

Emergency Response Plan



S.J. Carew Building

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1.0 Purpose and Scope

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

2.0 Definitions

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

Buddy System – A procedure whereby a friend, colleague, or staff member is allocated the responsibility of ensuring that the person, who may require assistance, is alerted of the need to evacuate the building and may assist that person in the evacuation.

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

Designated Authority - is a member of the senior administration (President, Vice President, Associate Vice President, Dean, university Librarian or Director) assigned to each workplace. DAs have the power to delegate authority and the ability to ensure the availability of resources that are necessary to provide a safe, healthy, and secure environment.

3.0 Authority

3.1 Authority

Environmental Health and Safety (EHS), Memorial University of Newfoundland and Labrador (MUNL) has the authority under the *Occupational Health and Safety Regulations, 2012* sections 38 and 39 under the *Occupational Health and Safety Act* (O.C. 2012-005) and National Fire Code of Canada 2010 section 2.8 (Emergency Planning) to implement the CODE RED ERP and may require or recommend changes to the plan.

3.2 Emergency Responder's Authority

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

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



SJRFD to confine, control, and extinguish a fire.

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

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

4.0 General Information

4.1 General Building Information

The S.J. Carew Building is a four story concrete, masonry and steel structure located on Arctic Avenue in the City of St. John's NL. The building is protected by a single stage fire alarm system with fixed fire extinguishing systems in EN-2004B and EN-4024. The building is operational 24/7 due to unrestricted access to researchers. Floor plans are available in Appendix A.

4.2 Building Hours

S.J. Carew Emergency Wardens are available from 08:30 to 17:00. During some periods of the working hours of operation it may be possible that not all Emergency Wardens will be present. When Emergency Wardens are not present or the building is operating outside these hours, individuals will be responsible to follow Emergency Procedures posted and contained in Appendix B and available via www.mun.ca/emergency and the MUN Safe app.

4.3 Emergency Warden Positions

All Memorial University Buildings will require at least one Emergency Floor Warden for every twenty-five employees. The S.J. Carew Building will require the following human resources to be Emergency Wardens to fulfill the roles and responsibilities required for evacuation. These positions are to be assigned by the primary occupant of the building. Please refer to Appendix C for a list of wardens and their contact information.

Emergency Building Warden	1
Alternate Emergency Building Warden	1
Emergency Floor Wardens	4
Alternate Emergency Floor Wardens	4

5.0 Preparedness

5.1 Roles and Responsibilities

5.1.1 Primary Occupant

The Workplace Designated Authority (DA) and the Workplace Health and Safety Committee (WHSC) shall:

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

5.1.2 All Members of the University Community

- Self-educate with respect to emergency planning on campus. This includes being knowledgeable of procedures and protocols and knowing how to react appropriately (e.g. knowing when to evacuate or not to evacuate a building);
- Become self-prepared, identifying all mitigation strategies for protection when and wherever possible (e.g. use of mobile blue light feature in MUN Safe app);
- Know the campus emergency telephone number, 864-4100;
- Know the evacuation route, and assembly points for the area in which you live, work, study or enjoy recreational activities;
- Participate in any applicable emergency management training related to the duties/responsibilities you have on campus; and
- Become familiar with persons who live, study or work in your area who have disabilities or challenges. Be prepared to assist in emergencies to ensure their safety.

5.1.3 Emergency Building Warden

The emergency building warden shall:

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

Upon Hearing a Stage 1 Fire Alarm (Intermittent Alarm)

- Proceed to the main fire alarm control panel, press and hold the alarm button to acknowledge the Stage 1 fire alarm. The fire alarm system will automatically enter the continuous Stage 2 alarm after a five-minute interval if the Stage 1 alarm is not acknowledged.
- Identify the area of the building in which a fire alarm device has been activated by viewing the fire alarm control panel.
- Communicate with Zone emergency wardens via radio on the alerted floor. Direct them to confirm conditions if they have not already identified the alarm location.
- Confirm notification of the fire department by calling 911.
- Assign the emergency fire warden to report to the front entrance to unlock doors and await the arrival of the fire department.
- IF NO SMOKE OR FIRE HAS BEEN DETECTED BY THE EMERGENCY FLOOR WARDEN – Leave the alarm in Stage 1 mode. The fire department will deactivate the alarm once they have confirmed that no smoke or fire exists in the building. Contact all Floor Fire Wardens to advise them of the false alarm status and direct them to keep all residents in their existing location until the alarm has been reset by the fire department.
- IF SMOKE OR FIRE HAS BEEN DETECTED BY THE FLOOR EMERGENCY WARDEN – Ensure the Stage 2 fire alarm has been activated and evacuate the building.
- Remain at the main fire alarm control panel to receive the fire department and inform them of the fire location and to direct all other staff reporting to the lobby.

