



EMERGENCY RESPONSE PROCEDURES

Medical Assistance

If you or someone else requires medical assistance, call – or have someone else call – Campus Security at 705-748-1333 in Peterborough or 905-435-5111 in Oshawa immediately. Give the exact location of the injured/ill party, the type of injury/illness and what, if any, first aid is being administered. During the Academic year on the Symons Campus, Campus Security will dispatch the Trent University Emergency First Response Team (TUEFRT). Campus Security is available to respond to any call for medical assistance 365 days per year.

If you determine that the nature of the medical emergency is life threatening, contact 911 and Campus Security. Security Staff will assist emergency personnel in locating you. It is very important when calling 911 that you be aware of your building address. Each building on the Trent University Symons Campus has a different address. A full list of address's can be found at <http://www.trentu.ca/security/emergencyresponse.php>

Once you are on the scene of a medical emergency, survey the area to make sure no danger exists. If the area is safe, administer first aid until help arrives, using the St. John's ABCs:

- A** – clear airway if blocked
- B** – check for breathing. If there is none, commence emergency breathing.
- C** – verify circulation by checking for a pulse. Apply pressure to any major bleeding and commence CPR if no pulse is present.

Stay on the scene, in a safe place, to assist Campus Security and emergency response teams as required.

Accident Resulting in Critical Injury or Death

All accidents resulting in critical injury must be reported to the Ministry of Labour; those resulting in death to the Coroner. This is done by the Environmental Health and Safety Officer.

Critical Injuries are defined as Injuries that:

- Place life in jeopardy.
- Make someone unconscious.
- Result in a substantial loss of blood.

- Cause an arm or leg to break.
- Cause the amputation of a leg, arm or foot (but not a finger or toe).
- Cause burns to a major portion of the body.
- Cause the loss of sight in an eye.

Campus Security will safeguard the site until all investigations are carried out.

Fire

Be Prepared

Know the location of the fire exit, fire alarm, and fire extinguisher closest to your office or classroom.

Familiarize yourself with the procedures below so that you are generally prepared in case of a fire.

If you discover a fire:

If you see or hear a fire, or smell smoke:

- Activate the nearest pull station.
- Dial 9-911 from a safe location on any campus telephone and then call Campus Security at 705-748-1333 (Peterborough), 905-435-5111 (Oshawa). In Peterborough, you can also use the yellow emergency telephones to give Campus Security all the pertinent facts.
- If the fire is **SMALL**, you could try to put it out with a fire extinguisher to reduce the risk of personal injury and fire damage (see below for information on using an extinguisher).
- Leave the area immediately.
- Close all doors.
- Assist people with disabilities or children, as required.
- Exit by stairwells; do not use elevators.
- Leave the building by the nearest safe exit.
- Wait outside the building in the closest parking lot and follow the directions of security, Fire Wardens, or the Fire Department.

If you are trapped:

- Dial 9-911 then 705-748-1333 (Peterborough) or 905-435-5111 (Oshawa) to notify Security; Campus Security will direct the Fire Department to your location.
- Place towels/clothes (wet if possible) at the bottom of the door.
- Open windows, if possible.
- Stay close to the floor if there is a lot of smoke

Areas of Refuge

Areas of refuge have been established in the stairwells of multi-storey buildings. If you cannot use the stairs, proceed to an Area of Refuge and activate the pull station. Fire Fighters will respond and provide assistance.

If your clothes catch fire:

- **Stop** whatever you are doing.
- **Drop** to the ground.
- **Roll** to smother the flames. If someone else's clothes catch fire have them stop, drop and roll.

Try to smother the flames with a piece of clothing

Using an Extinguisher:

You are not required to put the fire out - but if you attempt to extinguish a fire then you need to know your fire extinguishers. Only attempt to put a fire out if you have a clear exit from the room. Do not turn your back on a fire and keep your exit from the room open and accessible at all times.

