



**EMERGENCY RESPONSE GUIDE
Acadia University**

TO REPORT EMERGENCIES:

DIAL 911

**DIAL 1103 FROM A CAMPUS PHONE OR 902-585-1103 or 88
TO DIRECTLY ACCESS CAMPUS SAFETY & SECURITY**

**By: *Director of Safety & Security*
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1. General Information

Acadia Safety & Security is responsible for the safety and security of our campus community 24 hours a day, 7 days a week. For immediate non-urgent assistance their number is 902-585-1103 or 88 from any on campus 585 phone lines or classroom. In life threatening situations people should be calling 911 for an immediate emergency response. Failing this, there are four emergency code blue phones on campus, emergency phones in buildings, elevator phones, the security button located on the lower portion of the coin operated phones and panic alarms in various departmental locations across campus. The Safety & Security email address is security@acadiau.ca.

The Department of Safety and Security is also responsible for occupational health and safety on campus. If you have safety concerns regarding safety in your workplace, call 902-585-1103 or email healthandsafety@acadiau.ca

This guide will help you respond to various emergencies on campus. Keep it available, near your telephone. Know your building evacuation plan; plans are on the [Safety & Security Website](#).

Campus Response

- Emergencies – Police, Fire and Ambulance: 911
- *Telecare: 7-811*
- *Police Non emergencies: 7-902-542-3817*
- *Non-Emergencies, Safety & Security: 902-585-1103*
- *Safety & Security from Acadia office phones: 1103 or 88*
- *Health Services Clinic: 902-585-1238*
- *Mental Health Crisis Line: 1-888-429-8167*
- *Counselling Services: 902-585-1246*
- *Eastern Kings Memorial Health Centre: 7-902-542-2266*
- *Valley Regional (Hospital): 7-902-678-7381*
- *Facilities Management: 902-585-1839*
- *Residence Life: 902-585-1417*
- *Sexual Assault Crisis: avaloncentre.ca*
- *Acadia Information Line: 902-585-INFO (4636)*
- *Physical Plant Services: 902-585-1444*

For maintenance emergencies on campus after 4:30 p.m. weekdays, weekends and holidays, call Safety & Security at 902-585-1103 or 88* to report problems such as:

- Electrical outage
- Flooding
- Heating or air-conditioning failure
- Network failure
- Telephone failure
- Ventilation problem
- Water leak

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*It is a good idea to program the Safety & Security number 902-585-1103 into your handheld device.

2. Acadia Emergency Phones

Blue Light Phones

Emergency safety phones "Blue Light Phones" are installed in four locations around campus. In an emergency, you need immediate help—look for a blue light. The blue light identifies the location of an emergency telephone. Simply press the emergency phone button (no dialling is necessary) to be connected to the Safety & Security office main desk. Describe your emergency to the security operator. Every call placed from a blue light phone is responded to by a security patrol member. For further information on these phones and their location on campus please refer to our website <http://security.acadiau.ca/security-services.html>. In addition, please note the location of the blue light telephones as you move about the campus. You may never need to use one, but they are there for emergencies.

Pay and Elevator Telephones

Several pay phones around campus are equipped with an emergency direct line to Safety & Security. There are certain buildings which have added specific emergency phones with this capability as well. Elevator telephones are located in the elevators for both academic and residence hall buildings which are also directly linked to the Safety & Security office. Every call placed by a pay or elevator telephone is responded to by a security patrol person. If you are stuck in an elevator, remain calm and stay inside the elevator. Only trained elevator personnel are authorized to remove trapped occupants. No one else should attempt to release them or to force elevator doors open. The elevator telephone is for emergencies ONLY; please refrain from using the phone unless it is an emergency.

If you have any questions about Acadia emergency procedures, or any concerns for your personal safety, contact the **Safety & Security Department** at **902-585-1103** or **88**, security@acadiau.ca or visit <http://security.acadiau.ca/welcome.html> For concerns relating to occupational health and safety, <mailto:healthandsafety@acadiau.ca> or visit healthandsafety.acadiau.ca

3. Reporting an Emergency

In an emergency, call 911

An emergency is any situation that requires immediate police, fire, or medical response to preserve life or property. If a person has no phone, Safety & Security can be urgently reached from every blue light emergency phone, enabled in-house pay phones, elevator phones, and emergency phones. If 911 is dialled, Police, Fire and Ambulance usually notify Safety & Security of the situation and request their first response assistance. If you **call 911** from a cell phone, please have someone contact Security so we can have staff assist and open campus gates for emergency vehicles. On the Acadia campus, Safety & Security is usually the first emergency response team for non-life threatening situations. When in doubt, **call 911**. Situations requiring a 911 emergency response include, but are not limited to, the following:

1. Serious assaults or immediate danger of assault, including sexual assault.
2. Chemical spills.
3. Crimes in progress.
4. Explosions.
5. Fires.
6. Severe injuries or illnesses.
7. Someone choking or drowning.
8. Unusual odours (gas leaks, smoke, burning substance).
9. Other emergencies.

If you're calling on a Blue Light Phone, pay phone, in-house direct line or elevator emergency phone, Safety & Security will respond to your call directly and relay it to local police, fire, ambulance, and other services, as needed. Safety & Security will meet the emergency responders and direct them to the proper location. When reporting an emergency, call from a safe location if possible, remain calm, speak slowly and clearly. Do not hang up the phone until the dispatcher tells you to do so. Be prepared to give the following information:

1. Location of the emergency – directions, street address, building, and room.
2. Type and severity of the emergency, e.g.,
 - Fire – type and size of fire.
 - Medical – type of illness or injury, cause, number of victims.
 - Police/crime – type of crime, description of suspects and their direction of travel.
 - Chemical/hazardous materials – quantity and type of substances involved, hazards and injuries.
3. When the incident occurred.
4. Your name, location you're calling from, and phone number.

4. Active Threat

DO NOT MOVE TOWARDS THE LOCATION OF THE THREAT

These guidelines have been developed for “active threat” situations in accordance with the best practices established by law enforcement experts.

TAKE ALL THREATS SERIOUSLY

If it is possible to do so safely, exit the building immediately when you become aware of an “active threat” incident within the building, moving away from the immediate path of danger while notifying anyone you may encounter when leaving. Seek protective cover in a nearby building or shelter, go to a safe indoor area or well away from the danger, lock/barricade the door, keep silent, stay away from windows and doors; and take the following steps:

1. Once located in a secure area **call 911** and provide the dispatcher with the following information:
 - Your name.
 - Location of the incident (be as specific as possible).
 - Number of threatening/violent person(s) (if known).
 - Identification or description of those individual(s).
 - Number of persons who may be involved.
 - Your exact location.
 - Injuries if known.
 - Put cell phones on minimum vibrate or turn off if instructed to do so.
 - Wait for responding law enforcement officers to assist you out of the building/area.
2. If you are directly involved in an incident and **exiting the building is not possible**, the following actions are recommended:
 - Go to the nearest room or office as directed by a known staff person.
 - Close and lock the door, if possible.
 - Turn off the lights.
 - Stay away from windows and doors.
 - Keep quiet and act as if no one is in the room.
 - Do not answer the door.
 - Notify 911 and provide the dispatcher with the following information:
 - Your name.
 - Your location (be as specific as possible).
 - Number of attackers (if known).
 - Identification or description of the individual(s).
 - Number of persons who may be involved.
 - Injuries if known.
 - Put cell phones on minimum vibrate or turn off if instructed to do so.
 - Wait for responding law enforcement officers to assist you out of the building.For their own safety, emergency personnel must initially consider all individuals as potential threats. It is important to follow instructions from police at all times to avoid harm and ensure the best possible response. For additional safety information, please refer to the Safety & Security website at:
http://security.acadiau.ca/emergency_procedures.html

Note: Individuals not immediately impacted by the situation are to take protective cover staying away from windows and doors until notified otherwise

5. CAMPUS LOCKDOWN PROCEDURES

If there is a need to restrict access to a specific building (or multiple buildings) on the campus and a lockdown is ordered; as a precaution or a protective measure, please follow these steps:

Initiation of lockdown Procedure:

Notice of a lockdown will be broadcast via the **ACADIA ALERT System** and over the **Urgent-All-Acadia** email address under the subject line **Lockdown** followed by the relevant location.

