

EMERGENCY EQUIPMENT AND PROCEDURES

Department of Electrical & Computer Engineering

Definition

In the definition officially used at Queen's:

AN EMERGENCY IS AN INCIDENT, ACCIDENT OR OTHERWISE, WHICH REQUIRES IMMEDIATE ACTION TO PREVENT LOSS OF LIFE, PERSONAL INJURY, SEVERE PERSONAL HARDSHIP OR LOSS OR DAMAGE TO UNIVERSITY PROPERTY OR EQUIPMENT.

To report an emergency Phone the Emergency Report Centre at 36111 or 9-911

General Advice

When faced with an emergency...

- Try to remain calm; do not panic.
- As quickly as you can, size up the situation and decide what to do.
- If you are in personal danger, plan first to get to safety, second to activate fire alarms and/or summon aid, and third to do what you can to bring the situation under control. **Put life ahead of saving property.**
- Consider what chain of events may follow, in view of the existing situation. If possible, take steps to prevent or limit any further incidents and complications. Act yourself or communicate your ideas to those in charge.
- If there is danger that the area affected by an emergency may grow, take steps to ensure that this threat is recognized and dealt with (warn people in adjacent areas to leave or take appropriate action, warn those in charge, etc.).
- If you are asked to leave the area; make your area safe, if time permits, by turning off hazardous experiments or equipment and closing the door; and then leave promptly. Do not re-enter the area until you have been instructed to do so.
- If you feel you cannot assist in dealing with the situation, leave the emergency area and stay away. Make sure that those involved in the operations know you are safe, should there be any question.
- Do not use the emergency telephones for other than emergency calls. During a serious emergency, do not use any telephones for other calls.

Emergency Reporting Procedures

Queen's maintains an Emergency Report Centre to provide a central point where emergency situations on campus can be reported regardless of when they occur. The personnel at the Centre have been instructed on the action to take in response to emergency calls. It is important that they receive sufficient details of the emergency to enable them to react properly.

Emergency Features and Equipment in Walter Light Hall

Floor plans show the locations of alarm pull stations, fire extinguishers, fire hoses, and exits on the First through to the Seventh Floors.

BUILDING EVACUATION PLAN

Preparedness and Prevention

- Familiarize yourself with the location and use of all fire extinguishers, fire alarm switches and fire exits in your area.
- Report any matters relating to fire hazards to the building safety officer, John McKay.

In Case of Fire

1. Notify others in the immediate area that there is a **"FIRE"**.
2. Leave the fire area and close the doors & windows.
3. Activate nearest wall-mounted fire alarm.
4. Do not attempt to extinguish the fire if you cannot do it safely.
5. Assist persons with accessibility issues to a safe location (stairwell or office with a telephone).
6. Check to ensure area has been evacuated.
7. Leave building promptly - **DO NOT USE ELEVATOR**
8. Phone the Emergency Report Centre at 36111 or 9-911.
9. **Do not re-enter building until authorized to do so** by the Fire Department.
10. Remain in the area to guide Fire Department to scene of fire and location of physically impaired.

When Fire Alarm Sounds

1. Leave the building quickly through the closest exit.. **DO NOT USE ELEVATOR.**
2. Proceed immediately to the front of the building on the opposite (South) side of Union Street.
3. The Safety Officer, John McKay, will go to Union Street opposite the main door where he will await the arrival of the Fire Department to direct them to the location of the fire.
4. Be available to the safety officer to pass on any information.

Fire Exits

Basement:

Primary Route

Exit West entrance to Union Street and proceed to the front of the building and to the opposite (south) side of the street.

Secondary Route

Through the east stairwell door and out the building door. Via Barrie Street proceed to front of building and to the opposite (South) side of Union Street.

Second Floor

Primary Route

Out the main entrance door to Union Street and proceed to the opposite (South) side of Union Street.

Secondary Route

Down the classroom-wing hallway, down the stairwell to the first floor, and out the east entrance door to Barrie Street. Proceed to the front of the building on Union Street and to the opposite (South) side of the street.