Upon Hearing a Stage 2 Fire Alarm (Continuous Alarm)

- Floor Emergency Wardens in the immediate vicinity of the fire location to evacuate the building.
- Advise the fire department of the location of persons requiring assistance as necessary.

5.1.4 Alternate Emergency Building Warden

The Alternate Emergency Building Warden shall:

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

5.1.5 Emergency Floor Warden/Alternate

Emergency floor wardens shall be appointed for each floor area occupied. The emergency floor wardens/alternates shall:

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

5.1.6 Environmental Health and Safety

EHS shall:

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

5.2 Training

Training is required for Emergency Wardens under the NFC of Canada 2010 Section 2.8.1.2 and the *Occupational Health and Safety Regulations, 2012* section 41 under the *Occupational Health and Safety Act*. The emergency warden training will be conducted by EHS. To register for training please complete the online training form at https://www.mun.ca/health_safety/training/inclassregistration.php

5.3 Testing

5.3.1 Drills

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

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

All drills will be evaluated as per the Evaluation Checklist, Appendix D. Occupants must meet the



minimum requirements as outlined in the checklist in order to pass the drill. If the occupants fail a drill, they will be required to redo the drill within the same calendar year until they are able to meet the minimum requirements.

5.3.1.1 Participation

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

5.3.1.2 Pre-Planning Fire Drills

The OCRO is responsible to design a schedule for all drills for Memorial's St. John's campus and will lead such drills. The following people shall be notified of the evacuation drill a week in advance and a day before by the WHSC:

- Assigned EHS advisor;
- Director, EHS;
- Office of Emergency Management.

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

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

A debriefing session of the emergency wardens, the WHSC and representatives of the OCRO shall be held after carrying out drills. This session will be organized by the OCRO.

5.3.2 Exercises

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

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

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



5.3.2.1 Participation

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

5.3.2.2 Pre-Planning Exercises

The OCRO is responsible to design a schedule for all exercises for Memorial's St. John's campus and will lead such exercises. Persons selected to participate in the exercise will be invited in advance.

Immediately following the exercise, a debriefing session of the participants and representatives of the OCRO. This session will be facilitated by the OCRO.

6.0 Prevention/Mitigation

6.1 Emergency Protection Equipment

This building contains the following equipment:

- Fire Alarm System**
- Partial Sprinkler system**
- Public Access System**

This building contains the following firefighting equipment:

- Standpipe**
- Fire Extinguishers**

This building contains the following equipment for emergency response:

- Emergency Lighting**
- Exit Signs**
- Floor Plans**
- First Aid Kits**
- Emergency Procedure Posters**
- Automated External Defibrillator**

6.2 Fire Extinguishers - Usage and Types

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

Classes of Fire

Class A Wood, paper, cloth, ordinary combustibles



Class B	Flammable liquids and Flammable gases
Class C	Energized electrical equipment
Class D	Combustible metals [i.e. magnesium]
Class K	Cooking Media (lards, fats & oils)

Classes of Extinguishers

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

Fire Extinguisher Operating Procedure

P. A. S. S.

Pull	the pin.
Aim	the extinguisher nozzle at the base of the fire.
Squeeze	or press the handle.
Sweep	from side to side at the base of the fire and discharge the contents of the extinguisher.

6.3 Inspection and Maintenance

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

Portable Fire Extinguishers NFPA 10

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

Standpipe Systems NFPA 14

1. Shall be inspected annually

2. A flow test shall be conducted every 5 years. Hydrostatic tests shall be conducted every 5 years.

Fire Doors NFPA 80

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

Emergency Lighting Units (self contained) NFC.

1. Shall be inspected at intervals not greater than 1 month to ensure that
 - Pilot lights are functioning and not obviously damaged or obstructed.
 - The terminal connections are clean, free of corrosion, and lubricated when necessary.
 - The terminal clamps are clean and tight as per manufacturer's specifications.
 - The battery surface is kept clean and dry.
2. Shall be tested
 - At intervals not greater than 1 month to ensure that the emergency lights will function upon failure of the primary power supply, and
 - At intervals not greater than 12 months to ensure that the unit will provide emergency lighting for duration equal to the design criterion under simulated power failure conditions.

