

# Emergency Procedures

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## To alert Security of any emergency:

- 1 Use any one of emergency phones located throughout the building OR use your cellphone
- 2 Dial ext. 1000 from any Dawson phone OR call 514 931 8731 ext. 1000 from your cellphone
- 3 State nature of emergency calmly and clearly

### NOTE

In any emergency situation, Security will always try first to use the public address system to inform the community of actions to take.

However, this will not always be possible due to certain circumstances including instruction by police or emergency services not to make public addresses. When that is the case, please refer to this guide.

## WHAT TO DO IN AN EMERGENCY

### Evacuation

When the alarm sounds, EVERYONE must evacuate:

- Leave the building immediately and calmly exit from the nearest exit
- Do not use the elevators
- Follow instructions given by monitors wearing special vests or security agents
- Move along quickly to Place Alexis Nihon to await further instructions
- If it is impossible to enter Place Alexis Nihon, make your way to Concordia University for instructions

Persons requiring assistance to evacuate should position themselves in front of an elevator/camera; qualified personnel will along shortly to complete the evacuation safely.

### Fire

If you detect a fire or if heavy smoke is filling an area, call Security (**see above**).

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- Move along quickly to Place Alexis Nihon to await further instructions
- If it is impossible to enter Place Alexis Nihon, make your way to Concordia University for instructions

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# WHAT TO DO IN AN EMERGENCY

## Bomb Threat

If you receive a bomb threat by phone, in person, or in written form (letter or email)

- Record relevant information (how threat was received, time threat was received, nature of threat, information about attack, any distinguishing sounds)
- Call Security immediately (see other side)

## Suspect Package

- Do not touch package
- Step away from the package and advise others in the vicinity to do the same
- Call Security (see other side)
- Leave the area
- Await further instructions

## Power Failure

- Stay calm and remain in place, emergency lighting will be activated in a few seconds
- Await further instructions
- If needed, call Security (see other side)

## Earthquake

- Take refuge under furniture, or steady yourself against a wall or door frame
- Do not stand or remain near windows
- Do not attempt to evacuate until you have received further instructions

## Armed Individual

If escape is possible:

- Evacuate building using shortest and quickest route
- Advise everyone you meet that they should evacuate immediately
- Call Security once you are safely away

If escape is not possible (lockdown):

- Enter a room with a lock; lock door securely
- Turn off the lights and barricade the door with furniture; take refuge behind or under furniture
- Do not open door to anyone
- Do not react to alarm being sounded, stay put and do not evacuate
- Stay in location until police or rescue personnel come to safely evacuate you

## Hazardous Materials

(Chemical Spill, biohazardous materials)

- Inform co-workers immediately
- Evacuate the area
- Call Security (see other side)
- Provide the following information:
  - Your name
  - Your location
  - Nature of emergency
  - Potential danger
- In the case of contamination, remove contaminated clothing, flush with water all areas of skin that may have touched contamination
- Clean up and contamination must be carried out only by qualified personnel

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