



Emergency Response Guide 2025

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Introduction

This guidebook was designed to give members of the Beal University Canada (“BUC”) Community a ready reference on how to respond in case of an emergency on or near the campus.

Campus safety is a responsibility we all share. All of us play a critical role in keeping students, faculty, and staff safe on campus. Here is how you can do your part:

- **Plan Ahead.** The time to think about what you would do in an emergency is now. Please take a few minutes to read through these procedures and consider how you would respond.
- **If you see something, say something.** Report crimes, suspicious behavior, and safety concerns to a staff or faculty member.
- **Remember – always call 9-1-1 in the case of an emergency.**

Training

Students receive this information during orientation and acknowledge receipt of the guide. Staff and faculty are trained and provided with this information upon hire and when signing the Employee Handbook Acknowledgement.

Active Shooter

Quickly determine the best way to protect your life.

Evacuate if possible

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

Seek Shelter

- Hide in an area out of the active shooter’s view.
- Block entry to your hiding place and lock doors.
- Silence mobile phones.

Take action

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter, if possible. Discharge the fire extinguisher, aiming at the shooter’s eyes and nose.

CALL 9-1-1 AS SOON AS IT IS SAFE TO DO SO.

Lockdown

An imminent threat of violence may be cause for a lockdown on all or part of campus. Some exterior doors will be locked. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous people from entering the building.

If a lockdown is ordered:

- Stay inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room, if possible.
- Avoid being seen from the outside, if possible.
- Monitor email alerts for updates and further instructions. A description of the threat will be disseminated as soon as possible using these methods.

- Report any emergency or unusual condition to the nearest staff member.
- Use discretion in admitting anyone into a secured building. Require backpacks and other bags to be left at least 30 feet from the building. Require all persons seeking shelter to open all outer garments for visual inspection before allowing entry.
- Do not leave a secure location until receiving an “all clear” from a police officer, security officer, or a Beal University Canada email or text notification.

Fire

Upon Discovery of a Fire: **RACE**

Rescue

Help anyone in immediate danger and evacuate the area.

Alert

Shout FIRE, then activate the nearest fire alarm pull station. The fire alarm will sound immediately.

Confine

Close all doors near the fire to slow its spread as you leave the area.

Evacuate and Extinguish

Trained occupants may extinguish the fire if safe to do so.

All others should leave the building immediately.

Call the fire department by dialing 9-1-1, give your name and building address: 8 Main Street, Sackville

Confining, controlling and extinguishing the fire:

Fighting a fire with a portable fire extinguisher is a **voluntary** act. Call 9-1-1 before use. Never fight a fire if any of the following is true:

The fire is spreading beyond the immediate area where it started.

The fire is already a large fire.

The fire could spread to block your escape route.

You are not trained in the proper operation of the extinguisher.

You are not sure if the extinguisher is appropriate for the size and class of fire.

Close The Door and Evacuate

If you are unable to extinguish the fire or if smoke poses a hazard, close the door to contain the fire and prevent fire spreading.

Evacuate the building by proceeding to the nearest safe exit.

Once outside, stay a minimum of 300 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of anyone trapped, especially anyone with a physical disability who cannot evacuate.

Do not enter the building for any reason until emergency responders, police, or Beal University Canada officials deem it safe to reenter.

Bomb Threat

Bomb threats usually come by telephone. If you receive a bomb threat by phone, remain calm and obtain as much information as possible from the caller:

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb? If not, then who?

- Why did you place the bomb?
- How many bombs are there?
- What is your name and address?
- Call **9-1-1** and BUC Staff immediately. Describe the caller's voice, any background noises you heard, and the exact wording of the message.
- Follow instructions from first responders regarding evacuation.

Suspicious Package

- Do not open any suspicious items. If you have already opened it, remain calm.
- Call **9-1-1** and BUC staff immediately.
- Do not move the letter or package or examine it further.
- Get all people out of the area. Close the area off, if possible.
- Limit the use of two-way radios and mobile phones near the suspicious item.
- If the package is leaking a substance or powder and you encounter it, keep your hands away from any part of your face. Do not touch others and do not let others touch you.
- Wash your hands and forearms thoroughly with hot soapy water.
- Do not attempt to clean or cover anything that might have spilled from the package.
- Follow all instructions from emergency responders.

