

# EMERGENCY MANAGEMENT PLAN (EMP)

MARCH 2022





The main campus of Durham College and Ontario Tech University, also known as DC/Ontario Tech U, is located in Oshawa, Ontario, Canada.

Durham College of Applied Arts and Technology is located in the Durham Region of Ontario, Canada, with a campus co-located with Ontario Tech University in Oshawa, a second campus in Whitby and community employment services in Uxbridge, Port Hope, Port Perry, Beaverton, Oshawa and Bowmanville.

The University of Ontario Institute of Technology, corporately branded as Ontario Tech University or Ontario Tech, is a public research university located in Oshawa, Ontario, Canada. Ontario Tech's main campus is located on approximately 400 acres of land in the northern part of Oshawa. It operates a secondary campus in the downtown area of Oshawa.

Through its missions of teaching the next generation of leaders, conducting research in a wide range of fields and working for the people of Durham Region, Ontario and the world, DC and Ontario Tech embody all the characteristics of international post-secondary institutions.

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Approval Date: 22nd July 2022

## LETTER OF PROMULGATION

To employees, students, and guests

The preservation of life and property is an inherent responsibility of Durham College, Ontario Tech University, and all members of our campus community. The institutions have prepared this Emergency Management Plan (EMP) to ensure the most effective allocation of resources for the maximum benefit and protection of the campus population during an emergency.

While no plan can prevent emergencies, detailed plans carried out by knowledgeable and well-trained personnel can, and will minimize loss. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Incident Management System (IMS). This plan incorporates and co-ordinates the institutions' facilities and personnel into an efficient organization capable of responding to any emergency. This plan supersedes all previous institutional emergency operations/preparedness plans.

The institutions fully support this plan and urge all employees, students, and guests, individually and collectively, to do their share in the institution's emergency response efforts. The EMP will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

Concurrence of this promulgation letter constitutes the adoption of the IMS by Durham College and Ontario Tech University.



Don Lovisa  
President  
Durham College



Dr. Steven Murphy  
President and Vice-Chancellor  
Ontario Tech University

## FOREWORD

Date: July 22<sup>nd</sup>, 2022

In order to preserve and advance Durham College and Ontario Tech University (DC/Ontario Tech), a stable and secure infrastructure of services and administration is essential. For normal day-to-day operations, the DC/Ontario Tech provides these services centrally and through administrative structures in its schools, departments and operating units. However, in times of extreme emergency, wide-spread disruption and/or life-threatening crises, critical functional units of DC/Ontario Tech must work together under central coordination to protect and preserve its people and assets. The highest priorities of life, safety, property, and restoration become the interim mission of DC/Ontario Tech. The DC/Ontario Tech Emergency Operations Center (EOC) is the key central communication function that will connect the various functional units with decision-makers and assistance.

Founded on the priorities and operational concepts of emergency management, the plan has been prepared primarily for the people who will use it. While it serves the College and University as a whole, the plan is a management guide for those with key assignments and responsibilities during emergency activations. It supports those who manage emergencies on campus and who must keep the business side of the institutions functional. It also supports those who must restore DC/Ontario Tech activities in research, teaching or instruction and public service.

This Emergency Management Plan (EMP) is not the end of emergency planning, it is just the beginning. Since its adoption in 2022, DC/Ontario Tech continue to train, plan and exercise for emergencies. Our focus will be on department preparedness and enhancing relationships with city, region and provincial first responders.

Presidents

Durham College and Ontario Tech University

## DISTRIBUTION LIST OF PLAN HOLDERS

Department	# Of Plans
Master Binder (EOC)	1
Master Files (EOC)	1

## RECORD OF REVISIONS

Date	Pages	Web Files	Email Notification	Hardcopy Distribution

Date	Pages	Web Files	Email Notification	Hardcopy Distribution
<p><b>NOTE:</b> <i>This plan goes through continuous, ongoing changes based on the results of actual events, post-exercise drills and activities, and input from units and departments tasked in this plan. The Durham College and Ontario Tech University Emergency Management Plan does not go through a formal annual plan review process, but rather makes incremental changes, modifications and adjustments to this plan as conditions change. By posting these changes on the DC/Ontario Tech website, the most up-to-date version of this plan is instantly available to Durham College and Ontario Tech University and partner responders 24/7.</i></p>				
<p>The public version of this plan can be found on the DC/Ontario Tech. website at:  <a href="https://durhamcollege.ca/student-life/campus-services/campus-safety">https://durhamcollege.ca/student-life/campus-services/campus-safety</a>  or <a href="https://ontariotechu.ca/campus-services/safety-security/index.php">https://ontariotechu.ca/campus-services/safety-security/index.php</a></p>				

# The Durham College and Ontario Tech University Emergency Management Plan (EMP)

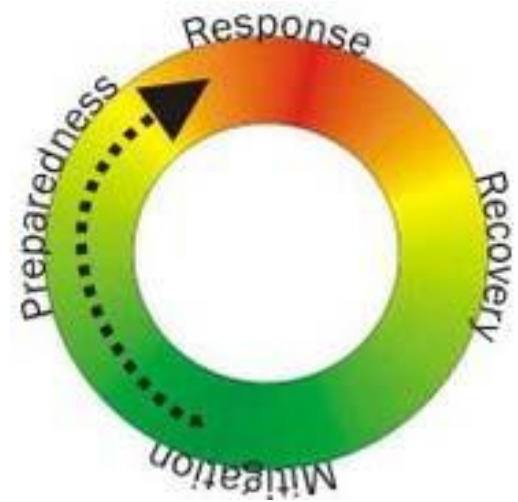
## SECTION 1

**Introduction, Purpose, Laws & Authority, Planning Assumptions, Concept of Operations & IMS, Plan Objectives, Levels of Emergency, Plan Activation, Emergency Authority, Plan Usage, Plan Review & Critical Incident Planning, Plan Content & Format**

### INTRODUCTION

A variety of emergencies caused by acts of nature or mankind result in loss of life, property and income; cause human suffering; and disrupt normal campus functions.

During crises, the College and University requires special programs to address the needs of an emergency operation and recovery management. To address such emergencies, DC/Ontario Tech has established this Emergency Management Plan, which provides a guideline for the management of the immediate actions and operations required to respond to an emergency or disaster. The overall priorities of DC/Ontario Tech during a disaster are the protection of lives, live assets, valuable research, property, the community and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring DC/Ontario Tech academic and research programs and services. This plan represents the campus Emergency Management Plan, which encompasses the facilities, services and the administration of the campus.



### PURPOSE OF THE PLAN

This plan provides the management structure, key responsibilities, emergency assignments and general procedures to follow during and immediately after an emergency. DC/Ontario Tech established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, employees, and the public.
- Manage immediate communications and information regarding emergency operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage DC/Ontario Tech resources effectively in an emergency operation.

This plan does not supersede or replace the procedures for safety, hazardous materials operations or other procedures that are already in place at the College or University. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on emergency operations and the early transition to recovery operations.

## LAWS AND AUTHORITIES

### A. Federal

## EMERGENCIES ACT

### R.S.C., 1985, c. 22 (4th Supp.)

An Act to authorize the taking of special temporary measures to ensure safety and security during national emergencies and to amend other Acts in consequence thereof

[1988, c. 29, assented to 21st July, 1988]

### PREAMBLE

WHEREAS the safety and security of the individual, the protection of the values of the body politic and the preservation of the sovereignty, security and territorial integrity of the state are fundamental obligations of government;

AND WHEREAS the fulfilment of those obligations in Canada may be seriously threatened by a national emergency and, in order to ensure safety and security during such an emergency, the Governor in Council should be authorized, subject to the supervision of Parliament, to take special temporary measures that may not be appropriate in normal times;

AND WHEREAS the Governor in Council, in taking such special temporary measures, would be subject to the *Canadian Charter of Rights and Freedoms* and the *Canadian Bill of Rights* and must have regard to the *International Covenant on Civil and Political Rights*, particularly with respect to those fundamental rights that are not to be limited or abridged even in a national emergency;

NOW THEREFORE, Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

## **B. PROVINCIAL**

### THE EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT

The Emergency Management and Civil Protection Act (R.S.O. 1990) replaced the Emergency Plans Act. Whereas the previous Act gave municipalities the authority to create emergency plans on an elective basis, the new Act requires each municipality to develop, implement, and maintain an emergency management program.

The Emergency Management and Civil Protection Act and its associated regulation 380/04 (both current as of the time of this publication) are reproduced in the Annex below. To view the most current versions of the Act and, its associated regulations, please refer to: [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

#### PRESERVATION OF LIFE AND PROPERTY

Ontario is subject to numerous identifiable hazards that fall under the broad categories of natural, technological and human-caused. Emergencies related to these hazards can occur at any time and in any place, with or without warning.

The primary reason for an emergency management program is to improve public safety through a coordinated and pre-identified process for responding to critical situations. A realistic emergency management program will assist in protecting lives, infrastructure, and property, protect the environment, promote economic stability, and help ensure the continuance of critical assets and government.

#### LEGISLATION

The Municipal Act, S.O., 2001, as amended, vests authority to municipalities in Ontario to exercise their powers in the provision of “good government,” which is widely interpreted to include asset management as well as the social, economic and environmental well-being of the community. In addition to this broad mandate, the Emergency Management and Civil Protection Act requires municipalities to implement mandatory emergency management programs in conformity with regulations developed by Emergency Management Ontario. Collectively, these statutory requirements mandate how municipalities must prepare for, and respond to, emergency situations occurring within their jurisdictions.

#### EMERGENCY MANAGEMENT IN ONTARIO

Following the devastating ice storms of 1998 and the completion of the Government of Ontario’s Y2K preparedness and remediation programs, Emergency Measures Ontario, as the organization was then called, began an in-depth study of emergency management in the province. Direct comparisons were drawn between emergency programs in Ontario and those of similar jurisdictions in Canada and the United States. A report, including recommendations to address Ontario’s shortcomings, was completed just before September 11, 2001. The report was amended to include some of the lessons learned related to the catastrophic events of that day. The report was presented to senior Ontario government officials in October 2001. As a result of this report, the Emergency Management and Civil Protection Act was developed and enacted to ensure the safety of its Ontario residents. The implementation of the Act, and its associated standards by municipalities and government ministries, will ensure that Ontario’s comprehensive emergency management programs are, at a minimum, equivalent to those of other large provincial and state jurisdictions in North America.

The following section outlines the guiding principles, standards and structure of emergency management in Ontario.



## EMERGENCY MANAGEMENT ONTARIO

Emergency Management Ontario (EMO) is a branch of the Ministry of Community Safety and Correctional Services. EMO is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs throughout Ontario.

Headquartered in Toronto, with Field Officers stationed across the province, EMO is well positioned to assist municipalities in achieving the requirements of the Emergency Management and Civil Protection Act and the associated Regulation 380/04. Support services, training and advice are available from field staff and EMO products. These are discussed in detail in Preface, Part Two.

## STANDARDS

The Province of Ontario requires the implementation of mandatory emergency management programs for all Provincial ministries and municipalities. The standards for Ministry programs will vary depending on the services provided by each individual ministry, and, in some cases, will exceed those required for municipalities. The Community Emergency Management Program Handbook focuses on the mandatory municipal programs required under legislation and will provide specific instructions and guidance for communities in completing mandatory program activities.

The status of each community's emergency management program is monitored on an annual basis by Emergency Management Ontario and reported to the Deputy Minister of Community Safety. Municipalities that successfully complete the mandatory program are acknowledged formally by The Deputy Minister on an annual basis. Those municipalities that fail to achieve the standard are notified of the program requirements that were not met and assistance is provided to ensure that standards are met in subsequent years.

While the legislated municipal program is fairly basic, municipalities are encouraged to consider the implementation of program elements that exceed the minimum requirements and create a truly-risk-based comprehensive model. Many communities have already embraced this approach, and EMO is in the process of creating tools, training, and resources to assist those communities that choose to move forward in this area on a voluntary basis. Section Three of this handbook has been provided for the collection of this material as it becomes available from EMO.

## EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT

Emergency Management and Civil Protection Act R.S.O. 1990, Chapter E.9

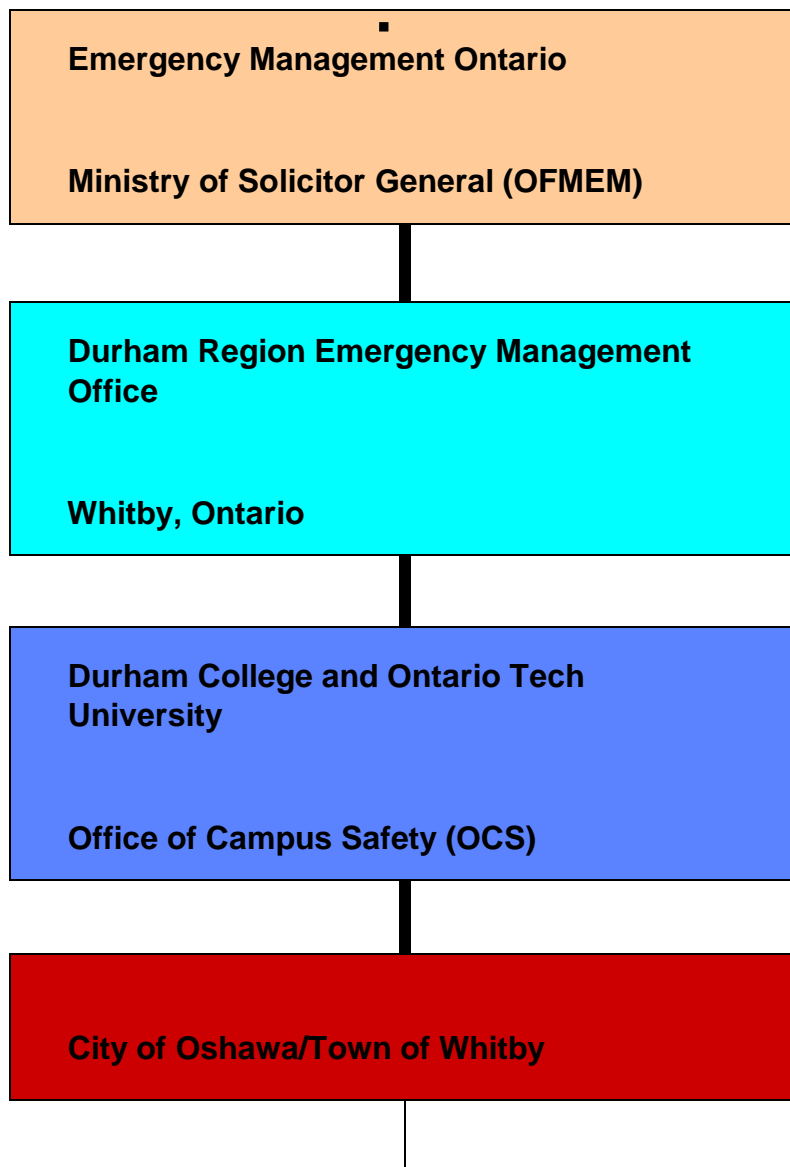
Amended by: 1999, c. 12, Sched. P, ss. 3-9; 2002, c. 14, ss. 2-16; 2002, c. 17, Sched. C, s. 10; 2003, c. 1, s. 14; 2006, c. 13, ss. 1, 2.

*DISASTER COORDINATION WITH LOCAL, REGIONAL AND PROVINCIAL AGENCIES*

The University is a private educational institution with its primary campus located in the City of Oshawa in Ontario. The College is a public educational institution with campuses located in the City of Oshawa and the Town of Whitby in Ontario. DC/Ontario Tech will coordinate with local, regional and provincial agencies as appropriate under the circumstances of a given emergency. The process for reporting an emergency coordination is shown in Figure 1, Disaster Coordination with Local, Regional and Provincial Agencies.

FIGURE 1

**Disaster Coordination with Local, Regional and Provincial Agencies**



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## PLANNING ASSUMPTIONS

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.

For DC/Ontario Tech, as for all organizations in high-risk areas, the worst-case conditions are represented by the hazard. Using the Threat, Hazard, Identification, Risk, Assessment (HIRA) model, the planning assumptions incorporated into this plan include:

- People may be trapped and injured in collapsed structures. Damage may cause displacement of people.
- Road and local streets may be blocked by debris, hampering the emergency operation function. Major roads, overpasses, bridges and local streets may be damaged.
- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones and information systems.
- Regional and local services may not be available.
- Buildings and structures, including homes, may be damaged. Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- People may become stranded at DC/Ontario Tech with conditions that may be unsafe to travel off campus.
- DC/Ontario Tech will need to conduct its own rapid damage assessment, situation analysis and deployment of on-site resources. While the emergency conditions exist, management of emergency operations on campus is done from the Emergency Operations Center (EOC).
- Communication and exchange of information will be one of the highest priority operations at the Emergency Operations Center (EOC). The inter/intranets may be down.

## CONCEPT OF OPERATIONS AND INCIDENT MANAGEMENT SYSTEM (IMS)

This plan provides the organizational management systems for the campus to follow during emergencies. It is designed to be flexible and allow for partial or full activation, as appropriate to the situation. It is based on a worst-case scenario and provides for the critical functions and roles of DC/Ontario Tech during an emergency operation.

DC/Ontario Tech will respond to crisis situations using the standards of the Provincial recognized Incident Management System (IMS). The IMS enables one or more responding agencies to initiate and conduct coordinated field response to an incident. The priorities are life safety, incident stability and property conservation.

IMS is a management system that can be used to manage emergency incidents or non-emergency events such as commencement. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to expand or contract based on current needs. It is a uniform system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

The on-scene Incident Commander (IC) is the individual responsible in the field for all incident activities, including development of strategies and tactics and the ordering and the release of resources. For example, in a civil disorder the Office of Campus Safety will provide the Incident Commander. Other examples are as follows:

- Bomb Threat, Hostage, Terrorism – Office of Campus Safety (OCS)
- Hazardous Material Incidents – Environment, Health & Safety
- Snow or Debris Removal – Facilities Services/Student Housing
- Utility Failure – Facilities Services
- Public Health Emergencies – Student Health Services

The IC will establish an Incident Command Post (ICP). The ICP is the field location at which the primary tactical-level, on-scene incident command functions are performed. Examples of an ICP include the following: vehicle, mobile command post, trailer, tent, or within a building. The ICP should be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command. Every incident must have some form of Incident Command Post.

In a crisis requiring response by local emergency personnel, the DC/Ontario Tech's Incident Commander will initiate Unified Command (UC). UC is a unified team effort that allows all agencies with responsibility for the incident to manage the incident by establishing a common set of objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability. For example, building fires will require Oshawa Fire Service (OFS)/Whitby Fire Service (WFS) and Durham Region EMS assistance. The Office of Campus Safety (OCS) will respond with an on-scene Incident Commander and institute Unified Command with OFS/WFS. Other Unified Command examples are as follows:

- Explosion
- Hazardous Material Spill
- Meningitis Outbreak

The DC/Ontario Tech's Incident Commander will notify the Emergency Operations Center (EOC) Manager when emergency conditions reach the following levels (See Section 1, page 8):

- Level 1 – The EOC Manager may be notified for informational purposes.
- Level 2 or 3 – The EOC Manager is notified when the Incident Commander believes that the possibility of a Level 2 or 3 emergency exists.

The Incident Command System Organization is built around the following command and general staff activities:

#### Command Staff

- Director, Office of Campus Safety (OCS)(IC)
- Manager, Emergency Management (IC)
- Manager, Public Safety & Security (IC)
- Public Information Officer (Comms & Marketing)
- Liaison Officer (As assigned)

#### General Staff

- Operations Section Chief (as assigned)
- Planning Section Chief (as assigned)
- Logistics Section Chief (as assigned)
- Finance and Administration Section Chief (as assigned)

*SEE FIGURE 5 (SECTION 2, PAGE 10), EMERGENCY OPERATIONS CENTER AND INCIDENT MANAGEMENT SYSTEM RELATIONSHIP.*

## PLAN OBJECTIVES

The objectives of this plan are:

### **1. Organization**

- a. Provide clear and easy-to-follow checklist-based guidelines for the most critical functions and liaisons during an emergency.
- b. Organize and format this plan into an easy-to-follow format so users can quickly determine their roles, responsibilities and primary tasks.
- c. Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall operation in which all entities have access into the emergency operations process, and know what is going on at DC/Ontario Tech.

