Emergency Procedures

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 down near an inside wall and cover.
- Stay low and quiet.
- Turn off the lights.
- Silence cell phones, do not make non-essential calls.
- Do not open the door for anyone.

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/ 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 250.740.6600.
- Report the suspicious object to your Supervisor.

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 en route.

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 250.740.6600.
- 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.

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.

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