

Policy Title: **Emergency Response - Individual Incident Response**
Policy Approver: President’s Office
Policy Holder: Administrative Services
Executive Lead: Director, Finance and Administration
Category: Operational – Safety and Security
Original Date: February 2003
Last Revised: October 2006
Next Review: October 2008

Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 13th day of October, 2006.

October 13, 2006

President, Yukon College

Date

1. Policy

Emergency Response - Individual Incident Response

It is the responsibility of each member of the Yukon University community to assist in the safe and efficient resolution to incidents that might arise in the day-to-day business of the University. These incidents may vary from threatening situations, to damage to property, to full-scale emergency situations.

Such assistance shall include person intervention when it is safe to do so, and the reporting of the incident in accordance with the Board Governing Policies.

2. Governing Legislation and Relevant Documents

Board Governing Policies:

General Executive Constraint - "The President shall not allow any practice in violation of commonly accepted business and professional ethics....";

University Act

Occupation Health and Safety Act

3. Procedures

Individuals discovering an emergency or potential emergency must deal with the situation in the safest manner possible. Personal intervention in the incident should only be attempted when reasonably safe to do so.

If necessary (and possible), emergency assistance should be summoned (9-911). As well in the event of an injury to a person, the local first aid attendant should be summoned by calling 9-668-PAGE(7243) – pager number 675. Leave a message about where, when, and what has happened.

In addition, or in the event that is not possible to summon emergency assistance, the focus should be on ensuring the safety of people by:

- taking cover if possible (local area event)
- securing the area if possible (locking door, windows, etc.)
- triggering a Campus-wide evacuation (pulling fire alarm)
- attempting communication with persons who might be able to assist (computer, fire warden radio, personal safety devices – screamers, etc.)
- assisting any injured persons until assistance arrives.

In the event of a violent or other serious threat the incident must be immediately reported to the appropriate Dean or Director, and then:

- the Main Reception (668-8800),
- or the Secretary, President’s Office (668-8892),
- or Executive Support Officer (668-8704),
- or the Director of Administrative Services (668-8702).

DO NOT LEAVE A VOICE MAIL. In the event that none of the above is available contact the custodian on staff (668-7243 – pager 510).

In all instances an Incident Report must be completed and sent to the Secretary, President’s Office.

4. Other Related and/or Accompanying Documents

FORM (attached)