### **2. Communications and Information Management**

- a. Serve as the central point of communications both for receipt and transmission of urgent information and messages.
- b. Serve as the official point of contact for DC/Ontario Tech during emergencies when normal channels are interrupted.
- c. Provide 24-hour full service communication services for voice, data and operational systems.
- d. Collect and collate all disaster information for notification, public information, documentation and post-incident analysis.
- e. Provide a basis for training staff and organizations in emergency management.

### **3. Decision–Making**

- a. Determine through a clear decision process, the level of operation and extent of emergency control and coordination that should be activated when incidents occur.

### **4. Emergency Operations**

- a. Utilize efficiently the resources at the campus to implement a comprehensive and efficient Emergency Management Group (EMRT).
- b. Continuously be prepared with a pro-active emergency management action plan for the possibilities and eventualities of emerging incidents.

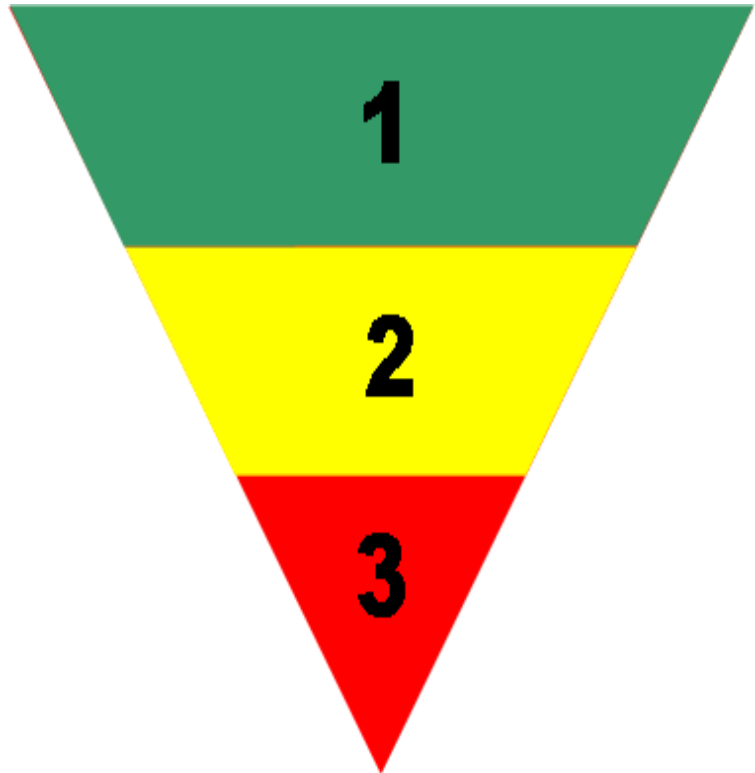
### **5. Recovery Operations**

- a. Transition operations over to normal management processes, as able.
- b. Support business resumption plans and processes, as needed, during restoration phases.
- c. Provide documentation and information support to Provincial Emergency Management disaster assistance (ODRAP) program application.

## LEVELS OF EMERGENCY

Emergency conditions vary with each incident and activation. As a guide, three levels of emergency are specified, as follows:

1. **Level 1** – emergency incident that normal emergency services can handle. While there may be some damage and/or interruption, the conditions are localized and the Emergency Operations Center is not needed. This is considered the “stand-by” mode.
2. **Level 2** – emergency incident is severe and causes damage and/or interruption to operations. A partial or full activation of the Emergency Operations Center is needed. DC/Ontario Tech may be the only affected entity.
3. **Level 3** – emergency incident conditions in which DC/Ontario Tech must activate the full Emergency Operations Center (EOC) to address the immediate emergency. Emergency conditions are widespread and DC/Ontario Tech must be self-sufficient for a period of hours to several days. DC/Ontario Tech may request mutual assistance from the City of Oshawa, Town of Whitby, other Regional agencies or request Provincial assistance via Durham Region Emergency Operations Center (DEMO).



Generally, the EOC is activated under Levels 2 and 3 emergencies. **Appendix A** provides the contact list for the primary and alternate staff assignments to the EOC.

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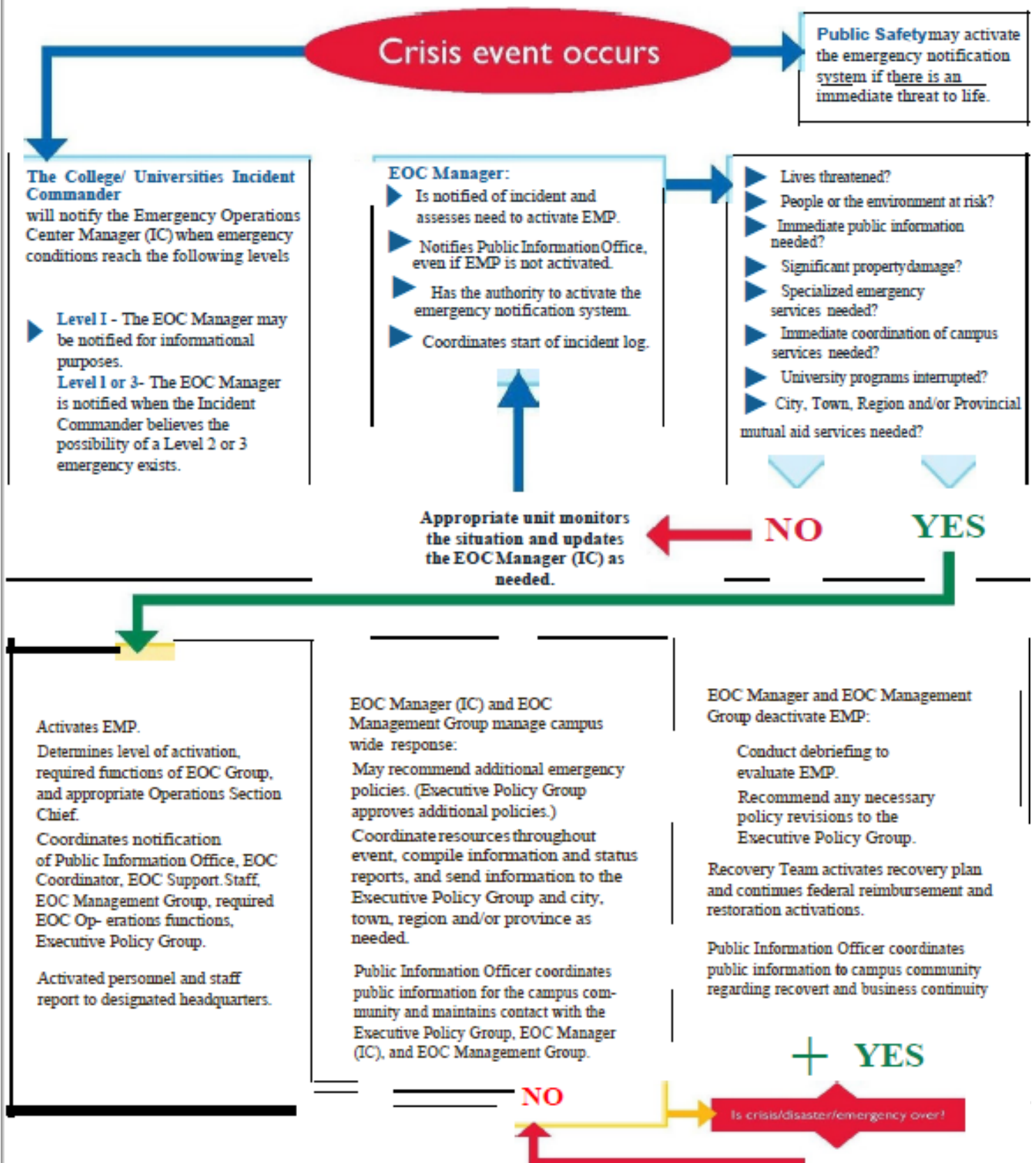
## *PLAN ACTIVATION*

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives.
- Coordinate communications.
- Prevent damage to the environment, systems and property. Provide essential services.
- Temporarily assign DC/Ontario Tech staff to perform emergency work. Invoke emergency authorization to procure and allocate resources. Activate and staff the Emergency Operations Center (EOC).



# EMERGENCY MANAGEMENT PLAN ACTIVATION PROCEDURE



## Emergency Authority

### *LINE OF AUTHORITY FOR THE EMERGENCY CONTROL GROUP*

The Manager of Emergency Management of DC/Ontario Tech serves as the Chair of the Emergency Management Response Team (EMRT), which activates for **Level 3** emergency or whenever executive policy issues must be addressed. In the event of any threatened or actual disaster or civil disorder on the campus of the College or University at a time when the President of DC or Ontario Tech is absent from the campus, the authority to take all necessary and appropriate actions on behalf of the President of DC/Ontario Tech is hereby delegated to the following DC/Ontario Tech administrators in the order listed below, with such authority being delegated to the highest ranked DC/Ontario Tech officials on the list whom the Office of Campus Safety (OCS) is able to contact:

1. Vice President of Administration/CAO
2. Provost/Executive Vice President of Academics
3. VP External Relations/Associate Vice-President of Academics

NOTE: *For a civil disturbance situation only*, the Office of Campus Safety (OCS) Director or, in the Director's absence, the Manager or, the on-duty Police Supervisor, is hereby delegated the authority to take necessary and appropriate actions on behalf of the President.

### *LINE OF AUTHORITY FOR THE EMERGENCY OPERATIONS CENTER (EOC)*

During incidents and emergency conditions in which the immediate activation of the Emergency Operations Center is needed, the following positions may activate this plan and the Emergency Operations Center, and serve as the Emergency Operations Center Control Group (ECG) Manager:

1. Office of Campus Safety (OCS)(IC)
2. Vice-President of Administration/CAO
3. Provost/Executive Vice-President of Academics
4. Vice-President of External Relations/Vice-President of Communications and Marketing

## **Plan Usage**

This plan is established as a supplement to DC/Ontario Tech's administrative policies and procedures. Under activation and implementation, it serves as an emergency manual setting forth the authority to direct operations, direct staff assignments, procure and allocate resources, and take measures to restore normal services and operations.

Users are to follow and complete the checklists contained in this document during an emergency operation, training activations and exercises. The forms are then retained on file as official records of the emergency, training and/or exercise. Users are also encouraged to supplement this manual with additional individual materials and information required for emergency operation and recovery.

This plan is designed to be updated after each activation or exercise. A debriefing session will be conducted to identify "lessons learned" and areas of improvement to DC/Ontario Tech's emergency plans and processes. The procedural checklists and forms are to be reviewed and revised each time they are reprinted for electronic update and distribution.

## *PLAN REVIEW AND CRITICAL INCIDENT PLANNING*

The Critical Incident Planning Group (OCS/DCLT/SLT) will regularly review, update and revise the emergency plan. The Emergency Management Coordinator (Manager, Emergency Management) will convene and facilitate the Critical Incident Planning Group.

The Critical Incident Planning Group is responsible for periodic assessments of DC/Ontario Tech's vulnerability to specific threats, including but not limited to, bomb threats, active shooter, stalking, environmental hazards and natural disasters. This group will develop procedures to respond to individual threats based on the IMS.

The Critical Incident Planning Group is responsible for the development of a continuity plan to recover and restore partially or completely interrupted critical functions of DC/Ontario Tech within a predetermined time after a disaster/emergency incident or extended disruption.

The Critical Incident Planning Group and Emergency Management Coordinator (Manager, Emergency Management) will implement and maintain a system for identifying the locations and kinds of critical resources available at all jurisdictional levels. Resources are defined as personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations. A current list of these resources will be housed with the EOC (EOC).

The Critical Incident Planning Group is comprised of the following individuals:

- Director of Campus Safety
- Manager of Public Safety & Security
- Manager of Emergency Management (Chair)
- Vice-President/Director of Facilities
- CAO/Vice President of administration
- President (\*or alternate as appointed/acting)
- Vice-President of Communications

Representatives from each of the following local agencies will be asked to attend meetings of the Critical Incident Planning Group on an as needed basis: City of Oshawa, Town of Whitby, Regional Municipality of Durham Emergency Management Office, OFS/WFS and Durham Regional Emergency Medical Service (EMS).

## *PLAN CONTENT AND FORMAT*

This plan is organized as listed below. Also, refer to **Figure 3** (Section 1, Page 15).

*LETTER OF*

*PROMULGATION*

*FOREWORD*

**Distribution List of Plan Holders**

**Record of Revisions**

- Section 1** Introduction, Purpose, Laws & Authority, Planning Assumptions, Concept of Operations & IMS, Plan Objectives, Levels of Emergency, Plan Activation, Emergency Authority, Plan Usage, Plan Review & Critical Incident Planning, Plan Content & Format
- Section 2** Emergency Operations Center Organization, Position Responsibilities and Assignments
- Section 3** Checklists
- Section 4** Appendices, Annexes and Supplemental Documents
- Appendices:** Appendix A – Emergency Operations Center Primary / Alternate Staff Assignments and Contact List.
- Appendix B – Emergency Operations Center Facility.
- Appendix C – Emergency Operations Center Forms.
- Appendix D – Training, Drills and Exercise.
- Appendix E – Key Emergency Telephone & EOC Personnel Contact Numbers. \*\*\*Restricted\*\*\*
- Appendix F – Emergency Operations Center Phone Numbers. \*\*\*Restricted\*\*\*

**Annexes**

The following annexes may also be referred to as Unit Response Center Plans and are department specific. The annexes contain the emergency operational plans for these departments, and provide specific information for function areas in which each department has the primary responsibility (correlating with the lead assignments listed in Appendix A).

1. (Reserved)
2. (Reserved)
3. (Reserved)
4. (Reserved)

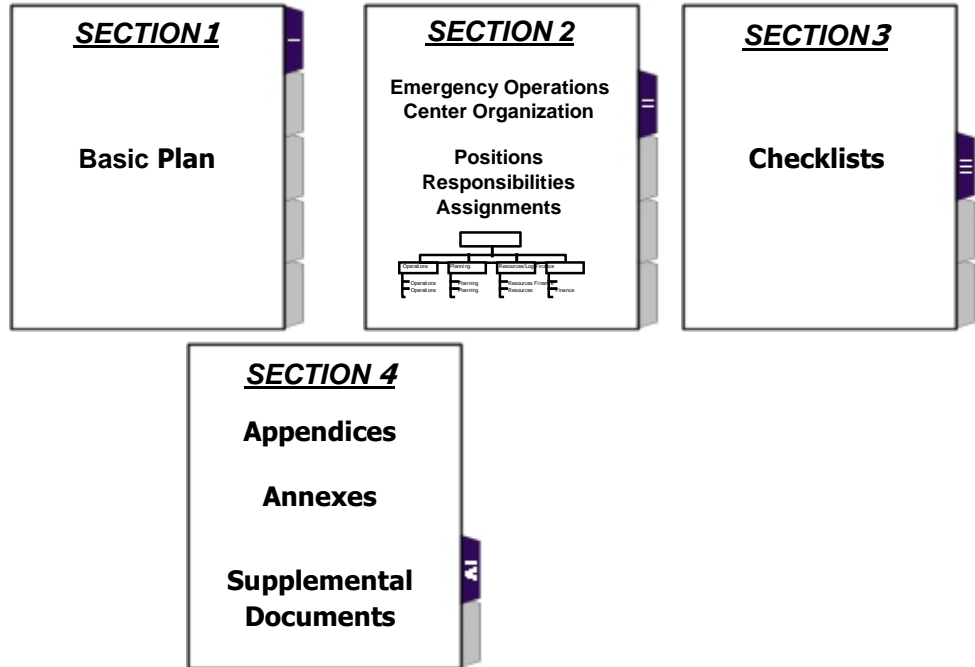
**Supplemental  
DOCUMENTS**

Supplemental Document AA – Building Emergency Evacuation Plan

Supplemental Document BB – Emergency Guidelines

**Figure 3**  
**Tabs and Pages**

DC/Ontario Tech  
University



<b>Appendices</b>		<b>Annexes</b>	
<b>Appendix A</b>	Emergency Operations Center Primary/Alternate Staff Assignments and Contact List.	<b>Annex 1</b>	(Reserved)
<b>Appendix B</b>	Emergency Operations Center Facility Diagram/Floor Plan.	<b>Annex 2</b>	(Reserved)
<b>Appendix C</b>	Emergency Operations Center Forms.	<b>Annex 3</b>	(Reserved)
<b>Appendix D</b>	Training, Drills and Exercises	<b>Annex 4</b>	(Reserved)
<b>Appendix E</b>	Key Emergency Telephone & EOC Personnel Contact Numbers ***Restricted***		
<b>Appendix F</b>	Emergency Operations Center Phone Numbers *Restricted*		

**Figure 3 (Cont.)**

<b>Supplemental Documents</b>	
<b>Supplemental Document AA</b>	Building Emergency Evacuation Plan
<b>Supplemental Document BB</b>	Emergency Guidelines





SECTION 2

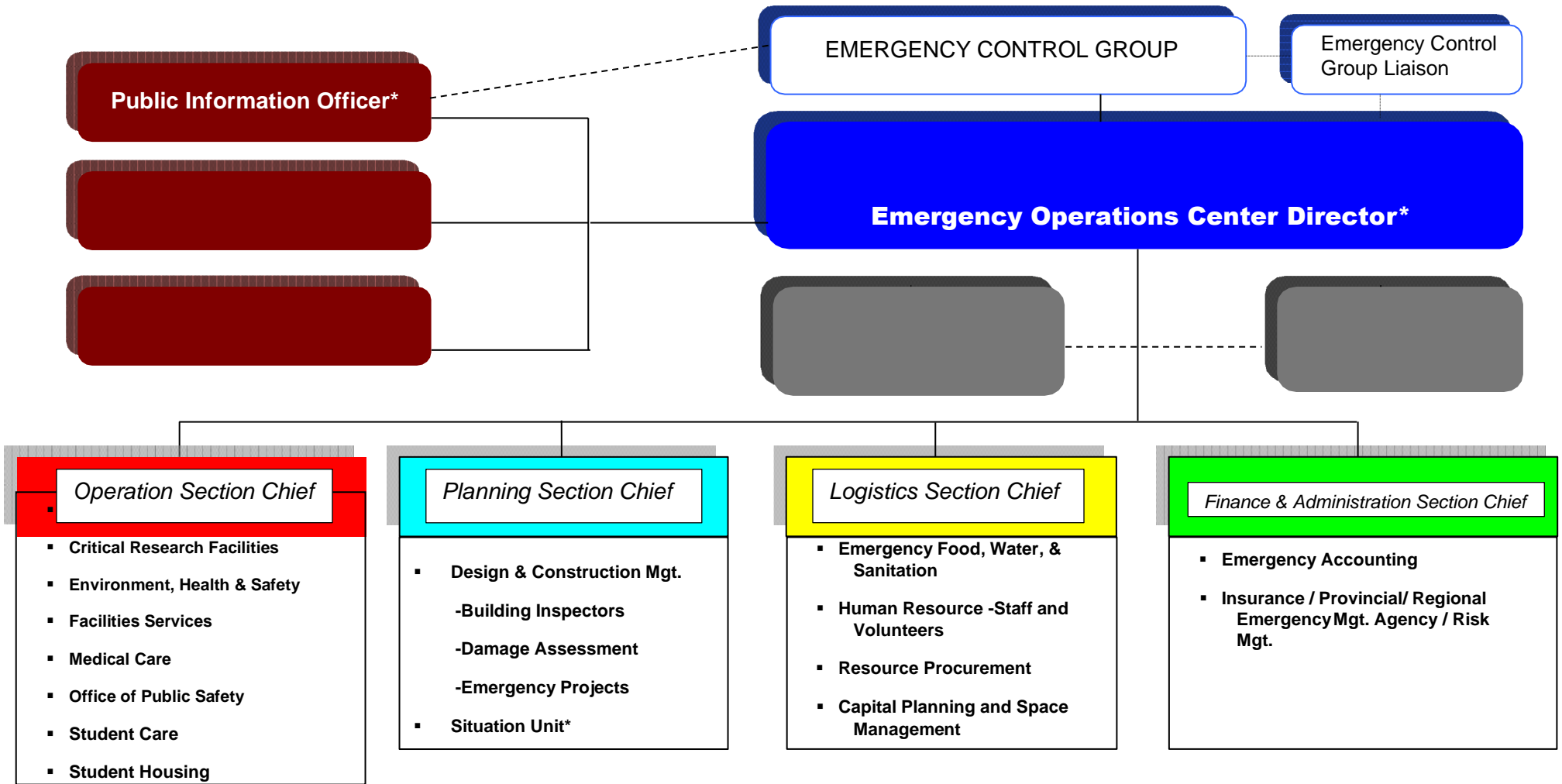
**Emergency Operations Center Organization, Position Responsibilities and Assignments**

Emergency management requires the establishment of a strategic organization comprised of the most important or critical functions of DC/Ontario Tech. Consistent with the international Emergency Management standards of the Incident Management System, the EOC organization plan follows the standard structure as the basis for organizing emergency planning and response. The EOC organization is color-coded as follows:

- 1) **EMERGENCY CONTROL GROUP** .....(WHITE)
- 2) **Emergency Operations Center Management**.....(Deep Blue)
- 3) **Emergency Operations Center Coordinator/Staff**... (Gray)
- 4) **Command Staff** .....(Dark Red)
- 5) **Operations Section**.....(Red)
- 6) **Planning Section**.....(Turquoise)
- 7) **Logistics Section** .....(Yellow)
- 8) **Finance & Administration Section** .....(Bright Green)

- The emergency operations organization is based on these units, as shown on the **Emergency Operations Center Functions** in **Figure 4** (Section 2, Page 2). Only the functions that are necessary are activated.
- A description of the positions and responsibilities of the Emergency Operations Center are provided in **Table 2-A–Emergency Operations Center Management Functions; Table 2- B–Emergency Operations Center Operations Functions; Table 2-C–Emergency Operations Center Planning Functions; Table 2-D–Emergency Operations Center Logistics Functions; and Table 2-E–Emergency Operations Center Finance and Administration Functions.**
- Checklists for each Emergency Operations Center Management function are in **Section 3** of this plan and provide specific responsibilities. The responsibilities in the checklists are for work in the Emergency Operations Center and do not address emergency operations or business resumption functions, which are not managed at or from the Emergency Operations Center.
- **Appendix A** lists the primary and alternate staff assignments to these positions.