Third, Fourth, Fifth, Sixth and Seventh Floors:

Primary Route

Across the bridge to Goodwin Hall down the Goodwin Hall stairs and out the main entrance door to Union Street and proceed to the opposite (south) side of the street.

Secondary Route

Down the hallway, down the east stairwell to the first floor, and out the east entrance door to Barrie Street. Proceed to front of building and to the opposite (south) side of Union Street.

PROCEDURES IN THE EVENT OF ACCIDENT INVOLVING INJURY OR DEATH

Accidents Involving Critical Injury or Death

- Immediately call **36111** for assistance.
- As soon as possible, notify (a) Supervisor; (b) the Head of the Department or Safety Officer, and (c) Queen's Environmental Health and Safety. Queen's Environmental Health and Safety will notify the appropriate government agencies.
- The following pertinent excerpt from the Act should be noted by all:

"no person shall, except for the purpose of

(a) Saving life or relieving human suffering;

(b) Preventing unnecessary damage to equipment or other property, interfere with, disturb, destroy, alter, or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by an inspector."

Accident Reports

The supervisor must ensure that the necessary reports are completed and submitted to the Department Safety Officer and Queen's Environmental Health & Safety as soon as possible. All forms are available in the main office.

- 1) WSIB "Worker's Claim/Consent Form" (Form 1492C 01/98).
- 2) WSIB "Functional Abilities Form for Timely Return to Work" (Form 2647A 01/98).
- 3) WSIB "Employer's Report of Injury/Disease Form 7" (Form 0007A 01/98).
- 4) WSIB "Employer's Subsequent Statement" (Form 0009C 01/98).

Note: Form # 3 must be submitted to Queen's Environmental Health and Safety within 48 hours of the accident and they will forward it to WSIB. The WSIB will levy a penalty of \$250 and you may also be liable, on conviction, to a fine of up to \$25,000 for late submission of the report.

On Calling Ambulances

The following points should be noted:

- Call **36111**, the local ambulance telephone number. Say where the injured person is; e.g., "There has been an accident at Queen's. Please send an ambulance for an injured person located in Room XXX, Walter Light Hall, The Department of Electrical & Computer Engineering located at 19 Union Street. Please tell your people to enter by the Union Street entrance."

If possible, have someone go to the building entrance to meet the ambulance attendants at the door and lead them to the injured person. This is particularly necessary when the outside doors are locked (during hours when the building is closed).

Responsibility

Supervisory Staff: It is the responsibility of all supervisory staff to ensure that the following procedures are, or have been, carried out. For this reason, the site supervisor should be notified as soon as possible following an accident.

All staff and Students: All accidents involving personal injury must be reported to the Departmental Occupational Health and Safety Officer (Mr. John McKay) within twenty-four (24) hours. Area supervisors should also be notified as soon as possible.

Minor Injuries

First Aid: someone who has received the appropriate training should give First aid as quickly as possible, following an accident.

In the case of minor injuries that cannot be satisfactorily treated by first aid, or if there is any doubt, the injured person shall be sent or taken to the hospital emergency centre, or the doctor of their choice. Queen's employees (see Section 6.5) should take with them, a

completed copy of the small white Worker's Claim/Consent Form [1492C (01/98)] and a copy of the Functional Abilities Form for Timely Return to Work [Form 2647A (01/98)] available in the main office. If these forms do not accompany the injured employee to the treatment centre please ensure the forms are filled out and forwarded to the treatment centre ASAP.

Medical Care: After first aid has been administered, the injured person should be taken to either the Kingston General Hospital or Hotel Dieu Hospital Emergency Centres, if the injury warrants such action. If the injury is likely to have lasting effects, the injured person should make certain that the appropriate Workers Compensation Board form is filled out and returned to the Department Safety Officer.

Serious Injuries

Ambulance: The ambulance phone number is 911.

Treatment: In cases where injuries are more than minor, such first aid as is necessary should be given immediately. If the injury is severe, or there is any doubt, and ambulance should be called immediately. Severely injured persons should not be moved without the advice of medical or ambulance personnel. While waiting for the ambulance, keep the injured person still and warm. Do not apply splints or other immobilizing means to broken bones. The ambulance response time is usually fast and those personnel are better equipped to set the bones properly. Try to have someone go outside to wait for and guide the ambulance personnel to the accident site.

