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, 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. Stay away 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.