6.4 Hazard Recognition, Evaluation and Control

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

Some common fire hazards are:

- Electrical systems that are overloaded, resulting in hot wiring or connections, or failed components
- Combustible storage areas with insufficient protection
- Combustibles near equipment that generates heat, flame, or sparks
- Smoking
- Equipment that generates heat and utilizes combustible materials
- Cooking appliances - stoves, ovens
- Heating appliances - furnaces, boilers, portable heaters
- Electrical wiring in poor condition
- Batteries
- Personal ignition sources - matches, lighters
- Electronic and electrical equipment

- Storage and handling of flammable liquids, solids, gases
- General storage (blocking aisles, means of egress, etc.)

Refer to MUN's [Hazard Identification and Risk Management](#) element to assist in identifying hazards and implementing corrective actions.

6.5 Hazardous Materials

Hazardous materials are substances that are flammable or combustible, explosive, toxic, noxious, corrosive, an irritant or radioactive. A hazardous material spill or release can become a risk to life, health and/or property. An incident can result in the evacuation of a few people, a section of a facility, or even larger.

Planning:

- Identify and label all hazardous materials stored, handled, produced and/or disposed of by your facility
- Obtain Safety Data Sheets (SDS) for all hazardous products at your location
- Develop an appropriate response procedure
- Recognize and report hazardous material spills and/or releases
 - A. Notify your emergency building warden
 - B. Warn nearby persons of the incident
 - C. Establish evacuation procedures
 - D. Notify EHS

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

6.6 General Safety Guidelines and Policies for All Occupants

6.6.1 Smoking Policy

Memorial University has a smoking policy that can be accessed at <https://www.mun.ca/policy/browse/policies/view.php?policy=243>

- No smoking on campus
- The Smoking Policy shall be respected

6.6.2 Extension Cords

- Personal extensions cords are not to be used
- Request and approval for extension cords must be obtained from Facilities Management
- Only CSA approved extension cords are to be used
- Never join extension cords
- Use only one device per cord

- Visually inspect all cords and do not use any which are frayed or worn
- Do not conceal cords, under rugs, etc.
- Extension cords are only for short term, temporary use, not permanent wiring

6.6.3 Electrical Equipment

- Report any abnormalities with equipment to the electrical department such as overheating, etc.
- Turn off equipment when not in use
- Electrical equipment shall be CSA listed and labeled
- All equipment should be turned off when office is unoccupied
- Ensure that plugged in equipment has ample space between the equipment plug and wall outlet

6.6.4 Storage

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

6.6.5 General Safety

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



7.0 Response

7.1 First Responder Response

The SJRFD upon notification from CEP will go to the main entrance of the S.J. Carew Building located of Arctic Avenue where the enunciator panel is located on level 2. They will be met by CEP who will provide them with the necessary information about the emergency and the physical layout of the building (Appendix A which contains the floor plans).

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

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

7.2 Evacuation Procedures in the Event of a Fire Alarm

7.2.1 All Occupants

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

7.2.2 Campus Enforcement Patrol (CEP)

Upon activation of a fire alarm, CEP will:

- Respond immediately to the location of the fire alarm and/or fire;
- Activate emergency lights when responding via CEP vehicle on MUN property only;
- Maintain regular radio communications to the Dispatcher and all Officers;
- Go to the buildings fire panel, if safe to do so, to identify the trouble area and await the arrival of SJRFD;
- Maintain control of the scene until the arrival of SJRFD. At which point command of the scene will be relinquished;
- Take direction from SJRFD upon their arrival to the scene;
- Assign responding Officers to
 - Traffic and pedestrian control;
 - Maintain perimeter security and perform perimeter sweeps of entire exterior of building;
 - Assist in the evacuation of persons from the building, only using the Evac Chair Procedure when needed and if safe to do so; and
 - Other related duties.

- Direct the dispatcher to request resources from Facilities Management if required, such as barricades to be used for perimeter control;
- Contact the Manager on-duty/on-call to acquire guidance or further direction if needed;
- Assist North Campus Boiler Room staff if required and safe to do so;
- Depending on the situation, decide to move evacuees to a safe interior space to await further information, for example, during inclement weather or prolonged evacuations; and
- Communicate effectively throughout the incident with
 - CEP Personnel
 - MUN Personnel directly involved in the incident
 - All evacuees including informing them of the “All Clear” as given by SJRFD informing them that it is safe to return to the building.

