

# EMERGENCY PREPAREDNESS HANDOUT

**TO BE FOLLOWED BY ALL RENTALS AND TO BE AVAILABLE FOR ALL MEMBERS**

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When using **any meeting, conference or classroom space** you are asked to:

- (1) locate and point out emergency exits and emergency signage to all participants before the beginning of your session
- (2) if the emergency alarm sounds, everyone must follow instructions and exit as required:

## **EMERGENCY**

**In case of any emergency, call 420-5000.**

Most pay phones on campus are equipped with a red emergency button, located on the lower right hand corner of the phone. These calls are directly linked to the University Security Dispatch Centre. There is no charge involved in the use of emergency buttons on payphones. Emergency phones are also located in the Science Building. **Emergency response is available 24 hours, seven days a week.**

## **FIRST AID**

If first aid is required, call **420-5000**. All Security personnel are trained to provide first aid and also have access to an automatic defibrillator.

## **SAFE WALK**

Security personnel are available to escort individuals anywhere on Campus property. Safe Walk is accessible 24 hours a day by calling **420-5577** or by visiting McNally Main 016.

## **MASS NOTIFICATION**

The University has an emergency mass notification speaker system. In the event of an emergency, you will be told to evacuate the building or seek shelter in place (your current location). Once advised to evacuate, leave immediately. Please note if you hear the message "Lockdown", this is the most serious message and means there is a person on campus using a weapon. If you hear the message, "Shelter in Place", this means Security has received a report that there is a person on campus with a weapon, but is not using the weapon at this time.

## **IF EVACUATION**

*(e.g. in case of fire or bomb threat)*

- Move to the nearest exit (in case of fire, check doors for heat before opening) -  
Do not use the elevators
- Walk out of the building
- Assist others
- Move away from the building
- Watch for falling items or other hazards
- Alert emergency personnel about people that could not be evacuated
- Do not re-enter the building until notified by emergency personnel

**IF SHELTER IN PLACE** (e.g. in case of threat on campus from a shooter or other dangerous persons).

- Lock doors
- Turn off the lights
- Turn off radios and televisions
- Turn phones to vibrate
- Stay quiet and out of sight

| <b>MASS NOTIFICATION MESSAGES</b> |  |
|-----------------------------------|--|
| <b>GENERAL EMERGENCY</b>          | This is an emergency, evacuate, evacuate, evacuate. This is an emergency. Go to the nearest exit immediately. Do not use the elevators. This is an emergency.  |
| <b>BOMB THREAT</b>                | This is an emergency, evacuate, evacuate, evacuate. Take your personal belongings and go to the nearest exit immediately, do not use the elevators. This is an emergency   |
| <b>LEAVE CAMPUS</b>               | This is an emergency. There is an emergency on campus, leave the grounds immediately. This is an emergency.  |
| <b>LOCK DOWN</b>                  | This is an emergency lock down. Take shelter in the nearest classroom, office, or residence room. Lock the door. Follow any lock down procedures posted in the room. This is an emergency lock down.                     |
| <b>SHELTER IN PLACE</b>           | This is an emergency shelter in place. Take shelter in the nearest classroom, office, or residence room. Lock the door. Follow any shelter in place procedures posted in the room. This is an emergency shelter in place |
| <b>MOVE AWAY</b>                  | This is an emergency. Move away from all buildings. This is an emergency.  |
| <b>POWER FAILURE</b>              | There is a power failure in this building. Please exit the building within 15 minutes.   |
| <b>GAS LEAK</b>                   | This is an emergency. Stay inside the building. Close all windows and doors due to a possible gas leak. This is an emergency.  |
| <b>TEST</b>                       | May I have your attention please? This is a test. This is not an emergency. This is a test.  |
| <b>ALL CLEAR</b>                  | May I have your attention please? The state of emergency has ended. Please go about your normal routine.   |