Extinguishers will work for approximately 30 seconds - if you have not put the fire out in that time - leave the area immediately. Once you leave a burning room, do not re-enter. Close the door to a room with a fire. Leave the door unlocked as the fire department will need to enter. If you know the type of fire and contents of the room, please advise Campus Security.

Think "PASS":

- **P** - " Pull" the safety pin at the top of the extinguisher.
- **A** - "Aim" the nozzle/hose at the base of the flames.
- **S** - "Squeeze" or press the handle.
- **S** - "Sweep" from side to side at the base of the fire until it is out.

Know your Extinguisher:

- Type A (green triangle) - use for paper and wood
- Type B (red square) - use for flammable liquids such as gas, oil, paint.
- Type C (blue circle) - use for electrical fires involving wires or appliances.
- Type D (yellow pentagram(star)) - use for combustible metals.

Please click [here](#) for additional information on types of Extinguishers.

Remember - if you cannot extinguish the fire within 30 seconds - get yourself out!

LOCKDOWN

If you hear the Emergency Communications System announcement to "**LOCKDOWN** ", it means there is an armed intruder in your vicinity.

You should:

- hide out - i.e. **LOCKDOWN** ; close doors and blinds, turn off lights and any communications equipment that might signal your presence. If you are not alone, quietly plan your strategy should the attacker enter your space.
- keep out - barricade the door to deter the attacker. Do not let anyone in unless advised that it is safe to do so by the Emergency Communication System or a uniformed police officer.
- spread out - if there are a number of you. This will make it harder for the attacker to select a target
- call out - to 911, quietly, if you hear shots in the vicinity or someone tries to get in to your room.
- take out - the attacker (s) if you outnumber them. Disarming and subduing them will increase your chances of survival. On average active shooter incidents last 19 minutes before the shooter kills himself or the Police arrive and subdue him. Having a survival strategy dramatically increases your odds of getting through those 19 minutes. Quickly and quietly plan your strategy and then act on it should the attacker enter your room.

For more information on campus violence and what you can do about it, [click here](#).

Campus Violence: What You Can Do About It

[Please click here for Trent University's Campus Violence and Harassment Policy.](#)

"[Click here](#) for a free, short on-line course offered by the Canadian Centre for Occupational Health and Safety (CCOHS) that defines workplace violence, discusses risk factors and behaviours associated with workplace violence and provides information on legislation regarding workplace violence in Canada, and Ontario. Click on the green "view course" button on the top right to access the course."

Two instructional Campus Violence DVDs are available for you to borrow and view:

- **Shots Fired on Campus:** Guidance for Surviving an Active Shooter Situation.
- **Flashpoint on Campus:** Recognizing and Preventing Violence on Campus.

To borrow these DVDS or for more information contact the Risk Management Office in Blackburn Hall, Rm. 132 or call 705-748-1011 ext. 7372.

What is campus violence?

Taber, Alberta; Littleton, Colorado; Ecole Polytechnic; Concordia University, Dawson College and now Virginia Tech: all of these educational institutions have suffered campus violence in its rarest and most extreme form - homicide. At Trent University we use the term "Campus Violence" to stress that violence on campus not only effects employees who work at Trent, it affects students and visitors as well.

There are also other forms of campus violence that are much more commonplace and are experienced here at Trent and at every other College and University in Canada. These include assault, sexual assault, verbal abuse, harassment, suicide, attempt to injure, threat of injury, intimidation and coercion. Basically, campus violence is any act that results in threatened or actual harm to people or property on campus. All such acts leave trauma and fear in their wake.

Risk Assessment:

What is the scope of the problem?

The following statistics give some idea of the prevalence of violence in workplaces.

Campus Security statistics starting in 2005 and including those involving threatening or violent behaviour can be found [here](#).

A June 2009 UBC study reports that nearly one in five university students experienced violence in the last six months. Click [here](#) for more information.

