



MOUNT
SAINT VINCENT
UNIVERSITY

EMERGENCY RESPONSE PLAN

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1. Definitions

Active Aggressor

An individual who appears to be engaged in, attempting to engage in, or about to engage in an attack where there is reason to suspect:

- The attack will be sustained
- The attacker will cause serious bodily harm or death
- The attacker will continue to target others unless stopped

All Clear

A signal indicating that danger or disruption has ended and normal operations may resume. This signal may be provided by Mount Alert, Authorities Having Jurisdiction, and Campus Security.

Authorities Having Jurisdiction (AHJ)

A representative of emergency responding agencies who have the expertise and legal right to direct activities on campus during an emergency event, such as (Fire, Police or Member of the EMT).

Behaviours of Concern

Actions or patterns that suggest a potential for future violence. If a behaviour causes discomfort or concern, it should be reported promptly.

Business Continuity Plan (BCP)

A strategy focused on maintaining critical services and operations during and after an emergency.

Campus Security

MSVU's team responsible for campus safety, law compliance, and enforcement of university policies. This includes contracted companies that are providing security services on campus.

Department

Includes all academic departments, administrative units, ancillary services, and operations located on campus or leased off-campus facilities.

Departmental Emergency Response Plans (DERP)

Emergency response procedures tailored to the specific needs and risks of individual departments.

Emergency

An abnormal situation requiring prompt action beyond routine procedures to protect people, animals, property, or the environment.

Emergency Management

The coordinated systems and processes for mitigating, preparing for, responding to, and recovering from emergencies. Emergency management is scenario-specific and adaptive.

Emergency Management Team (EMT)

MSVU's primary response team during emergencies. The EMT:

- Coordinates emergency response efforts
- Reports to the President via the Vice-President, Administration
- Oversees planning, resource allocation, and communication

Emergency Operations Centre (EOC)

The central location for EMT operations during an emergency.

- Coordinating communication, when available, between the Incident Commander and MSVU communities.
- Dispatching resources and acting on the requests of the Incident Commander.

Located in Rosaria 406H, the EOC may also operate remotely via online platforms or mobile devices.

Emergency Services

External agencies such as police, fire, and ambulance services that assist during emergencies.

Evacuation

The urgent removal of individuals from an area due to an imminent or ongoing threat. This may range from a single building evacuation to a full campus evacuation.

Hold and Secure

A precautionary measure where all exterior doors are locked and regular operations continue due to an external/off-campus threat. Entry and exit are restricted until the situation is resolved.

Incident Command Centre (ICC)

A location near the emergency site used for staging personnel and equipment. It may also be activated remotely via digital platforms. Managed by the Incident Commander.

Incident Command System (ICS)

A standardized management structure that enables effective incident coordination through shared procedures, communication, and roles.

Incident Commander

The individual designated to lead operations at the emergency site. If multiple agencies or jurisdictions are involved, an Incident Commander is established—typically the highest-ranking and most knowledgeable individual relevant to the scenario.

Lockdown

A security protocol involving restricted access and isolation to protect individuals from an immediate/on-campus threat.

Moodle

MSVU's online Learning Management System (LMS) providing educators, administrators and students with a secured and integrated system to create personalized learning environments. Accessible to all students and staff.

Mount Alert

MSVU's mass notification system for emergency alerts and unplanned campus closures.

Muster Station

A pre-designated location where individuals gather during a specific emergency for further instructions.

Outbreak

An occurrence of illness exceeding normal expectations in a community or region. Definitions¹ include:

- **Community outbreak:** Two* or more unrelated cases** with similar illness that can be epidemiologically linked to one another (i.e., associated by time and/or place and/or exposure).
- **Institutional outbreak:** Three or more cases with similar illness that can be epidemiologically linked to one another (i.e., associated by exposure, within a four-day period, in an institutional setting).

*For certain illness (e.g., botulism, measles), one case of the disease may constitute an outbreak.

**Cases who do not live in a common household, exclusive of an institutional event.

Natural Crisis

A catastrophic event caused by natural processes on Earth that results in significant loss of life, property damage, and destruction of infrastructure.

Power Outage

An interruption in the supply of electricity to a portion or all of campus, resulting in the loss of access to electrical power. Campus systems affected by a power outage can include lighting, kitchens, computers, elevators, power outlets, fume hoods, HVAC systems, communications, etc.

Shelter-in-Place

Using a building's interior to temporarily protect individuals from external hazards.

Threat

An expression or indication of intent to harm. Threats may be verbal, written, symbolic, or physical.

Threat Assessment

The process of evaluating whether a person or situation poses a risk to others.

¹ Definitions are from the Nova Scotia outbreak Response Plan:
<https://novascotia.ca/dhw/cdpc/cdc/documents/Outbreak-Management.pdf>

Threat Management

Timely and appropriate intervention to prevent escalation of a threat.

Violence

Any act or attempted act that endangers the physical health or safety of another person.

Weapon

Any object used or intended to be used to threaten, intimidate, injure, or kill.

