

EMERGENCY RESPONSE PROCEDURES

For emergency assistance, dial 911 from a cell phone or 8-911 from an internal College phone for Police, Fire and Ambulance.



FIRE

Upon discovery of a fire:

1. Evacuate persons in immediate danger
2. Vacate fire area - close windows/doors, shutdown electrical equipment where appropriate
3. Activate nearest fire alarm (if applicable)
4. If your clothing catches fire, call help - STOP, DROP and ROLL to try and smother flames. If possible, wrap yourself in a blanket, coat, etc.
5. Evacuate the building completely
6. Take up a position so as not to interfere with the Fire Department
7. Do not re-enter the building until ALL CLEAR is issued by the Fire Department

Upon hearing the fire alarm:

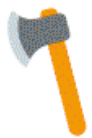
1. Switch off an equipment your are using
2. Briskly walk to the nearest fire exit in an orderly fashion. DO NOT RUN. Do not stop to collect your belongings.
3. Evacuate the building completely and move to the emergency assembly area. Take up a position so as not to interfere with the Fire Department
4. Do no re-enter the building until ALL Clear is issued by the Fire Department

Ensure any action you take does not put your life in danger.



MEDICAL EMERGENCY

1. If you are able, call x221
2. Provide your name and report the nature, severity and location of the medical emergency
3. Do not move anything at the site , except to alleviate suffering or preserve integrity of property
4. Remain available to provide information to staff or Emergency Personnel



ACTIVE ATTACKER

If someone appears to be armed or is actively attacking with a weapon, take one of the following actions:

1. GET OUT - Evacuate

- If you are able, call x221
- Provide your name and report the nature, severity and address of the emergency
- Notify anyone you encounter to exit the building immediately. Evacuate regardless if others agree to follow
- Do not pull the fire alarm
- Have an escape route and plan in mind
- Leave your belongings behind

2. HIDE - Lockdown

- If evacuation is not possible, or if instructed to Lockdown:
- Go to nearest classroom or office and lock or barricade the door.
- Turn off lights and keep away from doors and windows.
- Seek cover/protection behind desks, filing cabinets, etc.
- Keep quiet; silence cell phones
- Do not answer the door
- Listen for announcements
- Wait for law enforcement to escort you out of the building
- If the fire alarm sounds while in lockdown, as long as there is no sign of smoke/fire, remain in lockdown

3. TAKE ACTION - Fight

- If left with no other option and only when your life is in imminent danger, fight back to incapacitate the attacker
- Alert others in the room for possible help.

You are in Room #: