

# EMERGENCY PROCEDURES

## FOR EVERYONE

### EMERGENCY BASICS



- **Stay informed:** Download the UVic SafetyApp and subscribe to alerts at [uvic.ca/alerts](http://uvic.ca/alerts). Check [uvic.ca](http://uvic.ca) and official social media accounts for updates.
- **In an emergency,** call 911 then Campus Security at 250-721-7599.
- **Know your building name,** number, evacuation routes and Building Emergency Assembly Points.
- **During evacuations:** Do **NOT** re-enter the building until directed by emergency personnel.
- **During shelter-in-place:** Stay indoors, close doors and windows and wait for official instructions.

[uvic.ca/prepare](http://uvic.ca/prepare)

# UVIC

### NATURAL GAS LEAK



- Do **NOT** pull fire alarm.
- Call Campus Security.
- Evacuate building using nearest safe exit. Do **NOT** use elevators. Go to Building Emergency Assembly Point(s). Do **NOT** re-enter until directed by emergency personnel.
- If asked by emergency personnel, assist with word-of-mouth building evacuation.

### HAZARDOUS MATERIALS SPILL



#### IF UNSAFE TO HANDLE:

- Call Campus Security.
- Call 911 for serious injury or risk of fire/explosion.
- Warn others, prevent access.
- If toxic materials spread, evacuate immediate area using nearest safe exit. Go to Building Emergency Assembly Point(s).

### ACTIVE THREAT



Quickly determine the best way to protect yourself and call 911 when safe to do so.

#### GET OUT

- Evacuate only if you know the location of the threat and it is safe to do so.
- Keep your hands visible while evacuating and follow police instructions.

#### HIDE

- Barricade doorways and entrances (using chairs, tables, etc.).
- Close blinds on windows and doors.
- Stay behind solid objects away from doors and turn off lights.
- Minimize noise: silence your cell phone (ringer, alarms and vibration).

#### FIGHT

- Your last resort: use physical aggression to attempt to incapacitate the threat.

Learn more: [uvic.ca/activethreat](http://uvic.ca/activethreat)

### FIRE



- Pull fire alarm.
- Call 911, then Campus Security.
- If safe, use fire extinguisher to put out flames.
- Evacuate building using nearest safe exit. Do **NOT** use elevators. Go to Building Emergency Assembly Point(s) outside.

### BUILDING FLOOD



- Avoid floodwater—it could be electrically charged or contaminated.
- Call Campus Security.
- If safe, move valuables and hazardous items/chemicals to higher ground.

### EXTREME WEATHER



- Snow, heat and wildfire smoke may disrupt campus.
- Check [uvic.ca](http://uvic.ca) for updates.
- If campus closes, wind down activities and leave when ready — immediate departure is not required.

### IF YOU CANNOT EVACUATE



- Go to "Area of Refuge" (in stairwell) or a room with a door (close it to reduce smoke), preferably with a window.
- Ask someone (classmate, bystander, emergency team member) to **report your location** to emergency responders.
- If you need help or can't move, call 911.

### EARTHQUAKE



- **DROP, COVER AND HOLD ON** until shaking stops.
- If shaking lasts more than 30 seconds or you see building damage, evacuate building using nearest safe exit. Do **NOT** use elevators. Go to Campus Earthquake Assembly Area.
- Do **NOT** pull fire alarm unless there is fire.
- Prepare for aftershocks.

### SUSPICIOUS PERSON/OBJECT



#### SUSPICIOUS PERSON

- Do **NOT** confront or block their exit.
- Call 911, then Campus Security. Provide person's description and direction of travel.

#### SUSPICIOUS OBJECT

- Do **NOT** touch or disturb object.
- Call Campus Security.

### POWER OUTAGE



- Turn off sensitive electronics (e.g., computers).
- If in science labs, secure experiments and shut off gases.
- If unsafe, evacuate building using nearest safe exit. Do **NOT** use elevators. Go to Building Emergency Assembly Point(s).

### MEDICAL EMERGENCY



- Call 911, then Campus Security. Give exact location: building name/number and room number.
- If trained, provide first aid.
- AED & naloxone kits available: [uvic.ca/aed](http://uvic.ca/aed)

# 911

FIRE • POLICE • AMBULANCE  
CAMPUS SECURITY SERVICES  
250-721-7599