

ENVIRONMENT, HEALTH & SAFETY

CAMPUS MAP

FEBRUARY 2013

Know the location of emergency equipment:

 **DEFIBRILLATOR WITH EMERGENCY PHONE**

 **FIRST AID STATION**

- Located inside the Main Office
- Located inside the Security Office
- Located inside the Custodial Office
- Located inside the IRC

 **EMERGENCY PHONE**

24/7 to Campus Security inside elevators and corridors



 Smoking is restricted
DESIGNATED SMOKING AREAS
only

Be Aware, Be Observant,
Be Thoughtful



Be Aware, Be Observant, Be Thoughtful, **BE SAFE!**



BROCK UNIVERSITY EMERGENCY PROCEDURES

BE SAFE @ BROCK: www.brocku.ca/safety or ext. SAFE (7233)

FIRE EMERGENCY

If you discover fire:

- SHOUT & pull fire alarm

If you hear the fire alarm:

- GET OUT, close doors & exit the building. You are responsible for evacuating yourself & anyone you are supervising when alarm rings.
- STAY OUT until told to return. Silenced bells do not mean the situation is safe. WAIT for the "all clear" from Campus Security & Wardens

At all times:

- PREVENT FIRES - no open flames
- KNOW exit and emergency equipment locations
- MAINTAIN safe passage for egress

SHOUT - GET OUT - STAY OUT

MEDICAL EMERGENCY

Minor Cuts and Burns

- GIVE FIRST AID & seek follow up medical attention as appropriate

Major Illness or Injury:

- GET HELP - 911 for ambulance then Campus Security x3623 or 905-512-4137 to coordinate
- GIVE HELP - check breathing, pulse, stop bleeding, give first aid. Do not move victim unless in danger.
- GIVE COMFORT - keep victim warm and calm.

Fatality/ Critical Injury: (ie. Loss of consciousness, sight or limb, significant bleeding, burn or fracture)

- SECURE SCENE but control any hazards
- IDENTIFY WITNESSES
- CONTACT HR/ EHS x7233 to call regulator & arrange investigation

IMMINENT THREAT

Shelter in Place/ Lockdown

- AVOID OPEN AREAS including corridors
- SECURE yourself & others
 - lock doors, close blinds, turn lights OFF, quiet phones
- COMMUNICATE
 - Active threat or injuries only to 911 or x3623 or 905-512-4137
 - Location & occupants to security@brocku.ca
- REMAIN CALM, Quiet, Patient
- LEAVE ONLY when help arrives or as directed by authorities.

SPLASH OR SPILL PROCEDURE

Splash:

- RINSE exposed skin or eye 15+min
- CALL others to assist & handle any spills
- REMOVE contacts or contaminated clothing
- CHECK MSDS & get medical attention

Spill:

- WARN all those in the area
- CONTAIN spills quickly by diking
- EXTINGUISH all possible ignition sources
- COVER to suppress fumes and evacuate
- PULL the fire alarm if in a public area, high volume/volatility/toxicity
- CALL HR-EHS if released to the environment
- CHECK MSDS for clean-up/disposal information (universal precautions if biological).
- LOCATE appropriate spill kit, absorbant &/or PPE
- CLEAN-UP, decontaminate, label & dispose as hazardous materials

EMERGENCY CONTACTS

Police/ Fire/ Ambulance	
Niagara Emergency Services	911
Violence/ Threat/ First Aid	3623 or
Campus Security Emergency	905-512-4137
Critical Injury/ Spill/ Concern	
Environment, Health & Safety	SAFE: 7233
Lights Out/Hazards/Damage	
Facilities Management	3717
Injury/ Illness or Health Question	
Student Health Services	3243
Student Help or Report "Student at Risk"	
Student Development Centre	3240/5484
Harassed or Bullied?	
Human Rights and Equity Services	5657

BOMB THREAT

- REMAIN calm & note telephone display information
- KEEP caller talking and gather information
- BE ALERT to suspicious packages (know your area)
- NOTE location, time and type of package or device
- DO NOT move the package
- NOTIFY Campus Security at x3623 or 905-512-4137 upon hang up or discovery
- INFORM supervisor & await further instruction
- FOLLOW instructions of Campus Security & Police who will determine the need for evacuation and search.