



TYNDALE

• UNIVERSITY COLLEGE & SEMINARY •

EMERGENCY GUIDE

June 2012

IMPORTANT PHONE NUMBERS

Emergency: Dial 9 and then 911 from an internal line

Tyndale Main Line: 416-226-6620

To reach the following numbers from an external phone, dial 416-226-6620 and then the Extension below:

| Tyndale Reception: | 0 | Other Important Notes/Contacts |
|---|--------------|--------------------------------|
| Tyndale Security | 2222 | |
| Student Life Help (during normal business hours) | 2168 | |
| Human Resources (during normal business hours) | 2103 or 2149 | |
| For updates on civil or weather related emergencies | 7669 (SNOW) | |
| Commuter Hotline | 2187 | |
| IT Help Desk | 4357 (HELP) | |
| Power Failure <i>During normal working hours</i> <i>Outside of normal working hours</i> | 0 2222 | |

EMERGENCY PHONE NUMBERS/NOTES

PROCEDURE TO BE FOLLOWED IN THE EVENT OF A FIRE

| EVENT | ACTION |
|---------------------|---|
| Discovery of Fire | <ul style="list-style-type: none"> • LEAVE the fire area, taking any persons in the immediate vicinity with you • CLOSE doors behind you to limit the spread of fire and smoke • ACTIVATE the fire alarm at the nearest fire alarm PULL station to alert other occupants • GO to a safe area or outside the building, via the stairs, and TELEPHONE the Toronto Fire Department - Dial 911. Never assume this has been done. Know and give the correct address of the building (25 Ballyconnor Court or 3377 Bayview Avenue, closest major intersection Bayview and Steeles), and the location of the fire in the building (e.g. laundry room located in the basement) • EXIT the building IMMEDIATELY • DO NOT RE ENTER the building until it is declared SAFE to do so by the Chief Fire Official • Go to the grouping area outside the building (along the parking lot fence for both Ballyconnor and Bayview campuses) • Follow directions of managers, supervisors or fire department. |
| Sound of fire alarm | <ul style="list-style-type: none"> • Shut down non-essential equipment in your work area and ensure doors are closed to all areas. (Closed doors will give you protection as well as protection for your records and equipment.) • Immediately proceed to exit the building. • Before opening any door, feel door and doorknob for heat. If not hot, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, close door quickly. If possible, use an alternate exit. At the alternate exit repeat this process. • EXIT the building by the nearest exit or stairwell, if it is not clear of smoke or fumes use the alternate exit or stairwell. • Follow directions of supervisory staff or fire department • Report to grouping area along the fence • <u>Remain calm</u> |

FIRE

EVACUATION HINTS

DO NOT DELAY WHEN YOU HEAR THE FIRE ALARM SIGNALS

WALK, DO NOT RUN

Do not use elevators unless otherwise directed

Do not retrieve personal belongings Remove
high-heeled shoes for going down stairs Keep

hand on wall or railing while moving

Keep calm, assist others to exit

Reassure others and stay calm

Report to Chief Fire Official any persons who refused or were unable to exit the building

Once outside, go to your grouping area along the fence and stay there unless otherwise directed by managers, supervisors or fire department. General grouping area is around the fence surrounding the parking lot. Driveway and roadway access must be kept clear for emergency vehicles. Fire wardens of your area may designate a specific area for your department or residence floor.

IF YOU NEED ASSISTANCE TO EVACUATE THE BUILDING PLEASE WAIT NEAR THE
ELEVATOR AND A FIRE WARDEN WILL ASSIST YOU.