7.2.3 Emergency Building Warden/Alternate

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

Emergency Building Warden/Alternate shall:

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

7.2.4 Floor Wardens/Alternate

- If possible, retrieve identifiable clothing and/or resources (i.e. hat, vest, clipboard, etc.)
- Meet at a designated point on their assigned floor/area and coordinate duties as necessary and implement a buddy system where required to help with the mobility impaired and/or injured persons. Check to ensure normal evacuation routes are safe. Choose an alternate route for use in the event egress is blocked by fire or smoke. DO NOT USE ELEVATORS
- Supervise the orderly evacuation of their area to a safe designated assembly point outside (Appendix E)
- Close doors and windows where possible
- As soon as the main evacuation flow is over, check all rooms, closets and washrooms to make sure that the floor has been completely evacuated
- Do not waste time if people are reluctant to leave. Make note of the individual(s) and

- the area they were last seen. Pass the information on to the Emergency Building Warden
- Once evacuation of the entire floor/area has been completed, all Floor Wardens will regroup if possible and exit together. The Floor Wardens will report to the Emergency Building Warden at the main entrance to Biotechnology to give their report as to whether their floor was completely searched and if there were any persons needing the assistance of the CEP or SJRFD
 - Go to their designated assembly point (Appendix E)
 - Always cooperate with all Emergency Officials
 - Inform the emergency building warden of assembly point issues, status of unfolding events and resource requirements
 - Participate in debriefings resulting from the evacuation
 - Notify the emergency building warden of all emergencies

7.2.5 Environmental Health and Safety

Once SJRFD provides the all clear, EHS to coordinate the site assessment to determine whether it is safe and appropriate to reoccupy the facility.

7.3 Shelter in Place Emergency Procedures

7.3.1 All Occupants

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

When you receive notification of such an event via the MUN Safe app, Building PA System or another notification mechanism please follow procedures as outlined below.

7.3.2 Campus Enforcement and Patrol (CEP)

In the event of an active intruder, CEP will

- Respond immediately to the general vicinity of the event if safe to do so. They will not enter any dangerous or unsafe areas;
- Activate emergency lights when responding via CEP vehicle on Memorial property only;
- Maintain regular radio communications to the dispatcher and all officers;
- Establish a perimeter at a safe distance from the incident. The purpose of the perimeter is to ensure personnel to not enter the area of the incident and to assist people evacuating the area.
- Ensure a second officer has returned to the Communications Control Centre to assist the primary dispatcher;
- Assign responding Officers to
 - Traffic and pedestrian control;

- Maintain perimeter security; and
 - Other related duties.
- Take direction from the RNC upon their arrival to the scene and act as the Liaison between CEP and the RNC;
- Direct the dispatcher to request resources from Facilities Management if required and safe to do so, such as barricades to be used for perimeter control;
- Contact the Manager on-duty/on-call to acquire guidance or further direction if needed;
- Communicate effectively throughout the incident with
 - CEP Personnel;
 - RNC Personnel and other first responders; and
 - Memorial Personnel directly involved in the incident.

7.3.3 Emergency Building Warden/Alternate and Floor Wardens/Alternate

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

Emergency building warden/alternate shall:

- Figure out the situation. If you hear shots fired or a commotion that leads you to suspect danger is near, trust your instincts. Investigate, where safe to do so, and try and determine what is happening around you and if you are in danger, but do not put yourself at risk;
- If safe to do so, assume a leadership role for those that are in your immediately vicinity. Remember your personal safety is your number one priority;
- In the event that you witness a person(s) with weapons and /or a situation where it appears that danger is imminent, you must first consider your own safety. Determine if you and others near you can leave the area safely. If you have not been detected, and you have an escape route, your best option may be to leave. Move as quickly and quietly as possible to a safe area. If others are reluctant to follow, do not spend time trying to convince them. Call 911. If you are not able to leave safely, you may have to seek shelter.
- The purpose of sheltering yourself is to protect you and others from the intruder(s). If you cannot leave safely, you must seek shelter from an armed intruder(s).
- Immediately move to the nearest room you feel is safe with as many people as possible.
 - Lock and/or barricade the door. Block the door with desks, chairs, etc. to make it very difficult for the intruder(s) to enter and cause you harm.
 - Turn off lights and/ or maintain minimal lighting.
 - Close/lock and stay away from all windows and blinds.
 - Lie flat on the floor or take adequate cover out of sight.

- After contacting Police / CEP, turn off or silence your cell phone.
- Remain calm and quiet and do not attempt to leave.
- Comfort others who may be panicking and assist injured if necessary.
- Consider planning in case the intruder(s) gains access to the room.
- Do not attempt to leave until police or CEP arrive and tell you it is safe.
- When police do arrive, show your hands slowly. Do not run towards them. Wait for police to approach you and follow their instructions.
- Report what is happening: Immediately call 911 and report the incident. It is important to give as much detail as possible about the situation and the intruder(s), such as physical description, type(s) of weapon(s) involved, and the location of the incident. The operator may ask you to stay on the line. Once finished with 911, call CEP on the Emergency Line at 4100 from an office phone, or 864-4100 from a cell phone. Explain your situation, location and after you notify CEP, silence your phone.
- Wait for police and/or CEP to arrive. Do not enter hallways, stairwells, etc. until instructed to do so. Upon arrival of the police, obey their instructions. Do not make any quick movements, wait for their instructions. Slowly show your hands. The police do not know you and they have to be satisfied that you are not a threat to them. They may hand cuff you, search you or ask you to remain still. These are routine measures until they believe they have the situation under control.

