible. The Mount community will be informed of the evacuation through different means, including informed staff within the buildings (Custodial, Maintenance, and Security), Mount Alert notifications, website, email, or social media updates.

The Mount's Emergency Management Team has the authority to implement a controlled evacuation of the campus for the following crises:

- Natural Crisis – including, but not limited to: winter storms, hurricanes, floods, lightning strikes.
- Human Caused Crisis – included, but not limited to: serious criminal activity affecting the Mount, fire, any vehicle accident with mass casualties, medical emergencies such as food poisoning or Pandemic.

In the event that an evacuation is initiated by the Emergency Management Team (EMT), routes for vehicle traffic will be designated. Following these routes will ensure that roadways will remain clear for emergency responders and emergency transportation vehicles. Staff may be posted to direct vehicle traffic flow (if safe to do so). If necessary, buses will be arranged to evacuate personnel to an alternate location or for residence students' alternate home until it is safe to return to campus.

If a physical impairment restricts mobility and prevents evacuation of an individual, that individual must self-identify and make arrangements with staff, faculty and students to assist with evacuation prior to an event occurring. This ensures the people near the individual will have a plan and know how to assist in their evacuation.



Emergency Response Plan

Mount Saint Vincent University

VIOLENCE

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

All incidents of violence at the Mount are to be reported to Security (usually by phone or in person) and Security will then conduct an initial investigation. During the initial investigation, a risk assessment will be completed by the Security Manager. Emergency services in the form of Halifax Regional Police, Emergency Health Services and the Fire Department may be required to attend the Mount to assist and or take over the investigation. If the level of violence is not contained and is ongoing, the Mount Community may be put into a Lock Down and emergency services will be called to the Campus. All members of the community will remain in Lock Down until they have been advised through an "All Clear" that they can resume normal campus proceedings.

If Advised to Lock Down

- This is an emergency lock down.
- Take shelter in the nearest classroom, office, or residence room.
- Lock the door.
- Follow any lock down procedures posted in the room.
- All entrances to the campus buildings will be closed and locked to prevent people from entering the campus (where physically able to do so).
- Individuals must stay where they are and initiate lock down procedures.

If Advised to Shelter in Place

- This would usually be an event not on the campus and requiring that people on the campus are kept from moving into potential harm.
- This could be due to police having a barricaded person in a building off campus, but nearby.
- In this case, the Mount would function normally with the exception that people would be unable to leave the campus buildings until there has been an "all clear".

An "All Clear" is a message that will be sent to everyone through our Mount Alert mass notification system. The "All Clear" signals that the lock down is no longer in place and it is safe to resume a normal campus.



Emergency Response Plan

Mount Saint Vincent University

ANIMALS

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

Although it is remote, it is possible to be attacked by an animal on campus. We have a constant presence of deer at the Mount. These are wild animals and can possibly become aggressive or attack especially in rutting season or when there are fawns present with a doe. If a stag becomes aggressive, the best escape is to climb a tree. If this is not an option, back away from the animal and get inside a building.

On occasion, animals such as dogs, cats, rats, and possibly a coyote or fox may be on campus. Prevention is the best defense against such attacks. First step is to avoid contact with such animals and do not try to feed or pet them. Second, if confronted do not run – running indicates you are prey. Walk away slowly while facing the animal and make noise which will make the animal feel unwelcome. Get inside a building as soon as possible.

If such an attack occurs report it to Security at 902 457-6111 and seek medical attention if required.

Security will contact the appropriate authorities to deal with the animal reported.



Emergency Response Plan

Mount Saint Vincent University

FLOOD

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

Floods inside of a building can be due to such things as pipes bursting, sprinklers activating, or roof damages during a weather event.

If a flood occurs inside of a building:

- Leave the area of the flood immediately and go to a safe location within the building.
- Contact Security at 902 457-6111.
- Give them your name, type of emergency, and location of the flood.
- Remain outside of the affected area until Security has given authorization to return to it.

Floods outside can be caused by weather emergencies such as hurricanes and severe rainfalls.

