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Faculty Emergency Planning– School of Music Leads the Beat



Trevor Pittman, Operations Manager for the School Of Music has been instrumental in establishing a formal emergency plan and culture of awareness at the School Of Music. Starting in 2010, Trevor began using the University's template for academic and non-academic departments to design an emergency plan specific to the needs of his department. As his work on the plan evolved, he decided to go the "extra mile" and establish more detailed plans for situations such as "lock-down" and specific weather emergencies. "Staff and faculty in the School of Music wanted to think of all possibilities in disasters that they may face, and reflect that in our plan", says Trevor. "By incorporating those additions and training staff during the annual orientation, we ensure that our faculty is all on the same page, and know what to expect, and to do, during an emergency". Now that Trevor has had experience in this process, he looks forward to his role in emergency planning at the new School of Music to be housed at the old Windsor Armories in the coming months. Trevor's plan has served as a model for other academic and non-academic department emergency coordinators across campus and it serves as a solid example of how emergency planning can become a **culture of preparedness** across campus. Well done Trevor!

Did You Know. Tornado Preparedness

Severe weather is often occurs in the summer, typically from May to September, when there's a cold front moving in, and ahead of the front is warm, moist air with heavy winds, the conditions become right for a tornado to form.

Large, low hanging, dark clouds can also signal the right conditions for a funnel cloud to manifest.

Follow these five steps when a tornado warning is issued:

1. Immediately shelter on the lowest floor of a building in an interior room with the fewest windows, a basement, a centre hallway, bathroom or closet.
2. Locate nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, plastic sheeting, garbage bags, or other emergency supplies.
3. Remove or lower objects in the room that may become airborne or fall.



4. Shelter under a sturdy desk, table or solid object.
5. Stay away from bookcases and objects that may tip or fall over

**Exercise
“Detroit River
Readiness” dealt
with a water-
borne rescue
and explosion
on the U.S.-
based tour boat,
the S.S. Detroit
Princess**

U.S .Coast Guard Exercise Tested Water Rescues

On August 23rd and 24th The University of Windsor utilized its emergency operations software when the City of Windsor, US Coast Guard, Canada Customs and Detroit Department of Homeland Security collaborated to test emergency preparedness on the Detroit River.

Exercise “Detroit River Readiness” dealt with a water-borne rescue and explosion on the U.S.-based tour boat, the S.S. Detroit Princess in the Detroit River. The exercise tested the potential impact of such a disaster on both sides of the river. There were

simulated casualties in the river which the US Coast Guard and Windsor Port Authority “rescued” along with the assistance of several local Police Boat crews. The University as well as Detroit and Windsor all activated their Emergency Operations Centres and had a chance to communicate using the University’s WebEOC software. Response support workers also shared a common situational GIS map using the FusionPoint software acquired by the University and shared with the City of Windsor and County of Essex.

The exercise coincided with the annual Canadian Association of Chiefs of Police conference which was held in Windsor the same week.

While presently, all partners in the region are pulling together their after-action analyses, the high-profile exercise went extremely well, a notable point being the effective on-line communication between the Windsor Police site command post and the City’s Emergency Operations Centre. The campus Emergency Operations Centre served as the frontline technical support hub and several members of the campus’ Emergency Response Group were present to practice using the software and share real-time information with their regional colleagues.

The exercise was both exciting for participants and observers on both sides of the river and truly demonstrates the University’s commitment to fostering regional and civic partnerships in an important and practical context.



On the Detroit shoreline, first responders conduct medical triage for simulated “victims” of an explosion on the S.S. Detroit Princess.



Proper risk assessment includes an examination of many factors that include internal and external sources of potential emergencies.

Conducting Campus Emergency Risk Assessment

Risk assessment is a vital element of emergency planning for all institutions including the University of Windsor. Called “HIRA”, Hazard Identification Risk Assessment, the process includes regarding several “layers of risk” in any environment. Threats to personal security, university infrastructure and assets, as well as internal and external risk factors all have to be considered in order to paint a complete picture of organizational risk facing any institution. The University considers risk in several layers: physical and geographic risk, and by regarding policy and procedure as adequate measures of the control of risk. The main tenet of risk assessment is that, once an institution knows its risk, then it can adequately prepare to control and mitigate that risk.