**FIGURE 4 - THE DURHAM COLLEGE/ ONTARIO TECH UNIVERSITY EMERGENCY OPERATIONS CENTER FUNCTIONS**



\*Positions always activated.

**Table 2 – A**

**Emergency Operations Center MANAGEMENT FUNCTIONS**

Function or Group	Purpose/Responsibilities
Emergency Control Group	Provide executive leadership to DC/Ontario Tech during emergencies in which the academic and research programs are interrupted, or normal business cannot be conducted.
Emergency Control Group <b>Liaison</b>	As directed, gather essential information and/or status reports on emergency operations and relay it to the Emergency Control Group. Provide information and status reports to Regional and Provincial elected officials. Support the Public Information Officer's dissemination of information.
<b>Emergency Operations Center Director</b>	Activate the EOC. Determine and direct response and recovery operations as appropriate. Delegate authority to act in the best interests of DC/Ontario Tech on behalf of the Emergency Control Group during immediate response operations. This position is always activated.
<b>Emergency Operations Center Management Group</b>	Advise on overall strategy for the EOC. Assist and support the Emergency Operation Centre with the overall priorities and action strategies for the emergency operation.
Emergency Operations Center Coordinator	Advise and assist the EOC, Emergency Operations Center Management Group and General Staff. Facilitate overall functioning of the Emergency Operations Center. This position is always activated.
Emergency Operations Center Support Staff & Scribe	Provide staff support to the EOC. Assist with set-up of the EOC and coordination of internal operations. May provide staff support to all functions and positions in the EOC, regardless of department. This position(s) is always activated.

**Table 2 – A**

**Emergency Operations Center MANAGEMENT FUNCTIONS**

Functions or Group	Purpose/Responsibilities
<b>Public Information Officer</b>	Manage official communication from DC/Ontario Tech, including internal messages to staff, students, etc. Monitor media and external reaction to incident. This position is always activated.
<b>Liaison Officer</b>	As directed, work to coordinate DC/Ontario Tech’s emergency response with outside public agencies to include the City of Oshawa, Town of Whitby and the Region of Durham. The Liaison Officer position is activated on an as-needed basis.
<b>Safety Officer</b>	Ensure that buildings or facilities used to support the EOC are in a safe operating condition. The Safety Officer position is activated on an as-needed basis.

**Table 2 – B**

**Emergency Operations Center OPERATIONS FUNCTIONS**

Functions or Groups	Purpose/Responsibilities
<b>Operations Section Chief</b>	Provide overall direction, management and coordination for operational functions of the EOC. Establish operational priorities and strategies. Oversee coordination of DC/Ontario Tech's response to ensure effective field incident operations and the management of operational resources. Provide senior operational representation to the EOC Incident Commander and serve as a back-up to the EOC Incident Commander This position is always activated.
<b>Computing (Information Technology)</b>	Maintain DC/Ontario Tech central data and computing infrastructure. Assess operational status of campus data and computing services. Support emergency data network and computing application services. Direct restoration of central computing, networking infrastructure and services. Arrange for emergency repairs and establish alternate means of computing services (such as Web and email). Support EOC including emergency operations priorities.
<b>Critical Research Facilities</b>	Evaluate and report impact of emergency on DC/Ontario Tech research including damage and losses to DC/Ontario Tech research. Manage, collect information and coordinate emergency response for campus operations in buildings housing animals and other critical research such as mass spectrometers, instruments and minus 80° freezers. Manage and provide animal care services including protecting, feeding, rescuing and relocating if necessary. Track the disposition of animals and other critical research. Provide updated reports to the EOC. Develop recovery plan to return research operations to pre-emergency levels. Develop and implement corporate financial recovery plan. Maintain financial records of facility recovery activities for later negotiation of Facilities and Administration rates with the Federal/ Provincial Government.
<b>Environment, Health &amp; Safety</b>	Manage, collect information and coordinate the emergency response for Environment, Health and Safety. Assure appropriate procedures and practices are used to protect the health and safety of emergency responders, operators, students, faculty, and staff; and to protect facilities when the emergency involves hazardous materials or basic public health concerns related to contaminated water, sewage or air.
<b>Facilities Services</b>	Manage, collect information and coordinate emergency response for campus buildings, power and water utilities, roadways and grounds including emergency inspection, repair and restoration. If needed, provision for emergency power and support of field operations including the EOC.

**Table 2 – B**

**Emergency Operations Center OPERATIONS FUNCTIONS - Continued**

Functions or Group	Purpose/Responsibilities
<b>Medical Care</b>	Manage and coordinate the public health and safety function of the emergency response.
<b>Office of Campus Safety (OCS)</b>	Manage the OCS functional operations at the EOC. Serve as the Operations Section Chief for incidents in which the OCS field units are the Incident Commanders. Coordinate general field assignment with the OCS Incident Command.
<b>Student Care/Student Housing</b>	Coordinate and provide housing and food service, information to families of students and counseling services to students. Coordinate DC/Ontario Tech care and shelter operations for all populations who may be stranded on campus.
<b>Telecommunications Group (Information Technology)</b>	Provide technical support for campus telecommunication systems. Direct restoration of communication services on campus, arrange for emergency repairs, establish alternate means of telecommunication when necessary and provide telecommunications support for emergency operations including the EOC.

**Table 2 – C**

**Emergency Operations Center PLANNING FUNCTIONS**

Function	Purpose/Responsibilities
<b>Planning Section Chief</b>	Provide overall management and analysis of disaster/incident information and assessment of impact and damage to DC/Ontario Tech systems, properties, and facilities and capability to occupy buildings. Provide analysis and consultation regarding extended operations and the impacts of the emergency.
<b>Building Inspectors (Design &amp; Construction Management)</b>	Coordinate the assignment of building and facility inspections during disaster events or other incidents, which may result in structural damage.
<b>Damage Assessment (Risk Management/ facilities)</b>	Analyze status and inspect reports to identify damaged properties; track damages and evaluate for estimates of damages, losses and reconstruction/repair costs.
<b>Emergency Projects (Design &amp; Construction Management)</b>	Implement and manage maintenance, repair and construction projects for critical DC/Ontario Tech services and facilities as authorized by the EOC Incident Commander.
<b>Situation Unit</b>	Receive, analyze, post, track and assess information regarding the situation, damage and interruption to DC/Ontario Tech's properties and programs. Maintain a general EOC log documenting major actions and decisions of the EOC. Keep the EOC Incident Commander updated.



**Table 2 – D**

**Emergency Operations Center LOGISTICS FUNCTIONS**

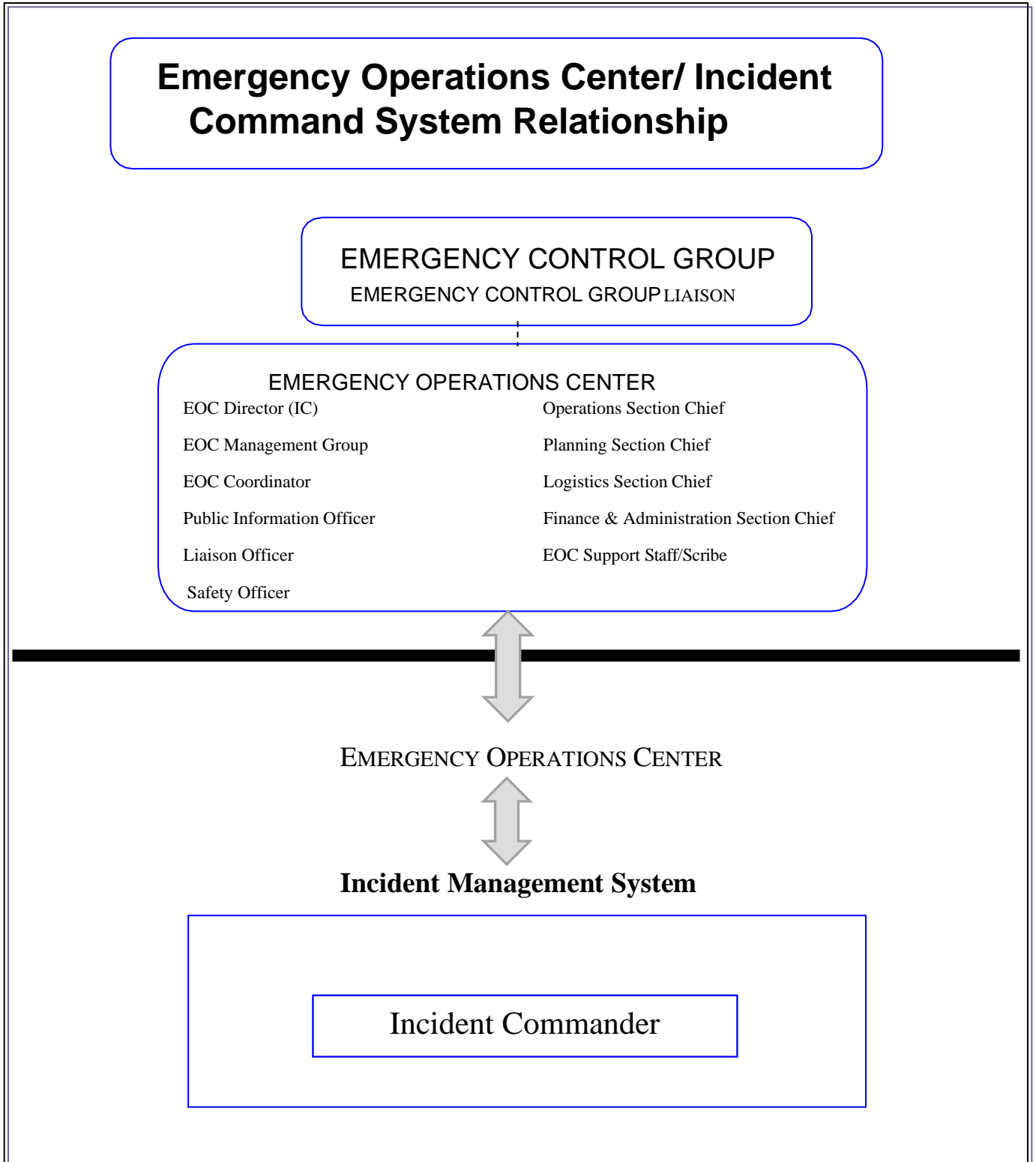
Function	Purpose/Responsibilities
<b>Logistics Section Chief</b>	Provide overall management of resource and logistical support for operations and planning functions accessing and procuring resources to support the emergency operations. Support the EOC activation and temporary emergency care for people and workers. Coordinate the management of volunteer resources to support emergency operations. Coordinate with the Finance & Administration Section Chief to ensure appropriate processes for procurement and contracting.
<b>Emergency Food, Water and Sanitation</b>	Obtain and allocate food and water supplies to support emergency staff. Coordinate with campus resources to obtain hot meals and supplemental food for emergency workers on campus.
<b>Human Resources – Staff and Volunteers</b>	Manage human resource emergency operations and recovery including temporary or emergency hires, employee services and other HR related activities. Set up registration process for ensuring volunteers are working under the supervision and direction of appropriate DC/Ontario Tech management.
<b>Resource Procurement (site inventory – materials, goods, equipment)</b>	Set up logistics for procurement and delivery of resources, both campus resources and outside goods and services including arranging for field receipt and acknowledgement. Track and distribute required equipment and supplies requested by the EOC to support campus emergency and recovery operations. Coordinate with Finance in the record keeping, planning and budgeting for funding authorization.
<b>Capital Planning and Space Management</b>	Coordinate and analyze current space data in order to provide alternative buildings/rooms in disaster and/or emergency situations.
<b>Transportation Services, Vehicles</b>	Provide transportation to support emergency operations including transport of emergency personnel, equipment, supplies and injured persons. Manage the campus pool vehicles, parking operations, and garage and coordinate the provision of municipal transit services to campus. Maintain inventory of available transportation (vehicles) and support (fuel, supplies, and drivers).

**Table 2 – E**

**Emergency Operations Center FINANCE & ADMINISTRATION FUNCTIONS**

Function	Purpose/Responsibilities
<b>Finance &amp; Administration Section Chief</b>	<p>Manage financial accounting and analyze for the emergency operation including keeping the EOC Incident Commander and Emergency Control Group advised of the total cost-to-date of the emergency operation. Estimate losses and financial impacts of the emergency to DC/Ontario Tech businesses, programs and facilities. Track and document costs and losses for Federal/Provincial Emergency Management Agency application and insurance claims.</p>
<b>Emergency Accounting</b>	<p>Establish an accounting process for tracking expenses procurement of services, contracts and/or mutual aid from the EOC.</p>
<b>Insurance / Federal Emergency Management Agency / Risk Management</b>	<p>Prepare and maintain the Provincial Emergency Management Agency documentation information package. Maintain the documentation files and support the disaster assistance application process. Attend the Federal/ Provincial Emergency Management Agency briefing program to start the official process, if requested.</p>

**Figure 5**



## Incident Management System

### Command Staff

- Director EOC
- Incident Commander (IC)
- Public Information Officer
- Liaison Officer
- Safety Officer (as assigned)

### General Staff

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Admin. Section Chief

<b>Checklist 1</b>
<b>Emergency Control Group/Emergency Management Response Team (EMRT)</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Coordinate policy matters.</li> <li>• Notify and inform key DC/Ontario Tech constituents and stakeholders including the Board of Governor’s Office and elected officials.</li> <li>• Issue directives regarding the overall status of the DC/Ontario Tech campus, programs and operations.</li> <li>• Provide direction for the resumption of research and educational programs.</li> </ul>
<b>Actions</b>
1. When notified of an emergency that threatens DC/Ontario Tech or interrupts DC/Ontario Tech operations and/or programs, convene to address the situation status, collect information and issue emergency communication.
2. If the event is severe and the DC/Ontario Tech EOC has activated the campus-wide plan, issue an Executive Declaration of an emergency at DC/Ontario Tech. Communicate this officially to the Governor’s Office and other key constituents.
3. Communicate with the EOC Management Group.
4. Approve emergency policy statements, orders and notices to support and manage DC/Ontario Tech’s Emergency Response and Recovery Operations.
5. Provide direction and vision to DC/Ontario Tech and the DC/Ontario Tech EOC for the recovery of programs and post-event plans of restoration.
<b>Deactivation and Recovery</b>
1. Issue executive policies to direct and support the recovery of services and programs.
2. Provide official contact to the Governor’s Office and elected officials to petition provincial and federal disaster assistance programs for DC/Ontario Tech.
3. Review the post-incident debriefing report from the EOC and determine long-term policy.

<b>Checklist 2</b>
<b>Emergency Control Group Liaison</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Assist with gathering essential information and/or status reports on emergency operations, as requested by the Emergency Control Group.</li> <li>• Initiate and maintain contact with the EOC Incident Commander and EOC Management Group.</li> <li>• Serve as the point of contact for the Emergency Control Group.</li> </ul>
<b>Actions</b>
1. When notified of an emergency that threatens DC/Ontario Tech or interrupts DC/Ontario Tech operations and/or programs, convene to address the situation status and collect emergency information.
2. As directed by the Emergency Control Group contact: <ul style="list-style-type: none"> <li>• EOC Incident Commander</li> <li>• EOC Management Group</li> </ul>
2. Relay essential information and status reports to the Emergency Control Group.
3. As directed by the Emergency Control Group, support the Public Information Officer's dissemination of information.
<b>Deactivation and Recovery</b>
1. Support transition to recovery by communicating and coordinating with EOC Incident Commander & EOC Management Group.
2. Participate in the post-incident debriefing meeting, as directed by the Emergency Control Group.

<b>Checklist 3</b>
<b>Emergency Operations Center Incident Commander</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Activate the EOC.</li> <li>• Coordinate the overall DC/Ontario Tech EOC management.</li> <li>• Represent the EOC and emergency operations to the City of Oshawa, Town of Whitby, Province of Ontario Emergency Operation Centre and other outside agencies.</li> <li>• Establish overall objectives and strategies for the emergency and recovery operations.</li> <li>• Handle EOC staff issues and policy regarding Emergency Operations Center operations.</li> <li>• Obtain authorization for large expenditures and/or emergency programs from the Emergency Control Group.</li> <li>• Deactivate the EOC.</li> <li>• Manage the transition to recovery.</li> </ul>
<b>Actions</b>
1. Report to the EOC when aware of or notified any emergency or pending emergency that may affect or impact life safety, DC/Ontario Tech operations or campus properties.
2. Assign a staff assistant to maintain a current log of activities throughout the emergency and act as a runner for the EOC Management Group during the activation.
<p>3. Obtain as much information as possible about the emergency to determine the status of:</p> <ul style="list-style-type: none"> <li>• Students and staff</li> <li>• Power/Utilities</li> <li>• Communications</li> <li>• Telecommunications</li> <li>• Buildings and facilities</li> <li>• Research and academic programs</li> <li>• Research and lab animals</li> <li>• Events and activities on campus</li> <li>• Other critical programs or activities</li> </ul>
4. Determine level of emergency activation of the EOC ( <b>Level 1, 2, or 3</b> ).

**Checklist 3 - Continued**

**Emergency Operations Center (Incident Commander)**

**Actions—Continued**

5. If the emergency is determined a Level 3 and includes the city/town and/or region, contact Durham Region EOC to coordinate resources.

