

UNIVERSITY OF MANITOBA

U N I V E R S I T Y

# EMERGENCY QUICK REFERENCE

G U I D E

2019 Version

THIS INFORMATION COULD SAVE YOUR LIFE



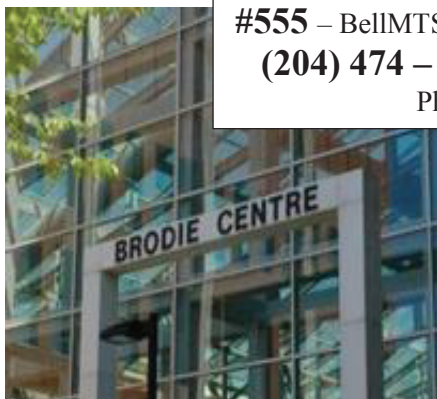
## On Campus Emergencies:

**911 or 4-911** – University Phones

**555** – University Phones

**#555** – BellMTS/Rogers Cell Phones

**(204) 474 – 9341** – All Other  
Phones



[www.umanitoba.ca](http://www.umanitoba.ca)



UNIVERSITY  
OF MANITOBA

## OTHER IMPORTANT TELEPHONE NUMBERS

Winnipeg Police Service (24 hours)	911 (or 4-911) (204) 986-6222	Emergency Non-Emergency
Campus Security (24 hours) Non-Emergency Numbers	(204) 474-9312 (204) 789-3330	Fort Garry Campus Bannatyne Campus
Physical Plant (24 hours)	(204) 474-6281 (204) 789-3636	Fort Garry Campus Bannatyne Campus
Environmental Health & Safety (EHS) Business Hours Only (08:30 to 16:30)	(204) 474-6633	
University Switchboard	(204) 474-8880	<b>OR</b> 0 (University Phones)
Health Sciences Centre (HSC) Security	(204) 787-4567	
Health Links	(204) 788-8200	<b>OR</b> 1-888-315-9257
Manitoba Poison Information / Control Centre	1-855-776-4766	

[emergency\\_response@umanitoba.ca](mailto:emergency_response@umanitoba.ca) (24 hours)

### Notes:

- Telephone calls between the Fort Garry Campus and Bannatyne Campus can be completed by dialing the last four digits. \*\*
  - Telephone calls to numbers outside either campus (i.e. off campus) require an outside line by dialing 4 + the complete number. \*\*
- \*\* William Norrie Centre is not on the campus phone system (i.e. it is 'off campus').

## WEBSITES

City of Winnipeg's Emergency Web.....	<a href="http://www.winnipeg.ca/emergweb/">www.winnipeg.ca/emergweb/</a>
Manitoba Emergency Measures Organization (EMO).....	<a href="http://www.manitobaemo.ca">www.manitobaemo.ca</a>
Highway Information.....	<a href="http://www.gov.mb.ca/mit/roadinfo/">www.gov.mb.ca/mit/roadinfo/</a>
Environment Canada.....	<a href="http://www.weatheroffice.ec.gc.ca">www.weatheroffice.ec.gc.ca</a>
Public Safety Canada.....	<a href="http://www.publicsafety.gc.ca">www.publicsafety.gc.ca</a>
Get Prepared Canada.....	<a href="http://www.getprepared.gc.ca">www.getprepared.gc.ca</a>

## YOUR EMERGENCY MEETING LOCATIONS

Refer to the **Fire Safety Plan** for your workplace for what to do in the event of an emergency.

Use the Government of Canada's **Emergency Preparedness Guide** to prepare household emergency plans, including evacuation routes and meeting locations:

[www.getprepared.gc.ca/cnt/rsrscs/pblctns/yprrdnssgd/yprrdnssgd-eng.pdf](http://www.getprepared.gc.ca/cnt/rsrscs/pblctns/yprrdnssgd/yprrdnssgd-eng.pdf)

The University acknowledges the following sources of information for portions of this booklet: Brandon Emergency Support Team, Environment Canada, Public Safety Canada, Manitoba Hydro, University of Manitoba Libraries – Winnipeg Tribune Digital Photograph Archive, Clayton H. Riddell Faculty of Environment, Earth, and Resources, RCMP Bomb Data Centre, Canada Post Corporation, and the Center for Personal Protection and Safety.

**FIRE**  
**POLICE**  
**AMBULANCE**  
**HAZARDOUS  
MATERIALS**



**911 or 4-911** from University phones.  
**555** from University phones.  
**#555 BellMTS** or Rogers Wireless.  
**204-474-9341** all other phones.  
**Red Emergency Phones.**  
**Classroom Emergency Phones.**  
**Elevator Emergency Phones.**  
**Code Blue Stations.**

**When calling for emergency assistance please provide the following:**

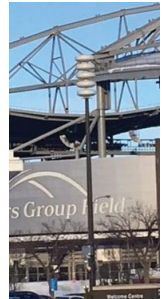
1. Nature of the emergency (i.e. who, what, where, when, why, & how).
2. Your location (i.e. room number, building name, campus, building address, phone number, etc.).

Winnipeg Police Service (WPS) can be contacted 24 hours a day by calling 4-911 from any University phone or by dialing 911 from any non-University phone. Call 911 first and do not hang-up until they end the call. Immediately after your call to 911 ends call Campus Security.

## EMERGENCY NOTIFICATION SYSTEM (ENS)

The University has a multi-channel emergency notification system to send urgent or emergency messages. The channels include:

1. **Emergency Web Page** – a text based message on a web page that by-passes the traditional homepage.
2. **Email Messaging** – a text message sent to all university staff and student e-mail lists.
3. **SMS/Text Messaging** – a text message sent to any registered subscriber. Sign up online [http://umanitoba.ca/emergency\\_signup.html](http://umanitoba.ca/emergency_signup.html)
4. **Emergency Phones** – a voice message can be sent to the Red, Classroom, and Elevator emergency phones, which will broadcast the voice message.
5. **Voice Mail** – a voice message can be sent to all on-campus voice mail boxes within the University voice mail system (aka Call Pilot).
6. **Outdoor Emergency Notification Towers** (Fort Garry Campus) – an outdoor public address system that can be heard anywhere on campus.





## Code Blue Emergency Call Stations

These call stations are located on both campuses. When activated, they alert everyone nearby of an emergency with a blue flashing light and provide an open two-way communication with Campus Security. Maps showing the locations of the Code Blue Stations can be found at: <http://umanitoba.ca/campus/security/safety/codeblue.html>



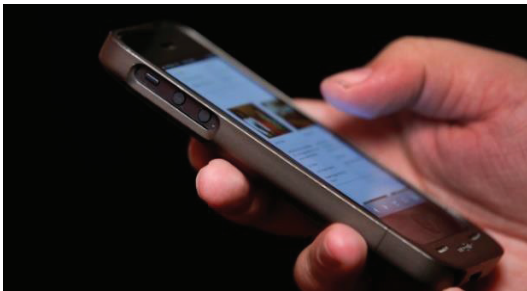
## Red Emergency Phones

These phones are located inside most University buildings and in the tunnels. They can broadcast a message, and when pushed, they will alert Campus Security of an emergency in that location and a patrol officer will be dispatched immediately to investigate. These phones are capable of 2-way communication. Press the button once to open the line.

