



## **POLICIES and PROCEDURES**

Responsible Unit	Safety & Security
Last Reviewed/Updated	1 May 2016
Approving Sector Head	Vice-President, Finance & Administration and CFO
Policy	<b>EMERGENCIES</b>

---

---

1. Police or fire emergencies should be handled by calling 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 902-585-1103.
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) will be handled by the Physical Plant at 902-585-1444.
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 902-585-1103 or 88 from all 585 telephones.
4. An emergency is defined as:
  - (a) any matter requiring immediate response from fire or police 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 provided services.
5. Failure of services such as overhead electrical power and underground water services is the responsibility of others and Physical Plant will coordinate and expedite all repairs in this regard.
6. We invite you to visit our Safety & Security website and review our Campus Emergency Procedures and our Emergency Response Guide.