General Advice

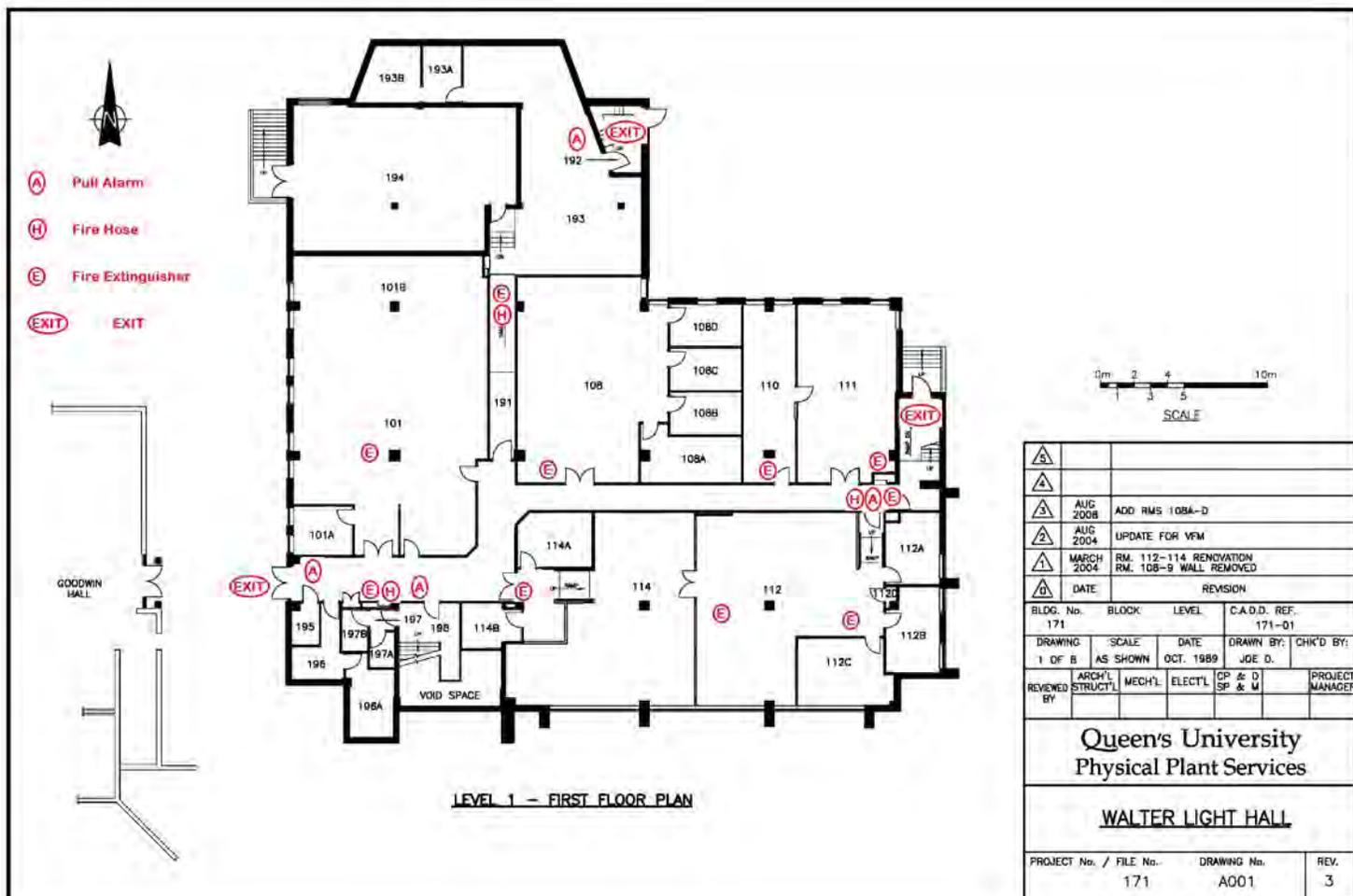
When faced with an emergency....