## EMERGENCY ALERTS FOR CELL PHONES

The Province of Manitoba performs yearly tests of the Alert Ready system. This public alert system will warn of life threatening emergencies such as floods, fires and storms.

Testing of this alert system may take place at several times throughout the year.



## FIRE SAFETY

### Smell of Smoke, Seeing Smoke or Suspicion Of Fire: **REACT**

1. **R**emove yourself and others from immediate danger.
2. **E**xit the building via the nearest emergency exit.
3. **A**ctivate the nearest Pull Station as you exit the building, if alarm has not been automatically activated.
4. **C**lose Doors behind you as you leave areas. When you have reached the outside of the building, move away from the building.
5. **T**elephone 911 to report the location of the fire once you are outside the building. This info can be shared with Fire Wardens or Security Services @ 555 or #555 from a Rogers or BellMTS cellphone.

All staff, students and visitors should be familiar with the **Fire Safety Procedures** and related Appendices found on the University of Manitoba's Governing Documents page at:

<http://umanitoba.ca/admin/governance/571.html>

#### Fire Safety Procedures:

[http://umanitoba.ca/admin/governance/governing\\_documents/operations/fire\\_safety\\_procedures.html](http://umanitoba.ca/admin/governance/governing_documents/operations/fire_safety_procedures.html)



## WEATHER WARNINGS

Environment Canada monitors the weather 24 hours a day, every day of the year. If a severe storm is on the way, the weather service uses the local media and Environment Canada's Weather Radios to notify the public. They have two basic types of alerts.

1. A **Weather Watch** is provided when conditions are favorable for a severe storm to develop. These are usually issued early in the day. It is a good idea to pay attention to the weather and listen to the radio or TV for updated information.
2. A **Weather Warning** means that severe weather is happening or that severe weather conditions are very likely.

For more information about weather watches and/or warnings visit Environment Canada's website [weather.gc.ca](https://weather.gc.ca)

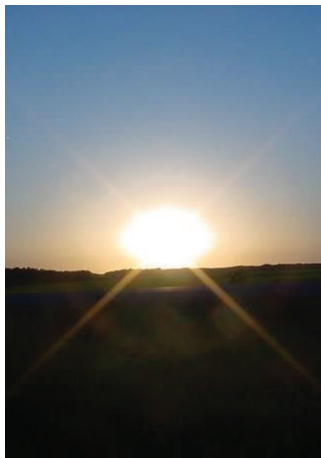




## EXTREME HEAT

### What to do when there is extreme heat?

1. Drink plenty of cool liquids, especially water, **before you feel thirsty.**
2. Wear loose-fitting, light-coloured clothing made of breathable fabric.
3. Splash with water or take cool showers or baths until you feel refreshed.
4. Take a break from the heat by spending a few hours in a cool place.
5. Block sun out by closing awnings, curtains or blinds during the day.
6. Avoid sun exposure. Shade yourself by wearing a wide-brimmed, breathable hat or using an umbrella.
7. If you can't avoid the sun, use a sunscreen that is SPF 15 or higher.
8. Reschedule or plan outdoor activities during cooler parts of the day. Exercise indoors, in an air-conditioned place.
9. Never leave people or pets in your care inside a parked vehicle or in direct sunlight.



For additional tips on how to stay safe and what to do during an extreme heat-related emergency see Health Canada's Health Risks of Extreme Heat Events at:

[www.hc-sc.gc.ca/ewh-semt/pubs/climat/heat-chaleur/index-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/climat/heat-chaleur/index-eng.php)

## THUNDERSTORMS

A thunderstorm develops in an unstable atmosphere when warm moist air near the earth's surface rises quickly and cools. The moisture condenses to form rain droplets and dark thunder clouds.

These storms are often accompanied by lightning, hail, heavy rain, high winds, and tornadoes. Thunderstorms are usually over in an hour, although a series of thunderstorms can last for several hours.

**For further information on Thunderstorm preparedness, response and recovery see the Red Cross at: [www.redcross.org/prepare/disaster/thunderstorm](http://www.redcross.org/prepare/disaster/thunderstorm)**



## LIGHTNING

During a thunderstorm the air is charged with electricity. Bolts of lightning hit the ground at about 40,000 km per second – so fast that the series of strikes hitting the ground appear as a single bolt.

### What to do when there is a thunderstorm with lightning?

1. Estimate how far away the lightning is. Ever second between the flash of lightning and the thunderclap equals 300 meters. If you count fewer than 30 seconds, take shelter immediately.
2. If indoors, stay away from windows, doors, fireplaces, radiators, sinks, bathtubs, appliances, metal pipes, telephones, and other things which conduct electricity. (You can use a cellular phone).
3. Unplug radios, computers, and televisions.
4. If outdoors take shelter immediately in a building, ditch, or a culvert but never near a tree. Do not go outside to rescue the laundry on the clothesline as it conducts electricity.
5. If caught outside in the open, do not lie flat but rather crouch in a “leap-frog” position and lower your head. By minimizing your contact with the ground, you reduce the risk of being electrocuted by a ground charge.
6. Do not ride bicycles, motorcycles, tractors, golf carts or use metal shovels or golf clubs because they may conduct electricity.
7. If swimming or in a boat, get back to shore immediately.
8. If you are in a car, stay there but pull away from trees which might fall on you.
9. You may resume activity 30 minutes after the last clap of thunder.

# TORNADOES

Tornadoes are violent windstorms identified by their twisting funnel-shaped cloud. They are always produced by thunderstorms but not every thunderstorm produces a tornado. They travel between 20 and 90 km/h, are erratic, and can change course suddenly. Do not chase tornadoes.

- **Tornado Watch** means the weather could develop a tornado.
- **Tornado Warnings** means a tornado has been seen or it is very likely that one will develop shortly.

Tornadoes form suddenly, often preceded by warm and humid weather. Warning signs of tornadoes include:

- Severe thunderstorms with frequent thunder and lightning.
- An extremely dark sky sometimes highlighted by green or yellow clouds.
- A rumbling sound, such as a freight train or a whistling sound similar to a jet aircraft.
- A funnel cloud at the rear of a thunder cloud often behind a curtain of heavy rain or hail.



## What to do during a tornado?

- **If you are near a building:**
  1. Listen to your radio during severe thunderstorms.
  2. If a Tornado Warning has been issued take cover immediately.
  3. Go to the basement or take shelter in a small interior ground floor room, closet or hallway. Use the underground University tunnel system for shelter.
  4. Protect yourself by sitting under a heavy table or desk.
  5. Stay away from windows and outside walls and doors.
  6. Do not use elevators.
  7. Avoid large halls, churches, arenas, shopping mall atriums, etc. – their roofs are more likely to collapse.
  8. Stay close to the ground, protect your head and hide from flying debris.

