

**EVACUATION**

Evacuation is a valid and effective response to any internal situation where the circumstances are dangerous – **if it is safe to proceed.**

In the absence of any specific directions, any occupant faced with a dangerous situation **should not hesitate to evacuate**, ensuring that persons or students for whom you are responsible evacuate as well.

EVACUATION SHOULD BE INITIATED IN VARIOUS CIRCUMSTANCES THAT INCLUDE:

- Discovery of Fire
- Upon Hearing the Fire Alarm
- Critical Violent Act
- Chemical Spill or Threatening Atmosphere
- Dangerous Physical Environment

**GETTING ASSISTANCE & EMERGENCY COMMUNICATIONS**

EMERGENCY TELEPHONES are located at most building stairwells and entrances, as well as in the parking lots. Emergency phones are yellow or red in colour and are clearly labeled for emergency use.

DIAL Ext. 5000 from any College phone. This is an internal emergency phone line that is monitored by Security staff 24/7.

DIALING “911” from a College phone will connect you directly to the regional “911” service. Security staff monitor outgoing “911” calls to help facilitate an efficient response to your emergency.

The **EMERGENCY BROADCAST SYSTEM** delivers audible messages to various areas of the College through a series of speakers as well as voice and text messages to telephones throughout the College. If you receive any communication through this system, you should follow the directions immediately and specifically.

The AC Mobile Safety App features emergency push notifications that will alert you if there is an emergency on campus. It also includes emergency procedures, safety tips and the ability to call or email AC Security directly from the app.

Twitter @ACSSEM is used to deliver messages, updates and directions during an emergency situation.

**MEDICAL EMERGENCIES**

Medical emergencies can occur randomly across the College in public areas or classroom/office environments.

IF YOU ARE INVOLVED IN A MEDICAL EMERGENCY:

- Dial ext. 5000 and describe your emergency and your location
- Stay on the phone as long as requested
- Request assistance from bystanders
- Make room around the sick/injured person
- Apply First Aid/CPR as necessary while you wait for assistance to arrive

Security staff trained in First Aid/CPR will respond and initiate 911 services as necessary

**CRITICAL VIOLENT ACTS**

LOCKDOWN – If you receive direction to lockdown, even if you are unaware of an evolving situation, you should:

- Stay where you are or look for a nearby place that you can take cover and hide
- Secure the area as best possible: lock or barricade the door, shelter under or behind furniture; ensure cell phones and sources of sounds are silenced
- Stay in this location until there is an indication that the situation is all clear

RUN, HIDE, FIGHT – If you are faced with an imminently dangerous situation and no direction has been provided – adopt the mentality to run, hide, fight.

RUN – IF IT IS SAFE, GET AWAY FROM THE DANGER:

- Check to see if there is a clear path to the nearest exit
- Move swiftly – run only if necessary
- Leave the building and go to an area with cover and out of sight from the building
- Contact Security at ext. 5000 or call 911 when you are safe

HIDE – IF IT IS NOT SAFE TO GET AWAY FROM THE DANGER:

- Look for a place that you can take cover and hide
- Secure the area as best possible: lock or barricade the door, shelter under or behind furniture; ensure cell phones and sources of sounds are silenced
- Maintain awareness of the situation and if an opportunity arises to get out – do so

FIGHT – IF FACED WITH IMMINENT THREAT TO LIFE, FIGHT BACK FORCEFULLY:

- If you cannot evacuate and you may be confronted by an assailant, be prepared to fight
- Find improvised weapons such as anything large, heavy or sharp
- Organize any persons with you to take action as a group – make plans if time permits
- If required to fight – don’t stop until you are certain it is safe to do so – then get away from the danger

**REPORTING SUSPICIOUS ACTIVITY**

Suspicious activity refers to suspicious persons, behaviour and activity. Your assistance in reporting suspicious activity helps to maintain a safe and secure environment for all College occupants.

