**UNIVERSITY OF CALGARY** | VP SERVICES | Environment, Health and Safety

**Field Safety Emergency Response Plan** **Library**

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# EMERGENCY RESPONSE PLAN

Identify 3 potential emergencies by referring to the Pre-Trip Plan hazard assessment. For each scenario identify participants, activity, and location specifics requirements. For general instruction and guidance refer to this Emergency Response Library.

All Emergency Response Plans and Communication Plans must be provided and accessible to all participants while in the field.

# MEDICAL EMERGENCY

|  |  |  |
| --- | --- | --- |
| Describe emergency response procedure for specified emergency | Critical life-threatening injury or illness dial **9‐1‐1** (be prepared to provide the GPS coordinated of pick-up site if required)  Non‐life-threatening injury or illness dial Campus Security at **403‐220‐5333**  Advise dispatcher of your location and the nature of the victims’ injury or illness  **ADDITIONAL NOTES:**  Unless Certified First Aid trained, do not render first aid before trained assistance arrives  Do not attempt to move a person who is injured or ill unless they are in immediate danger of further injury  Participants should not transport an injured person to the hospital  Initiate and complete an OARS report | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site | First Aid Kit  Communication device – specify  AED (if available)  Bleed Kit (if available) |  |
|  | **Responsibilities** | **Participant** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | Communication with Emergency Medical  Primary First Aider (will travel with victim if needed)  Secondary First Aider (help/ remain onsite as primary if needed)  Communication with Campus  Alert all onsite participants – provide updates as necessary |  |
| What emergency response training is required by specific participants | Red Cross Standard First Aid CPR-C and AED certificate  Other: | |
| What PPE and equipment will participants require | Disposable gloves  CPR Mask | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief | |

# STRUCTURE FIRE

|  |  |  |
| --- | --- | --- |
| Describe emergency response procedure for specified emergency | R‐ Remove anyone from the immediate danger  A‐ Activate nearest emergency pull station  C‐ Close all doors to contain smoke and fire (if possible)  E‐ Evacuate via nearest safe exit  Dial **9‐1‐1** or local fire response (be prepared to provide the location details)  Contact Campus Security at **403‐220‐5333** | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site | Fire extinguisher  Attendance list  Emergency exits  Assembly point |  |
|  | **Responsibilities** | **Participant** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | Contact **9‐1‐1**, or local fire response  Activate building alarm  Take attendance at assembly point-notify supervisor of any missing persons  Verify spaces are empty and close doors |  |
| What emergency response training is required by specific participants | First Aiders  Fire extinguisher training  Fire safety training | |
| What PPE and equipment participants require | Fire extinguisher  First aid kit  Disposable gloves  water | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief- | |

# WILDFIRE

|  |  |  |
| --- | --- | --- |
| Describe emergency response procedure for specified emergency | listen for updates from authorities  be prepared to evacuate at a moment’s notice  have vehicle stocked with supplies and ready to go  <https://wildfire.alberta.ca/wildfire-status/status-map.aspx>  Consult 511 (Alberta) for road closures | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site | Fire extinguisher  Communication device  Attendance list  Vehicle |  |
|  | **Responsibilities** | **Participant** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | Fire watch-  First aider-  Monitor wildfire status website  Monitor 511 for road closures  Communicate with participants  Prepare vehicle for emergency departure  Communicate with authorities – identify assembly point  Communicate with Campus Security-provide location |  |
| What emergency response training is required by specific participants | Fire extinguisher training  Fire safety training  First aid | |
| What PPE and equipment will participants require | Fire extinguisher  First aid kit  Disposable gloves  Water  Blanket | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief- | |

