
MCMMASTER DIVINITY COLLEGE



McMaster Divinity
College

HEALTH & SAFETY PROCEDURES MANUAL

PREPARED BY THE MDC JOINT HEALTH & SAFETY COMMITTEE

SEPTEMBER 2016

Emergency Numbers

Students requiring immediate help because of life-threatening or severe psychological difficulties can be seen the same day during weekday office hours in the **Centre for Student Development (CSD)** and **Campus Health Centre Offices** on-campus.

Campus Health Centre	MUSC B101	x27700
Centre for Student Development	MUSC B107	x24711
Security Services	CUC 201	x88 (any University phone)
		Or off-campus dial 905.522.4135
		Or via red assistance phones

For after hours emergencies or any situation requiring immediate referral, contact McMaster Security Services at x88 from any University phone or call 905.522.4135.

1. Direct or indirect reference to suicide

- Regardless of circumstances or context, references to committing suicide should be taken very seriously and a mental health professional should be consulted

2. Threats and disruptive behaviour

- Intervention varies with severity of the behaviour
- Physical violence causing bodily harm and specific threats must be reported immediately to McMaster Security Services. From campus phones dial x88 or from external phones dial 905.522.4135

3. Drug and alcohol misuse

- In case of an apparent drug overdose or severe drug reaction call 911, McMaster Security Services from campus phones x88 or 905.522.4135 for assistance

Students experiencing difficulties should seek assistance, or be encouraged to do so, by going to or calling Campus Health at MUSC B101 (x27700) or CSD at MSUC B107 (x24711).

Resources for Employees

Employee Family Assistance Programme	Toll free English 1.800.663.1142
	Toll free French 1.866.398.9505
	TTY (hard of hearing) 1.888.384.9505
McMaster Human Rights & Equity Services	x25781
Security Services	x88
	Or off-campus dial 905.522.4135
	Or via red assistance phones

1	THE BASICS	1
1.1	PURPOSE STATEMENT	1
1.2	HEALTH & SAFETY MANAGEMENT TEAM	1
1.3	GENERAL EMERGENCY INFORMATION	1
1.4	EMERGENCY NUMBERS	2
1.5	UNIVERSITY RELATIONSHIP	2
2	PERSONAL SAFETY	4
3	INTRUDERS	5
3.1	ARMED INTRUDER.....	5
3.2	UNWANTED GUEST/INTRUDER	7
4	MEDICAL.....	8
4.1	ILLNESS, INJURY AND BASIC FIRST AID	8
4.1.1	BLEEDING.....	8
4.1.2	BURNS	8
4.1.3	POISONING.....	9
4.1.4	SHOCK	9
4.2	SLIPS, TRIPS AND FALLS.....	9
4.2.1	RECOGNITION.....	10
4.2.2	RESPONSIBILITY	10
4.3	WHEN TO CALL AN AMBULANCE.....	11
4.3.1	AN AMBULANCE IS REQUIRED.....	11
4.3.2	AN AMBULANCE IS <i>SOMETIMES</i> NEEDED	11
4.4	INFECTIOUS DISEASE	11
5	FIRE EMERGENCY	13
6	MAJOR CRISIS EVENTS.....	15
6.1	Bomb Threats	15
7	MECHANICAL & NATURAL EMERGENCIES	18

7.1	MECHANICAL PROBLEMS, AFTER HOURS.....	18
7.2	POWER OUTAGES.....	18
7.3	TORNADOES.....	18
7.4	WINTER STORMS.....	19
7.5	EVACUATION	20
7.6	LOCKDOWN PRODCEURES.....	21
8	ASSAULT	22
8.1	HARASSMENT.....	22
9	SEXUAL ASSAULT	24
9.1	MEDICAL.....	24
9.2	EMOTIONAL	24
9.3	APPREHENSION OF THE ASSAILANT.....	24
10	DEATH/SUICIDE PROCEDURES.....	25
10.1	DETERMINATION OF DEATH	25
10.2	NOTIFICATION OF AUTHORITIES.....	25
10.3	SECURING THE DEATH SCENE.....	25
10.4	REQUIRED VICTIM INFORMATION.....	26
10.5	IDENTIFICATION OF THE BODY	26
10.6	NOTIFICATION OF FAMILY.....	26
10.7	INFORMATION NEEDED BY THE FAMILY.....	26
10.8	STUDENT CONCERNS.....	26
10.9	COMMUNICATIONS.....	27
10.10	ADDITIONAL FOLLOW-UP CONCERNS.....	27
11	HELPING PEOPLE IN DIFFICULTY.....	28
11.1	STUDENTS.....	29
11.2	FACULTY AND STAFF	30
12	SUICIDAL INTENT.....	31

12.1	HOW TO ASSESS SUICIDE RISK.....	31
12.2	RESPONSE TO ASSESSED SUICIDE RISK	32
13	VIOLENCE AND TRAUMA COUNSELLING.....	33
14	CPR TRAINING AND/OR BASIC FIRST AID TRAINING.....	34
15	BUILDING FLOOR PLANS.....	35
16	ACKNOWLEDGEMENTS	38

1 THE BASICS

1.1 PURPOSE STATEMENT

The purpose of this Health and Safety policy is to establish a set of procedures that will enable safety and care for the students, faculty and staff of McMaster Divinity College. The goal is to describe the procedures, designate responsibilities and outline the courses of action that are required to competently handle any emergency situation.

1.2 HEALTH & SAFETY MANAGEMENT TEAM

The members of the team are:

Administrative Representative – Virginia Wolfe

Faculty Representative – varies annually

Management Representative – Bill Marshall

Registrar – Nina Thomas

Fire Warden - Virginia Wolfe

First Aid Trainees - Nina Thomas

1.3 GENERAL EMERGENCY INFORMATION

In emergency situations, decisions can best be guided by three things:

- the student's and/or employee's health and safety, as well as those around them
- the protection and security of facilities and equipment
- notification of proper individuals and agencies, depending on the nature of the situation

Remember to include the following information when calling any emergency service:

- your full name and position
- stay on the phone until the emergency service dismisses you
- exact location of the emergency and how to contact you again if necessary
- nature of the emergency (i.e. condition of the student or employee; how many people are involved; extent of fire, etc)

- additional information, such as what has been done thus far
- send someone to meet the emergency vehicle and personnel

1.4 EMERGENCY NUMBERS

(88) – McMaster University Security – from a campus telephone

(9) 911 (Fire, Police, Ambulance) – from a campus telephone

911 (Fire, Police, Ambulance) – from a personal cell phone

Poison Control: (9) 1.800.268.9017

Any faculty, staff or student who is parked in the College parking lot may call the University and request an escort to their vehicle after hours. The Student Walk Home Attendant Team (SHWAT) operates from 7:00 pm to 1:00 am, 7 days a week.