6. Identify and activate positions/functions needed for the emergency operation.  
(See Appendix - A & Section 2 – Page 2)

- EOC Incident Commander
- Public Information Officer
- Operations Section Chief
- Student Affairs
- Telecommunications
- Computing
- Environmental Health & Safety
- Facilities Services
- Office of Campus Safety
- Planning Section Chief
- Situation Unit
- Logistics Section Chief

7. As the EOC Section Chiefs arrive:

- Meet to establish the EOC Incident Action Plan.
- Work with each to establish a joint process for sharing information and coordinating emergency operations.
- Establish a process and schedule for conducting EOC briefings and announcing major decisions and information.
- Review and update the EOC Incident Action Plan with a focus on the transition to recovery as the emergency subsides.

8. Address EOC staff issues and policies.

9. Notify the Emergency Control Group of the activation and provide status reports and updates.

10. Contact the City of Oshawa, Town of Whitby and Regional EOC with the DC/Ontario Tech EOC activation information.



11. If mutual aid is requested, determine the following:

- Type of assistance needed
- Location
- Tasks and duties to be performed
- College University personnel who will coordinate
- Food, water, sanitation and lodging resources available for support

### **Deactivation and Recovery**

1. Plan for the transfer of emergency operations to normal procedures.

- Inform the Emergency Control Group of the recovery phase.
- Develop a transition and recovery plan.

2. Coordinate with Durham Region Emergency Management Office/Provincial Emergency Management Agency to provide documentation to the Provincial Emergency Management Agency/Insurance position for Emergency Management Disaster Public Assistance Program applications.

3. Conduct post-incident debriefing meeting and provide report to the Emergency Control Group.

## Checklist 4

### EOC Incident Commander

#### Primary Responsibilities

- Facilitate the overall functioning of the EOC.
- Assist and serve as an advisor to the EOC Section Chiefs, Management Group and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.

#### Actions

1. Report to the EOC and assist the EOC Support Staff in preparing the facility for operations.
2. Assist the EOC Management and General Staff in developing overall strategic objectives as well as section objectives for the (EOC) Incident Action Plan.
3. Advise the EOC Management Team on procedures to notify City of Oshawa, Town of Whitby Emergency Management and the Region of Durham Emergency Management Office of crisis status.
4. Assist the Planning Section in the development, continuous updating, and execution of the EOC Incident Action Plan.
5. Provide overall procedural guidance to General Staff as required.
6. Provide general advice and guidance to the EOC as required.
7. Ensure that all communications with appropriate emergency response agencies is established and maintained.
8. Assist the EOC Management Team in preparing for and conducting briefings with management staff, the media, and the general public.
9. Assist the EOC Liaison Officer, in establishing and maintaining coordination with outside agency representatives not assigned to specific sections within the EOC.
10. Assist the Liaison Officer with coordination of EOC visits, if needed.
11. Provide assistance with shift change activity.

#### Deactivation and Recovery

- |   |
|---|
| 1. Assist the EOC Management Team in the plan for the transfer of emergency operations to normal procedures.  |
| 2. Assist the EOC Management Team in the coordination with Durham Region Emergency Management Office / Provincial Emergency Management Agency to provide documentation to the Provincial Emergency Management Agency / Insurance position for Provincial Emergency Management Agency Disaster Public Assistance Program applications. |
| 3. Assist and participate in post-incident debriefing meetings.   |

EOC Support Staff

<b>Checklist 5</b>
<b>Emergency Operations Center Support Staff &amp; Scribe</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Set up and administer the EOC facility.</li> <li>• Support the EOC Management Group and staff in the operation of the EOC.</li> </ul>
<b>Actions</b>
1. When notified of the activation of the EOC, refer to Appendix C and set up the facility for operation.
2. Assist staff with setting up their positions. Keep track of EOC activities and facilitate the exchange of information between groups and staff.
3. Provide ongoing support to the EOC Management Group, EOC Incident Commander and EOC Section Chiefs to facilitate EOC briefings and operations.
4. Maintain EOC roster and EOC master log of activities in EOC facility. (Appendix C.5 and C.6)
<b>Deactivation and Recovery</b>
1. Shut down the EOC and forward logs and reports to the Situation Unit position for documentation.
2. Participate in the post-incident debriefing meeting as directed by the EOC Incident Commander.

<b>Checklist 6</b>
<b>Liaison Officer</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Initiate and maintain contact with the City of Oshawa, Town of Whitby, Durham Regions and other external organizations and EOC's.</li> <li>• Assist with relaying essential information and/or receiving status reports as requested by the EOC Incident Commander and EOC Management Group.</li> </ul>
<b>Actions</b>
4. Report to the EOC.
5. As directed by the EOC Incident Commander and EOC Management Group, contact: <ul style="list-style-type: none"> <li>• City of Oshawa</li> <li>• Town of Whitby</li> <li>• Durham Region Emergency Operation Center (DEMO)</li> <li>• Province of Ontario Emergency Operation Center (PEOC)</li> <li>• Other organizations and agencies (e.g. Emergency Services)</li> </ul>
6. Relay reports of buildings and systems status to the Operations Section Chief and others in the EOC who need to know the information.
7. As directed by the EOC Incident Commander and EOC Management Group, support the Public Information Officer's dissemination of information.
<b>Deactivation and Recovery</b>
3. Support transition to recovery by communicating and coordinating with Unit Response Centre's and key staff with outside agencies.
4. Participate in the post-incident debriefing meeting as directed by the EOC Incident Commander.

<b>Checklist 7</b>
<b>Public Information Officer</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Develop messages for all groups of the DC/Ontario Tech emergency response system; Emergency Control Group; EOC Management Group, EOC Staff and Liaison Officer.</li> <li>• Serve as the EOC point-of-contact for media and serve as the official DC/Ontario Tech spokesperson.</li> <li>• Collect, prepare and disseminate information to DC/Ontario Tech constituencies (students, faculty, staff, affiliates, parents), the news media and the public.</li> <li>• Organize news conferences and select appropriate staff as needed to respond to specific requests.</li> <li>• Participate in joint news releases and news conferences with other agencies, as appropriate.</li> <li>• Assist with dissemination of information in regard to resumption of normal operations.</li> </ul>
<b>Actions</b>
1. Report to the EOC and arrange for establishment of media center, if needed. Activate staff needed for emergency communications and media relations. Assess viability of communication channels.
2. Gather information from the EOC Management Group and attend EOC briefings and Emergency Control Group meetings for additional information.
3. Obtain decision/approval to implement immediate emergency notification (emergency text message, email message, home page alert and emergency media contacts) and approval of that message(s). Contact Information Technology to have emergency message recorded and send voicemail message to DC/Ontario Tech enabled phones, if needed.
4. Obtain approval from EOC Incident Commander for dissemination of additional breaking information via news releases and other standard methods, including news conferences and interviews. Notify media of location of media center, if available. Monitor media sources and correct misinformation when needed.
5. Coordinate with Liaison Officer so that assisting agencies receive DC/Ontario Tech's publicly released information and deliver a consistent message regarding DC/Ontario Tech.
6. Coordinate with EOC Incident Commander regarding news media access to incident areas.
<b>Deactivation and Recovery</b>
1. Support the Recovery Group with a communications plan to disseminate information regarding: <ul style="list-style-type: none"> <li>• Resumption of academic programs and classes</li> <li>• Resumption of research programs</li> <li>• Work locations (if changed)</li> </ul>

- Status of DC/Ontario Tech business departments
- Letters and communications to key constituents and stakeholders in DC/Ontario Tech programs

2. Participate in the post-incident debriefing meeting as directed by the EOC Incident Commander.

<b>Checklist 8</b>
<b>Safety Officer (as assigned)</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Ensure that buildings or facilities used to support the EOC are in a safe operating condition.</li> <li>• Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner considering the existing situation and conditions.</li> <li>• Stop or modify all unsafe operations outside the scope of the EOC Incident Action Plan, notifying the EOC Incident Commander of actions taken.</li> </ul>
<b>Actions</b>
1. Report to the EOC and establish communication with the EOC Incident Commander.
2. Tour the entire EOC facility and evaluate conditions; advise the EOC Incident Commander of any conditions and actions that might result in liability (unsafe layout or equipment set-up, etc.).
3. Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
4. Be familiar with particularly hazardous conditions in the facility; act when necessary.
5. Prepare and present safety briefings for the EOC Incident Commander, EOC Management Group and General Staff.
6. Ensure the EOC facility is free from any environmental threats, e.g., radiation exposure, air purity, water quality, etc.
7. Keep the EOC Incident Commander advised of unsafe conditions; take action when necessary.
8. Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
<b>Deactivation and Recovery</b>
1. Participate in the post-incident debriefing meeting as directed by the EOC Incident Commander.



<b>Checklist 9</b>
<b>Operations Section Chief</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Provide overall coordination of DC/Ontario Tech’s emergency operations.</li> <li>• Lead the Operations Section in the development and implementation of the EOC Incident Action Plan, establishing priorities and strategies.</li> <li>• Relay information to other Section Chiefs in the EOC and participates in the EOC Management Group’s regular update sessions.</li> <li>• Support mutual aid and resource allocation requests, as needed (i.e. not handled by standard mutual aid channels).</li> </ul>
<b>Actions</b>
<p>1. Report to the EOC. Based upon the incident, any of the following will likely fill the position of Operations Section Chief:</p> <ul style="list-style-type: none"> <li>• Director of OCS/Chief of Police – criminal incidents, civil disturbances, etc.</li> <li>• Director of Environment, Health &amp; Safety – hazardous material release, etc.</li> <li>• Director of Student Health Services – public health emergencies, etc.</li> <li>• VP/Director of Facilities Services – building system failures, roads, etc.</li> </ul> <p>This is not an inclusive list. The position of Operations Section Chief will be assigned by the EOC Incident Commander based on the nature of the incident.</p>
<p>2. Assign a staff assistant to maintain a current log of activities throughout the emergency and act as a runner for the Operations Section Chief during the activation.</p>
<p>3. Activate necessary Operations Functions as defined in Table 2-B, Section 2 – Pages 5 and 6.</p>
<p>4. Lead the Operations Section in establishing DC/Ontario Tech priorities, current actions and next steps. Produce the EOC Incident Action Plan and forward to the EOC Incident Commander for approval.</p>

5. With the EOC Management Group, evaluate the Incident Action Plan to ensure the overall plan is consistent with DC/Ontario Tech's priorities. Pre-identified priorities are (these may not be in prioritized order, depending on the situation and conditions of the emergency):
- Life safety - protection of lives and care of the injured
  - Restoration of critical utilities
  - Containment of hazards - protection of DC/Ontario Tech staff and the public
  - Care and support to affected people including students, employees, visitors and responders
  - Critical research facilities
  - Protection of property and environment from further damage
  - Communication to staff, students, responders and affected people
  - Restoration of networks and information systems
  - Protection of critical research project operations and records
  - Prevention of loss and damage to high value assets
  - Clean-up and occupancy of buildings
  - Restoration and resumption of DC/Ontario Tech business and program

<b>Checklist 9 - Continued</b>
<b>Operations Section Chief</b>
<b>Actions—Continued</b>
6. Ensure the Incident Action Plan is understood by each Operations Section member in the EOC and communicated to the Unit Response Centers. Each Unit Response Center will need to report back to the Operations Section Chief with their implementation plan and needs and keep the EOC updated on operations.
7. Coordinate and communicate the Incident Action Plan to the EOC Incident Commander and provide updates.
8. Lead the Operations Section to utilize DC/Ontario Tech resources in order to control the emergency and restore essential services.
9. If DC/Ontario Tech resources are not sufficient, determine the need for mutual aid requests. For all types of mutual aid requests, forward to the EOC Incident Commander for authorization and follow through with the Logistics Section Chief.
10. Continue to lead the Operations Section to analyze the situation and identify anticipated needs, anticipated recovery operations, areas of support, and other contingencies to control and contain the emergency.
<b>Deactivation and Recovery</b>
1. Plan for the transition of operations to DC/Ontario Tech department management.
2. Provide necessary documentation to appropriate parties for financial reimbursement.
3. Participate in the EOC's post-incident debriefing meeting to identify areas of improvement for the EOC's operations and coordination of field emergency operations.

## Checklist 10

### Office of Campus Safety (OCS)

#### Primary Responsibilities

- Coordinate between the Office of Campus Safety (OCS) Incident Command Post and the EOC.
- Communicate with the Office of Campus Safety (OCS) Incident Commanders, as needed.
- Provide law enforcement analysis and intelligence to the Operations Section Incident Action Plan.
- Communicate EOC priorities and operational information to the Office of Campus Safety (OCS) Incident Command Post.
- Provide back-up to the Operations Section Chief.

#### Actions

1. Report to the EOC. Establish communication with the OCS Incident Command Post. Provide a report on the OCS operations indicating where resources are deployed and how many units are available.
2. Based on the Operations Section Action Plan, coordinate with the OCS Incident Command Post on how resources will be assigned and who will be in charge of incidents on campus. Determine if the EOC and Operations Section Chief should be in direct communication with Incident Commanders/Operations Section Chief. If so, establish radio contact with the Office of Campus Safety (OCS) Incident Commander(s).
3. As the OCS representative on the Operations Section, provide action plan(s) to include:
  - Search and rescue of trapped victims
  - Large structural fires (May be necessary to request a Fire Department Liaison)
  - Law enforcement and crime investigation
  - Security and individual protection
  - Evacuation or relocation
  - Traffic control, access and egress
  - Support to other operations

Coordinate the details of these plans and tasks with the OCS Incident Command Post and incorporate into the EOC Incident Action Plan. Provide ongoing communication and coordination between the OCS Incident Command Post and the EOC.
4. During large-scale events involving a large population on campus, review traffic issues and immediate concerns that can impede emergency operations. Anticipate the need for an overall traffic control plan.

5. If the emergency involves fatalities, ensure that the OCS is handling all arrangements on- site and with the Regional/Provincial Medical Examiner's office.

6. Provide back-up to the Operations Section Chief, as requested.

### **Deactivation and Recovery**

1. Participate in the EOC's post-incident debriefing meeting to identify areas of improvements for the EOC's operations and coordination of field emergency operations.

<b>Checklist 11</b>
<b>Facilities Services</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Coordinate between Facilities Services and the EOC.</li> <li>• Provide facility services analysis and intelligence to the EOC Incident Action Plan for buildings, utilities, roadways and grounds.</li> <li>• Communicate EOC priorities and operational information to Facilities Services .</li> <li>• Coordinate with Critical Research Facilities for emergency operations in buildings containing critical research.</li> <li>• Work with Design &amp; Construction Management to survey damage and inspect structures to determine whether it is safe to proceed with restoration and recovery.</li> <li>• Communicate messages from the Building Coordinators.</li> </ul>
<b>Actions</b>
<ol style="list-style-type: none"> <li>1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the Office of Campus Safety (OCS) and/or the EOC to confirm the activation of the Operations Section.</li> <li>2. Report to the EOC. Establish communication with Facilities Services. Provide a report on operations; known status of building services and utilities, condition of roadways and grounds, and other damage and operational information. If the incident or damage is limited to only one building or involves utilities (i.e. power outage).</li> <li>3. As the Facilities Services representative on the Operations Group, provide action plan(s) to include: <ul style="list-style-type: none"> <li>• Status and restoration of utilities on campus</li> <li>• General status of buildings and building control systems including heating, ventilation and air-conditioning.</li> <li>• General status of roadways and access</li> <li>• Plan for restoring utilities and services</li> </ul> </li> <li>4. Work with the Environment, Health &amp; Safety representative in the EOC to analyze and determine the overall hazards and priorities in the buildings. Support the development of the Operations Section Incident Action Plan with coordinated strategies to contain hazards and restore services.</li> <li>5. If the primary area of damage is a building that houses critical research, work closely with the Critical Research Facilities representative to prioritize operations and contain hazardous conditions (e.g. Nuclear). Coordinate and communicate with Facilities Services to ensure the field teams are working together on responding to the building.</li> <li>6. In support of EOC actions and communications, provide messages and information to Facilities Services to be disseminated to the Building Coordinators. Building Coordinators may also provide status reports and additional information to Facilities Services that is needed in the EOC.</li> </ol>

7. Coordinate the details of these plans and tasks with Facilities Services and incorporate into the Operations Section Incident Action Plan. Provide ongoing communication and coordination between Facilities Services and the EOC.

### **Deactivation and Recovery**

1. Participate in the EOC's post-incident debriefing meeting to identify areas of improvement for the Emergency Operations Center's operations and coordination of field emergency operations.

<b>Checklist 17</b>
<b>Computing (Information Technology)(ITS)</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Coordinate between the Computing Unit Response Centre and the EOC for the central data and computing network services.</li> <li>• Plan for and establish alternate/emergency computing and data support of the EOC and critical DC/Ontario Tech business operations.</li> <li>• Provide status on network and computing services for the campus.</li> </ul>
<b>Actions</b>
1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the OCS and/or the EOC to confirm the activation of the Operations Section.
2. Report to the EOC, establish communication with the Computing Unit Response Centre and provide a report of the status of campus network and computing operations.
3. Working with the Operations Section, plan for repair and restoration of services. If hot site services will be used, notify the EOC and provide information on how and when the computing operations will be restored. If services will not be available for an extended time, work with the Public Information Officer to inform DC/Ontario Tech populations.
4. Initiate off-site systems and data protocols as indicated by the emergency.
5. Provide support to EOC and critical DC/Ontario Tech business operations with emergency services for critical systems. If emergency contract services are needed, coordinate with the Logistics Section to arrange emergency contracts and agreements for service.
6. Coordinate the details of these plans and tasks with the Computing Unit Response Centre and incorporate into the EOC Incident Action Plan. Provide ongoing communication and coordination between the Information Technology Unit Response Center and the EOC.
<b>Deactivation and Recovery</b>
1. Initiate normal operations/systems recovery per protocol.
2. Participate in the EOC's post-incident debriefing meeting to identify areas of improvement for the EOC's operations and coordination of field emergency operations.



<b>Checklist 18</b>
<b>Student Care</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Manage DC/Ontario Tech large group care operations.</li> <li>• Provide temporary shelter (overnight or for several days).</li> <li>• Provide support for large group off-campus evacuation.</li> <li>• Provide immediate crisis counseling.</li> <li>• Set up a message center for those in the shelter.</li> <li>• Coordinate between the Student Affairs and the EOC for student care and welfare services.</li> <li>• Plan for emergency housing and food services for students.</li> <li>• Plan for the messages and information to families of students in coordination with the Public Information Officer.</li> </ul>
<b>Actions</b>
<ol style="list-style-type: none"> <li>1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the Office of Campus Safety (OCS) and/or the EOC to confirm the activation of the Operations Section.</li> <li>2. Report to the EOC. Establish communication with the Student Affairs. Check with the Operations Section Chief to determine if care and shelter area(s) need to be established for:             <ul style="list-style-type: none"> <li>• Students</li> <li>• Building evacuees</li> <li>• Stranded employees and staff</li> <li>• Field personnel</li> <li>• Evacuees from the community (mutual assistance)</li> </ul> </li> <li>3. Determine immediate needs for the groups of people on site. Coordinate with Medical Triage/First Aid (e.g. CERT) for immediate medical and other urgent care for evacuees.</li> <li>4. Identify potential sites to set up shelter areas. Ensure that buildings have been inspected and are safe for occupancy.</li> <li>5. If directed by the Operations Section Chief, set up one or more care and shelter areas on campus. Initial shelters may be for students and employees who are evacuated from buildings, children from child care centers who have been evacuated, and others who may have become separated from their companions.             <p><i>Note: These shelters may be temporary and include: First Aid and Triage Screening Area, Medical Transportation Staging Area, Message Center.</i></p> </li> </ol>

6. Determine the number of staff that will be needed to manage each shelter site. Request volunteers through the Logistics Section.
7. Make a list of items that will be needed for each shelter to become fully operational. Forward the list to the Operations Section Chief and coordinate with the Logistics Section Chief to provide estimates of supplies currently available on campus and supplies that will need to be purchased. Provide the estimates, including costs, to the Operations Section Chief for final approval before establishing longer-term shelters.