Emergency Notification

The following methods are used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors at Beal University Canada:

- Beal University Canada website: www.bealuniversity.ca.
- Beal University Canada social media pages.
- Student and faculty portals
- Broadcast emails
- Broadcast text messages

Evacuating the Disabled

Pre-planning is Important. If you need assistance evacuating in an emergency, advise your Campus President or designee.

- Evaluate your need to identify yourself as someone who requires assistance. Not all disabilities are visible - some individuals may require assistance even if it's not apparent.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on just one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all evacuation options and prioritize them.

Medical Emergencies

- Do not move a seriously injured person unless not moving them puts them in a life-threatening situation.
- Dial **9-1-1** and give your name, location, and telephone number.
- Provide as much detailed information as possible including the nature of the injury or illness, the victim's level of consciousness, visible symptoms (e.g., bleeding, difficulty breathing,

disorientation), any known medical conditions or allergies, and how the injury or illness occurred, if known.

- Do not hang up until directed to do so by the emergency operator.
- Return to the victim; if necessary, administer first aid (if you know how); keep the victim as calm and comfortable as possible.
- Remain with the victim.
- Notify BUC Staff.

Reporting Crime

All crimes should be reported to a BUC Staff member. BUC personnel will respond and call local police for assistance when necessary.

If you witness a crime in progress, dial **9-1-1** immediately. Provide your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until the police arrive on scene, unless it is not safe to do so.

Shelter-in-Place

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or hazardous materials release.

If a Shelter-in-Place is ordered:

- Seek shelter in an interior room with few windows.
- Close and lock all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by using several rooms, if necessary.
- Monitor Beal University Canada notification systems (email blasts, student/faculty portals, and social media).
- Report any emergency or unusual conditions to the BUC Staff.
- Do not leave the building until receiving the “all clear” from police, emergency responders, or a Beal University Canada authorized official.

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons may be subject to disciplinary action and/or legal consequences.

Hazardous Materials and Radiation

Beal University Canada does not store or use any hazardous material or solutions in any laboratory classroom on campus. All pharmacology or intravenous therapy practice supplies are Demo-Dose products and/or bacteriostatic water.

Blood-borne Pathogens

In the event of a needle stick or any incident that exposes a student to potentially infectious blood or body fluids, the following procedure must be followed:

1. **Immediately inform** the Clinical or Laboratory Instructor, Preceptor, and charge nurse.

2. **Seek immediate medical attention** by proceeding to the hospital emergency department for evaluation and testing.
3. **Follow all protocols** established by the hospital or healthcare facility.
4. **Upon discharge**, complete the Beal University Canada Incident/Accident Report Form.
5. **Notify the Dean** of the incident.
6. **Arrange a follow-up consultation** with the Clinical Instructor, Lab Instructor, Clinical Placement and Lab Coordinator, or Dean for debriefing and reflective practice.

Infectious Diseases

Students in clinical rotations may be assigned to care for patients with communicable or infectious illnesses. A student may not refuse such an assignment unless a physician's note is provided that specifically excludes them from this type of care is provided to the instructor. Appropriate personal protective equipment (PPE) should be used in all situations, regardless of whether the presence of an infectious disease is confirmed or unknown.

Student in Distress

If you are in contact with a student who appears to be an immediate threat to their own safety or the safety of others, contact the closest faculty member, Campus Dean or Vice President of Operations immediately.

Quick Reference for helping Students who are having difficulties:

Recognize Symptoms

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or changes in personal relationships.
- Reference to suicide, homicide, or death.

Respond to the Student

- Speak privately with the student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

Refer the student to a Mental Health Professional

- Be caring, firm, and straight-forward in your referral.

Inclement/Severe Weather

Snowstorm watch/warning being issued:

- Stay Informed: Monitor weather updates and follow campus announcements through our social media accounts.
- Campus Safety: Avoid unnecessary outdoor activity during snowstorms.
- Report icy or hazardous areas to either a Program Dean or a faculty member present on campus.
- Snow Removal: Clear walkways as needed. Use salt or sand to prevent ice buildup.
- Vehicle Safety: Ensure winter tires and emergency kits are in your car. Drive cautiously on campus roads.
- Power Outages: Use battery-powered radios for updates; keep extra blankets for warmth, candles, batteries, flashlights, etc.