- From a campus phone, dial x27500
- From off campus, dial 905.525.9140 then dial x27500
- From a payphone on campus, push the blue SHWAT button, and wait for the 'click', then dial x27500. Call x27500 for information

1.5 UNIVERSITY RELATIONSHIP

McMaster Divinity College (MDC) is an independent organization from McMaster University. However, since MDC is on the University campus and has limited resources, we participate in and rely upon certain features of the University Health and Safety program.

Emergency Guidebook – The McMaster Emergency Guidebook is a reference tool which provides foundational health and safety knowledge to assist faculty and staff during a crisis. All College employees should receive a copy and become familiar with the information contained in the pamphlet. All employees should:

1. Take the time to read the emergency guidebook thoroughly
2. Be aware of emergency exits and exit routes
3. Participate in drills and training
4. Know and remember emergency numbers
5. Develop a “personal MDC” emergency plan consistent with the Emergency Guidebook
6. Keep the guidebook where it is readily available

Security – The McMaster University Security department can be reached by dialing ‘88’ from any University office telephone as well as using the Emergency poles located throughout the University campus. Note that there is a red pole telephone at the south end of the College parking lot.

Major physical threat events on campus

Siren – The McMaster University campus is equipped with a loud speaker and siren system. If you hear the siren, listen for an announcement and follow the instructions.

Nuclear Reactor - McMaster University's Nuclear Reactor (MNR) has been safely in operation since 1959. Safety and security of the MNR is governed by strict licensing requirements. Although the possibility of a nuclear emergency is remote, staff are prepared and trained to deal with the types of issues that could occur. Cooperation of faculty, staff and students is essential for the successful implementation of safety plans. For more information, please visit <http://mnr.mcmaster.ca/>.

2 PERSONAL SAFETY

Your personal safety is important to McMaster Divinity College and McMaster University. We have numerous personal safety devices on the campus for your safety, such as closed circuit TV (CCTV) cameras and assistance phones as well as the services of the Student Walk Home Attendant Team. (SHWAT) operates from 7:00 pm to 1:00 am, 7 days a week.

- From a campus phone, dial x27500
- From off campus, dial 905.525.9140 then dial x27500
- From a payphone on campus, **push the blue SWHAT button**, and wait for the 'click', then dial x27500. Call x27500 for information

We have included some personal safety tips that can assist you in remaining safe both on and off the campus.

On the Street:

- Walk in groups
- Avoid dark or deserted areas
- Be aware of alternate routes and safe places
- Plan your route. Avoid shortcuts through dark, untraveled area. Take the most direct, frequently travelled route
- Be alert. Walk with confidence
- Familiarize yourself with locations of the campus assistance phones
- Walk near curbs, away from shrubs
- Never carry large amounts of money, or show it in public
- If you think you are being followed, go to the nearest public place
- Let people know where you will be, and what time to expect you
- When working alone at night, consider staying in contact with security

Building/Office Safety

- Ensure exterior of building is secure, DO NOT prop doors open
- Immediately remove props from any doors
- If a door is unable to be secured, call McMaster Security Services immediately at x24281

Accessibility Lift

For the integrity and safety of each rider, avoid riding together in the lift with a person of the opposite sex. In a case where this would be unavoidable, the key operator should exit the lift and go up/down the stairs to meet the lift to allow the rider to exit. Otherwise, a third person should be recruited to ride along.

3 INTRUDERS

3.1 ARMED INTRUDER

Armed intruders have resulted in an alarming number of injuries and deaths on college, university and high school campuses in recent years. Usually an intruder is an angry student or employee or someone from off-campus who is extremely upset with a specific student, faculty or staff member. However, armed intruders can also include members of a gang or persons who are bound together by a common cause or grudge. Although the motive of the intruder(s) might be to kill or injure a single individual, events involving armed intruders often escalate to include large numbers of people, including the taking of hostages.

If armed intruders are present on campus, any individual who witnesses the intruder(s) will contact McMaster University Security immediately by calling (88). Then inform the nearest employee of McMaster Divinity College.

Leave the apprehension of the intruder(s) to the police.

What to do if you suspect an event involving an armed intruder may possibly occur on campus:

- Notify the President's Office if you are aware of any threats or have any information that makes you suspect an event involving an armed intruder might be possible.
- Trust your instincts. It is better to be wrong than to ignore warning signs of a possibly tragic event.

What to do if you know or suspect an armed intruder is present on campus:

- Call McMaster University Security at (88) and provide the information requested. Stay on the phone until being told that it is okay to disconnect. Then inform someone on the Health & Safety Management Team 905.525.9140 x23500.
- If indoors, remain in a room, behind a locked door (if possible) and away from windows. If you suspect an armed intruder is in close proximity, try to find a safe hiding place.
- If outdoors, find refuge in a nearby building.
- Remain calm and quiet.
- Wait for campus security and police to arrive.
- If instructed by authorities to evacuate building or the campus grounds, follow directions exactly.
- If you witness any injuries or death, identify yourself to authorities as soon as it is safe to do so.

What not to do if you know or suspect an armed intruder is on campus:

- Do not leave a room to try to “see what is happening”
- Do not confront or try to apprehend the intruder
- Do not assume that someone else has called McMaster University Security (88)

What to do after an armed intruder has been apprehended:

- Contact McMaster University Security (88), the police or the President’s Office, 905.525.9140 x23500
- Contact your family and friends and let them know you are okay
- Contact the President’s Office, 905.525.9140 x23500 for debriefing of the situation

After a crisis involving an armed intruder it is important to take care of all immediate needs, do not make any major decisions during the crisis. The Health & Safety Management Team will meet later to discuss the event and determine if anything needs to be done to improve campus safety and security. This will be done in consultation with the President’s Cabinet. All communication and news of the event and related issues involving campus safety and security should be communicated to the McMaster community, media and parents of students, alumni, donors and other external groups.

These communications will be made by those designated to do so on behalf of McMaster Divinity College and McMaster University.

For Lockdown procedures, see Section 7.6

3.2 UNWANTED GUEST/INTRUDER

There are often instances when strange people or unwanted guests come on campus. This is an issue of safety and security for our campus. If you see someone on campus who is questionable do the following:

- Notify McMaster University Security (88)
- Ask someone (preferably a male if you are a female) to accompany you before approaching an intruder
- Politely greet the intruder and identify yourself
- Ask the intruder the purpose of his/her visit
- If the intruder's purpose is not legitimate, ask him/her to leave. Accompany the intruder to the nearest exit

If the intruder refuses to leave:

- Warn the intruder of consequences for staying on property. Inform him/her that you will call security.
- Walk away from intruder if you think they may become violent. Be aware of the intruder's actions at this time, where they are located in building and whether they are carrying a weapon or package.
- Notify McMaster University Security (88)
- Give security a complete description of the intruder

4 MEDICAL

- Ensure your own safety and that of the injured person
- Call McMaster Security Services, 88 for minor medical, 911 for major medical (life threatening)
- Inform the dispatcher of the nature of the injury or illness and the location (building, floor, room)
- Keep calm and do not leave the person unattended
- Provide first aid if qualified
- DO NOT move the injured person unless there is a high risk of further injury

A first aid kit is available in the photocopy room on the 2nd floor. It is located in the bottom drawer of the black file cabinet.