If a flood occurs outside:

- Leave the area of the flood immediately and go to a safe location such as higher ground.
- Contact Security at 902 457-6111.
- Give them your name, type of emergency, and location of the flood.
- Security will investigate and make a determination as to the severity of the event.
- Depending on the severity, people may be asked to "Shelter in Place" or evacuate the campus.
- The Mount community will be informed of the recommendation through various means, including staff personally coming to buildings, Mount Alert notifications, website, email, or social media updates.

In the event that the campus must close, the Mount has a plan to ensure that an evacuation is conducted as quickly and as safely as possible. If an evacuation is initiated by the Emergency Management Team (EMT), routes for vehicle traffic will be designated. Following these routes will ensure that roadways will remain clear for emergency responders and emergency transportation vehicles. Staff may be posted to direct vehicle traffic flow (if safe to do so). If necessary, buses will be arranged to evacuate personnel to an alternate location or for residence students' alternate home until it is safe to return to campus.

If a physical impairment restricts mobility and prevents evacuation of an individual, that individual must self-identify and make arrangements with staff, faculty and students to assist with evacuation prior to an event occurring. This ensures the people near the individual will have a plan and know how to assist in their evacuation.



Emergency Response Plan

Mount Saint Vincent University

CHEMICAL SPILL

During an emergency, the Mount uses the same emergency management process as Nova Scotia's Emergency Management Office called the Incident Command System (ICS). ICS provides structure and focus during an emergency and is a system that works when normal day-to-day operations no longer function or apply.

If any hazardous material is spilled or is leaking, take prompt action to prevent further release or harm to persons in the area. If you have any doubts about your safety or that of others in the area of a spill or leak, sound the building alarm and evacuate immediately.

Employees must be familiar with Material Safety Data Sheets (MSDS) prior to working with any hazardous materials and the MSDS must be easily accessible in the case of an emergency.

CHEMICAL SPILLS

Includes chemicals such as flammables, corrosives, oxidizers, toxics, etc.

Section 1:

Determine if you can respond to the spill by yourself considering the following:

- Do you have the appropriate spill kit for the chemical?
- Do you understand the potential hazards involved?
- Are you familiar with the MSDS?
- Do you have appropriate personal protective equipment?

If you answered yes to all of the above questions, you can then continue the clean up as described below. If you answered no to one of the above questions please proceed to **Section 2**.

Cleanup procedures:

- If others are in the area, inform them of the spill.
- Stop the course of the leak if possible or contain the spill.
- If spilled material is combustible, remove any sources of ignition.
- Begin clean up using the appropriate chemical spill kit.
- Call Security at 902 457-6111.
- Give your name, the nature of the emergency, and location of the spill.
- Security will notify the Mount's Safety Officer at 902 457-6286.
- Use a scoop or dustpan to pick up the used absorbent and place it in an appropriate container (as per MSDS).
- Label the container and report it to the person in charge of the area or Facilities Management for disposal.

Section 2:

- Evacuate the area, closing the door behind you.
- Sound the building alarm to warn the occupants (fire alarm pull station) and leave the building.
- Head to one of the muster locations for the building.
- Call Security at 902 457-6111 once you are at a safe location.
- Give your name, the nature of the emergency, and location of the spill.

- Security will notify the Fire Department and then call the Mount's Safety Officer at 902 457-6286.
- Re-enter the building only when Security authorizes you to do so.

GAS LEAKS

Includes leaks of flammable, combustible, corrosive or toxic gases, oxygen, etc.

- Attempt to find and stop the source of the leak by turning off valves or containment.
- If the odor becomes strong or if you begin coughing, wheezing, or have watery eyes, leave the area immediately and activate the fire alarm system (at the fire alarm pull station) to evacuate the building.
- Head to one of the muster locations for the building.
- Call Security at 902 457-6111 once you are at a safe location.
- Give your name, the nature of the emergency, and location of the leak.
- Security will notify the Fire Department and then call the Mount's Safety Officer at 902 457-6286.
- Re-enter the building only when Security authorizes you to do so.

A gas leak may be from within a building or an exterior component such as the rail yard at the Bedford Highway.