

# 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.

## Armed Intruder



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.

## 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 **604.485.2878**.
- **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 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.

### 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**.

## 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 **604.485.2878**.
- 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 **604.485.2878**.
- 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 **604.485.2878**, 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 **604.485.2878** to notify VIU that an emergency vehicle is en route.

## YOU ARE HERE (Powell River):

Bldg: \_\_\_\_\_ Rm #: \_\_\_\_\_

Phone: \_\_\_\_\_

Bldg Evacuation Point: \_\_\_\_\_

\_\_\_\_\_

Emergency Warden: \_\_\_\_\_

\_\_\_\_\_

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FRONT OFFICE: **604.485.2878**

Fire, Police, Ambulance: **911**

Download the VIU safety app  
to stay current: **safety@VIU**