If you receive a notification or email advising of a lockdown, seek shelter immediately, or if you see or hear a weapon being fired in the building, take the following immediate action:

- **STAY CALM** and communicate with others in a clear and concise manner. Tell others exactly what the situation is and what you need them to do. If it is safe to leave the area do so quickly.
- Get to a safe place out of hallways or common areas.
- Close and lock doors and windows. (*Classrooms secure from the inside by turning the thumb latch to engage the lock.*)
- Turn out lights, and close blinds and curtains.
- Remain in classrooms, offices, or residence room. If you are in a common area, stay away from windows and all doors (solid and glass).
- **STAY SILENT**. Silence cell phones, and any other devices that may generate noise.
- **DO NOT** answer the door once it is locked, as this may compromise the safety of those inside.
- **DO NOT** respond to, or allow, anyone to talk their way inside, as they may be the suspect or they are being coerced by the suspect, outside of your view.
- Dial 911 if you have specific information regarding the threat.
 - There are telephones in most classrooms and they will reach Acadia Safety and Security directly by dialling 9. In offices, dial 1103 or 88 to directly reach Safety and Security.
 - There are emergency phones marked and posted around campus. Simply lift receiver to reach Safety and Security.
- For their own safety, emergency personnel must initially consider all individuals as potential threats. It is important to follow instructions from police at all times to avoid harm and ensure the best possible response.
- **WAIT** and stay in place for further instructions and do not allow anyone to leave until you receive an official **All Clear** message from Acadia Safety and Security and/or the RCMP/Fire department.
- Individuals on the outside of buildings during a lockdown should move away from the affected area (indicated by the presence of emergency personnel and equipment).
- *In case of medical or other emergency during a lockdown, **call 911.***

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Following a lockdown

- An all clear notification will be sent by Acadia Safety and Security, or advised by RCMP/Fire personnel on site.
- Building managers or designee will do a walkthrough of their facility and connect with occupants in order to update Safety and Security.
- A staging area will be established for those persons requiring medical care, interviewing, or counselling.
- Information related to the incident should only be relayed to the RCMP and/or Acadia Safety and Security.
- Be sensitive to the information you provide to others; it may affect the investigation. When in doubt, refer all inquiries to RCMP or Acadia Safety and Security.
- Authorized University personnel or RCMP media liaison will release accurate information to the public as soon as it becomes available.

6. Crime Reporting

To report a crime or criminal behaviour in progress on campus:

1. **Call 911** or activate one of the Emergency Call Phones.
2. To reach Safety & Security call 902-585-1103 or 88.
3. Do not approach or attempt to apprehend the persons involved.
4. Take only actions necessary for self-defence.
5. If you are safe, stay where you are until the police arrive. Otherwise, try to move to a safe location.
6. Provide as much information as you can, including:
 - Type of crime or criminal behaviour.
 - Location of crime or criminal behaviour.
 - Description of persons (height, weight, sex, clothing, etc) and of any weapons involved.
 - Direction of anyone's travel away from the scene.
 - Vehicle description (color, year, make, model, license plate number).
7. Remember if you feel it is unsafe to speak but wish to contact Safety and Security you can send "text to landline" by texting 902-585-1103 from you handheld device.

Anonymous (non-emergency) calls can also be made to Crime Stoppers at: 1-800-222-TIPS (1-800-222-8477)

To report non-emergency, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles, etc., call Safety & Security at 902-585-1103 or 88.

6.1 Suspicious Behaviour or Activity

What constitutes suspicious behaviour or activity? The following behaviour or activities should be considered suspicious and should be immediately reported to the police. While they may ultimately have innocent explanations, it is better to have police investigate these situations than to take chances by letting them go unaddressed. Early reporting of suspicious behavior can often make a difference--*it may even save a life!*

- Anyone carrying a weapon of any kind.
- Anyone who appears to be emotionally disturbed, angry, or who displays any potentially violent behaviour.
- Someone screaming or shouting for help.
- Sounds of breaking glass or other loud and unusual noises.
- Sounds of explosions or gunshots.
- Someone "testing" doorknobs as they walk down a hallway.
- Anyone who appears to be trying to force a door open, or who is tampering with a car or building lock.
- A stranger entering another employee's office when it is unoccupied.
- Someone entering or leaving an office, lab or clinic after hours.
- People carrying property out of a building, especially at unusual hours.
- Someone loading equipment or unusual numbers of containers into a private vehicle, especially if it is near a building or after business hours.
- Items being sold at very low prices or in unusual locations (such as a parking lot).
- Someone sitting in a car in an unusual area for extended periods of time.
- Anyone repetitively driving through an area when parking spaces are available.
- Someone removing accessories, license plates or gas from a car.
- Someone looking into parked cars.
- Any person being forced into any type of vehicle.
- Individuals or groups loitering in non-public or unusual areas.
- Anyone who asks unusual questions about facility operations or personnel, especially if they are asking about sensitive or confidential matters.
- Anyone who loiters for long periods and appears to be primarily focused on observing others.
- An individual taking notes, making maps, or photographing buildings and/or facilities.
- Burned out lights, ineffective locks and security devices or safety hazards.

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6.2 Suspicious Mail

Characteristics of a suspicious piece of mail or package that is received unexpectedly or is unknown may include:

1. Arrival via foreign mail, air mail, or special delivery.
2. Signs of an unknown powdery substance.
3. Unusual noise from within.
4. Excessive amount of securing material used, such as masking tape or string.
5. Excessive postage.
6. Excessive weight.
7. Handwritten or poorly typed address.
8. Incorrect titles.
9. Lopsided or uneven writing.
10. Misspellings of common words.
11. No return address.
12. Oily stains or discolorations.
13. Protruding wires or foil.
14. Restrictive markings such as “confidential” or “personal,” etc.
15. Rigid envelope.
16. Titles but no names.
17. Visual distractions

If you receive or observe a suspicious piece of mail, package, or material:

1. In an emergency **call 911** and Safety & Security immediately from a safe location at 902-585-1103 or 88 who will relay information to 911 as required.
2. Do not move, open, cover, or interfere with it.
3. Move people away from suspicious items.
4. Avoid contaminating other areas and people.
5. Take your personal property with you as directed by security to an isolated space.
6. Notify your supervisor.

