

CAMPUS EMERGENCY PROCEDURE

Procedure title: Evacuations
Effective date: May 2014
Revision date: May 2016

Introduction

This plan provides direction to the campus community when responding to an incident or emergency that may threaten the institution's processes, the safety of its employees and students, or the facility itself.

Definitions/explanation

Total evacuation refers to the orderly and safe evacuation of one or several buildings, or a campus as a whole.

Partial evacuation refers to a controlled, orderly and safe evacuation of a room, floor, section or area of a building on a campus.

Procedure

Total and Partial Evacuation

If an evacuation is required:

- Follow the direction of Campus Security, the manager of Public Safety and Security, Emergency Management Response Team (EMRT) members, fire wardens or emergency services personnel if they are on scene;
- If the above individuals are unavailable, follow the fire safety plan instructions posted within buildings, evacuate safely, assemble in a safe and secure area and await direction from Campus Security;
- If available, assist staff in the safe and orderly evacuation of students and visitors as directed by Campus Security, the manager of Public Safety and Security, EMRT members or emergency services personnel; and
- Identify and assist any individuals with a disability according to their individual evacuation plans.

Activation – Partial Evacuation

The Emergency Management Response Team (EMRT), Director of Campus Safety or Designate upon making a decision for a partial evacuation will contact those external resources determined to be required to engage the evacuation plan.

Activation – Total Evacuation

The Emergency Management Response Team (EMRT), Director of Campus Safety or Designate upon making a decision for a total evacuation will contact Durham Regional Police, Durham Regional Transit, and GO Transit to engage the evacuation plan.

Durham Regional Police Service (DRPS)

Durham Regional Police will respond and attend designated traffic locations to ensure the orderly, safe and movement of vehicular traffic.

Durham Region Transit/Go Transit

The Emergency Management Response Team (EMRT), Director of Campus Safety or Designate upon making a decision for an evacuation will contact public transit services to engage Evacuation Plan DC/UOIT.

Buses will not be allowed to enter the Campus but will attend the Public Transit Staging area.

Public Transit Staging

The Public Transit Staging area will be situated on Founders Drive near the Campus Ice and Tennis Centre.

Pedestrian/Public Transit

Pedestrians will be directed to the Public Transit Staging Area.

The safest area will be selected and communicated when the evacuation plan is activated.

Authority and responsibilities

The Emergency Management Response Team (EMRT) and the Office of Campus Safety will be responsible for enforcing and communicating these procedures to staff and students.

Faculty, staff, and students will be responsible for taking direction from the appropriate authorities and contributing to a safe and secure environment.

Reference

Durham College/UOIT Emergency Preparedness Plan & Policy
Durham College Accident Reporting Procedure EMPL-301.1
UOIT Accident Reporting Procedure