

# EMERGENCY RESPONSE PROCEDURES

## ● FIRE

### If You Discover Fire, See Smoke Or Smell Gas:

- Sound alarm to warn occupants;
- Evacuate IMMEDIATELY using the nearest safe exit and proceed outside and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point. DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;
- If trained to do so, fight fire using a fire extinguisher only if small and not between you and an exit;
- Call CEP.

## ● EVACUATION

### If The Fire Alarm Sounds or You Are Advised to Evacuate:

- Stop all work and remain calm;
- Evacuate IMMEDIATELY using the nearest safe exit and proceed outside and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point. DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;
- Do not try to remove any vehicle from the parking lot/garage;
- Obey all instructions from the Emergency Wardens and CEP;
- Return to the building only when CEP has authorized you to do so.

## ● ACTIVE INTRUDER

### Assume a Survival Mindset:

- **Figure Out** – Try to determine what is happening around you and if you are in danger but without putting yourself at risk;
- **Get Out** – If you have not been detected, and you have an escape route, your best option may be to leave, if it is safe to do so;
- **Hide Out** – If you cannot leave safely, you must seek shelter from an armed intruder(s);
  - Move to the nearest room you feel is safe;
  - Lock and/or barricade the door if possible;
  - Turn off lights and/or maintain minimal lighting;
  - Close/lock and stay away from all windows and blinds;
  - Lie flat on the floor or take adequate cover out of sight;
  - Comfort others who may be panicking and assist injured if necessary;
  - Consider making a plan in case the intruder(s) gains access to the room;
  - Remain calm and quiet;
- **Get the Word Out** – If safe to do so, call 911 and report the incident. Once finished with 911, call CEP. After you notify CEP, silence your phone;
- **Wait Out** – Wait for police and/or CEP to arrive. Do not enter hallways, stairwells, etc. until instructed to do so. Upon arrival of the police, obey their instructions, including showing your hands when asked to do so.

## ● SEVERE WEATHER

- Advisories for late openings and/or closures will normally be issued by 7 a.m. and early closures will normally be announced at least one hour in advance. Listen to local radio stations for advisories and check [www.mun.ca](http://www.mun.ca) or follow Memorial on Twitter @MemorialU for information.

## ● COMMUNICABLE DISEASE

### The 3C Campaign will help prevent the spread of communicable diseases:

- Clean – Wash your hands;
- Cover – Cover your coughs and sneezes with a tissue or the crook of your arm;
- Contain – Contain your illness; stay home and rest.

## ● HAZARDOUS SPILL OR GAS LEAK

- Take prompt action to prevent further release or harm to persons in the area as per the Hazardous Spill or Gas Leak procedures found on the Emergency Management website;
- Evacuate immediately and sound the building alarm if you have any doubts about your safety or that of others in the area of a spill or leak;
- Call CEP.

## ● BOMB THREAT

- If threat is received by phone, use the Bomb Threat Guidelines, available on the Emergency Management website, and gather as much information as possible, then call CEP;
- If a threat is received in writing, call CEP immediately and turn over the document to them;
- Do not touch any suspected items. Should a suspected item be located, call CEP;
- Evacuate if advised to do so.

## ● SUSPICIOUS PACKAGE

### If You Should Spot a Suspicious Object or Package:

- Do not touch it, move it or tamper with it in any way;
- Call CEP and report it to your supervisor;
- Do not use a cell phone within 30 metres of the object;
- Open all windows in the immediate area;
- Evacuate the immediate area.

## ● MEDICAL EMERGENCY

- If illness or injury is serious, do not move the person;
- Call CEP and follow instructions;
- If appropriate and available, get someone with First Aid Training to help;
- Send someone to meet emergency personnel outside and direct them to the person's location.

## ● POWER OUTAGE

- Report the power failure to CEP and/or Work Control at 864 7600;
- Evacuate to your nearest assembly point, if advised to do so and await further instructions;
- Do not re-enter the building unless advised to do so by emergency personnel;
- If in an elevator, use the telephone to notify CEP and assistance from emergency personnel will be forthcoming;
- If in a dark workspace, determine whether or not you can move cautiously to a lighted area. If you are not able to do so, stay where you are. A search of the building will be conducted and you will be assisted to ensure a safe evacuation;
- If in a residence, await instructions from your residence life advisor;
- Assist others if necessary.

## ● IM/IT INFRASTRUCTURE FAILURE AND COMPUTER SECURITY

- Contact the Computing and Communications Service Desk at 864 4595 for IM/IT equipment systems failures (including Banner (student or finance), student portal, D2L (hardware support), telephone systems, and/or network failure) or computer security issues (including malware, hacking, phishing, virus, identity theft and/or data theft).