Emergency Procedures

Register for UVic Emergency Alerts: www.uvic.ca/alerts | Download the UVic Mobile App for emergency procedures information anytime.

Emergency information updates:
Follow @uvicemerg on Twitter | Web: www.uvic.ca | Radio: CFUV 101.9FM
Emergency information line: 250-721-8620 or 1-888-721-8620

Fire
- Pull fire alarm. Call 911 and Campus Security.
- Use an appropriate 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.

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.

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.

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.

Hazardous materials
- IF not properly trained to manage the release or spill cleanup, call Campus Security.
- IF there is risk of fire or explosion, call 911.
- DO NOT operate any 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.

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

EVACUATE
- 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 OUT
- 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.

TAKE ACTION
- Only confront a violent or potentially violent person as a last resort. Attempt to incapacitate the threat using aggression and any means/items available.

Suspicious person/object
- 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.

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.

Natural gas leak
- DO NOT pull fire alarm. Call Campus Security.
- Due to explosion risk, verbally announce the need to evacuate and assist with the evacuation.
- Once outside, move to designated building assembly point and DO NOT re-enter the building until directed by emergency personnel.

FIRE, POLICE, AMBULANCE
911
Campus Security
250-721-7599

YOU ARE HERE:

Building name: ___________________
Room #: _______________________
Phone number: ___________________
Building Assembly Point: ________________
Campus Assembly Area: ________________
Playing fields: ________________

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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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Just in case.