



# **EMERGENCY PREPAREDNESS PLAN and PROCEDURE**

September 2015

## Introduction

Durham College and UOIT are committed to providing the safest possible environment for faculty, staff, students and visitors.

This Emergency Preparedness Plan & Procedure (EPPP) has been designed to assist the Emergency Management Response Team (EMRT) in managing incidents and emergencies affecting our campuses.

The plan outlines the responsibilities for decision-making issues during the first critical hours and for on-going incident management.

The objectives of this plan are as follows:

- Preservation of life
- Minimize harm – both physical, financial and reputational
- Establish a clear framework by which to respond to incidents or emergencies
- Establish guidelines by which to clearly communicate necessary information to visitors, students, staff, faculty and our community
- Minimize disruption to the on-going operation of both Durham College and UOIT
- Ensure business continuity for Durham College and UOIT
- Minimize emotional stress, following the emergency, through effective de-brief/counseling with students, faculty and staff, where necessary.
- Ensure on-going assessment of this plan in order to continually improve our response capability.

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# 1. GLOSSARY OF TERMS

## **President**

The president of Durham College and/or the president of UOIT

## **Board**

Durham College and UOIT Boards of Governors

## **Cold Zone**

An area where there is no risk of exposure to hazardous materials. Persons not equipped with protective clothing and equipment shall only operate from the cold zone.

## **Emergency**

A situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.

Examples of an emergency may be, but not limited to, the following:

- Act of terrorism;
- Active Attacker;
- Aircraft incident;
- Campus lockdown;
- Declared emergency by any of the jurisdictions with appropriate authority or by the Province of Ontario;
- Fire;
- Flooding;
- Power failure, radiation, biosafety or animal care problem; or water problem;
- Public health event/issue;
- Severe Storm.

## **EMRT**

EMRT members are responsible for the coordination and management of emergencies affecting Durham College and UOIT.

## **Emergency Manager**

The person designated to co-ordinate the emergency operations of the EMRT and to command the emergency.

### **Emergency Operations Centre (EOC)**

The location where the EMRT assembles to address the incident or emergency. Effective September 2012, the default location for the EOC is in the Office of Campus Safety – Simcoe building room 1210.

### **Health Care Team (HCT)**

In collaboration with the EMRT, HCT members are responsible for the coordination and management of public health events/issues and alerts affecting Durham College and UOIT.

### **Hot Zone**

An unsafe area for persons not wearing appropriate protective equipment.

### **Incident Management Response Team (IMRT)**

A sub-group of the EMRT that is responsible for addressing lower continuum incidents occurring at a particular location, campus or building. An incident manager, identified by the EMRT for specific locations, will operate a standalone IMRT utilizing individuals identified to facilitate a response.

### **Incident**

An event less serious than an emergency.

Examples of an Incident:

- Altercation;
- Bomb threat;
- Demonstration;
- Fire alarm;
- Inclement weather;
- Medical needs;
- Minor assault;
- Minor radiation, biosafety, animal care or water problem;
- Public health alert.

### **Inner Perimeter**

A further subdivision of the Outer Perimeter made to refine the isolation of the actual hazard or emergency site.

### **Incident Management System (IMS)**

A provincially standardized organizational structure, functions, processes and terminology plan to manage incidents.

## **Mass Emergency Communication Tool (MECT)**

Typically a computer-based system, the MECT is organized for the primary purpose of supporting one-way communication of emergency messages to faculty, staff and students. The system is commonly designed to integrate the cross-communication of messages between a variety of communication technologies, forming a unified communication system intended to optimize communications during emergencies.

## **Manager – Emergency Management**

An individual employed by Durham College and UOIT to oversee training and the overall planning and development of the institutions' emergency management framework, in keeping with industry standards that advance prevention, mitigation, response and recovery elements of emergency management.

## **Outer Perimeter**

A secure line established by police, fire, EMS or security to define and isolate the emergency site as a closed controlled area.