# WORKPLACE VIOLENCE AND ARMED ASSAILANT

|  |  |  |
| --- | --- | --- |
| Describe emergency response procedure for specified emergency | Attempt to distance personnel from the assailant if possible. If the assailant has left the immediate area, lock door and/or move to a safe place  Dial **9‐1‐1** and report all information as soon as safely possible  Contact Campus Security at **403‐220‐5333** as soon as possible and follow directions provided  Be aware of the environment, plan, locate exits, assess the situation, and react quickly  Choose action over fear while considering the three main options  **Run** ‐ if in close proximity to an armed assailant, run away from the subject  **Hide** ‐ if fleeing is not an option or if the location of the assailant is unknown, hide in a locked or barricaded room and turn out the lights  **Fight** – if confronted by the assailant, as a last resort, fight for survival. Improvise weapons to disarm and incapacitate the assailant | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site | Identify location of all exits  Communication device |  |
|  | **Responsibilities** | **Participants** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | Contact **9‐1‐1** or local authorities  Contact campus security |  |
| What emergency response training is required by specific participants | First aid | |
| What PPE and equipment will participants require | Communication device  First aid kit  Disposable gloves | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief - | |

# EVACUATION

|  |  |  |
| --- | --- | --- |
| Describe emergency response procedure for specified emergency | Take coat, keys, and identification if immediately available  Evacuate building through the nearest safe exit: use stairs – DO NOT USE ELEVATORS  Close all doors along the exit route  Obey all instructions and emergency announcements for specific evacuation instructions  Move outside, away from the building and proceed to the Assembly Point  If the emergency is still on going call **9-1-1** (be prepared to provide the location details and any other pertinent details) then call Campus Security at **403‐220‐5333** from a safe location  Do not re‐enter the building until the “ALL CLEAR” has been communicated at the assembly point | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site | Assembly point  Emergency exits  Communication device  Attendance list |  |
|  | **Responsibilities** | **Participants** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | Verify spaces are cleared and close door on way out  Take attendance at assembly point  Communication with emergency response (if appropriate)  Communication with Campus Security  Emergency buddy to assist any physically impaired participants |  |
| What emergency response training is required by specific participants | First aid | |
| What PPE and equipment will participants require | Communication device  First aid kit  Disposable gloves | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief- | |

# SUSPICIOUS ITEMS

|  |  |  |
| --- | --- | --- |
| Describe emergency response procedure for specified emergency | If in doubt of contents **DO NOT TOUCH, MOVE, OPEN OR DISTURB THE ITEM**  Clear all personnel from immediate area  Immediately contact Police at **9‐1‐1** followed by Campus Security at **403-220-5333**  Wait a safe distance away from the area for emergency services to arrive | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site | Exits  Assembly point |  |
|  | **Responsibilities** | **Participants** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | Clear area  Contact **9‐1‐1** or local authorities  Contact campus security (notification only)  Attendance at assembly point |  |
| What emergency response training is required by specific participants |  | |
| What PPE and equipment will participants require |  | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief- | |

# FLOOD (OUTSIDE)

|  |  |  |
| --- | --- | --- |
| Describe emergency response procedure for specified emergency | If on foot, fast water could sweep you away  If in a car, do not drive through flood waters or underpasses. The water may be deeper than it looks and the car could get stuck or swept away by fast water  Avoid crossing bridges if the water is high and flowing quickly  If caught in fast-rising waters and the car stalls, leave it, saving lives is priority  If possible, move to higher ground | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site |  |  |
|  | **Responsibilities** | **Participants** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | Evacuate participants  Contact emergency response authorities if necessary  First aid |  |
| What emergency response training is required by specific participants | First aid | |
| What PPE and equipment will participants require |  | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief- | |

# FLOOD (INSIDE)

|  |  |  |
| --- | --- | --- |
| Describe emergency response procedure for specified emergency | Shut off electrical, furnace, gas, and water, and disconnect appliances if safe  Move to higher ground  Stay calm and listen for evacuation or other advisories from authorities | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site |  |  |
|  | **Responsibilities** | **Participants** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | Buddy system for utility shutdown processes  Evacuate participants  Attendance at assembly point  Monitor for further instruction  Communication with participants |  |
| What emergency response training is required by specific participants | First aid | |
| What PPE and equipment will participants require | First aid kit  Disposable gloves | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief- | |

