



# EMERGENCY PROCEDURES

## QUICK REFERENCE GUIDE



### EVACUATION

Evacuation is a valid and effective response to any internal situation where the circumstances are dangerous - **if it is safe to proceed.**

In the absence of any specific directions, any occupant faced with a dangerous situation **should not hesitate to evacuate**, ensuring that persons or students for whom you are responsible evacuate as well.

#### EVACUATION SHOULD BE INITIATED IN VARIOUS CIRCUMSTANCES THAT INCLUDE:

- Discovery of Fire
- Upon Hearing the Fire Alarm
- Critical Violent Act
- Chemical Spill or Threatening Atmosphere
- Dangerous Physical Environment



### ACTIVE ATTACKER

**LOCKDOWN** – If you receive direction to lockdown, even if you are unaware of an evolving situation, you should:

- Stay where you are or look for a nearby place that you can take cover and hide.
- Secure the area as best possible: lock or barricade the door, shelter under or behind furniture, ensure cell phones and sources of sounds are silenced.
- Shut all lights off if you can.
- Stay in this location until there is an indication that the situation is all clear.

**RUN, HIDE, FIGHT** - If you are faced with an imminently dangerous situation and no direction has been provided – adopt the mentality to run, hide, fight.

#### RUN - IF IT IS SAFE, GET AWAY FROM THE DANGER:

- Check to see if there is a clear path to the nearest exit.
- Move swiftly – run only if necessary.
- Leave the building and go to an area with cover and out of sight from the building .
- Contact 911 when you are safe.

#### HIDE - IF IT IS NOT SAFE TO GET AWAY FROM THE DANGER:

- Look for a place that you can take cover and hide.
- Secure the area as best possible: lock or barricade the door, shelter under or behind furniture; ensure cell phones and sources of sounds are silenced.
- Shut all lights off if you can.
- Maintain awareness of the situation and if an opportunity arises to get out – do so.

#### FIGHT – IF FACED WITH IMMINENT THREAT TO LIFE, FIGHT BACK FORCEFULLY:

- If you cannot evacuate and you may be confronted by an assailant, be prepared to fight.
- Find improvised weapons such as anything large, heavy or sharp.
- Organize any persons with you to take action as a group – make plans if time permits.
- If required to fight – don't stop until you are certain it is safe to do so – then get away from the danger.



### GETTING ASSISTANCE AND EMERGENCY COMMUNICATIONS

The **EMERGENCY BROADCAST SYSTEM** delivers audible messages to various areas of the College through a series of speakers throughout the College. If you receive any communication through this system, you should follow the directions immediately and specifically.

**DIAL 4911 (Windsor) OR 3911 (Chatham)** from any College phone. This is an internal emergency phone line that is monitored by Security 24/7.

The **ST. CLAIR COLLEGE ALERTAWARE MOBILE SAFETY APP** features emergency push notifications that will alert you if there is an emergency on campus. It also includes the ability to connect with Campus Security directly from the app.

**ALERTAWARE** will also be used to deliver messages and updates on all computers and monitors on the College network.



### MEDICAL EMERGENCIES

Medical emergencies can occur randomly across the College in public areas or classroom/office environments.

#### IF YOU ARE INVOLVED IN A MEDICAL EMERGENCY:

- **DIAL 4911 (Windsor) OR 3911 (Chatham)** from any College phone and describe your emergency and your location.
- Stay on the phone as long as requested.
- Request assistance from bystanders.
- Make room around the sick / injured person.
- Apply First Aid / CPR as necessary while you wait for assistance to arrive.
- Security staff trained in First Aid/ CPR/ AED will respond and initiate EMS as necessary.



### BOMB THREAT

Bomb threats may be received by anyone at any time. They can be received by telephone, voicemail, verbally, through written correspondence or electronically.

#### IF YOU RECEIVE A BOMB THREAT:

- Stay calm.
- Obtain as much information as possible by asking questions.
- Take as many notes as possible.
- DIAL 4911 (Windsor) or 3911 (Chatham) and provide all possible information.
- Wait until assistance arrives.
- Do not pull the fire alarm.



### REPORTING SUSPICIOUS ACTIVITY

Suspicious activity refers to suspicious persons, behaviour and activity. Your assistance in reporting suspicious activity helps to maintain a safe and secure environment for all College occupants.

- Do not hesitate to report suspicious activity.
- Emergency Lines: Dial 4911 (Windsor) or 3911 (Chatham) to contact the Security.

- Non-Emergency Line: 519-972-2741 (any campus).

- Be prepared to identify yourself, your location and provide details.

Stay where you are or advise personnel where you are going.

- Continue to monitor the person or activity, if possible, while awaiting a response and without placing yourself in danger.
- Do not approach a suspicious person yourself.

#### IF YOU DISCOVER OR RECEIVE A SUSPICIOUS PACKAGE:

- Remain calm. Do not handle it and keep other people away.
- Remove yourself and any other staff/students from the immediate area of the package without causing alarm (one wall separation is sufficient at this time).
- Dial 4911 (Windsor) or 3911 (Chatam) to contact the Security, provide as much detail as possible.