Be prepared to describe the item, its location, and the context of what you’ve observed. Give your name and phone number. Follow Safety & Security’s instructions. Do not create panic. If you are told to evacuate the area or building, follow the evacuation procedure.

6.3 Violent Situations

In an emergency Call 911 and advise Safety & Security at 902-585-1103

Your actions may help calm a potentially violent situation, or they may escalate the problem. Try to behave in a manner that helps calm a situation:

1. Stay calm. Don't be in a hurry.
2. Be empathetic. Show you are concerned.
3. Try to have the other person and yourself sit down. Sitting is a less aggressive position.
4. Try to be helpful. For example, schedule an appointment for a later time.
5. Give positive-outcome statements, such as, "We can get this straightened out."
6. Give positive feedback for continued talking, such as, "I'm glad you're telling me how you feel."
7. Stay out of arms' reach.
8. Have limited eye contact.
9. If possible, take notes of their concerns.

Avoid Exacerbating Behaviours

1. Do not patronize.
2. Do not yell or argue.
3. Do not joke or be sarcastic.
4. Do not touch the person.

If Someone Becomes Agitated

1. Leave the scene immediately, if possible.
2. Or try to alert a co-worker that there is a problem (e.g., by calling and using an agreed-upon code word to indicate trouble).

Practice Preventive Measures

1. Discuss and agree on circumstances and situations in the workplace that everyone should watch out for.
2. Have procedures, signals, and code words in place to deal with threatening situations.
3. Avoid scheduling appointments for times when no one else is in the area.
4. Alert your colleagues in advance about a difficult meeting, and keep the door to the room open, or meet in a public area.
5. When possible, try to avoid working alone after hours.
6. If you have to work late, advise a colleague, friend, or family member.
7. When working after office hours, keep doors locked and do not open the door unless you are expecting someone.
8. If you are concerned for your safety after hours and desire transportation to your vehicle, contact Safety & Security at 585-1103 or 88.
9. Report any strange or unusual activities in and around your workplace immediately to your supervisor Safety & Security at 585-1103 or 88.
10. Do not leave money or valuable belongings out in the open.
11. Purses should be locked in a desk, cabinet, or safe area. If possible, leave your purse locked in the trunk of your vehicle.
12. Lock your office and/or lab doors when these areas are not in use, even when you are leaving for "just a moment."
13. Always walk in well-lighted areas and know your surroundings. If you think you are being followed, go where there are other people. Call the police at 911 as soon as you are in a safe place unless an attack is imminent.

7. Bomb Threat

If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller. Try to write down the caller's exact words and the time of the call. Check to see if the caller's phone number or location is displayed on your phone. Ask the caller:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Where did you place the bomb?
7. Why?
8. What is your name and address?
9. Try to notice descriptive or other useful details (preferably write them down):
 - Did the caller sound like a man? A woman?
 - Approximate age?
 - Distinctive voice, pronunciation or accent, or speech patterns? Tone of voice and attitude?
 - Did the call seem to be a recording?
 - Were there background voices or noises or other clues about location or caller identity?
10. As soon as possible, **Call 911** to report the emergency and have someone advise Safety & Security at 902-585-1103 or 88.
11. If instructed to evacuate, follow procedures for Evacuation of Buildings. **Ensure you take your personal belongings with you.** This will help responding agencies.

If the threat came in from other than a call (e.g., a note was left or delivered):

1. Immediately **call 911**.
2. Report the time, location, and content of the threat message, as well as your location and phone number.
3. Stay on the line until the dispatcher terminates the phone call.
4. If you are told to evacuate the area, take your notes about the call with you along with all of your personal property (i.e. purse gym bag, lunch bag, etc.)
5. Notify Safety & Security by calling 902-585-1103 or 88 to indicate where you are.

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7.1

BOMB THREAT CHECKLIST GENERAL TELEPHONE INSTRUCTIONS

Be calm. Be courteous. Listen. Do not interrupt caller. Notify supervisor/security officer by prearranged signal while caller is on the phone. Tape/record conversation if possible. Try to write out complete message. Prolong conversation. Determine and note as much of the following as you can:

BASIC INFORMATION

NAME OF PERSON RECEIVING CALL: _____ TIME _____ DATE _____

CALLER'S IDENTITY: Male ___ Female ___ Adult ___ Juvenile ___ Approx. Age _____

ORIGIN OF CALLER: Local _____ Long Distance _____ In Booth _____ Within Bld. _____

EXACT WORDS OF CALLER. Use extra paper if necessary.

BOMB FACTS

PRETEND DIFFICULTY WITH HEARING. KEEP CALLER TALKING. IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:
 WHEN WILL THE BOMB GO OFF? HOUR _____ TIME REMAINING _____

WHERE IS IT LOCATED? BUILDING? _____

WHAT KIND OF BOMB IS IT? _____

WHERE ARE YOU NOW? _____

HOW DO YOU KNOW SO MUCH ABOUT THE BOMB? _____

WHAT IS YOUR NAME AND ADDRESS?

IF BUILDING IS OCCUPIED, INFORM CALLER THAT DETONATION COULD CAUSE INJURY OR DEATH.

CHARACTERISTICS OF CALLER VOICE	SPEECH	MANNER	LANGUAGE	ACCENT	BACKGROUND NOISE
Loud	Distinct	Emotional	Fair	Local	Office machines
High pitched	Stutter	Laughing	Foul	Foreign	Animals
Raspy	Slurred	Coherent	Good	Race	Mixed
Intoxicated	Distorted	Deliberate	Poor	Not local	Quiet
Soft	Slow	Righteous	Excellent	Region	Music
Deep	Nasal	Calm	Other	FAMILIARITY WITH THREATENED FACILITY Much Some None	Angry
Pleasant	Lisp	Irrational	Rational		Voices
Other	Fast	Incoherent	Street traffic		Airplanes
			Other		Party
					Trains
					Factory machines
					Bedlam

ACTIONS TO TAKE IMMEDIATELY AFTER CALL

Immediately call 911. Afterwards, talk to no one other than your supervisor or security officer.

8. Medical Emergencies

Call **911** in any emergency that requires immediate police, fire, or medical response to preserve a life. This includes:

1. Serious injury or illness.
2. Serious mental health issues that might lead to suicide, assault, or homicide

Automated External Defibrillator

An Automated External Defibrillator (AED) is a portable electronic device that diagnoses and treats potentially life threatening cardiac arrhythmias in a patient by application of electrical therapy which stops the arrhythmia, allowing the heart to re-establish an effective rhythm. Acadia University has several available on its campus; three located at the Acadia Athletics Complex and one in the Safety & Security patrol vehicle.

Alcohol Intoxication/Poisoning

Alcohol poisoning can be fatal. Do not allow someone who has consumed too much alcohol to “sleep it off.” Stay beside/with the person and call Safety & Security at 902-585-1103 or 88. However, **call 911** immediately if the person:

1. Breathes shallowly.
2. Cannot be roused.
3. Has a head injury.
4. Has cold, clammy skin.
5. Has taken other drugs with alcohol.
6. Is incoherent and is vomiting.
7. Looks bluish or pale.
8. Cannot walk without assistance, staggering, falling, etc.

Injuries

For all injuries while on the Acadia campus, the injured person must complete an Occurrence (Accident) Report. This includes campus visitors, as well as students, faculty, and staff. The [Occurrence Report](#) is available [online](#).

