Responding to EMERGENCIES

Medical Emergencies

Serious medical emergencies:

- ensure your own safety and that of the injured person
- call 36111 (Emergency Report Centre)
- advise the Emergency Report Centre (ERC) of the nature of the injury or illness and location (building, street address and þoor/ room number)
- do not move injured person unless there is a high risk of further injury or death
- keep calm and do not leave person unattended
- call for assistance from qualiýed ýrst aid/CPR provider

Minor medical emergencies:

- provide ýrst aid, if qualiýed
- ýrst aid responder, by calling Campus Security and Emergency Services, can arrange for an ambulance if required
- after you have dealt with the situation, complete a Workplace Safety & Insurance Board (WSIB) Report of Injury/Disease ï which can be obtained from your supervisor
- report the incident to your supervisor and assist with the completion of an Incident Report

Responding to EMERGENCIES

Active Threat on Campus:

What Should I Do?

- Remain Calm.
- If you are not at risk of injury during a hostile situation and communication is available, call 911.
- Remove yourself from any open area if possible.

Responding to EMERGENCIES

Emergency Notification System

On campus "real-time" Emergency Notification Systems (ENS) disseminate clear information before, during and after emergency situations.

A public address system using a siren signal followed by voice instructions will alert the campus community to take shelter and, if safe to do so, check one of the current Emergency Notification Platforms (Queen's Web site, University Status Line, Queen's Email Account, QDIN Panels) for information/instructions.

What types of emergencies does the ENS indicate?

Unsafe conditions such as: severe weather and environmental hazard or an armed individual on campus.

What should I do when I hear the ENS?

When you hear the sirens you should seek shelter immediately.

Follow guidelines for **Active Threat on Campus: What Should I Do?**, located in your copy of Responding to EMERGENCIES booklet.

Remain inside until the sirens stop and you hear the ñ**all clear**ò notiýcation.

Check the Queenôs Notiýcation Platforms for information.

If you hear a siren test, do not take any action.

When is the Outdoor Warning System Tested?

The sirens are tested yearly.

The Queenôs community will be notiýed by email, and web postings, of the scheduled tests.

Please visit the Emergency Notification System webpage for more details about the various P.A. System activation types, a map showing the siren locations, and to hear an example of the siren sounds:
http://www.queensu.ca/security/ens.html

Responding to EMERGENCIES

Reporting a Health & Safety Issue or Concern

We encourage the reporting of health or safety concerns:

- report your concern to your immediate supervisor or person-in-charge.
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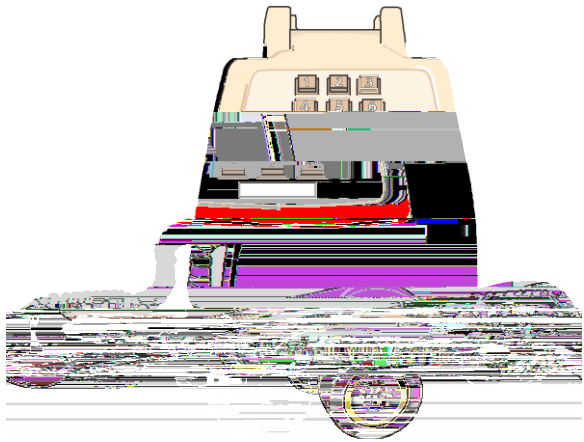

Responding to EMERGENCIES

Infectious Disease

Any faculty, staff or student who is concerned for their personal health because of an infectious disease, or is aware that a visitor, student, faculty of staff at Queenôs has an infectious disease, should report their concerns to the supervisor, department head or any other person in authority.

The supervisor, department head or person in authority shall report, in conýdence, the concern to the Director of Environmental Health and Safety, who will invoke the procedures outlined in the Infectious Disease Reporting Policy.

Notes