



EMERGENCY PROCEDURES MANUAL

Emergencies

9-911 Fountain Campus &
Academy Campus

911 Port Campus

NSCAD University Security

Fountain Campus, 24 hours

902-877-0764 cell

Fountain Campus

902-494-8174

Port Campus

902-442-4218 | 902-478-0234 cell

Academy Campus

902-456-7759

Other Important Numbers

NSCAD University Facilities Management

902-494-8215 | 902-444-7217

Fire, Police, Poison Control & Ambulance

911

INTRODUCTION

This Emergency Procedures Manual is intended for use by staff, faculty and students at NSCAD University. Please read it and familiarize yourself with its contents. In the event of an emergency, it will serve as a quick reference for effective action. Keep this manual someplace that is easily accessible (keep beside a telephone).

To reach an outside number using a university telephone, dial **9-902** and then the number. All NSCAD University local telephone numbers begin with either **494-8** or **444-7** followed by three additional digits. The four digit NSCAD University locals can be called directly from any telephone in the university but not between campuses.

Fountain Campus has security guards on duty around the clock, **24 hours a day**. From 5pm to 12 midnight, one guard is stationed at the Duke Street entrance while the second guard patrols the campus. They are in constant contact and can be reached quickly in an emergency.

Port Campus has security guards on duty from 7am to 11pm on weekdays and 7am to 5pm on weekends.

Academy Campus has security guards on call.

The Director of Facilities Management is concerned with matters related to health and safety. If you have any concerns or questions relating to these matters you are encouraged to seek the director's immediate assistance. The non-emergency telephone number is **494-8215** or **444-7217**.

MEDICAL EMERGENCIES

Ensure your own safety and that of the injured person.

CALL 911 and then University Security:

Fountain Campus, 24 hours 902-877-0764 cell

Fountain Campus 902-494-8174

Port Campus 902-442-4218 | 902-478-0234 cell

Academy Campus 902-456-7759

- **DO NOT** move the injured person unless there is a high risk of further injury or death.
- Keep calm and do not leave the person unattended.
- Provide first aid only if qualified and wait for a first response team to arrive.

An **AED (Automated External Defibrillator)** machine is located at the Fountain Campus main entrance Security Desk on Duke Street.

There is also an **AED** located at the Halifax Seaport Farmers' Market adjacent to the Port Campus.

All accidents, incidents (near accidents) and serious illnesses should be reported to the Director of Facilities Management as soon as possible using incident report forms available in your Division office and with security.



CAMPUS VIOLENCE & CRIMINAL ACTIVITY

If you are confronted with a developing violent situation, the following is a list of recommended actions:

- Exit the building immediately only if it is safe to do so.
- Notify anyone you encounter to exit the building immediately.

Call University Security:

Fountain Campus, 24 hours 902-877-0764 cell

Fountain Campus 902-494-8174

Port Campus 902-442-4218 | 902-478-0234 cell

Academy Campus 902-456-7759

CALL 911 (if you are unable to reach security)

Please **DO NOT call 911 for any non-emergency matters.**

If you aren't sure if your situation is an emergency it's best to call **911** and let the experts decide. Halifax Regional Police non-emergency dispatch line is **902-490-5020**.



PERSONAL SAFETY

Your personal safety is important to NSCAD University. We have numerous safety devices on each campus for your safety, such as closed circuit TV (CCTV) cameras and access cards as well as the services of security if needed. We have included some personal safety tips that can assist you in remaining safe both on and off campus.

On the street:

- Walk in groups.
- Avoid dark or deserted areas.
- Be aware of alternate routes and safe places.
- Plan your route. Avoid shortcuts through dark, untraveled areas. Take the most direct, frequently travelled route.
- Be alert. Walk with confidence.
- Walk near curbs and away from shrubs.
- Never carry large amounts of money, or show it in public.
- If you think you are being followed, go to the nearest public place.
- Let people know where you will be, and what time to expect you.
- When working alone at night, consider staying in contact with security.
- If you feel unsafe while waiting for a bus, for example, ask a security guard to wait with you.

Building/office safety:

- To ensure the exterior of building is secure, DO NOT prop open doors.
- Immediately remove props from any doors.
- Do not allow tailgaters to come in with you.