Tornado watch is issued by the Meteorological Service of Canada when tornadoes are possible in the area.

- A **tornado warning** is issued by the Meteorological Service of Canada when a tornado has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations and weather websites for severe weather updates.
- Be prepared to take shelter if a tornado warning is issued.
- **DO NOT PULL THE FIRE ALARM TO ALERT OTHERS**
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter.
- Wait for an all-clear notification prior to returning to your work area or classroom
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or there is no time to get indoors.

Campus Closure

Note: Beal University Canada does not follow the closure protocol of the public-school districts or the community college system.

University Closure

Examples of emergencies when the University may close include, but are not limited to, power outages, blizzard conditions, or other severe events. The program Dean is responsible for assessing local weather conditions to determine whether in-person classes should be cancelled. The program Dean must contact the Vice President of Operations (or their designee) to seek guidance regarding a potential campus closure. The decision to close the campus will be made jointly by the program Dean and the Vice President of Operations or designate.

Students will not be marked absent due to campus closure. If the campus remains open but the student feels it unsafe to travel due to weather conditions, the student will be marked absent.

Students scheduled in online courses or programs will have no disruption to their classes due to inclement weather.

Notification

In an emergency, the University will make every effort to notify staff and students of the closing by email, social media channels, and through an alert on the website. In some cases, staff and/or students may be notified by phone.

When the University is unable to provide notification of the closure, use common sense to assess the safety and practicality of the situation. In a regional power outage, for example, the University is likely to have no power. If hazardous travel conditions exist in your area, preventing you from travelling to the campus safely, contact your instructor.

Partial-Day Closure

If an emergency event occurs or weather conditions deteriorate during business hours, the Vice President of Operations, or designate, and the program Dean may decide to close the campus. When the University closes during business hours, staff and students will be instructed to leave immediately so the conditions do not further deteriorate and affect the ability to travel safely. All decisions will be made using advice from local road reports and weather advisories and will consider University staff and student safety.

Students will not be marked absent for a partial-day closure. The program Dean will work directly with the Associate Dean and faculty to determine a plan to make up any necessary hours.

Salaried staff working from home with prior permission will not be impacted. Salaried staff working at the office on the day of the partial day closure will be paid their normal salary for the week. Hourly paid staff will be paid for the hours worked, unless provincial laws dictate otherwise.

Notification of Closure Prior to Reporting to Work

Hourly staff notified of closure prior to reporting to work will not be paid during the closure, unless provincial laws dictate otherwise. Salaried staff will be paid their normal weekly salary.

Extending Leave

When the University closure ends, all staff and students are expected to return to the campus. The University recognizes that additional time may be needed to deal with emergency situations. Staff should contact their supervisor if unable to return to work at the end of the closure, and students should contact the Student Services department. These requests will be assessed on a case-by-case basis.

If You Cannot Get to the Campus

Unique circumstances such as severe national or regional disasters may prevent individuals from traveling to campus, even if the university remains open. The University recognizes that communication methods may be disrupted in such events; however, staff should make every effort to contact their supervisor, and students should attempt to reach their instructor by any means available.

STAY INFORMED AND UP TO DATE:

[New Brunswick - Weather Conditions and Forecast by Locations - Environment Canada](#)

Media Calls

The Campus President or designee is the primary point of contact for all media inquiries, especially during emergencies. They provide the most accurate and up-to-date information on behalf of Beal University Canada and collaborate with emergency responders to determine what information should be released to the public.

If you receive a call from a media representative, please follow these steps:

- Direct all media inquiries to the Campus President or designee.
- To help ensure a prompt response, gather the following information and forward to the Campus President or designee:
 - The reporter's name and phone number.
 - The media organization they represent.
 - The type of information they are seeking.
 - The reporter's deadline.
- Never respond with "No comment." A more appropriate response is:
"Thank you for calling. Let me refer you to our Campus President or their designee, who handles media inquiries. They will be able to assist you."
- Do not speak "off the record" with the media. Always assume that anything you say may be used in their report.

