

# University Place Cafeteria

## Emergency Procedures Handbook Overview

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This document has been created by University Place Cafeteria's Department of Public Safety to provide an overview of the Emergency Procedures Handbook, with a special emphasis on how this information applies to you, the employee. The complete copy of the Emergency Procedures Handbook can be found on our intranet. A hard copy can be obtained from the Safety Director.

## Emergency Numbers and Communication

In the event of a life-threatening or extreme emergency, always call 911.

### UNIVERSITY PLACE CAFETERIA EMERGENCY NUMBERS

University Place Cafeteria Department of Public Safety	416 555-0119
Local Police	416 555-0111 (non-emergency)
Local Fire	416 555-0155 (non-emergency)
Ambulance Services	416 555-0134

## Introduction

University Place Cafeteria's Emergency Procedures Handbook has been designed to:

- ✓ Promote advanced planning for emergencies.
- ✓ Establish responsibilities for personnel.
- ✓ Set up procedures for handling specific types of emergencies.
- ✓ Promote training for personnel in emergency preparedness.

The purpose of this handbook is to provide guidance in responding to crisis situations. This plan establishes procedures, responsibilities, and duties, while also promoting planning and training for University Place Cafeteria personnel in the event of an emergency. This plan will help to ensure that University Place Cafeteria's response to an emergency is prompt, professional, and well-coordinated.

The Emergency Procedures Handbook is meant to act as a guideline for employees and other individuals that may be involved in the response to an emergency. University Place Cafeteria has developed a list of ~~recommended~~ emergency actions for various situations; however, it is impossible to prepare for every event. University Place Cafeteria reminds you that it is the responsibility of each individual to protect themselves as they best see fit. The following recommendations are meant to act as a guide in the event of an emergency. Please contact the Safety Director if you have any questions or concerns.

## Reporting Emergencies

**Q.** What is an emergency?

**A.** An emergency is any immediate threat to life and/or property that requires immediate response from police, fire, or ambulance personnel. Your ~~judgement~~ judgment often determines whether an incident is an emergency. When in doubt, err on the side of caution.

All employees, management, staff, and visitors are authorized to call 911 in the event of an emergency.

When reporting an emergency:

- ✓ Stay calm
- ✓ Stay on the line with the dispatcher
- ✓ Provide the address, location and description of the emergency
- ✓ Provide a ~~thorough~~ thorough description of the incident to ensure the appropriate resources are dispatched

## Emergency Telephone System Call Boxes

Emergency telephone call boxes are placed in various locations around the building and on company property. With the push of a button, an individual will be quickly connected to the Department of Public Safety.

## Evacuations/Fire Drills

- ✓ When the fire alarm is activated, ~~evacuate~~evacuate the building from the nearest exit.
- ✓ Never use an elevator during a fire emergency or drill.
- ✓ All employees should be aware of co-workers or visitors with disabilities. Disabled persons may require help to reach a point of safety, such as a stairwell. Employees should assist in a rescue in an emergency only if it can be done safely.
- ✓ Remain outside of the building until the building has been checked and is deemed safe for occupancy by the Public Safety Officer or Building Marshal on the scene.

## Medical

When an injury or illness occurs on campus, the Department of Public Safety is to be contacted immediately. Public Safety Officers (PSOs) are certified in CPR/AED and trained in first aid. PSOs are able to assist with minor injuries needing basic first aid care.

### *Automated External Defibrillator (AED)*

An automated external ~~defibrillator~~defibrillator (AED) is a medical device that analyzes the heart's rhythm. If necessary, it delivers an electrical shock, known as defibrillation, which helps the heart re-establish an effective rhythm. The AED must only be used on victims who are unconscious and not breathing normally. The AED shall be used in combination with Cardio Pulmonary Resuscitation (CPR) in instances of sudden cardiac arrest.

### *AED Locations*

AEDs are located on every floor, adjacent to the fire extinguishers. An additional AED is located in the company cafeteria.