## **Scene Manager**

The initial responder who is coordinating the incident at the scene, and/or any person who relieves the initial responder and takes carriage of the scene. If an individual is tasked with the carriage of a scene, the responder not only ensures the integrity of access (who came and went) but the ability to report, justify, and document all activities in relation to scene access. The initial scene manager will often be an employee of Durham College or UOIT who is relieved by emergency personnel from an external agency (i.e.: police/fire).

## **Scribe**

An individual assigned to record and document the events of an incident or emergency for the IMRT/EMRT.

## **Warm Zone**

An area where there is reduced risk of contamination. This is usually the corridor used by emergency services personnel to enter and exit the Hot Zone. Decontamination, if necessary, takes place at the exit point of the Warm Zone. Persons not equipped with appropriate protective clothing shall not enter the Warm Zone.

## **2. ADMINISTRATION**

### **2.1 Policy**

The health and safety of staff, faculty, students and visitors and the protection of the environment and institutional assets are integral to Durham College UOIT.

Emergency planning will ensure a timely and appropriate response to emergencies and compliance with laws, regulations, policies and industry standards.

## **2.2 Scope**

This document establishes the EPPP and assigns responsibilities for the development, implementation and maintenance of the plan.

## **2.3 Authority to Act**

The EMRT, led by the emergency manager has the authority to respond to, manage, control and investigate all aspects of incidents and emergencies.

This authority is premised on the understanding and acceptance on the part of the EMRT that they are accountable to the presidents of Durham College and UOIT as the decision-making authority. Furthermore, members of the EMRT understand and accept their collective responsibility and authority as having operational control of all emergency incidents, being the first responders to a threat or event and having direct management and control on behalf of college and university.

In this capacity, the Emergency Management Response Team has the authority, free of any joint or individual liability to:

- Take any actions, deemed to be reasonable and necessary and not contrary to law.
- Ensure the safety and welfare of visitors, staff, faculty and students.
- Ensure a coordinated response to an emergency on the grounds or any part thereof of Durham College and UOIT.

## **2.4 Purpose**

The EPPP is designed to provide direction to and coordination of staff, faculty, students and visitors during an emergency. This is to maximize human survival and preservation of property, minimize danger, restore normal operations at Durham College and UOIT; and assure responsive communications within both institutions and the surrounding community.

## **2.5 Assumptions**

The EPPP is a DC-UOIT specific approach to the problems likely to be encountered at Durham College and UOIT during an emergency. However, due to the unpredictable nature of such events it is necessary to make the following assumptions:

- An emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency are not predictable, therefore published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Emergencies may affect residents within geographical proximity to Durham College and UOIT.
- The emergency manager or his/her designate may declare an emergency if information indicates that such a condition is developing or is probable.

## **2.6 Amendments**

All requests for procedural changes, amendments, or recommendations to this plan must be submitted in writing to Durham College or UOIT to the attention of the Director, Office of Campus Safety.



In the event of any dispute with respect to the contents of the Plan, the information contained in the Plan held by the emergency manager for Durham College and UOIT shall be deemed to be correct.

All additions, addendums, inclusions or changes to the plan shall be added as a sequential addendum to the plan and reviewed annually to be added or excluded from the plan by the members of EMRT, before being presented to the presidents of Durham College and University of Ontario Institute of Technology for approval.

## **2.7 Public inspection of the plan**

The plan may be made available to the public for inspection on the Durham College and UOIT web sites.

# **3. EMERGENCY**

## **3.1 Declaration and Termination**

The emergency manager or designate may, in accordance with the provisions of Durham College and UOIT Emergency Preparedness Plan (EPP) declare that an emergency exists on Durham College and UOIT grounds or in any part thereof and may take such action as he or she considers reasonable and necessary and not contrary to law to implement the Durham College and UOIT Emergency Preparedness Plan.

The emergency manager shall ensure that the EMRT, and Durham College and UOIT presidents are notified forthwith of a declaration that an emergency exists. The presidents will notify their respective Board of Governors at their discretion. If it is deemed necessary that either or both Boards of Governors need to release communications separate from or in concert with the communications determined by the EMRT, they will do so in consultation with their respective president(s).