**Checklist 18 - Continued**

**Student Care**

**Actions - Continued**

8. If the DC/Ontario Tech campus has been asked to provide a public shelter under the management of the Canadian Red Cross/Durham Region, DC/Ontario Tech will need to provide a facility with support services of power and water utilities and sanitation. The public shelter may request extra patrol and security from DC/Ontario Tech, as well. Coordinate the set-up of the Red Cross shelter with the Operations Section. Determine if there are additional needs to provide support. Determine a shut down time for the public shelter, which may be based on the resumption of DC/Ontario Tech operations. Coordinate the shut-down of the public shelter with the Operations Section Chief and the EOC Management Groups who may need to coordinate with the City of Oshawa, Town of Whitby and Durham Region. \*\*\*EMERGENCY RECEPTION CENTRE\*\*\*\*

9. Determine immediate needs for students based on the nature and duration of the emergency.

10. Coordinate the plan for providing emergency housing services to students with the Operations Section members. For service requests and needs not available from the Student Affairs Unit Response Center, coordinate emergency procurement with the Logistics Section Chief.

11. Provide information to the Public Information Officer regarding how families can find out the status of their students.

12. If additional counseling services are needed, coordinate requests with the Logistics Section Chief. Services may be co-located with care and shelter operations, as available.

13. Continue to represent Student Affairs in the EOC as long as coordination is needed during the emergency.

14. Coordinate with the Operations Section Chief to define a policy for shelter operations, based on the nature of the situation and with the concurrence of the EOC Management Group, establish the following:

- Sign-in log for persons at the shelter; including date and time
- Length of time people will be sheltered
- Shelter management – DC/Ontario Tech or the Red Cross/Durham Region
- Services to be provided are food, counseling, transportation, etc.
- Release policy (i.e., individual initiative - no controls, release sign-out Log, etc.)
- Policy regarding non-campus persons in shelters
- Policy regarding mutual assistance (whether it will be provided)
- Information to be released to the news media
- Maximum budget

**Deactivation and Recovery**

1. Participate in the Operations Section in post-incident debriefing meetings to identify areas of improvement for EOC operations and coordination of field emergency operations.

<b>Checklist 19</b>
<b>Planning Section Chief</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Manage the collection, documentation, evaluation, analysis and maintenance of information relating to the emergency.</li> <li>• Manage Situation Unit.</li> <li>• Plan for ongoing support of incident operations.</li> <li>• Plan for ongoing continuity of DC/Ontario Tech operations.</li> <li>• Plan for the reoccupation of DC/Ontario Tech buildings and facilities.</li> <li>• Support Public Information Officer with information.</li> </ul>
<b>Actions</b>
1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the Office of Campus Safety (OCS) and/or the EOC to confirm the activation of the Planning Section.
2. Maintain a current log of activities throughout the emergency.
3. Provide analysis and recommendations to the EOC Management Group and the Operations Section Chief for on-going operations. Determine; primary needs, operational objectives for emergency operations, status of resources and capability for sustained operations and recovery, and primary issues involved in restoring normal operations. Plan and estimate the transition to normal operations and programs. Include forecasts of weather and the impact of regional issues including utilities, transportation, safety, restricted access, scarce resources and the ability of DC/Ontario Tech to re-occupy essential buildings and restore essential services. Provide updates to this analysis as conditions change and the emergency subsides.
4. Ensure the Situation Unit position is filled.
5. Provide a general report on the status of buildings and facilities.
6. Coordinate with the Operations Section Chief for the needs of the Incident Action Plan.
6. Monitor DC/Ontario Tech operations.
<b>Deactivation and Recovery</b>
1. Plan for the transition of affected areas back to DC/Ontario Tech department management.
2. Provide documentation to the Finance & Administration Section Chief for Insurance/Provincial Emergency Management Agency/Risk Management Disaster Assistance Program applications.

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| 3. Be prepared to continue to provide support and updates to the recovery plan throughout the recovery phase.  |
| 4. Participate in the EOC's post-incident debriefing meeting to identify areas of improvement for the EOC's operations and coordination of field emergency operations. |

**Checklist 22**

**Logistics Section Chief**

**Primary Responsibilities**

- Coordinate and manage the procurement, delivery, distribution, and tracking of DC/Ontario Tech emergency resources and support for the emergency operation, including:
  - DC/Ontario Tech supplies, equipment, materials and services
  - Contracted services
  - Transportation services
  - Volunteers and Human Resources Management
  - Emergency support for staff and DC/Ontario Tech shelter sites
- Coordinate with the Operations Section Chief in the planning for, anticipation of and pre-staging of, critical services and resources during emergency operations.
- Support the Finance & Administration Section’s emergency accounting and documentation process.

**Actions**

1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the OCS and/or the EOC to confirm the activation of the Logistics Section.
2. If activated, report to the EOC and sign-in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.
3. Work with the Logistics Section members to assess the damage, impacts and operation to identify the potential need for resources – both immediate and in the recovery period. Request a general inventory of available resources at DC/Ontario Tech. This includes fuel, food, personnel, equipment, vehicles, maintenance and services supplies, and any other services. Identify key resources that may need to be procured and plan for all logistics required with procuring and delivering supplies and services. Work with support the Unit Response Centers to access resources and support services for the emergency and recovery operations.
4. Activate the emergency purchasing process to procure resources. Work with the Finance & Administration Section to ensure appropriate accounting processes. Confer as needed with the other EOC groups to establish vendor selection criteria and processes. Existing listings of pre- qualified vendors may fulfill this requirement.
5. Contact the Operations Section Chief and Student Affairs to determine what services will be needed on campus to care for people. Estimate the support requirements and assess the capability of supplies on hand to meet the need.

6. Coordinate with the Operations Section Chief and determine if a shelter is to be managed by the Red Cross (e.g. reception center) and if so, determine what services will, if any, be provided by DC/Ontario Tech. If the shelter service is open to the public and is completely managed by the Red Cross, it may be necessary to work closely with the Durham Region Emergency Operations Center to coordinate support operations.



**Checklist 22 - Continued**

**Logistics Section Chief**

**Actions—Continued**

7. If staff resources will be needed to augment the emergency operations, establish a volunteer recruitment and assignment process. Have the Human Resources function coordinate with the following Unit Response Centers:

- Human Resources
- Critical Research Facilities
- Student Affairs

Establish a central location for the coordination and deployment of volunteers.

8. For any operations involved in the evacuation and movement of large groups of people, work closely with the Operations Section Chief to support all aspects of evacuating people, including:

- Emergency transportation
- Delivery point
- Temporary shelter and care needs
- Food, water and sanitation support
- Reuniting and notification for families
- Crisis counseling
- Security

9. If mutual aid resources are requested and DC/Ontario Tech will be providing mutual aid to another agency, ensure the following is documented by the Operations Section Chief or by the Logistics Section Chief:

- Type of mutual aid requested, including specifications for drivers, operators, fuel, power and any requirements for operation.
- Location requested.
- Name of requesting agency.
- Name and contact information for person-in-charge at the site receiving mutual aid.
- Time and duration for the provision of mutual aid.
- Personnel support available or to be provided.
- Keep track of DC/Ontario Tech resources sent to support other agencies.

10. Organize and track the utilization of DC/Ontario Tech major supplies, equipment and transportation. Work with the Operations Section Chief to allocate scarce resources to the highest and best priority use. If the Provincial Emergency Management Agency/Insurance function has been activated, coordinate the documentation of the hours and costs associated with the utilization of major resources for DC/Ontario Tech's emergency operations. Communicate this documentation requirement to the Unit Response Centre's.

**Checklist 22 - Continued**

**Logistics Section Chief**

**Actions—Continued**

11. Support the emergency functions that are providing shelter and rest areas for staff and other emergency workers, including the EOC staff. If the activation will be prolonged, plan for extended support services. Also, provide support and logistics to assist DC/Ontario Tech staff that may be stranded at DC/Ontario Tech. Assist the Operations Section Chief with services and management of care and relocation services, as requested.
12. Ensure documentation for requests, costs and procurement processes are forwarded to the Finance & Administration Section Chief.
13. Coordinate set-up/staging of resources at each primary emergency operation site. If no resources are available to support a site, advise the Operations Section Chief. Estimate support requirements for the operation and assess the capability of supplies on hand. Develop a plan to provide support through the services of other public agencies or contracting with outside services, as needed.
14. If critical research programs or other DC/Ontario Tech business operations are to be relocated, provide logistical support, as requested.

**Deactivation and Recovery**

1. Assist Finance with the collection of documentation and records.
2. Oversee the transition process of transferring reports, files, claims and investigations, open contracts, purchases or other transactions to normal operations and the appropriate departments for follow up, final payments, and resolution.
3. Participate in the EOC's post-incident debriefing meeting to identify areas of improvement for the EOC's operations and coordination of field emergency operations.

<b>Checklist 23</b>
<b>Resource Procurement</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Coordinate and manage the procurement, delivery, distribution and tracking of DC/Ontario Tech emergency resources and support for the emergency operation, including DC/Ontario Tech supplies, equipment, materials and services.</li> <li>• Procure vended and contracted resources and services.</li> <li>• Inventory DC/Ontario Tech’s major supplies and equipment.</li> <li>• Allocate DC/Ontario Tech supplies and equipment, as needed.</li> <li>• Provide for logistical arrangements for delivery and use of DC/Ontario Tech supplies and equipment.</li> <li>• Coordinate and support documentation of emergency procurement with the Finance &amp; Administration Section Chief.</li> </ul>
<b>Actions</b>
1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the OCS and/or the EOC to confirm the activation of the Logistics Section.
2. If activated, report to the EOC and sign-in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.
3. Activate the Emergency Purchasing Process to procure resources and coordinate with the Finance & Administration Section Chief. Establish contact with the procurement personnel in the operational department(s) affected by the emergency. Determine if additional DC/Ontario Tech Purchasing Services staff is needed. Coordinate with the EOC to determine if the Region or Province needs to be notified. If so, determine regional department(s) to be notified. If outside resources will be needed, prepare to establish vendor selection criteria and processes. Existing listings of pre-qualified vendors may fulfill this requirement.
4. Coordinate with the Operations Section Chief damage assessment, impact and operations to identify potential need of resources – both immediate and in the recovery period. Identify the use of and need for, supplies and equipment. Develop a list of needed items and estimate location and time needed. Conduct a general inventory of available material resources at DC/Ontario Tech including fuel, food, equipment and supplies. Work with departments and Unit Response Centers to access resources and support services for the emergency and recovery operations.
5. Arrange logistics for purchasing, procurement and delivery of resources. Provide as much support as possible to the emergency operations by delivering resources and taking care of associated documentation. Track the involvement of procured resources and note when no longer needed and service provision has ceased. Ensure DC/Ontario Tech staff operators of equipment are trained in the safe use and

operation of the equipment. It may be necessary to contract certified operators if DC/Ontario Tech does not have staff available.

6. Ensure operational personnel track the delivery and utilization of supplies.

7. Work with the Planning Section Chief to plan for ongoing operations and extended support services. If the emergency operation phase will be prolonged, plan for the purchase of additional supplies to continue emergency support and replace used inventory.

**Checklist 23- Continued**

**Resource Procurement**

**Actions—Continued**

8. If mutual aid resources are requested and DC/Ontario Tech will be providing mutual aid to another agency, as requested, document and track DC/Ontario Tech resources that are provided. Include the following:
- Type of mutual aid requested, including specifications for drivers, operators, fuel, power and any requirements for operation
  - Location requested
  - Name of requesting agency
  - Name and contact information for person-in-charge at the site receiving mutual aid
  - Time and duration for the provision of mutual aid
  - Personnel support available or to be provided

9. If the Provincial Emergency Management Agency/Insurance function has been activated, coordinate documentation of hours and costs associated with utilization of major resources with the Finance & Administration Section Chief. Communicate documentation requirements to the Unit Response Centre's supporting the Logistics Section Chief.

10. As emergency operations subside, track the return of equipment and unused supplies to the departments and owners. Coordinate the return of rented and leased equipment.

**Deactivation and Recovery**

1. Forward information needed for Provincial Emergency Management Agency documentation to the Finance & Administration Section Chief.

2. Transition the management of contracts and services to the appropriate departments when the EOC is deactivated.

3. As requested, provide support and communication to vendors assisting with invoicing and payment procedures.

<b>Checklist 25</b>
<b>Human Resources – Staff and Volunteers</b>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Maintain the general status on DC/Ontario Tech staff.</li> <li>• Monitors reports of injuries and fatalities.</li> <li>• Coordinates the deployment of volunteers from DC/Ontario Tech staff pools to assist with emergency operations.</li> <li>• Handles welfare inquiries and other issues regarding the status of DC/Ontario Tech Employees.</li> </ul>
<b>Actions</b>
1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the OCS and/or EOC to confirm the activation of the logistics Section.
2. If activated, report to the EOC and sign in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.
3. As information is known regarding DC/Ontario Tech’s emergency operations, assess the numbers and status of employees involved in the operation and/or impacted by the disaster. Track by department, if able.
4. If known employee injuries or fatalities, start case files for those employees and track their disposition. While specific information may not be available during the activation of the EOC, continue to follow up on reports of injuries and/or fatalities involving DC/Ontario Tech Employees. Coordinate with the EOC to obtain needed reports. Protect the confidentiality of victims and injured parties, as necessary during the emergency operation phase. Forward information to the Provincial Emergency Management Agency/Insurance function as available.
5. If emergency operations are extended and volunteer help is needed, establish a center for receiving volunteers and assigning volunteers. This may be managed by the Human Resources Unit Response Center. Work with the Public Information Officer position to determine how to communicate the need for volunteer help to employees and to disseminate information on where to report. Volunteers may be needed to assist with temporary business operations, salvage operations, answering telephone inquiries and working with displaced staff at relocation areas. Track the assignment of volunteers. In cooperation with Resource Procurement Group, ensure that volunteer workers are supported with food, water and sanitation and that they have a supervisor or coordinator in charge of the site operation.
6. If specialized staff resources will be needed to augment the emergency operations, assess the availability of DC/Ontario Tech staff from Unit Response Centre’s and departments. Additional resources may be available from the Student Affairs Unit Resource Centre or the representative of the Operations Section.
7. If temporary services are needed for skilled labor or emergency hires, work with the Resource Procurement member of the team for contracted services.
8. If DC/Ontario Tech is receiving a large volume of welfare inquiries, work with the EOC Management and Public Information Officer to establish a process for managing the inquiries
<b>Deactivation and Recovery</b>

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| 1. Forward all files and documentation to the appropriate departments when the EOC is deactivated.   |
| 2. As directed by the Logistics Section Chief, participate in the EOC's post-incident debriefing meeting to identify areas of improvement for the EOC's operations and coordination of field emergency operations. |



## Checklist 28

### Finance & Administration Section Chief

#### Primary Responsibilities

- Expense and cost summary reports of disaster-related expenses for the EOC Incident Commander and Emergency Operations Center Management Group.
- Activation of the Emergency Accounting function and Insurance/ Provincial Emergency Management Agency/Risk Management functions.
- Support to the EOC Incident Commander Manager for business decisions regarding cost/ benefit of services and strategies.
- If needed, activation of the documentation process for the Provincial Emergency Management Agency disaster assistance application.
- Summary reports on the short- and long-term financial impacts of the emergency and recommend appropriate actions.

#### Actions

1. When aware of or notified that DC/Ontario Tech is responding to a large emergency or crisis, contact the OCS and/or the EOC to confirm the activation of the Finance & Administration Section.
2. If activated, report to the EOC and sign in with the EOC Support Staff. Immediately get a report on emergency conditions and situations. Maintain a current log of activities throughout the emergency.
3. Activate the Emergency Accounting function and the Emergency Account System, if needed. Brief EOC on the use of accounting codes as well as the process for providing source documents of orders, invoices and receipts.
4. Assist the EOC with tracking and filing source documentation. Provide as much support as possible to other groups and functions for finance documentation.
5. If there is damage or reported injuries, activate the Insurance/Provincial Emergency Management Agency /Risk Management function, to manage the documentation process for claims and applications for reimbursement. Coordinate photographs and other documentation in support of anticipated Provincial Emergency Management Agency disaster assistance programs for building and facilities damage. Obtain information on injuries and casualties, which may result in case files, investigations and/or claims.
6. Working with the other Section Chiefs in the EOC, prepare summary reports on total costs and anticipated losses to programs and budgets. Provide estimates and other information, as requested by the EOC Incident Commander, on the fiscal impacts of continuing operations and strategies. If requested, provide cost benefit information in support of the analysis of alternatives or strategies for emergency and repair operations.
7. If the information is available, provide a summary report of the estimated total cost recovery anticipated from insurance and Provincial Emergency Management Agency disaster assistance.
8. If normal DC/Ontario Tech operations will be interrupted for more than three days, provide estimates to the EOC Incident Commander of impacts to grants, program budgets, estimated loss of revenue and other budget considerations.

#### Deactivation and Recovery

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| 1. Direct the post-emergency accounting transition to normal operations.  |
| 2. Assist with preparing a summary report of the damage and incidents that occurred.  |
| 3. Participate in the EOC's post-incident debriefing meeting to identify areas of improvements for the EOC's operations and coordination of field emergency operations. |

*APPENDIX A – EMERGENCY  
OPERATION CENTRE*

**DC/Ontario Tech Primary and Alternate Staff  
Assignments & Contact List**

Function or Group	Primary	1 <sup>st</sup> Alternate	2 <sup>nd</sup> Alternate
Emergency Control Group (EMRT)			
Emergency Control Group Liaison			
Emergency Operations Center Incident Commander			
Emergency Operations Center Management Group			
Emergency Operations Center Support Staff			
Public Information Officer			
Liaison Officer			
Safety Officer	To be determined on recommendation of the Operations Section Chief	To be determined on recommendation of the Operations Section Chief	To be determined on recommendation of the Operations Section Chief
Operations Section Chief	Office of Campus Safety		

Function or Group	Primary	1 <sup>st</sup> Alternate	2 <sup>nd</sup> Alternate
Critical Research Facilities			
Environment, Health & Safety			
Facilities Services			
Medical Care			
Office of Campus Safety (OCS)			
Student Care			
Planning Section Chief			
Damage Assessment			
Emergency Projects			

Function or Group	Primary	1 <sup>st</sup> Alternate	2 <sup>nd</sup> Alternate
Logistics Section Chief			
Human Resources – Staff & Volunteers			
Resource Procurement			
Finance & Administration Section Chief			
Emergency Accounting			
Insurance/ Provincial Emergency Management Agency			

## **Appendix B**

### **Emergency Operations Center Facility**

***CONTENT AVAILABLE TO EMERGENCY OPERATIONS CENTER  
PERSONNEL ONLY***

## Appendix C - Emergency Operations Center Forms

<b>Emergency Operations Center Activation Form</b>								
<b>Emergency Operations Center Incident Commander:</b>								
Date/Time Notified:	Notified by (Name):	Phone #:						
Emergency:	Location:							
<b>Situation Analysis</b>								
YES/NO	YES/NO							
<input type="checkbox"/> <input type="checkbox"/> Lives threatened?	<input type="checkbox"/> <input type="checkbox"/> Emergency services needed?							
<input type="checkbox"/> <input type="checkbox"/> People or the environment at risk?	<input type="checkbox"/> <input type="checkbox"/> Coordination of campus services needed?							
<input type="checkbox"/> <input type="checkbox"/> Public information needed?	<input type="checkbox"/> <input type="checkbox"/> DC/Ontario Tech programs interrupted?							
<input type="checkbox"/> <input type="checkbox"/> Property damage?	<input type="checkbox"/> <input type="checkbox"/> City, Regional aid needed?							
<p style="color: red; font-weight: bold; font-size: 1.2em;">Emergency Operations Center Activated?</p> <p style="margin-left: 20px;"><input type="checkbox"/> NO</p> <p style="margin-left: 20px;"><input type="checkbox"/> YES</p>	<table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #2e8b57; color: white;"> <td style="width: 20px;"><input type="checkbox"/></td> <td style="padding: 5px;">Level 1    Emergency Incident</td> </tr> <tr style="background-color: #ffff00;"> <td><input type="checkbox"/></td> <td style="padding: 5px;">Level 2    Emergency Incident – Partial Activation</td> </tr> <tr style="background-color: #ff0000; color: white;"> <td><input type="checkbox"/></td> <td style="padding: 5px;">Level 3    Full Emergency Operations Center Activation</td> </tr> </table>		<input type="checkbox"/>	Level 1    Emergency Incident	<input type="checkbox"/>	Level 2    Emergency Incident – Partial Activation	<input type="checkbox"/>	Level 3    Full Emergency Operations Center Activation
<input type="checkbox"/>	Level 1    Emergency Incident							
<input type="checkbox"/>	Level 2    Emergency Incident – Partial Activation							
<input type="checkbox"/>	Level 3    Full Emergency Operations Center Activation							
<b>Notify:</b> <input type="checkbox"/> EOC Coordinator <input type="checkbox"/> Emergency Control Group <input type="checkbox"/> Public Information Officer <input type="checkbox"/> Support Staff								
<b>Section Chiefs</b> <span style="float: right;">(Name &amp; Contact Number)</span>								
<input type="checkbox"/> Operations								
<input type="checkbox"/> Planning								
<input type="checkbox"/> Logistics								
<input type="checkbox"/> Finance & Administration								