4.1 ILLNESS, INJURY AND BASIC FIRST AID

4.1.1 BLEEDING

- Control bleeding with direct pressure to the wound
- **DO NOT** remove any imbedded object
- Elevate affected area if there are no broken bones
- Clean surface wounds gently with clean, cool water
- Bandage with a clean dressing
- Transport to hospital for deep wounds, severe bleeding, or imbedded objects

4.1.2 BURNS

- Immerse any burned area in cold water until the pain subsides. If the area is not immersible, gently pour cold water over the area for 10 to 20 minutes
- **DO NOT** apply butter, creams or other liquids
- Cover the burn lightly with a clean dressing
- Transport the patient to McMaster Hospital for burns that blister or destroy skin thickness, or if burns are on neck, head or cover more than 10% of body (i.e. one limb, etc.)

4.1.3 POISONING

- If the victim is unconscious, call 911 and McMaster University Security at (88) and ask for an ambulance.
- Call Poison Control 1.800.268.9017 with information regarding the poison ingested and the age of victim. While awaiting instructions, have someone do next step.
- If the victim is conscious and not nauseated or vomiting, give water to dilute poison (3-4 glasses). **DO NOT** induce vomiting unless directed to do so by Poison Control, or the container of poisonous substance directs you to do so.
- Follow all directions given by Poison Control

4.1.4 SHOCK

- Signs:
 - cold, clammy, pale skin
 - rapid, faint pulse
 - irregular breathing
 - weakness
 - nausea
 - agitation or confusion.
- Call McMaster University Security (88) and ask for an ambulance.
- Treat the cause of shock – bleeding, burn, etc.
- Keep the victim quiet and lying down
- Keep the victim warm
- If the victim is unconscious, place on side to maintain a clear airway
- If the victim is conscious, place on back and elevate legs

4.2 SLIPS, TRIPS AND FALLS

In case of a slip or fall, if there is injury, contact Security at 88. Whether injury or not, please contact the President's Office x23500 to notify of the mishap in order that appropriate investigation and remedial action may be taken.

- Twenty percent (20%) of all workplace injuries in Ontario are caused by Slips, Trips and Falls. McMaster Divinity College and McMaster University are working hard to prevent as many of these accidents as possible. Please do your part to make McMaster a safe place to work and learn. In case of a slip, trip, fall, or hazardous condition, contact the President's Office, 905.525.9140 x23500.

4.2.1 RECOGNITION

Learn to recognize these slip and trip hazards:

- Weather hazards
- Spills on floors
- Cables lying on the floor
- Poor lighting
- Clutter and obstacles in walkways
- Loose mats and rugs

4.2.2 RESPONSIBILITY

Safety is everyone's responsibility, so please play your part.

YOUR ENVIRONMENT

- Take your time and pay attention to where you are going
- Don't carry too much; you could lose your balance and obstruct your view
- Don't get caught by surprise, monitor the weather and expect slippery conditions

HOUSEKEEPING

- Wipe up spills immediately. If a spill is too large to clean up quickly, contact the President's Office
- Report uneven, defective flooring, chipped tiles, and worn stair treads
- Walk on cleared pathway
- Secure mats, rugs and carpets that are loose
- Always close file cabinets or storage drawers
- If there are burned out light bulbs, contact the President's Office

FOOTWEAR

- Watch your footing and use handrails when going up or down the stairs
- Wear appropriate shoes for your work environment and weather conditions

4.3 WHEN TO CALL AN AMBULANCE.....

4.3.1 AN AMBULANCE IS REQUIRED

- **ANY COLLAPSE**
- **LOSS OF CONSCIOUSNESS**
- **HEAD OR SPINAL INJURY** – Do not move the victim before the paramedics arrive
- **UNCONTROLLABLE BLEEDING**
- **SEIZURES**
- **CHEST PAIN** – difficulty breathing, bluish grey in colour, nausea, vomiting
- **INABILITY TO SWALLOW** – indicator of stroke or concussion, brain injury

4.3.2 AN AMBULANCE IS *SOMETIMES* NEEDED

- **BREATHING DIFFICULTIES** – asthma attack (medication is needed to open airway), allergic reaction
- **SEVERE PAIN** – most would be able to be transported by car
- **DIABETIC REACTION** - insulin shock (needs sugar)

4.4 INFECTIOUS DISEASE

Early reporting is essential to successfully respond to an infectious disease outbreak.

Employees are responsible for notifying their direct supervisor when they are aware of an infectious disease incident. Supervisors and/or department heads are required to report any case of a notifiable infectious disease and must ensure all available information of the incident is provided to

- McMaster Security Services x88
- Employee Health Services x20309
- Occupational Health Nurse x20310
- MDC President's Office, x23500

Examples of infectious diseases include hepatitis, rabies exposure, meningitis, tuberculosis, etc. Employee Health Services will communicate these issues, as appropriate, with Public Health, Campus Health Services and the Workplace Safety & Insurance Board.

5 FIRE EMERGENCY

Students

In the event of a fire, the College Fire Warden is responsible for ensuring that every room has been evacuated. Under no circumstances should anyone be allowed to stay in the building. ALL doors should be closed.

Staff

Faculty who are teaching during a fire alarm are responsible for evacuating everyone from the room, directing them to the proper fire exit, and ensuring that all doors are closed behind them.

UPON DISCOVERY OF A FIRE:

If the fire is small (no larger than a waste paper basket), use a fire extinguisher

- Avoid smoke inhalation
- Pull the pin
- Aim at the base of the fire
- Squeeze the handle
- Sweep from side to side
- Stand back from fire

Otherwise:

- Leave fire area immediately
- Close doors
- Pull the nearest fire alarm
- Evacuate and proceed to the assembly point in front of the MDCL building. If there is inclement weather, the assembly point will be in the Atrium on the first floor of MDCL.
- Call 911 and McMaster Security Services (88)
- Do not enter the building until given an 'all clear' signal

If anyone is required to stay in the building due to smoke and/or heat, call the Fire Department 911.

If the top of the door or knob feels hot, deadly heat and gases under considerable pressure have already filled the corridor. Remain in the building and take precautions.

Use wet paper towels to seal cracks under doorway.

If smoke enters room, crouch low. Heat and gases rise.

Move to the most protected room and wait to be rescued.

Policies of the College

- Smoking – no smoking is allowed anywhere in the building
- Open flames (use of candles) - We restrict the use of candles to a religious ceremony or ritual. They cannot be used in offices or classrooms for any other reason. When candles are part of a ceremony a designated person is required to ensure candles are extinguished upon conclusion. The President's Office x23500 should be notified of intention to use for a ceremony or ritual.

