# 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.

# Suspicious Person/Package





- 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.

#### 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:

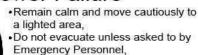
- Lock classroom, office and lab doors if possible, remain quiet and do not enter the hallway,
- Should the fire alarm sound, DO NOT evacuate the building unless:
  - You have first hand knowledge that there is a fire in the building.
  - 2. You are in imminent danger, or
  - You have been advised by 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.

### 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



- •Do not use candles!
- For localized outages, contact Security at 514-848-(3717).