# BEAR ENCOUNTER OR ATTACK

|  |  |  |
| --- | --- | --- |
| Describe emergency response procedure for specified emergency  This ERP may be applied to other unintended wildlife encounters | LOW RISK RESPONSE \*control food/waste \*make noise- talking, singing, whistling \*report wildlife observation to supervisor \*keep bear spray nearby and easily accessible    MEDIUM RISK RESPONSE \*control food/waste \*make noise- talking, singing, whistling \*supervisor to assess situation  assign a monitor \*keep bear spray on hand and ready to use    SIGNIFIANT RISK \*stop work-inform all workers \*retreat to a safe area - secure building or vehicle \*observe until animal has left area - continue to monitor \*supervisor to assess situation and advise when to return to work \*assign a monitor upon continuation of work \*deterrent on hand and ready to use    HIGH RISK \*stop work- EVACUATE SITE \*retreat to a safe area - secure building or vehicle \*report siting/encounter to authorities \*if encounter has resulted in injury obtain first aid/medical aid | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site | Bear deterrent  First aid kit  Communication device |  |
|  | **Responsibilities** | **Participants** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | Bear Watch  Driver  Communicate with participants  Communicate with authorities  First aid |  |
| What emergency response training is required by specific participants | First Aid | |
| What PPE and equipment will participants require |  | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief- | |

# HAZARDOUS MATERIAL SPILL OR EXPOSURE

|  |  |  |
| --- | --- | --- |
| Describe emergency response procedure for specified emergency | Do not rush, do not work alone, and do not clean up a spill unless appropriately trained  Follow the appropriate spill response procedure  Follow the appropriate post exposure procedures/protocols for Chemical, Biological or Radioactive materials  Where appropriate, use an emergency eyewash/shower to rinse affected areas for a minimum of (15) minutes  Seek medical assistance immediately after using emergency equipment  Complete an OARS report within 24 hours. | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site | Eyewash  Emergency shower  Communication device |  |
|  | **Responsibilities** | **Participants** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | First aider (primary)  First aider (secondary/helper)  Collect pertinent documentation and read aloud instructions  Call **9‐1‐1** or local emergency medical  Complete OARs report |  |
| What emergency response training is required by specific participants | Spill response training  Post exposure protocol review  First aid training  Incident reporting and investigation | |
| What PPE and equipment will participants require | SDS or PSDS sheet  Post exposure protocol  Emergency eyewash and shower  Spill kit  Communication device | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief- | |

# INSECT BITES

Stinging insects include bumblebees, yellow jackets, hornets, wasps, and fire and harvester ants. Biting insects include conenose bugs, mosquitoes, horseflies, deerflies, spiders, ticks, bedbugs, and black flies.

If a participant has a serious allergy to an insect, carry an emergency epinephrine kit, or Epi-pen. make sure that supervisor and participants know how to use the Epi-pen. Wear a medical ID bracelet.

If traveling to an area where malaria is common, consult a physician regarding a malaria vaccine.

Insect bites and stings can be prevented with proper clothing:

* Cover the head. Wear a full brimmed hat to help shield neck as well.
* Wear long-sleeved shirts and long pants.
* Tuck pant cuffs into socks. This helps protect ankles, a common spot for bites or stings.
* Check clothes and hair periodically for bugs.
* Use protective netting when sleeping or eating outdoors.

Applying insect repellent to clothing instead of skin can help prevent irritation. When in an area infested with mosquitoes, sand flies, or ticks, use a chemical insect repellent such as permethrin or DEET. DEET is the most effective and broadly used insect repellent. DO NOT apply insect repellent to sunburned skin. When applying both sunscreen and bug repellent, apply sunscreen first. Wait 30 minutes before applying bug repellent.

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| Describe emergency response procedure for specified emergency | In most cases, bites and stings can be easily treated, however, do not try to treat a suspicious bite requires professional medical advisement. In the case of a severe allergic reaction, such as anaphylaxis, seek emergency medical assistance.  DO NOT try to treat anaphylaxis with complementary therapies alone.  If such an emergency occurs:   * Check the person's airway, breathing, and pulse. * If necessary, begin CPR and call **9‐1‐1** (be prepared to provide location details) followed by Campus Security at **403-220-5333** * Use the person's Epi-pen or other emergency kit if they have one. (Anyone who has had a serious allergic reaction to an insect sting should always carry an Epi-pen or its equivalent.) * Try to keep the person calm. * Remove any rings and other constricting items in case of swelling. * Stay with the person until medical help arrives. | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site | First aid kit  Communication device  CPR mask |  |
|  | **Responsibilities** | **Participants** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | First aid  Communication with **9‐1‐1**  Communication with Campus Security  Communicate with participants  Prep for evacuation/transportation |  |
| What emergency response training is required by specific participants | First aid training | |
| What PPE and equipment will participants require |  | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief- | |

