**Lock Down**
Performed when there is a real and imminent threat of violence and it may be dangerous to evacuate a building: Stay inside and hide, lock and barricade doors.

**During a Lockdown**
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” message or the door is opened by emergency personnel, carefully follow instructions.

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.

**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 250.740.6600.
- **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 near an inside wall and cover.
- Verbally announce the evacuation, if possible.
- Evacuate by nearest exit, close windows and doors.
- If trained, use a fire extinguisher.
- When safe, pull the fire alarm.
- **DO NOT** pull the fire alarm.
- **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 and 250.740.6600.
- 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/ suspcious 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 250.740.6600.

**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 250.740.6600.
- 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.

**Dangerous Wildlife**
- Report dangerous wildlife sightings that could pose a risk to the public (e.g. bear, cougar) by calling 250.740.6600.
- 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.

**First Aid**
- **Call 250.740.6600**, be prepared to provide your name, location on campus including building and room number and request first aid.
- If there is a medical emergency, call 911 to request an ambulance and then call 250.740.6600 to notify VIU that an emergency vehicle is on route.

**Campus Security: 250.740.6600**
Fire, Police, Ambulance: 911
Download the VIU safety app to stay current: safety@VIU

YOU ARE HERE (Cowichan):

<table>
<thead>
<tr>
<th>Bldg:</th>
<th>Rm #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phone: _______________________
Bldg: ____________
Bldg Evacuation Point: ____________

When it is safe to do so call 911 and 250.740.6600.

Emergency Warden: _______________________

Last revised August 2017