8.0 Recovery

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

The University will ensure services and programs are in place to address:

- the psychological and emotional impact;
- the operational impact, including business and academic continuity;
- community impact; and
- litigation and insurance issues.

8.1 Psychological/Emotional Impact

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

- Critical incident stress;
- Grief and loss; and

- Post-traumatic stress.

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

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

8.2 Operational Impact

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

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

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

8.3 Litigation/Insurance Issues

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

There will be a requirement for the OCRO to conduct a damage assessment in conjunction with personnel from the university who have responsibility for the university functions which have been impacted or affected by the event. Once the damage assessment has been completed and repair costs



determined, the repairs will be carried out under applicable procedures.

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

8.4 Post-Incident Review

The OCRO will conduct a review only in a Level 2 or Level 3 emergency situation.

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

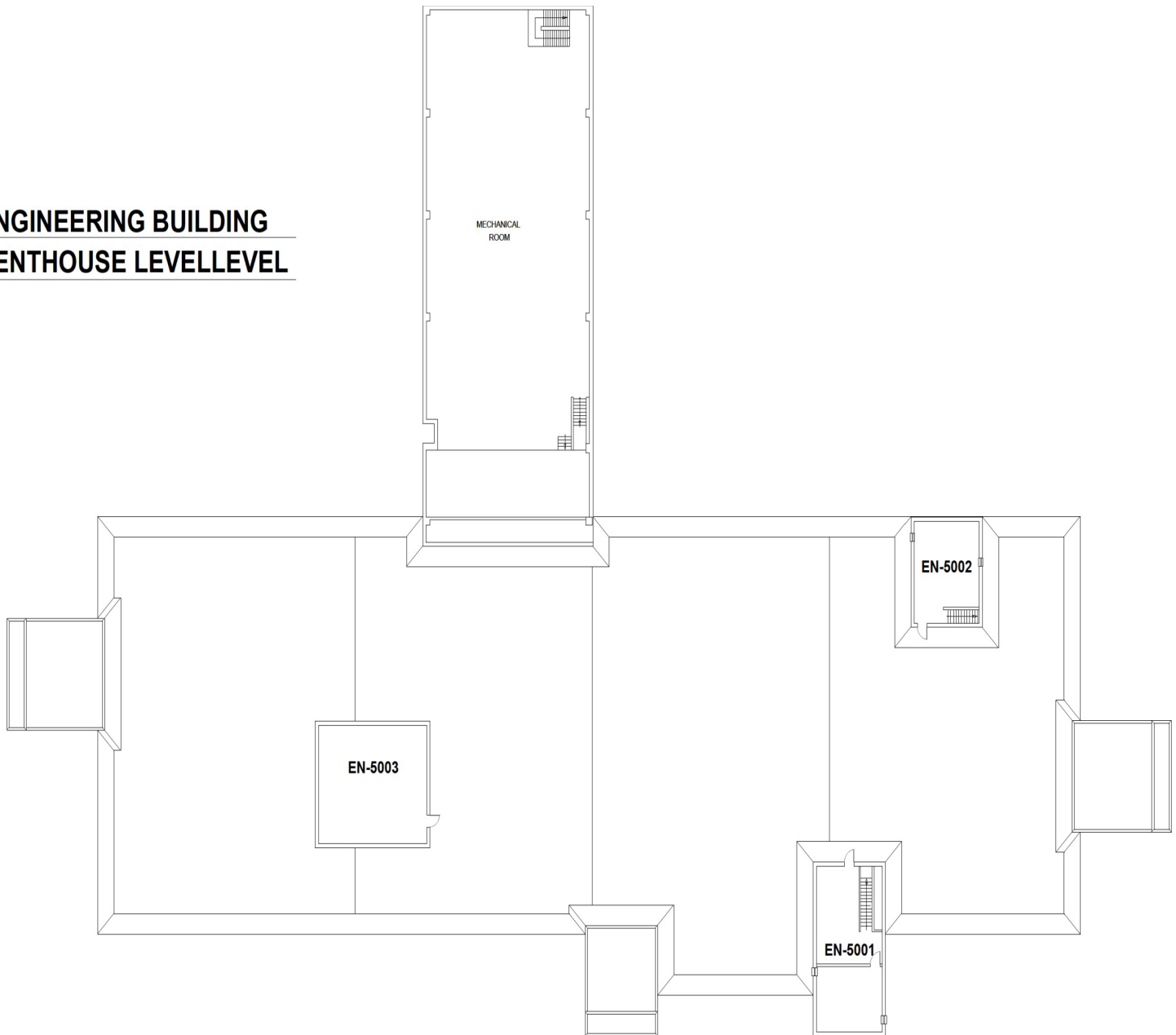
All recorded activities, documentation, and reports need to be submitted to the OCRO within an appropriate timeframe following a Level 2 or 3 incident. This will depend upon the nature and scope of the emergency. These records will be analyzed by the emergency management staff and a post-incident report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