Campus risk assessment is an enormous project and is a never-ending process. It is done on the basis of physical changes to the environment, as well as taking into consideration the growth of the institution and its critical infrastructure. Considerations must also be made for the usage of existing space on campus, how it is designed, as well as new construction that considers many factors including Crime Prevention Through Environmental Design (CPTED) strategies employed in the architectural conception of the facility. Risk assessment also must regard what uses the space is designated for, any risks combined with the activities taking place in the area as well as individual personal risks for the users of the space. Additionally, external non-institutional factors such as criminality in the areas surrounding university infrastructure, weather trends and the geographic location of the campus. These factors all play an important role in the control of risk and planning for disaster response.

Glimpses Inside the *Virtual* Emergency Operations Centre (EOC)

The University of Windsor is the first University in the Province to maintain a Virtual EOC, or emergency operations centre. The campus' EOC is located in the West Building of the Leddy Library. The suite of rooms contain offices for the emergency preparedness coordinator, the Campus Police community liaison officer, as well as the student Alcohol Education Coordinator. In normal operation, office functions

include all crime prevention and emergency preparedness programming and planning on campus, including student peer education. In emergencies, the entire office suite can accommodate the members of the university's Emergency Response Group, (ERG) a group of fourteen campus professionals from a variety of departments including Facility Services, Food Services, Chemical Control, Residence services, Public Affairs, the Registrar's Office and the

Finance Department. This team advises the University's senior Administration and communicates with their municipal counterparts should a disaster affecting the University's operations occur. This team can also operate on-line, thus meeting at the campus EOC is not required. This is effective should there be a complete evacuation of the campus. The ERG can still communicate and function, helping to support first response on the campus.



The campus EOC is capable of operating fully on-line for members of the University's ERG.

The City of Windsor and County of Essex EOC's can effectively communicate with the University's command centre completely on-line. The adoption by the City of Windsor and County of Essex of the Incident Management System, or IMS, is in keeping with how the University has structured its emergency response group personnel. By knowing key counterparts in the city and county, university emergency personnel have access to critical information

and resources at a moments notice, through pre-existing relationships, solidified in our technological solutions.

Never before have we been so closely connected with emergency preparedness in mind.

An exciting development, is in reference to the cross-border application of virtual emergency operations centres. By forging relationships with

the Detroit Department of Homeland Security, the University hopes to soon be able to communicate and collaborate on-line with the City of Detroit in addition to the City of Windsor and County of Essex. It is an exciting time for the region, and the University should be proud of these accomplishments which are in direct alignment with Dr. Wildeman's Strategic Plan for the University with regard to increasing community partnerships and collaboration.



The City of Windsor EOC in operation during a recent exercise



The City of Detroit EOC

The Crime Prevention Corner

The Crime Prevention Corner will now be a regular feature in the new UWindsor Prepare newsletter. Because prevention initiatives are always related: whether preventing crime or mitigating disasters, we want to give our readers information that is relevant to all aspects of personal safety.

The Campus Community Police Community Liaison Officer is S/Constable Rosemary Briscoe. Rosemary joined the Campus

Community Police in 1993, having first being an RCMP officer stationed in Houston, British Columbia. Rosemary has been the Community Liaison on campus since 2007, and her responsibilities include the oversight of the campus' crime prevention program, including such programs as the RAD Women's Self Defence course and the campus' crime prevention through environmental design program. Rosemary is a certified Crime

Prevention Specialist with the American Crime Prevention Institute in Louisville, Kentucky and a workplace violence prevention trainer for the campus. A graduate of the University of Windsor, Rosemary's commitment to the campus shows in all of the community-focused initiatives she hosts year-round for staff, students and faculty. You can reach Rosemary at ext. 2409, Monday through Friday 8am to 4pm.



Stephen Gard of the Teen Health Centre and S/Cst. Briscoe at Windsor Welcome Week promoting the campus' "Don't Be That Guy/Girl" Campaign.

The emergency preparedness newsletter for the campus community

Campus Emergency Planning and Preparedness is run under the responsibility of the Director of Campus Community Police and is charged with maintaining the campus emergency response program as outlined by the University of Windsor's Emergency Response Policy (2007).

Catch us on the web!

www.uwindsor.ca/emergency

www.youtube.com/uwindsorprepare

www.twitter.com/uwindsorprepare



Wish to Contribute?

If you have a desire to contribute to this publication, please contact

**Sgt. Chris Zelezney at (519) 253-3000
ext. 4888.**

**Articles must be relevant to the field of
Emergency Preparedness, safety or crime
prevention, and approved prior to release.**