February 2007 Statistics Canada reported nearly 1/5th of all incidents of violent victimization including physical assault, sexual assault and robbery, occurred in the victims workplace.

What are some of the reasons for the prevalence of workplace violence?

Some factors are societal or personal in nature such as the prevalence and glorification of violence in our society, drug or alcohol abuse, reaction to family stress, poverty, domestic violence or access to deadly weapons. It should be noted that access to firearms is much more strictly controlled in Canada.

Others are work or study related. They include:

- job insecurity brought on by restructuring and the stress of extra work and guilt for those whose jobs remain
- job stress or the stress of exams
- lack of clear policy, rules of conduct and awareness training concerning violence in the campus
- less than thorough hiring, training and supervision practices for employees
- ineffective or non-existent violence reporting procedures
- reluctance by managers to discipline employees or students in a timely manner when warranted
- failure to monitor dangerous employees/students after disciplinary action
- inadequate physical security
- an autocratic or abusive management style
- an atmosphere of indignity that tolerates bigotry, sexual harassment or general disrespect and intolerance of others
- serious unresolved issues
- past incidents of violence

Finally, some types of jobs are more at risk of violence than others, for a number of reasons. They include jobs that:

- have contact with the general public

- Exchange money, such as retail clerks who are at the highest risk of violence of all professions.
- The next most risky profession is police officer.
- Delivers passengers, goods or services
- Has a mobile campus such as a taxi, security vehicle, or parking enforcement vehicle
- Work with unstable or volatile persons in health care, social services or criminal justice settings
- Require employees to work alone or in small numbers
- Require employees to work late at night or in the early morning
- Require employees to work in high crime areas
- Involve guarding valuable property or possessions

Can campus violence be anticipated?

In almost all cases, incidents of campus violence are preceded by a number of warning signs. Some are very overt and clear, some are more subtle. They include:

- Direct or veiled threats of harm. One of the perpetrators in Littleton, Colorado had a personal web site that clearly stated his intention to kill people at his school and destroy the school.
- Intimidating, belligerent, harassing or other inappropriate and aggressive behaviour.
- Numerous conflicts with supervisors and other employees or students.
- Bringing and/or brandishing a weapon at work or school.
- Making inappropriate references to or a fascination with weapons.
- Statements indicating fascination with incidents of campus violence, approval of the use of violence to resolve a situation or identification with perpetrators of campus homicide. The Taber gunman was allegedly inspired by the two Littleton murderers.
- Statements indicating desperation to the point of suicide.
- Drug or alcohol abuse.
- Extreme changes in behaviour such as increased absenteeism, mood swings, deterioration of personal hygiene, deteriorating job performance.
- Increased numbers of complaints from coworkers, subordinates, or students.

These behaviours of concern are not certain predictors of violence, but each of these behaviours is a clear sign that something is wrong. None should be ignored. However, in the case of a visitor to campus, these signs may not be known to members of the university, such as in the case of the Dawson College shootings.

Can campus violence be prevented?

The short answer is no; there is no foolproof way to completely prevent violence in the campus, or anywhere else. However, there are a number of preventative measures that can be taken to significantly reduce the risk of violence at Trent:

1. The Risk Management Department conducts an annual Campus Violence Risk Assessment which can be found [here](#). We would be happy to assist you in conducting a threat assessment for your work, study or living area. The assessment should take into account risk factors (as listed above), physical security measures in place, policies and procedures in the campus, especially dealing with hiring and managing employees and campus culture. It should identify security measures that can reduce risk.
2. Implement appropriate security measures identified in the Risk Assessment. These could include:
 - physical security measures (CCTV, alarms, electronic access systems, panic, alarms, improved lighting, emergency telephones, photo ID badges, public/private office areas, guards or natural barriers such as counters). Please consult Campus Security if you wish to improve physical security in your workplace.
 - procedural or behavioural changes (pre-employment screenings, use of administrative and disciplinary sanctions when warranted, use of employee escorts, not propping doors open, ensuring someone is responsible every night to arm alarms, locking your room or office etc.)
 - employee/student training (awareness of [policy](#), awareness of warning signs, awareness of risk factors and how to mitigate them and knowledge of how to react and what to do in a violent situation. It is also helpful to acquire stress management and conflict resolution skills to help you diffuse potentially violent situations.