2. Emergency Response Policy

2.1. Policy Statement

Mount Saint Vincent University (MSVU) is responsible for managing a coordinated and organized response to emergencies that affect the university community. The primary objectives during any emergency are to:

- Avoid or minimize personal injury, trauma, and property damage
- Resume academic programs as soon as safely possible
- Keep the university community and public informed

2.2. Commitment

MSVU is committed to emergency preparedness, response, and recovery. This policy provides:

- Guidelines for preventing and responding to emergencies
- Information on how to prepare for and report emergencies via the university website and Moodle
- Communication protocols using Mount Alert, MSVU's mass notification system

MSVU adheres to the Nova Scotia Emergency Management Organization (EMO) regulations, including the expectation that individuals be self-sufficient for up to 72 hours during an emergency. The university uses the Incident Command System (ICS) as the foundation for its Emergency Response Plan (ERP), ensuring a scalable and adaptable approach to emergency management.

2.3. Scope

This policy applies to all MSVU students, faculty, staff, contractors, and visitors.

It addresses a wide range of emergencies, including:

- Fire and hazardous materials
- Severe weather and natural disasters
- Medical emergencies and infectious disease outbreaks
- Threats to personal safety and security incidents

2.4. Governance and Responsibilities

2.4.1. Emergency Management Team

MSVU shall maintain an Emergency Management Team (EMT) composed of senior administrators and key personnel. This committee is responsible for:

- Overseeing emergency preparedness and response activities
- Ensuring compliance with provincial legislation and advising on policy updates
- Liaising with external emergency services (e.g., Halifax Regional Police or Halifax Fire Department)

2.4.2. Emergency Management Coordinator (EMC)

MSVU shall appoint an Emergency Management Coordinator responsible for:

- Developing and maintaining the ERP
- Liaising with Nova Scotia Department of Emergency Management and external emergency services
- Coordinating training and drills
- Advising EMT of changes in compliance with provincial legislation

At MSVU, this role is attributed to the Manager of Security.

2.4.3. Campus Community Responsibilities

During an emergency, all campus users must comply with directions given by the MSVU Emergency Management Team or authorized Emergency Service Personnel (e.g., Halifax Regional Police, Halifax Regional Fire & Emergency). If multiple agencies or jurisdictions are present on campus, an **Incident Commander**, the individual designated to lead operations at the emergency site, will be established. This individual is typically the highest-ranking and most knowledgeable person relative to the specific scenario.

All members of the MSVU community are expected to:

- Review the Emergency Response plan ERP on the MSVU website [[Safety and Security at MSVU](#)].
- Each individual is responsible for their own personal safety and should plan accordingly, while department heads are accountable for developing and maintaining their Departmental Emergency Plans (DEPs).
- Enroll in Mount Alert and download the MSVU Safe App [[MSVU SAFE App](#)]

2.5. Emergency Response Procedures

2.5.1. Incident Reporting

Emergencies must be reported immediately to Campus Security at 902-457-6111.

Reports should include:

- Location of the incident (most crucial piece of information)
- Nature of the incident
- Any injuries or known hazards
- Contact information of the person reporting

2.5.2 Emergency Operations Centre (EOC) Activation

The EOC may be activated by the EMT to:

- Assess and manage the situation
- Coordinate internal and external resources
- Communicate updates via Mount Alert and other platforms

2.6. Training and Exercise

MSVU conducts regular emergency drills (such as annual fire drills) and training sessions. Participation is expected from all members of the university community. Specialized training is provided to key personnel involved in emergency response.

2.7. Communications Protocols

Emergency communications will be issued through:

- Mount Alert
- Social media and website updates

2.8. Review and Compliance

This policy is reviewed annually and updated as needed to reflect changes in legislation, best practices, and university operations. MSVU ensures compliance with:

- *Nova Scotia Emergency Management Act*

- Civil Emergency Planning Regulations
- Nova Scotia Strategic Emergency Management Plan (SEMP)
- *Nova Scotia Occupational Health and Safety Act* and Regulations

3. Declaring an Emergency

3.1. Types of Emergencies

Emergencies at MSVU may arise from various sources and are categorized as follows (not limited to):

3.1.1. Natural Events

- Severe weather (e.g., hurricanes, snowstorms)
- Water disruption or contamination
- Lightning strikes
- Flooding

3.1.2. Technical Events

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

3.1.3. Intentional Acts

- Homicide or suicide
- Group threats or violence
- Campus disturbances or disorders

These events may result in injury, loss of life, property damage, or disruption to university operations. The primary priority during any emergency is the protection and safety of all individuals on campus, including students, faculty, staff, and visitors. MSVU will also work to safeguard university property and infrastructure.

If the emergency exceeds the university's internal capacity, external resources will be requested from municipal or provincial agencies.

3.2. Reporting an Emergency

Any individual who discovers a potential emergency must report it immediately to Campus Security using one of the following methods:

- Call 902-457-6111 from any phone
- Call 6111 from an internal campus phone

In case of life-threatening emergency, please call 911 (press 9-911 when using internal phones).

3.3. Authority to Declare an Emergency

- Local and regional emergencies are declared by the municipality or province, in accordance with the *Nova Scotia Emergency Management Act*. More information is available on the [Nova Scotia Department of Emergency management website](#) .
- On-campus emergencies are declared by members of the Executive Leadership Team (ELT) or the Emergency Management Team (EMT).