Prepare for medical emergencies by taking first aid and CPR training classes. For information about this training contact Patrick Difford at 902-585-1474 or check the Safety and Security Training Calendar.

Major injuries requiring emergency responses, after calling 911:

1. Survey the scene and ensure that hazards are controlled.
2. You may provide first aid if you are trained, it is safe to do so, and the victim consents.
3. Do not attempt to move an injured person unless it is absolutely necessary to prevent further injury.
4. Calmly assure the injured person that help is on the way.
5. Assist emergency personnel in locating the victim and investigating the incident.

BE SURE TO CALL SAFETY & SECURITY AT 902-585-1103 or 88 AFTER CALLING 911

9. Mental Health

Call 911 in any emergency that requires immediate police, fire, or medical response to preserve a life. This includes:

1. Serious injury or illness.
2. Serious mental health issues that might lead to suicide, assault, or homicide

Report any serious event to Safety & Security at 902-585-1103 or 88 (1103 from a campus phone line) after 911 has been called.

What is Mental Health?

Mental Health is defined as ‘...the capacity of each and all of us to feel, think, and act in ways that enhance our ability to enjoy life and deal with the challenges we face. It is a positive sense of emotional and spiritual well-being that respects the importance of culture, equity, social justice, interconnections and personal dignity’ –The Public Health Agency of Canada (PHAC)

Mental health influences how we think and feel about ourselves and others and how we interpret events. It affects our capacity to learn, communicate, and form, sustain or end relationships. It also influences our ability to cope with change, transition and life events.

What are Mental Health Problems?

A variety of terms are used to describe mental health problems: mental disorder, mental illness, poor mental health, psychiatric illness, nervous breakdown and burnout.

What is Mental Health First Aid (MHFA)?

The help provided to a person developing a mental health problem or in a mental health crisis. The first aid is given until appropriate professional treatment is received or until the crisis is resolved.

The Five Basic Actions of Mental Health First Aid:

1. Assess the risk of suicide or harm
2. Listen Non-Judgementally
3. Give reassurance and information
4. Encourage the person to get appropriate professional help
5. Encourage other supports

There are many support services for Mental Wellness. To visit a list of Support Services please visit [Mental Health and Addictions Services](#) or call 1-888-429-8167

10. Evacuation of Buildings

Know your building evacuation plan and muster point locations. See Appendix I.

Call 911 and evacuate campus buildings according to the evacuation plan in cases of:

1. Chemical spills or hazardous odours or fumes.
2. Explosion.
3. Fire (evacuate whenever the building's fire alarms are activated).
4. Gas leak.
5. Smoke.
6. Structural damage or collapse.

Call Safety & Security as soon as it is safe to do so

Building alarms:

1. Leave your building immediately by the nearest safe exit when an alarm sounds or if you are instructed to do so by a university representative. Additional evacuation instructions may be given over the public address system and Acadia Safety & Security website "Alerts".
2. Move to your designated muster station.
3. As you are leaving:
 - Notify others who might not have heard the alarm or evacuation order.
 - Turn off equipment.
 - Secure hazardous operations if possible.
 - If time permits, take important personal items, such as a coat and keys.
 - Close doors behind the last person out.
 - Walk quickly, but do not run, to the nearest safe exit.
 - Faculty and staff should ensure students do not remain near doorways, block sidewalks, or areas emergency personnel may access.
 - Do not use an elevator unless authorized emergency personnel tell you to do so.
 - If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs person.

Evacuation of Mobility Impaired Persons

Definition: Mobility-impairment is a physical or medical disability which, even with the aid of monitors, would prevent that person from descending the stairs in an evacuation situation at a rate of speed consistent with the normal flow of other building occupants; or which would cause such person physical harm if they attempted to descend the stairs.

Responsibilities:

- **Mobility Impaired Person:**
 - Advising the Disability Resource Coordinator and/or Facilities department of locations frequently visited on campus (ie classes/ principal residence/ other academic buildings) so that a pre-plan can be established;
 - Assisting the Facilities department in appointing evacuation assistants where possible;

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- Telling their evacuation assistants how much help they may need; and
- Practicing the evacuation procedures

- **Facilities Department**
 - Work with mobility impaired members of the campus community to develop personal emergency evacuation plans and coordinate preplanning activities with the Wolfville Fire Department, Safety and Security department and Building Fire Wardens
 - Coordinate fire drill exercises with fire wardens, Safety and Security and mobility impaired persons

- **Fire Wardens**
 - Responsibilities outlined for fire wardens in fire warden protocols including direction of all persons to the nearest safe exit during the fire / emergency and ensuring that all evacuees are moved to the designated safe holding area
 - Ensure that elevators are not used
 - Ensure that location of any mobility impaired persons is relayed to Safety and Security personnel and / or Wolfville Fire Department

Guidelines:

- 1) Upon initiation of a fire alarm, the mobility impaired person(s) and their respective evacuation assistant(s) when available will respond to a pre-arranged location on the floor area, adjacent to or where space permits within a stairwell, but not blocking evacuation traffic. The primary pre-arranged location is highlighted in yellow on the attached floor plans. If this location is inaccessible, another location is highlighted in blue on the attached floor plans. The Safety and Security Department and the Wolfville Fire Department will be notified of these pre-arranged locations as part of the fire planning prior to any drill or emergency.
 - i) If the fire emergency exists on their floor, the mobility-impaired person will then go with the evacuation assistant(s) and designates down the stairwell to the closest safe floor. Evacuation Assistants or designates must ensure that Safety and Security personnel and/or emergency response personnel know where they are by communicating through the floor fire warden and directly via telephone (902-585-1103 or 911) if possible. In this situation, the Floor Fire Emergency Warden and/or the Evacuation Assistant(s) may exercise flexibility of direction and if the hazard dictates, continue to evacuate the mobility-impaired person, in short stages if necessary, to the outside of the building. It is imperative in taking this action that they keep Safety and Security personnel and / or emergency response personnel informed of their progress and immediately advise the Building Fire Warden when they have evacuated the building.
 - ii) If no immediate fire emergency exists on the floor, the mobility-impaired person and evacuation assistant if agreeable will remain at the pre-arranged location on the floor area. The Floor Fire Warden advises safety and security (902-585-1103) and / or 911 by the nearest available telephone or in person, of the number of mobility-impaired persons and monitors located at the assembly area, who are waiting for instructions. The responding fire department will then advise what to do and arrange further evacuation if necessary.

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- iii) In an emergency or during an evacuation, do not use the elevators unless directed to do so by emergency personnel. Do not try to exit the elevator by forcing the doors. To summon help, use the elevator's emergency phone, call 902-585-1103 from a cellular phone, turn on the emergency alarm, or bang on the doors and shout for assistance. Wait for trained personnel to assist you from the elevator.

As soon as you have evacuated:

1. Report any missing or trapped persons to emergency personnel.
2. Move away from the building.
3. Do not re-enter the building until someone in authority gives the "all clear" signal.

If you are required to leave the building immediately but are unable to (because of a physical disability, injury, or obstruction):

1. Follow the emergency evacuation plan or go to the nearest area where there are no hazards.
2. Dial 911.
3. Call Safety & Security at 902-585-1103 or 88.
4. Identify your situation and location.
5. Be sure to give the room number so help can be sent.
6. Signal out the window to emergency responders if possible.

