



EMERGENCY PROCEDURES

WHAT TO DO WHEN ALL EYES ARE ON YOU

EMERGENCY PREPAREDNESS CHECKLISTS FOR FACULTY, INSTRUCTORS, FACILITATORS AND PRESENTERS



While we hope it never happens, we need to be prepared to handle emergencies ranging from threatening behaviour to medical emergencies, earthquakes to building fires. Students will look to faculty and instructors for direction, anticipating that you will know what to do during an emergency. Do you? Members of an audience and group participants will look to the facilitator to provide instructions. Can you?

BEFORE AN EMERGENCY—PLAN AHEAD

Key steps to prepare yourself and your students/audience

- Know all the building exits and exterior building assembly points.
- Identify where the fire extinguishers are and know how to use them.
- Review earthquake and campus evacuation procedures.
- If you teach in a science lab, review Earthquake Safety in Labs.
- Familiarize yourself with the 3 response options for a threat of violence: **EVACUATE, HIDE, TAKE ACTION**.
- Inform students/audience about basic evacuation procedures at the beginning of the term or session.
- Ensure that individuals with mobility issues have the information they need.
- Register for UVic Emergency Alerts to receive emergency text and Twitter messages: uvic.ca/alerts
- Take personal belongings with you to class or to meetings (keys, wallet, purse, coat and cell phone).
- Add Campus Security emergency and non-emergency numbers to your mobile phone contacts list.
- Download the free UVic Mobile App onto your smart phone—it contains emergency information that you can carry with you.

More info on these topics: uvic.ca/services/emergency

DURING AN EMERGENCY—TAKE CHARGE

Key steps to prepare yourself and your students/audience

- Follow appropriate procedures and the instructions of emergency coordinators (wearing orange vests).
- Assign students/participants to assist anyone in need of help.
- Take your personal belongings with you including your laptop (don't worry about the cords, mouse etc.).
- During an active threat consider your best option: **EVACUATE, HIDE or TAKE ACTION**. Call 911 when safe.
- If the power goes out wait 10 minutes. If not restored or there are safety concerns, evacuate your group.
- Earthquake? Call out "**DROP, COVER, HOLD ON**" and do the same. No table or desk? Crouch low and cover your head with your hands. Tiered lecture theatre? Crouch low in the rows between the seats. When the shaking stops, restore calm and instruct your group to evacuate. Stayaway from the building and move to the Campus Assembly Area (UVic playing fields). Prepare for aftershocks.
- Fire alarm ringing? Immediately evacuate your group. See smoke or fire? Pull the fire alarm, call 911 and evacuate immediately to the building emergency assembly points.
- Medical emergency? Call 911 and Campus Security at 250-721-7599. Give name, number and location on campus. If trained, start first aid.

AFTER AN EMERGENCY—PROVIDE INFORMATION AND STAY INFORMED

Key things to be aware of that will assist the emergency response

- After evacuation, **DO NOT** re-enter the building until directed by emergency personnel.
- Try to account for students/participants. Report any injured or missing individuals to Campus Security.
- If you have information about the emergency, notify Fire, Police or Campus Security at the scene.
- Try to let your department know your location and situation.