What do I do if faced with a violent or a potentially violent situation?

If you notice a colleague, student or co-worker exhibiting some or all of the above behaviours, you have the following three options:

- note and remember,
- talk to the individual,
- report it to your instructor, don, supervisor or Campus Security

If violence is imminent or actually occurring call 911 immediately and then call Campus Security at 705-748-1333 (Peterborough) or 905-435-5111 (Oshawa).

If someone is angry or hostile, you should:

- stay calm and listen attentively
- maintain eye contact
- be courteous and patient
- try to keep the situation in your control

If someone is swearing, shouting and threatening, you should:

- discreetly signal a colleague that you need help
- do not make any calls yourself
- have someone call security

If someone is threatening you with a weapon, you should:

- stay calm, quietly signal for help
- maintain eye contact
- stall for time
- keep talking but follow instructions
- don't try to grab the weapon
- watch for a **safe** chance to escape

If you find yourself in an active shooter situation, you should:

- Maintain a survival mindset and take the following action to save your life:
- figure out what is going on and where the shooter is
- get out of the building if you can do so safely
- call out - Call 911 and Campus Security at 705-748-1333 (Peterborough) or 905-435-5111 (Oshawa) or via any emergency phone and provide the following information:
 - Your name

- Type of incident and weapons involved
- Location of the incident (be as specific as possible)
- Number of suspects as well as a physical description
- Your current location
- do not hang up until police or security tells you to (unless it is no longer safe to stay on the phone)
- hide out - i.e. **SHELTER IN PLACE**; close doors and blinds, turn off lights and any communications equipment that might signal your presence. If you are not alone, quietly plan your strategy should the attacker enter your space.
- keep out - barricade the door to deter the attacker. Do not let anyone in unless advised that it is safe to do so by the Emergency Communication System or a uniformed police officer.
- spread out - if there are a number of you. This will make it harder for the attacker to select a target.
- take out - the attacker (s) if you outnumber them. Disarming and subduing them will increase your chances of survival. On average active shooter incidents last 19 minutes before the shooter kills himself or the Police arrive and subdue him. Having a survival strategy dramatically increases your odds of getting through those 19 minutes. Quickly and quietly plan your strategy and then act on it should the attacker enter your room.
- follow the instructions and answer the questions of law enforcement personnel. Show them empty hands and do not run towards them. They will keep moving past you to find the attacker. Police officers are trained to respond to a hostile intruder by entering the building immediately and proceeding to the area where the incident is unfolding. They will move quickly and directly. Early in the incident, they may not be able to rescue people because their main goal will be to neutralize the suspect. Please try to remain as calm as possible during any such incident and obey the officers' directives so as not to interfere with police operations. A rescue team is formed shortly after the first responding officers enter the building; they will be the officers who search for and help get everyone out of the building safely.

If you are a supervisor or department head and you are informed that someone is exhibiting some of the warning signs listed above:

- Contact Campus Security, preferably with the concerned individual and have Security take a statement of the specific concerns. Note specific details of what happened answering the W5 and H questions (by whom, when, where, who else may have seen the incident, what is the

ongoing relationship between the parties and their history of communications, who are the parties' supervisors/dons).