- **If you are driving:**

1. Try to get to a nearby shelter – drive away from the tornado at a right angle.
2. If a tornado seems to be standing still, it is either traveling away from you or heading right for you.
3. Do not get caught in a vehicle or mobile home – take shelter elsewhere. If no shelter is available, lie face down in a ditch or culvert away from the vehicle or mobile home.
4. Stay close to the ground, protect your head and hide from flying debris.

May to September are prime tornado months. Tornadoes usually occur in the afternoon and early evening but they have been known to strike at night too.

## **HAIL**

Hail forms when updrafts in thunderclouds carry raindrops upwards into extremely cold areas and freeze layers upon layer until they are too heavy and fall to the ground. Hailstones vary in size from peas to grapefruits and fall at great speeds. People have been seriously injured by hailstones.

### **What to do when it hails?**

1. Take cover when hails begins to fall.
2. Do not go out to cover plants, cars, or garden furniture or to rescue animals.



## SEVERE WEATHER TRAVEL

Winter can be the most hazardous season in which to travel, but it is important to be prepared for problems during every season. The best safety precaution during severe weather conditions is to avoid traveling. However, if you must travel, be prepared.

### What to do for traveling?

- Tune up your vehicle and keep the tank full of gas.
- For long trips, take drinking water and some snacks.
- Plan your trips in advance and drive well-traveled roads.
- Check highway conditions.  
See EMERGENCY NUMBERS
- Tell family and/or friends of your route, departure and arrival times.
- Listen to the radio for weather updates.
- If driving conditions become serious, turn back or stop at the side of the road.
- Carry a winter survival kit.



**Be prepared to be self-sufficient for at least 72 hours. See Public Safety Canada's Pocket Guide to Emergencies at [www.getprepared.gc.ca](http://www.getprepared.gc.ca)**

## What to do if you are stranded?

- Park completely off the traveled portion of the road.
- Set out warning lights or flares.
- Turn on 4-way flashers and the interior dome light.
- Stay in the vehicle and keep dry.
- Run the engine sparingly for heat.
- Keep the exhaust pipe clear of snow.
- Avoid long exposure and over-exertion – shovelling in bitter cold can kill.
- Use a candle in a coffee tin for heat.
- Keep fresh air in the vehicle by partially opening a sheltered window.
- Exercise in the vehicle by vigorously moving your legs, arms, and hands.
- Wear a hat as you can lose up to 60% of body heat through your head.
- Do not let all occupants sleep at the same time.
- Keep watch for searchers or other traffic.

## Winter survival kit:

- |                                     |  |
|-------------------------------------|--|
| • Ice scraper and brush.            | • Methyl hydrate (fuel line de-icing). |
| • Flashlight and extra batteries.   | • Booster cables.                      |
| • Shovel and tow rope.              | • Flares or other signal aids.         |
| • Sand or kitty litter.             | • Candles and empty coffee tin.        |
| • Matches / lighter.                | • Blankets / warm clothing.            |
| • Granola bars, candy, sugar cubes. | • First aid kit.                       |
| • Compass.                          | • Hatchet or axe.                      |
| • Cellular phone.                   |  |

## BLIZZARDS

Blizzards come in on a wave of cold Arctic air, bringing snow, bitter cold, high winds and poor visibility.

On average, the storms and cold of winter kill more than 100 people every year, which is more than the total number of people killed by hurricanes, tornadoes, floods, lightning, and extreme heat.

### What to do in a blizzard?

1. When a blizzard is forecasted, stay tuned for updates.
2. String a lifeline between your house and any outbuildings you may have to go to during the storm.
3. If on a farm with livestock, including the University's Glenlea Research Station, bring the animals into the barn. Given them plenty of water and food.
4. When a blizzard hits, stay indoors.
5. If you must go outside, dress for the weather. Outer clothing should be tightly woven and water-repellent. Wear mitts and a hat, as most body heat is lost through the head.





## WIND CHILL

Canada's wind chill index is based on the loss of heat from the face. It was developed using human volunteers, computer technology, and a better understanding of how skin loses heat. The index is expressed in temperature-like units which are easier for everyone to understand.

The best way to understand wind chill is to think of it as a feeling. The wind chill index represents how your skin will feel at a given temperature on a calm day. For instance, if the outside temperature is  $-5^{\circ}\text{C}$  and the wind chill is  $-25$ , your face will feel as cold as it would at  $-25^{\circ}\text{C}$  on a calm day.



### What to do for wind chill?

Wind Chill:	Health Concern:	What to do:
0 to -9	Slight discomfort.	Dress warmly.
-10 to -24	Uncomfortable. Bare skin feels cold. Risk of hypothermia.	Dress in layers. Wear a hat, mitts, & scarf. Keep active.
-25 to -44	Skin may freeze. Risk of hypothermia.	Check face, fingers, toes, ears, & nose for numbness or whiteness. Dress in layers – cover bare skin. Wear a hat, mitts, & scarf. Keep active.
-45 to -59	Bare skin may freeze in minutes.	Check face, fingers, toes, ears, & nose for numbness or whiteness. Dress in layers – cover bare skin. Wear a hat, mitts, & scarf. Keep active.
-60 and colder	Bare skin may freeze in less than 2 minutes.	It is dangerous. Stay indoors.

## FLOODING

A heavy rain can result in flooding. This is particularly true when the ground is still frozen or already saturated from previous storms.

Flooding is historically the result of two things:

1. Spring run-off as it moves over-land to a river.
2. The river itself overflowing its banks.

Ice jams may also add to the flooding.

During very heavy flows, portions of the river bank may be diked with sandbags or plastic covered gravel. The City or municipality provides instructions on sandbag dike construction.

### Flooding on Campus:

1. Report all flooding to Physical Plant
2. Monitor the University homepage for information and/or updates.
3. Stay away from the river or any water flowing to the river.
4. Be prepared to leave campus on short notice.
5. Be familiar with the campus evacuation routes (see maps at back).



**Check the Province of Manitoba's flood information page regularly for updates at <http://www.gov.mb.ca/flooding/>**

## General Flooding Information:

- Before a flood:
  1. Keep your radio tuned to a local station.
  2. If the danger is immediate, shut off all power to your home.
  3. Take precautions to safeguard or minimize damage to electrical, natural gas, or propane heating equipment. Consult your supplier for instructions.
  4. Move furniture, electrical appliances and other belongings to floors above flood level.
  5. Remove toxic substances (pesticides, oils, etc.) to prevent harming the environment.
  6. Remove toilets on basement levels. Plug the sewer connections and floor drains.
  7. Make arrangements for pets.
  8. Contact public officials on building a dike.
- During a flood:
  1. Stay away from the river and any water flowing to the river.
  2. Stay away from flooded areas and flooded buildings.
  3. In the event of basement flooding, do not attempt to turn off the main power switch. Notify Manitoba Hydro to disconnect your power at the pole.
  4. Turn basement furnace off and shut off outside gas valve.
  5. Never cross flooded areas on foot or in a vehicle. The current may sweep you downstream.
  6. Avoid crossing bridges if the water is high and flowing quickly.
  7. Be aware that well water may be contaminated. More information should be available from a Medical Officer of Health.
- After a flood:
  1. Do not enter flooded basements or building which may contain energized electrical wiring or appliances.
  2. The main electrical panel must be cleaned, dried, and tested to ensure the integrity of the insulation.
  3. Circuit breakers that have been submerged must be removed and destroyed as they may not operate safely.
  4. Do not use any appliance, heating, pressure or sewage system until electrical components have been thoroughly cleaned, dried, and inspected by a qualified electrician.
  5. Before turning on power, have a qualified electrician inspect all wiring. Even if your basement did not have water in it, the interior structure may be soaked and still be a conductor of electricity.
  6. Do not attempt to relight natural gas equipment yourself.