4. Emergency Levels

MSVU uses a tiered classification system to assess and respond to emergencies:

4.1. Level 1 Emergency – Minor Impact

A localized incident with minimal impact on life safety, infrastructure, or operations. Typically, does not require activation of the EMT or EOC.

Characteristics:

- Limited threat to individuals
- Response expected to last less than 24 hours
- May or may not involve HRM emergency services
- No significant impact beyond the immediate area
- No off-site consequences
- Minimal media interest

4.2. Level 2 Emergency – Moderate Impact

An incident with substantial impact requiring partial or full activation of the EMT, but not the EOC.

Characteristics:

- Immediate threat to individuals that cannot be resolved by evacuation alone
- Potential impact beyond the immediate area
- May affect areas outside university property
- Requires significant HRM emergency response
- Potential for media and public attention
- May require shutdown of major university areas for more than 48 hours
- Challenges exceed available on-site resources

4.3. Level 3 Emergency – Major Impact

A critical incident requiring full activation of the EMT and establishment of the EOC.

Characteristics:

- Direct and immediate threat to life and safety
- Significant damage to facilities and disruption of operations
- Impact extends beyond university property
- Requires coordinated response from municipal/provincial agencies
- High media interest (local and national)
- May involve government officials
- Includes serious acts of violence or mass casualty events

4.4. Escalation Protocol

Emergencies may escalate from Level 1 or Level 2 to Level 3 if the situation exceeds departmental or university response capabilities. The decision to escalate and request additional support lies with the individual managing the incident, in consultation with the EMT.

5. Emergency Management Team

The Emergency Management Team (EMT) is responsible for coordinating and overseeing all on-campus emergency response activities. Its core responsibilities include:

- Establishing and activating the Emergency Operations Centre (EOC), when required.
- Directing emergency response teams and units across campus.
- Managing internal and external communications.
- Coordinating with the Incident Commander, ensuring all site-level actions and requests are documented and supported.
- Maintaining on-going communication with internal departments and external agencies throughout an incident, ensuring Departmental Emergency Response Plans (DERPs).
- Documenting all communications, decisions, and actions taken during the emergency.
- Tracking financial expenditures related to the emergency for potential reimbursement and audit purposes.

5.1. EMT Membership

EMT consists of the following members (or designates):

- Vice-President, Administration (Chair)
- Director, Facilities Management (Vice-Chair)
- AVP University Relations
- Registrar
- Manager of Security
- Safety Officer

Depending on the nature and scale of the emergency, the EMT may expand to include additional personnel. The initial EMT will determine which individuals to add. Potential members may include:

- President
- Vice-President Academic and Provost
- Associate Vice-President, Student Experience
- Academic Deans
- Director, Human Resources
- Director, Finance & Administration

- Director, Communications
- Director, Information Technology & Services
- Legal Counsel
- Manager of Facility Operations
- Manager of Health Services
- Manager of Residence Life
- Other personnel or agencies, internal or external

5.2. Membership Roles and Responsibilities

All members of the EMT have the authority to activate the university's mass notification system (Mount Alert).

5.2.1 Vice-President, Administration (Chair)

- Oversee the development of the Emergency Response Plan (ERP) and that the plan is tested on an annual basis
- Advise the President, VP Academic and Provost, Board of Governors, and Senate.
- Coordinate with academic departments via VP Academic and Provost.
- Support academic divisions with emergency-related information.
- Lead development and implementation of the Business Continuity Plan (BCP).
- Oversees the integration of safety procedure in the employee onboarding process.
- Provide regular updates to senior leadership.

5.2.2. Director, Facilities Management (Vice-Chair)

- Approve emergency-related expenditures.
- Coordinate external agency support.
- Act as liaison to insurance providers.
- Provide consultation and recommend best practices.
- Ensure ERP development, approval, and communication.
- Oversee emergency response training.
- Analyze threat impact and advise VP Administration.

- Interpret and advise on SOPs, mutual aid agreements, and resource availability.
- Lead post-incident debriefings and lessons-learned updates.

5.2.3. Manager of Security

- Serve as the Incident Commander, managing on-site emergency operations unless relieved by external agencies. If relieved by external agencies, communicate with the Incident Commander.
- Liaise with provincial/municipal agencies on scene responding to an incident.
- Coordinate the deployment and operations of Campus Security personnel.
- Activate the Emergency Management Team (EMT), as required.
- Support EOC operations, media coordination, and site-level response.
- Promote ERP awareness and training.
- Manage on-campus security, traffic control, and public order.
- Coordinate evacuation procedures, fire response, and site security.
- Direct and oversee the on-site emergency response.
- Act as the university's lead representative to external emergency personnel once they assume control of the incident.

5.2.4. AVP University Relations

- Promote ERP and emergency preparedness and awareness.
- Provide strategic communications support and planning for internal and external audiences.
- Prepare and release incident-related information.
- Provide timely updates during emergencies.
- Establish communication protocols and media logistics.
- Liaise with provincial and municipal government agencies with respect to operational requirements.
- Conduct media briefings, as needed.
- Monitor and manage social and traditional media.
- Operate the Mount Alert system in accordance with university standards.

5.2.5. Registrar

- Provide academic scheduling information to support class cancellations and resumptions.

