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.
- Improvise weapons from nearby objects.
- Commit to an aggressive physical attack as a last resort. Incapacitate the assailant by any means available.

Fire, Police, Medical
Emergency: 911
Download the VIU Safety app

Medical/First Aid
See a VIU First Aid Attendant at one of the following locations:
- Front Office
- Aesthetics Salon

viu.ca/emergency

Green Light/All Clear

Evacuate
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.

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 250.937.1732.
- DO NOT re-enter the building.

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.

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.

Dangerous Wildlife
- Report dangerous wildlife sightings that could pose a risk to the public (e.g. bear, cougar) by calling 250.937.1732.
- 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.

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.

Power Outage
- Report the outage by calling 250.937.1732
- 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.

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 911
- DO NOT touch or disturb the object.
- Move to a safe location and call 911.
If possible, call VIU Security at 250-740-6512 to report this

YOU ARE HERE (Parksville):
Bldg:_________ Rm #:_________
Phone: _______________________
Bldg Evacuation Point:_________
Emergency Warden:_________

Last revised August 2017