- Determine if there is an immediate safety concern and whether the Police and/or Campus Security need to be involved at this point.
- If not, talk to the individual; try to find out what the problem is and how it can be resolved. Do not delay in addressing the issue; very often violence can be prevented if the underlying problem is dealt with expeditiously and not allowed to escalate.
- Take disciplinary action if the behaviour warrants it; make it very clear to the person that violent, threatening or intimidating behaviour of any sort will not be tolerated. Ensure the individual understands the parameters of acceptable behaviour and the sanctions for breaching those parameters.
- Refer the individual to the Employee Assistance Program (if an employee) or Student Health and Counselling (if a student).
- Consider moving the individual to another worksite or offering paid leave as a temporary solution while the problem is being sorted out.
- If the individual has threatened violence to someone, others are in fear of their safety, or there is reason to believe that the individual may become physically violent, Campus Security will advise the Director of Risk Management who will convene a university intervention group to determine a plan of action in accordance with the [Campus Violence and Harassment Policy and Procedure](#).

The most effective way of protecting yourself from campus violence is to recognize the warning signs and report every incident, no matter how minor, so that immediate action can be taken to address the situation. Dismissing incidents as bravado or eccentricities may cost lives.

Campus Security will listen to your concerns and will take appropriate action.

Bomb Threats

All bomb threats are considered valid until proven otherwise.

If you receive a bomb threat

Most bomb threats are made directly by telephone. If you receive a bomb threat, follow these procedures:

1. Listen to what the caller is saying
2. Be calm and courteous
3. Do not interrupt the caller or hang up

4. Obtain as much information as you can. Suggested questions are listed below.
5. Do not put caller on hold.
6. If possible, signal a co-worker to dial "705-748-1333" (Peterborough), 905-435-5111 (Oshawa) or dial it yourself when the call is finished
7. If you have call display, record the number

Ask these questions:

1. When will it explode? _____ a.m. - p.m.
2. Where is it? Classroom, office, hallway, stairwell, garbage pail, other
3. What does it look like?
4. Where are you calling from? (*Check your call display if you have one.*)
5. What is your name?
6. Why did you place the bomb?

Record this data:

Date: _____ Time: _____ am/pm

Exact wording of threat:

Characteristics of Caller: (circle most appropriate responses)

Sex: M / F

Estimated Age:

Accent: English / French / Asian / Middle-Eastern / European/African/Australian// Other (describe)

Diction: Deliberate / Rushed / Clipped / Slurred Lisp / Nasal / Other

Manner: Calm / Emotional / Threatening / Vulgar

Other identifying information:

Background Noise: Traffic Horns / Children's Voices / Television / Animals / Other

Was caller familiar with area? Yes No

Who took the call:

From what department:

Call Campus Security at 705-748-1333(Peterborough) or 905-435-5111 (Oshawa) immediately after completing the call. Based on the threat, Campus Security will advise you of what action to take. Campus Security will contact the Police with the information provided and coordinate a response. Campus Security will evaluate any bomb threat received in conjunction with the Police and decide on a plan of action. The Emergency Communication System (ECS) will be used by Campus Security to communicate instructions.

Search Procedures

- You may be asked to participate in a search - but you are under no obligation to do so.
- Identify any suspicious package, briefcase, etc., if your area is being searched.

- If searching - you will be teamed up with Campus Security and specific instructions given.
- Limited searches include:
 - a) broad search of such areas as washrooms, lobbies, stairwells, corridors, and hallways.
 - b) thorough search of key and critical areas such as mechanical and computer rooms etc.
 - c) detailed search of specific area, if indicated by the threat

If not searching

- Identify any suspicious package, briefcase, etc., if your area is being searched.
 - Assist in the evacuation of students, if one is ordered by campus security
 - Exit by a route cleared by Campus Security when directed to do so.
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Suspicious Mail and Packages

Report any suspicious mail or packages immediately to the Trent Campus Security @ 705-748-1333 (Peterborough) or 905-435-5111 (Oshawa).