- Assist in coordinating faculty and academic departments through the Vice-President Academic and Provost.
- Communicate the impact of emergencies on classes and research activities.
- Liaise with academic divisions and leadership to ensure timely support and information sharing.

5.2.6. Safety Officer

- Maintain and provide documentation related to hazardous materials.
- Ensure availability of first aid supplies and CPR-certified personnel.
- Provide expert guidance to the EMT on protective actions, PPE requirements, and exposure risks (e.g., chemical, biological, electrical, radiological).
- Recommend appropriate protective strategies based on the nature of the emergency.
- Manage volunteer registration and screening in collaboration with Human Resources.
- Promote ERP education and awareness across campus.
- Act as a knowledge advisor for the development of the Departmental Emergency Response Plans (DERP).

5.3. Incident Commander

The Incident Commander represents the Emergency Management Team (EMT) at the emergency site and is typically the Manager of Security or another designated individual qualified to lead operations.

This role is responsible for managing the on-site response, coordinating resources, and liaising with internal and external agencies.

In situations involving multiple agencies or jurisdictions, a unified command structure is established. The Incident Commander is typically the highest-ranking and most knowledgeable individual relevant to the specific scenario.

Example:

At the onset of an incident, the MSVU Manager of Security may assume the role of Incident Commander. If Halifax Regional Police (HRP) arrive on campus and assume operational control, command is formally transferred to the designated HRP officer, who then leads all response operations under their jurisdiction.

Responsibilities include:

- Assuming overall management of the emergency scene.
- Assessing the situation and determining the appropriate response level.
- Activating the EMT based on the severity of the emergency.

- Coordinating site operations until external agencies assume control.
- Acting as liaison with on-site emergency services (e.g., Fire, Police, EHS).
- Issuing directives to secure and control the emergency.
- Ordering evacuations as necessary.
- Identifying and requesting required resources.
- Taking all necessary actions to minimize the impact of the emergency.

5.4. Departmental Representative

Each department is responsible for developing a Departmental Emergency Plan (DEP) tailored to its specific operations and risks. A designated Departmental Representative will act as the point of contact during emergencies. Their responsibilities may include:

- Communicating with students, staff, faculty, and the public at the emergency site.
- Assisting with temporary relocation of individuals as needed.
- Supporting evacuation procedures and conducting roll calls.
- Providing relevant information to the Incident Commander or EMT members upon request.

6. Emergency Response Process

6.1. Phase 1: Initial Response

- Emergencies may be reported in advance (e.g., severe weather warnings) or as they occur. All incidents are typically reported to Campus Security, either by phone or in person.
- Security conducts a preliminary investigation and gathers relevant information before notifying the Manager of Security.

The Manager of Security using the tiered classification system, performs a risk assessment to classify the emergency into one of three levels.

6.2. Phase 2: Emergency Procedures

Emergency procedures are described in the relevant sections in the Emergency Protocols section of this document and may include:

- Run – Hide – Fight
- Evacuations
- Shelter-in-place, hold and secure, lockdown

6.2.1. Communications

- Communication is a critical component of the EMT and EOC, especially during Level 2 and Level 3 emergencies.
- Aside from the initial Mount Alert message that may be sent by Campus Security, all further communications are managed by University Relations.

6.3. Phase 3: Post-Event Recovery

- An “All Clear” message will be issued once authorized by the EMT.
- The Business Continuity Plan will be activated if required to restore normal operations.
- A formal operational debriefing will be conducted to evaluate the response and identify areas for improvement.

6.4. Post-Event Actions

- Document the debriefing and update the ERP and DERPs accordingly
- Departments must conduct their own debriefings and request EMT support if needed

- Assess stress levels among affected individuals and responders
- Provide support discussions for involved personnel
- Offer Critical Incident Stress Debriefing if required
- Refer staff to the Employee & Family Assistance Program (EFAP) via Human Resources

7. Emergency Response Protocols

The following sections outline specific emergency protocols for a variety of scenarios that may occur on or near campus. All members of the MSVU community are expected to familiarize themselves with these procedures. Everyone is responsible for their own safety and for contributing to the safety of others.

Each employee will be provided with a copy of the Emergency Protocols at the start of their employment. This resource should be kept accessible at all times and referred to during any emergency situation.

1. Bomb Threat
2. Fire Emergency
3. Power Outage
4. Natural Crisis
5. Infectious Disease Outbreak
6. Active Aggressor & Violence Reporting Protocol
7. Code Adam
8. Animal Attacks
9. Flooding
10. Chemical Spills
11. Gas Leaks

Accessibility Considerations

For those experience barriers that may prevent or slow evacuation:

- Emergency services will be notified to assist.
- Individuals requiring evacuation assistance should complete and submit a “Registration Form for a Person Requiring Assistance” at the start of each term.
- Forms are available through Accessibility Services or Campus Security.

7.1. Active Aggressor & Violence Reporting Protocol

ACTIVE AGGRESSOR PROTOCOL (ON-CAMPUS)

An active aggressor is an individual actively engaged in causing harm or attempting to do so, often with the intent to injure or kill. If you witness or receive credible information about an active aggressor on campus, immediately initiate the Run – Hide – Fight protocol:

Run – Hide – Fight

- Run – If it is safe to escape, do so immediately.
- Hide – If escape is not possible, find a secure location to hide.
- Fight – As a last resort, be prepared to defend yourself aggressively.