# ADVERSE WEATHER/LIGHTENING (SHELTERED IN BUILDING)

Take shelter in a small interior room, closet, hallway (ground floor, if possible) or staircase. Stay away from outside walls, windows and doors.

Do not use elevators. Stay away from large unsecured objects and stay close to the ground and protect your head from flying items.

* Avoid water. Do NOT bathe, shower, wash dishes, or have any other contact with water during a thunderstorm because lightning can travel through a building’s plumbing. The risk of lightning travelling through plumbing might be less with plastic pipes than with metal pipes. However, it is best to avoid any contact with plumbing and running water during a lightning storm to reduce risk of being struck.
* Don’t touch electronic equipment.  
  Do NOT use anything connected to an electrical outlet, such as computers, laptops, game systems, washers, dryers, or stoves. Lightning can travel through electrical systems, radio and television reception systems, and any metal wires or bars in concrete walls or flooring.
* Avoid windows, doors, porches, and concrete. Stay away from windows and doors and stay off porches. Do NOT lie on concrete floors or lean on concrete walls during a thunderstorm. Lightning can travel through any metal wires or bars in concrete walls or flooring.
* Don’t use corded phones. Corded phones are NOT safe to use during a thunderstorm, however, it is safe to use cordless or cellular phones during a storm.

|  |  |  |
| --- | --- | --- |
| Describe emergency response procedure for specified emergency | Take shelter in a small interior room, closet, hallway (ground floor, if possible) or staircase  Stay away from outside walls, windows, and doors  Do not use elevators  Stay away from large unsecured objects and stay close to the ground and protect your head from flying items | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site | First aid kit |  |
|  | **Responsibilities** | **Participants** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | First aider  Lead participants to appropriate shelter |  |
| What emergency response training is required by specific participants | First aid | |
| What PPE and equipment will participants require | First aid kit  Disposable gloves | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief- | |

# ADVERSE WEATHER /LIGHTENING (OUTDOORS)

Although no place outside is safe during a thunderstorm, minimize risk by assessing the lightning threat early and taking appropriate actions. The best defense is to avoid lightning. Here are some outdoor safety tips that can help avoid being struck.

* Be aware.
* Check the weather forecast before participating in outdoor activities. If the forecast calls for thunderstorms, postpone the trip or activity, or make sure suitable safe shelter is readily available.
* Go indoors.
* Remember the phrase, “When thunder roars, go indoors.” Find a safe, enclosed shelter when thunder is heard. Safe shelters include houses, offices, shopping centers, and hard-top vehicles with the windows rolled up.
* Seek shelter immediately, even if caught out in the open.
* If caught in an open area, act quickly to find shelter. The most important action is to remove danger. Crouching or getting low to the ground can reduce chances of being struck, but it does not remove danger.
* If caught outside with no safe shelter nearby, the following actions might reduce risk of being struck by lightning:
* Immediately get off elevated areas such as hills, mountain ridges, or peaks.
* Never lie flat on the ground. Crouch down in a ball-like position with head tucked and hands over ears, down low with minimal contact with the ground.
* Never shelter under an isolated tree. If in a forest, shelter near lower trees.
* Never use a cliff or rocky overhang for shelter.
* Immediately get out of and away from ponds, lakes, and other bodies of water.
* Stay away from objects that conduct electricity (such as barbed wire fences, power lines, or windmills).
* If in a group during a thunderstorm, separate from each other. This will reduce the number of injuries if lightning strikes the ground.
* If in the open water and a storm rolls in, return to shore immediately.
* If on a boat in open water when a thunderstorm rolls in, return to shore immediately and seek shelter. If unable to return to shore, boats with cabins offer some protection. If caught in a storm in a small boat with no cabin, drop anchor and get as low as possible.
* During a thunderstorm, avoid open vehicles such as convertibles, motorcycles, and golf carts.
* Avoid open structures such as porches, gazebos, baseball dugouts, and sports arenas. These structures won’t offer protection from lightning.
* Stay away from open spaces such as golf courses, parks, playgrounds, ponds, lakes, swimming pools, and beaches. Seek shelter immediately.
* Stay away from tall structures, such as telephone poles and trees; lightning tends to strike the tallest object around.