You should be suspicious of mail with any of the following traits:

- unusual thickness, weight or size.
- "cut and paste" lettering, improvised labels, or obviously disguised script.
- unusual odours, dust or powder adhering to the envelope or package, or oily/greasy stains.
- the feeling of springiness, metallic components or stiffeners in letters.
- excessive postage.
- small holes, protruding wire, string or metal foil.
- excessive wrapping, binding or tying materials.
- unbalanced or lopsided letters or parcels, or letters that appear to have something other than folded paper inside.
- undecipherable or no return address / incorrectly or inappropriately addressed mail.
- unusual or unexpected point of origin, unusually restrictive markings such as "personal", "to be opened only by", "fragile", "rush" or "do not delay delivery" or inaccuracies in the address or title of the recipient.

If such a package or letter is discovered - do not handle it. Contact Campus Security immediately at 705-748-1333 (Peterborough) or 905-435-5111 (Oshawa) and follow these instructions:

- If possible, have the building ventilation turned off and turn off any fans in the area.
- Do not handle the package or remove it from the room.
- Vacate the area immediately and ensure no one else enters it.
- Ensure that all persons who have touched the mail piece wash their hands with soap and water
- List all persons who have touched the letter and/or envelope. Include contact information and provide it to Trent Security and EMS when they arrive.

If you have opened a suspicious package or letter and observe powder or powder has spilled onto a surface:

- Do not clean up or otherwise disturb the powder.
- Cover the container or package if possible
- Do not move or show the contents to other people.
- Move away from the immediate threat (i.e. room) but stay in the area.
- Emergency responders will advise you of the most effective way to decontaminate your person, clothing and the area when they arrive, as well as any medical treatment if required.
- Follow additional instructions in list above (i.e. vacate area, contact Emergency Report Center, etc)

Information about Anthrax

The Threat

In 2001, the United States was a target of anthrax attacks mounted by domestic terrorists. There have been no reported cases of anthrax contaminated mail in Canada, although there have been about 70 false alarms or hoaxes reported across the country. Consequently, at this time, the threat of anyone at Trent University receiving contaminated mail is minimal.

Incidents

Other Ontario universities have reported a number of false alarms and hoaxes, the most recent being in September of 2006. Since the anthrax infected mail in the U.S. has been associated with a white dust or powder, drywall dust, house dust, sugar and baby or talcum powder spills have all been reported to campus authorities as possible anthrax cases. At one university, a student sealed an envelope, wrote

"anthrax" on it and slipped it under another student's door in residence. When the Police, Fire department and Hazmat (hazardous materials) Teams arrived, the student confessed what he had done and was charged criminally.

About the Disease

Anthrax is the oldest known disease in the world and is naturally occurring in the soil. The disease is caused by the *Bacillus anthracis* bacteria, which is transmitted by spores. These spores are exceptionally hardy, allowing them to survive for centuries. This hardiness also makes them suitable for biological warfare as they are not destroyed by heat, cold, sunlight or water like other biological agents.

The disease can be contracted in three forms: cutaneous, gastrointestinal and inhalation anthrax. It is not contagious in any other manner.

Cutaneous anthrax occurs when the spores enter a cut, scrape or sore in the skin. The disease initially manifests as a dark, itchy bump, like an insect bump. It then develops into an open sore with a black center. The disease can be successfully treated with antimicrobial drugs. Untreated, death may occur in about 20% of cases.

Gastrointestinal anthrax occurs when the spores are ingested. The symptoms are nausea, vomiting, abdominal cramps and diarrhea. The disease can be successfully treated with antibiotics. If untreated, this form of anthrax may result in death in 20 to 60% of cases.

Inhalation anthrax occurs when the spores are inhaled. It takes inhalation of approximately 5,000 to 10,000 spores to infect a healthy adult. Flu like symptoms (aches, fever, fatigue, coughs, mild chest pain) develop soon after infection. If the condition is not treated with antibiotics within the first few hours, death is likely to occur within three days.

Civil Disorder / Riots

Campus Security will contact Police and take the first actions to deal with civil disorder and riots.

