**PAVILLON J.-RAYMOND-FRENETTE**

**50 rue de la Francophonie**

**FOREWORD**

These rescue measures were prepared by the Health and Safety Department with the collaboration of the personnel of the J.-Raymond-Frenette Pavilion and the City of Moncton Fire Department. The purpose of this program is primarily to ensure the PROTECTION OF HUMAN LIFE.

We are convinced that each member of the Pavilion will understand the need to apply the procedures set out in this document without delay. It is above all the responsibility of the members of the rescue team to demonstrate the necessary leadership and to ensure that the correct safety measures are enforced.

It is up to the Health and Safety Department to regularly assess the effectiveness of this program. Any proposed revisions must be submitted to the Workplace Inspection Officer.

We count on your full cooperation.

Sybille Hanquet

Directrice

Service de sécurité

Université de Moncton, campus de Moncton

Translated and revised in december 2023

by Lynn Courteau

Biological safety officer

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***1. RESCUE TEAM***

1.1 TEAM MEMBERS:

A rescue team made up of a safety coordinator, a substitute safety coordinator, nine (9) rescuers and a security officer is responsible for seeing to the evacuation of students, students and staff of the Pavillon J.-Raymond-Frenette in the event of fire or other emergencies during regular working hours.

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1.2 SAFETY COORDINATOR:

The safety coordinator is responsible for implementing rescue measures for the buildings. She must ensure that each person in charge of the rescue is aware of their duties. This person also directs the rescuers around the building in order for them to watch the doors for people trying to go inside.

1.2.1 SUBSTITUTE SAFETY COORDINATOR

In the event of the absence of the security coordinator during an evacuation, the tasks normally assigned to him, and described in section 2.4 of this document, should be carried out by the substitute coordinator.

1.3 RESCUERS

To ensure the application of this policy, the buildings are divided into 9 sectors. Each sector will be supervised by at least one rescuer in the event of an evacuation.

1.3.1 MAP OF THE SECTOR

Each rescuer will take the time to study the map of their sector, which can be found on the plans of the buildings, before an emergency situation occurs.

| **SECTOR** | **AREA** | **RESCUERS** |
| --- | --- | --- |
| J.-R.-Frenette CFMNB, Phase 1 | Ground floor | Name : Lise Duguay  Title : Coordonnatrice des projets spéciaux et de la communication  Room : 113  Tel. : 858-4000 poste-2026 |
| J.-R.-Frenette CFMNB, Phase 3 | Second floor | Name : Danny Cormier  Title : Coordonnateur CNFS Accord GNB  Room : B112  Tel. : 858-4000 poste-2259 |
| J.-R.-Frenette CFMNB, Phase 3 | Ground floor: B101 à B109, B133, B137, B138, B140 à B143 | Name : Joëlle Caissie/Monica Poirier  Title : Adjointes administratives académiques  Room : B108  Tel. : 858-4000 poste-2251/2250 |
| J.-R.-Frenette CFMNB, Phase 1 | Second floor | Name : Stéphane Quimpère  Title : Technicien en informatique  Room : 209  Tel. : 858-4000 poste-2278 |
| J.-R.-Frenette CFMNB, Phase 3 | Ground floor : B110 à B136 | Name : Céline Bellemare  Title : Adjointe administrative - Administration  Room : B113  Tel. : 858-4000 poste 2249 |
| J.-R.-Frenette Parc Scientifique, Phase 2 | 1100 à 1127 | Name : Serge Léger  (+ Lynne Post)  Title : Chercheur - CNRC  Room : 1123 (1113)  Tel. : 861-0956 |
| J.-R.-Frenette Parc Scientifique, Phase 2 | 1002 à 1600 | Name : Guillaume Durand  Title : Responsable d’immeuble pour le CNRC  Room : 1121  Tel. : 861-0961 |
| J.-R.-Frenette Parc Scientifique, Phase 2 | 2001, 2002 et 2003 à 2500 except 2300 and 2400, 3020-C (door at the top of the stairs) | Name : Julie Dufresne  Title :  Room :  Tel. : 858-4000 poste 4197 |
| J.-R.-Frenette Parc Scientifique, Phase 2 | 2300 et 2400 | Name : Agent de sécurité  Title :  Room :  Tel. : 4100 |
| J.-R.-Frenette Parc Scientifique, Phase 2 | 2007 à 2265 | Name : Mariane Cullen/  Meriam Choukri  Title : Adjointe administrative  Room : 2200  Tel. : 869-6709 |
| Personne coordonnatrice |  | Name : Mélissa Breault  Title : Secrétaire de direction  Room : B116  Tel. : 858-4000 poste 4746 |
| Personne coordonnatrice remplaçante |  | Name : Shirley Chiasson/  Jenna Arsenault  Title : Coordonnatrices – Formation simulée et installations  Room : 133  Tel. : 82253 |