**What to do with farm animals?** See Emergency Preparedness for Farm Animals at <http://www.getprepared.gc.ca/cnt/rsrscs/pblctns/frm-nmls/frm-nmls-eng.pdf>

## UTILITY FAILURE (Power, Water, Natural Gas, Building Heat)

### What to do if there is a utility failure in a building on campus.

1. Remain calm.
2. Notify Physical Plant and/or Campus Security of the utility failure, include the following:
  - a) Type of utility failure (i.e. power, water, gas, and/or heat).
  - b) Location of the utility failure.
  - c) Time of the utility failure.
3. Follow instructions provided by Physical Plant or other University officials.
4. Prepare to evacuate the building.
5. Refer to utility specific sections below for utility specific guidelines.
6. After the utility has been restored do not re-enter the building. Wait for Physical Plant, EHS, or Campus Security to provide the **"ALL CLEAR"**.

### Power Failure

1. If possible find a flash light and a battery powered radio (i.e. for location information broadcasts).
2. Help persons in darkened rooms move to safety (i.e. where there is light).
3. Turn off all electrical devices (e.g. office lamps / lights, computers, fax machines, photocopiers, scanners, VCRs, DVD players, TVs, digital projectors, etc.).
4. Do not open freezers to minimize thawing. A full residential freezer will keep food frozen for 24 to 26 hours if the door remains closed.
5. All University buildings have emergency lighting and will operate for approximately 15 to 20 minutes. After the emergency lighting has stopped working the building is considered closed and cannot be occupied.
6. If the power has not been restored after 10 minutes you must evacuate while the emergency lighting is working. Evacuation options include:
  - a) The ground level of the building you are in during day light hours, while remaining near windows and doors.
  - b) Outside, weather permitting.
  - c) Another building that has not lost power.
7. If you would like to retrieve items (e.g. laptops, notes, books, etc.) from within the building it is possible. Retrieval must be done safely, meaning there is someone to escort you to and from the location of interest (e.g. Fire Wardens, or other University personnel) **AND** there is a light source (i.e. day light, emergency lighting, flash lights, etc.)
8. After the power has been restored do not turn electrical devices on immediately, wait a few minutes to allow the power supply to stabilize.

## CHEMICAL SPILLS

A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. The user may manage simple spills. Major spills or emergencies require emergency assistance from external services.

- If you do not know the properties of the material spilled pull the nearest fire alarm and leave the building. If outdoors move upwind.
  - Follow Fire Safety procedures.
  - Call 4-911 (internal phone) or Campus Security at 555.
  - Provide the call taker with any information you have about the material, including any visible markings or symbols on the container, quantity spilled, physical state, etc.
  - *If safe to do so* assist injured, stop release, prevent escape to environment.
- If you know the properties of the spilled material
  - If a release results in a fire, or may cause a fire/explosion, or the material spilled causes immediate risk to life or health pull the nearest fire alarm and leave the building. Follow Fire Safety procedures.
  - *If safe to do so* assist injured, stop release, prevent escape to environment.
  - If a release results in injury but does not pose additional hazards call 4-911 (internal phone) or Campus Security at 555.
  - In other circumstances assess risk and determine whether evacuation of the affected space is required while plans for clean-up are established.



For laboratory accidents on Campus refer to the **Chemical Spills Guide** at:

[http://umanitoba.ca/admin/vp\\_admin/risk\\_management/ehso/hazardous\\_waste/4622.html](http://umanitoba.ca/admin/vp_admin/risk_management/ehso/hazardous_waste/4622.html)

Seek medical attention if required.

### NOTE:

All personnel, staff and students who are assigned or instructed to receive, use, store, transport and/or dispose of any hazardous material must have proper training and be competent to work with that material. Individuals working with hazardous materials should also receive training on how to respond to spills if they occur.

All personnel, staff and students working with or near hazardous materials should be familiar with the following University of Manitoba policies and related procedures:

- Policies:
- Health and Safety
  - Biological Safety
  - Radiation Safety

Links to these policies and related procedures are found on the University of Manitoba's Governing Documents page at: <http://umanitoba.ca/admin/governance/571.html>

## **BOMB THREAT**

### **How do you respond to a bomb threat?**

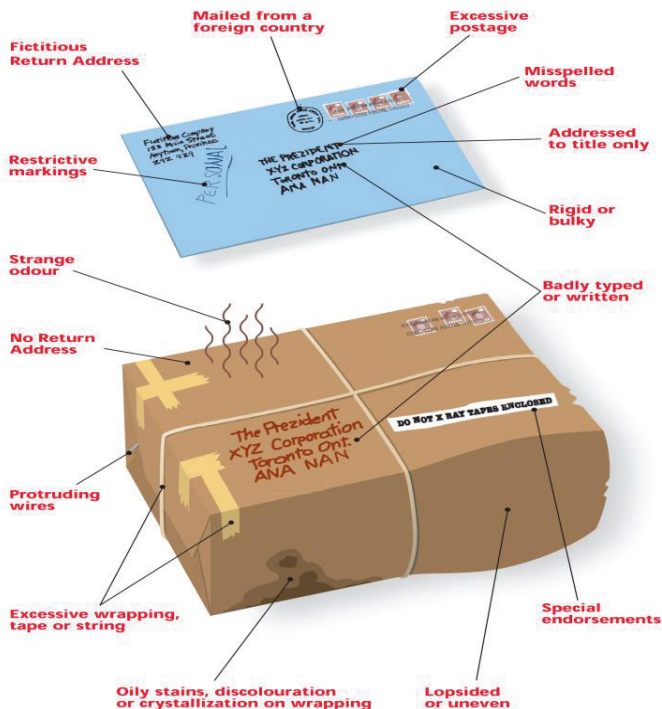
1. Remain calm, be courteous, and do not interrupt the caller.
2. Do not hang up.
3. Do not automatically evacuate.
4. Obtain as much information as possible.
  - a) Write down the exact wording of the threat.
  - b) Write down the time and date of the call.
  - c) Write down the caller ID or note if the caller ID was blocked.
  - d) If able, ask some questions:
    - When will the bomb explode? (AM, PM, Date).
    - Where is the bomb?
    - What does the bomb look like?
    - Where did you place the bomb?
    - Where are you calling from?
  - e) Note background noises, such as music, equipment, traffic, horns, airplanes, office machines, radio, party, bells, etc.
  - f) Note identifying characteristics of the voice, such as accent, male / female, adult / juvenile, loud / soft, squeaky, high pitched, nasal, fast / slow, stutter, lisp, etc.
  - g) Note the manner of the caller, such as calm, sincere, rational, vulgar, emotional, anger, excited, repeats, laughter, crying, etc.
5. Advise your supervisor or a co-worker using a pre-arranged signal while the call is still ongoing.
  - a) The supervisor or co-worker must contact Campus Security, who in turn will initiate response actions to assist.
  - b) If possible your supervisor or co-worker should listen in on the call.
6. After the call ends provide as much information as possible to Campus Security and/or the Winnipeg Police Service (WPS).
7. The person who received the threat should be available for an interview by Campus Security and/or the Winnipeg Police Service (WPS).
8. If a device or suspicious package is found follow the Suspicious Package guidelines below.

