Emergency Procedures

Blue Light/ Lock Down

Be on Alert
Find a Safe Place

Stay inside a classroom, room or office, secure the door(s) and windows and await further instructions.
- If the door does not lock, barricade the door with tables and chairs.
- If you are in a corridor go into the closest room not already secured and lock and/or barricade the door and windows.
- Close curtains or blinds where possible.
- Stay away from windows and doors.
- Turn off the lights.
- Stay low and quiet.
- Silence cell phones, do not make non-essential calls.
- Do not open the door for anyone.
- Remain in place until VIU issues an “ALL CLEAR” City of Parksville personnel will relay this information to VIU during emergencies.

If you are caught outside:
- Immediately leave the campus if it is safe to do so.
- If leaving is not possible, hide or crouch behind / under shrubbery and trees etc.

Armed Intruder

Quickly determine the best way to protect yourself.

GET OUT
- Consider a safe exit. Call 911 when it is safe to do so.
- Keep your hands visible and follow police instructions.

HIDE
- Lock and barricade doors and windows.
- Turn off lights, stay behind solid objects away from doors and windows.
- Be quiet, silence cell phones.

FIGHT
- If you are caught in an exposed area and cannot get into a classroom or office you must decide on a course of action.
- Impair weapons from nearby objects.
- Commit to an aggressive physical attack as a last resort. Incapacitate the assailant by any means available.

First Aid

• Alert first aid attendant.
• For Medical emergency, call 911 to request an ambulance.

First Aid Attendants
- Front Office
- Aesthetics Salon

Fire, Police, Ambulance: 911
Download the VIU safety app
safety@VIU

Gas Leak

• If you smell gas, or hear gas escaping, DO NOT pull the fire alarm.
• DO NOT use your cell phone or landline, or operate electrical switches.
• Verbally announce the evacuation.
• Leave doors and windows open.
• Proceed to the Evacuation Point and report the leak to 250.951.9423.
• DO NOT re-enter the building.

Fire

• If you see a fire or smell smoke, pull the fire alarm.
• When safe, call 911.
• If trained, use a fire extinguisher.
• Evacuate by nearest exit, close windows and doors if possible.
• Proceed to Evacuation Point, DO NOT re-enter the building.
• If you or someone you are with cannot evacuate, tell someone and wait for help in a stairwell.

Bomb Threat/ suspicious object

If you receive a bomb threat by telephone, follow these steps:
- Stay calm. Keep the caller on the line;
- Ask a lot of questions:
  - Where is the bomb? What does it look like?
  - When is it set to go off?
  - Permit the caller to say as much as possible without interruption.
  - Record the caller’s phone number if possible.
  - Record observations about background noise, voice characteristics, language etc.
- Ensure you are safe and call 250.951.9423.

SUSPICIOUS OBJECT
- DO NOT touch or disturb the object.
- Move to a safe location and call 911.

Power Outage

• Report the outage by calling 250.951.9423.
• Unplug voltage sensitive equipment.
• Secure any lab equipment and shut off gases.
• Secure any mechanical equipment/processes and shut off gases.
• Wait for further instructions from your Supervisor.

Earthquake

• Drop, Cover and Hold on! Drop, take cover and hold on until the shaking stops.
• No table - crouch down near an inside wall and cover.
• Safely evacuate the building to the Evacuation Point.
• DO NOT use elevators.
• Before exiting, consider hazards such as downed power lines, falling objects and debris.

Shelter in Place

When it may be hazardous to go outside: Remain indoors and close any open doors and windows. If you’re outside, proceed indoors to the nearest building.

Dangerous Wildlife

• Report dangerous wildlife sightings that could pose a risk to the public (e.g. bear, cougar) by calling 250.951.9423.
• Do not approach or attempt to interact with dangerous wildlife.
• Stay inside.
• Encourage people outside to take shelter inside buildings.
• Wait for further instructions or an “ALL CLEAR” message.

Fire in Place

When it is unsafe to remain in a building: Immediately exit the building and proceed to the designated Evacuation point. If outside, proceed to the nearest evacuation point.

Suitable Evacuation Point

Bldg: __________________________ 
Rm #: __________________________

Phone: __________________________

Bldg Evacuation Point: __________________________

Emergency Warden: __________________________

YOU ARE HERE (Parksville):

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viu.ca/emergency