Trent faculty, staff and students are advised to:

- Contact Campus Security at 705-748-1333 (Peterborough) or 905-435-5111 (Oshawa), (or have someone else do it) if confronted by unruly people.
- Stay calm. Physical confrontations should be avoided, except in self-defence.

- Calm and reasonable reactions can often buy time for Campus Security to take appropriate action.
 - If the situation gets worse *and you* feel in physical danger, move to an area where you can lock the door.
 - Remain there until it is safe to leave.
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Elevators - What to Do if You are Stuck

- Do not attempt to pry open the elevator doors.
 - Campus elevators in Peterborough are equipped with emergency buttons. Press the emergency button to speak to the operator. The operator will receive information from you and dispatch Campus Security. Campus Security will initiate rescue procedures.
 - Opening the elevator doors can take upwards of an hour. Please remain calm. Activate the emergency button again to advise Security of any changes, including changes in your status(i.e. medical or other conditions).
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Electrical, Gas or Water Services Failure

Primary Response

Dial 705-748-1333(Peterborough) or 905-435-5111 (Oshawa) for Campus Security. During working hours at the Peterborough campuses, you can call Fixit at 705-748-1366.

Electrical Failure

Response Guidelines

Certain essential University services, such as emergency lighting, some telephones, and the fire alarm systems will continue to function during a power failure, but lighting will be minimal and is designed only for providing illuminated exits for about 20 minutes.

Evacuation may be required if there is insufficient natural light to safely move about.

Campus Security will provide direction and post notices. Monitor the web and media outlets for instructions.

Gas Failure

Response Guidelines

Gas leaks (a strong, rotten-egg like smell) should be reported immediately to Campus Security at 705-748-1333 (Peterborough) or 905-435-5111 (Oshawa).

When natural gas supplies fail, many devices that were lit and operating before the failure may still have a gas flow. This could cause an explosive atmosphere. Physical Resources will be contacted by Campus Security to ensure all necessary valves are shut off.

In many cases, the loss of gas services will mean a loss of heat and hot water. Notices will be posted in the event of localized short-term interruptions. Monitor the web and media outlets in the event of larger or long-term interruptions.

It is the responsibility of the department head or supervisor of areas requiring the use of gas-fired appliances to develop procedures and assign authority to specific staff members to supervise the operation of all gas-fired appliances.

Water Failure

Response Guidelines

Large Leaks (e.g. broken pipe) should be reported immediately to Campus Security 705-748-1333 (Peterborough) or 905-435-5111 (Oshawa).

In Peterborough during working hours smaller leaks should be reported to fix-it at 705-748-1366.

Water supply failure can cause minor inconveniences such as inoperable sinks and washrooms, service interruptions due to the loss of water cooled equipment and control rooms and life safety concerns such as the loss of water needed for fire protection systems.

Notices will be posted in the event of localized, short-term interruptions. Monitor the web and media outlets for instructions in the event of larger, or long-term interruptions.

Natural Disasters

Earthquakes

- Stay indoors, if already there. Emergency evacuations will be made when it is safe to do so.
- Sit under sturdy furniture or against central inside walls.
- Stay away from glass windows and doors.
- Do not use elevators.
- Avoid using the telephone, unless you are in a life or death situation.
- If you are outside, stay away from buildings, bridges, and utility wires.

- Avoid running through or near buildings where there is danger of falling debris.
- Buildings will be evacuated after the earthquake, after-shocks, and tremors have stopped.
- Do not re-enter any building unless you receive permission from Campus Security.

Major Floods

Floods can usually be anticipated, unless they are a flash flood caused by torrential rainfall or caused by the bursting of a storage tank or water main.

Flash flood watch is a warning given whenever heavy rains are either occurring or expected, that may cause flooding in a particular area.

Flash flood warning is urgent and is given whenever there has been a dangerous rise in water level, caused by heavy rains, ice jam break-up, earthquake, or dam failure.