6 MAJOR CRISIS EVENTS

Natural Crisis – included, but not limited to: winter storms, blizzards, tornadoes, floods, lightning strikes.

Human Caused Crisis – including, but not limited to: nuclear reactor incident, serious criminal activity affecting the University Community, fire in residence, any vehicle accident with mass casualties, bomb threat, medical emergencies such as food poisoning or epidemic, student or labour unrest.

6.1 BOMB THREATS

- Take all bomb threats seriously
- Remain calm and be courteous to the caller
- Listen carefully to the caller
- Record the information listed on the telephone call display
- Make notes that record the conversation with the caller

If possible ask questions:

- Where is the bomb
- What does it look like
- When will it explode
- Why did you plant the bomb
- What is your name
- Do you represent a group

Most people who call in bomb threats don't expect to be questioned. By asking questions, you may get the caller to reveal important information.

At the end of the call, notify McMaster Security Services immediately

- For McMaster Security Services dial x88 on campus phones or off campus phones dial 905.522.4135
- For the President's Office dial 905.525.9140 x23500
- Take a moment to note any identifying characteristics of the caller:

Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not Sure	Estimated age:	Accent:
Voice: <input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> Other	Condition: <input type="checkbox"/> Normal <input type="checkbox"/> Intoxicated <input type="checkbox"/> Confused <input type="checkbox"/> Challenged	Speech: <input type="checkbox"/> Fast <input type="checkbox"/> Slow
Diction: <input type="checkbox"/> Good <input type="checkbox"/> Nasal <input type="checkbox"/> Lisp	Manner: <input type="checkbox"/> Emotional <input type="checkbox"/> Calm <input type="checkbox"/> Vulgar	
Background noise? <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe background noise:	
Time of Call: <input type="checkbox"/> am <input type="checkbox"/> pm	Duration of call:	
Familiar with you? <input type="checkbox"/> Yes <input type="checkbox"/> No	Familiar with the area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the caller give a name?	Did the caller mention any other names or departments?	
Your Name:	Dept:	Phone Number:

Suspicious Package / Letter

If you notice a suspicious package / letter:

1. DO NOT handle the package / letter
2. From campus phones call McMaster Security Services at x88 or from off-campus phones dial: 905.522.4135 or 905.525.9140 x24281
3. Wait for instructions
4. Call the President's Office dial 905.525.9140 x23500

If you open a suspicious package / letter:

1. If you have opened the letter, rest it down gently where you first read it. Leave it alone, remain calm and avoid sudden movements.
2. Inform a co-worker in the immediate area about what has happened and ask them to call McMaster Security Services at x 88 or from off-campus phones dial: 905.522.4135 or 905.525.9140 x24281, the President's Office 905.525.9140 x23500.
3. Have a co-worker turn on water to prevent the contamination of surfaces; wash hands thoroughly. Then move to an area where you can avoid contact with others and stay there.
4. Remain calm. Exposure does not mean that you will become ill. McMaster Security Services will make sure you receive specific information about symptoms and effective treatment.

5. If you are in an area or job where packages are received and opened routinely, have a specific plan for identifying and responding to a suspicious package and exercise that plan on a routine basis.
6. If possible, create a list of persons who were in the room or area when the suspicious letter or package was recognized. Provide a list of persons who may have handled the package or letter.

Suspicious/Hazardous Mail may contain any or a combination of the following:

- | | |
|--|---|
| • Fictitious return address | • Rigid or bulky |
| • Excessive weight | • Protruding wires |
| • Badly typed or written | • Special endorsements |
| • Lopsided or uneven | • Restrictive markings |
| • No return address | • Chemical substances |
| • Biological substances | • Oily stains / discoloration |
| • Addressed to title only | • Mailed from a foreign country |
| • Leaking unidentified liquid | • Ticking or unusual sounds |
| • Sharp items: needle, nails, razors | • Excessive wrapping tape or string |
| • Melts or alters surfaces | • Unidentified powder, granular or sand like substances on or leaking from the item |
| • Crystallization of wrapping | |
| • Offensive mail (includes death threats and objectionable matter) | |
| • Excessive postage | |

Suspicious odour/spills

If you detect a suspicious odour:

1. Leave the area immediately and wait to assist responders with information.
2. During normal business hours, notify your supervisor.
3. Contact Work Control Centre (Facility Services) x24740 and ask what the response time will be.
4. On-campus contact Environmental and Occupational Health Support Services (EOHSS), x24352 and , the President's Office 905.525.9140 x23500 during regular business hours. After hours, call McMaster Security Services at x24281 (in an emergency dial x88).
5. Describe the location of the odour and the characteristics of the odour (e.g. what does it smell like?). Relay any other pertinent information that may be relevant to the situation.

For information on Hazardous Materials Spills, please refer to the University's Spill Policy at:

<http://www.workingatmcmaster.ca/spills-plan>

7 MECHANICAL & NATURAL EMERGENCIES

7.1 MECHANICAL PROBLEMS, AFTER HOURS

If something mechanical breaks down after the offices have closed for the day, the following procedures should be followed:

- Turn off whatever has broken (if possible)
- Contact McMaster Security (88) and report what is broken. If there is any potential danger advise others who may be in the building and then leave immediately
- Make a written report and file it with the President's Office

7.2 POWER OUTAGES

In case of power outage, faculty, staff and students are advised to follow these steps:

- Remain calm
- Stay where you are and turn off all electrical equipment with manual switches
- Contact McMaster Security Services (88 from a campus phone)
- Contact the President's Office 905.525.9140 x23500
- Emergency lights will operate for a minimum of 20 minutes
- There should be no loitering in the stairways and the hallways should remain clear
- No candles are to be used due to possibility of further fire hazard
- Should the fire alarm go off, treat the situation as you would a fire

7.3 TORNADOES

There are three steps to follow in the event of a tornado:

- **Move** to the interior of the building (preferably on the lower floor). Take shelter near supporting pillars, interior doors and walls. Stay away from big open rooms.
- **Stay Clear** of all glass door, windows, and unsecured items that could become airborne.
- **Protect** yourself with a coat or blanket.

7.4 WINTER STORMS

McMaster Divinity College follows the Storm Emergency Policy of McMaster University. The College and University will “close” because of severe winter weather when normal operation would pose a danger to students, staff and faculty while on campus or would prevent large numbers of them from coming to campus or returning safely to their homes.

