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

GETTING ASSISTANCE & EMERGENCY COMMUNICATIONS

CALL 911

EMERGENCY TELEPHONES are located throughout the building and parking lot. These telephones are monitored 24 hours/day by Algonquin College Security Services at the Woodroffe Campus in Ottawa. When a call is received, the Perth Police will be dispatched to your location as required.

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

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:

- **Call 911** 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 and **Apply First Aid / CPR** as necessary while you wait for assistance to arrive

BOMB THREAT

Bomb threats may be received by anyone at any time. They can be received by telephone or 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
- **Call 911** and provide all possible information
- **Contact** the Administrative Office **by dialing "0"**
- **Wait** until assistance arrives
- **Do not** pull the fire alarm

CRITICAL VIOLENT ACTS

Evacuation and lockdown strategies are the most effective means for individuals to respond to the immediate threat of violence.

IF IT IS SAFE TO EVACUATE:

- **LEAVE** the immediate area of danger, ensuring that persons or students for whom you are responsible evacuate as well
- Evacuate using the nearest, safe path of exit to the exterior of the building
- Upon exiting a building follow directions of responding emergency personnel. Once safe, call 911 to report your location

IF IT IS NOT SAFE TO EVACUATE:

- **LOCKDOWN** by remaining in your area or moving to a nearby area such as an office or room. Ensure that persons or students for whom you are responsible do the same
- Close any doors to the room and lock them if possible
- Lay or crouch on the floor beneath any desks or other furniture that is available
- Stay away from doors, walls, windows. If possible, call 911 to report your location
- Stay in your location and take measures to protect yourself from harm until directed otherwise by emergency personnel or College authorities

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
- **Dial "0"** to contact the Administration Office during regular business hours or call 911 outside of regular business hours
- **Be prepared** to identify yourself, your location and provide details. Stay where you are or advise emergency personnel where you are going
- **Continue to monitor** the person or activity, if possible, while awaiting emergency personnel 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 affected staff / students from the immediate area of the package without causing alarm (one wall separation is sufficient at this time)
- **Dial "0"** to contact the Administration Office during regular business hours or call 911 outside of regular business hours and provide as much information as possible

FIRE

UPON DISCOVERY OF FIRE

Remain Calm

ACTIVATE the nearest fire alarm pull station

CALL 911 from a safe area to report the exact details of the fire

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:

Leave the building immediately. Ensure persons with disabilities are assisted, as required. Ensure class or group members evacuate the building.

Do not enter or return to the building until approved by the Fire Department and notified to do so by emergency personnel.

Emergency Nursing Procedures

JL Elias

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