IMMEDIATE ACTIONS

1. Exit the area if safe and proceed to a secure location.
2. Call 911 (or 9-911 from a campus phone), then contact Campus Security at 902-457-6111.
3. If hiding:
 - Lock or barricade doors with available materials.
 - Cover windows and turn off lights.
 - Silence cell phones and remain quiet, low, and spread out.
 - Do not huddle together.
 - Do not open the door to anyone knocking, Authorities Having Jurisdiction will be able to enter on their own.
4. Continually reassess your surroundings and options.
5. Await further instructions via Mount Alert, Campus Security, or authorized emergency personnel.

VIOLENCE REPORTING PROTOCOL (ON OR NEAR CAMPUS)

All incidents of violence must be reported to Campus Security immediately.

Campus Security will:

1. Conduct an initial investigation and risk assessment.
2. Contact emergency services if necessary.
3. Activate the Mount Alert mass notification system if the threat is ongoing or escalates.

RESPONSE PROTOCOLS: LOCKDOWN VS. HOLD AND SECURE

A Lockdown is initiated when there is an immediate threat to campus (e.g., active aggressor, armed individual). The goal is to isolate and protect individuals from harm.

LOCKDOWN PROCEDURES:

1. Take shelter in the nearest secure room (classroom, office, residence).
2. Lock or barricade the door.
3. Stay away from windows and doors.
4. Remain silent and out of sight.
5. Do not open doors until an All Clear is issued.

All building entrances will be locked to prevent entry. Individuals must remain in place until notified otherwise.

HOLD AND SECURE PROCEDURES:

A Hold and Secure is initiated based on the nature and proximity of the threat to campus, (e.g., police activity in the surrounding area).

1. Outer doors of campus buildings are locked.
2. No one may enter or exit the building.
3. Campus operations continue as normal inside the buildings.
4. Individuals must remain indoors and await instructions or until an All Clear is issued.

This protocol is precautionary and designed to prevent individuals from inadvertently entering a dangerous area.

7.2. Animal Attacks

While animal attacks on campus are unlikely, wildlife and domestic animals such as crows, deer, dogs, cats, rats, coyotes, and foxes may be present. Prevention is the most effective defense.

PREVENTION GUIDELINES

- Avoid contact with wild or stray animals.
- Do not feed or attempt to pet any animal on campus.

IF CONFRONTED OR AN ATTACK OCCURS:

1. Do not run – running may trigger a chase response.
2. Back away slowly, facing the animal.
3. Make noise to discourage the animal from approaching.
4. Seek shelter indoors as quickly and safely as possible.
5. Call Campus Security's Emergency Line at 902-457-6111 immediately.
6. If an attack occurs, seek medical attention.
7. Provide Campus Security with details about the animal and the location of the incident.
8. Campus Security will contact the appropriate animal control or wildlife authorities to respond to the situation.

7.3. Bomb Threat

IMMEDIATE ACTIONS UPON RECEIVING A BOMB THREAT

If Received by Telephone

1. Remain calm and attempt to gather as much information as possible (e.g., location of the device, time of detonation, caller's tone and background noise).
2. Ask the following questions:
 - Where is the bomb located?
 - What does it look like?
 - When or what will cause it to explode?
 - What kind of bomb is it?
 - How do you know about the bomb?
3. Notify Campus Security's Emergency Line immediately at 902-457-6111.

If Received in Writing (e.g., fax, email, text)

1. Notify Campus Security's Emergency Line immediately at 902-457-6111.
2. Handle the document as little as possible to preserve evidence.
3. Turn over the document to Campus Security for investigation.

If a Suspicious Item is Found

1. Do not touch or move the item.
2. Notify Campus Security immediately.
3. Campus Security will initiate response procedures in accordance with established protocols.

EVACUATION PROCEDURES

If notified to evacuate, follow these steps:

1. Remain calm and follow instructions promptly.
2. If time permits, take essential personal items (e.g., coat, handbag, briefcase, medications).
3. Exit the building using the nearest accessible exit.
4. Move away from the building and proceed to the designated muster station, unless directed otherwise.

5. Wait for further instructions. Updates will be provided via:
 - Mount Alert
 - Authorized emergency personnel
 - Campus Security
6. Only return to the building when an All Clear is issued.

7.4. Chemical Spills

Chemical spills may involve substances such as flammables, corrosives, oxidizers, and toxics. All MSVU community members who work with hazardous materials must be properly trained and familiar with Safety Data Sheets (SDS) for each substance.

GENERAL SAFETY REQUIREMENTS

1. SDS must be readily accessible at all times in any area where hazardous materials are used or stored.
2. Lab supervisors are responsible for ensuring that staff receive appropriate training, SDS availability, and that the chemical inventory repository is regularly maintained through the MSVU online database.
3. Employees must review SDS before working with any hazardous material and understand proper use of personal protective equipment (PPE) and spill response procedures.

RESPONSE PROTOCOL

Section 1: If You Are Trained and Equipped to Respond

Before initiating cleanup, confirm the following:

1. Are you familiar with the SDS for the substance?
2. Do you understand the hazards involved?
3. Do you have the appropriate spill kit and PPE for the chemical?