When the College & University are “closed”:

- classes are not held
- meetings and other scheduled events are cancelled
- all areas and operations not defined as “essential” are closed
- examinations are cancelled and rescheduled
- deadlines for student assignments and other submissions due on a “closed” day are postponed until the same hour on the next academic day on which the College is not “closed”
- deadlines for job applications and other employment requirements are postponed to the same time on the next business day on which the College is not “closed”

Morning Closure (Monday through Friday)

When a decision is made to close the College & University in the early morning, the duration of the closing will be specified. In the event that the duration of the closure is only until 12:00 noon, any subsequent decision to extend the closure for the balance of the day and evening will be made and communicated by 11:00 a.m. In the event of a closure for less than a full academic/business day, only those events, shifts, or activities scheduled to commence after the re-opening time will proceed as scheduled.

Procedure

Every effort will be made to confirm a closing by 5:30 a.m. When the closing decision has been made, McMaster University Public Relations is responsible to do the following things:

- Notify local radio stations and other media that “McMaster University is closed and classes are cancelled,” including the anticipated length of the closure if other than one full day. Any closure of McMaster University also includes McMaster Divinity College
- Notify Telecommunications, who will make the announcement on the recording that answers the University’s main telephone numbers
- Post the announcement on McMaster University’s home page on the web

The College & University have no obligation to telephone staff to notify them that the College & University are “closed”. Individual staff, faculty, and students are responsible for checking local radio stations or the University website www.mcmaster.ca on stormy days. If there is no specific announcement about McMaster University, both the College & University remain open. Staff, faculty and students are advised not to overload the telephone system by calling the University for information about a storm closing.

Communication

Media that can be expected to carry announcements concerning closings include:

- OLDIES 1150 am/K LITE 102.9 fm
- CHAM 820 am
- CHML 900 am/Y108 107.9 fm
- CFMU 93.3 fm
- WAVE 94.7 fm
- CHTV

In addition, CFMU 93.3 fm will provide more detailed information. This information will also be communicated via the University’s website (<http://dailynews.mcmaster.ca>).

7.5 EVACUATION

In the event that the campus must close, the University has a plan to ensure that an evacuation is conducted as quickly and as safely as possible. The McMaster community will be informed of the evacuation via either: voice announcement over siren system, email, or by staff personally coming to buildings. The University’s Evacuation Policy can be found online at:

<http://www.mcmaster.ca/newsevents/crisismanagement/>

In the event that an evacuation is initiated by the Crisis Management Group (CMG), routes for vehicle traffic have been designated. Following these routes will ensure that roadways will remain clear for emergency responders and emergency transportation vehicles. Parking / Security staff will be posted to direct vehicle traffic flow. If necessary, buses will be arranged to evacuate residence students to an alternative location until it is safe to return to campus.

If a physical impairment restricts mobility and prevents evacuation, please call security at x88 from campus phones or from cellular phones dial 905.522.4135 or 905.525.9140 x24281 for assistance.

If the McMaster Divinity College is required to be evacuated, the assembly point for all faculty, staff and students is in front of the MDCL building. If there is inclement weather, the assembly point will be in the Atrium on the first floor of MDCL. Attendance will be taken to ensure that everyone has safely evacuated the building.

7.6 LOCKDOWN PROCEDURES

Students and employees in the Divinity College building should move to the second level if safe to do so, as the first level windows would provide easy access to violent offenders.

If there is a violent incident, notification of a lockdown and exiting the building is not possible or safe, the following actions are recommended.

Instructions are posted in most classrooms and public places as a reminder:

1. Go to the nearest room or office
2. Close and lock the door if possible and barricade with available furniture
3. Cover the door windows. Turn off the lights
4. Keep quiet and act as if no one is in the room
5. DO NOT answer the door
6. Notify campus security dialing 88 from a campus extension if available. From cellular phones, Security can be contacted by dialing 905.525.4135. This is a direct line which you can program into auto-dial without the need to dial an extension
7. Contact the President's Office, 905.525.9140 x23500
8. Give the McMaster Security Services dispatcher the following information:
 - a. Your name
 - b. Your location (be as specific as possible)
 - c. Number of suspects (if known)
 - d. Identification or description of shooter
 - e. Number of person who may be involved
9. A staff member or volunteer should record the names of all person present
10. Wait for police or security to assist you out of the building or to provide further instructions

End of Lockdowns:

Remain in place until Hamilton Police, McMaster Security, or other emergency personnel come to your location to provide assistance if necessary and give you directions to leave. Emergency personnel will have keys to your area, so there is no need for you to unlock the door during the lockdown.

8 ASSAULT

Any faculty, staff or student who becomes aware of an assault should:

- Assess the situation to determine severity of crisis.
- Escort the student to McMaster Hospital for evaluation and treatment. If the assault occurs on-campus notify McMaster University Security (88) immediately. If the assault occurs off-campus, the student is encouraged to make a report to the Hamilton Police Department.
- If there are no appreciable physical wounds and the assault occurred on campus, notify McMaster University Security (88) immediately.

The Health & Safety Management Team through the President's Office should be notified of an occurrence of an assault.

Examples:

- assault occurred on or off-campus by a student and/or to a student
- assault occurred on McMaster Divinity College or McMaster University premises or on the premises of a College sanctioned event
- serious physical or psychological injury occurred as a consequence of assault

8.1 HARASSMENT

Harassment includes vexatious behaviour or comments that are insulting, offensive or make you feel uncomfortable. These behaviours may be repeated over some time or may be a single, isolated incident that is serious enough to significantly impact your ability to cope. Whether or not harassment has occurred is determined by the impact of the behaviour on the target and not on the intent of the harasser. Harassment can take many forms, such as:

- Unwelcome physical contact
- Inappropriate looks, gestures, jokes or display of offensive materials
- Damaging property
- Gossiping, ignoring or excluding someone
- Angry rages, persistent criticism or public reprimands
- Offensive or intimidating email, texts, Facebook etc.

Sources of harassment can range from fellow employees, students, supervisors and clients.

Harassment violates the College's policies and codes of conduct and creates a stressful and disrespectful campus environment. Harassment that targets an individual or group of individuals on the basis of one or more protected human rights grounds is not only a breach of MDC policy, it is also a breach of the Ontario Human Rights Code.

If you are being harassed:

Ask for help: Call and discuss the situation with Human Rights and Equity Service Office at x27581 for assistance in resolving the situation. Also, inform the President's Office, 905.525.9140 x23500.

1. **Tell the Harasser to Stop:** If it is too difficult to speak to the harasser, try sending a letter or email. Identify the incident(s), state what you found to be objectionable in the harasser's behaviour and say clearly that you want the harassment to stop. Keep a copy of all correspondence.
2. **Keep a record:** Records dates, times, nature and details of the incident and names of witnesses (if any) at that time.
3. **Protect Yourself:** If possible, avoid being alone with the harasser. If you have contact, written or verbal, stay calm and avoid resorting to behaviour that could lead to charge of harassment against you.
4. **Get Support:** Find someone supportive who will respect how you feel and tell them about the harassment. They could make sure that you are not left alone with the harasser, be present if you decide to confront the harasser, or just provide support. See your doctor if you are having health related problems as a result of the harassment.