If a door is unable to be secured, **call NSCAD Security immediately at:**

Fountain Campus, 24 hours 902-877-0764 cell

Fountain Campus 902-494-8174

Port Campus 902-442-4218 | 902-478-0234 cell

Academy Campus 902-456-7759

- Keep office and personal property secure at all times.
- Report lost or missing access cards or keys immediately to security, the Service Centre or Facilities Management.
- Do not lend keys or access cards to anyone.

Suspicious activity:

If you witness anything unusual or abnormal on campus, contact NSCAD Security immediately at the numbers listed above.



BOMB THREAT

Bomb threats are usually received by telephone, but sometimes by email, fax or letter.

Should you receive a bomb threat by telephone, remain calm and attempt to obtain as much information from the caller as possible.

Call University Security:

Fountain Campus, 24 hours 902-877-0764 cell

Fountain Campus 902-494-8174

Port Campus 902-442-4218 | 902-478-0234 cell

Academy Campus 902-456-7759

CALL 911 (if you are unable to reach security)

Notify Director, Facilities Management at **902-494-8215**.

If you should spot a suspicious object or package on campus, report it to Facilities Management or security. Do not touch, move or tamper with it in anyway.

If instructed to evacuate, move to a safe distance away from the building (within view of the building if possible, but no more than 15–30 metres away). Do not re-enter the building until instructed to do so by Facilities Management staff, Security, Police or Fire and Emergency Services.



HAZARDOUS GASES & CHEMICAL SPILLS

Hazardous Gases

Types of gases: flammable, toxic, corrosive, oxygen, cryogenic

- If you smell or otherwise suspect gas fumes, do not use light switches or any other devices which could ignite the gas.
- If the leak appears to be serious, sound the building fire alarm so that evacuation can begin.

Call Facilities Management at extension 8215 or 7217

giving your name, department, location and the nature of the emergency. If unable to reach, **call security at:**

Fountain Campus, 24 hours 902-877-0764 cell

Fountain Campus 902-494-8174

Port Campus 902-442-4218 | 902-478-0234 cell

Academy Campus 902-456-7759

Call 911 if you cannot reach Security or Facilities Management directly.

- Evacuate to a safe area as far from the building as possible while remaining in view (no more than 15–30 metres away). Do not return to the building until instructed that it is safe to do so by Facilities Management staff, security or emergency personnel.

Chemical Spills

For a major chemical spill, follow the Fire and Explosion procedures outlined in this manual. For a minor spill of known and limited danger, follow these procedures:

- Get away from the spill. Turn off any ignition sources, and refrain from turning on lights and other devices.
- Quickly assess the substance spilled, and the extent and degree of hazard. Barricade the area.
- Get help. Call Facilities Management at **494-8215** or **444-7217** or security (see left).

Call 911 directly if you perceive immediate and serious danger and are not able to contact Facilities Management or security immediately.

Waste containers and flammable materials containers are located throughout the campuses.

The university participates in the Workplace Hazardous Materials Information System (W.H.M.I.S.), whereby hazardous materials are safely labelled, stored and handled. NSCAD University has a program whereby hazardous materials are safely removed from all campus locations.



FIRE OR EXPLOSION

FIRE EXTINGUISHER(S) are located near all campus exits.

FIRE ALARM PULL STATION(S) are located at all campus exits.

Upon explosion or discovery of a fire, close the door to the area and immediately pull/activate the nearest fire alarm. Check for victims and other people in the area.

Evacuate the building immediately. The NSCAD University fire team in each building will advise others in the building who may not have responded to the alarm, to evacuate immediately. Warn others who may enter or attempt to enter the building while the alarm is sounding. It is not safe to re-enter the building until the alarm is silenced and the building given the all clear by the fire department and or the Director of Facilities Management.

Call the Office of Facilities Management at extension **8215** or **7217** between 8am and 5pm weekdays, or **security at:**

Fountain Campus, 24 hours 902-877-0764 cell

Fountain Campus 902-494-8174

Port Campus 902-442-4218 | 902-478-0234 cell

Academy Campus 902-456-7759

Call 911 if Facilities Management or security do not immediately respond to your call.

Notify either security personnel or firefighters on the scene if you suspect someone may be trapped inside the building. If the fire is large, smoky, spreading rapidly, threatening to block your exit, or if you are unsure about using the extinguisher, do not attempt to fight the fire. Close windows and doors, leave the area immediately, and contact Fire and Emergency Services by calling **911**.