DO NOT return to the building unless authorized by fire department

EVACUATION HINTS

PROCEDURE TO BE FOLLOWED IN EMERGENCY SITUATIONS INVOLVING A VIOLENT INCIDENT OR VIOLENT PERSONS

**Please remember, these are guidelines only.
Common sense should prevail at all times!**

| EVENT | ACTION |
|---|---|
| <p>Physical attack or a threat of physical violence.</p> | <ul style="list-style-type: none"> • Shout for help • If possible, immediately leave the spot to reach a place where there are other people and ask for help • If possible, dial '0' to reach Reception during normal business hours or Security at 2222 at any time who will respond as required <p>*Note: When 2222 is dialed, you will get a live person on the line – either on-campus Security or the WINCON (security service provider) call centre to which the call will automatically be re-directed should campus Security not respond.</p> |
| <p>Situation involving an armed individual posing an immediate threat to the safety of the Tyndale community within the building.</p> | <ul style="list-style-type: none"> • Immediately call (9) 911 to inform Police of the threat • Call Ext. 2222* (See Note above) • Where required and possible, announcements will be made informing you of the next steps to be taken. If the announcement states that a lockdown has been ordered please take action as follows to the extent possible: <ul style="list-style-type: none"> ➤ Lock all classrooms, offices and exterior doors ➤ Face away from glass and doors ➤ Lie on the floor if gunshots are heard ➤ Pull shades or drapes and turn off lights if appropriate ➤ Keep telephone lines open ➤ In the classroom take quick attendance/count, if possible ➤ Try to establish visual communication with police ➤ Do not leave the room except on the direction of the police ➤ Maintain silence - do not use radio, TV or cell phone |

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LOCKDOWN/VIOLENT INCIDENT/PERSON

| EVENT | ACTION |
|---|---|
| <p>Situation involving an armed individual posing an immediate threat to the safety of the Tyndale community within the building</p> | <ul style="list-style-type: none"> ➤ Text messaging/Blackberry can be used to communicate with those outside the campus, where possible ➤ If you observe vital information that could be useful in identifying the individual please call 911 ➤ Doors to be opened only when an "all clear" is given <p>Note: Use your best judgment at all times. If deemed necessary, take action as indicated above as soon as possible</p> |
| <p>Situation involving an armed individual posing an immediate threat to the safety of the Tyndale community outside the building</p> | <p>If outside or in an exposed area each person must decide the best course of action for their own safety.</p> <ul style="list-style-type: none"> ➤ Hide: Go inside the nearest building. If this cannot be safely done use bushes, trees, walls, and benches for cover. ➤ Run: If it is possible to safely make it out of the area, please do so. If the decision is to run from the area, do not run in a straight line. Try to keep objects, such as trees, garbage cans, buildings, and cars, between you and the hostile person. ➤ Play Dead: If the intruder is causing death or physical injury to others and it is not possible to run or hide, a prone position can be assumed. Lie as still as possible. ➤ Resistance and Confrontation: If caught in the open and in close proximity to the intruder consider how you might resist and confront the individual. Fighting back is considered dangerous and is not recommended, but depending on the situation it could be considered the last option. ➤ Caught: If caught by the intruder and fighting back is not an option, obey all commands and avoid eye contact. Obey all commands of emergency personnel when they arrive on scene. |

LOCKDOWN/VIOLENT INCIDENT/PERSON

PROCEDURE TO BE FOLLOWED IN THE EVENT OF POWER FAILURE

| EVENT | ACTION |
|---------------|--|
| Power failure | <ul style="list-style-type: none">• Inform Reception by calling Tyndale at 416 226 6620, Ext. 0 from a cell phone during normal business hours. Outside of normal business hours call Ext. 2222.• Walk to Reception to report the matter. Emergency lights (battery life – 2 hours) will turn on in the hallways.• Where possible check elevators for trapped persons <p>Note: When 2222 is dialed, you will get a live person on the line – either on-campus Security or the WINCON (security service provider) call centre to which the call will automatically be re-directed should campus Security not respond. Telephones on campus may not work in the event of power failure.</p> |

PROCEDURE TO BE FOLLOWED IN THE CASE OF SUSPICIOUS LETTERS OR PARCELS

| EVENT | ACTION |
|--|---|
| <p>Suspicious letter or parcel is observed/delivered.</p> <p>Use your own judgment at all times. Some general descriptions of suspicious letters and parcels are listed below:</p> <ul style="list-style-type: none">- Packages with wires, foils, oily stains- Cut and paste labels- Makes a sloshing noise- Resistance when beginning to open- Has a strange odor- Unusual shapes or bulges in combination with the above | <ul style="list-style-type: none">• Call Reception by dialing '0' during normal business hours or Security at 2222 at any time who will respond as required• Identify yourself and report the exact location and description of object/package• Tell Security why you think the package or object is suspicious• Wait for Security to arrive and give further instructions <p>Note: When 2222 is dialed, you will get a live person on the line – either on-campus Security or the WINCON (security service provider) call centre to which the call will automatically be re-directed should campus Security not respond.</p> |