### SECURITY SERVICES

Ext. 4911 (Windsor, Downtown)

Ext. 3911 (Chatham)

911 (Universal Emergencies)



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## FIRE

### UPON DISCOVERY OF FIRE

- **Remain Calm ~ Do Not Use Elevators**
- **ACTIVATE** the nearest fire alarm pull station.
- **DIAL 911** from a safe area to report the exact details of the fire, follow up with **4911 (Windsor) or 3911 (Chatham)** to provide security with details so that an internal response can be underway.
- **CLOSE** any doors/windows to the fire affected area, if safe to do so.
- **LEAVE** immediately using the nearest safe exit.

### IF YOU HEAR THE FIRE ALARM SOUND, LISTEN TO THE INSTRUCTIONS

#### 1ST STAGE (SOUTH CAMPUS, SCCCA)

**IF TOLD THAT AN ALARM HAS BEEN SOUNDED, WAIT WHILE IT IS BEING INVESTIGATED:**

- **Stop what you are doing** and listen attentively for further instructions.
- **If in area of fire**, evacuate and **DIAL 4911 (Windsor) or 3911 (Chatham)**.
- Follow instructions provided.

#### 2nd STAGE (SOUTH CAMPUS, SCCCA, ALL OTHER, BUILDINGS) IF TOLD TO EVACUATE OR IF THE ALARM SOUNDS WITH NO INSTRUCTIONS

- **Leave the building immediately.** Ensure persons with disabilities are assisted as required. Ensure class or group members evacuate the building.
- **Persons with disabilities** who are unable to leave the building **shall proceed to the nearest stairwell collection point** or nearest safe exit and wait for assistance from the Fire Department or emergency personnel.
- **Do not enter or return** to the building until approved by the Fire Department and notified to do so by emergency personnel.



## POWER OUTAGE

Power outages can occur without warning and can range from very localized to widespread in nature.

### WHEN A POWER OUTAGE OCCURS YOU SHOULD:

- Remain Calm ~ Do Not Use Elevators.
- **DIAL 4911 (Windsor) or 3911 (Chatham)** to report the location of the power outage.
- **STAY** in your area and continue with normal operations, if possible.
- If you leave your area due to darkness, move to a better-lighted area of the College.
- Use flashlights and mobile devices to move about safely in a dark area.
- Await further direction regarding the outage.



## NATURAL GAS ODOUR

Transient odours can occur in the College without any warning regarding the source. The smell of natural gas is an early warning regarding the presence of natural gas.

### UPON THE DISCOVERY OF A NATURAL GAS ODOUR:

- **DIAL 4911 (Windsor) or 3911 (Chatham)** and report the location of the odour.
- **OPEN** any doors/windows to the affected area.
- If you are not in imminent danger, collect personal items such as bags, keys and mobile phones.
- **LEAVE** the affected area, moving to an unaffected area.  
If the odour persists – go outdoors using the nearest safe exit.
- Await further direction regarding returning to the affected area.



## FLOOD/WATER INTRUSION

Flooding/water intrusion can occur inside the College without warning. The source of flooding inside the College is often related to failures in building systems such as roofs, plumbing and drainage systems or fire protection systems.

### UPON THE DISCOVERY OF A FLOOD:

- **DIAL 4911 (Windsor) or 3911 (Chatham)** and report the location of the flood.
- If you are not in imminent danger, collect personal items such as bags, keys and mobile phones.
- **LEAVE** the flood affected area, moving to an unaffected area of the College.
- Await further direction regarding returning to the flooded area.



## EARTHQUAKE

### IN THE EVENT OF AN EARTHQUAKE - REMEMBER...DROP, COVER & HOLD

- Quickly move persons away from windows and draw drapes or blinds to reduce injury from breaking glass.
- Secure or remove items that may fall and be conscious of those items that cannot be removed or secured.
- Stay clear of heavy equipment that may not be adequately restrained.
- Seek shelter under a desk, table or counter, which will provide protection from falling objects.
- Do not go outside. While the building may withstand the shock, ornamental facades, signs and window glass may vibrate loose and fall.
- Do not run towards exits or stairwells as they may be congested with traffic or collapse.
- Do not use elevators.
- Stay away from power lines or dangling electrical wires.
- If you are away from your department, do not attempt to return to it until an “all clear” is given.
- If you are outside, stay there and do not return to the inside of the College.
- Move away from building.
- Be aware that fires may start.
- Attempt, if possible, to turn off gas and oxygen valves.
- Provide First Aid as required to injured persons.
- Prepare for and proceed with an orderly evacuation of the College.
- Do not use matches or open flames to find your way.



## TORNADO WARNING

- Be aware of any Environment Canada warnings.
- Whenever possible, alerts will be sent by St. Clair College by PA system or **AlertAware** when classes are in session.
- Move to the lowest level of the building you are in and/or into interior rooms with no exterior doors or windows.
- Stay away from windows, doors, exterior walls, or any objects that may become projectiles or hazards.
- Avoid elevator use and do not open any windows.
- If you are outside, take cover in the nearest building or move to low ground away from trees and power lines and lie down covering your head with your hands.

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Ext. 3911 (Chatham)

911 (Universal Emergencies)

## GENERAL INQUIRIES

519-972-2741