The emergency manager may declare the termination of an emergency at any time and ensure that the Durham College and UOIT presidents are notified. The presidents of Durham College and UOIT will notify their Boards of Governors of such declaration at their discretion.

## **3.2 Contents of a Declaration**

A declaration shall contain:

- A statement of the circumstances; and
- The location to which the declaration applies.

## **3.3 Authority to Declare an Emergency**

The authority to declare an emergency rests exclusively with the director, Office Campus Safety, emergency manager or designate.

# **4. EMERGENCY MANAGER – Office of Campus Safety**

## **4.1 Direction and Coordination**

The emergency manager shall be the chair of the EMRT, and have the authority and responsibility to co-ordinate its activities and convene its meetings.

The emergency manager or designate may establish a command post and or utilize the EOC or access any space within Durham College and UOIT property outside of the hot zone.

In the event of an emergency, the scene manager or designate will notify the emergency manager, who will decide whether to convene the EMRT.

The emergency manager may call upon any or all members of the EMRT whether or not an emergency is declared.

The emergency manager may call upon any or all members of the HCT whether or not an emergency is declared.

## **4.2 Emergency Manager Duties and Responsibilities**

### **4.2.1 Immediate Considerations**

When exigent circumstances exist the emergency manager has the capacity to act independently (Pursuant to Section 3), otherwise, with the support of the EMRT the emergency manager will:

- Announce who is in command and the location of the command post
- Determine if it is safe to remain or if an evacuation (full or partial) is required
- Convene all required resources, including established response procedures
- Determine staff/contractor(s) needed and their functions
- Establish the EOC
- Notify and activate the EMRT, IMRT or HCT as required
- Assign a scribe
- Make an initial assessment; develop an operations plan
- Determine if a message needs to be sent out to the visitors, staff, faculty and students of Durham College and UOIT
- Post names and responsibilities of EMRT members
- Determine the point of communication
- Provide notifications to:
  - 9.1.1 (Durham Regional Police, Oshawa Fire Services, Durham Region EMS)
  - Presidents of Durham College and UOIT
  - Office of Labour/Environment, Technical Standards and Safety Authority, or other required agencies as required
  - Durham Region Public Health Department.

### **4.2.2 Future Considerations**

- Resumption of operations
- Support to visitors and employees

- Communication of plan to the media, police and community
- Debrief the response
- Set up critique of response
- Follow up on lessons learned

## **5. EMERGENCY MANAGEMENT RESPONSE TEAM (EMRT)**

The EMRT shall be responsible for reporting to the Durham College and UOIT presidents and, through them, to the Boards of Governors on all matters relating to the planning and coordination of responses to emergencies affecting Durham College and UOIT grounds or any part or parts thereof.

The EMRT is responsible for designating an authorized spokesperson for Durham College and University of Ontario Institute of Technology specific to the incident at hand.

The Durham College and UOIT presidents will oversee the EMRT, which will be directed and chaired by the emergency manager.

### **5.1 Composition of the Durham College and UOIT Core EMRT**

The Durham College and UOIT Core EMRT Group shall be composed of the following members of the EMRT (or their designate):

#### **5.1.1 Durham College:**

- Director, Office of Campus Safety
- AVP of Facilities and Ancillary Services
- Executive Director Communications, Marketing and External Relations
- VP of Academics
- Chief Administrative Officer

#### **5.1.2 University of Ontario Institute of Technology:**

- VP External Relations & Advancement
- Director, Communications & Marketing
- VP of Human Resources & Services
- Provost and VP, Academic

#### **5.1.3 Other**

- Staff Sergeant – Durham Regional Police Learning Centre
- Manager - Emergency Management

### **5.2 Quorum and designation**

Four EMRT members are necessary to constitute a quorum however a quorum is not needed in the event of an emergency.