1.4 SECURITY OFFICER:

The officer on duty will provide all possible assistance to the security coordinator during the evacuation.

***2. EVACUATION***

2.1 GENERAL:

This section outlines the general procedures to be followed in the event of an evacuation. It is particularly intended for members of the rescue team and those responsible for a classroom at the time of evacuation.

The map below shows the muster points to follow during the evacuation:



* 1. PROFESSORS, TECHNICIANS ANS ASSISTANTS

2.2.1 At the sound of the alarm, professors, technicians or assistants must see to the evacuation of their classroom, laboratory or workshop. In particular, they must:

a) ensure that the windows and doors of their classroom are closed;

b) ensure that students remain calm;

c) designate two individuals responsible for evacuation for each person with a disability;

d) put an end to any experiment or work in progress, close all gas valves and shut off the electrical current to the equipment;

e) guide students to the nearest and safest stairs and exit;

f) ensure that students evacuate the building quickly, without running, and that they descend the stairs leaving a space for firefighters to maneuver along the wall(s);

g) ensure that no one uses an elevator without the authorization of the chief of the fire department.

2.2.2 Once outside, they must confirm to a rescuer that all members of their group have evacuated the premises.

2.2.3 You must wait for the authorization of the chief of the fire department or the safety coordinator before returning to the building.

2.3 RESCUERS:

2.3.1 At the sound of the alarm, the rescuer puts on their armband and sees to the evacuation of their sector. More specifically, they must:

a) keep people calm;

b) guide people to the nearest and safest stairs and exit;

c) ensure that people evacuate the buildings quickly, without running, and that they go down the stairs, leaving room for the firefighters to maneuver along the wall(s).

d) ensure that no one uses an elevator without the authorization of the chief of the fire department;

e) the attendant must ensure that two persons in charge take care of the evacuation for each disabled person.

2.3.2 As the premises are evacuated, rescuers must inspect EACH room (including washrooms) to ensure that all occupants have exited. They must knock on all the doors, locked or not, and warn, aloud, the occupants to evacuate the building. They must close windows and doors that have been left open. They must ensure that the fire doors in their sector are closed before leaving the buildings.

2.3.3 The rescuer is the last to leave the floor to which they are assigned and once outside, they confirm to the safety coordinator that all the people in his sector have evacuated the premises. The rescuer keeps the group that he has ensured the evacuation at the muster points. They direct evacuees to rue des Aboiteaux near the parking lot furthest from the buildings. They look at the entrance doors of the buildings to make sure that no one reenters them during the emergency.

2.3.4 Authorization must be awaited from the chief of the fire department or the safety coordinator before returning to the buildings.

2.4 SAFETY COORDINATOR

2.4.1 At the sound of the alarm, the safety coordinator puts on their emergency jacket and must, by studying the annunciator panel, identify where the system was activated.

2.4.2 They must ensure that the City of Moncton Fire Department is notified: phone – 911.

2.4.3 They must ensure that the campus Security is notified: phone number - 4100.

2.4.5 They stand near the entrance to the stairs (125-C) and keeps in touch with the rescuers

2.4.6 Upon their arrival, they must inform the fire brigade and campus Security of the special dangers that could exist in the vicinity of the source of the fire, such as: gas canister, explosive products, radioactive products, etc.