9 SEXUAL ASSAULT

*** If you encounter someone whom you suspect of having been sexually assaulted, please inform McMaster University Security (88) immediately. Do not try to counsel them; get them help immediately.**

If a sexual assault has occurred, the victim has three immediate concerns: medical, emotional and apprehension of the assailant.

9.1 MEDICAL

The victim will possibly require treatment for abrasions, cuts, bruises or possible internal injuries. They may also be concerned about STD's or pregnancy. It is imperative to get a medical examination as soon as possible. Arrange for the victim to be accompanied to McMaster Hospital.

9.2 EMOTIONAL

A sexual assault victim needs support from family and friends. Encourage them to talk with a qualified counsellor, but do not push or force a decision on them. Do not tell the victim what they should have done to prevent the accident. Believe what they tell you and give them your support. First reactions of assault victims usually include confusion, fear and shame. Later reactions often include guilt, helplessness, anger, worthlessness and distrust.

9.3 APPREHENSION OF THE ASSAILANT

Encourage the victim to contact the police as soon as possible. Giving a report to the police does not require them to prosecute – that is a separate decision made by the police. The sooner the report is made and the evidence collected the easier it is to prove the crime. Encourage the victim not to wash, douche or change clothes. If the assault took place in the College building, do not touch anything – leave everything in the room as is, so the police can check for evidence. Help the victim remember all that they can about the assailant and the circumstances surrounding the crime.

As a faculty or staff member it is important for you to stay calm. Handle this situation as quietly and discreetly as possible. **Don't involve anyone (including other faculty or staff members) who does not need to know. Respect the confidence the victim has placed in you.** Facilitate whatever action the victim wishes to take (arrange a quiet, secure place for them to make a report to the police, set up a meeting with whomever they want to talk to, etc.).

If the assailant is someone the victim is close to, or knows, remember the victim will be emotionally torn. They will experience hurt with what has happened and love for the person. Now is **not** the time to push forgiveness. That is a much later process.

10 DEATH/SUICIDE PROCEDURES

These procedures apply when dealing with any situation in which a student, staff or faculty has died while on campus.

**Call McMaster University Security (88)
immediately from a campus phone.**

Any time there is a death there is a need for diffusing and debriefing that needs to take place among all faculty, staff and students.

This is not optional but mandatory!

It is very important that faculty be notified so they can be prepared to address anything in their classes and not be surprised by any situation.

In case of accidental death or natural death on/off campus, the following procedures should be followed as well.

10.1 DETERMINATION OF DEATH

Every reasonable effort should be made to resuscitate or keep a person alive until medical personnel can arrive. Once determination of death has been made, the procedures outlined below are to be followed.

**IT IS IMPORTANT TO NOTE THAT ONLY THE CORONER CAN
OFFICIALLY PRONOUNCE THE DEATH OF AN INDIVIDUAL.**

10.2 NOTIFICATION OF AUTHORITIES

PARENT/GUARDIAN(S) OF THE VICTIM SHOULD NOT BE NOTIFIED UNTIL AFTER THE CORONER HAS OFFICIALLY CONFIRMED THE DEATH AND ONLY THEN BY DIRECTION OF THE CORONER.

It is important that the College also makes a call to the victim's family. This call should be made by the President's Office. They will also notify all faculty, staff and, students if necessary.

10.3 SECURING THE DEATH SCENE

Once a determination has been made that a death has occurred, every effort should be made to secure the death scene immediately. If the death has occurred indoors, the room, floor and doorways of the building should be vacated except for the College officials and emergency personnel.

If the death has occurred outside, the official in charge should make every effort to ensure that onlookers are kept at a distance (75–100 feet away). It is preferable that they be asked to leave the scene and go to an announced location where employees can answer questions and minister to needs.

Items in the area should be left untouched, and no attempt should be made to remove or reposition anything, including the victim. In the case of a hanging, the person should be cut down, if possible, and CPR administered; and otherwise the scene is to be left undisturbed.

Identify anyone who knew the victim well, as the police will want to speak to them.

10.4 REQUIRED VICTIM INFORMATION

The President's Office will ensure that the following information will be collected immediately for the authorities.

- Victim's name and address
- Family contact name and phone number

10.5 IDENTIFICATION OF THE BODY

The person in charge should locate an individual who can assist the coroner in identifying the victim's body. The individual should remain on the scene until called upon to give assistance.

10.6 NOTIFICATION OF FAMILY

The person in charge should make clear to whoever communicates with the family that the family are encouraged to call McMaster Divinity College immediately for details, information and suggested courses of action. The person giving notification should be given the phone number where the employee in charge can be reached. The employee should wait for the call. Every effort should be made to assist the family in dealing with the tragedy.

10.7 INFORMATION NEEDED BY THE FAMILY

The following information will be needed:

- Coroner's name
- Mortuary/Morgue phone number

In most cases, the family will contact the coroner or mortuary to make all necessary arrangements for transportation of the body.

10.8 STUDENT CONCERNS

Employees should be assigned to address student concerns.

Every effort should be made to identify all students who actually viewed the deceased. Employees should be assigned immediately to address any emotional and psychological needs this group may

have. Local counselling agencies may be of assistance. Hospitalization of some students may be necessary.

Every effort should be made to identify all close friends and recent contacts of the victim. Employees should be assigned to observe how fellow students of the deceased and other contacts within normal College activity are handling the grief while extending generic comfort and condolences. The employee should encourage each to seek professional counseling.

10.9 COMMUNICATIONS

The President's Office should immediately be identified as the communication centre for McMaster Divinity College, responsible for addressing concerns arising from the person's death.

The person in charge will contact the President's Office, 905.525.9140 x23500 who will determine whether it is appropriate to write a press release regarding the death.

10.10 ADDITIONAL FOLLOW-UP CONCERNS

The following items must be addressed:

- Appropriate follow-up with family.
- Notification of all McMaster Divinity College offices, in writing of the person's death with the request that the person's name be dropped from all rosters, mailing lists and billings to avoid inappropriate contact with the family
- Board of Directors notification
- Communication to the campus and community of funeral location and times
- College representation at the funeral
- Flowers from the College for the funeral
- On-campus Memorial Service (when determined to be appropriate)
- Memorial Fund for designated gifts (when appropriate)
- It is advisable not to cancel classes the day following or the day of the death
- The President's Office will schedule and follow-up meetings to deal with student grief, anger, theological issues and guilt.

11 HELPING PEOPLE IN DIFFICULTY

McMaster Divinity College is concerned for the life and health of all faculty, staff and students. We understand that circumstances may arise that will cause a person high levels of emotional stress. MDC is committed to act in the best interest of the person in such situations.

Our concern is the protection of the vulnerable, especially if there is potential for harm to self or others. Responses and decisions will be made on a case-by-case basis.

An emotionally troubled person can be defined as one who demonstrates any or all of the following characteristics.

