# Emergency Procedures

**Evacuation**
- Secure hazardous materials and equipment before leaving.
- Assist persons with disabilities or special needs. Do not use elevators.
- Leave building using nearest exit.
- Go to Emergency Assembly Point.
- Report pertinent information to Floor Emergency Coordinator.

**Fire**
- Pull fire alarm. Call 911.
- If possible, alert Campus Security at 721-7599.
- Use an extinguisher if the fire is small.
- Evacuate building, closing doors and windows on your way out if safe to do so.
- If you cannot evacuate, use stairwells as refuge areas.

**Building Flood**
- Do not walk through flood water - it could be electrically charged or contaminated.
- Call 721-7599.
- If possible, shut off power to affected area.
- Move all hazardous chemicals and vulnerable equipment above anticipated water line.

**Hazardous Materials**
- If the spill is beyond your ability to manage, call 721-7599.
- Secure the area and warn others.
- If toxic materials have spread, evacuate building.

**Medical Emergency**
- Call 911 for ambulance.
- Provide your name and location.
- Alert Campus Security at 721-7599.
- For first aid, call 721-7599.

**Suspicious or Violent Situations**
- Call 911. Trust your instincts.
- Alert Campus Security at 721-7599.
- Do not confront a violent or potentially violent person.
- Do not touch or disturb a suspicious object.

**Gas Leak**
- Do not pull fire alarm. Call 721-7599.
- Assist with building evacuation, communicating by word-of-mouth.
- Once outside, move to a safe location and do not re-enter building until directed to do so by emergency personnel.

**Earthquake**
- Drop, Cover & Hold under a table, desk or against an inside wall until the shaking stops.
- Prepare for aftershocks.
- Do not pull the fire alarm unless there is a fire.
- If damage is visible, evacuate building.

**Power Outage**
- Turn off computers and other voltage-sensitive equipment.
- If safety is a concern, evacuate building.
- Move cautiously to an illuminated emergency exit.

More information: http://ohs.uvic.ca

Building name: **Medical Sciences Building**
Room number: ___________ Phone number: ___________
Emergency Assembly Point: **Northwest Corner of Lawn in Front of MSB Building**

Emergency information updates: www.uvic.ca | CFUV 101.9 FM | 250-721-8620 | 1-888-721-8620

University of Victoria