11.Elevator Entrapment

Emergencies requiring immediate extraction **Call 911** and advise Safety & Security at 902-585-1103.

To summon help, use the elevator’s emergency phone or call 902-585-1103 from a cellular phone, turn on the emergency alarm, or bang on the doors and shout for assistance. Wait for trained personnel to assist you from the elevator.

DO NOT ATTEMPT TO OPEN ELEVATOR DOORS

Under no circumstances will anyone, other than authorized technicians approved by Acadia University, be allowed to service any elevator or attempt extractions.

In an emergency or during an evacuation, do not use the elevators unless directed to do so by emergency personnel.

12. Fire, Smoke, Explosion

Acadia Fire and Safety Inspections: <http://security.acadiau.ca/fire.html>

12.1 Fire and Smoke

All fires occurring on campus must be reported to Safety & Security at 902-585-1103 or 88, including those that have been extinguished. If you have been trained and it is safe to do so, you can attempt to put out a fire with a portable fire extinguisher. Attempt to extinguish only small fires, and make sure you have a clear escape path. If you have not been trained to use a fire extinguisher, you must evacuate the area.

Do not hesitate to activate a fire alarm if you discover smoke or fire. In that situation:

1. Activate a fire alarm by pulling on an alarm box.
2. **Call 911** or use an emergency phone to report the location and size of the fire. Always call from a safe location.
3. Alert people in the immediate area of the fire and evacuate the area.
4. Confine the fire by closing doors and windows as you leave the room.
5. Evacuate the building.
6. Do not use elevators to evacuate unless directed to do so by emergency responders.
7. If possible, assist the disabled in exiting the building.
8. Disabled persons should be aware of their designated location in order for first responders to locate them

Trouble with and/or unable to evacuate:

Smoke is the greatest danger in a fire so stay near the floor where the air is usually less toxic. If unable to exit, find safe shelter and contact Safety & Security at 902-585-1103, 88 or **call 911** and advise of your location.

Had to evacuate on an urgent basis without notification capabilities:

As soon as you are outside notify emergency responders at 911 of the location, nature, and size of the fire and contact Safety and Security at 902-585-1103 or 88.

If clothing is on fire:

1. Drop to the ground or floor, and roll to smother flames.
2. Smother flames using a blanket or other suitable object.
3. Drench with water from a safety shower or other source.
4. Seek medical attention for all burns and injuries.

Following an evacuation:

No one shall enter the building until informed to do so by a member of Acadia University Safety & Security. Silencing of the alarm bell does not indicate that it is safe to enter the building.

12.2 Explosion

In the event of an explosion on campus, faculty, staff, and students will take the following actions:

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.

After the effects of the explosion have subsided, notify 911 and:

1. Give your name and describe the location and nature of the emergency.
2. Safety & Security should also be called at 902-585-1103 or 88.

If necessary, or when directed to do so:

1. Activate the building emergency alarm system to evacuate the building.

When the fire evacuation alarm is sounded, or when told to leave by University officials:

1. Walk quickly to the nearest marked exit and ask others to do the same.
2. If possible, assist the disabled in exiting the building.
3. If unable to assist, disabled persons are to be situated in the pre-designated areas identified for fires, explosions and hazardous conditions.
4. Do not use elevators in case of explosion and do not panic.
5. Once outside, move to a clear area that is at least 200 meters away from the affected building.
6. Keep roads and walkways clear for emergency vehicles and crews. There are major parking lots which are at least 200 meters from the buildings.
7. If requested, assist emergency crews as necessary.
8. A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business.
9. Do not return to an evacuated building unless told to do so by a Acadia Safety & Security and/or an official of the emergency response team.

12.3 Gas Leak

Call 911 for instructions in cases of serious gas leaks:

Includes leaks of flammable, combustible, corrosive or toxic gases, oxygen and spills of cryogenic liquids.

1. Small leak of non-hazardous gas:
 - Attempt to find and stop the source of the leak;
 - Call Safety & Security at 902-585-1103 giving your name and the nature and location of the leak.

2. Large leak or leaks of hazardous gas:

- Evacuate the area closing the door behind you;
- Sound the alarm and leave the building;
- Move **100 meters** away from the building and meet Safety & Security or Fire Dept. personnel to provide information on the nature of the emergency;
- Re-enter the building only when Safety & Security declares it safe to do so.
- Notify OH&S at 902-585-1576

If you have any doubts about your safety or that of others in the area of a spill or leak, evacuate immediately and sound the building alarm.

12.4 Ventilation Problems

If smoke or odours are coming from the ventilation system, immediately notify Safety & Security at 902-585-1103 or 88. If necessary, cease all operations and vacate the area.

12.5 Electrical Emergency

Avoid touching equipment that is smoking, sparking, tripping circuit breakers, or giving electric shocks.

Call 911 immediately and advise Safety & Security at 902-585-1103 or 88

13. Flooding and Plumbing Failure

SUDDEN - SEVERE FLOODING:

1. Evacuate all affected classroom, residences and office spaces immediately.
2. Relocate, walk to a safe place / high ground, higher than water level.
3. Do not try to leave the Campus in a bus or car unless emergency officials have approved same – eighty percent of flood fatalities occur in vehicles.
4. **Call 911** in an emergency or call Safety & Security at 902-585-1103 or 88

Slow Rise Flooding:

1. Sufficient notice will be available to evacuate the Campus.
2. Before evacuating the Campus – shut off all utilities (gas, water, electricity).
3. Move / relocate or try to protect records and electronic equipment such as computers as best as possible.

Plumbing and/or Equipment Failure/Flooding:

Call Safety & Security at 902-585-1103 or 88

Never enter areas where there is submerged electrical equipment. Vacate the area if you are already there. Cease using all electrical equipment.

Check for present conditions in your area at:

http://www.weatheroffice.gc.ca/forecast/canada/index_e.html?id=NS

Nova Scotia Road Conditions: Call 511

Department of Transportation: <http://gov.ns.ca/tran/>

14. Hazardous Materials Release (Hazmat)

Complete info is on the Acadia website at http://security.acadiau.ca/hazardous_materials.htm.html

All major hazardous materials (Haz Mat) spills on campus must be reported to Safety & Security at 902-585-1103 or 88 immediately along with the following:

1. **Call 911** or use an Emergency Blue Light Phone, elevator phone, emergency phone and, security enabled pay phones.

Be prepared to provide (and spell) the names of the materials involved and to describe the location, size, and nature of the incident. A major hazardous material emergency exists when any of these conditions are present:

1. Clean up of a spill of a hazardous material is beyond the level of knowledge, training, or ability of the staff in the immediate spill area, and/or:
2. The spill creates a situation that is immediately dangerous to the lives and health of persons in the area or facility.
3. The material spilled is unknown.
4. The material is highly toxic.
5. A significant fire and/or explosion hazard may be present.
6. The material has the potential to reach the environment (e.g., via a floor drain).
7. The spill is in a common area (e.g., hallway) or other area accessible to the public.
8. Advanced personal protective equipment (more than gloves and a half-face respirator) is required to respond to the spill.
9. A responder is unsure whether the spill should be considered “minor” or “major”.

Spill kits should be available in all labs. Contact Physical Plant Services (902-585-1444) or Safety & Security (902-585-1103) if spill kit can not be located.