Any member of the EMRT may designate another qualified individual to attend meetings of the EMRT convened under either Section 3 or Section 5, and any such designate shall have all the authority of the member of the EMRT for the purposes of such meetings.

### **5.3 Authority of the Durham College and UOIT Core EMRT**

In the event of an incident or an emergency, whether or not declared, the Durham College and UOIT Core EMRT Group is authorized to:

- Initiate, coordinate, direct and otherwise bring about the implementation of a plan formulated pursuant to this article.
- Expend funds, as set out in the established procedures of Durham College and UOIT, required to obtain and distribute emergency materials, equipment and supplies, notwithstanding the requirements of any policies or procedures governing the commitment of funds and the payment of accounts.
- Obtain volunteer support from the public and other persons as considered necessary and to indemnify such agencies, their personnel and other persons engaged in work that has been authorized pursuant to this article or any policy or any other law, from liability for any acts or omissions resulting from any actions taken pursuant to this article.

### **5.4 Additional Members of the Emergency Management Response Team (EMRT)**

As necessary, the Emergency Management Response Team may be expanded to include:

#### **5.4.1. Durham College**

- VP Student Affairs;
- Manager of Public Safety and Security;
- Manager of Student Conduct & Campus Investigations;
- Chief Information Officer (CIO);
- Academic Dean, Principal, Whitby Campus or Manager, Pickering Learning Site, Pickering Learning Site or satellite sites, where appropriate;
- Chief Financial Officer;
- Director, Campus Health Centre

#### **5.4.2 University of Ontario Institute of Technology**

- Associate Provost, Academic;
- Assistant VP Student Life;
- Director Human Resources;
- Executive Director IT;

- VP Finance and CFO;
- Dean of appropriate/affected school;
- Director of Campus Infrastructure and Sustainability;
- Biosafety & Radiation Safety Officer.

#### **5.4.3 Other**

With the consent of the proper agency or organization, members of the following agencies or organizations, may also be members of the EMRT:

- Bell Canada;
- Canadian Red Cross;
- City of Oshawa;
- Durham Region Emergency Medical Service;
- Durham Regional Police Service;
- Durham Region Public Health Department;
- Durham Region Transit;
- Enbridge Gas Distribution;
- GO Transit;
- Oshawa Airport;
- Ontario Power Generation;
- Oshawa Public Utilities Commission;
- Oshawa Fire Services;
- The Regional Municipality of Durham;
- The Salvation Army;
- Town of Whitby; and
- Whitby Fire Services.

#### **5.5 Role of the EMRT**

The role of the EMRT includes, but is not limited to:

- Formulating and developing the EPPP and the program for all departments of Durham College and UOIT;
- Co-ordination of procedures for implementation of the EPPP developed by such departments for the integration with the plan;
- Conducting training programs and exercises to ensure the readiness of staff, faculty and students of Durham College and UOIT and other persons to act under the plan;

- Conducting an annual review of the EPPP and, if necessary, revising the plan for submission to the of Durham College and UOIT presidents;
- Acquiring and maintaining a Mass Emergency Communication Tool (MECT).

## **5.6 EMRT Responsibilities**

- Safety of staff, faculty, students, visitors and occupants at Durham College and UOIT.
- Lockdown, evacuate or secure and hold of occupants of buildings.
- Ensure information is disseminated.
- Direct the use of resources at Durham College and UOIT.
- Appoint incident managers as need for each campus location.
- Authorize expenditures.
- Approve additional resources (contractors and materials).
- Consult and include external emergency resources.
- Communicate with external support agencies.
- Assess damage and develop objectives and plans for a safe return to operations.
- To designate the need for counseling services to support the emotional needs of students, faculty and staff, if required.

## **5.7 Prioritization Criteria**

- Ensure counseling services are available post emergency.
- Protect human life; prevent/minimize personal injury.
- Protect the environment.
- Prevent/minimize damage to physical, financial and reputational assets.
- Restore normal operations.