PROCEDURE TO BE FOLLOWED IN THE EVENT OF A MEDICAL EMERGENCY

| EVENT | ACTION |
|---|---|
| <p>Person is unconscious, is seriously ill or has sustained a critical injury</p> | <p>Immediate Action: Call 911 at once and:</p> <ul style="list-style-type: none"> - provide a description of the situation - request an ambulance - provide information on location: building, floor and room number - provide your name and telephone number <p>Call 0 (Reception) to locate a person trained in administering First Aid.</p> <p>Call 2222 (Security) outside of normal working hours (when Reception is not open) to locate a person trained in administering First Aid.</p> <p>Secondary Response: Call Human Resources at 416 226 6620, Ext. 2103 or 2149 if the person who sustains a critical injury* is an employee.</p> <p>*Under the Occupational Health and Safety Act, Ontario Regulation 714/82 a critical injury is defined as a broken arm or leg; a loss of consciousness; substantial loss of blood; amputation of a leg, arm, hand, foot but not a finger or toe; burns to a major portion of the body; the loss of sight in an eye.</p> <p>Tertiary Response: Call or e-mail the Supervisor. In the case of a student call or e-mail the Dean of Students (UC/ Seminary)</p> <p>Complete an Incident Report and forward it to the Chair/Co-chair of the Joint Health & Safety Committee within 24 hours.</p> |

PROCEDURE TO BE FOLLOWED IN THE EVENT OF A CIVIL EMERGENCY

| EVENT | ACTION |
|--|---|
| Civil emergency declared by government authorities | <ul style="list-style-type: none">• Adhere to all emergency orders issued by government authorities• Check for information on school closure/other arrangements communicated through one or more of the following channels:<ul style="list-style-type: none">➤ Announcement on the web at www.tyndale.ca or www.mytyndale.ca➤ Automated message at 416 226 6620, Ext. 7669 (SNOW)➤ Individual telephone calls to employees either directly or through Supervisors➤ Emails to employees' Tyndale email addresses |

**PROCEDURE TO BE FOLLOWED IN THE EVENT OF A PUBLIC HEALTH EMERGENCY
OR A LOCAL (TYNDALE) HEALTH EMERGENCY**

| EVENT | ACTION |
|---|--|
| Public health emergency declared by government authorities | <ul style="list-style-type: none"> • Adhere to all emergency orders issued by government authorities including, but not limited to, travel restrictions, evacuations and public health orders |
| Public health quarantine declared by government authorities | <ul style="list-style-type: none"> • Adhere to public health directives • Inform your Supervisor and Human Resources if absence from work is required • Where possible, work remotely • Contact IT Help Desk (416 226 6620 – Ext 4357 or HELP) for assistance with remote access set up. |
| Local health emergency | <ul style="list-style-type: none"> • Adhere to all instructions communicated by the Tyndale Human Resources Department or the Tyndale Joint Health and Safety Committee. |

PROCEDURE TO BE FOLLOWED IN THE EVENT OF EXTREME WEATHER CONDITIONS

| EVENT | ACTION |
|---|--|
| <p>Natural hazards and extreme weather conditions such as snowstorms, flooding, etc.</p> <p>-</p> | <ul style="list-style-type: none"> • Check for information on school closure/other arrangements that will be communicated through one or more of the following channels: <ul style="list-style-type: none"> ➤ Announcement on the web at www.tyndale.ca or www.mytyndale.ca ➤ Automated message at 416 226 6620, Ext. 7669 (SNOW) ➤ Individual telephone calls to employees either directly or through Supervisors ➤ Email advice to employees' Tyndale email addresses • Where natural hazards such as snowstorms can be forecast with a reasonable degree of accuracy information on school closures will be communicated before 6.00 AM of the day of closure (where possible). • Where possible, employees will work remotely. • Check in with your Supervisor to discuss working arrangements. • Contact IT Help Desk (416 226 6620 – Ext 4357 or HELP) for assistance with remote access set up. |