

# EMERGENCY PROTOCOLS

## AT THE UNIVERSITY LEVEL

The University is investigating and formulating a set of protocols for emergency situations.

## AT THE FACULTY LEVEL

The Faculty consists of several units, two (2) of which are located far from the main building and the buildings in which they are housed are attached to other administrative units. The Faculty must follow the protocols set by the University in case of emergency, and therefore at this time awaits University's implementation of emergency protocols.

## AT THE BUILDING LEVEL (3700 & 3724 McTavish Street)

### a) In the case of Water Shut Down or Electrical Problems (pending the emergency protocols set by the University)

- If the situation is to last more than three (3) hours, the building will be closed, and all classes will be cancelled.
- The Building Director or Dean's Office (Assistant to the Dean or Administrative Coordinator or designate) will arrange for:

ACTION	RESPONSIBLE PERSON/UNIT
❖ Posting notices on the entrance door(s) to the building(s) and on voice message at 514-398-5945	❖ Building Director or Dean's Office
❖ Posting information on the Faculty's listserv: Edgeneral	❖ Dean's Office or designate
❖ Posting information on the Graduate Students listserv	❖ Associate Dean (Research & Graduate Students) or the Administrator (Research & Graduate Students) or designate
❖ Posting information on the Undergraduate and Continuing Education Students listservs	❖ Senior Student Affairs Officer or designate
❖ Posting information on Course Lecturers listservs	❖ Departmental Administrative Officers or designate
❖ Posting a message on the Faculty's Web site, as soon as feasible	❖ Building Director or Dean's Office designate
❖ Publication of the information on CJAD (800 AM) radio "Stormwatch" and possibly on radio CKO1 (FM 96.9) – arrangements are being finalized	❖ Building Director, Deans Office or designate

- Employees located in the Faculty’s main building but employed by other areas of the University (e.g., Libraries, Facilities Management, etc.), should contact their respective departments to ascertain what action is to be taken if they are required not to be on the premises during working hours.
- Electronic back-up of material is to be conducted by the Faculty’s Network Supervisor or delegate.

**b) Weather related problems (pending the emergency protocols set by the University)**

- In case of storms, ice, etc., the building will be closed and all classes will be cancelled at the discretion of the Dean or Building Director or designate.
- The Building Director or Dean’s Office (Assistant to the Dean or Administrative Coordinator or designate) will arrange for:

<b>ACTION</b>	<b>RESPONSIBLE PERSON/UNIT</b>
❖ Posting notices on the entrance door(s) to the building(s) and on voice message at 514-398-5945	❖ Building Director or Dean’s Office
❖ Posting information on the Faculty’s listserv: Edgeneral	❖ Dean’s Office or designate
❖ Posting information on the Graduate Students listserv	❖ Associate Dean (Research & Graduate Students) or the Administrator (Research & Graduate Students) or designate
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**Approval by Faculty Council on April 26, 2006**