In a major hazardous material emergency:

1. Alert people in the immediate area, and evacuate the room.
2. If an explosion hazard is present, take care not to create sparks by turning electrical equipment on or off.
3. Confine the hazard by closing doors as you leave the room.
4. Use eyewash or safety showers as needed to wash off spilled chemicals. Flush the affected area with abundant amounts of water for at least 15 minutes.
5. **Call 911** to report any personal contamination.
6. Seek medical attention immediately.
7. Evacuate nearby rooms that may be affected.
8. If the hazard will affect the entire building, evacuate the entire building.
9. Outside, identify yourself to emergency responders and report the location, nature, and size of the incident.
10. Provide any additional information you believe would be helpful.
11. Personnel most knowledgeable about the spilled material and the location of the spill should be available to provide information to emergency responders.

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12. Isolate contaminated persons; do not allow them to leave or to spread the contamination.
13. Avoid contamination or chemical exposure to yourself.
14. Advise Safety & Security at 902-585-1103 or 88 if you are safe to do so

Minor Hazardous Material Emergency

Minor indoor spills of hazardous materials or waste that present no immediate threat to personal health or safety, or of being released into the environment, are to be cleaned up by the person responsible for the spill unless they are not comfortable doing so. Hazardous material users and hazardous waste generators must be aware of the properties of the materials they use and the waste they generate.

A minor hazardous material emergency exists when all of these conditions exist:

1. Responsible party is at the scene who has been trained to handle the situation.
2. Material spilled is known and does not pose a hazardous and/or environmental risk.
3. Material spilled is not highly toxic.
4. Quantity spilled is very minor and small.
5. Is no fire and/or explosion hazard present.
6. Spill is completely contained in the building.
7. Material has little or no potential to reach the environment.
8. Spill is not in a common area.
9. Advanced personal protective equipment (i.e., more than gloves and a half-face respirator) is not needed to respond.

Employee Responsibility

All employees working in areas where hazardous materials are used or stored must be familiar with the hazards and the appropriate protective measures. They must also be familiar with appropriate emergency response procedures, including those for spills. See material safety data sheets for details.

15. Weather/Operating Status – Cancellation of Classes-Closure of the University

A. Cancellation/Closure Procedure

1. Decision to Cancel/Close

In circumstances that pose a risk to the health, well being and/or safety of employees, the President, or appropriate designate, may decide to Cancel Classes or Close the University, in which case the following would apply:

(a) Cancellation of Classes

Students, faculty, and staff are not expected to come to campus when Acadia University cancels classes, labs, tutorials, tests and exams. The University will provide on-campus students with access to the Vaughan Memorial Library (Circulation Desk), KC Irving Environmental Science Centre, Acadia Athletic Complex, ASU Students' Centre and other campus facilities based on the ability to provide adequate staffing and cleared walkways and roads. Residence Buildings and Wheelock Dining Hall are deemed essential and do not close.

(b) Closure of the University

When campus is closed, all facilities are closed and scheduled activities are cancelled (including external bookings). Residence Halls and Wheelock Dining Hall will remain open. Only staff members deemed essential are required on campus during a campus closure, as determined by operational needs in accordance with supervisory direction.

(c) Notification of Cancellation or Closure of the University

On the instruction of the President, or appropriate designate, the Office of Communications and Marketing will lead the announcement of the decision to cancel classes or close the University. Announcements will be made by:

- ACADIA ALERT
- Voicemail messages sent to on-campus residence and office telephones
- Emergency Information Line - 902-585-INFO (4636) to receive a prerecorded message on campus status
- Acadia Web site – all active web pages (www.acadiau.ca) will post notifications
- Local Radio Stations will be contacted to provide public broadcast updates
- Residence Life Staff - communicate directly with students living on campus

(c) Cancellation of Special Events

Where campus facilities have been rented for functions but Acadia has made the decision to close that facility or the campus, the University department responsible for booking the rental will notify the event organizer. The renter is responsible for communicating the cancellation to the participants.

2. Decision to Reopen following Cancellation or Closure

Once Acadia University staff are able to assess the required elimination of risk to the health, well being and/or safety of employees; the President, or appropriate designate, may decide to resume normal operations.

3. Completion of Academic Requirements

The completion of all course requirements determines whether or not credit will be given for that course, not the number of classroom or laboratory hours actually taught. It will be the responsibility of the individual instructors to determine if it is necessary for classes, labs, tutorials, tests and exams to be made up at another time, due to cancellation of classes or closure of the University.

B. Staff Attendance during Cancellation of Classes and Closure of the University

1. Cancellation or Closure prior to the commencement of the regular workday:

- Employees who are engaged in essential services, by virtue of their particular responsibilities, will be required to come to work. Such employees will be entitled to equivalent time off at a later date, but not to overtime compensation.
- All other employees, with the exception of casual hourly-paid staff, shall receive payment for the regularly scheduled hours they would have worked, had the cancellation of classes or closure of the University not occurred.

2. Cancellation or Closure after the workday begins:

- Employees who are engaged in essential services, by virtue of their particular responsibilities, will be required to remain at work. Such employees will be entitled to equivalent time off at a later date, but not to overtime compensation.
- All other employees, including casual hourly-paid staff, who reported for work, will receive payment for the balance of the regularly scheduled hours they would have worked on that day.
- Those who did not report to work that day, or who left prior to the decision to close, will be required to use personal leave (vacation or accumulated overtime - not sick leave), or make up the time missed, for only the amount of time missed prior to the decision to close.

The following are defined as “essential services” to be kept in operation when Acadia University cancels classes or closes the university:

Cancellation of Classes

- Department of Safety and Security
- Student Affairs including
- Residence Life
- Student Resource Centre (counselling)
- Campus Dining/Food Services and Facilities for students
- Physical Plant Services including:

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- Central Heating Plant
- Snow removal
- Custodial support to residences
- Emergency repair and maintenance
- Vaughan Memorial Library - Circulation Desk
- KC Irving Environmental Science Centre
- Acadia Students' Centre (SUB)
- Acadia Athletics Complex

Closure of the University

- Department of Safety and Security
- Student Affairs including
- Residence Life
- Campus Dining / Food Services and Facilities for students
- Physical Plant Services including:
- Central Heating Plant
- Snow removal
- Custodial support to residences
- Emergency repair and maintenance

Communications Protocol

If a weather-related event or emergency situation disrupts campus operations, notification will be provided as soon as possible.

- **ACADIA ALERT** sent to all students, staff and faculty.
- **Voicemail** messages sent to on-campus residence and office telephones. Please call 902-542-2200 and press 3 to log in to your voice mailbox for a message.
- **Emergency Information Line** -902-585-INFO (4636) to receive a prerecorded message on campus status.
- **Acadia Web site** – all active web pages (www.acadiau.ca) will post notifications.
- **Residence Life Staff** - will communicate directly with students living on campus.
- **Radio Stations** (Magic 94.9, AVR 97.7, K-Rock 89.3, and CBC 106.5) will be contacted to provide public broadcast updates. *Please note: the timing and content of these announcements will be at the discretion of the broadcaster.*
- **Fire Alarm** - indicates the need to evacuate the building immediately.

