

IN CASE OF **EMERGENCY** REMAIN CALM

AND FOLLOW THESE INSTRUCTIONS

Fire/Evacuation



- Fire:**
 - If you see smoke or fire activate the nearest fire alarm.
- Evacuation:**
 - Stay calm; do not rush or panic
 - Safely stop your work,
 - Gather your personal belongings; coat, purse, etc...
 - Close and lock your door and windows.
 - Use stairs only; do not use elevators or escalators,
 - Once outside, move away from the building.
 - Do not re-enter the building until instructed to do so by Security.

Shelter In Place



- Communication:**
 - Shelter-in-Place will be announced by intercom P.A. voice communication, text messaging,
 - Fire alarms will not be sounded.

- Procedures:**
 - Lock classroom, office and lab doors if possible, remain quiet and do not enter the hallway,
 - Should the fire alarm sound, DO NOT evacuate the building unless:
 1. You have first hand knowledge that there is a fire in the building,
 2. You are in imminent danger, or
 3. You have been advised by Security or Police to evacuate the building.
 - Crouch down in the areas that are out of sight from doors and windows,
 - Anyone in the hallways are to seek shelter in the nearest classroom,
 - Anyone outdoors on campus should immediately take cover,
 - If safe you can call 514-848-(8800) for more information on the situation.

Suspicious Person/Package



- Suspicious Person:**
 - Do not physically confront the person,
 - Do not let anyone into a locked building/office,
 - Call Security @ 514-848-(3717),
 - Provide as much information as possible about the person and his or her direction of travel.

- Suspicious Package:**
 - Do not touch or disturb object,
 - Call Security @ 514-848-(3717),
 - Notify your Supervisor.

Medical Emergencies



- In the event of a serious or life threatening injury or illness;
- From a safe location; call Security immediately at 514-848-(3717),
- Ensure your personal security before attempting first-aid,
- Provide the victim appropriate first-aid & comforting,
- Do not give the victim anything to drink or eat.

**If the injury is the result of a fall or significant trauma:
Do not move the victim unless absolutely necessary.*

Hazardous Materials



- If an emergency develops or if anyone is in danger, call 514-848-(3717),
- Move away from the site of the hazard to a safe location,
- Follow the instructions of Emergency Personnel,
- Alert others to stay clear of the area,
- Notify Emergency Personnel if you have been exposed to the hazard or have information about the release.

Power Failure



- Remain calm and move cautiously to a lighted area,
- Do not evacuate unless asked to by Emergency Personnel,
- Do not use candles!
- For localized outages, contact Security at 514-848-(3717).