

EMERGENCY PROCEDURES

IN CASE OF EMERGENCY, DIAL 418 656-6921 ext. 5555, TO REACH THE SECURITY SERVICE.



EVACUATION PROCEDURES

When the alarm rings all people must:

Calmly exit the building immediately by using the nearest emergency exit and/or stairwell.

Follow the instructions given by the staff of evacuation or security.

Once outside, go to the designated gathering points.

People who need assistance to leave the building must wait at the main stairwell and wait the arrival of firefighters.



MEDICAL EMERGENCY

Call Front desk, ext. 0 or Campus Security, ext. 5555 to receive help from a trained First Aid / CPR / Defibrillator person.

Ensure your personal safety before attempting first aid.

Do not give the victim anything to **drink or eat**.

Do not move the victim unless absolutely necessary.



POWER FAILURE

Stay calm and remain still, the emergency lights will automatically turn on within a period of a few seconds.

Wait for instructions.

Call Campus Security, ext. 5555.



ACTIVE ASSAILANT

Take immediate steps to protect personal safety; do not become a victim.

If you cannot safely exit the building:

Enter a room, turn off the lights, barricade doors and hide behind or under furniture. Stay out of sight lines.

Do not open to anyone.

Should the **fire alarm sound, do not evacuate** the building.

Only use your cell phone to call the Campus Security, ext. **5555 or dial 911.**

Wait for instructions before exiting the building.



SMOKE OR FIRE

If you notice the beginning of a fire or detect smoke, **first ensure your safety**, then:

Visually scan adjacent hallway for hazards, and select a suitable route.

Pull nearest fire alarm and call **Campus Security** at ext. 5555.

Calmly exit the building immediately by using the nearest emergency exit and/or stairwell.



THREATS AND ACTS OF VIOLENCE

Call Campus Security immediately, ext. 5555:

Identify yourself and **give as much information as possible:**

- who is targeted
- who is making the threat
- nature of the threat
- when and where

Take immediate steps **to protect personal safety**; do not become a victim.



SUSPICIOUS PACKAGE

Do not touch the package.

Back away from the package and have persons who are nearby back away too.

Call Campus Security, ext. 5555.

Wait for instructions.

If you can, safely exit the building.

Calmly exit the building immediately by using the nearest emergency exit and/or stairwell.

Direct others to protect their safety.

Please try **to remain as calm as possible** during any such incident and adhere to the officer's directives so as to **not interfere with police** operations. A rescue team will search for and get everyone out of the building safely. **These officers will have a key to open all the secure areas where people are gathered.**