- Try to remain calm. Don't panic. Alert the area supervisor.
- Put life ahead of property. Make sure you are in no personal danger before attempting to get the situation under control.
- Assess the situation and consider what chain of events may follow. If possible, take steps to prevent or limit further complications. Tell others what you are doing.
- If there is a danger that the affected area may grow, warn people in adjacent areas to leave or take appropriate action.
- If you are not assisting in dealing with the situation, leave the emergency area but let others know where you can be found, should there be questions that you might be able to answer.
- Persons not involved in dealing with an emergency should stay well clear of the area affected. Don't enter emergency areas "out of curiosity".

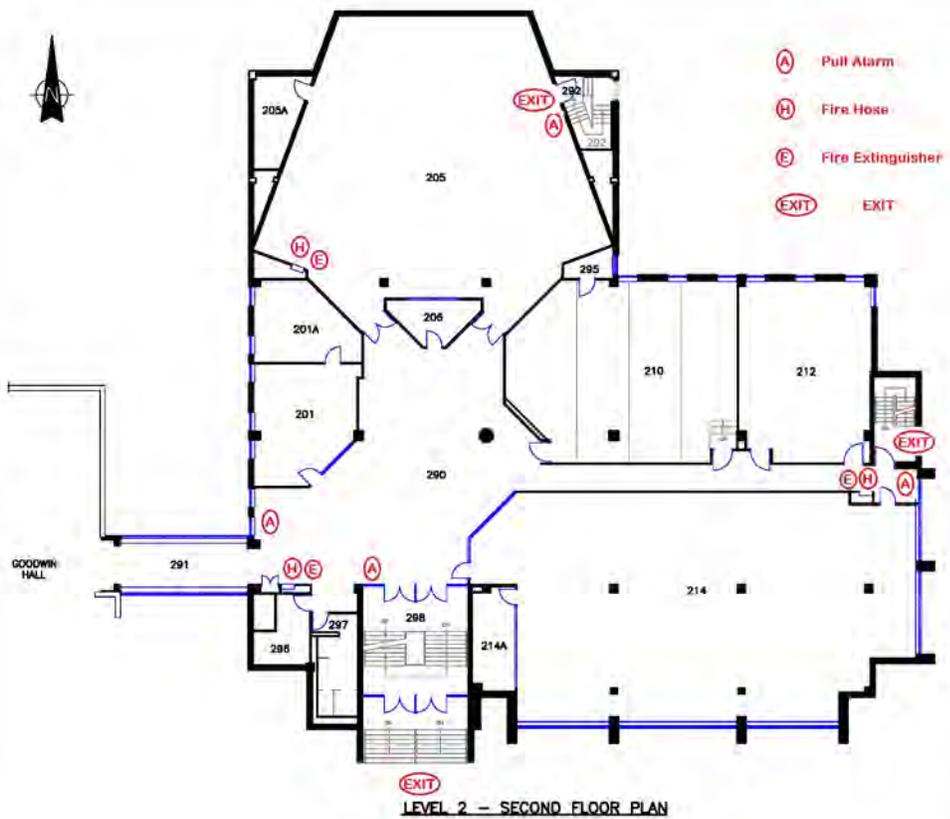
APPENDIX I - Floor Plans

The following pages are plans of floors 1 through 7 of Walter Light Hall, with safety icons indicating:

Exits (EXIT), fire extinguishers (E), pull alarms (A), and fire hose cabinets (H).



▲					
▲					
▲	AUG 2008	ADD RMS 108A-D			
▲	AUG 2004	UPDATE FOR VFM			
▲	MARCH 2004	RM. 112-114 RENOVATION RM. 108-9 WALL REMOVED			
▲	DATE	REVISION			
BLDG. No.	BLOCK	LEVEL	C.A.D.D. REF.		
171			171-01		
DRAWING	SCALE	DATE	DRAWN BY:	CHK'D BY:	
1 OF 8	AS SHOWN	OCT. 1989	JOE D.		
REVIEWED BY	ARCH'L STRUCT'L	MECH'L	ELECT'L	CP & D SP & M	PROJECT MANAGER
Queen's University Physical Plant Services					
WALTER LIGHT HALL					
PROJECT No. / FILE No.	DRAWING No.	REV.			
171	A001	3			