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



ENGINEERING BUILDING
LEVEL - 3

**ENGINEERING BUILDING
PENTHOUSE LEVEL**



Appendix B: Emergency Response Procedures

EMERGENCY RESPONSE PROCEDURES

● FIRE

If You Discover Fire, See Smoke Or Smell Gas:

- Sound alarm to warn occupants;
- Evacuate IMMEDIATELY using the nearest safe exit and proceed outside and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point. **DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;**
- If trained to do so, fight fire using a fire extinguisher only if small and not between you and an exit;
- Call CEP.

● EVACUATION

If The Fire Alarm Sounds or You Are Advised to Evacuate:

- Stop all work and remain calm;
- Evacuate IMMEDIATELY using the nearest safe exit and proceed outside and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point. **DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;**
- Do not try to remove any vehicle from the parking lot/garage;
- Obey all instructions from the Emergency Wardens and CEP;
- Return to the building only when CEP has authorized you to do so.

● ACTIVE INTRUDER

Assume a Survival Mindset:

- **Figure Out** – Try to determine what is happening around you and if you are in danger but without putting yourself at risk;
- **Get Out** – If you have not been detected, and you have an escape route, your best option may be to leave, if it is safe to do so;
- **Hide Out** – If you cannot leave safely, you must seek shelter from an armed intruder(s):
 - Move to the nearest room you feel is safe;
 - Lock and/or barricade the door if possible;
 - Turn off lights and/or maintain minimal lighting;
 - Close/lock and stay away from all windows and blinds;
 - Lie flat on the floor or take adequate cover out of sight;
 - Comfort others who may be panicking and assist injured if necessary;
 - Consider making a plan in case the intruder(s) gains access to the room;
 - Remain calm and quiet;
- **Get the Word Out** – If safe to do so, call 911 and report the incident. Once finished with 911, call CEP. After you notify CEP, silence your phone;
- **Wait Out** – Wait for police and/or CEP to arrive. Do not enter hallways, stairwells, etc. until instructed to do so. Upon arrival of the police, obey their instructions, including showing your hands when asked to do so.
- **Take Out** – Fighting is your absolute last resort. Only confront a violent or armed intruder if you somehow became trapped in a space with no escape. Attempt to disarm and incapacitate, commit to aggressive action, improvise weapons and commit to your actions.

● SEVERE WEATHER

- Advisories for late openings and/or closures will normally be issued by 7 a.m. and early closures will normally be announced at least one hour in advance. Listen to local radio stations for advisories and check www.mun.ca or follow Memorial on Twitter @MemorialU for information.

● COMMUNICABLE DISEASE

The 3C Campaign will help prevent the spread of communicable diseases:

- Clean – Wash your hands;
- Cover – Cover your coughs and sneezes with a tissue or the crook of your arm;
- Contain – Contain your illness; stay home and rest.

● HAZARDOUS SPILL OR GAS LEAK

- Take prompt action to prevent further release or harm to persons in the area as per the Hazardous Spill or Gas Leak procedures found on the Emergency Management website;
- Evacuate immediately and sound the building alarm if you have any doubts about your safety or that of others in the area of a spill or leak;
- Call CEP.

● BOMB THREAT

- If threat is received by phone, use the Bomb Threat Guidelines, available on the Emergency Management website, and gather as much information as possible, then call CEP;
- If a threat is received in writing, call CEP immediately and turn over the document to them;
- Do not touch any suspected items. Should a suspected item be located, call CEP;
- Evacuate if advised to do so.

● SUSPICIOUS PACKAGE

If You Should Spot a Suspicious Object or Package:

- Do not touch it, move it or tamper with it in any way;
- Call CEP and report it to your supervisor;
- Do not use a cell phone within 30 metres of the object;
- Open all windows in the immediate area;
- Evacuate the immediate area.

● MEDICAL EMERGENCY

- If illness or injury is serious, do not move the person;
- Call CEP and follow instructions;
- If appropriate and available, get someone with First Aid Training to help;
- Send someone to meet emergency personnel outside and direct them to the person's location.