When evacuating the building **walk, do not run**, to the nearest stairway exit. If you are disabled and in need of assistance, an evacuation plan should be worked out in advance with your division chair, department head and Facilities Management.

When the fire alarm sounds **do not use an elevator**. Give assistance (help carry if necessary) to injured or disabled persons. If you are trapped in a room or building phone **911** to contact and notify Fire and Emergency Services directly.

When outside, move a safe distance from the building (within view of the building if possible but no more than 15–30 metres away) and out of the way of emergency personnel. Do not return to the building until instructed to do so by **Security, Facilities Management staff, or Fire and Emergency Services**.

A decision to evacuate all or part of the university premises will be made by the Director of Facilities Management and/or the university's Crisis Management team.

If clothing or hair catches fire: **STOP, DROP AND ROLL**.

Fire procedures and escape route maps are posted in main hallways and/or foyers and in various other areas around the university. You should familiarize yourself with the escape route nearest to your usual place or places of work or study.

Fire extinguishers are maintained by the university and are professionally inspected and serviced on a yearly basis. Discharged or damaged extinguishers should be reported immediately to Facilities Management staff.

Fire exit signs and security lights are inspected regularly and maintained by Facilities Management staff. Please report any inaccurate signs to Facilities Management.

A Fire Team system (fire wardens) is in effect in each building to ensure that all persons clear the building in the event of a fire.

Fire alarm drills are held at least once a year (unannounced to all but essential staff).



LOCKDOWN PROCEDURES

In certain situations, particularly those involving armed violence, or threat of armed violence or other hostile acts, a building or campus **LOCKDOWN** may be necessary to protect students, faculty and staff, and gain control over a dangerous situation.

A lockdown will be communicated by NSCAD Security in several ways:

- Alarm system
- E-mail blast
- NSCAD website
- NSCAD Mobile App

Please note that additional forms of communication, including social media, may also be used.

The following general expectations are in effect during a lockdown:

If you are inside a building, but close to a building exit and able to leave safely:

- Exit immediately (walk quickly, but do not run).
- Proceed to a safe location (i.e. inside another building, away from windows – do not stand in the open).
- Remain there until receiving further instructions.

If you are in a safe location (i.e. not in an open area):

- Stay where you are.
- Close and lock or secure the door to the extent possible.
- Turn off the lights, cover all windows (if feasible), remain calm and quiet, silence all mobile phones.
- Crouch down and remain out of sight from doors and windows.
- Remain there until there is word of further instructions.
- When Emergency Services personnel arrive, stay on the floor and do not move until directed to do so.

If you are inside a building, in an open area and not close to a building exit:

- Gather as many people as possible and proceed immediately to a safe location (a room with a door), close and lock or secure the door to the extent possible.
- Turn off lights, cover all windows (if feasible), remain calm and quiet, silence all mobile phones.
- Crouch down and remain out of sight from doors and windows.
- Remain there until there is word of further instructions.
- When Emergency Services personnel arrive, stay on the floor and do not move until directed to do so.

If you are outside:

- Proceed immediately to a safe location (i.e. inside another building, away from windows — do not stand in the open).
- Remain there until there is word of further instructions.
- No one other than Emergency Services or NSCAD Security will be allowed to enter or re-enter a building under lockdown.
- No one will be allowed to stand outside a building under lockdown.

If you are in another building:

- Remain there until there is word of further instructions.
- Do not call the location that is in lockdown.
- Wait for information and updates on the website.

End of Lockdowns:

Remain in place until security services or other emergency personnel come to your location to provide assistance if necessary and give you directions if needed. Emergency personnel will have keys to your area, so there is no need for you to unlock the door during a lockdown.



NSCAD MOBILE APP

The free, downloadable NSCAD Mobile App provides easy access to emergency phone numbers, including NSCAD security. It also has numbers for student wellness services such as academic counselling, mental health support and disability services.

The App also allows the university to communicate directly with users via a bulletin. Scenarios could be stormy weather that makes travel to class unsafe or a power outage at one of the campuses.

Other features of the app include a news feed from Twitter, a map of Halifax showing campus locations, and tools such as a handy flashlight and loud alarm.

The NSCAD Mobile App is suitable for iPhones and Android smart phones. It can be downloaded for free through the App Store or Google Play. Just search "NSCAD Mobile".



