

**DIAL 0-000**

**RECEPTION: Ext 222**

**SECURITY: Ext 333**

# EMERGENCY PROCEDURES

| <b>TABLE OF CONTENTS</b>          | page      |
|-----------------------------------|-----------|
| <b>FIRE/ SMOKE</b>                | <b>1</b>  |
| <b>MEDICAL EMERGENCY</b>          | <b>2</b>  |
| <b>MISSING STUDENT</b>            | <b>3</b>  |
| <b>BOMB THREAT</b>                | <b>4</b>  |
| <b>INTERNAL EMERGENCY</b>         | <b>5</b>  |
| <b>PERSONAL THREAT</b>            | <b>6</b>  |
| <b>EXTERNAL EMERGENCY</b>         | <b>7</b>  |
| <b>EVACUATION</b>                 | <b>8</b>  |
| <b>LOCATION OF FIRST AID KITS</b> | <b>9</b>  |
| <b>IMPORTANT PHONE NUMBERS</b>    | <b>10</b> |

# ON HEARING **EVACUATION ALARM** OR DISCOVERING FIRE OR SMOKE:

1. **Remove** persons from **immediate** danger, if safe to do so
2. **Alert** and sound the alarm  
Phone Security on 333 and report on:
  - a. Location of fire (building name & floor)
  - b. Extent of fire (or nature of incident)
  - c. Are there any injured persons (e.g. Is an ambulance required?)
  - d. Name of person reporting the incident
3. **Close** all doors and windows if safe to do so
4. **Extinguish** if safe to do so
5. **Take** direction from the Chief Warden











# AN EXTERNAL EMERGENCY COULD BE CAUSED BY **BUSHFIRE, EARTH- QUAKE, FLOODING, STORM, MAJOR ROAD ACCIDENT, AIRCRAFT CRASH, CIVIL DISTURBANCE ETC**

## EARTHQUAKE

- Call: "Down!"
- Employees and students should slide under desks or stand in doorways
- Remain inside
- If outside, stay away from buildings and trees
- Await further instructions

## BUSHFIRE

- Remain calm—reassure persons that contingency plan is in process
- Remove persons from the affected area and immediate danger
- Prepare for total evacuation of the area
- Await further instructions

## STORM

- Stay inside and shelter well clear of windows
- If outdoors find emergency shelter **BUT NOT UNDER TREES**
- Avoid using the phone unless it is an emergency



# IN THE EVENT OF AN EVACUATION:

- Remain calm. **DO NOT** run or shout, as this may cause others to panic and injuries may occur
- Alert any staff members in the vicinity
- Await instructions from floor and building wardens, particularly for bomb threat. Bomb threat procedures require that exit routes be checked for safety prior to evacuation
- Upon instruction, move in an orderly manner to your designated assembly point
- If time permits, take valuables with you
- Close doors behind you to reduce smoke and fire transmission
- Do not re-enter building until it has been declared safe to do so by the Building Warden