● POWER OUTAGE

- Report the power failure to CEP and/or Work Control at 864 7600;
- Evacuate to your nearest assembly point, if advised to do so and await further instructions;
- Do not re-enter the building unless advised to do so by emergency personnel;
- If in an elevator, use the telephone to notify CEP and assistance from emergency personnel will be forthcoming;
- 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. 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 residence life advisor;
- Assist others if necessary.

● IM/IT INFRASTRUCTURE FAILURE AND COMPUTER SECURITY

- Contact the Computing and Communications Service Desk at 864 4595 for IM/IT equipment systems failures (including Banner (student or finance), student portal, D2L (hardware support), telephone systems, and/or network failure) or computer security issues (including malware, hacking, phishing, virus, identity theft and/or data theft).

Campus Enforcement and Patrol (CEP) – 864 4100 | For more information see www.mun.ca/munsafe



Appendix C – Fire Warden Contact Information

Position	Name	Office/ Location	Phone #/ Alternate #	Email
Emergency Building Warden	Sarah Lewis	EN-4018C	864-7467/ 728-9090	sjlewis@mun.ca
Alternate Emergency Building Warden	Vlastimil Masek	EN-4019B	864-7652	masek@mun.ca
Emergency Floor Warden (4 th floor)	Allison Kenny	EN-4018	864-8811	allison.kenny@mun.ca
Emergency Floor Warden (4 th floor)	Debbie Whelan	EN-4018D	864-8810	dawhelan@mun.ca
Alternate Emergency Floor Warden (4 th floor)	Shawn Beson	EN-4028H	864-3441	r49spb@mun.ca
Emergency Floor Warden (3 rd floor)	Carrie Wiseman	EN-3070	864-2022	cewiseman@mun.ca
Alternate Emergency Floor Warden (3 rd floor)	Kathryn Hong	EN-3011	864-3108	khong@mun.ca
Emergency Floor Warden (2 nd floor)	Geoff Rideout	EN-4019C	864-3746	g.rideout@mun.ca
Emergency Floor Warden (2 nd floor)	Vanessa Coish	EN-2109	864-8608	vcoish@mun.ca
Emergency Floor Warden (2 nd floor)	Zia Ahmed	EN-2109	864-8200	ziaa@mun.ca
Alternate Emergency Floor Warden (2 nd Floor)	Grace Akese	EN-2109	864-8200	gaa538@mun.ca
Emergency Floor Warden (1 st floor)	Trevor Clark	EN-1034B	864-3221	clarkt@mun.ca
Emergency Floor Warden (1 st floor)	Craig Mitchell	EN-1034B	864-7589	mitchellc@mun.ca
Alternate Emergency Floor Warden (1 st floor)	Matt Curtis	EN-1034B	864-2737	mattcurtis@mun.ca
Emergency Floor Warden (1 st floor)	Dave Snook	EN-1023F	864-8315	dtsnook@mun.ca
Emergency Floor Warden (1 st floor)	John Stamp	EN-1023E	864-6782	John.stamp@mun.ca