2.4.7 During an evacuation, they receive confirmations from all the people responsible for the rescue of the buildings. They remind rescuers to check building entrances to make sure no one reenters them during the emergency. They must declare to the fire chief that the evacuation is complete and indicate if there are any injuries.

2.4.8 Depending on the weather conditions, it must take the necessary steps with the Pavillon Jeanne-de-Valois to provide temporary shelter for people who are evacuated from the buildings.

2.4.9 After receiving authorization from the fire brigade, they give the all-clear signal.

2.5 SECURITY OFFICER:

2.5.1 They must lend a hand to the safety coordinator in the evacuation of buildings.

2.5.2 They must assist the fire department in the following functions: crowd control, traffic control, access control.

2.5.3 They must initiate a preliminary investigation to discover the cause of the fire.

***3.* SAFETY MEASURES TO FOLLOW IN CASE OF FIRE**

3.1 DISCOVERY OF A FIRE:

Anyone who sees smoke or flames, or smells strong burning odors, should sound the nearest manual fire pull station and notify everyone in their vicinity. They must also call 911 and identify the building while specifying the floor of the fire. They must then use the nearest and safest exit to get to a muster point.

3.1.1 You may attempt to put out a small fire using a portable extinguisher only if you are not in danger and you have an unobstructed escape route.

3.2 ALARM:

At the sound of the alarm, you must close the windows and doors of your premises and leave the building by the nearest and safest exit. Move away from the building and make your way to a muster point.

§ Follow the instructions of the person in charge of the rescue.

§ Stay calm and quiet.

§ Do not use the elevator unless instructed otherwise.

§ Go down the stairs, leaving room for the firefighters to maneuver along the wall(s).

§ Don't run, but don't linger either.

§ Do not retrace your steps to take your personal belongings.

§ Do not move your car unless instructed by an officer or the fire department.

§ Do not re-enter the building before receiving authorization from the safety coordinator or the chief of the fire department.

Note: Remember that in a place filled with smoke, it is easier to breathe at ground level.

3.3 EVACUATION

At the sound of the alarm, the members of the rescue team and the persons in charge of the classrooms in progress must see to the evacuation of the building according to the procedures described in section (2) of this document.

***4. PROCEDURES IN THE EVENT OF A THREAT***

4.1 RECEIVING A PHONE CALL ABOUT A BOMB OR OTHER THREAT:

4.1.1 The person receiving the call should try to find out the exact location of the building in which the bomb has been or is to be placed and to obtain as much information as possible about the description of the caller. i.e., voice, race, gender, political group affiliation, etc. They must attempt to recognize voices or background noises or any other clues to the identity of the caller or the place of origin of the call. They must carefully record all the information thus obtained in order to transmit it to the authorities concerned.

4.1.2 They must then contact and inform the safety coordinator and management without delay. If it is impossible to communicate with one of them, they must, without delay, call Security at the number 4100.

4.1.3 After being informed, the safety coordinator and management must communicate with the director of Security or, in their absence, the team leader on duty.

4.1.4 The Director of Security will take care of notifying the municipal services concerned.

4.2 EVACUATION:

4.2.1 The decision to evacuate will be made by the Director of Security after consultation with management. If the interlocutor threatens to carry out his plan in a very short period of time (thirty (30) minutes or less), or in the face of the discovery of an explosive device, the evacuation procedures as described in section (2) of this document will be activated by the safety coordinator immediately. The safety coordinator will ensure that all building access doors are locked and that two members of the rescue team are stationed, one near door 125-C and the other near door 1000- C on the parking side to prevent the entry of people who have the access key to this door.

4.2.2 In the event that the interlocutor does not provide any details on the execution of their plan, the decision to evacuate will be taken by the Director of Security after consultation with management. Evacuation procedures as described in 4.2.2.1 and 4.2.2.2 will be initiated by the safety coordinator.