For more information or assistance on campus, please contact the Department of Safety and Security at 902-585-1103.. The office is staffed 24 hours daily. To report an emergency please telephone 911

Whenever you receive an ACADIA ALERT please act quickly and decisively, as directed.

Severe Weather /Shelter

In preparation for hurricanes, tropical storms or other severe weather, everyone should have a plan in place to protect their family, pets, livestock and property. The plan should include stocking up on food, water, medication, batteries and other necessities.

Leaves and debris should be cleared from rain gutters, as they can hamper drainage in the event of heavy rains. Outdoor belongings such as patio furniture and other items should be put in a secure place.

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Residents should have an emergency kit, and prepare to be self-reliant for at least 72 hours in the event of severe weather. They should also regularly check television and radio forecasts to stay up to date on evolving weather conditions.

Residents are encouraged to download the 72-Hour Emergency Guide, which can be found on the federal government's [Get Prepared website](#). The website has several publications that can assist people in preparing for emergency situations.

Bulletins from the Canadian Hurricane Centre are also available [online](#) as is other information from the Emergency Measures Organization.

LINKS:

- [72-Hour Emergency Guide](#)
- [Local weather conditions and forecasts](#)
- [Bulletins from the Canadian Hurricane Centre](#)
- [Public Alerts](#)

Thunderstorms

If a thunderstorm approaches, remember that if you can hear thunder, you are close enough to be struck by lightning so:

1. Go to safe shelter immediately.
2. Use phones only in an emergency.
3. Stay away from water sources, i.e., drinking fountains, faucets, showers, etc.
- 4.

If you are outside during a thunderstorm and there is no shelter nearby:

1. If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet.
2. Place your hands on your knees with your head between them. Make yourself the smallest target possible.
3. Minimize your contact with the ground
4. Find a low spot away from trees, fences, and poles. Make sure the place you pick is not subject to flooding.
5. If you are in a wooded area, take shelter under the shortest trees.

Lightning Policy for Outdoor Events

Use the 30/30 rule:

- Take the appropriate shelter when you count 30 seconds or less between lightning flashes and thunder.
- Remain sheltered for 30 minutes following the last indication of thunder.

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- Safe shelter shall be an inside area, away from doorways, windows. The shelter shall be able to keep the athletes and fans (for sporting events) or other event-goers comfortable for up to 1 hour or more.
- While less than ideal, some individuals may opt to use their motor vehicle for shelter. When possible it is important to remind vehicle users to avoid contact with the steering wheel, ignition, keys and/or radio.

1. At the first sign of an electrical storm organizers and officials are expected to use the 30/30 rule and game play or events should cease if it reaches this criteria - 30 seconds or less between lightning flashes and thunder.

2. All participants (players, officials, crew, fans, Safety and Security personnel, etc.) are to proceed to a safe sheltered area with preference being inside a building.

3. The event will not commence until thirty (30) minutes following the last sign of an electrical storm that has been witnessed by Organizers, Officials or Department of Safety and Security staff.

4. If the storm is long lasting or leaves conditions that are unsuitable to carry on an event, the event will be postponed by the Organizers and Officials.

Protective Sheltering

Protective sheltering involves taking shelter in an interior hallway and staying away from glass doors and windows as much as possible. Recommended areas to seek shelter are those on the lowest level away from possible flying glass. For example:

1. First floor restrooms.
2. Interior stair tower.
3. Hallways away from glass.
4. Interior offices without windows.
5. Interior classrooms without windows or glass, and the lecture halls.

16. Earthquake

Though earthquakes are not a high risk in the area, they are possible. If you are inside a building and feel it shaking or swaying:

1. Duck or drop to the floor.
2. Cover yourself under a piece of heavy furniture or a stairwell, or in a doorway (beware of the door swinging back and forth). If that is not possible, position yourself against an interior wall, protecting your head and neck with your arms.
3. Keep away from appliances, windows, and heavy hanging objects.
4. Hold on securely and stay in your protected position until the shaking stops.
5. Evacuate the building as soon as the shaking stops.

If you are outdoors when you feel shaking:

1. Move to a clear area away from trees, signs, buildings, and electrical wires and poles.
2. If you cannot get to an open area, take shelter in a doorway to protect yourself from falling debris.

If you are driving when you feel shaking:

1. Stop at the side of the road, away from hazards such as overpasses and power lines and poles. Stay inside the vehicle until the shaking stops.
2. Resume driving cautiously if it seems safe.
3. Avoid bridges and ramps that may have been structurally damaged.

After the shaking has stopped:

1. Anticipate aftershocks and plan where you will take cover from them.
2. Check for injuries, and give first aid as necessary.
3. Remain calm.
4. Avoid broken glass.
5. Check for fire.
6. Check gas, water, and electric lines. If they appear damaged, or if you smell gas, open windows and leave the building immediately.
7. Contact Safety & Security at 902-585-1103 or 88 immediately.
8. Stay out of damaged buildings.

17. Animal Incidents

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences. Such contact should be reported to Student Health Services at 902-585-1238 immediately. Only trained animal technicians should handle animals. Any animal that is wandering loose on campus should be reported immediately to Safety & Security 902-585-1103 or 88. If a wild animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away.

Venomous Animals

In the case of a bite or other injury caused by a venomous animal (e.g., a black widow or a brown recluse spider) or an allergic reaction to an insect or other animal, **call 911** immediately for emergency medical assistance. Be prepared to give your name, location, and, if possible, the species or type of animal involved. Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby. Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.

18. Emergency Notification

The University employs a range of means to alert our campus community to an emergency situation or campus closures as quickly as possible. You may be notified in several ways.

- **Fire alarm** - indicates the need to evacuate the building immediately.
- **ACADIA ALERT** – sent to all students, staff and faculty.
- **University "Urgent-All-Acadia" Email** - notifies anyone with an @acadiau.ca address of an emergency situation or campus closure; this is a stand-alone email system that you cannot opt-out of.
- **Phone Voicemail Message System** - notifies campus holders of a 585- phone number. Users can check their voicemail from any location to get information about an emergency or notification of campus closure*.
- **University Web Site** - During an emergency or campus closure, official information will be available on the University's Web site at www.acadiau.ca.
- **Local Radio Stations** - will broadcast information during severe weather situations. \
- **Residence Life Staff** - will communicate directly with students living on campus.
- **Information Line - 1-902-585-INFO (4636)** will be updated to provide information to callers regarding an emergency or situation.

All available forms of communication will be used to convey important information to the University community.

Whenever you receive an emergency notification, please act quickly and decisively, as directed by the notice.

To report an emergency, **call 911** and contact Safety and Security at **902-585-1103 or 88**.

*** To access your voicemail from off campus to check for a storm-related closure:**

1. Dial 902-585-2200
2. Press 3 to access the voicemail system
3. Enter in your voicemail box number followed by the #
4. Enter your password followed by the #
5. To play the message(s) - press 2

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Contact Info

Acadia University
Department of Safety & Security
515 Student Union Building
30 Highland Avenue
Wolfville, NS
B4P 2R6
Phone: (902) 585-1103 or 88
Fax: (902) 585-1091
<http://security.acadiau.ca/welcome.html>



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Appendix I Designated Gathering Places Outside Evacuated Buildings (Residence) Acadia Street, Crowell Drive, Highland Ave. and Horton Ave.