- Do not hesitate to report suspicious activity
- Dial ext. 5000
- Be prepared to identify yourself, your location and provide details. Stay where you are or advise Security staff where you are going
- Continue to monitor the person or activity if possible, while awaiting Security staff and without placing yourself in danger
- Do not approach a suspicious person yourself

IF YOU DISCOVER OR RECEIVE A SUSPICIOUS PACKAGE:

- Remain calm. Do not handle it and keep other people away
- Remove yourself and any other affected staff/students from the immediate area of the package without causing alarm (one wall separation is sufficient at this time)
- Dial ext. 5000 and provide as much detail as possible

algonquincollege.com/emergency-procedures



FIRE

UPON DISCOVERY OF FIRE

Remain Calm - Do Not Use Elevators

ACTIVATE the nearest fire alarm pull station

CALL the "5000" emergency line or "911" from a safe area to report the exact details of the fire

CLOSE any doors / windows to the fire affected area, if safe to do so

LEAVE immediately using the nearest safe exit

IF YOU HEAR THE FIRE ALARM SOUND:

- **Leave the building immediately.** Ensure persons with disabilities are assisted as required. Ensure class or group members evacuate the building
- **Persons with disabilities** who are unable to leave the building **shall proceed to the nearest collection point** or nearest safe exit and wait for assistance from the Fire Department or emergency personnel
- **Do not enter or return to the building** until approved by the Fire Department and notified to do so by emergency personnel



BOMB THREAT

Bomb threats may be received by anyone at any time. They can be received by telephone, voicemail, verbally, through written correspondence or electronically.

IF YOU RECEIVE A BOMB THREAT:

- Stay calm
- Obtain as much information as possible by asking questions
- Take as many notes as possible
- Dial ext. 5000 and provide all possible information
- Wait until assistance arrives
- Do not pull the fire alarm



POWER OUTAGE

Power outages can occur without warning and can range from very localized to widespread in nature.

WHEN A POWER OUTAGE OCCURS YOU SHOULD:

- Remain Calm - Do Not Use Elevators
- CALL the "5000" emergency line and report the location of the power outage
- STAY in your area and continue with normal operations, if possible
- IF you leave your area due to darkness, move to a better-lighted area of the College
- Use flashlights and mobile devices to move about safely in a dark area
- Await further direction regarding the outage

**Emergency
ext. 5000**

**General Inquiries
ext. 5010**



NATURAL GAS ODOUR

Transient odours can occur in the College without any warning regarding the source. The smell of natural gas is an early warning regarding the presence of natural gas.

UPON THE DISCOVERY OF A NATURAL GAS ODOUR:

- CALL the "5000" emergency line and report the location of the odour
- OPEN any doors/windows to the affected area
- If you are not in imminent danger, collect personal items such as bags, keys and mobile phones
- LEAVE the affected area, moving to an unaffected area
- If the odour persists - go outdoors using the nearest safe exit
- Await further direction regarding returning to the affected area



FLOOD/WATER INTRUSION

Flooding/water intrusion can occur inside the College without warning. The source of flooding inside the College is often related to failures in building systems such as roofs, plumbing and drainage systems or fire protection systems.

UPON THE DISCOVERY OF A FLOOD:

- CALL the "5000" emergency line and report the location of the flood
- If you are not in imminent danger, collect personal items such as bags, keys and mobile phone
- LEAVE the flood affected area, moving to an unaffected area of the College
- Await further direction regarding returning to the flooded area



EARTHQUAKE

IN THE EVENT OF AN EARTHQUAKE - REMEMBER... DROP, COVER & HOLD

- Quickly move persons away from windows and draw drapes or blinds to reduce injury from breaking glass
- Secure or remove items that may fall and be conscious of those items that cannot be removed or secured
- Stay clear of heavy equipment that may not be adequately restrained
- Seek shelter under a desk, table or counter, which will provide protection from falling objects
- Do not go outside. While the building may withstand the shock, ornamental facades, signs and window glass may vibrate loose and fall
- Do not run for exits or stairwells as they may be congested with traffic or collapse
- Do not use elevators
- Stay away from power lines or dangling electrical wires
- If you are away from your department, do not attempt to return to it until an "all clear" is given
- If you are outside, stay there and do not return to the inside of the College. Move away from building
- Be aware that fires may start
- Attempt, if possible, to turn off gas and oxygen valves
- Provide First Aid as required to injured persons
- Prepare for and proceed with an orderly evacuation of the College
- Do not use matches or open flames to find your way