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| Describe emergency response procedure for specified emergency | “When thunder roars, go indoors.” Find a safe, enclosed shelter if possible. Safe shelters include houses, offices, shopping centers, and hard-top vehicles with the windows rolled up. If no shelter is available:   * Immediately get off elevated areas such as hills, mountain ridges, or peaks * Crouch down in a ball-like position – low to the ground with minimal contact with the ground * Never lie flat on the ground * Never shelter under an isolated tree- if in a forest shelter near lower trees * Never use a cliff or rocky overhang for shelter * Stay away from ponds, lakes and bodies of water * Stay away from objects that conduct electricity (wire fences, windmills, power lines, etc.)   Separate from the group to reduce potential number of injuries if lightening strikes the ground  If in a boat:   * Return to shore immediately and seek shelter * Stay inside boat cabin if possible * If open boat- drop anchor and stay as low as possible   Avoid staying in open vehicles, open structures and open spaces  Stay away from tall structures | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site |  |  |
|  | **Responsibilities** | **Participants** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | Communicate with participants  Identify potential safe spaces |  |
| What emergency response training is required by specific participants |  | |
| What PPE and equipment will participants require |  | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief- | |

# VEHICLE BREAKDOWN

Activate the hazard lights

Turn the hazard lights on as soon as a problem with the vehicle is identified. Hazard lights tell other drivers to steer clear of the car, keep hazard lights on until help arrives.

Slow down and pull off the road

Stop the vehicle on the shoulder of the road as safely and quickly as possible, preferably on level ground. If stopping on the left shoulder is the only option, keep the car as far away from moving traffic as possible.

Can’t pull off the road? Avoid exiting the vehicle. Do not try to push the vehicle to a safer location. Instead, call roadside assistance or a tow truck service.

If the vehicle is stopped in a hazardous position, call 911.

If there is the potential that another driver might hit the car from behind (e.g. if you’re in the middle of a busy highway), exit the car only when it is safe to do so and move to a safer location until help arrives. Always leave the hazard lights on to keep other drivers safe.

Apply the parking brake and turn the wheels away from the road to prevent the car from rolling back into traffic.

Call 911, if necessary, followed by Campus Security 403-220-5333

Once road assistance arrives and it’s safe to exit the vehicle, seek ways to improve your vehicle’s visibility. In addition to the hazard lights, popping up the hood and placing reflective signage and flares behind the car can all help to ensure that other drivers are aware of the stopped vehicle well before they reach it on the road

|  |  |  |
| --- | --- | --- |
| Describe emergency response procedure for specified emergency | Activate the hazard lights  Slow down and pull off the road as safely and quickly as possible:   * Move to level ground away from moving traffic * Put on parking brake and turn wheels away from road * Call **9‐1‐1**, if necessary, followed by Campus Security * Call roadside assistance * When safe to do so- make vehicle more visible by using reflective signage/flares behind vehicle/ open hood   If unable to pull off the road:   * Stay in the vehicle and call roadside assistance/tow truck * If stuck in a hazardous position- call police   If unsafe to stay in vehicle- exit when safe to do so and move to safe location until help arrives | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site | Roadside emergency kit  Communication device |  |
|  | **Responsibilities** | **Participants** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | Communication  Evacuate others to safe location |  |
| What emergency response training is required by specific participants |  | |
| What PPE and equipment will participants require | Roadside emergency kit | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief- | |

# VEHICLE COLLISION

Remain at the scene: It is illegal to leave the scene of an accident. It doesn’t matter who caused the collision.