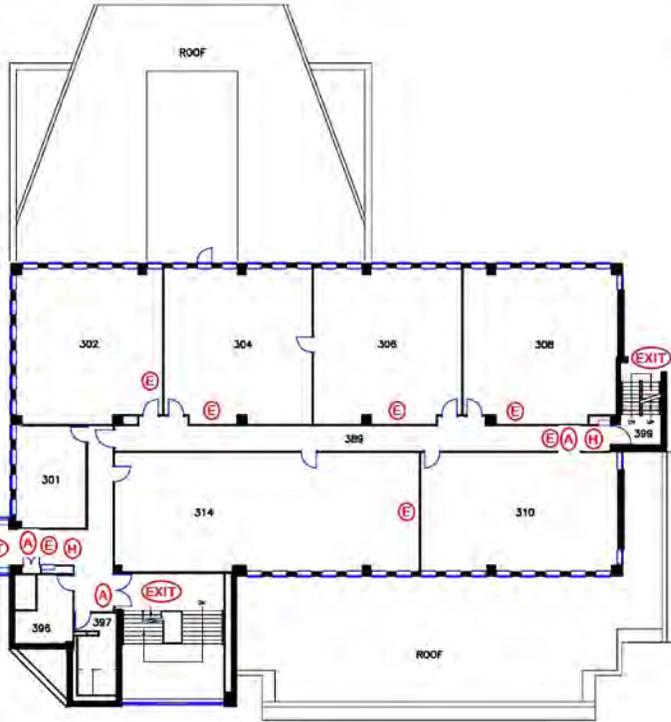
- (A) Pull Alarm
- (H) Fire Hose
- (E) Fire Extinguisher
- (EXIT) EXIT



(A)					
(A)	AUG 2004	UPDATE FOR VFM			
(A)	MARCH 2004	ADD RM. 201A			
(A)	OCT. 1998	DELETE RM. 214B REVISE RMS. 214, 214A			
(A)	DATE	REVISION			
BLDG. No. 171		BLOCK	LEVEL	C.A.D.D. REF. 171-02	
DRAWING	SCALE	DATE	DRAWN BY:	CHK'D BY:	
2 OF 8	AS SHOWN	OCT. 1989	JOE D.		
REVIEWED BY	ARCH'L	MECH'L	ELECT'L	CP & D SP & M	PROJECT MANAGER
Queen's University Physical Plant Services					
WALTER LIGHT HALL					
PROJECT No. / FILE No.		DRAWING No.		REV.	
171		A002		3	

LEVEL 2 - SECOND FLOOR PLAN

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- (A) Pull Alarm
- (H) Fire Hose
- (E) Fire Extinguisher
- (EXIT) EXIT



LEVEL 3 - THIRD FLOOR PLAN

▲					
▲					
▲	AUG 2004	UPDATE FOR VFM			
▲	MARCH 2004	ADD CORRIDOR 389			
▲	FEB. 1996	ADD ROOM 314A & CORRIDOR 390			
▲	DATE	REVISION			
BLDG. No.	BLOCK	LEVEL	C.A.D.D. REF.		
171			171-03		
DRAWING	SCALE	DATE	DRAWN BY:	CHK'D BY:	
3 OF 8	AS SHOWN	OCT. 1989	JOE D.		
REVIEWED BY:	ARCHTL	MECH'L	ELECT'L	CP & D	PROJECT
	STRUCT'L		SIP & M	MANAGER	
Queen's University					
Physical Plant Services					
WALTER LIGHT HALL					
PROJECT No. / FILE No.	DRAWING No.	REV.			
171	A003	3			