Hostage Situation

IF YOU HEAR OR SEE A HOSTAGE SITUATION:

Immediately remove yourself from danger and call **9-1-1**. Provide the dispatcher with as much of following information as possible:

- Location and room number of the incident.
- Number of potential hostages and hostage-takers.
- Physical description and, if known, the name(s) of hostage taker(s).
- Any weapons observed.
- Your name, current location, and phone number.

IF YOU ARE TAKEN HOSTAGE:

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt to escape unless you are certain you have a high chance of survival. It is generally safer to be submissive and follow instructions.
- Speak in a normal tone. Avoid complaining, being argumentative or confrontational.
- DO NOT draw attention to yourself with sudden movements, statements, comments, or hostile looks.
- Observe the captors carefully and try to memorize their physical traits, voice patterns, clothing, or other identifying details that can help provide a description later.
- Avoid getting into political, religious or ideological discussions.
- If possible, try to build rapport with your captors. They may be less likely to harm you if they begin to see you as a person.
- If you are forced to make a statement or deliver demands (e.g., in writing or on camera), make it clear the message is from your captors. Do not express personal opinions or make pleas on your own behalf.
- If possible, try to stay low to the ground and take cover away from windows or doors.

IN A RESCUE SITUATION:

- DO NOT run. Drop to the floor and remain still. If that is not possible, cross your arms, lower your head, and remain motionless. Avoid any sudden movements that may be perceived as threatening.
- Wait for instructions and follow them exactly as given.
- DO NOT panic, resist, or argue if rescuers are unsure if you are a hostage or a threat.
- If you are handcuffed or searched DO NOT resist. You will be moved to a secure location where your identity and status will be verified.

Sexual Assault

Content Warning:

The following section includes information about sexual assault and may be distressing to some. Please prioritize your well-being and seek support if needed. For support, contact the Sexual Violence New Brunswick Support Line (SVNB) at (506) 454-0437, seven (7) days a week.

SEXUAL ASSAULT DEFINED. Sexual assault involves having or attempting to have sexual intercourse or sexual contact with another individual without their consent. This includes acts obtained through the use or threat of force, coercion, or when the individual is incapacitated and unable to provide consent.

All Other Forms of Non-Consensual Sexual Contact: This includes any unwanted and intentional touching of a sexual nature. Examples include, but are not limited to, kissing or touching another person's private areas, or causing another person to touch the harasser's private areas - **without consent.**

Consent: Consent is a critical component in all sexual interactions. Each participant is responsible for obtaining and giving clear consent for every form of sexual activity.

- Consent is a clearly communicated, mutual agreement that is freely given, informed, and reversible at any time.
- It must be given by individuals who are capable of making that decision.
- Consent is demonstrated through mutual affirmative words or actions – not implied.
- Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone.
- A lack of physical or verbal resistance does not imply consent.
- A person who is incapacitated (due to alcohol, drugs, unconsciousness, or other physical impairment) cannot give valid consent.
- Prior sexual activity or consent does **not** imply current or future consent.
- Just because someone has consented to sex in the past does not mean that they are consenting now.

What to do in the event of a sexual assault:

- **Call 9-1-1** to report the assault if you are in immediate danger or require urgent assistance.
- Seek medical attention as soon as possible - even if you are not ready to report to police. Hospitals in Canada can provide care, collect forensic evidence, and offer support services.
- Avoid changing your clothes. If you must, place each item of clothing in a separate, clean bag.
- Do not shower, bathe, wash, douche, brush your teeth, chew gum, eat, or use the toilet before a medical exam, as these actions can destroy critical evidence.
- Do not disturb anything in the area where the assault occurred.
- Avoid disturbing the location where the assault took place, if possible.
- Consider contacting a sexual assault crisis center for immediate support and guidance.

Emergency Contacts & Resources

Police / Fire / Medical (emergency).....	9-1-1
Police (non-emergency).....	506-857-2400 (English and French)
President	800-660-7351 ext. 501
Vice President of Operations	800-660-7351 ext. 518
Dean	800-660-7351 ext. 515
Horizon Health (Head of Facilities).....	506-364-4106