



POLICIES and PROCEDURES

Responsible Unit	Safety & Security
Policy Number	E-2
Date Last Updated	28 July 2010
Approving Sector Head	President & Vice-Chancellor
Policy	EMERGENCIES

1. Police, Fire, or Medical emergencies should be handled by calling 7-911, giving your name, the building name, the civic address and the nature and location in the building of the incident. Immediately following this, inform the Safety & Security Department at 585-1103.
2. Emergencies related to the maintenance of buildings and grounds which may arise during regular working hours (8:30 am to 4:30 pm, Monday to Friday, excluding University Holiday's) will be handled by the Physical Plant at 585-1444.
3. Emergencies related to the maintenance of buildings and grounds which may arise after regular working hours, weekends or holidays will be handled by calling Safety & Security at 585-1103.
4. An emergency is defined as:
 - (a) any matter requiring immediate response from fire, police, EHS resources;
 - (b) a failure of a University utility or facility such that delayed repair or correction could create serious damage to life and/or property;
 - (c) a failure of a University utility or facility such that delayed improvement could seriously impair normally provide services.
5. Failure of services such as overhead electrical power and underground water services are the responsibility of external providers and Physical Plant will coordinate and expedite all repairs in this regard.