## **6. HEALTH CARE TEAM (HCT) (A sub-group, which may report to the EMRT)**

### **6.1 Composition of the Durham College and UOIT HCT**

The Durham College and UOIT HCT shall be composed of the following members of the EMRT (or their designate):

#### **6.1.1 Durham College**

- VP of Student Affairs
- Director Health Services

- Disease Surveillance Nurse
- Manager, Insurance & Risk Management
- Health & Safety Officer

#### **6.1.2 University of Ontario Institute of Technology**

- Assistant VP Student Life
- Director, Risk Management
- Biosafety & Radiation Safety Officer

#### **6.1.3 Other**

- Public Health – Infection Control Officer

### **6.2 Role of the HCT**

The role of the HCT includes, but is not limited to:

- Formulating and developing an institutional response to a potential, pending or identified major public health event/issue on or in close proximity to campus;
- Engage awareness initiatives to enhance the readiness of staff, faculty and students of Durham College and UOIT;
- Collaborate with communications and media to develop and maintain a public health emergency communications plan;
- Liaise with local public health authorities to monitor public health status.

### **6.3 HCT Responsibilities**

- Ensure public health safety of staff, faculty, students, visitors and occupants at Durham College and UOIT.
- Notify the emergency manager – core EMRT regarding a potential, pending or identified public health event/issue on or in close proximity to campus.
- Participate in post-incident review or institutional responses to public health events/issues or alerts when required.

## **7. INCIDENT MANAGEMENT RESPONSE TEAM (IMRT) (A sub-group, which may report to the EMRT)**

An IMRT will be established at each campus location to work in accordance with this policy. The IMRT will be overseen by the EMRT. The IMRT will control the incident as long as their ability and resources allow. The decision to involve the EMRT will be made at the discretion of the emergency manager.

Each location will operate a standalone IMRT directed by the appointed incident manager (or designate):

- Whitby Campus & CFF – Dean/Principal

- Pickering Learning Site – Operations Supervisor
- Community Employment Resource Centers – Manager, Access Programs and Employment Services
- UOIT Downtown
  - 61 Charles – VP External Relations & Advancement
  - 55 Bond Street – Planning & Budget Officer
  - 11 Simcoe Street – Planning & Budget Officer
  - Regent Theatre – Security Supervisor

## **7.1 Future IMRT Development**

Any future development of programs, departments, services, or delivery of services, or any other thing for Durham College and University of Ontario Institute of Technology shall be incorporated into this EPPP.

## **8. INITIAL RESPONDERS**

These procedures will outline duties, responsibilities and accountability of the Durham College and UOIT staff/personnel responding to emergencies and critical incidents. Notwithstanding any other provisions of the EPPP, staff, faculty, and students of Durham College and UOIT are authorized to take such actions under the plan, as is reasonable and necessary where an emergency exists but has not yet been declared to exist.

### **8.1 Initial Responders Duties and Responsibilities**

- The initial responder is the scene manager
- The scene manager is in charge of the incident until such responsibility is transferred to security or an external emergency services responder (police, fire, EMS).
- Ensure security has been notified, protect persons/property, co-ordinate crowd/traffic control and evacuations.
- Co-ordinate response to sick/injured persons at emergency location.
- Maintain site and inner and outer perimeter control.
- Know emergency procedures an evacuation plan (including procedures for those with disabilities who require assistance).
- Access emergency medical kit for on-site care.
- Preserve evidence for investigation and follow up.

### **8.2 Actions and Decisions at the Scene of the Incident**

The scene manager will inform security who will inform the emergency manager (a member of the Core Group of the EMRT) as to the extent of damage or seriousness of the incident.

Make decisions whether to close and evacuate a building or to isolate an area.



The decision to reoccupy a building will only be made by the person who ordered the evacuation, the EMRT or the external Emergency Services Responder (police, fire, EMS). The primary consideration for reoccupying will be the safety of the occupants.