Updated September 2025



Appendix D: Drill Evaluation Checklist

Emergency Evacuation Drill Evaluation Form

Building: _____

Date: _____

Name of Evaluator: _____

Drill Scenario: _____

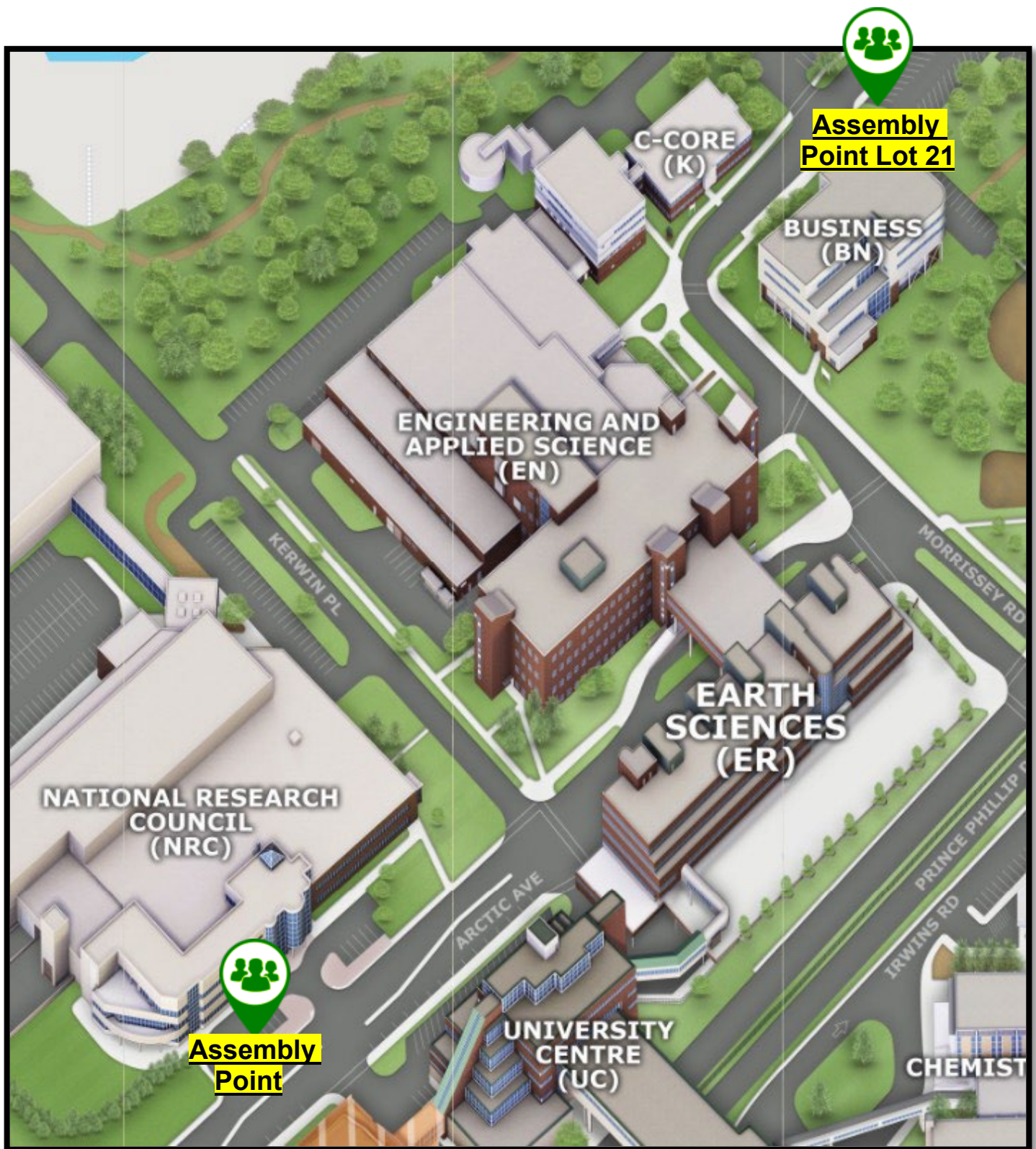
Time to evacuate building: _____

	Y	N	Comments
1. Did all occupants leave the building?			
2. Did wardens proceed to the assembly point?			
3. Was the audible alarm heard throughout the workplace?			
4. Did anyone re-enter the building before all clear was given?			
5. Were there any mobility impairments noted?			

Additional Comments:

OCRO-EP-R1-F1

Appendix E: Assembly Point for the S.J. Carew Building



Building Wardens: Sarah Lewis and Salim Ahmed (Alternate)

Date: _____

Evacuation Procedure for Building Warden

NOTE: Procedure for two-way radio usage on back of sheet.

Step 1: Building Warden (BW) goes to main entrance

Step 2: Receive floor status update from each floor warden ("Name of warden and floor # checked")

Step 3: Advise Fire Chief on status of floor warden reports

Step 4: Notify floor wardens of "all clear" when Fire Chief advises - only then can people return to building

<u>FOURTH FLOOR</u>	Floor Checked	<u>Comments</u>
Allison Kenny	<input type="checkbox"/>	
Debbie Whelan	<input type="checkbox"/>	
Shawn Beson	<input type="checkbox"/>	

<u>THIRD FLOOR</u>	Floor Checked	<u>Comments</u>
Carrie Wiseman	<input type="checkbox"/>	
Kathryn Hong	<input type="checkbox"/>	
Ahmed Elruby (Alternate)	<input type="checkbox"/>	

<u>SECOND FLOOR</u>	Floor Checked	<u>Comments</u>
Geoff Rideout	<input type="checkbox"/>	
Vanessa Coish	<input type="checkbox"/>	
Zia Ahmed	<input type="checkbox"/>	
Grace Akese (Alternate)	<input type="checkbox"/>	

<u>FIRST FLOOR</u>	Floor Checked	<u>Comments</u>
Trevor Clark	<input type="checkbox"/>	
Craig Mitchell	<input type="checkbox"/>	
Dave Snook	<input type="checkbox"/>	
John Stamp	<input type="checkbox"/>	
Matt Curtis (Alternate)	<input type="checkbox"/>	