



## EMERGENCY EVACUATION AND OPERATIONS POLICY

### 1. RATIONALE

- 1.1 The Health, Safety and Environment Committee has developed this “Emergency Evacuation and Operations Policy” (EEOP) to define the University of Saint Joseph’s (the University) responsibilities for handling emergencies, defining roles and procedures, providing operational instructions for designated University officials to follow, and ensuring the safe and orderly evacuation of campus properties in the event of a natural or human-caused disaster, civil disturbance, or other emergency situation.
- 1.2 Because each emergency involves unique circumstances, this Policy provides general guidance only. Thoughtful actions based on situational assessment are always required when responding to an emergency.

### 2. PURPOSE

- 2.1 The EEOP establishes guidelines for all reasonably foreseeable workplace emergencies.
- 2.2 The University’s policy compels it to be in compliance with emergency response and evacuation regulations.
- 2.3 While it is understood that this plan cannot address every possible emergency situation, the guidelines should be followed as closely as circumstances allow, establishing a protocol structure and an effective line of communication to prevent and reduce the risk of harm to people, property, and environment.

### 3. DEFINITION

#### 3.1 Emergency

- i. when conditions on the University premises pose or potentially pose an imminent threat to the health and safety of persons within the affected area, discretion is given to University officials to determine when conditions are considered an emergency.

#### 3.2 Evacuation

- i. exiting a structure or area as directly and safely as possible. Evacuation is appropriate when conditions inside a structure or area pose a threat to the health and safety of building or campus occupants and leaving the structure or area is safer than remaining inside.
- ii. evacuation is required any time the fire alarm sounds, an evacuation announcement is made, or a University official orders the evacuation of a building or campus to the Evacuation Assembly Area(s).



- a. *building evacuation*: everyone must leave a building, move to an outdoor 'Evacuation Assembly Area,' and wait for instructions for when it is safe to re-enter the building;
- b. *campus evacuation*: everyone must leave the campus, move to an off campus 'Evacuation Assembly Area,' and wait for instructions for when it is safe to re-enter campus.

### 3.3 Evacuation Assembly Area

- i. where people assemble after evacuation in order to account for everyone.
  - a. *campus/building evacuation*:
    - Ilha Verde campus: entrance of car park as primary site, entrance of CDSJ6 as secondary site;
    - Seminary campus: outside the main entrance of the campus;
    - NAPE campus: Rua de Londres.

## 4. SCOPE

- 4.1 The EEOP applies to all occupants in all campuses of the University of Saint Joseph at any time.

## 5. COMMUNICATION

In the case of an emergency involving the evacuation of a building and/or campus, several or all of the following communication methods shall be use:

- 5.1 *Fire Alarm*: the initiation of the fire alarm system means an automatic full evacuation of the building.
- 5.2 *Public Announcement*: used when specific direction or information must be broadcasted to all personnel in an immediate building or campus evacuation.
- 5.3 *Emergency Text Alert*: used in conjunction with the fire alarm or public announcement when specific directions or information needs to be issued to all or specific personnel.
- 5.4 *Personal Verbal Request*: it will be utilized when only a section(s) of a building must be evacuated. Generally conducted by security, police, the Technology and Facilities Office (TFO), or Management personnel.

## 6. RESPONSE AND EVACUATION PROCEDURES

- 6.1 The first person to discover a fire or other emergency condition which may be harmful or threatening to any persons on the University premises, is responsible for immediately activating the nearest fire alarm and calling any of the public emergency numbers, 999 / 110 / 112 for help.
- 6.2 Report to TFO the emergency location and conditions.



- 6.3 When a fire alarm, public announcement, and/or emergency text alert is initiated, the evacuation is mandatory and all occupants are required to evacuate the premises immediately.
- 6.4 As an evacuation is made, turn off laboratory gases, exhaust fans, and close doors and windows if possible and safe.
- 6.5 In the event that a person(s) with hearing loss and/or visual impairment is in the building during an evacuation, those nearest the person(s) with hearing loss and/or visual impairment will provide assistance and contact security for additional assistance.
- 6.6 In the event that a person(s) with mobility impairment is in the building during an evacuation, those nearest the person(s) with mobility impairment will provide assistance by accompanying the person(s) to the stairwell landing and informing TFO of the person(s) location.
- 6.7 Elevators are not to be used. Proceed safely down the stairs using the handrails and exit the building using the nearest marked exit along the posted evacuation route.
- 6.8 Avoid contact with any hazard (fire, suspicious package, violent intruder, etc.) during the evacuation.
- 6.9 Once outside, proceed to an Evacuation Assembly Area, following the directions of emergency response personnel.
- 6.10 Remain at the Evacuation Assembly Area until the police or fire brigade or emergency response personnel have given permission to disperse or return to the affected area.