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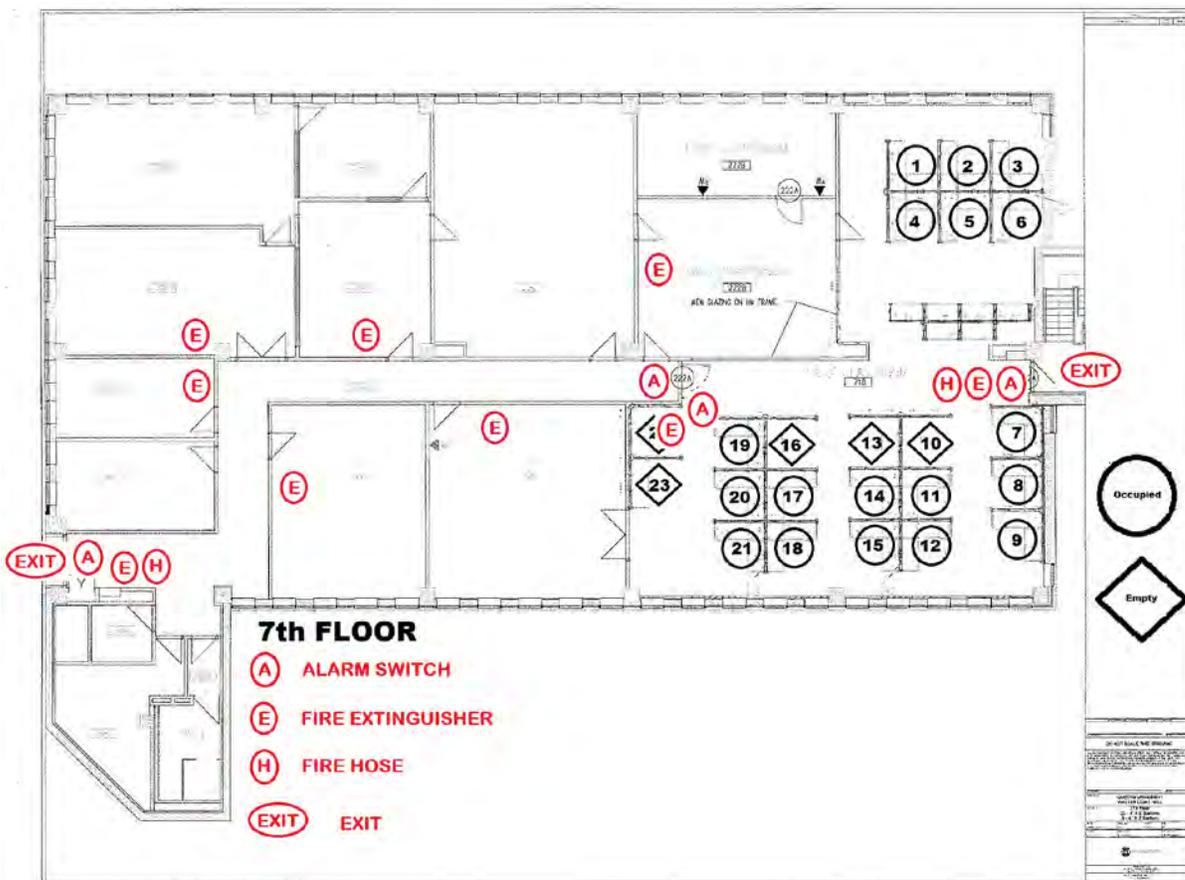
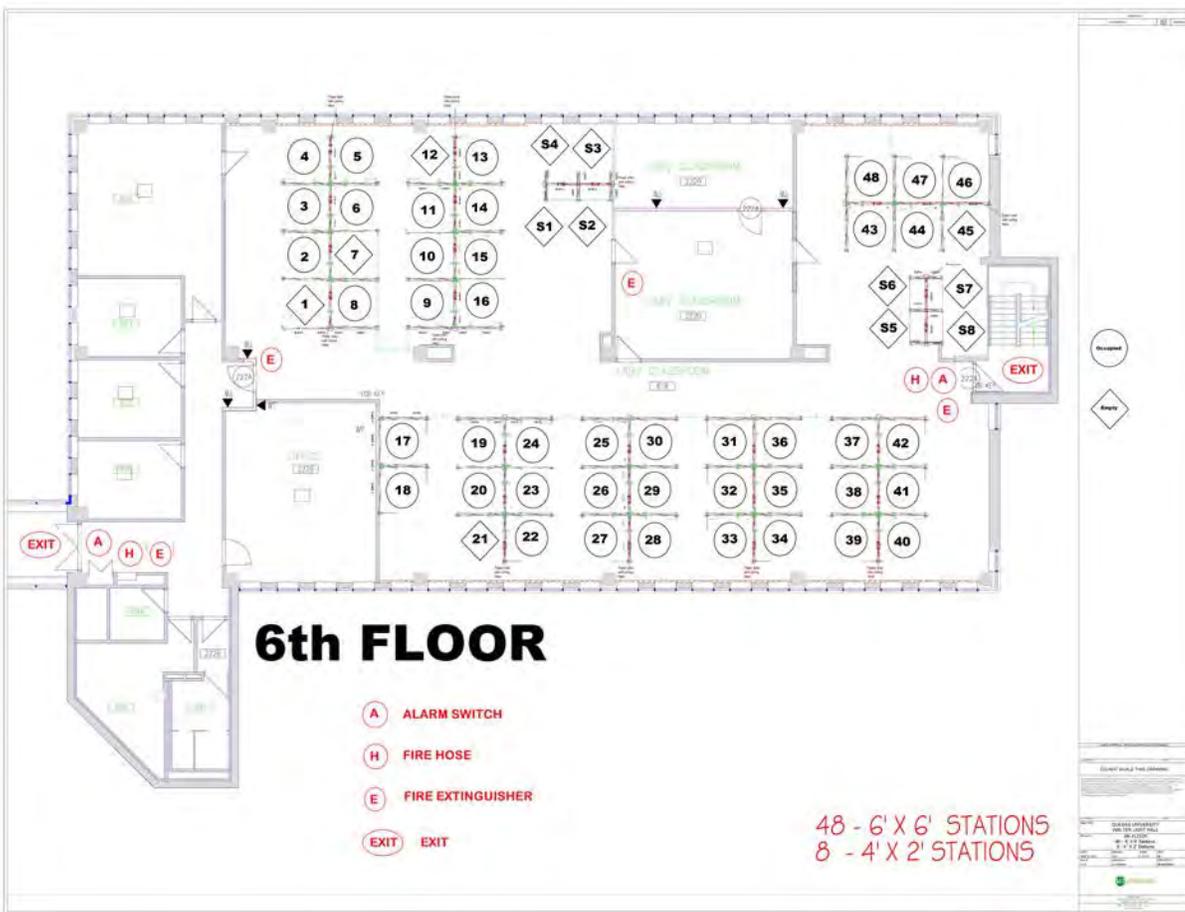
- (A) Pull Alarm
- (H) Fire Hose
- (E) Fire Extinguisher
- (EXIT) EXIT