## **SUSPICIOUS PACKAGE**

### **If you receive or discover a suspicious package do the following:**

1. Do not open, touch or move it.
2. Do not use cellular telephones or two-way radios near the building or area where the suspicious package or bomb threat is located, such usage could overwhelm the telephone system, could set off the explosive / incendiary device(s), or distract you and others from emergency instructions.
3. Notify your supervisor and/or co-workers and Campus Security immediately.
4. Evacuate the immediate area.
5. Do not assume that this is the only package.
6. Search your immediate area. Report any suspicious packages to Campus Security and/or Fire Wardens or other University officials or police if present.

## How do you determine if a package is suspicious?



## When evacuating due to a suspicious package or bomb threat do the following:

1. Remain calm.
2. As you leave, search your work station / area **AND** report suspicious package and/or persons to Campus Security or other emergency response personnel.
3. Leave your desk drawers, filing cabinets, etc. open for search crews and identify strange or unfamiliar objects.
4. Take personal items, such as coats, purse, briefcase, lunch bag, etc. with you.
5. Leave windows and doors open.
6. Do not use cellular telephones or two-way radios near the building or area where the suspicious package or bomb threat is located, such usage could overwhelm the telephone system, could set off the explosive / incendiary device(s), or distract you and others from emergency instructions.
7. Exit the building as you would for a fire drill, leaving windows and doors open, and follow the instructions of emergency response personnel.
8. Do not use elevators.
9. Walk do not rush, push, or crowd.
10. Relocate to at least 300 feet or 100 metres away **OR** to an area that is sheltered between you and where the suspicious package or bomb threat is located.

## SHELTER-IN-PLACE

Shelter-in-place is the practice of going or remaining indoors during an emergency, as opposed to evacuation. Shelter-in-place can be a safe response to an airborne hazardous materials release. Buildings can protect you by slowing the amount of air getting inside.

### What do if you are advised to shelter-in-place?

1. Go indoors if you are outside.
2. Close all windows and doors.
3. Stay away from windows and doors.
4. If odour is strong, seal an inside room with wet towels at the base of the door. Breathe through a damp towel to filter air.
5. Turn off furnace and exhaust fans.
6. Monitor local media and / or [www.umanitoba.ca](http://www.umanitoba.ca) for updates.
7. Avoid elevators.
8. Remain indoors until told to evacuate.

## CAMPUS EVACUATION

### What to do if a campus evacuation is required?

1. Determine in advance the various routes you can use to leave the campus.
2. Be prepared to evacuate the campus by (Note the evacuation routes on the campus maps at the end of this reference guide):
  - a) Using your personal vehicle (car-pooling is encouraged);
  - b) Walking; or
  - c) Mass transportation (i.e. buses).
3. If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses, etc. Please note that the more you bring with you will slow down yourself and the entire evacuation.
4. Exit the building as you would for a fire drill and follow instructions of emergency response personnel.
5. Do not use cellular telephones, such usage could overwhelm the telephone system or distract you and others from emergency instructions.
6. Do not use the fire alarm unless there is a real emergency.
7. Do not use elevators.
8. Walk. Do not run, push, or crowd.
9. Keep noise to a minimum so you can hear emergency instructions.
10. Make room for emergency responders.
11. Assist people with disabilities.
12. If provided or known proceed to a designated evacuation assembly location (i.e. on or off campus emergency meeting location).
13. When evacuating the campus there may be traffic congestion. Please be patient and follow the instructions of those providing traffic control instructions.



## EVACUATING PEOPLE WITH DISABILITIES

### Persons using a wheel chair.

First responders are trained to assist persons in wheelchairs to evacuate buildings. However, if a person in a wheelchair is in immediate danger and asks for your assistance, you may. If it is safe to do so, assist them to relocate to a safer location such as a stairwell. Once you have evacuated the building, immediately inform Fire Wardens, Campus Security or an available first responder of the location of any person or persons in a wheelchair who remains in the building.



### Persons who are visually impaired.

Most persons who are visually impaired will be familiar with their immediate area. Tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed. Please do not leave the person alone.

### Persons who are hearing impaired.

Persons who are hearing impaired may not perceive emergency alarms and an alternative warning technique may be required. An example is: Turning the light switch on and off to gain attention, then indicating through gestures or in writing what is happening and what to do (e.g. "FIRE – Go out rear door to the right and down, NOW!").

### If you are a student with a disability.

If you know you will require assistance in the event of an emergency and/or if you are unable to walk down the evacuation stairwells on your own, make arrangements for assistance in advance of an emergency. This could include arranging for someone (e.g. a roommate or classmate) to accompany you to a safe stairwell where first responders can provide further assistance.

For further information on **Evacuating People Who Need Assistance in an Emergency**, see the Government of Canada's Office of Disability Issues Planning for Safety Guide at:

<https://www.canada.ca/en/employment-social-development/programs/disability/arc/planning-safety.html>

If you will require assistance evacuating and would like to arrange an evacuation plan, please contact:

**Student Accessibility Services:** 204-474-7423 or online at

<http://umanitoba.ca/student/accessibility/index.html> or

**Environmental Health and Safety:** 204-474-6633 or online at

[http://umanitoba.ca/admin/vp\\_admin/risk\\_management/ehso/](http://umanitoba.ca/admin/vp_admin/risk_management/ehso/)

## ARMED INTRUDER

In the event of an armed intruder:

### Remember ALICE

- **Alert** – Becoming aware of a threat. The sooner you understand you are in danger, the sooner you can save yourself. Being Alert is overcoming denial, recognizing the signs of danger and receiving notification about danger from others. Being alert will help you make survival decisions based on your circumstances.
- **Lockdown** – If evacuation is not a safe option, barricading entry points to your room is another option. This is more than just locking a door, using furniture to barricade the entrance or electrical cords to wrap around the door knob or hinge. When in lockdown you can prepare other strategies, such as an evacuation route, or how to counter and take action if needed.
- **Inform** – Continuous reporting of information during the event if possible. Informing police, staff and students of real-time information about the incident such as whereabouts of the individual and possible identity. Video surveillance, 911 calls and PA systems are a few methods of communication.
- **Counter** – Creating noise, movement and distraction with the intent to reduce the intruder's effectiveness. This is a strategy of last resort. A dynamic environment will decrease the chance of a shooter/armed intruder hitting a target and can provide precious seconds to evacuate.
- **Evacuate** – When it is safe to do so, remove yourself from the danger zone. Use any available escape path to evacuate including “off limits” areas or breaking windows.