Before using an AED, employees are strongly encouraged to read the detailed instructions for their use found in the complete Emergency Procedures Handbook.

## Criminal/Violent Behavior

### *Crime/Incident in Progress*

Protect yourself. Only intervene if you feel safe to do so.

Call 911. Make sure that the dispatcher understands that the incident is in progress.

Provide the location of the incident (building, floor, and department), a description of the nature of the incident, person(s) involved, any weapons involved, and/or any injuries that have occurred.

Stay on the line with the dispatcher until help arrives.

Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, stay on the phone, so the dispatcher can listen to what is happening.

Notify Public Safety as soon as safely possible.

## Crimes NOT in Progress

If you or someone else is a victim of a crime on site — and it is not an emergency or life-threatening situation, contact the Department of Public Safety to report the crime.

## Fire/Explosion

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

### *Controllable Fire*

If a minor fire appears controllable, any person on site has the authority to use a portable fire extinguisher.

Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only.

When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire.

### *Uncontrollable Fire*

Activate the fire alarm or shout "FIRE" to alert others. Most fire alarm pull stations are located next to exits. Pull the handle down to set off the alarm.

Evacuate the building. If possible, assist the physically disabled in exiting the building. Use the stairs. Do not use elevators.

Check before opening doors – if door is hot, do not open.

Never enter a room that is smoke filled.

Call 911 from a safe location. Provide the location of the fire (campus, building, room number,) a description of the fire and, if known, how it started.

Notify Public Safety after 911 has been contacted.

Do not return to the evacuated building until permitted.

## Hazardous Weather/Earthquake/Flood

Hazardous weather includes tornado, severe rain, wind, or hail storms.

Prior to the storm, stay informed through local media sources on days when severe weather is expected.

According to Environment Canada's Public Alerting Program, a weather WATCH is used to notify people about weather conditions that are ~~favourable~~favorable for a storm or severe weather, which could cause safety concerns. As weather conditions worsen, a watch may be upgraded to a WARNING. ~~This urgent~~This urgent message indicates that severe weather is imminent or is currently ~~occurring~~occurring. Typically, warnings are issued six to 24 hours in advance, however warning for rapidly occurring events, such as thunderstorms and tornadoes, may be issued with less than 30 minutes' notice.

Be aware of possible indicators of a tornado including: dark, greenish sky; large hail; loud roar, similar to a train; cloud of debris; wind becomes calm and still; frequent lightning.

During the storm:

- ✓ Seek shelter immediately. Avoid open areas and automobiles if possible.
- ✓ Stay away from windows.
- ✓ Call Public Safety if power outage or damage to the building occurs.
- ✓ If tornado appears near, move to an area with no windows.
- ✓ Be prepared to kneel facing the wall and cover your head.

**Do not call 911 unless you require emergency assistance.**

## Emergency Kit

Public Safety Canada encourages all individuals to assemble an emergency kit and to keep necessary items on hand at all times. The Red Cross recommends that emergency kits should contain sufficient supplies for all family members and that these supplies should last for at least 72 hours. At University Place Cafeteria, we encourage our employees to keep an emergency kit on hand in their homes for their safety and the well-being of their families. Emergency kits should include the following items:

- ✓ **1 adhesive cloth tape**
- ✓ **1 blanket**
- ✓ **1 breathing barrier**
- ✓ **1 instant cold compress**
- ✓ **2 packets of aspirin**
- ✓ **2 pair of non-latex gloves**
- ✓ **25 adhesive bandages\***
- ✓ **5 sterile gauze pads**
- ✓ **Tweezers**

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\* Assorted Sizes

The information contained in this document provides a brief overview of recommended responses to emergency situations. Please obtain and review a copy of the full Emergency Procedures Handbook for more detailed information and to become familiar with the recommended safety steps to take in an emergency. Thank you!

*Figure 1 Have a SAFE day!*

