

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. They are yellow in colour and are either a regular telephone handset or a square box with a red button

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

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.

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 and **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

BOMB THREAT

Bomb threats may be received by anyone at any time. They can be received by telephone or 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

CRITICAL VIOLENT ACTS

Evacuation and lockdown strategies are the most effective means for individuals to respond to the immediate threat of violence.

IF IT IS SAFE TO EVACUATE:

- **LEAVE** the immediate area of danger, ensuring that persons or students for whom you are responsible evacuate as well
- Evacuate using the nearest, safe path of exit to the exterior of the building
- Upon exiting a building follow directions of responding emergency personnel. Once safe, dial Ext. 5000 to report your location

IF IT IS NOT SAFE TO EVACUATE:

- **LOCKDOWN** by remaining in your area or moving to a nearby area such as an office or room. Ensure that persons or students for whom you are responsible do the same
- Close any doors to the room and lock them if possible
- Lay or crouch on the floor beneath any desks or other furniture that is available
- Stay away from doors, walls, windows. If possible, dial Ext. 5000 to report your location
- Stay in your location and take measures to protect yourself from harm until directed otherwise by emergency personnel or College authorities

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**

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.