4.2.2.1 The safety coordinator will inform all rescuers of the situation (don't forget to wear armbands and an emergency jacket).

4.2.2.2 Rescuers should carefully inspect all exits and stairways prior to evacuation. During the evacuation, the persons in charge of the rescue must make a summary inspection of the premises in their sector and notify the occupants that there is a bomb threat and that they must evacuate the buildings immediately by bringing their personal effects. . WINDOWS AND DOORS MUST BE LEFT OPEN. Rescue workers ensure that no one reenters the building.

4.4 DISCOVERY OF A SUSPICIOUS-LOOKING OBJECT :

DO NOT TOUCH, REMOVE OR MOVE. IMMEDIATELY NOTIFY SECURITY AT 4100

***5. PROCEDURES IN THE EVENT OF AN EXPLOSION***

5.1 An explosion may result from laboratory experimentation, leaking gas, flammable vapors or other causes.

5.2 Drop and take shelter under a table, desk, or other object that can protect you from shards of glass or falling debris. Protect your face and head with your arms.

5.3 Once the effects of the explosion have subsided, the rescue team must immediately see to the evacuation of the buildings according to the procedures described in section two (2) of this document. Pull the nearest manual fire alarm and call the fire department at 911 and the Security Department at 4100. Request an ambulance if anyone is injured.

5.4 Do not re-enter the building until the chief of the fire department or the safety coordinator gave the "all clear" signal.

***6.* PROCEDURES IN CASE OF ACCIDENT INVOLVING BIOLOGICAL, CHEMICAL OR RADIOACTIVE PRODUCTS**

6.1 If there is a spill of chemical, radioactive or biological products or a gas leak, the Biological Safety Officer, campus Security and management must be contacted so that they can assess the extent of the damage. with the people there. If, after evaluation, it is deemed that the accident endangers the health and safety of people in the building, the building will be evacuated in whole (see section 2) or in part, as well as the establishment of a danger zone to keep a safe distance between the scene of the accident and people.

6.2 Security will take care of communicating with the municipal services concerned.

6.3 During a general evacuation, once outside, you must move at right angles to the wind or against the wind, but never with the wind behind you, to avoid inhaling gases and vapors. or elements of contamination. When the damage is significant, the cleaning of the premises will be done by external services with the collaboration of the biological safety officer.

6.4 In the event of a partial assessment of the building when the damage is minor (do not forget to wear armbands and an emergency jacket):

a) the safety coordinator must appoint as many members of the rescue team as he deems necessary to make the evacuated area safe;

b) Designated members of the rescue team must notify the occupants that they must evacuate the premises immediately;

c) cleaning of the premises is carried out on site with the collaboration of the biological safety officer

6.5 If a general evacuation is being carried out, the procedures described in section (2) of this document must be followed.

6.5.1 Do not approach the accident site quickly and minimize exposure to products;

6.5.2 Proceed with caution and try to find out in advance which products are involved;

6.5.3 Once the premises have been acquainted, cleaning can be carried out by wearing appropriate protective clothing and by controlling the leakage or spillage in an appropriate manner;

6.5.4 Decontaminate personnel, clothing and equipment, bring victims to a doctor as soon as possible, the equipment can be disposed of if there is no way to decontaminate it;

6.5.5 Once everything is completed, ensure that the situation is safe and that the evacuees can return to the workplace.

6.6 Do not re-enter the affected building or area until the fire chief or the safety coordinator has given the "all clear" signal.

***7.* PROCEDURES IN THE EVENT OF AN ARMED PERSON**

7.1 GENERAL :

It is possible to be informed of the presence of an armed individual on campus by alert message, by phone call, a colleague, social media and even to see or hear the armed individual directly.

The Université de Moncton has an application that can broadcast an emergency notification directly to the university community. It is important to remain calm, to do what seems most appropriate for the situation and **not set off the fire alarm**.