## **9. COMMAND POST AND EMERGENCY OPERATION CENTRE**

### **9.1 Command Post**

The command post is the safe strategic location selected by the scene manager, emergency manager or his/her designate to develop a plan, manage the incident and facilitate the recovery process related to the event. The command post may be mobile or static depending on the situation. The command post will be situated in either the warm zone or cold zone dependent on the circumstances and in consultation with the EMRT and responding external partners.

### **9.2 Emergency Operations Centre (EOC)**

The **primary** location for the EOC is:

Office of Campus Safety  
Simcoe building  
Room 1210

The **secondary** location for the EOC is:

Energy Systems and Nuclear Science Research Centre (ERC)  
Room 1058

If neither of the above locations are suitable for the emergency the following three locations may be appropriate for the EOC:

- Campus Corners, Room CC2222
- Campus Ice Centre Boardroom
- University Pavilion

The Primary EOC room is equipped with telephone and computer communications capabilities. In the event these locations are not functional, an alternative site will be established under the direction of the emergency manager.

Alternate locations for the EOC will be, but are not limited to; the Board Room adjacent to the Administration Offices at Durham College, Whitby Campus; or the Social Science and Humanities boardroom located on the 5<sup>th</sup> floor at 55 Bond St.

## **10. COMMUNICATIONS AND MEDIA**

All information will be gathered, coordinated and disseminated by the designated member of the EMRT.

Every effort will be made to notify the visitors, staff, faculty, students of emergencies at Durham College and UOIT utilizing one or both of the following methods.

### **10.1 Internally Controlled Communications:**

- Meetings;
- Debriefings;
- Directives;
- Media releases; and
- Electronic messaging (including but not limited to websites, social media, email etc.).

### **10.2 Externally Controlled Communications:**

- Local radio stations;
- TV stations;
- Newspapers; and
- Electronic messaging (including but not limited to websites, social media, email).

The EMRT will authorize the use of the above, when it is necessary to transmit messages to staff, faculty, students or visitors at Durham College and UOIT.

Internal directories will be maintained by Information Technology Services who will have the responsibility to receive and/or relay messages pursuant to these systems.

Each department is responsible for making certain that individuals under its supervision are aware of the message and how the messages received are to be transmitted to other offices under its jurisdiction.

In addition to the above, Durham College and UOIT may also employ other methods of notifying those within Durham College and UOIT including telephone calling lists, public announcement systems, cell phones, two-way radios, security officers, face-to-face, the EMRT as well as other Durham College and UOIT staff, faculty, students.

In the event that regular telecommunications at Durham College and UOIT are not available, the EMRT will determine a location to center media relations. Information will be available there for the news media and, where possible, staff, faculty, students, and visitors. Official information will be made available as quickly as possible by the EMRT for Durham College and UOIT.

## **11. POST-INCIDENT REVIEW**

It is the responsibility of the emergency manager or his/her designate to ensure that a full analysis of the Incident or Emergency Response occurs as soon as practical. Included in this analysis will be a debriefing by the EMRT and other members as required, relevant to the incident or emergency.

## 12. TRAINING

Effective January 1<sup>st</sup>, 2013, all EMRT members and their designates are required to have completed IMS 100 Training. A copy of their certificate and certificate number will be forwarded to the Office of Campus Safety – Manager, Emergency Management for filing. This training is available at no cost to the participant at the Ontario Ministry of Community Safety and Correctional Services [website](#).

Further training is recommended on an annual basis for the Emergency Preparedness Plan. This training should include work such as a tabletop exercises or other contextual training. The OCS Manager, Emergency Management will supervise and coordinate all training.

## 13. SPECIFIC PROCEDURES FOR DURHAM COLLEGE AND UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY

Refer to the Durham College and UOIT Emergency Procedures located on Office of Campus Safety website.

## 14. AUTHORITY

The authority of the EMRT is hereby granted on behalf of Durham College and University of Ontario Institute of Technology and can only be altered or withdrawn by the undersigned.

\_\_\_\_\_  
Don Lovisa, President  
Durham College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tim McTiernan, President  
University of Ontario Institute of Technology

\_\_\_\_\_  
Date