Emergency Procedures

The following procedures have been posted to provide general guidance during an emergency. No procedure covers every emergency. Assess your situation, consider your options and take action.

Medical
  If someone requires first aid or an ambulance:
- Dial 4444 from any campus phone and request First Aid assistance.
- Security will send a First Aid Responder to your location immediately.
- Security will also coordinate 911 response if the situation requires it.

Fire
  If you see a fire or hear the fire alarm:
- Pull the fire alarm if it had not already been activated
- Leave the building immediately via the closest safe exit.
- Move at least 50m away from the building for safety reasons.
- Do not enter the building until advised it is safe by Security or Fire Service.

  If you cannot leave the building:
- Go to a fire refuge area if it is safe to do so and push the yellow button.
- If you cannot safety get to a refuge area then close your door and call 911.
- Lists of Fire Refuge Areas are posted in washrooms and at the Information Booth.

Violence Response Protocol

  If there is a violent threat inside the building an announcement will be made:

Get Out
- Exiting the area or building is a good option.
- Choose a safe exit and leave immediately.
- Notify anyone you encounter to get out.
- Once in a safe place call 911.

Hide
- If you can't safely get out then hiding is another option.
- Close and lock the door. If it can't be locked, tie or barricade it shut.
- Stay out of the line of sight and remain quiet.
- Silence cell phones and other devices.
- Do not answer the door.

Fight
- As a last resort you may have to defend yourself.
- Quietly develop a plan to subdue the attacker(s).
- Improvise weapons from objects inside the room.
- Commit to an aggressive attack.
- Stop the threat.

Hold and Secure
- If there is a danger outside the building an announcement will be made:
- Do not leave the building until informed it is safe to do so.
- Do not use your cell phone unless you have urgent information to relay to Campus Security.
- Await further instructions via the Emergency Notification System.

Campus Security
- Security Emergency Line Ext. 4444
- Security General Line Ext. 8000
- Safewalk Service Ext. 8000