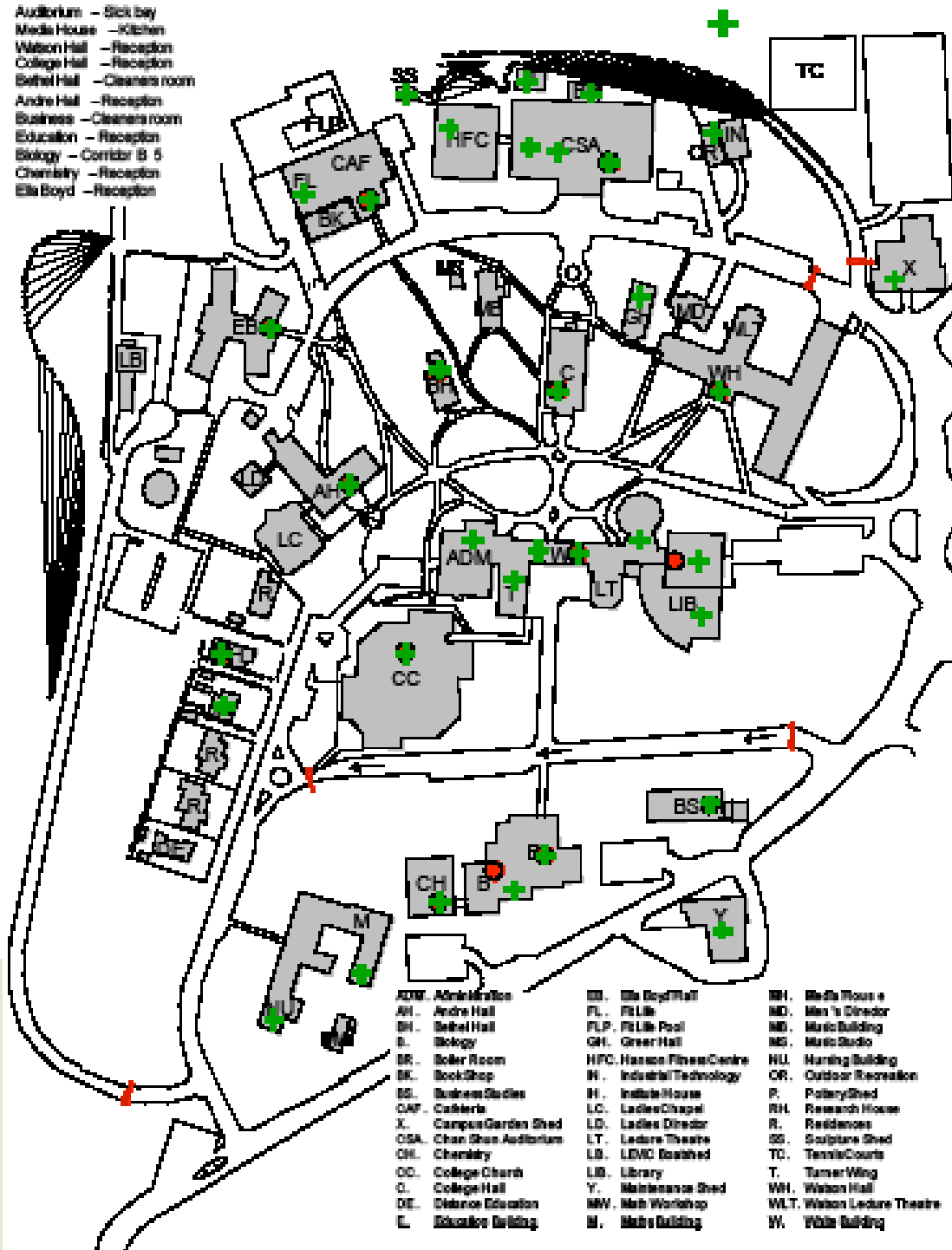
# MAP OF LOCATION OF FIRST AID KITS AND BLOOD SPILL KITS

**BLOOD SPILL KIT LOCATIONS**



- Cafeteria – Change room
- Library – Cleaners room
- Church – Deacons room
- White build – Cleaners room
- Auditorium – Sick bay
- Media House – Kitchen
- Watson Hall – Reception
- College Hall – Reception
- Belhel Hall – Cleaners room
- Andre Hall – Reception
- Business – Cleaners room
- Education – Reception
- Biology – Corridor B 5
- Chemistry – Reception
- Ells Boyd – Reception

## FIRST AID KIT LOCATIONS



- |                           |                            |                             |
|---------------------------|----------------------------|-----------------------------|
| ADM. Administration       | EB. Ells Boyd Hall         | MH. Media House             |
| AH. Andre Hall            | FL. Fit Life               | MD. Men's Director          |
| BH. Belhel Hall           | FLP. Fit Life Pool         | MB. Music Building          |
| B. Biology                | GH. Green Hall             | MS. Music Studio            |
| BR. Boiler Room           | HFC. Hansen Fitness Centre | HU. Hunting Building        |
| BS. BookShop              | I. Industrial Technology   | OR. Outdoor Recreation      |
| BS. Business Studies      | IH. Inlets House           | P. Pottery Shed             |
| CAF. Cafeteria            | LC. Ladies Chapel          | PH. Research House          |
| X. Campus Garden Shed     | LD. Ladies Director        | R. Residences               |
| CSA. Chan Shan Auditorium | LT. Ladies Theatre         | SS. Sculpture Shed          |
| CH. Chemistry             | LB. LENC Bookshop          | TC. Tennis Courts           |
| CC. College Church        | LB. Library                | T. Tamer Wing               |
| C. College Hall           | Y. Maintenance Shed        | WH. Watson Hall             |
| CE. Distance Education    | MW. Main Workshop          | WLT. Watson Lecture Theatre |
| E. Education Building     | M. Main Building           | W. White Building           |

