

EMERGENCY PROCEDURES

FOR FACULTY, INSTRUCTORS & FACILITATORS

Be prepared before an emergency happens. Plan ahead, respond effectively and support recovery.

For more information visit: uvic.ca/prepare

PLAN AHEAD

BE READY

Bring essential personal items (keys, wallet, phone) to class or meetings in case of sudden evacuation.

KNOW YOUR ENVIRONMENT

- Locate building exits, fire extinguishers and Building Emergency Assembly Points.
- Review UVic emergency procedures (see poster, uvic.ca/prepare or [UVic SafetyApp](#)).
- Locate and familiarize yourself with AED and naloxone kits: uvic.ca/aed.

PREPARE YOUR GROUP

- Inform students/participants of building

evacuation routes and emergency procedures at start of term/session.

- Share how you will handle disruptions (e.g., snow days, cancellations) and your planned communication method (e.g., email, Brightspace).
- Build flexibility into course plans (e.g., recorded lectures).

STAY CONNECTED

- Register for UVic Alerts.
- Download the [UVic SafetyApp](#) on your mobile phone.
- Add Campus Security to phone contacts: 250-721-7599.

TAKE CHARGE DURING AN EMERGENCY

STAY CALM AND LEAD BY EXAMPLE

Your response sets the tone. Speak clearly and keep instructions simple.

ASSESS THE SITUATION AND ACT QUICKLY

Identify the emergency and follow UVic emergency procedures (see poster, uvic.ca/prepare or [UVic SafetyApp](#)).

EVACUATION

- Guide students to the Building Emergency Assembly Point. After a major earthquake, guide students to the Campus Earthquake Assembly Area (behind CARSA).
- If someone cannot evacuate:**
 - Guide them to an "Area of Refuge" (in stairwell) or a room with a door (close it to reduce smoke), preferably with a window.
 - Report their location to emergency responders.
 - Tell them to call 911 if they change their location after you leave.

- If they need help, call 911.

STAY INSIDE

- Reassure students and follow shelter-in-place instructions.

GET HELP IF NEEDED

- Call 911, then Campus Security for help if you need to.
- If safe, ask students to assist.

FOLLOW OFFICIAL INSTRUCTIONS

Monitor uvic.ca and the [UVic SafetyApp](#) and direct your group as needed.

AVOID UNSAFE ACTIONS

- Do not use elevators during an evacuation.
- Do not open doors if there is smoke, fire, or an active threat outside.
- Do not re-enter buildings until authorities give the All Clear.

AFTER AN EMERGENCY

ACCOUNT FOR EVERYONE

Confirm the safety of students/participants. Report missing or injured individuals to Campus Security.

PROVIDE INFORMATION

Share relevant details with Fire, Police and Campus Security.

INSTRUCTOR RESPONSIBILITY

Ensure students are directed to follow instructions from emergency personnel.

STAY SAFE

Do not re-enter buildings to resume class until authorities give the All Clear.

STAY UPDATED

Monitor uvic.ca and the [UVic SafetyApp](#) and update your group as needed.

SUPPORT MENTAL HEALTH

For mental health support visit uvic.ca/student-wellness or uvic.ca/efap