CIVIC ADDRESS	BUILDING	PRIMARY LOCATION	SECONDARY LOCATION
22 Crowell Dr.	SEMINARY HOUSE	South roadway. near east side of University Hall	University Hall - Convocation Hall
18 Crowell Dr.	WHITMAN HOUSE	Service Road opposite West Entrance to Denton Hall	Fountain Learning Commons - Great Room
23 Crowell Dr.	RAYMOND HOUSE	Parking area on Crowell Drive east of Raymond House	Fountain Learning Commons - Great Room
35 Crowell Dr.	CHIPMAN HOUSE	Service Roadway north of Dennis House	Fountain Learning Commons - Great Room
60 Highland Ave.	CROWELL TOWER	Northwest side of Wheelock parking lot	Wheelock Dining Hall
22 Horton Ave.	DENNIS HOUSE	West Entrance concourse area of Wheelock Dining Hall	Wheelock Dining Hall
24 Horton Ave.	CHASE COURT	West Entrance concourse area of Wheelock Dining Hall	Wheelock Dining Hall
39 University Ave.	ROY JODREY HALL	Service Road west of Chase Court	Fountain Learning Commons - Great Room
43 University Ave.	EATON HOUSE	Service Road west of Chase Court	Fountain Learning Commons - Great Room
41 University Ave.	CHRISTOFOR HALL	Service Road west of Chase Court	Fountain Learning Commons - Great Room
55 University Ave.	CUTTEN HOUSE	Northwest corner of parking lot on east side of Cutten House	Wheelock Dining Hall
58 University Ave.	58 UNIVERSITY AVENUE	Northeast corner of gravel parking lot on west side of University Avenue	Wheelock Dining Hall

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23 Westwood Ave.	WAR MEMORIAL HOUSE	Service Road btwn University Club & Huggins West Concourse	Huggins Science HallRm. 10
CIVIC ADDRESSES	BUILDING	PRIMARY LOCATION	SECONDARY LOCATION
34 Westwood Ave.	34 WESTWOOD AVENUE	Westwood Avenue sidewalk in front of 36 Westwood Avenue	K.C. Irving Centre Garden Room
3 Horton Ave.	GODFREY HOUSE	Horton Avenue - East side of Manning Memorial Chapel	Beveridge Arts Centre South Lobby
7 Horton Ave.	BANCROFT HOUSE	Horton Avenue West Side opposite Bancroft	Student's Centre
12 Horton Ave.	DENTON HALL	Service Road north of Whitman House	Student's Centre
30 Highland Ave.	STUDENT'S CENTRE	On driveway loop to Denton Hall East Side Entrance	Fountain Learning Commons - Great Room
38 Highland Ave.	ACADIA DIVINITY COLLEGE	The lawn area on the southwest corner of the Divinity building, at least 25 metres from the building.	Wheelock Dining Hall
44 Highland Ave.	WHEELOCK DINING HALL	Sidewalk outside Chase Court Main Entrance	Student's Centre
504 Main St.	FESTIVAL THEATRE	Northeast corner of Festival Theatre parking lot	Beveridge Arts Centre North Lobby
512 Main St.	ALUMNI HALL	North East corner of Alumni Hall parking lot	Festival Theatre Lobby
550 Main St.	ACADIA ARENA	Northwest corner of Arena parking lot	Gymnasium (if safe to do so) or Festival Theatre
550 Main St.	WAR MEMORIAL GYMNASIUM	Northwest Corner of Arena parking lot	Arena (if safe to do so) or Festival Theatre
20 Elm ave.	CENTRAL HEATING PLANT	Town of Wolfville parking lot east of Tank Farm	Festival Theatre Lobby

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6 University Ave.	ELLIOTT HALL	University Avenue sidewalk east of Huggins Science Hall Main Entrance	University Hall - Convocation Hall
12 University Ave.	HUGGINS SCIENCE HALL	University Avenue sidewalk east of Horton Hall Main Entrance	University Hall - Convocation Hall
15 University Ave.	UNIVERSITY HALL	Centre walkway on South side of University Hall	Fountain Learning Commons - Great Room
21 University Ave.	RHODES HALL	West Entrance of University Hall	University Hall - Convocation Hall
CIVIC ADDRESS	BUILDING	PRIMARY LOCATION	SECONDARY LOCATION
27 University Ave.	CARNEGIE HALL	Walkway intersection northeast of Carnegie Hall	Fountain Learning Commons - Great Room
31 University Ave.	EMMERSON HALL	Walkway intersection northeast of Carnegie Hall	Fountain Learning Commons - Great Room
32 University Ave.	K.C. IRVING CENTRE	Top of K.C. Irving Centre North Exterior Steps	Fountain Learning Commons - Great Room
37 University Ave.	CLARK COMMONS	Northeast Corner of courtyard beside Roy Jodrey Hall	Fountain Learning Commons - Great Room
52 University Ave.	DEWOLFE HOUSE	Cutten House driveway on east side of University Avenue	Clark Commons
61/67 University Ave.	ROBIE ROSCOE SERVICE BUILDING AND GARAGE	Northeast corner of gravel parking lot on west side of University Avenue	Cutten House Lobby
11 Westwood Ave.	11 WESTWOOD AVENUE	Westwood Avenue sidewalk west side in front of 12 Westwood	Huggins Science Hall Foyer
17 Westwood Ave.	UNIVERSITY CLUB	Huggins Science Hall West Concourse	Huggins Science Hall Foyer
33 Westwood Ave.	BIOLOGY BUILDING	Base of K.C. Irving Centre North Exterior Steps	K.C. Irving Centre Lobby
27 Acadia St.	WONG INTERNATIONAL CENTRE	Acadia Street - North side minimum 20m from building	Beveridge Arts Centre South Lobby

EMERGENCY RESPONSE GUIDE – Acadia University

50 Acadia St.	VAUGHAN MEMORIAL LIBRARY	Horton Avenue - East side of Manning Memorial Chapel	Manning Chapel Basement
31 Acadia St.	HAYWARD HOUSE	Horton Avenue - East side of Manning Memorial Chapel	Beveridge Arts Centre South Lobby
45 Acadia St.	MANNING CHAPEL	South roadway near east side of University Hall	University Hall - Convocation Hall
23 Crowell Dr.	RAYMOND HOUSE / PRINT SHOP	Parking area on Crowell Drive east of Raymond House	Fountain Learning Commons - Great Room
CIVIC ADDRESS	BUILDING	PRIMARY LOCATION	SECONDARY LOCATION
26 Crowell Dr.	FOUNTAIN LEARNING COMMONS	Service Road north of Whitman House	Student's Centre
38 Crowell Dr.	WILLETT HOUSE	Service Road on west Side of Fountain Commons	Fountain Learning Commons - Great Room
24 Elm Ave.	DEWOLFE WAREHOUSE	Curling Club Parking Lot	Festival Theatre Lobby
10 Highland Ave.	BEVERIDGE ARTS CENTRE	Horton Avenue - East side of Manning Memorial Chapel	Student's Centre
24 Highland Ave.	24 HIGHLAND AVENUE	Highland Avenue sidewalk east of Wong International Centre	Beveridge Arts Centre South Lobby
48 Highland Ave.	48 HIGHLAND AVENUE	Highland Avenue sidewalk north of driveway to 48 Highland Ave	Wheelock Dining Hall