- Remain in a safe place in any flood.
- Follow instructions that will be given from time to time by Campus Security.
- If you are trapped, call Campus Security at 705-748-1333 to advise your location.

Tornadoes

Tornadoes are violent local storms with winds of tremendous speed that can reach 200-400 mph.

The individual tornado appears as a rotating, funnel shaped cloud that extends toward the ground from the base of a thundercloud. It varies from gray to black in colour, and the spinning action gives off a sound similar to an airplane. These **short-lived** storms are the most violent of all atmospheric phenomena, and are the most destructive in small areas.

Tornado watches are issued when the conditions are right for tornadoes to develop.

Tornado warnings mean that a tornado has actually been sighted in the area, or is indicated by radar.

Tornado Watch

- Listen to a radio or watch television for up-to-date weather service announcements.
- Watch the sky, especially to the south and southwest. Tornadoes usually move from the west to the east.

Tornado Warning

- If you are outdoors:
 - Get indoors, preferably in a substantial steel-frame, reinforced concrete building.
 - If you can't get indoors, go to the nearest ditch, culvert or low-lying area, take cover, and lie flat.
 - If you are indoors:
 - Move to the basement
 - Open doors on the sides of the building away from the approach of the tornado, but stay away from them to avoid flying debris.
 - Close doors on the sides of the building toward the approach of the tornado.
 - Stay away from windows to avoid being hit by broken glass.
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Spills and Leaks - Radiation, Biohazards or Chemical Agent

Primary Response by Community Members

If you cannot control or contain the spill through individual department procedures, dial Campus Security @ 705-748-1333.

Localized Minor Chemical Spill/Leak

Your department should have control procedures that cover: *evacuation of the immediate area; containment, decontamination, and control ; appropriate personal protective equipment; incident documentation and investigation, and notification of the Environmental Health and Safety Officer.*

We suggest you familiarize yourself with your department's individual procedure now.

Major Chemical Spill/Leak

If the spill/leak exceeds the capacity of your department's individual procedures or if you are in doubt as to how to handle the spill:

- Evacuate the immediate area.
- Dial 705-748-1333 and inform Campus Security of:
 - *exact location of spill/leak*
 - *name and nature of chemical, its hazards.*

- *volume or extent of leak*
 - *any person(s) who may have been contaminated*
- Campus Security will then notify the appropriate internal and external agencies.

Know your "911" Address wherever you are at Trent:

Peterborough

Building Name	911 Address
Archaeology Centre	2500 Pioneer Rd.
Athletic Building	1650 West Bank Dr.
Bata Library	1700 West Bank Dr.
Blackburn Hall	1600 West Bank Dr.
Champlain College	1770 West Bank Dr.
Chemical Science	2099 East Bank Dr.
DNA Building	2140 East Bank Dr.
Environmental Sciences	2089 East Bank Dr.
Forensic House	580 9th Line Douro
Grounds Building	3530 Nassau Mills Rd.
Lady Eaton College	1755 West Bank Dr.
Life Health Sciences Building (C &D)	2140 East Bank Dr.
Mackenzie House	2494 Pioneer Rd.
Otonabee College Academic	2131 East Bank Dr.
Otonabee College Residence	2151 East Bank Dr.
Peter Gzowski College	2510 Pioneer Rd.
Rowing Club	3599 Nassau Rd.
S.A. Power House	1377 Armour Rd.
Sanctuary	2730 University Rd.
Science Complex/Physics	2101 East Bank Dr.
Science Workshop	2097 East Bank Dr.
Traill College - Crawford House	310 London St.
Traill College - Kerr House	299 Dublin St.
Traill College - Principal Lodge	314 London St.
Traill College - Scott House	300 London St.
Traill College - Stewart House	292 London St.
Traill College - Wallis Hall	310 London St.
Trent Child Care Centre	1645 West Bank Dr.

Oshawa

55 Thornton Road South