## What to do if you encounter an armed intruder?

### If you are indoors (i.e. classroom, laboratory, or office):

- **FIGURE OUT** – figure out your situation. Your options are to GET OUT or HIDE OUT.
- **GET OUT** – upon seeing an armed intruder or being advised of an armed intruder, if safe to do so, evacuate immediately taking as many people with you.
  1. Do not use elevators.
  2. Leave your belongings, collecting them will slow you down.
  3. Know where you are and the location of all possible evacuation routes (i.e. stairwells, doors, and/or windows).
  4. Do not hesitate or wait for validation.
  5. Do not return until it is declared safe to do so by police or University officials.
  6. Close and latch all doors behind you. Take your keys with you.
  7. Call 911 (or 4-911 if using university phones) or use emergency red phones to summon assistance.
- **HIDE OUT** – If you cannot safely exit the area, seek shelter in an office, classroom, or room where the doors can be locked and/or barricaded.
  1. Close and lock windows, doors, and lower blinds.
  2. Barricade or block the door(s) with objects in the room.
  3. Turn off the lights.
  4. Silence your cell phone, pager, wrist watch, etc.
  5. Remain out of sight of the door(s) and/or window(s).
  6. Remain quiet.
  7. Spread out throughout the room and take cover.
  8. Plan with others in the room regarding what you will do as a team if the intruder enters your room.
  9. One person in the room should call 911 (or 4-911 if using university phones) or use emergency red phones to summon assistance.
- **COUNTER** – If you cannot safely exit the area, and only as a last resort when your life is in imminent danger.
  1. Create noise, movement and distraction with the intent to reduce the intruder's effectiveness. This is a strategy of last resort. A dynamic environment will decrease the chance of a shooter/armed intruder hitting a target and can provide precious seconds to evacuate. Throw items and improvise weapons. Commit totally to your actions.

If the fire alarm is activated during an armed intruder incident it may or may not have been activated by the intruder.

## ARMED INTRUDER

## ARMED INTRUDER

### If you are outdoors or in a large open area:

- **GET MOVING** – upon seeing an armed intruder or being advised of an armed intruder and you are outside or in a large open area:
  1. Do not hesitate or wait for validation.
  2. Leave your belongings, collecting them will slow you down.
  3. Stay in motion.
  4. Find protection (i.e. tree, wall, etc.) and use your environment to your advantage.
  5. Silence your cell phone, pager, wrist watch, etc.
  6. Call 911 (or 4-911 if using university phones) or use emergency blue phones to summon assistance. Know your building names, room numbers, and addresses. Provide as much information about the intruder as possible.

### If you cannot get out or hide out, playing dead could save your life.

### When and where possible help others by:

1. Keeping others away from the danger area.
2. Aiding the injured (i.e. first aid).
3. Helping others stay calm.

### When encountering responding police:

1. Do not panic.
2. Do not scream or yell.
3. Be quiet and compliant, follow their instructions.
4. Keep your hands elevated with open palms visible.
5. Do not carry anything in your hands as these may be mistaken as weapons.
6. Tell the police the following, if able:
  - Location of intruder or intruders.
  - Number of intruders.
  - Physical description (i.e. height, clothing colour, etc.).
  - Number and type of weapons.

Ohio state ALICE Training Video for more information:

<https://www.youtube.com/watch?v=5-2-Tb-wXBI>

## EMOTIONAL REACTIONS

It is important to realize that after any emergency you may not act like yourself for a while. Most people caught in an emergency usually feel confused. They may tremble, feel numb, vomit or faint. Immediately after the event they often feel bewildered, shocked, and relieved to be alive. These feelings and reactions are normal.

What to do when dealing with emotional reactions?

1. Talk about your feelings.
2. Understand your feelings are real.
3. Realize that when you suffer a loss, you grieve.
4. Recognize you need time to heal.
5. Contact a professional mental health practitioner for assistance.

Important phone numbers:

University Health Services.....	(204) 474-8411
University Chaplain's Office.....	(204) 474-8721
University Counseling Services.....	(204) 474-8592 Fort Garry (204) 789-3857 Bannatyne
University Human Rights & Conflict Mgmt....	(204) 474-6348
University Employee Assistance Program.....	1-800-387-4765 Online at <a href="http://www.workhealthlife.com">www.workhealthlife.com</a>
Klinic Crisis / Suicide Line.....	(204) 786-8686 (24 hours) 1-888-322-3019
Klinic Sexual Assault Crisis Line.....	(204) 786-8631 (24 hours) 1-888-292-7565
Klinic Manitoba Suicide Line.....	1-877-435-7170
WRHA Mobile Crisis Service.....	(204) 940-1781 (24 hours)