## Emergency Operations Center Activation Form

### Emergency Operations

OPERATIONS	PLANNING	LOGISTICS	FINANCE & ADMINISTRATION
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Computing <input type="checkbox"/> Critical Research Facilities <input type="checkbox"/> Environment, Health & Safety <input type="checkbox"/> Facilities Services <input type="checkbox"/> Medical Care Public <input type="checkbox"/> Safety Office <input type="checkbox"/> Student Care <input type="checkbox"/> Student Housing  <input type="checkbox"/> Telecommunication	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Design & Construction Mgt. <input type="checkbox"/> Situation Unit <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Food, Water & Sanitation <input type="checkbox"/> HR-Staff & Volunteers <input type="checkbox"/> Materials, Goods & Equip. <input type="checkbox"/> Resource Procurement <input type="checkbox"/> Capital Png./Space Mgt. <input type="checkbox"/> Transportation.  <input type="checkbox"/> Volunteer Mgt.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Emergency Accounting <input type="checkbox"/> Risk Mgt. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Location(s) and Situation Status:**

**Map Attached?**

### Immediate Action Plan

**Highest Priority/Goal for the Emergency Operations Center:**

**Emergency Operations Center Actions:**

**Primary Actions on Site:**

**Anticipated Next Steps:**

**Anticipated Decisions, Emergency Operations Center Action Plan Update or Deactivation:**

**Date:**

**Time:**

**Decision Point:**

**Attachments (please list):**



## Emergency Operations Center Activation/Set-up Checklist

Name:	Date:	Time:	Event:
<b>EOC Activation Level:</b>	<input type="checkbox"/> <b>Level 2</b>		<input type="checkbox"/> <b>Level 3</b>
<input type="checkbox"/> <b>Set-up table with sign-in sheet.</b>		<b>NOTES:</b>	
<input type="checkbox"/> <b>Post EOC Signs.</b>			
<input type="checkbox"/> <b>Notify Information Technology and the Office of Public Safety dispatch that the EOC is activating.</b>			
<input type="checkbox"/> <b>Telephones operational and tested.</b>			
<input type="checkbox"/> <b>Cellular phones operational and tested.</b>			
<input type="checkbox"/> <b>Radio(s) operational and tested.</b>			
<input type="checkbox"/> <b>Computers operational.</b>			
<input type="checkbox"/> <b>Fax operational and tested.</b>			
<input type="checkbox"/> <b>Copier operational and tested.</b>			
<input type="checkbox"/> <b>Arrange chairs and/or tables, as necessary.</b>			
<input type="checkbox"/> <b>Open doors for ventilation (if needed).</b>			
<input type="checkbox"/> <b>Emergency power available (if needed).</b>			
<input type="checkbox"/>			
<input type="checkbox"/> <b>SET UP SITUATION UNIT:</b>			
<input type="checkbox"/> <b>CAMPUS MAPS</b>			
<input type="checkbox"/> <b>MESSAGE BOARD</b>			
<input type="checkbox"/> <b>POSTING BOARD</b>			
<input type="checkbox"/> <b>EVENT LOG</b>			
<input type="checkbox"/> <b>OTHER DISPLAYS</b>			
DATE: _____ TIME: _____ PAGE _____ OF _____			

# EMERGENCY OPERATIONS CENTER ROSTER

Please Sign In and Out

Date/Time In	Name	Department/Agency	Date/Time Out

PAGE \_\_\_\_\_ OF \_\_\_\_\_

EVENT: \_\_\_\_\_

## EOC MASTER LOG

Record Major Events/Decisions/Messages

Forward copies of this log to Situation Unit and/or the EOC Incident Commander.

Date/Time	Message/Event	Staff

PAGE \_\_\_\_\_ OF \_\_\_\_\_

EVENT: \_\_\_\_\_

<b>Date</b>			
<b>Operational Period</b>			
<b>Primary Problem or Incident</b>			
<b>Highest Priorities or Operational Objectives</b>			
<b>Strategic Actions</b>			
<b>Strategy:</b>			
<b>Group or Position:</b>			
<b>ACTION</b>	<b>LEAD</b>	<b>TASKS/STEPS</b>	<b>RESOURCES NEEDED</b>
<b>Strategy:</b>			
<b>Group or Position:</b>			
<b>ACTION</b>	<b>LEAD</b>	<b>TASKS/STEPS</b>	<b>RESOURCES NEEDED</b>
<b>Prepared By:</b>	<b>Approved By:</b>	<b>Date:</b>	
<b>Time:</b>			

**DC/Ontario Tech –  
Emergency Operations Center Situation Report**

<b>Situation Report #</b>	
<b>Primary Problem or Incident Name</b>	
<b>Highest Priorities or Operational Objectives</b>	
<b>Group or Position:</b>	
Current Situation:	

<b>Prepared By:</b>	<b>Approved By:</b>	<b>Date &amp; Time Prepared:</b>
---------------------	---------------------	----------------------------------

### EOC - Message Form

<b>Date:</b>	<b>Time:</b>	YAM YPM	<b>Priority Level:</b> <ul style="list-style-type: none"> <li>① Urgent/Critical</li> <li>② Important</li> <li>③ Information</li> </ul>
--------------	--------------	------------	--

<b>From:</b>	<b>Phone Number:</b>
--------------	----------------------

<b>To:</b>	<b>Phone Number:</b>
------------	----------------------

**Problem/Issue/Information Item:**

**Assign to Section Chief for Action/Information:**

Y OPERATIONS	Y PLANNING	Y LOGISTICS	Y FINANCE & ADMIN.
Y Critical Research Facilities	Y Design & Const. Mgt	Y Food, Water & Sanitation	Y Emergency Accounting
Y Computing	Y Situation Unit	Y HR – Volunteer Management	Y Risk Management
Y Environment, Health & Safety	Y	Y Resource Procurement	Y
Y Facilities Services	Y	Y Capital Planning/Space Management	Y
Y Medical Care	Y	Y Transportation Services, Vehicles	Y
Y Office of Public Safety	Y	Y	Y
Y Student Care	Y	Y	Y
Y Student Housing	Y	Y	Y
Y Telecommunications	Y	Y	Y
Y	Y	Y	Y
Y	Y	Y	Y

**Action Taken/Reply:**

**Check here to post on Status Board.**

## APPENDIX D

### TRAINING, DRILLS AND EXERCISES (EXAMPLE)

Date(s) / Time	Event/Activity	Location	Areas Tested
7/24/2022 8:00 AM-12:00 PM	EOC Management Training		EOC Functions
7/24/2022 1:00 PM-5:00 PM	EOC Management Training		EOC Functions
7/31/2022 8:00 AM-12:00 PM	EOC Management Training		EOC Functions
7/31/2022 1:00 PM-5:00 PM	EOC Management Training		EOC Functions
8/1/2022 8:00 AM-12:00 PM	EOC Management Training		EOC Functions
9/25/2022 8:00 AM-12:00 PM	Early Autumn EOC Tabletop Exercise		All EOC functions
10/2/2022 8:00 AM- 2:00 PM	IMS-100 – Incident Management System: An Introduction		N/A
10/2/2022 1:00 PM-5:00 pm	IMS-100 – Incident Management System: An Introduction		N/A
10/9/2022 8:00 AM-12:00 PM	IMS-100- Incident Management System: An Introduction		N/A
10/9/2022 1:00 PM-5:00 PM	IMS-100- Incident Management System: An Introduction		N/A



10/10/2022 8:00 AM-12:00 PM	IMS-100- Incident Management System: An Introduction			N/A
11/25/2022 8:00 AM-12:00 PM	IMS-100- Incident Management System: An Introduction	Instruction	Lab	N/A
11/25/2022 1:00 Pm – 5:00 PM	IMS-200 Basic Incident Management	Instruction	Lab	N/A

---

## Appendix E

### Key Emergency Contact Telephone Numbers

*CONTENT AVAILABLE TO EOC PERSONNEL ONLY*

## Appendix F

The Durham College and Ontario Tech University

◆ **EOC**

*Contents available to EOC Personnel ONLY*

---

**Annex 1**

**(Reserved)**

---

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**Annex 2**

**(Reserved)**

**Annex 3**

**(Reserved)**

## **Supplemental Document AA**

### **BUILDING EMERGENCY EVACUATION PLAN**

#### **I. INTRODUCTION**

During certain emergency conditions, it may be necessary to evacuate a building. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation. Additional information regarding issues such as weather emergencies, bomb threats, etc. can be found on the DC/Ontario Tech Campus Alerts website: <https://durhamcollege.ca/student-life/campus-services/campus-safety> or <https://ontariotechu.ca/campus-services/safety-security/alertus.php>

#### **II. PURPOSE**

The Building Emergency Evacuation Plan provides policy and procedure for DC/Ontario Tech owned and leased buildings and a “Building Emergency Evacuation Plan” template (Attachment A), to facilitate the development of appropriate building specific evacuation plans. The template may be tailored to meet the needs of the DC/Ontario Tech building at issue.

#### **III. DEFINITIONS BUILDING**

##### **EMERGENCY**

##### **LIAISON/ASSISTANT FIRE**

##### **WARDEN**

The designated Building Emergency Liaison/Assistant Fire Warden will coordinate and facilitate the development, communication, implementation and maintenance of the Building Emergency Evacuation Plan and serve on the Building Advisory Committee.

##### **SECONDARY BUILDING EMERGENCY LIAISON/ASSISTANT FIRE WARDEN**

The Secondary Building Emergency Liaison/Assistant Fire Warden will be a member of the Building Advisory Committee and in the absence of the Building Emergency Liaison/Assistant Fire Warden will fulfill those responsibilities.

### *TERTIARY BUILDING EMERGENCY LIAISON/ASSISTANT FIRE WARDEN*

The Tertiary Building Emergency Liaison/Assistant Fire Warden will be a member of the Building Advisory Committee and in the absence of the Building Emergency Liaison/Assistant Fire Warden and Secondary Building Emergency Liaison/Assistant Fire Warden will fulfill the responsibilities of the Building Emergency Liaison/Assistant Fire Warden.

### *BUILDING ADVISORY COMMITTEE*

The Building Advisory Committee provides coordination between the departments and projects within the building. Primary duties include assisting the Building Emergency Liaison/Assistant Fire Warden, Secondary Building Emergency Liaison/Assistant Fire Warden and the Tertiary Building Emergency Liaison/Assistant Fire Warden in the development, communication, implementation and maintenance of the Building Emergency Evacuation Plan. The Building Advisory Committee will review and update the plan annually or when changes occur. Building Advisory Committee membership should include at least one representative for each administrative unit and project housed in the building.

### **Manager. Public Safety & Security**

The Public Safety & Security Manager provides coordination between the Building Emergency Liaison/Assistant Fire Warden, DC/Ontario Tech - Public Safety, DC/Ontario Tech Fire Warden and Facilities Services on the Building Emergency Evacuation Plan and evacuation drills, including requests for evacuation drills and completion of the Evacuation Drill Report. The Public Safety & Security Manager coordinates with the Building Emergency Liaison/Assistant Fire Warden, applicable departments and authorities on issues relating to an evacuation drill.

### **Emergency Assembly Area**

The Emergency Assembly Area is a designated safe location for building occupants to meet after evacuation. Supervisors/managers are responsible for taking roll call.

### **Personal Action Plan**

The Personal Action Plan is a document that provides information to first responders, Building Emergency Liaison/Assistant Fire Warden(s) and supervisors on the evacuation methods and other steps that a person with disabilities would utilize during a building emergency evacuation.



## **Evacuation Assistant**

The Evacuation Assistant is a volunteer that aids with a person with disabilities in the event of a building evacuation.

### ***IV. EVACUATING CAMPUS FACILITIES***

DC/Ontario Tech normally does not close facilities because of brief interruptions in normal services (e.g., short-term water outages or heating/cooling). Occasionally, however, an unplanned incident may render one or more facilities unsuitable for normal habitation or use. In such a case, it may be necessary to evacuate the facility. See below for specific information.

An evacuation may be necessary if there is a power failure, lack of water, hazardous material release, structural damage, bomb threat or other terrorist act, flood, or any other situation that makes the facility unsafe or uninhabitable. An evacuation may be initiated by the building fire alarm, by notice from a police or fire official, or by administrative decision. If the fire alarm sounds, or if an OCS member or fire official gives an evacuation notice, everyone must leave the building.

- a. All buildings that are designed for human occupancy are required to have evacuation plans and submit such to the DC/Ontario Tech manager of Public Safety & Security at peter.trimble@durhamcollege.ca within six months of plan implementation to be updated annually by January 1. Department and project administrators are responsible to ensure that all people in their building are aware of exit routes and the location of the building Emergency Assembly Area(s). The Building Emergency Evacuation Plan will be updated and maintained by the Building Emergency Liaison/Assistant Fire Warden and made available to employees for review.
- b. Unless otherwise notified by OCS or Local Fire and Medical personnel, building occupants may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- c. All building occupants will follow instructions issued by OCS, Local Fire and Medical personnel, and the Building Emergency Liaison/Assistant Fire Warden.

- d. After exiting the building, occupants are to go directly to their designated Emergency Assembly Area(s) and follow guidance provided by OCS, Local Fire and Medical personnel, and the Building Emergency Liaison/Assistant Fire Warden. The building may not be reentered until authorized OCS, Fire Marshal or Local Fire and Medical personnel give the “All Clear” instruction.

## V. EMERGENCY EVACUATION FOR PEOPLE WITH DISABILITIES

DC/Ontario Tech prohibits discrimination in its programs and activities, in accordance with **Ontarians with Disabilities Act, 2001**. DC/Ontario Tech procedures require everyone, including people with disabilities or other conditions, to evacuate the facility when the fire alarm is activated or when otherwise instructed to do so. DC/Ontario Tech is committed to assisting with the development of personal action plans and training its employees to identify and assist people who may need assistance in an emergency. DC/Ontario Tech also recognizes that not everyone with a disability is in need of assistance.

This section provides general guidelines for evacuating people with disabilities and other conditions (i.e. medical or injuries) during a fire and other building emergencies. People needing assistance in an emergency, including those with disabilities, should develop a personal action plan. The plan will include identification of their evacuation methods, identification of at least two (2) individuals who are willing to serve as evacuation assistants in the event of an evacuation, if necessary, and any additional steps to assist with evacuation.

Notwithstanding submission of this plan to DC/Ontario Tech, individuals remain responsible for their own evacuation. In addition, if an individual needs assistance evacuating, it is the individual’s responsibility to identify evacuation assistants and request the assistance, in advance if possible, of those individuals.

Individuals with personal action plans are responsible for identifying evacuation assistants to aid in their evacuation and providing a copy of their evacuation plan and any additional information to their evacuation assistants and colleagues (e.g., hearing the alarm or guidance during the evacuation). Individuals should also encourage their evacuation assistants to review the **Designated Safety Zones found in Attachment E**. The guidelines can also be found at the following Emergency Management link: **AFFIX MAP**.

Evacuation Assistants may also contact the individuals listed below with questions about the responsibilities or for additional information.

Annual building evacuation drills are appropriate for testing the personal action plan’s effectiveness including the readiness of evacuation assistants. Individuals with personal action plans and evacuation assistants may request the Building Emergency Liaison/Assistant Fire Warden to arrange additional drills.

The OCS may request periodic updates of personal action plans.

If, after developing a personal action plan, other accommodations (i.e., moving to ground floor in a residential hall or acquiring specialized equipment) are required, a request for accommodation may be filed with the Access and Support Centre (ASC) - <https://durhamcollege.ca/asc/> or <https://accessibility.ontariotechu.ca/>.

## ***VI. EVACUATION DRILL***

Evacuation drills shall be conducted at least once annually at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. In accordance with the Provincial Fire Code, campus residential facilities are required to have two drills per semester.

The Building Emergency Liaison/Assistant Fire Warden shall schedule evacuation drills with the Manager of Public Safety & Security at least four weeks prior to a drill. Individuals with personal action plans and evacuation assistants may request the Building Emergency Liaison/Assistant Fire Warden to arrange additional drills. The Building Emergency Liaison/Assistant Fire Warden should provide building name and number, date and time of the drill and any assistance they need to complete the evacuation drill. The Manager of Public Safety & Security will notify the OCS, Fire Warden and Facilities Services of the evacuation drill. See Attachment B (Request for Evacuation Drill).

The Manager of Public Safety & Security can be contacted at:

Office of Campus Safety (OCS)  
1910 Simcoe Street North  
Oshawa, Ontario  
905-721-3211

Evacuation drills shall involve all occupants present at the time of drill. Everyone shall leave the building when the fire alarm sounds. It is advisable to notify people needing special assistance prior to a planned evacuation drill.

In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Building Emergency Liaison/Assistant Fire Warden is expected to perform the assigned duties as if in an actual emergency situation. The Secondary Fire Warden and Building Emergency Liaison/Assistant Fire Wardens and Building Advisory Committee members may assist in the drill.

Provisions should be made for timing and evaluating orderliness of each drill. An Evacuation Drill Report Form is included as Attachment C.

The Manager, Public Safety & Security will work with departments to develop and implement training on DC/Ontario Tech evacuation policy and procedures.

## **ATTACHMENT A**

### **BUILDING EMERGENCY EVACUATION PLAN TEMPLATE**

#### **INSTRUCTIONS:**

*Use this Building Emergency Evacuation Plan Template to create an appropriate, effective plan for our building. At various places within the template, italicized type indicates either places for us to insert respective information or a note or instruction. Delete the italicized typing as you proceed through each section and enter information. A downloadable version of this template and Evacuation Drill Form can be found on the Office of Campus Safety (OCS) website: <https://durhamcollege.ca/student-life/campus-services/campus-safety>*

**(THIS TEMPLATE IS PREPARED AS AN ASSISTING TOOL AND CAN BE MODIFIED BY THE BUILDING ADVISORY COMMITTEE TO MEET THE NEEDS OF AN INDIVIDUAL BUILDING.)**

*[Insert Building Name Here]*

*[Insert building address here]*

## EMERGENCY EVACUATION PLAN

Prepared by:

*[Insert names of Committee]*

*[Insert date here]*

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## *I. PURPOSE AND OBJECTIVES*

During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include: smoke/fire, gas leak, bomb threat. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation. Additional information regarding issues such as weather emergencies, bomb threats, etc., can be found on the DC/Ontario Tech website: <https://durhamcollege.ca/student-life/campus-services/campus-safety>

## *II. EVACUATING CAMPUS FACILITIES*

An evacuation may be necessary if there is a power failure, lack of water, hazardous material release, structural damage, bomb threat or other terrorist act, flood, or any other situation that makes the facility unsafe or uninhabitable. An evacuation may be initiated by the fire alarm, by notice from a police or fire official, or by administrative decision. If the fire alarm sounds, or if an OCS member or fire official gives an evacuation notice, everyone must leave the building.