If yes to all, proceed with cleanup:

1. Inform others in the area of the spill.
2. Remove ignition sources if the material is combustible and it is safe to do so.
3. Stop or contain the leak if safe to do so.
4. Review the SDS and don appropriate PPE.
5. Begin cleanup using the chemical spill kit and procedures outlined in the SDS.
6. Contact Campus Security at 902-457-6111 and provide:
 - Your name
 - Nature of the emergency
 - Location of the spill
7. Campus Security will notify the MSVU Safety Officer.
8. Use a scoop or dustpan to collect used absorbent and place it in the designated container provided in the spill kit.

9. Label the container and report it to the area supervisor or Facilities Management for proper disposal.

Section 2: If You Are Not Trained or Equipped to Respond

1. Evacuate the area immediately and close the door behind you.
2. Activate the building alarm using the nearest fire alarm pull station.
3. Proceed to the designated muster station for your building.
4. Once safe, call Campus Security at 902-457-6111 and provide:
 - Your name
 - Nature of the emergency
 - Location of the spill
5. Campus Security will notify the Fire Department and the MSVU Safety Officer.
6. Do not re-enter the area until an All Clear or further instructions are issued by Mount Alert, Campus Security, or AHJ.

7.5. Code Adam

A Code Adam is the response used to locate a missing child on campus. If you are aware of a missing child on campus, you should follow the steps below.

RESPONSE PROCEDURES

1. Report the missing child to Campus Security at 902-457-6111.
2. Provide the child's name, description and clothing, and last known location.
3. Follow any department issued Code Adam procedures.
4. Campus Security working with Facilities Management staff will initiate their Code Adam procedure to locate the child.
5. If the child is not located within 10 minutes, 911 must be contacted.
6. Await an All Clear or further instructions via Mount Alert, Campus Security, Authority Having Jurisdiction.

IF YOU LOCATE A CHILD REPORTED MISSING:

1. Approach calmly, greeting them with their name.
2. Let them know they are not in trouble and ask they remain in the area.
3. Contact Campus Security, who will arrive to confirm the identity of the child.

IF YOU SEE A PERSON WITH A CHILD MATCHING THE DESCRIPTION:

1. Relay this information immediately to Campus Security at 902-457-6111.
2. Ask both the person and child for their names.
3. Use reasonable efforts to delay, but do not physically intervene or put yourself at risk.
4. If they appear to be leaving campus, call 911 immediately.

7.6. Fire Emergency

IMMEDIATE ACTIONS

1. If you become aware of smoke or fire in your area, leave the area immediately.
2. Close the doors behind you to contain fire and smoke.
3. Activate the nearest fire alarm station to alert others in the building.
4. Evacuate calmly using the nearest safe exit.
5. Contact Campus Security's Emergency Line at 902-457-6111 from a safe location.
6. If necessary, call 911 (or 9-911 from a campus phone) to request emergency services.
7. Proceed to the nearest muster station (refer to the muster station map in **Appendix A**).
8. Remain at the muster station until further instructions or the All Clear is provided.

CAUTION

- If you encounter smoke in a stairwell, use an alternate exit if possible. If no safe exit is available, seek refuge in the nearest room and alert Security or emergency personnel.
- If available, place a wet cloth at the base of the door or over your mouth to reduce smoke inhalation.
- Know the locations of fire alarm pull stations in your area.
- Know where your nearest fire extinguisher is located, as well as your primary and alternate exits.
- Do not use elevators unless explicitly instructed to do so by emergency personnel.

7.7. Flooding

FLOODING MAY OCCUR DUE TO:

- Burst pipes (often caused by freezing).
- Sprinkler system activation.
- Severe weather with high levels of precipitation.
- External water sources entering buildings.

INTERIOR FLOODING RESPONSE

If flooding occurs inside a building:

1. Leave the affected area immediately and move to a safe location within the building.
2. Avoid using elevators.
3. Call Campus Security at 902-457-6111.
4. Provide your name, location, and a brief description of the situation.
5. Do not re-enter the flooded area until authorized by Campus Security or emergency personnel.

CAMPUS-WIDE FLOODING AND EVACUATION

If flooding affects multiple buildings or the broader campus:

1. The Emergency Management Team (EMT) may initiate a campus evacuation.
2. Designated vehicle routes will be established to keep roadways clear for emergency responders.
3. Campus Security or staff may be posted to direct traffic flow, if safe to do so.
4. If necessary, MSVU may arrange for temporary relocation of community members to an alternate safe location.

IF DIRECTED TO EVACUATE

1. Follow designated evacuation routes provided by Campus Security.
2. Do not walk-through floodwaters – even shallow water can be dangerous.
3. Do not drive through flooded areas – water depth may be deceptive.
4. If your vehicle is in a flooded lot, do not attempt to move it until cleared by Campus Security.
5. Await an All Clear or further instructions via Mount Alert, Campus Security, Authority Having Jurisdiction.

EXTERIOR FLOODING RESPONSE

During heavy rainfall or external flooding:

1. Remain indoors and avoid unnecessary travel.
2. Avoid basement or below-ground areas.
3. Be aware that Bedford Highway is prone to flooding during severe rain events. Campus exit routes may be redirected by Campus Security.
4. Follow all instructions from Mount Alert, Campus Security, or Authority Having Jurisdiction.

