

EMERGENCY PROCEDURES

COMOX VALLEY CAMPUS
2300 Ryan Road



SUSPICIOUS PERSON/OBJECT

SUSPICIOUS PERSON

- DO NOT confront the person.
- DO NOT block the person's access to an exit.
- Call 911 and Facilities 778-585-5591.
- Give as much information as possible, including description and direction of travel.

SUSPICIOUS OBJECT

- DO NOT touch or disturb object.
- Call 911 and Facilities 778-585-5591.



FIRE

IF YOU DISCOVER A FIRE

IF YOU HEAR A FIRE ALARM

- **Pull fire alarm.**
Call 911 and Facilities 778-585-5591.
- **Use a fire extinguisher** if the fire is small; THEN
 - **Proceed to nearest exit** using stairs, not elevators. Close doors and windows if safe to do so.
 - **Meet at building Assembly Area***.
 - **DO NOT re-enter the building** until directed by emergency personnel.
 - **IF YOU CANNOT EVACUATE:** Use stairwells as refuge areas; stay low.



NATURAL GAS LEAK

- Call Facilities 778-585-5591.
- IF instructed to do so, evacuate the building by pulling a fire alarm.
- Once outside, move to designated Assembly Area* and DO NOT re-enter the building until directed by emergency personnel.



BUILDING FLOOD

- DO NOT walk through flood water if possible—it could be electrically charged or contaminated.
- Call Facilities 778-585-5591.
- If possible, shut off power to affected area.
- Move all hazardous chemicals and vulnerable equipment to countertops.



POWER OUTAGE

- Turn off computers and other voltage-sensitive equipment.
- If in science labs, secure experiments and shut off gases.
- Move cautiously to an emergency exit and evacuate the building to a designated Assembly Area* if safety is a concern.
- DO NOT re-enter the building until directed by emergency personnel.



THREAT OF VIOLENCE

- Quickly determine the best way to protect yourself and call 911 when safe to do so.

RUN

- Consider safe evacuation of the area only if you know the location of the threat. When evacuating, keep your hands visible and follow police instructions.

HIDE

- Barricade doorways and entrances using any means available.
- Close window/door blinds.
- Stay behind solid objects away from the door and turn off the lights.
- Minimize noise from your location. Turn off your cell phone ringer, alarms and vibration.

FIGHT

- Only confront a violent or potentially violent person as a last resort. Attempt to incapacitate the threat using aggression and any means/items available.

CALL 911 | FIRE | AMBULANCE | POLICE



EARTHQUAKE

- DROP, COVER AND HOLD ON under a table, desk or beside an inside wall until the shaking stops.
- If shaking lasts for more than 30 seconds or there is visible damage to the building, evacuate AFTER the shaking stops to a designated Assembly Area*.
- DO NOT use elevators.
- DO NOT pull fire alarm unless there is a fire.
- Prepare for aftershocks.



MEDICAL EMERGENCY

- Call 911 and ask for an ambulance. Provide your name and location on campus, including building and room number.
- Call First Aid: Campus Phone ##11 or External 250-897-8811.
- If trained, administer CPR or first aid.
- If not trained, direct first responders to the incident location.
- If the person is unconscious and not breathing, attempt to use a publicly available AED (defibrillator) to revive them.



HAZARDOUS MATERIALS

- If not properly trained to manage the release or spill clean-up, call Facilities 778-585-5591.
- If there is risk of fire or explosion, Call 911.
- DO NOT operate any electrical devices, phones, light switches or equipment in the spill area.
- Alert people in the immediate area to evacuate if toxic materials have spread.
- Evacuate building to a designated Assembly Area*.



***In an emergency, exit the building and go to the nearest Assembly Area.**

**Emergency
Phone
Numbers**

Mon-Fri Daytime
8:30 am-4:30 pm

Evenings and
Weekends

Director of Facilities: Ext 7795 | Office 250-923-9795
Facilities Helpdesk: Ext 5039 | Office 250-334-5039 | cell 778-585-5591

On-Site Security: 250-334-7206

Health and Safety: Ext 7727 | Office 250-923-9727
Switchboard: Mon-Fri 8:30 am-4:30 pm 250-334-5000

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