



Classroom Emergency Preparedness

Instructors and
Teaching Assistants

Overview



Instructors and/or Teaching Assistants (TAs) must be prepared with specific emergency response information as persons of authority in classroom settings.

The content of this training is intended to provide Instructors and/or TAs with support on how to set expectations in the classroom for supportive and safe interactions and high level response actions for classroom incidents and emergencies.

Instructors and/or TAs should plan to share all relevant information with students at the beginning of the first in-class activity.

Opening Thoughts

A culture of belonging starts with safety


Interconnection between safety and belonging

McMaster University's Commitment to Health & Safety



Risk Management Manual Program

RMM 100:
Reviewed and
approved annually by
the President

Complete Program Title: Workplace & Environmental Health and Safety Policy	Risk Management Manual (RMM) Number: 100
Approved by:  President and Vice-Chancellor	Date of Most Recent Approval: January 2023
Date of Original Approval: January 2005	Supersedes/Amends Program dated: January 2022
Responsible Executive: President and Vice-Chancellor	Enquiries: Environmental and Occupational Health Support Services (EOHSS) eohtss@mcmaster.ca
DISCLAIMER: <i>If there is a discrepancy between this electronic program and the written copy held by the program owner, the written copy prevails.</i>	

McMaster University is committed to providing and maintaining healthy, physically and psychologically safe working and learning environments for all workers, students, volunteers and visitors. This is achieved by observing best practices which meet or exceed the standards to comply with legislative requirements as contained in the Ontario Occupational Health and Safety Act (OHSA), Environmental Protection Act, Nuclear Safety and Control Act and other statutes, their regulations, and the policies, programs and procedures established by the University. To support this commitment both McMaster University and its workers, as defined by OHSA, are responsible jointly to implement and maintain an Internal Responsibility System directed at promoting health and safety, preventing incidents involving occupational injuries and illnesses or adverse effects upon the natural environment.

McMaster University is committed to a psychologically healthy and safe working and learning environment in alignment with principles of the [National Standard for Psychological Health and Safety in the Workplace](#).

McMaster University's Commitment to Health & Safety

Acknowledging the importance of both *physical* and *psychological* health and safety

Amy Edmondson, in
“The Fearless Organization,”

says psychological safety describes a climate where people feel safe enough to take interpersonal risks by speaking up and sharing concerns, questions, or ideas

13

Engagement Guidelines

Consider when setting the tone in your learning spaces

1. Open and honest communication
2. Participate fully; be brave; engage; expect and lean into discomfort if learning
3. Listen respectfully; listen to learn
4. Seek to understand; expect disagreement & listen harder (**assume good intentions**)
5. Share airtime: **move in, move out**
6. Be as present as you have capacity for
7. Be open to new perspectives
8. Explore impact; acknowledge intent
9. Speak from personal experience (**don't generalize!**)
10. Respect and maintain confidentiality
11. Recognize your triggers; share if you feel triggered
12. Trust that dialogue will take us to deeper levels of understanding and acceptance
13. **Engage and embrace this opportunity; we won't be finished!**

McMaster SafetyApp

All individuals are asked to download the McMaster Safety App to their smartphone.

Features of the app:

Safety alerts, including campus closures and emergency instructions.

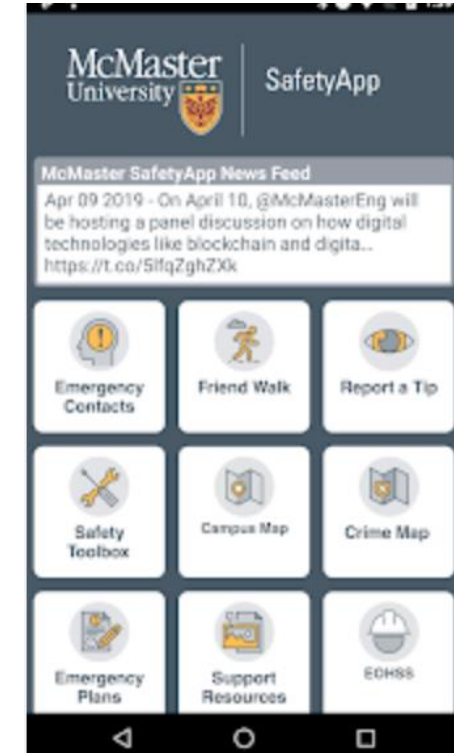
A list of contact information for emergency and non-emergency security concerns.

Multiple ways to report a concern directly to the McMaster security department.

A “Friend Walk” option that allows someone to watch your travel route home, which enhances the existing Student Walk Home Attendant Team.

A map that shows where crimes have happened on and close to campus.

Support resources and emergency plans.



