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

Classroom or Office
- If you are caught in an exposed area and cannot get into a classroom or office, you must decide on a course of action.
- 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.
- Proceed to the nearest evacuation point.

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 inside:
- Immediately leave the building if it is safe to do so.
- If evacuation is not possible, take shelter in a stairwell.
- Proceed to Evacuation Point, if possible.
- Evacuate by nearest exit, close windows and doors.
- Do not re-enter the building.
- When safe, pull the fire alarm.
- If you see a fire or smell smoke, pull the fire alarm.
- 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 604.485.2878.
- DO NOT re-enter the building.

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 604.485.2878.
- Do not open the door for anyone.
- 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.

Quickly determine the best way to protect yourself and call 911 when it is safe to do so.
GET OUT
- Consider a safe exit. 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.

Armed Intruder

Evacuate
When it is unsafe to remain in a building, immediately exit the building and proceed to the designated Evacuation point. If you are outside, proceed to the nearest evacuation point.

Quickly determine the best way to protect yourself and call 911 when it is safe to do so.
GET OUT
• Consider a safe exit. 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.
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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.
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Fire
- If you see a fire or smell smoke, pull the fire alarm.
- When safe, call 911 and 604.485.2878.
- 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.

Quickly determine the best way to protect yourself and call 911 when it is safe to do so.
GET OUT
• Consider a safe exit. 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.
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First Aid

Quickly determine the best way to protect yourself and call 911 when it is safe to do so.
GET OUT
• Consider a safe exit. 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.

Armored Intruder

Evacuate
When it is unsafe to remain in a building, immediately exit the building and proceed to the designated Evacuation point. If you are outside, proceed to the nearest evacuation point.

Quickly determine the best way to protect yourself and call 911 when it is safe to do so.
GET OUT
• Consider a safe exit. 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.

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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.

Armed Intruder

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 604.485.2878.

SUSPICIOUS OBJECT
• DO NOT touch or disturb the object.
• Move to a safe location and call 911 and 604.485.2878.

Quickly determine the best way to protect yourself and call 911 when it is safe to do so.
GET OUT
• Consider a safe exit. 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.
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Armored Intruder

Armored Intruder

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SUSPICIOUS OBJECT
• DO NOT touch or disturb the object.
• Move to a safe location and call 911 and 604.485.2878.