- a. All buildings that are designed for human occupancy are required to have evacuation plans and submit such to the DC/Ontario Tech Emergency Manager at [eoc@durhamcollege.ca](mailto:eoc@durhamcollege.ca) within six months of plan implementation to be updated annually by January 1. Department and project administrators are responsible to ensure that all people in their building are aware of exit routes and the location of the building Emergency Assembly Area(s). The Building Emergency Evacuation Plan will be updated and maintained by the Building Emergency Liaison/Assistant Fire Warden and made available to employees for review.
- b. Unless otherwise notified OCS or Local Fire and Medical personnel, building occupants may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- c. All building occupants will follow instructions issued by OCS or Local Fire and Medical personnel, and the Building Emergency Liaison/Assistant Fire Warden.

- d. After exiting the building, occupants are to go directly to their designated Emergency Assembly Area(s) and follow guidance provided by OCS or Local Fire and Medical personnel, and the Building Emergency Liaison/Assistant Fire Warden. The building may not be reentered until authorized by OCS or Local Fire and Medical personnel give the “All Clear” instruction.

### **III. EVACUATION DRILLS**

Evacuation drills shall be conducted at least once annually at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. In accordance with Provincial Fire Code, campus residential facilities are required to have two drills per semester.

The Building Emergency Liaison/Assistant Fire Warden shall schedule evacuation drills with the Manager of Public Safety & Security at least four weeks prior to a drill. Individuals with personal action plans and evacuation assistants may request the Building Emergency Liaison/Assistant Fire Warden to arrange additional drills. The Building Emergency Liaison/Assistant Fire Warden should provide building name and number, date and time of the drill and any assistance they need to complete the evacuation drill. The Manager of Public Safety & Security will notify the Office of Campus Safety (OCS), DC/Ontario Tech Fire Warden and Facilities Services of the evacuation drill. See Attachment B (Request for Evacuation Drill).

Evacuation drills shall involve all occupants present at the time of drill. Everyone shall leave the building when the fire alarm sounds. It is advisable to notify persons needing special assistance prior to a planned evacuation drill.

In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Building Emergency Liaison/Assistant Fire Warden is expected to perform the assigned duties as if in an actual emergency situation. The Secondary Building Emergency Liaison/Assistant Fire Warden's members may assist in the drill.

Provisions should be made for timing and evaluating orderliness of each drill. The Evacuation Drill Report Form is set forth as Attachment C.

#### IV. BUILDING INFORMATION

**Building Name:**

*[Insert building name]*

---

**Building Address:**

*[Insert address]*

---

**Primary Use(s) of Building:**

*[Insert primary use of building (e.g., academics, education, research, athletics, etc.)]*

**BUILDING EMERGENCY LIAISON/ASSISTANT FIRE WARDEN (BEL)**

*[Insert BEL's name]*

---

BEL email address:

*[Insert BEL's address]*

---

BEL department:

*[Insert BEL's department name]*

---

BEL campus telephone no.:

*[Insert BEL's campus telephone number]*

---

BEL emergency telephone nos.: *[Insert BEL's emergency telephone numbers]*

Cell:

Home:

Other:

**SECONDARY BUILDING EMERGENCY LIAISON/ASSISTANT FIRE WARDEN (SBEL)**

*[Insert SBEL's name]*

---

SBEL email address:

*[Insert SBEL's address]*

---

SBEL department:

*[Insert SBEL's department name]*

---

SBEL campus telephone no.:

*[Insert SBEL's campus telephone number]*

---

SBEL emergency telephone nos.: *[Insert SBEL's emergency telephone numbers]*

Cell:

Home:

Other:

V. *BUILDING EMERGENCY LIAISON/ASSISTANT FIRE WARDEN (BEL) RESPONSIBILITIES*

1. Coordinate and facilitate the development, communications, implementation and maintenance of this Building Emergency Evacuation Plan.
2. Make the Building Emergency Evacuation Plan available for review.
3. Work with department and project administrators to appoint the Building Advisory Committee.
4. Serve on the Building Advisory Committee.
5. Conduct and/or assist in evacuation drills.
6. Assist in training and/or scheduling of training the building occupants in emergency procedures and evacuation responsibilities. A list of people needing assistance during an evacuation should be maintained by the Building Emergency Liaison/Assistant Fire Warden.
7. Upon request, assist in the development of personal action plans for persons with disabilities.
8. Serve as a liaison with emergency responders (e.g., City of Oshawa Fire, Town of Whitby Fire and Durham Emergency Medical Service, OCS, Health and Safety, DC/Ontario Tech Fire Warden).
9. Meet emergency personnel upon their arrival and convey specific information about hazards in the building, access, etc.
10. Consult with the DC/Ontario Tech Fire Warden on Emergency Assembly Area site(s).
11. Maintain communications with the Secondary Building Emergency Liaison/Assistant Fire Warden's on all matters related to the Building Emergency Evacuation Plan.

*SECONDARY BUILDING EMERGENCY LIAISON/ASSISTANT FIRE WARDEN (SBEL)  
RESPONSIBILITIES*

1. In the absence of the Building Emergency Liaison/Assistant Fire Warden, will fulfill the responsibilities of the Building Emergency Liaison/Assistant Fire Warden.
2. Work with department and project administrators to appoint the Building Advisory Committee.
3. Serve on the Building Advisory Committee.

**VI. DEPARTMENTS AND PROJECTS WITHIN BUILDING**

All department administrators and project representatives within the building are listed below. *[Use additional sheets if necessary.]*

<b>Department/Project Name</b>	<b>Department Administrator/ Project Representative</b>	<b>Phone</b>	<b>Room</b>

**VII. BUILDING ADVISORY COMMITTEE**

The Building Emergency Liaison/Assistant Fire Warden and the Secondary Building Emergency Liaison/Assistant Fire Warden will work with department and project administrators to develop the Building Advisory Committee.

The Building Advisory Committee provides coordination between the departments and projects within the building. Primary duties include assisting the Building Emergency Liaison/Assistant Fire Warden in the development, communication, implementation and maintenance of the Building Emergency Evacuation Plan. The Building Advisory Committee will review and update the plan annually or when changes occur.

The Building Advisory Committee membership includes one representative for each department and project housed in the building. All members are listed below. *[Use additional sheets if necessary.]*

Department/Project Name	Committee Member(s)	Phone	Room

**VIII. EMERGENCY REPORTING PROCEDURE**

If the need for an evacuation is discovered, such as fire:

1. Activate manual fire alarm pull station and exit the building.
2. After exiting the building, **Call 9-1-1/ 905-721-3211 (security base)** and provide further details to emergency personnel.
3. Do not attempt to extinguish the fire unless it is small and you have received training in fire extinguisher operations. Do not place yourself or others in unnecessary danger. Information and training is available through the DC/Ontario Tech Fire Warden program <https://durhamcollege.ca/student-life/campus-services/campus-safety/emergency-management/emergency-guidelines/fire-and-fire-alarms>.

**If you are TRAPPED in the building and cannot find an escape route:**

**Call ext. 2400 / 905-721-3211 or 9-1-1** and give your exact location.

**IX. GENERAL EVACUATION PROCEDURE**

- a. Immediately obey evacuation alarms and orders to evacuate. Tell others to evacuate.



- b. No one may remain inside a building when an evacuation is initiated. (See Section X below for persons needing assistance in an emergency.)
- c. Classes in session must evacuate.
- d. If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
- e. Close windows and doors as rooms are vacated.
- f. Proceed calmly but quickly to the nearest emergency exit.
- g. Use stairways to evacuate, if able to do so.
- h. Do not re-enter the building until authorized OCS, DC/Ontario Tech Fire Warden or City of Oshawa Fire, Town of Whitby Fire and Durham Emergency Medical Service personnel gives the “All Clear” instruction. In the event that the building cannot be occupied for an extended period of time, additional direction will be provided by DC/Ontario Tech administration.

**X.     *EMERGENCY EVACUATION FOR PEOPLE WITH DISABILITIES OR OTHER CONDITIONS***

DC/Ontario Tech procedures require all people, including those with disabilities or other conditions, to evacuate a facility when the fire alarm is activated or when otherwise instructed to do so. Depending on the facility and the type of disability at issue, a person with a disability or other conditions may have the following evacuation options.

- *HORIZONTAL EVACUATION*

Moving away from the area of imminent danger to a safe distance (i.e., another wing, adjoining building, opposite end of corridor, outside to ground level).

- *VERTICAL (OR STAIRWAY) EVACUATION*

Stairways can be used by those who are able to evacuate with or without assistance. People with visual disabilities may require the assistance of a sighted person. People who must use crutches or other devices such as walking aids will need to use their own discretion, when determining to use stairways, especially where several flights of stairs are concerned.

- *VERTICAL (EMERGENCY EXIT ELEVATOR) EVACUATION*

Elevators designated as “Emergency Exit Elevators” approved for use by the DC/Ontario Tech Fire Warden can be used by people with disabilities or other conditions needing assistance to evacuate. Personal action plans should include a list of buildings with designated “Emergency Exit Elevators.”

In the event an elevator or “Emergency Exit Elevator” is shut down because it is affected by fire, utilize alternate routes designated in your emergency plan, including staying in your office or room and contacting **9-1-1 / Security ext. 2400 or 905-721-3211**.

- *MOVING TO AN AREA OF REFUGE OR RESCUE ASSISTANCE AREA(S) OR REFUGE*

Some buildings on campus have been designed to have Area of Refuge or Rescue Assistance Area(s) or Refuge(s) which includes communication devices to a monitored location. Refer to the Building’s Emergency Floor Plans located at each exit to determine whether or not the building has a Designated Safety Zones, if so, the location(s). The following buildings have Area of Refuge or Rescue Assistance Area or Refuge locations:

Building	Location	Other Instructions

\*N/A means not applicable.

These areas are identified to rescue personnel as likely areas for individuals to locate in the event they are unable to evacuate a building. People needing evacuation assistance should familiarize themselves with these locations. Additional information about the locations of these areas may be obtained by contacting the facility's Building Emergency Liaison/Assistant Fire Warden or the Office of Facilities Management.

## *USE OF ELEVATOR*

No elevator should be used unless it is an EXIT ELEVATOR.

- *STAYING IN PLACE*

Individuals with disabilities or other conditions which do not allow them to evacuate with others, should include in their personal action plan the specific location of their "Stay in Place" (i.e., office, resident hall room, classrooms).

Remain in a room with an exterior window and a telephone. Close the door, if possible. Individuals staying in place should **CALL ext. 2400 (with the internal communication system) 905-721-3211**, if this hasn't been done already. The dispatcher will assist by notifying on-scene emergency personnel of the location of a person with disability or other condition who needs evacuation assistance. If the telephone lines fail, the individual can signal when possible from the window by waving a cloth or other visible object. It is the responsibility of every member of the DC/Ontario Tech community to immediately communicate to emergency personnel the location of individuals who are unable to evacuate. Individuals using the "Stay in Place" option must provide their location in their personal action plan.

- *ALERT SYSTEMS*

DC/Ontario Tech recommends that all DC/Ontario Tech students and employees, including people with disabilities and other conditions, register with the DC/Ontario Tech text message alert system, Alertus, at <https://durhamcollege.ca/student-life/campus-services/campus-safety/emergency-management/alertus-mass-notification-app> to receive DC/Ontario Tech alert text messages. Please note that the actual fire alert is not part of this text messaging system.

## EMERGENCY FLOOR PLANS

*[Insert Floor Plans here as outlined in the table of contents. [Floor Plans](#) may be obtained by calling [Facilities Management \(FM\) at 905-721-2000 ext XXX](#) or emailing [FM@dc-uoit.ca](mailto:FM@dc-uoit.ca)*

*[Remove this page after plans are inserted.]*

*[Adjust page numbers to fit the number of floor plans for your building.]*

## EMERGENCY ASSEMBLY AREA(S)

The Building Emergency Liaison/Assistant Fire Warden will consult with the DC/Ontario Tech Fire Warden on [Emergency Assembly Area site\(s\)](#).

*[Insert maps of Emergency Assembly Area(s) here as outlined in the table of contents. Maps may be obtained by calling Facilities Management (FM) at 905-721-2000 ext XXX or emailing [FM@dc-uoit.ca](mailto:FM@dc-uoit.ca)*

*[Remove this page after maps of Emergency Assembly Area(s) are inserted.]*

*[Adjust page numbers on the table of contents.]*

ATTACHMENT B  
REQUEST FOR EVACUATION DRILL

Durham College/  
Ontario Tech University  
Request for Evacuation Drill

**Building Information:**

Building Name: \_\_\_\_\_

Building Number: \_\_\_\_\_

**Drill Information:** *Evacuation drills will be scheduled on weekdays (Monday through Friday) and between the hours of 8:00 am and 3:30 pm to allow for maximum participation.*

Date of Drill: \_\_\_\_\_

Time of Drill: \_\_\_\_\_

**Contact Information for Fire Warden Requesting Drill:**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**What Kind of Assistance is Needed to Complete Evacuation Drill?**

Submit request electronically to the Manager of Public Safety & Security OCS at [peter.trimble@durhamcollege.ca](mailto:peter.trimble@durhamcollege.ca)

# ATTACHMENT C EVACUATION DRILL REPORT

<b>Durham College/ Ontario Tech University</b>  <b>Evacuation Drill Report</b>		
<b>Building Name:</b> _____ <b>Building Number:</b> _____		
<b>Date of Drill:</b> _____		
<b>Time Evacuation Started:</b> _____ <b>Ended:</b> _____ <b>Total Time:</b> _____		
<b>Number of Participants (approximately):</b> _____		
	<b>Yes</b>	<b>No</b>
<b>Did occupants immediately begin to evacuate the building when alarm sounded?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Were restrooms and confined areas evacuated?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Were there people with disabilities in the building?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Did the people with disabilities have Personal Action Plans?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Were people with disabilities provided assistance?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Were doors closed to contain smoke/fire?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Did everyone evacuate the building?</b>	<input type="checkbox"/>	<input type="checkbox"/>





## ATTACHMENT D PERSONAL ACTION PLAN TEMPLATE

Individuals at DC/Ontario Tech who may need assistance evacuating in the event of an emergency are asked to complete the below Personal Action Plan.

DC/Ontario Tech prohibits discrimination in its programs and activities, in accordance with *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005*. The information provided in the Personal Action Plan will be kept confidential and accessible only by individuals who have responsibilities designated under the Emergency Management Plan, including potentially first responders, Building Emergency Liaison/Assistant Fire Wardens, supervisors, the Office of Accessibility, Student Housing and the Manager of Emergency Management.

You are encouraged to review the **Building Emergency Evacuation Plan** prior to completing this Personal Action Plan. This Personal Action Plan is a guideline that has been prepared for your personal planning purposes, so that you are prepared in case of an emergency. You are responsible for identifying an appropriate exit route from DC/Ontario Tech buildings and for securing person(s) to assist you with your exit, if necessary. Although a copy of the Plan will be provided to DC/Ontario Tech officials, DC/Ontario Tech does not track these Plans centrally and does not carry out or monitor the Plan.

*To voluntarily self-disclose in the case of an emergency, please complete the below Personal Action Plan. For further resources, please contact the Office of Accessibility and AODA at 905-721-3123 (Durham College) or 905-721-3266 (Ontario Tech U).*

**DC/ ONT TECH Affiliation:**

Plan Start Date:

**Contact Information**

Name:

Work Phone #:

Cell Phone #:

Emergency Contact Name:

Emergency Contact Phone:

Supervisor Name:

Supervisor Phone:

**Types of Disability(ies) or Other Condition: Optional**

- |   |   |
|---|---|
| <input type="checkbox"/> Mobility-Non-Wheelchair              | <input type="checkbox"/> Service Animal User                |
| <input type="checkbox"/> Mobility-Electric-Wheelchair         | <input type="checkbox"/> Emotional Animal User              |
| <input type="checkbox"/> Mobility-Manual-Wheelchair           | <input type="checkbox"/> Deaf/Hard of Hearing-Sign Language |
| <input type="checkbox"/> Communication/Speech Limitation      | <input type="checkbox"/> Deaf/Hard of Hearing-Oral          |
| <input type="checkbox"/> Psychological                        | <input type="checkbox"/> Blind                              |
| <input type="checkbox"/> Learning Disability                  | <input type="checkbox"/> Low Vision                         |
| <input type="checkbox"/> Autism (or Autism Spectrum Disorder) | <input type="checkbox"/> Color Blind                        |
| <input type="checkbox"/> Other: <input type="text"/>          |   |

**Limitations and information emergency personnel should be aware of (including medication):**

**Building Information, Key Personnel & Exit Features:**

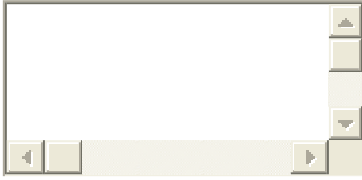
(select up to six buildings that you use the most)

**#1**

**Building:**

**Floor number in building:**

**Location in Building - Additional Information:**



**Building Emergency Liaison/Assistant Fire Warden (BEL):**

**Secondary BEL (SBEL):**

Select days of week in building.

Mon  Tue  Wed  Thu  Fri  Sat  Sun

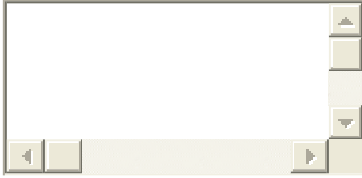
Select time AM or PM or both in building.

AM  PM

Identify and select your exit option from this building. Refer to Section X of the Building Emergency Evacuation Plan for more information.

- Call 9-1-1
- Vertical (or Stairway) Evacuation
- Vertical Evacuation - Emergency Exit Elevator (Only Available In: Jayhawk Tower D, School of Pharmacy, B.E.S.T Building, Measurement, Materials & Sustainable Environment Center, GSP Residence Hall) For more information contact the Fire Warden,
- Horizontal Evacuation
- Moving to an Area of Refuge or Rescue Assistance Area. For more information contact the Fire Warden, [peter.trimble@durhamcollege.ca](mailto:peter.trimble@durhamcollege.ca)

Other Exit Features (Explain):



### Designated Evacuation Assistant(s)

You are encouraged to identify person(s) who can assist you in evacuating the building. You should speak to those persons about the assistance you would like them to provide.

List out your designated evacuation assistant(s)

Name                      Campus Address Cell/Campus Phone #


### Assistance Instructions:

Add another building

Check this box for more information on disaster supply kits.

## **Attachment E Evacuation Assistant Guidelines**

**ASK**

**NOTIFY**

**ASSIST**

**ESCAPE**



## ASK

Always ASK someone with a disability or other conditions how you can help BEFORE giving assistance. Ask how best to assist the individual and whether there are any special considerations or items needed.

- o The individual with the disability is the best expert on his or her disability, so ask that individual for advice before assisting that person.
- o Take extra time when communicating with people who are deaf, hard of hearing, or have a speech disability.
- o If you are asked to be an evacuation assistant, discuss roles and expectations with the individual who has asked you to assist him or her, including requesting a copy of his/her Personal Action Plan and discussing appropriate exit strategies, so that you are prepared in the event of an emergency.

## NOTIFY

Call **911** or call the **OCS at 905-721-3211**

- o Notify First Responders that you are assisting a person with a disability.
- o Identify the floor and where you are located and how you plan to evacuate.
- o Provide a description of your situation, as appropriate.

## ASSIST

Evacuate yourself and the person you are assisting

- Identify existing options and select the nearest appropriate exit, including, potentially, an Area of Refuge if you are assisting a person using a wheelchair or with other mobility restrictions.
- Do not use the elevator unless it is a designated an EMERGENCY EXIT elevator or if emergency personnel have directed you to do so.
- It may be necessary to help clear the exit route of obstructions or debris (if possible) so that the person with a disability can move out or to a safer area.

## ESCAPE

Evaluate Conditions – Exit the premises, if possible, or find a safe location to defend in place.