7.8. Gas Leaks

GAS LEAKS MAY INVOLVE:

- Flammable gases (e.g., propane, methane)
- Combustible or corrosive gases
- Toxic gases
- Oxygen or other pressurized gases

RESPONSE PROCEDURES

If a gas leak is detected or suspected:

1. Call Campus Security's Emergency Line at 902-457-6111 immediately.
2. If qualified and it is safe to do so, attempt to identify and stop the source of the leak.
3. Evacuate the area and move to a safe location.
4. Provide Campus Security with:
 - Your name
 - The nature of the emergency
 - The location of the leak
5. Campus Security will assess the situation and notify the appropriate authorities (e.g., Fire Department, Facilities Management).
6. Do not re-enter the area until an All Clear or further instructions are issued by Mount Alert, Campus Security, or AHJ

7.9. Infectious Disease Outbreak

Early reporting is critical to effectively managing infectious disease incidents. All members of the MSVU community share responsibility for identifying and reporting potential outbreaks. The Health Protection Act requires diseases and conditions listed as notifiable diseases are reported to Nova Scotia Health.

REPORTING RESPONSIBILITIES:

1. Individuals who have attended campus and become aware of a suspected or confirmed notifiable disease case must:
 - Report to the Safety Officer
 - Provide all relevant information to the Safety Officer
2. MSVU will notify the Nova Scotia Department of Health, which will provide direction and oversight, as required.

7.10. Natural Crisis

SHELTER-IN-PLACE PROTOCOL

Shelter-in-Place is used during environmental or weather-related emergencies when it is safer to keep occupants inside campus buildings. This may be necessary during:

- Hurricanes
- Severe snow or ice storms
- High wind events
- Air quality emergencies (e.g., wildfire smoke)

SHELTER-IN-PLACE GUIDELINES:

1. Move to the center of the building or an interior room without windows.
2. Remain in a designated safe area until the threat has passed.
3. Seek shelter under sturdy furniture (e.g., a desk) if needed.
4. Protect your head and neck from potential debris.
5. Do not go outside unless instructed by emergency personnel.

WEATHER EMERGENCY GUIDELINES

Weather conditions can change rapidly and significantly impact university operations. To stay informed:

1. Check the MSVU website for updates on [class cancelations and closure announcements](#).
2. Follow MSVU's social media channels.
3. Listen to local radio and TV news for weather advisories.
4. Check MSVU SAFE App for updates.
5. Stay tuned for updates and information via Mount Alert and MSVU SAFE App.

If Stranded on Campus During a Natural Crisis

1. Assess your personal safety before deciding to stay or leave.
2. Notify Campus Security of your location.
3. Follow instructions from Campus Security, Residence Life staff, or emergency personnel.

7.11. Power Outage

In the event of a power outage, building occupants should follow the procedures outlined below.