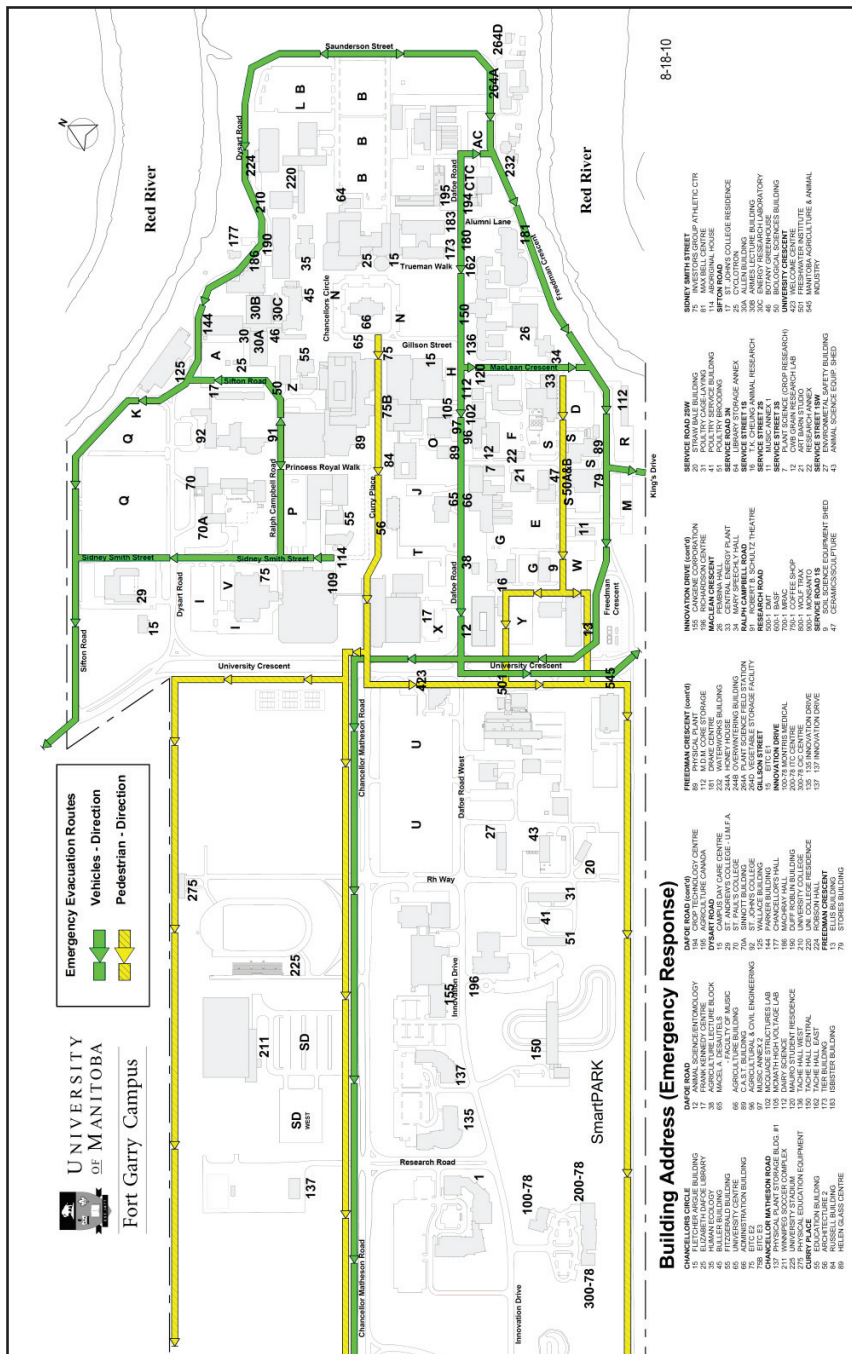
Student Affairs Crisis and Emergency Website:

[www.umanitoba.ca/student/counselling/](http://www.umanitoba.ca/student/counselling/)

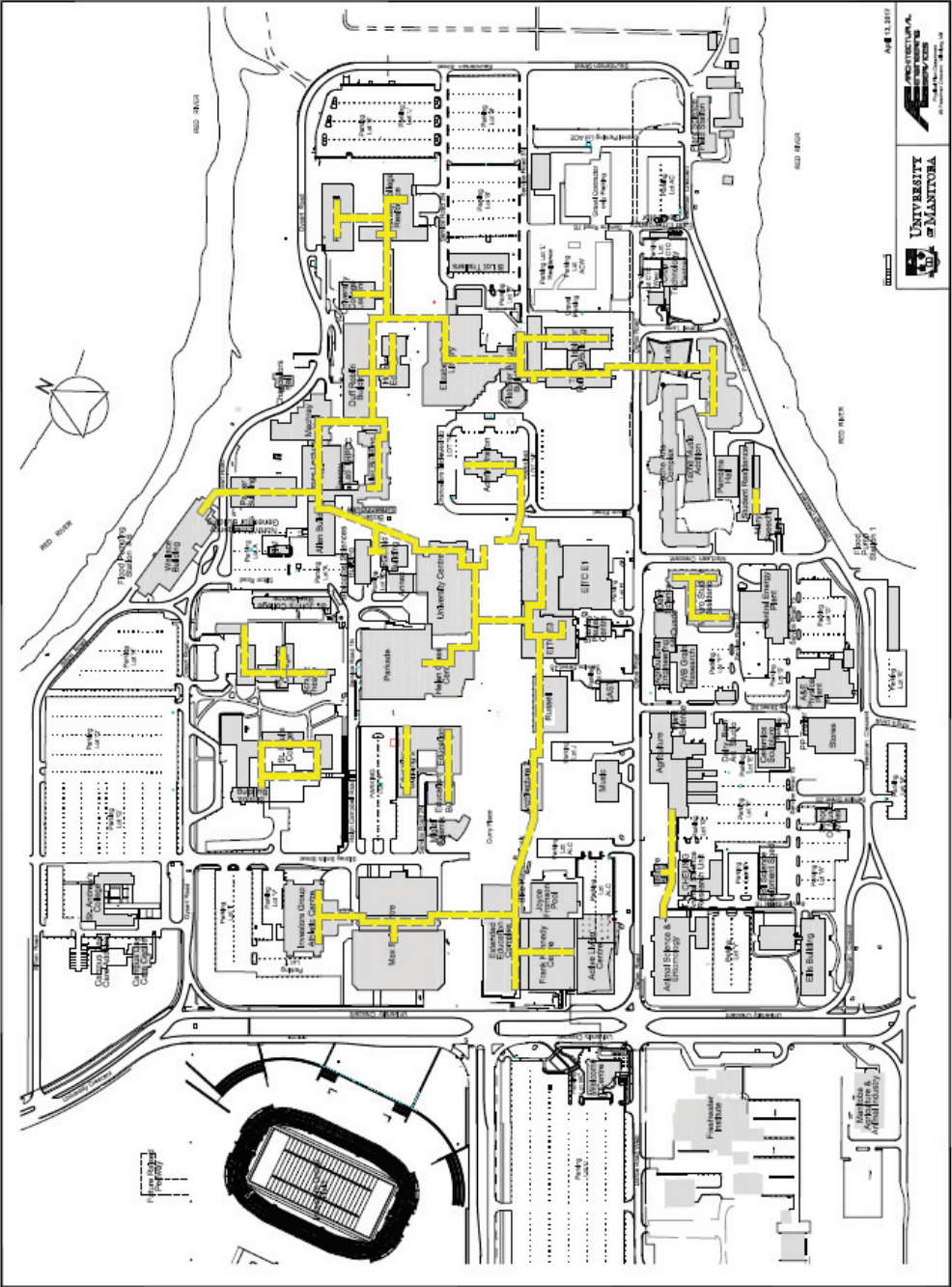
Employee & Family Assistance Program (EFAP) Website:

[http://umanitoba.ca/admin/human\\_resources/staff\\_benefits/eap/EFAP.html](http://umanitoba.ca/admin/human_resources/staff_benefits/eap/EFAP.html)