- A person appears not to be perceiving reality and/or displays delusional thought processes.
- A person is creating a disturbance within the MDC community.
- A person is unable to attend and participate appropriately in class, work or other school activities.
- A person is in danger of causing physical or emotional harm to themselves, others or school property.
- A person is not able to care for themselves (such as eating properly in the case of eating disorders or taking prescribed medication in cases where it is needed).

Issues of concern can include but are not limited to:

- Suicide threats
- Disruptive behaviour
- Drug and alcohol abuse
- Eating disorders
- Assault
- Harassment
- Marked changes in mood
- Difficulty in communicating
- Apparent distortions of reality
- Learning or academic problems

If a person exhibits any of the above characteristics, and concerns arising from them are not being addressed satisfactorily, it may not be in the best interest of the person or MDC for this person to attend class, their job, or continue to participate in community at this time.

We encourage people who are experiencing emotional stress to seek out professional counselling.

11.1 STUDENTS

If a student becomes emotionally disturbed to the point where he/she is not able to function successfully, MDC will intervene. A student may be requested to receive evaluation and/or treatment. If the student refuses, it will be recommended that the student withdraw from MDC. In extreme cases MDC will ask an emotionally troubled student to take a leave of absence until he/she is well.

Students requiring immediate help because of life-threatening or severe psychological difficulties can be seen the same day during weekday office hours in the Centre for Student Development and Campus Health Centre Offices. For after-hour assistance please contact McMaster Security Services (88).

Therefore:

- The student will meet with the Academic Dean in an effort to define and clarify the problem and develop possible courses of action, which may include a third party professional assessment
- A student may be suspended for three academic days upon judgment by 2 of the following three individuals. (President, Academic Dean, and Registrar)
- The Academic Dean will call a meeting and open an investigation into the crisis. (The committee will include 1 external professional; others may be added.) The evaluation should include a report from the third party professional
- On receipt of the third party professional report, the Academic Dean should meet with the student again and discuss the impact and possible actions necessary
- The Academic Dean's committee will evaluate the circumstances and the third party report to determine if they are severe enough for the student to be recommended for dismissal from MDC and disenrollment from any programs. Further conditions upon future contact with the institution may be set at this time.

In order for a student to be returned to full privileges at McMaster Divinity College after being suspended for emotional instability, the student will have to meet the following conditions as well as those proposed by the Health & Safety Management Team.

- The student will have received and responded to psychological/psychiatric treatment and must be able to provide documentation of such treatment.
- A letter of recommendation must be sent to the Academic Dean from the mental health professional stating that the student is capable of returning to school and listing any recommendations for continued treatment.
- A behavioural contract may be requested between the College and the student requiring the student to continue to receive the treatment from an approved mental health professional.

- Follow up with any ongoing therapeutic support as recommended by attending physician or therapist.
- Meet as required with designated Health & Safety Management Team for the development and maintenance of community and personal supports.

11.2 FACULTY AND STAFF

If a faculty or staff member becomes emotionally disturbed to the point where he/she is not able to function successfully, MDC will intervene. An employee may be requested to receive an evaluation and/or treatment. If the employee refuses, it will be recommended that the employee take a leave of absence from MDC until they are well.

Therefore:

- The employee will meet with the President in an effort to define and clarify the problem and develop possible courses of action, which may include a third party professional assessment
- An employee may be sent home and the President's Office will contact Human Resources at the University to determine what should be done.
- The President's Office will call a meeting and open an investigation into the crisis. (The committee will include 1 external professional. Others may be added.)
- On receipt of the third party professional report, the President should meet with the employee again and discuss the impact and possible actions necessary
- The Board Executive will evaluate the circumstances to determine if they are severe enough for a faculty or staff member to be recommended for dismissal from MDC.

In order for an employee to be returned to full privileges at McMaster Divinity College after being absent for emotional instability, he/she will have to meet the following conditions as well as those proposed by the Board Executive.

- The employee will have received and responded to psychological/psychiatric treatment and must be able to provide documentation of such treatment.
- A letter of recommendation must be sent to the President from the mental health professional stating that the employee is capable of returning to work and listing any recommendations for continued treatment.
- A behavioural contract may be requested between the College and the employee requiring the employee to continue to receive treatment from an approved mental health professional.
- Follow up with any ongoing therapeutic support as recommended by attending physician or therapist.
- Meet as required with designated Board Executive members for the development and maintenance of community and personal supports.

12 SUICIDAL INTENT

When a person hints at suicide or verbalizes suicidal thoughts, it must be taken seriously. It is important to ask, Have you thought of harming yourself? Anyone who is serious will often welcome the chance to talk about suicidal thoughts. If someone is serious, it is important to ask the question, “Do you know how you would do it?” This will **not** cause them to make definite plans, but they will usually tell you the plan if there is one.

If you suspect that someone is considering suicide, call 911, McMaster Security Services from campus phones x88 or 905.522.4135 and the President’s Office at 905.525.9140 x23500.

12.1 HOW TO ASSESS SUICIDE RISK

- Does the person have....
 - Current Plan
 - Previous Attempt(s)
 - Resources – Internal or External
- A person verbalizes intent (directly or indirectly):
 - thoughts of taking his/her own life
 - has a chosen method or plan that is potentially lethal
 - has available resources to carry out the plan
 - has made previous attempts
 - starts to give away possessions
 - indicates a deep depression (but may demonstrate a sudden uplift of feelings) – most dangerous time
- Concerning/Problematic Behaviours

A person takes deliberate action to physically harm themselves as indicated by:

 - ingestion of potentially harmful substances
 - appearance of self-inflicted wounds
 - threatening usage of a potential instrument of harm
 - alcohol or drug abuse

People need to be sensitive to factors that may suggest high suicide risk, such as death of a close friend or family member, sudden changes in eating and sleeping habits, withdrawal, no longer attends class, etc.

Be aware that there is a definite potential increase factor of copycat suicides.

12.2 RESPONSE TO ASSESSED SUICIDE RISK

Once you know a person is considering suicide, it is imperative to refer them for professional help. You may feel you are betraying their confidence, but you have a legal and ethical obligation to break confidentiality to the proper authority when a person's life is threatened.

Notify the President's Office who will arrange for them to be taken to medical care.

If the person is threatening his, her or your life, call the police at 911 or McMaster Security Services from campus phones x88 or 905.522.4135.

13 VIOLENCE AND TRAUMA COUNSELLING

During and after an emergency involving violence and trauma, most people will require counselling. McMaster University's EAP Program will be responsible for directing and providing counselling services for faculty and staff. Students should be referred to their pastor or McMaster University Chaplaincy Centre, located in the McMaster Student Centre room 231, x24207.