More information - <https://security.mcmaster.ca/safety-app/>

Fire Emergencies

- Familiarize yourself with emergency exits and emergency exits routes from your location and instruct students accordingly.
- Immediately leave the building via the nearest exit upon activation of the fire alarm.
- Aisles and exit routes must be kept clear for emergency egress. Students may not sit in classroom aisles and exit routes.
- Proceed to an assembly area at least 100m away from the building.
- Do not re-enter the building until 'all clear' received from McMaster Security or Fire Wardens.
- If you encounter smoke, crouch low to the ground, cover mouth & nose, and proceed to nearest exit.
- If trapped by fire, immediate contact McMaster Security Services by dialing extension 88 from a campus landline, 905-522-4135 from a cellphone or by using the McMaster SafetyApp.
- Individuals requiring evacuation assistance can contact University Health and Safety (ehss@mcmaster.ca) or Faculty of Health Sciences Safety Office (fhss@mcmaster.ca) for development of an individualized emergency response plan.

*For off-campus locations, follow site-specific emergency procedures which may include contacting 9-1-1



Medical Emergencies



- On campus, contact McMaster Security Services by dialing extension 88 from a campus landline phone, 905-522-4135 from a cellphone or by using the McMaster Safety App.
- For off-campus locations, follow site-specific emergency procedures which may include contacting 9-1-1
- Advise the dispatcher of the nature of the illness/injury as well as the specific location on campus.
- Do not move the injured person unless there is a high risk of further injury.
- Keep calm and do not leave the person unattended.
- Wait for first responders to arrive.

Campus Violence



- For immediate threats, contact McMaster Security Services by dialing extension 88 from a campus landline, 905-522-4135 from a cellphone or by using the McMaster SafetyApp.
 - For off-campus locations, follow site-specific emergency procedures which may include contacting 9-1-1
 - Get Out – if a dangerous situation is developing, get out and do not wait.
 - Hide – if you cannot get out, hide. Lock and barricade the door if possible.
 - Fight – as a last resort if trapped in a space with no escape.
 - Remain in place until Hamilton Police, McMaster Security, or other emergency personnel arrive at your location to provide assistance.
- * Follow site-specific emergency protocols for non-McMaster locations.

Persons of Concern

See Something Say Something – You could be helping someone in need and/or protecting others

- If a person is causing concern – for example: their behaviour is a concern, they are a person who you believe could be a threat to the campus community, or they are a person who you feel needs assistance or support – the University has services to assist.
- The McMaster Violence Risk Mitigation process is applied when the University becomes aware of information that raises concern that an individual (a “person of concern”) poses a violence risk to Member of the McMaster Community.
- Comments and/or conduct may not always be explicit or direct. If you are unsure, you should report. This includes reporting to your immediate supervisor and to one of three responding offices at the University:
 1. Human Resources Services (for faculty and staff)
 2. Student Support & Case Management (for students)
 3. Security Services (for persons other than faculty, staff, or students)

Campus Emergency Notifications

- **Sirens:** Outdoor sirens, which have the option of sending a verbal message as well as an audible siren, are installed on the McMaster campus. These sirens can be heard outdoors as well as from some indoor locations.
- **Video Information Screens:** LCD screens are installed in almost all campus buildings. In the event of an emergency, a message is sent to all screens providing information about the incident. Such alerts are also available for desktop computers; the software to install this capability is available online [here](#).
- **Assistance Phones:** Campus Assistance Phones (red emergency poles) are equipped with a public address system that notifies of an emergency situation through a PA system. This notification can be heard by anyone within the vicinity of the phones.
- **McMaster Safety App:** The McMaster Safety App for smartphones provides push notifications for emergency alerts to your Apple or Android device during emergencies on campus.

*For off-campus locations, follow site-specific emergency procedures which may include contacting 9-1-1



Injuries/Incidents/Hazardous Situations

Injuries, incidents and/or hazardous situations where immediate emergency response is not required must be reported as soon as possible to a direct supervisor.

Students in a classroom setting must report injuries, incidents or hazardous situations to the Instructor or TA.

Examples include: trip/fall with no injury, minor chemical spill in a lab, etc.

Injury/Incident Report form –

<https://hr.mcmaster.ca/app/uploads/2018/11/injury-incident-report-fillable-1-36.pdf>

Resources

McMaster Emergency Guidebook –

<https://security.mcmaster.ca/services/campus-emergency-guide/>

Individual Emergency Response Plans –

https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/occupational-safety/fire-safety/

Student Support Services –

<https://wellness.mcmaster.ca/resources/student-support-services/>

Staff and Faculty Employee and Family Assistance Program –

https://hr.mcmaster.ca/employees/health_safety_well-being/my-well-being/employee-and-family-assistance-program/

University Health and Safety – ehss@mcmaster.ca

Faculty of Health Sciences Safety Office – fhsso@mcmaster.ca



Thank You