## 7. ROLES AND RESPONSIBILITIES

The University embraces a 'Towards Zero Harm' approach to reach the goal of ensuring the Health and Safety of all members of the University community. Effective Health and Safety management is everyone's business and can only be achieved through a cooperative effort at all levels of the University and with high standards of quality and service.

7.1 The Catholic Foundation for Higher Education is expected to:

- i. ensure, so far as is reasonably practicable, as the title-holder of the University, the health, safety, and welfare of members of the University community by providing Health and Safety leadership for the establishment of adequate fire safety arrangements and emergency evacuation policies in all campuses of the University;
- ii. delegate the day-to-day responsibility for fire safety arrangements and emergency evacuation protocol and management to the University while remaining accountable for the standards reached.

7.2 The Executive Council is expected to:

- i. approve all fire safety arrangements and emergency evacuation policies and all future changes;
- ii. oversee the implementation of this Policy;



- iii. oversee the development of fire safety arrangements and emergency evacuation procedures, preparedness, and response plans;
- iv. support fire safety arrangements and emergency evacuation plan development, exercises, and training needs;
- v. advise the Catholic Foundation for Higher Education board on fire safety arrangements and emergency evacuation policies;
- vi. review legislation, recommend policies, and monitor compliance in accordance with evacuation protocols and the University Health and Safety policies.

7.3 The Administrator is expected to:

- i. lead the coordination of fire safety arrangements and emergency evacuations;
- ii. endorse fire safety arrangements and emergency evacuation policy changes presented to the Executive Council for approval;
- iii. ensure methods are in place for communicating fire safety arrangements and emergency evacuation procedures to members of the University community;
- iv. ensure this Policy is disseminated and implemented as well as reviewed and updated regularly;
- v. recommend resources and support continuous improvement;
- vi. inform respective departments/units regarding evacuation procedures, announcements, and updates;
- vii. promote active participation among faculty, staff and students in fire and emergency evacuation drills;
- viii. ensure that full details of this policy and relevant policies are available on the intranet.

7.4 Technology and Facilities Office (TFO) is expected to:

- i. maintain safe structures to eliminate potential threat of fire and/or other risks to health and safety;
- ii. maintain fire/evacuation exits in accordance with legal regulations;
- iii. maintain the fire alarm system in operable condition;
- iv. disseminate and prominently display information necessary for evacuating buildings and the campus;
- v. develop and install evacuation maps and emergency equipment (fire extinguishers);
- vi. test all emergency communication methods at least annually;
- vii. implement systems to account for employees and students during exercises and in case of a real emergency;
- viii. document procedures for shutting down building systems.

7.5 Health, Safety and Environment Committee (HSEC) is expected to:

- i. serve as the University's emergency response team in order to manage the University's



- response to an emergency;
- ii. develop and secure effective procedures describing policies regarding evacuation of buildings or campuses in case of fire and/or other emergencies in order to secure the health and safety of members of the University community and reduce the risk of damage to property;
  - iii. determine if there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of persons on campus;
  - iv. define roles and responsibilities for evacuation among committee members;
  - v. carry out safety inspections of the premises, recommend improvements where needed, and ensure that remedial action is taken in response to any recommendations;
  - vi. analyze all risks that expose the University to the potential for disruption of its activities, either natural, technological, human or other cause;
  - vii. define emergency escape procedures and emergency escape routes;
  - viii. determine Evacuation Assembly Areas for building and campus evacuations;
  - ix. conduct exercises as needed to optimize personnel emergency responses;
  - x. take charge of Evacuation Assembly Areas during an evacuation;
  - xi. receive reports from evacuations and update fire brigade and police staff on areas checked and any persons not accounted for.

#### 7.6 Members of the University community

- i. all persons who use University facilities and resources have a duty to
  - a. be familiar with evacuation alarms and notifications (fire alarm, public announcement, emergency text alert, personal verbal request);
  - b. be familiar with the evacuation safety and evacuation plans;
  - c. be familiar with building exits and assembly places;
  - d. participate in evacuation drills as requested;
  - e. report to the officer in charge at an Evacuation Assembly Area to be accounted for.

### 8. EMERGENCY PROCEDURE MAPS

8.1 Emergency procedure diagrams are located within buildings throughout each campus. These diagrams provide floor plans showing the locations of emergency exits and emergency equipment (such as fire extinguishers) and maps for evacuation routes and Evacuation Assembly Areas.



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## 9. POLICY AWARENESS

9.1 The University shall provide access to this policy electronically on webpage(s) designed to convey emergency or law enforcement information.

IMPORTANT – DISCLAIMER – The University of Saint Joseph accepts no liability for any action taken, or consequences arising from any use of the material or any reliance made on the material.

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