The first few hours following a traumatic event are the most critical. During this period diffusing sessions are needed to allow individuals to vent their emotions and establish a sense of balance and safety in the next 24 hours. The highest priority for diffusing sessions should be given to those who were at the scene of the disaster. Diffusing of these individuals should take place within 12 hours to avoid internalization of the event and minimize post-traumatic stress disorder. However, in some instances law enforcement officers may need to talk to victims and witnesses to obtain critical information. The President's Office will coordinate the scheduling of any sessions.

These sessions are to be attended by everyone; it is **not** an option but a must. They should be held in small cluster groups so everyone is involved.

Timeline

- Diffusing – 24 hours
- Debriefing – 3-4 days
- Ongoing counselling

14 CPR TRAINING AND/OR BASIC FIRST AID TRAINING

It is recommended that the following people be trained in CPR and/or basic First Aid to be available in emergencies:

1 Faculty member

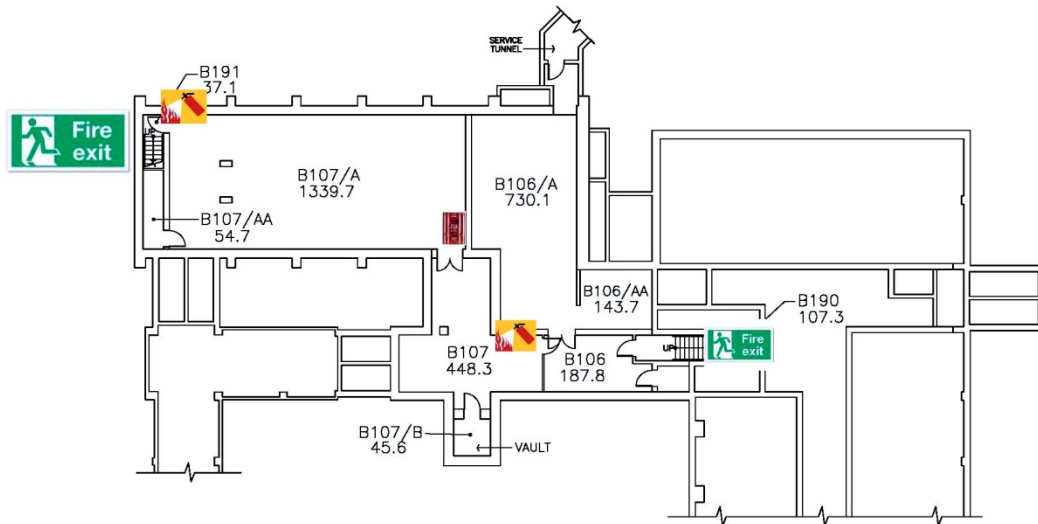
1 Staff member

A first aid kit is available in the photocopy room on the 2nd floor. It is located in the bottom drawer of the black file cabinet.

15 BUILDING FLOOR PLANS

NOTE:

TOP NUMBER INDICATES ROOM NUMBER
BOTTOM NUMBER INDICATES ROOM AREA IN SQ.FT.



**BASEMENT
DIVINITY COLLEGE
BUILDING #17**

0 5 10 20 ft.

UPDATED
JUL. 20/99

NOTE:

TOP NUMBER INDICATES ROOM NUMBER
BOTTOM NUMBER INDICATES ROOM AREA IN SQ.FT.



**FIRST FLOOR
DIVINITY COLLEGE
BUILDING #17**

0 5 10 20 30 40 ft.

Fire Pull Station

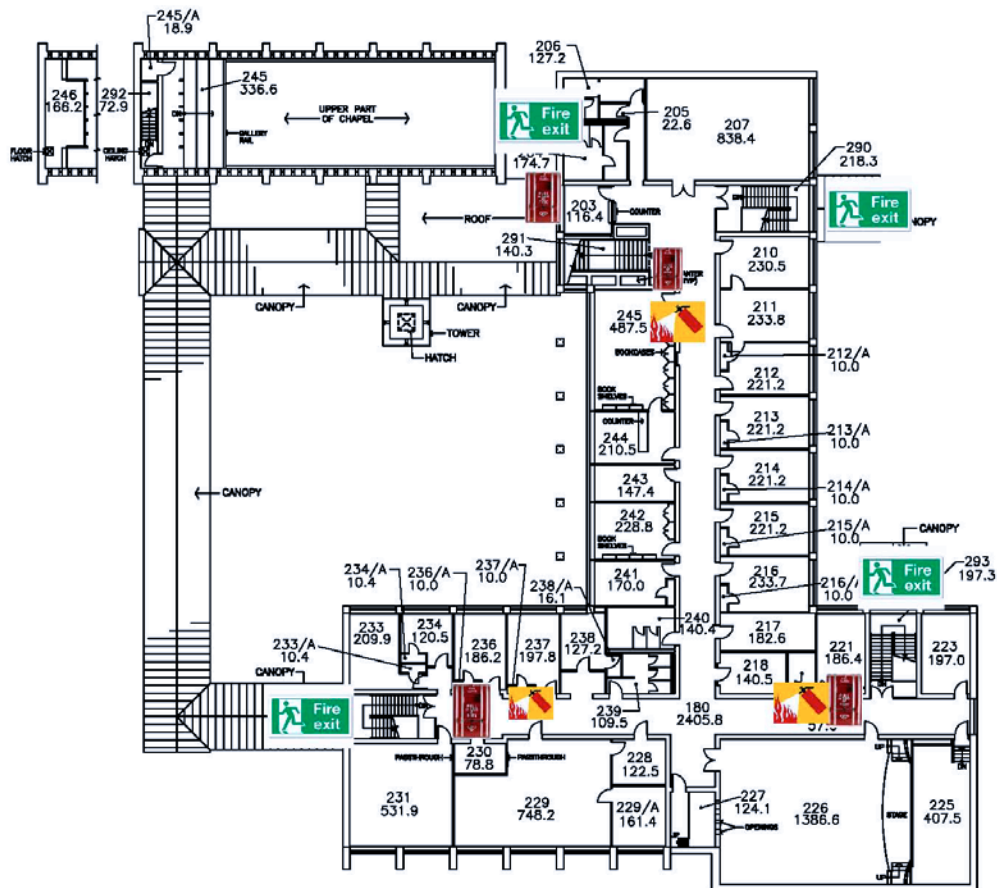
Fire Extinguisher

Fire Exit

The assembly point for a fire or evacuation is in front of the MDCL building. If there is inclement weather, the assembly point will be in the Atrium on the first floor of MDCL.

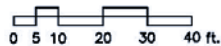
NOTE:

TOP NUMBER INDICATES ROOM NUMBER
BOTTOM NUMBER INDICATES ROOM AREA IN SQ.FT.



Fire Pull Station	
Fire Extinguisher	
Fire Exit	

**SECOND FLOOR
DIVINITY COLLEGE
BUILDING #17**



UPDATED
SEP. 2/05

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Heritage Baptist College & Seminary

McMaster University

Tyndale College & Seminary