

# EMERGENCY GUIDELINES CLASSROOM/OFFICE SPACE

The following guidelines are posted to provide general guidance during an emergency. No guideline covers every circumstance. Evaluate the situation and take the safest course of action.

## MEDICAL

### If someone requires medical attention:

- Call Campus Security at ext. 2400 or 905.721.3211. They will dispatch the Campus Emergency Response Team and the appropriate authorities.

## FIRE

### Upon discovery of a fire:

Remove all occupants.  
Enclose the area you are leaving.  
Activate the fire alarm.  
Call ext. 2400 or 905.721.3211 to report a fire.  
Take the stairs.

### If you hear the fire alarm, this building uses a two-stage alarm system. Follow these instructions:

#### STAGE ONE

The alert signal - one pulse every two seconds.  
Evacuation is not required during stage one.

### If you hear the alert signal:

- Stay calm, remain where you are, and prepare to leave the building if instructed to do so.

#### STAGE TWO

The evacuation signal - one pulse every second.  
Evacuation is required during stage two.

### If you hear the evacuation signal (stage two):

- **Evacuation is required;**
- Assist persons with a disability in evacuating, or help them to a designated safety zone which are located near all major stairwells and are marked with a red sign;
- Close doors behind you;
- **Do not use the elevators;**
- Exit the building through the nearest safe exit;
- Move a safe distance away once outside; and
- Wait for clearance from the appropriate authorities before re-entering the building.

## SECURE AND HOLD

A secure and hold occurs when a lockdown is not necessary, but public safety is still an issue.

- **Do not exit the building unless instructed to do so;** and
- Follow directions from the appropriate authorities to assist in securing the building.

## CAMPUS THREAT/SUSPICIOUS PACKAGE

### If you are informed or aware of a threat to campus or a suspicious package, follow these instructions:

- **Do not pull the fire alarm;**
- Call ext. 2400 or 905.721.3211 and report the threat. Be as detailed as possible;
- **Do not touch any suspicious packages;** and
- The appropriate authorities will assess the situation and provide direction.

## LOCKDOWN

A **lockdown, lockdown, lockdown** announcement will be made over the Public Address (PA) System.

### When a lockdown is announced, follow these instructions:

- Remain in or go to the nearest room;
- Close, lock or barricade the door;
- Turn off the lights and stay out of sight;
- Remain quiet and **turn off cellphone ringer;**
- Account for everyone in the room;
- Wait for further instruction;
- **Do not open the door for anyone; and**
- **Do not use cellphones or safety phones unless you have information about the threat.**

### If the fire alarm sounds during the lockdown:

- Assess your area for signs of fire;
- If no sign of fire, remain in lockdown;
- If signs of fire, evacuate if safe to do so; and
- If you choose to evacuate, use the safest exit.

## CRIMINAL ACTS/VIOLENCE

In the event you witness a Criminal Act (e.g. violence, observe a weapon, theft, vandalism, etc.):

- **Do not intervene;** and
- Call ext. 2400 or 905.721.3211 and report the threat. Be as detailed as possible.

## BUILDING FAILURE

In the event of a building failure (e.g. power outage, gas leak, flooding, elevator failure, etc.)

- Call ext. 2400 or 905.721.3211 and report the threat. Be as detailed as possible;
- If instructed to do so, vacate the area; and
- The appropriate authorities will assess the situation and provide direction.

## INFORMATION AND RESOURCES

Below are some additional resources related to safety and security.

### Security services

- Security services - ext. 2400 from any campus phone, or 905.721.3211 from external lines.
- All campus payphones can dial 911; and
- Campus Walk - ext. 2400 or 905.721.3211.

### Other contacts:

- Durham Regional Police Services 905.579.1520;
- Campus Health Centre 905.721.3037; and
- For Lost and Found, contact security.

### Hazard reporting:

- If you see a hazard or unsafe act, please call ext. 3333 or 905.721.3333 between 7 a.m. to 10 p.m.; after 10 p.m., call security at ext. 2400 or 905.721.3211.