Check for injuries: Check with all parties involved in the accident to see if they are injured. If there are injuries, call for help immediately. 9-1-1

Move vehicles out of traffic: ONLY if it is safe to do so, move the vehicles to the shoulder of the road. Improve visibility to help to prevent additional accidents – turn on hazards, and place emergency cones on the road.

Call the police: If there are injuries or the damage is greater than $2,000, there is a legal obligation to call the police to report the accident. Depending on the situation, the reporting of the accident may take places at the nearest collision centre.

Exchange information with other driver(s) involved: Collect contact, vehicle, and car insurance information from other drivers. Use a smartphone to take photos or write down the information.

Record:

* Driver’s license numbers
* Drivers’ names and contact information
* Policy numbers
* License plate numbers
* Names of the insurance companies

Get witness contact information.

Document the incident details: Take photos of all vehicles involved, note the weather conditions, and write down the events that led to the incident. This information will be required when filling out the police accident report, and the university required reports.

Call a tow truck if your vehicle is damaged to the point where it is not safe to drive.

All accidents while operating a University of Calgary owned vehicle or a non-owned (rental) vehicle driven for University of Calgary business must be reported to the supervisor within as soon as possible.

Contact Campus Security at **403.220.5333** as soon as possible.

|  |  |  |
| --- | --- | --- |
| Describe emergency response procedure for specified emergency | Remain at the scene  Check for injuries  Move vehicles out of traffic  Call the police  Exchange information with other drivers(s) involved. Use smart phone to take photos or to write down info:   * Driver’s license numbers * Driver’s names and contact details * Name of insurance companies * Insurance Policy numbers   Collect witness name and contact info if available  Take photos of all vehicles involved  Record events leading up to the incident  Call a town truck if necessary  Report all motor vehicle accidents to your supervisor as soon as possible  Contact campus security  Fill out an OARS report | |
|  | **Equipment** | **Location** |
| Identify required emergency response equipment and its location on site | First aid kit  Communication device  Camera or smart phone |  |
|  | **Responsibilities** | **Participants** |
| Define roles and responsibilities of participants for emergency response including rescue and evacuation | First aid  Communication with 911  Communication with Campus Security  Initiate OARs report  Evacuate others to safe location |  |
| What emergency response training is required by specific participants | First aid training | |
| What PPE and equipment will participants require | First aid kit | |
| How will the emergency be communicated to participants | Initial communication –  Updates as needed –  Post event debrief- | |

# MISSING PERSON/LOST CONTACT

Initial Response - Within 1 hour (Dependant on Medical, Weather and Work Hazard considerations)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Serial** | **Action** | **Time elapsed** | **Person Responsible** | **Remarks** |
| 1 | Late returning to location or no Contact - Several calls made – No Response | 15 mins | TBD | Use all communication devices available |
| 2 | Check the Booking In/Out board or other tracking mechanism deployed to establish what time the person left the location | 20 mins | TBD | Field Communication Form/  White board with booking in/out and contact details |
| 3 | Refer to the Journey Management Plan (if applicable) Determine route, departure time and approximate location on route, based on time + distance (if applicable) | 25 mins | TBD | Consider adverse weather and other possible delays |
| 4 | Check local media for possible reasons | 30 mins | TBD | N/A |
| 5 | Any medical concerns | 35 mins | TBD | Allergies etc. |
| 6 | Any problems with phone networks/ systems | 40 mins | TBD | Check through internet if available |
| 7 | Start to call missing person every 5 minutes | 45 mins | TBD | Check Contact List: Use alternative telephone numbers held on file and double-check number written on Booking In/Out board or Field Communication Form |
| 8 | Call local emergency services and seek guidance followed by Campus Security (403-220-5333) | Within 1 hour | TBD | Gather as much information as possible: Clothing worn, physical description, where and when last seen (coordinates if possible), and any medical or work hazard concerns etc. |

For more information contact:

Environment, Health and Safety

E-mail| [ucsafety@ucalgary.ca](mailto:ucsafety@ucalgary.ca)

URL | [www.ucalgary.ca/safety](http://www.ucalgary.ca/safety)

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