



EMERGENCY PROCEDURES

REGISTER FOR UVIC EMERGENCY ALERTS uvic.ca/alerts

Download the UVic Mobile App for emergency procedures information anytime.

FIRE

- Pull fire alarm. Call 911 and Security.
- Use an extinguisher if the fire is small.
- Proceed to nearest exit using stairs, not elevators. Close doors and windows.
- Meet at building assembly points.
- DO NOT re-enter the building until directed by emergency personnel.
- IF YOU CANNOT EVACUATE: Use stairwells as refuge areas and stay low.

NATURAL GAS LEAK

- DO NOT pull fire alarm. Call Campus Security.
- Assist with building evacuation by word-of-mouth.
- Once outside, move to designated building assembly points and DO NOT re-enter the building until directed by emergency personnel.

MEDICAL EMERGENCY

- Call 911 and ask for an ambulance. Provide your name and location on campus, including building and room number.
- Call Campus Security.
- If trained, administer CPR or first aid.
- If not trained, direct first responders to the incident location.

HAZARDOUS MATERIALS

- If not trained to manage the release or spill clean-up, call Campus Security.
- If there is risk of fire or explosion, call 911.
- DO NOT operate electrical devices, phones, light switches or equipment in the spill area.
- Alert people in the immediate area to evacuate if toxic materials have spread.
- Evacuate to building assembly points.

BUILDING FLOOD

- DO NOT walk through flood water—it could be electrically charged or contaminated.
- Call Campus Security.
- If possible, shut off power to the affected area.
- Move all hazardous chemicals and vulnerable equipment to countertops.

POWER OUTAGE

- Turn off computers and other voltage-sensitive equipment.
- If in science labs, secure experiments and shut off research gases.
- Move cautiously to an emergency exit and evacuate the building if safety is a concern.
- DO NOT re-enter the building until directed by emergency personnel.

SUSPICIOUS PERSON/OBJECT

SUSPICIOUS PERSON

- DO NOT confront the person.
- DO NOT block the person's access to an exit.
- Call 911 and Campus Security. Give as much information as possible, including description and direction of travel.

SUSPICIOUS OBJECT

- DO NOT touch or disturb object.
- Call 911 and Campus Security.

EARTHQUAKE

- DROP, COVER AND HOLD ON under a table, desk or inside wall until the shaking stops.
- If shaking lasts for more than 30 seconds or there is visible damage to the building, evacuate AFTER the shaking stops to the Campus Assembly Area.
- DO NOT use elevators.
- DO NOT pull fire alarm unless there is a fire.
- Prepare for aftershocks.

THREAT OF VIOLENCE

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

GET OUT

- Consider safe evacuation of the area only if you know the location of the threat. When evacuating, keep your hands visible and follow police instructions.

HIDE

- Barricade doorways and entrances using any means available.
- Close window/door blinds.
- Stay behind solid objects away from the door and turn off the lights.
- Minimize noise from your location. Turn off your cell phone ringer, alarms and vibration.

FIGHT

- Only confront a violent or potentially violent person as a last resort. Attempt to incapacitate the threat using physical aggression.

EMERGENCY INFORMATION UPDATES

uvic.ca | CFUV 101.9 FM

UVic emergency information line:
250-721-8620 | 1-888-721-8620

UVic Emergency Planning
uvic.ca/services/emergency

Emergency Preparedness Tips:
@PrepareUVic

Emergency Information: @UVic

911

FIRE POLICE AMBULANCE

CAMPUS SECURITY SERVICES
250-721-7599

YOU ARE HERE

Building name: _____ Room #: _____ Phone # _____

Building Assembly Point: _____ Campus Assembly Area: _____

Created by the Emergency Planning Office with assistance from Campus Security Services, Facilities Management, Occupational Health, Safety and Environment, and University Communications + Marketing

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