- If a person with a mobility disability cannot exit, assist the individual to a safer area, including an office or classroom and close the door. EXIT STAIRWELLS can be used effectively; they are fire protected and have direct access for emergency responders. If you can, go for help!

- If conditions suggest that exit paths may be blocked, evaluate locations to defend in place against worsening conditions and go for help.
- If you and/or a person with a disability are unable to exit the building, identify the location of the defending person to responders so they can execute a rescue.
- If you are in immediate danger and cannot move to a safer area, CALL ext. 2400 / 905-721-3211 or 9-1-1 and wait for assistance.
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary.

## SPECIAL CONSIDERATIONS

Keep in mind:

- Never separate a person with a disability from his or her assistive aids: wheelchairs, canes, hearing aids, medications, special diet food, urinary supplies, etc.
- A person with a disability's equipment may not be working after a disaster occurs, or it may be insufficient for emergency circumstances.
- A service animal, usually a dog, is an assistive aid used by people who are blind, deaf, have a mobility disability, and other kinds of disabilities. A disaster may temporarily confuse service animals and they may not be able to help their owners as effectively as before the disaster.
- Some individuals with emotional and developmental disabilities may be too unsettled to respond appropriately to instructions and directions, such as a public address announcement to evacuate a building. Some individuals with these disabilities may need to be in a quiet place for a while to regain their composure; others may even try to hide from rescue workers.
- Some individuals with significant mental or learning disabilities might not understand the significance of "Keep Out" signs and barricade tape.
- Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts. Remember, emergency personnel have extensive training in evacuation procedures and the proper equipment for any kind of carrying or transfer.

## People with Blindness or Visual Impairments

- Give verbal instructions to advise the individual about the safest route or direction using compass directions, estimated distances, and directional terms
- DO NOT grasp a person who has a visual disability's arm. Ask if he or she would like to hold onto your elbow as you exit, especially if there is debris or a crowd.
  - Give other verbal instructions or information (i.e., elevators cannot be used), as appropriate to the circumstances.

## People with Deafness or Hearing Loss

- Get the attention of a person who is deaf or hard of hearing by turning on and off a light or, if necessary, touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not appear to understand the information you are communicating.
- Offer written or visual instructions to advise the individual of the safest route or direction by pointing toward exits or evacuation maps.

## People with Physical Disabilities

- Do not attempt to evacuate a person in a wheelchair down a stairwell, wait for trained emergency response personnel.
- Assist the person to a safe location and seek help



## **Supplemental Document BB**

### **Durham College/ Ontario Tech University**

### **Emergency Guidelines**

Emergency Guidelines provide direction on what to do in an emergency. They are designed for the safety and well-being of students, faculty, staff and visitors on all Campus's. The guidelines promote the priority of life safety. Please take a moment and familiarize yourself with this information.

#### *FIRE/SMOKE*

Pull the fire alarm and exit the building.

After exiting the building, **call ext. 2400 / 905-721-3211 or 9-1-1** and provide further details to emergency personnel.

#### *IF YOU DISCOVER A FIRE:*

- Manually activate the building's fire alarm system, using a fire alarm pull station located at the doorways to all exterior exits and stairwells.
- Immediately evacuate the building, closing doors and windows behind you.
- ***DO NOT USE THE ELEVATOR UNLESS DESIGNATED AS AN "EMERGENCY EXIT ELEVATOR." SIGNAGE DESIGNATING SUCH WILL BE ADJACENT TO ELEVATOR.***
  - If possible, assist any person with a disability in exiting the building. Otherwise, provide their location to emergency responders.
  - Report to your emergency assembly area.
  - *CALL EXT. 2400 / 905-721-3211 OR 9-1-1.*
  - The building may not be reentered until authorized Office of Campus Safety (OCS), DC/Ontario Tech Fire Warden or City of Oshawa Fire, Town of Whitby and Durham Region Emergency Medical personnel give the "All Clear" instructions.

*IF CAUGHT IN SMOKE:*

- Do not breathe the smoke.
- Drop to your knees and crawl to the closest safe exit.
- Breathe through your nose. If possible, use a shirt or towel to breathe through.

*IF TRAPPED IN A BUILDING:*

- **Call ext. 2400 / 905-721-3211 or 9-1-1.**
- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

**Remember:** If you or someone else is on fire – stop, drop and roll.

*USING A FIRE EXTINGUISHER*

- **Call ext. 2400 / 905-721-3211 or 9-1-1**, to report the fire.
- Use a fire extinguisher **only if you have been trained to do so**. Improper use of an extinguisher can increase the hazard. Self-awareness training can be found at <https://www.oshawa.ca/residents/fire-extinguishers.asp>
  - If you have any doubt of your ability to fight the fire, exit immediately.
- If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.

Follow the **PASS** method when using a fire extinguisher.

**P**ull the pin. This will break the tamper seal if one is provided.

**A**im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.

**S**queeze the handle to release the extinguishing agent.

**S**weep from side to side at the base of the fire until the fire is out.

- Monitor the area.
- If the fire re-ignites, repeat the steps above.

## *MEDICAL EMERGENCIES*

**Emergency Care:** An illness or injury that, if left unattended, could result in a threat to life, limb or sight.

### *WHAT TO DO:*

- Call ext. 2400 / 905-721-3211.
- Provide the location, nature of injury or illness, current condition of the victim and other requested information.
- Remain on the phone until directed to hang up.
- Stay with the victim.
- Do not move the victim unless he/she is in immediate danger.

## SEVERE WEATHER

### **Definitions:**

**Severe Thunderstorm Watch** is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area.

**Severe Thunderstorm Warning** is issued when either a severe thunderstorm is indicated by weather radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal or exceed 93.34 kilometers per hour.

**Tornado Watch** is issued when conditions are favorable for the development of tornadoes in and close to the watch area.

**Tornado Warning** is issued when a tornado is indicated by weather radar or sighted by spotters.

### *IF YOU'RE IN A BUILDING WHEN A WARNING IS ISSUED:*

- Stay indoors.
- Go to the lowest floor in the building.
- Stay in the interior hallways or rooms.
- Keep away from exterior doors and windows. Put as many walls between you and the outside.
- In cases of tornado warnings, get under a sturdy table or piece of furniture, if possible, and always protect your head and neck with your arms.

In DC/Ontario Tech buildings equipped with voice emergency notification systems, a take cover message will be activated when a **tornado warning** is issued for the local area.

**If you are outdoors** when a tornado warning is issued or sirens are sounding:

- Take cover in a pre-designated shelter or the lowest level of a nearby building.
- If those are not accessible, lie in a ditch or depression away from trees and power lines and cover your head and neck with your arms.



In cases of **severe thunderstorms/tornado warnings**, remain where you are until the expiration of the warning is given by local radio stations KX96 FM, 94.9 The Rock, CKDO 107.7FM or 1580AM, police or other official sources of information.

In DC/Ontario Tech buildings equipped with voice emergency notification systems, remain where you are until an expiration of the tornado warning message is given.

### *SIREN TESTING*

The OCS tests the outdoor warning siren system on a regular basis. The test occurs at noon on the first Monday during the months of August- February and on the first and third Monday during the months of March-July. Tests are cancelled for potential or occurring severe weather and in the event of extreme cold or ice on the sirens.

In March, siren activation is done as part of a province wide tornado drill in conjunction with Severe Weather Awareness Week. These drills are typically conducted on Tuesday or Thursday afternoon.

### *SOUNDING OF SIRENS*

The outdoor warning sirens for any or all of the campuses at DC/Ontario Tech are activated when the National Weather Service issues a “tornado warning” or when a local determination is made that a tornado threat to the area exists. This determination is made by OCS staff and will be based upon evaluation of all available information. This may include, but is not limited to, National Weather Service watch and/or warning text, weather radar and reports from trained weather spotters or law enforcement officers.

Anytime you hear the sirens sound, take immediate safety precautions. Listen to the alerting system, weather radio or local media for updates. In Durham Region, local stations are KX96 FM, 94.9 The Rock, CKDO 107.7FM or 1580AM. Note: There is NO all-clear siren.

### *EMERGENCY PUBLIC ADDRESS SYSTEM (SEMI-ANNUAL) TESTING*

The Emergency Public Address System is part of the comprehensive emergency notification system which allows emergency dispatchers in the security center to provide real-time voice messages to an individual building, a group of buildings or to all equipped buildings.

The Emergency Public Address System is tested semi-annually. The tests are generally conducted in the fall and spring semesters.

### *POWER OUTAGE*

In the event of a power outage, many campus facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in the safe evacuation of the building. To report a localized power outage, contact Facilities Services at 905- 721- 2000. After normal business hours, this phone number will be answered by the Paragon Security Staff.

### *BE PREPARED*

- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.

### *IN THE EVENT OF A LARGE-SCALE POWER OUTAGE:*

- Remain calm.
- Follow directions provided by OCS through the established campus communications systems. Check the DC/Ontario Tech U website or listen to local radio.
- If building evacuation becomes necessary, seek out people with special needs and provide assistance, if possible. If additional assistance is necessary, contact OCS at 905-721-3211.
- Secure all vital equipment, records, experiments and hazardous materials, if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
  - Do not light candles or other types of flames for lighting.
  - Unplug electrical equipment, including computers, and turn off the light switches.

### *IF PEOPLE ARE TRAPPED IN AN ELEVATOR:*

- If you are able to communicate with them, let the passengers know help has been summoned.
- **Call ext. 2400 / 905-721-3211** or use the elevator phone, if available.

- Provide specific location information and number of individuals involved to the dispatcher.
- Stay near the passengers, if safe to do so, until emergency responders are on site and the elevator is identified.

## GAS LEAK

### If you detect natural gas, fumes or vapors:

- Immediately cease all operations/activities and evacuate area.
- Evacuate the building by the closest exit and notify other building occupants to do so.
- From a safe area, **call ext. 2400**.
- Do **not** call from cell phones or two-way radios.
- Do **not** pull fire alarms. Any spark may cause ignition leading to explosion.
- Do **not** switch lights on or off.
- Do **not** take time to open windows or close doors.
- Do **not** use elevators.
- Do **not** re-enter building or area until authorized by Office of Campus Safety (OCS), DC/Ontario Tech Fire Warden or City of Oshawa Fire, Town of Whitby Fire and Durham Region Emergency Medical personnel.

### *IF A BUILDING OR AREA EVACUATION IS ORDERED BY THE EMERGENCY RESPONDERS:*

- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
  - Leave the area immediately. Avoid the use of elevators unless necessary.
- Identify people with special needs and provide assistance if possible. Otherwise, provide their location to emergency responders.
  - Report to your emergency assembly area for roll call.

### *ACTIVE SHOOTER OR THREAT:*

#### **Personal Safety Tips:**

The following safety tips from the OCS are offered as a response guide for use during incidents of active shooter threats.

1. The first step in personal safety is to maintain awareness of the situation and environment around you. Be prepared to take appropriate action if a threat presents itself.
2. Evacuate the area (whether inside or outside a building) if you know that it is safe to do so. Seek shelter in a nearby building if the threat is exterior to a campus building.
3. If a threat presents itself, seek cover and barricade yourself (with others if possible) by placing as much material between you and the threat. Remain quiet. Turn off lights to make the area appear unoccupied.

4. As soon as it is safe to do so, notify authorities by **calling 9-1-1 / ext. 2400** and provide as much information as possible.
5. Do not approach emergency responders. Let them come to you. Keep your hands visible to them.
6. Remain under cover until the threat is passed or you have been advised by law enforcement that it is safe to exit.
7. Activate cell phones to receive campus emergency notification that may be sent through the text messaging system.

DC/Ontario Tech has an emergency text message notification system (Alertus). In order to receive text message alerts, go to <https://www.youtube.com/watch?v=FDkzkFEOcCc> and register your personal contact information. This system will be used to notify you of any non-weather-related critical life safety issues on campus.

#### *EMERGENCY PUBLIC ADDRESS SYSTEM:*

In DC/Ontario Tech buildings equipped with voice emergency notification systems, a message may be activated to provide information and instructions.

For more information about this subject, please contact the OCS at 905-721-2000 ext. 2400.

#### *HAZARDOUS MATERIALS*

**If you are involved with or observe a hazardous material (biological, chemical, radiological, fuel or oil) spill, incident or release for which assistance is needed, follow these guidelines:**

- If the incident is indoors, close all doors to isolate the area if it is safe to do so.
- If the spill or release presents a danger to other occupants, activate the building alarm and evacuate.
  - From a safe area, **call ext. 2400**.
  - Be prepared to provide the following information regarding the spill or release:
    - Name of the material
    - Quantity of material
    - Time of the incident
    - Location of the incident
    - Is anyone injured or exposed to material
    - Is a fire or explosion involved
    - Your name, phone number and location
  - Follow instructions provided by the emergency responders.

- Arrange for someone to meet the emergency responders.
- Evacuate, if necessary. Remain in a safe designated area until released by emergency responders.
- Present the Material Safety Data Sheet of involved substances to emergency responders, if this information is available.

*DO NOT ATTEMPT TO CLEAN UP A SPILL OR RELEASE UNLESS YOU ARE TRAINED TO DO SO BY HEALTH AND SAFETY AND HAVE THE PROPER EQUIPMENT.*

**If you are notified of a hazardous materials incident, follow the instructions provided by the emergency service officials:**

- Clear the area immediately, if instructed to do so by the emergency providers, providing assistance to those with special needs.
- When evacuating, move crosswind, never directly with or against the wind.
- Take roll call of your unit and report headcounts to your unit head.

*IF YOU OBSERVE WHAT YOU THINK IS AN UNAUTHORIZED RELEASE OF ANY POLLUTANTS TO THE ENVIRONMENT, CALL THE OCS IMMEDIATELY AT 905-721-3211*

## SUSPICIOUS/UNUSUAL PACKAGE OR MAIL

If you receive or discover a suspicious package or device:

- **DO NOT TOUCH, TAMPER WITH, OR MOVE IT.**
  
- **IMMEDIATELY CALL 9-1-1/905-721-3211.**
  - Do not use a cell phone within 500 feet of the suspicious package.

*WHAT CONSTITUTES A SUSPICIOUS LETTER OR PARCEL?*

**Some typical characteristics which ought to trigger suspicion include letters or parcels that:**

- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name or misspellings of common words.
  - Are addressed to someone no longer with your organization or are otherwise outdated.
  - Have no return address or have one that can't be verified as legitimate.
  - Are of unusual weight, given their size, or are lopsided or oddly shaped.
  - Have an unusual amount of tape.
  - Are marked with restrictive endorsements, such as "Personal" or "Confidential."
  - Have strange odors or stains.

*WHAT TO DO IF YOU RECEIVE A SUSPICIOUS PACKAGE OR PARCEL:*

- Handle with care. Do not shake or bump.
- Isolate it immediately.
- Don't open, smell, touch or taste.
- Treat it as suspect. Call 9-1-1 / ext. 2400.

## BOMB THREAT

### If a bomb threat is received:

1. Stay calm.
2. If your phone has Caller ID, record the number displayed. Try to keep the caller on the phone long enough to complete the Bomb Threat Check Sheet located below.
3. Gain the attention of someone else nearby, point to this information and have that person **call 9-1-1 / ext. 2400**. This call should be made out of hearing range from the caller.
4. Ask someone else for the Bomb Threat Checklist questions.
5. Work with arriving emergency personnel to assist them in evaluating the situation.
6. Assist emergency responders with a search of the area if requested.
7. Provide for an orderly evacuation only when ordered by emergency personnel.
8. If the threat is received via voicemail or e-mail, save and give to the police.

### BOMB THREAT CHECKLIST:

Complete as much of the checklist as possible immediately following the call:

1. Time call received: \_\_\_\_\_

2. Time call terminated: \_\_\_\_\_

3. Caller's name and address (if known): \_\_\_\_\_

4. **Sex:** Male Female (Circle one)

5. **Age:** Adult Child (Circle one)

6. **BOMB FACTS (QUESTIONS TO ASK)**

a. When will it explode? \_\_\_\_\_

b. Where is the bomb right now? \_\_\_\_\_



c. What kind of bomb is it? \_\_\_\_\_

d. What does it look like? \_\_\_\_\_

e. Why did you place the bomb? \_\_\_\_\_

7. **Voice Characteristics** (Circle all that apply)

<i>TONE</i>	<i>SPEECH</i>	<i>LANGUAGE</i>
Loud	Fast	Excellent
Soft	Slow	Good
High Pitch	Distorted	Fair
Low Pitch	Cursing	Raspy
Stutter	Slurred	Nasal
	Lisp	Foreign
	Disguised	

8. **Background noise** (Circle all that apply)

Music	Traffic
Voices	Machines
Cellular phone	Quiet

Children

Typing

Other \_\_\_\_\_

9. Name of person receiving call: \_\_\_\_\_

Office: \_\_\_\_\_

Date: \_\_\_\_\_

**Report call immediately to 9-1-1 / ext. 2400.**

### *SUICIDE THREATS*

If it appears an individual may cause harm to his or her self, **call 9-1-1 / ext. 2400**

immediately. Available resources for students, faculty and staff include the

following:

- **Crisis line.** Headquarters provides a 24-hour telephone counseling service for individuals experiencing crisis and seeking counseling, support and/or referral for additional services. Call Durham Mental Health Services- (905) 619-1144. This service is available 24 hours a day, 365 days a year.
1. The **LIFELINE** Employee Assistance Program is a special service that provides information, short-term counseling, advice and referrals from licensed professionals who understand the typical stresses all of us face day in and day out.

#### *WHO IS ELIGIBLE TO USE THE LIFELINE PROGRAM?*

- All active, benefits-eligible employees of the Durham College/ Ontario Tech University, their family members living in the same household or dependent children.
2. **COUNSELING AND PSYCHOLOGICAL SERVICES**  
Students who visit DC/Ontario Tech have a variety of issues and concerns. Many students seek help for psychological, interpersonal, family problems and other issues related to succeeding at DC/Ontario Tech. Individual, couple and group sessions are available.

Staff are also available for consultation with students who may have concerns about another student or friend or about a particular situation. In addition, they are available to consult with faculty and staff regarding such issues.

*HOW DO I MAKE AN APPOINTMENT?*

Call 905-721-3037 or come by the office. Campus Health Centre offices are accessible to people with disabilities and other conditions.

*COUNSELING AND PSYCHOLOGICAL SERVICES HOURS ARE:*

- Monday, Thursday, Friday from 8 a.m. to 5 p.m.
- Tuesday and Wednesday from 8 a.m. to 6 p.m.
- After-hours messages may be left on the answering machine. Messages will be answered the next business day.

If you or someone you know needs service outside of hours, resources in the community include:

- Lakeridge Hospital - (905) 576-8711
- Durham Mental Health Services - (905) 619-1144

## FLOODING

Flooding can occur because of major rainstorms, water main breaks or loss of power to pumps.

### IN CASE OF IMMINENT OR ACTUAL FLOODING:

- **Extension 2400 / 905-721-3211**
- If you can do so safely:
  - Shut off all nonessential electrical equipment.
  - Secure vital equipment, records and hazardous materials by moving them to higher, safer ground.
- Move all personnel to a designated assembly area outside the building.
- Locate people with special needs and provide assistance, if possible. Otherwise, provide their location to emergency responders.
- Wait for instructions from OCS or Facilities Services.
- Do not return to the building until instructed to do so by OCS or Facilities Services.
- Call Facilities Services for assistance with flood cleanup.

### IMPORTANT NUMBERS:

EMERGENCY.....9-1-1

### NON-EMERGENCY CONTACT NUMBERS:

Office of Campus Safety (OCS) .....(905) 721-2000 (ext 2400)  
DC/Ontario Tech Facilities Services.....(905) 721-2000  
DC/Ontario Tech Health and Safety... ..(905) 721-2000  
DC/Ontario Tech Manager, Emergency Management .....(905)721-2000 (ext. 3107)  
City of Oshawa Fire.....(905) 436-3311  
Town of Whitby Fire... ..(905) 668-3312  
Durham Region EMS... ..(905) 665- 6313  
Durham Regional Police.....(905) 579-1520  
Lakeridge Hospital.....(905) 576-8711