7.2 ACT ACCORDING TO THE SITUATION :

7.2.1 FLEE

If the J. R. Frenette pavilion is not targeted, and the situation allows it, leave the building towards the nearest exit, bringing the people encountered on the way but without lingering over latecomers. As quickly as possible move in a direction opposite to the location of the armed individual. When leaving the building in full view of the police, it is very important to raise your hands and not grab on to the police and listen to instructions. In the event that help is not yet present and once safe dial 911 with your cell phone without assuming that someone else has already called for help. The rescue team must carry its communication equipment (frequency 1-1) if it has the opportunity and as far as possible maintain communication with the Security Service and possibly the police service.

7.2.2 HIDE

If the J. R. Frenette pavilion is the primary target of an armed individual, and escape is not an option, you must then barricade yourself in a room, lock the door or block it with an object such as a desk, cupboard and chair. Turn off lights and put cell phones on silent. To not offer an easy target it is better to disperse, disperse, hide under a desk, behind a wall or a piece of furniture until the police lift the confinement notice.

7.2.3 FIGHT

If escape or containment is impossible or ineffective another option should be considered but only as a last resort. It is important to find a weapon of opportunity such as a fire extinguisher, stick, chair, etc. the goal is to act to slow down, block or control the individual. You have to try to coordinate your actions with the people around you and do whatever is necessary to stay alive, including using force.

It is important to understand that the police are trained to respond to a shooting incident by entering the building as soon as possible and getting to the location of the shooter(s). The police will move quickly and directly. At first, these agents will not be able to rescue people from their situation as their main goal is to reach the shooter(s) and alleviate the situation. People should try to remain calm and patient during this time, so as not to hamper police operations. A rescue team will go to the scene as soon as possible following the police intervention. They will search for and treat injured people and evacuate people with minimal risk.

Therefore, members of the University community are advised to read the instructions set out in the Emergency Measures and Safety Information brochure. The text is available online at:

<https://www.umoncton.ca/umcm-securite/sites/umcm-securite.prod.umoncton.ca/files/wf/mesures_durgence_-_personnel_0.pdf>

***8. THE FIRE ALARM SYSTEM***

8.1 General:

The J.-Raymond-Frenette Pavilion is equipped with an alarm system that is connected to the Thermal Power Plant and to the Monitoring Station in Montreal. There are seventeen (17) manual fire alarms in the Pavilion located mainly near the exit doors. The buildings are equipped with smoke detectors and a sprinkler system.

8.2 MAINTENANCE:

System maintenance is entirely the responsibility of the University's Material Resources Department. Any anomaly must be reported to this department through management.

8.3 REASSEMBLY:

The fire alarm system control panels are located at main entrance 1000-C and room 218 (CFMNB). There is a fire alarm system annunciator panel at the main entrance 1000-C. Only personnel from the Material Resources Department or campus Security are responsible for reassembling the fire alarm system.

8.4 VERIFICATION:

System bells are normally checked once a year. In order to avoid an evacuation, in this case or in a case where repairs are being made, the building personnel must be notified by proceeding as follows:

a) Security is responsible for contacting the safety coordinator;

b) the latter notifies the personnel of the buildings in order to warn them of the situation and not to evacuate at the sound of the bell;

c) the persons in charge of the rescue, in turn, must personally communicate with the personnel of their sector in order to warn them of the situation and not to evacuate at the sound of the bell.

8.5 FALSE ALARM:

Anyone who causes a false alarm is committing a criminal act. The following is an excerpt from the Criminal Code of Canada, section 437.

SECTION 437. Is Guilty

(a) an indictable offense and liable to imprisonment for a term not exceeding two years;

(b) an offense punishable on conviction by summary procedure;

whoever willfully, without reasonable cause, by shouting, ringing bells, using a fire alarm, telephone or telegraph, or in any other manner, rings or spills or rings or spread a fire alarm.

It is the responsibility of all members of the rescue team to report this type of vandalism to Security.