

For help in any emergency, call **250-370-3075**

Evacuate

Do I go?

Evacuate in case of fire, earthquake, hazardous material release inside the building, and some acts of violence. Evacuate when you hear alarm bells, when danger is imminent, or when instructed to do so by first responders or emergency wardens.

- Secure hazardous materials and equipment before leaving if safe to do so.
- Assist persons with disabilities.
- Leave the building by the nearest exit.
- In case of fire, check doors for heat before opening and stay low if moving through smoke.
- Do not use elevators.
- Check for falling debris before exiting the building, and move away from doors once outside.
- Go to your Emergency Assembly Point.
- Never re-enter the building until notified by emergency personnel.

Shelter in place

Do I stay?

Some emergencies require you to stay and wait before you evacuate, including the release of chemical, biological or radiological materials, or some acts of violence. Sometimes, it may be safer for you to remain indoors rather than to exit into a potentially harmful environment.

- **Seek and share shelter:** Shelter in rooms which can be locked from the inside, and stay away from windows.
- **Secure and seal the room:** Lock or barricade doors, shut blinds and vent system in some cases.
- **Silence:** Minimize noise and lights. Keep phones on but set to silent with vibrate off.
- **Stay:** Stay secure until information is provided by emergency personnel.

Fire

- **REMOVE** anyone in immediate danger. Help people with disabilities relocate to areas of refuge and report their location to the emergency warden.
- **ACTIVATE** the nearest fire alarm and **call 250-370-3075**.
- **CONTAIN** the smoke and fire by closing doors. Turn off machinery if it is safe to do so.
- **EXTINGUISH** a small fire only if you feel safe and you have been trained to do so. Do not put yourself at risk.

Earthquake

- **DROP** down onto your hands and knees. This position protects you from falling but allows you to still move if necessary.
- **COVER** your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, get down near an interior wall and cover your head and neck with your arms and hands.
- **HOLD ON** to your shelter (or to your head and neck) until the shaking stops.
- Stay away from windows, shelves with heavy objects and hazardous materials.
- Do not try to move when the ground is shaking.
- Wait 60 seconds after the shaking stops before moving from your position.
- Be prepared for aftershocks. You may need to take cover again.
- Check carefully for falling debris before evacuating.

Medical Emergency

Call 250-370-3075.

- State your location: campus, building and room number, give your phone number, and stay on the line.
- Give a detailed description of the situation.
- Send someone outside to meet emergency personnel.

Utility Failure

BUILDING FLOOD

- Do not walk through flood water – it may be electrically charged
- If possible, shut off power to the affected areas.
- Move hazardous chemicals and vulnerable equipment away.

Call 250-370-3075.

HAZARDOUS SPILL

If you have not been trained in hazardous spill procedures, **call 250-370-3075**.

- Secure the area and warn others.
- If toxic materials have spread, evacuate the building.

GAS LEAK

Do not use cell phones or any electronic or electrical devices or equipment.

- Do not activate the fire alarm.
- Do not use light switches, computers or mobile devices.
- Pass the alarm by word of mouth. Shout out a warning to others.
- Evacuate the building.
- Go to your Emergency Assembly Point.
- Once you are outside and safe, **call 250-370-3075**.

POWER OUTAGE

Back up generators will provide emergency lighting in most areas.

- Turn off computers and equipment.
- If safety is a concern, evacuate the building.

For non-emergency assistance and Campus Security information, please call 250-370-4567. Review emergency preparedness information at camosun.ca under "About Us".



YOU ARE HERE:

BUILDING NAME:

ROOM #:

**Your
Emergency
Assembly
Point:**