RESPONSE PROCEDURES

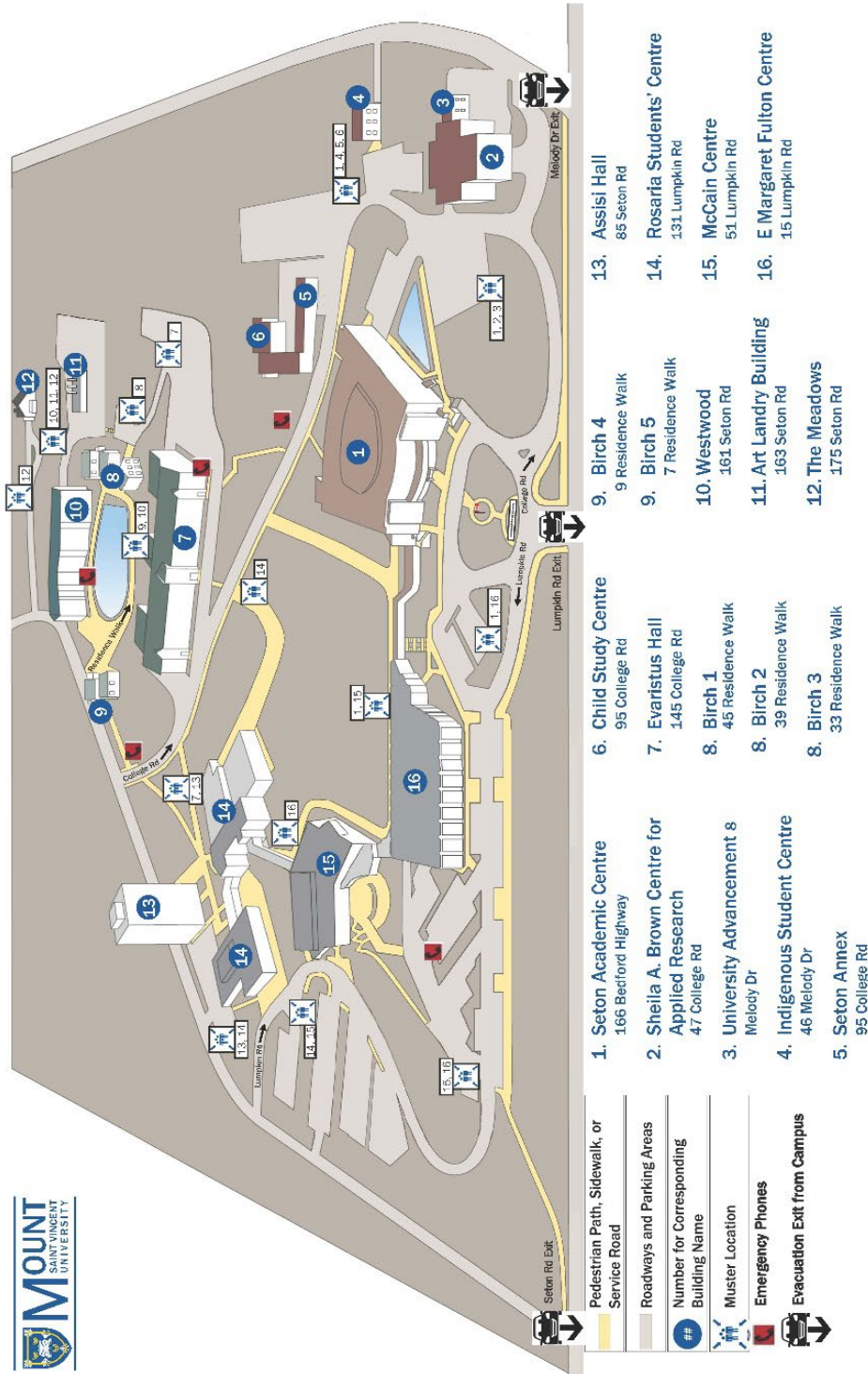
1. Remain calm and assess your surroundings.
2. Move to a naturally lit area and await further instructions.
3. Report the outage to Campus Security at 902-457-6111.
4. If instructed by Campus Security, or if the fire alarm is activated, evacuate the building and proceed to your designated muster station.
5. Emergency lighting in corridors and stairwells will activate and typically last approximately 20 minutes, allowing safe evacuation
6. Do not re-enter the building unless authorized by Mount Alert, Campus Security or Authority Having Jurisdiction.
7. If trapped in an elevator, use the emergency telephone to contact Campus Security.
8. If in a dark workspace and unable to move safely, stay in place and notify Campus Security at 902-457-6111.
9. If in residence, follow instructions from your RA, Don, or Campus Security.
10. Assist others, if it is safe and reasonable to do so.

Additional Considerations

- If the outage is expected to be prolonged, announcements may be made regarding building closures or relocations.
- In buildings with laboratories, do not resume work until ventilation systems (e.g., fume hoods) are confirmed operational.
- Consider keeping a flashlight, batteries, and a portable radio in your workspace or residence.
- Candles and other open flame devices are strictly prohibited in all campus buildings.

Appendices

Appendix A – Campus Map



Appendix B – Contact List

Emergency Numbers	
Fire, Police, Ambulance	911 (If calling from a campus phone, dial 9 – 911 Local)
	*If a 911 call is placed, please notify Campus Security immediately
Campus Security (Emergency Line)	902.457.6111
Non-Emergency Numbers	
Campus Security (24 hours a day, 7 days a week)	902.457.6412
Safety Officer	902.457.6286
Health Services	902.457.6354
Harassment and Discrimination Advisor	902.457.6766
Halifax Regional Police, Victim Services	902.490.5020
EMT Members	
Vice-President, Administration	902.457.6742
Director, Facilities Management	902.457.6482
AVP University Relations	902.457.6339
Registrar	902.457.6419
Manager of Security	902.457.6483
Safety Officer	902.457.6286

Appendix C – Emergency Phones

Emergency phones are strategically located across campus and connect directly to Campus Security in the Assisi Information Centre, which is staffed 24/7.

Exterior emergency phones are painted yellow and are identified with emergency phone signs illustrated on the campus map. They are located in the following areas:

- Bottom of staircase between Seton and Evaristus
- Front, north corner of Evaristus near Pay and Display
- On the wall outside 1st floor entrance of Westwood
- On a pole in the EMF back parking lot
- At the walkway between the top of College Rd and Birch 5

Interior information/emergency phone are located in the following areas:

- Seton Academic Centre lobby
- Next to each elevator on Seton 3rd, 4th, and 5th floors
- Next to the front entrance of RBC Link (between Seton and the EMF)
- 3rd floor hallway outside the Bookstore in Rosaria Student Centre
- Inside all elevators

Appendix D – Emergency Response Plan Information

Sections	Date of Last Review
Emergency Response Policy	September 9, 2025
Emergency Response Protocols	
Bomb Threat	September 9, 2025
Fire	September 9, 2025
Active Aggressor	September 9, 2025
Code Adam	September 17, 2025
Power Outage	September 9, 2025
Natural Crisis	September 9, 2025
Infectious Disease (Outbreak)	September 9, 2025
Emergency Evacuations	September 9, 2025
Violence On or Near Campus	September 9, 2025
Animal Attacks	September 9, 2025
Flood	September 9, 2025
Chemical Spill	September 9, 2025
Appendices	
Campus Map	September 9, 2025
Contact List	September 9, 2025