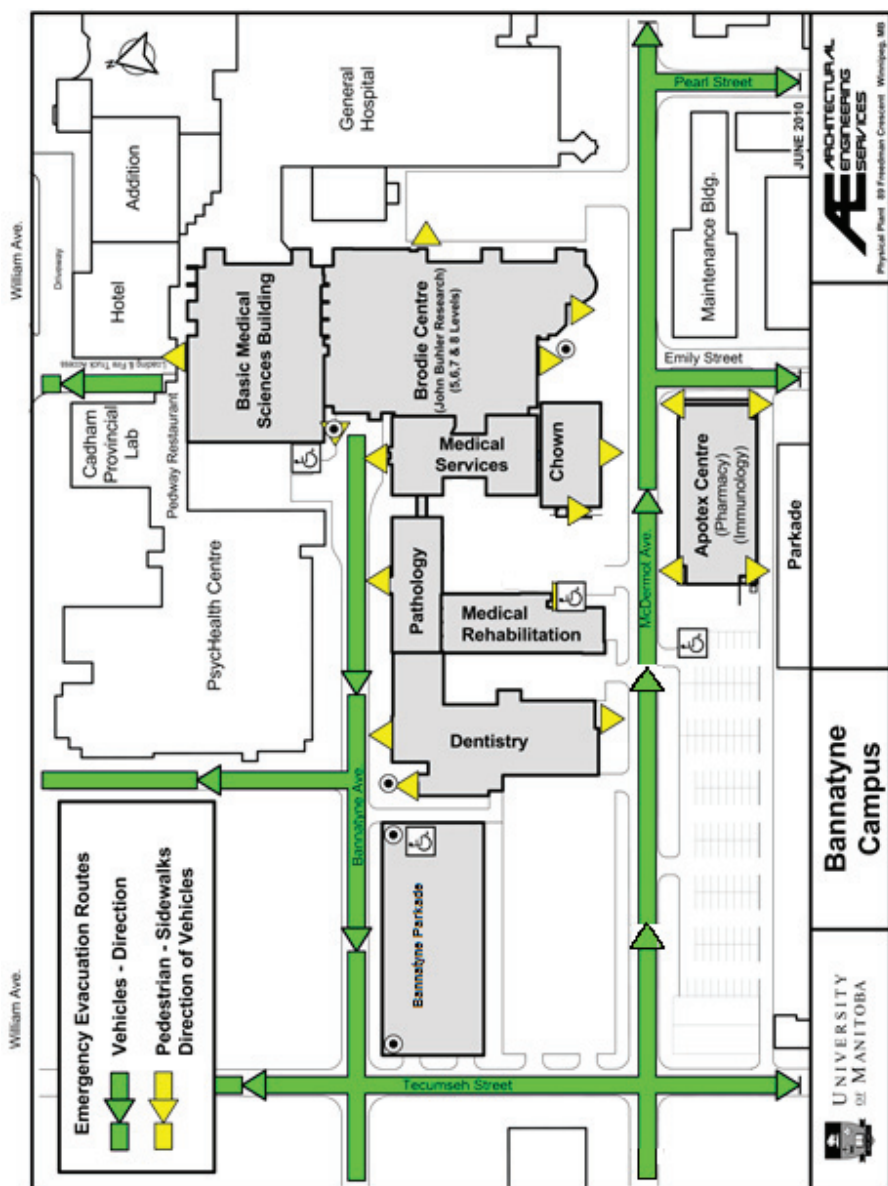
## FORT GARRY CAMPUS MAP – Evacuation Routes



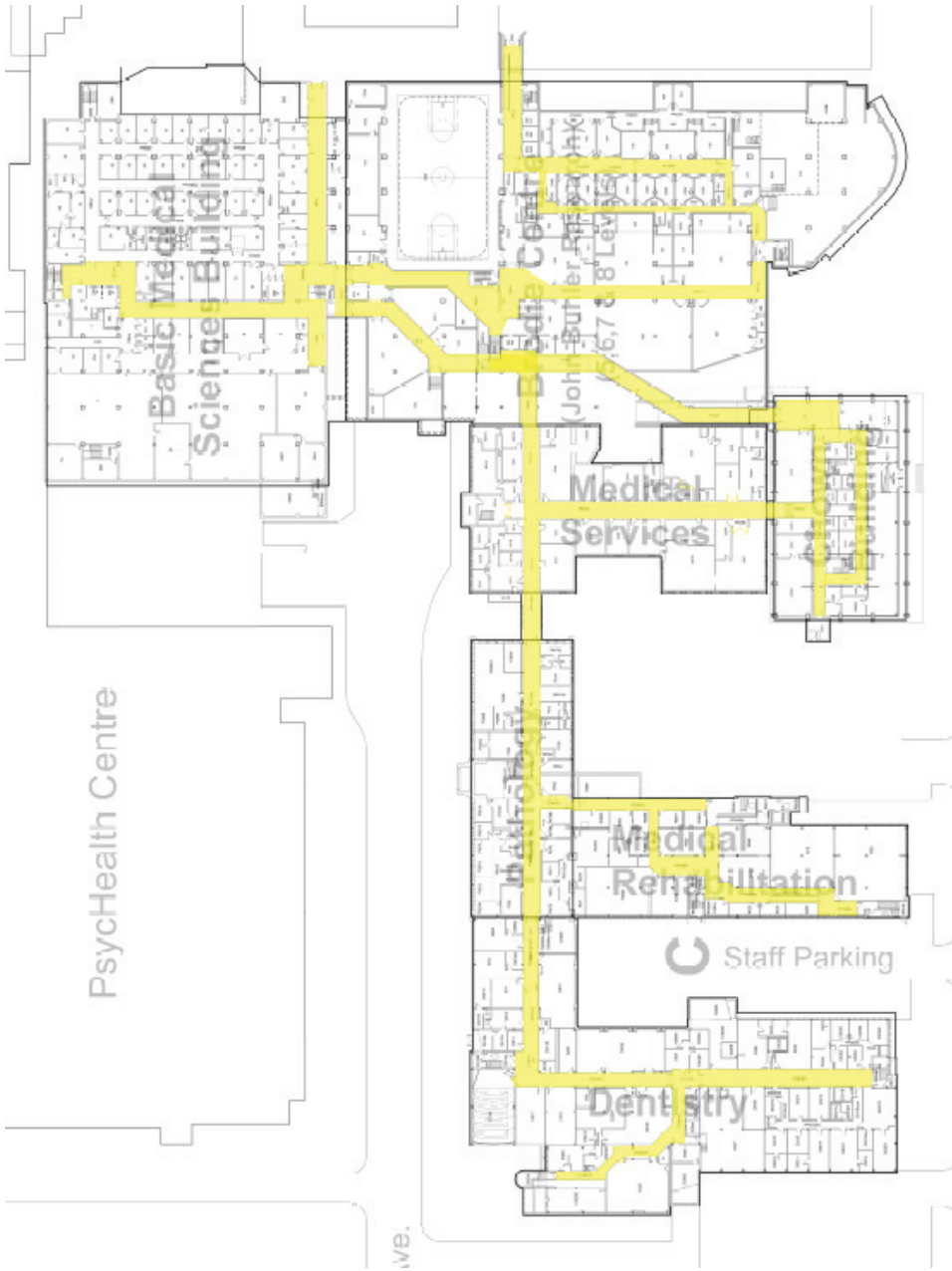




# BANNATYNE CAMPUS MAP – Evacuation Routes







### Notes:



