

# EMERGENCY GUIDELINES OPEN AREAS

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.

<p><b>MEDICAL</b></p>	<p><b>SECURE AND HOLD</b></p>	<p><b>CRIMINAL ACTS/VIOLENCE</b></p>
<p><b>If someone requires medical attention:</b></p> <ul style="list-style-type: none"> <li>• Call Campus Security at ext. 2400 or 905.721.3211. They will dispatch the Campus Emergency Response Team and the appropriate authorities.</li> </ul>	<p>A secure and hold occurs when a lockdown is not necessary, but public safety is still an issue.</p> <ul style="list-style-type: none"> <li>• <b>Do not exit the building unless instructed to do so;</b> and</li> <li>• Follow directions from the appropriate authorities to assist in securing the building.</li> </ul>	<p>In the event you witness a Criminal Act (e.g. violence, observe a weapon, theft, vandalism, etc.):</p> <ul style="list-style-type: none"> <li>• <b>Do not intervene;</b> and</li> <li>• Call ext. 2400 or 905.721.3211 and report the threat. Be as detailed as possible.</li> </ul>
<p><b>FIRE</b></p>	<p><b>CAMPUS THREAT/SUSPICIOUS PACKAGE</b></p>	<p><b>BUILDING FAILURE</b></p>
<p><b>Upon discovery of a fire:</b></p> <p>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.</p> <p><b>If you hear the fire alarm, this building uses a two-stage alarm system. Follow these instructions:</b></p>	<p><b>If you are informed or aware of a threat to campus or a suspicious package, follow these instructions:</b></p> <ul style="list-style-type: none"> <li>• <b>Do not pull the fire alarm;</b></li> <li>• Call ext. 2400 or 905.721.3211 and report the threat. Be as detailed as possible;</li> <li>• <b>Do not touch any suspicious packages;</b> and</li> <li>• The appropriate authorities will assess the situation and provide direction.</li> </ul>	<p>In the event of a building failure (e.g. power outage, gas leak, flooding, elevator failure, etc.)</p> <ul style="list-style-type: none"> <li>• Call ext. 2400 or 905.721.3211 and report the threat. Be as detailed as possible;</li> <li>• If instructed to do so, vacate the area; and</li> <li>• The appropriate authorities will assess the situation and provide direction.</li> </ul>
<p><b>STAGE ONE</b> The alert signal - one pulse every two seconds. Evacuation is not required during stage one.</p> <p><b>If you hear the alert signal:</b></p> <ul style="list-style-type: none"> <li>• Stay calm, remain where you are, and prepare to leave the building if instructed to do so.</li> </ul> <p><b>STAGE TWO</b> The evacuation signal - one pulse every second. Evacuation is required during stage two.</p> <p><b>If you hear the evacuation signal (stage two):</b></p> <ul style="list-style-type: none"> <li>• <b>Evacuation is required;</b></li> <li>• 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;</li> <li>• Close doors behind you;</li> <li>• <b>Do not use the elevators;</b></li> <li>• Exit the building through the nearest safe exit;</li> <li>• Move a safe distance away once outside; and</li> <li>• Wait for clearance from the appropriate authorities before re-entering the building.</li> </ul>	<p><b>LOCKDOWN</b></p> <p>A <b><u>lockdown, lockdown, lockdown</u></b> announcement will be made over the Public Address (PA) System.</p> <p><b>When a lockdown is announced, follow these instructions:</b></p> <ul style="list-style-type: none"> <li>• If you are near an exit, and it is safe, leave the building;</li> <li>• If you cannot exit safely, go to the nearest room;</li> <li>• Close, lock or barricade the door;</li> <li>• Turn off the lights and stay out of sight;</li> <li>• Remain quiet and <b><u>turn off cellphone ringer;</u></b></li> <li>• Account for everyone in the room;</li> <li>• Wait for further instruction;</li> <li>• <b>Do not open the door for anyone; and</b></li> <li>• <b>Do not use cellphones or safety phones unless you have information about the threat.</b></li> </ul> <p><b>If the fire alarm sounds during the lockdown:</b></p> <ul style="list-style-type: none"> <li>• Assess your area for signs of fire;</li> <li>• If no sign of fire, remain in lockdown;</li> <li>• If signs of fire, evacuate if safe to do so; and</li> <li>• If you choose to evacuate, use the safest exit.</li> </ul>	<p><b>INFORMATION AND RESOURCES</b></p> <p>Below are some additional resources related to safety and security.</p> <p><b>Security services</b></p> <ul style="list-style-type: none"> <li>• Security services - ext. 2400 from any campus phone, or 905.721.3211 from external lines.</li> <li>• All campus payphones can dial 911; and</li> <li>• Campus Walk - ext. 2400 or 905.721.3211.</li> </ul> <p><b>Other contacts:</b></p> <ul style="list-style-type: none"> <li>• Durham Regional Police Services 905.579.1520;</li> <li>• Campus Health Centre 905.721.3037; and</li> <li>• For Lost and Found, contact security.</li> </ul> <p><b>Hazard reporting:</b></p> <ul style="list-style-type: none"> <li>• If you see a hazard or unsafe act, please call ext. 3333 or 905.721.3333 between the hours of 7 a.m. to 10 p.m.; after 10 p.m., call security at ext. 2400 or 905.721.3211.</li> </ul>