LEVEL 4 - FOURTH FLOOR PLAN

	AUG 2004	UPDATE FOR VFM			
	DATE	REVISION			
BLDG. No.	BLOCK	LEVEL	C.A.D.D. REF.		
171			171-04		
DRAWING	SCALE	DATE	DRAWN BY:	CHK'D BY:	
A OF B	AS SHOWN	OCT. 1989	JOE D.		
REVIEWED BY	ARCH'L STRUCT'L	MECH'L	ELECT'L	CP & D SP & M	PROJECT MANAGER
Queen's University					
Physical Plant Services					
WALTER LIGHT HALL					
PROJECT No. / FILE No.	DRAWING No.	REV.			
171	A004	1			





APPENDIX II - Emergency Reporting Procedures

Emergency Reporting Procedures to be followed in the
Department of Electrical & Computer Engineering

**EMERGENCY REPORTING PROCEDURES TO BE
FOLLOWED IN THE
Department of Electrical & Computer Engineering**

QUEEN'S EMERGENCY REPORT CENTRE
24-HOUR SERVICE
LOCAL 36111

REPORT ALL EMERGENCIES AS SOON AS POSSIBLE TO:

	<i>ROOM</i>	<i>LOCAL</i>	<i>HOME</i>
YOUR SUPERVISOR			
Dr. Shahram Yousefi HEAD OF THE DEPARTMENT	419	32936	613-484-2124
John McKay SAFETY OFFICER	420	74948	613-572-3916