







EMERGENCY NUMBERS (24 HOURS):

<p>From an office phone Dial 7777</p>	<p>If you have no phone (Inside JAC Buildings) Open the panel of the Intercom, press on the intercom button and wait for someone to answer</p>	<p>If you have no phone (Outside, on the campus) Press the intercom button on the Yellow Box / Red Light Intercom and wait for someone to answer</p>	<p>From a cellular or pay phone Dial 514 398-7777 (No charge from a College pay phone)</p>
			

The **MORGAN ARBORETUM** has an emergency phone located right outside the Conservation Centre

CAMPUS SECURITY - NON EMERGENCY GENERAL INFORMATION		OFF CAMPUS EMERGENCIES
<p>From an office phone</p> <p>To reach Casgrain, C-183: Dial 5231</p> <p>To reach Laird Hall, LH-101: Dial 7770</p>	<p>From a cellular or pay phone</p> <p>Dial 514 398-7770</p> <p>(No charge from a College pay phone)</p>	<p>DIAL 9-1-1</p>
		

ADDITIONAL INFORMATION ABOUT CAMPUS SECURITY:

If you decide to call 911 directly following an emergency on campus, please follow up with a call to Campus Security who will arrange to meet with the emergency vehicles to escort them onto the campus

LOCATION OF OUTDOOR EMERGENCY PHONES:

“WALK SAFE”

Main Route

The Main Route outlines the recommended East-West and North-South routes for crossing the Campus after dark. These routes have been selected because they are more travelled, open and better lit than others.

L'itinéraire principal représente les chemins est-ouest et nord-sud recommandés pour traverser le campus le soir. Ces chemins ont été choisis parce qu'ils sont plus fréquentés, dégagés et éclairés que les autres.

Main Route/Itinéraire principal

-  Security (24 hours)
514-398-7777 Laird Hall, room 101
& Casgrain, room C-183
Sécurité (24 heures)
514-398-7777, Pavillon Laird, local 101
et Pavillon Casgrain C-183
-  Campus Emergency Phone/
Téléphone d'urgence
-  STM bus stop/
Arrêt d'autobus STM
-  McGill inter-campus shuttle stop/
Arrêt navette inter-campus McGill



EVACUATION PROCEDURES:

Know your way around **BEFORE** an emergency occurs:

- Familiarize yourself with the evacuation plans on the wall
- Know the following at all times:
 - Where you are located and what **exit** you must take in case of an evacuation
 - Where the nearest **fire hose cabinets** and **fire extinguishers** are located

KNOW THESE SIGNS:

EXIT SIGN	FIRE EXTINGUISHER SIGN	FIRE HOSE CABINET SIGN
		

When you hear an alarm or an emergency message, be **READY** to follow instructions.

Our **Emergency Marshals** are identified by an orange safety vest

When an alarm sounds or an evacuation order is given:

- Stop all activity (no matter if you think it is a drill)
- Close or seal off any flammable fire hazard before leaving
- Bring your personal belongings **ONLY** if they are immediately within reach
- Remain calm and evacuate immediately using the staircases only (Do not use the elevator)
- Follow the **Emergency Marshal's** instructions
- Stay in groups, at least 100 feet away from the buildings
- Keep off service roads to allow emergency vehicles to pass

Only return inside the building after when indicated by the Emergency Marshals



SMOKE or FIRE

If you notice the beginning of a fire or detect smoke, **FIRST ENSURE YOUR SAFETY**, then:

- Remove or evacuate any persons in the immediate proximity of the fire
- Pull the **fire alarm pull station** and call Campus Security
- **If safe to do so:**
 - Use a **fire extinguisher** on the fire
 - Close off the area of the fire (close windows and doors)
- When the alarm sounds:
 - Remain calm and evacuate immediately using the staircases only
 - Do not use the elevator
- Follow the **Emergency Marshal's** instructions





How to use a Fire Extinguisher:

1. Hold upright
2. Pull pin
3. Press top lever
4. Discharge at base of flame with side to side motion



MEDICAL EMERGENCIES:

CALL SECURITY TO GET AN **AMBULANCE** OR FOR ANY **MEDICAL EMERGENCY** (24 HOURS)

<p>From an office phone</p> <p>Dial 7777</p>	<p>If you have no phone (Inside JAC Buildings)</p> <p>Open the panel of the Intercom, press on the intercom button and wait for someone to answer</p>	<p>If you have no phone (Outside, on the campus)</p> <p>Press the intercom button on the Yellow Box / Red Light Intercom and wait for someone to answer</p>	<p>From a cellular or pay phone</p> <p>Dial 514 398-7777</p> <p>(No charge from a College pay phone)</p>
			

REMEMBER THAT CAMPUS SECURITY CAN HELP YOU IN AN EMERGENCY

ADDITIONAL INFORMATION ABOUT MEDICAL EMERGENCIES: KNOW THE FOLLOWING:

If you are a **staff member**:

- ✓ Refer to the **first aid kit list** to find the location of the **nearest first aid kit to you**

The location of the nearest first aid kit is:

(Insert location here)



- ✓ Refer to the online phone directory to find the **nearest staff member trained in First Aid**

People Trained in First Aid working near me:

(Insert names and phone numbers here)

- ✓ The **location** of the nearest **Automated External Defibrillator (AED)**:

- All Campus Security Vehicles
- Herzberg, near the Library entrance
- Stewart Hall (near the Board Room SH-104)
- Anne-Marie Edward Science Building, 1st floor, near the elevator
- Brittain Hall, 2nd floor, near BH-203

- Dental Clinic, Reception area, SE-146
- Casgrain 1st Floor (near main entrance)
- Casgrain Sports Centre (Equipment Room, C-0069)



- ✓ Do not forget to **complete the accident report**

GAS LEAK or HAZARDOUS MATERIAL

GENERAL INFORMATION:

If you notice a gas leak or the presence of other hazardous material:

- Remove the people from the area surrounding the leak
- **Call Campus Security immediately**
- Do not use any objects that could produce a spark or a flame (lighter, cell phone, electrical equipment, flashlight, etc.)

IN THE PRESENCE OF A GAS LEAK:

If safe to do so and possible:

- **Open** the windows to ventilate
- **Close** any surrounding **gas sources** (especially in the labs)
- **Exit** the room and close surrounding doors to isolate the leak area or material until help arrives

IN THE PRESENCE OF HAZARDOUS MATERIAL:

If safe to do so and possible:

- **Close** any surrounding **gas sources** (especially in the labs)
- **Exit** the room and close surrounding doors to isolate the leak area or material until help arrives

BOMB THREAT

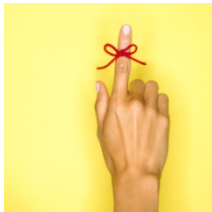
If you receive a bomb threat:

- Remain calm, polite and courteous
- Do not interrupt the caller
- Obtain as much information as possible by asking the following questions:

- Location of the bomb _____
- When is it set to go off _____
- Why has it been set _____
- What kind of bomb is it _____
- What is your name _____

After the call, note the following:

- Wording of the Threat _____
- Gender _____
- Age _____
- Accent _____
- Background noise _____
- Length of the call _____
- Number where the call was received _____



Contact Campus Security Immediately

- AVOID ALL CELL PHONE USE
- DO NOT SET OFF THE FIRE ALARM
- To avoid panic and misinformation, do not spread this information to colleagues
- Remain at your desk until the **Emergency Team** or the police arrive
- Follow the instructions given to you

Under no circumstances should you endanger your life by trying to locate the bomb

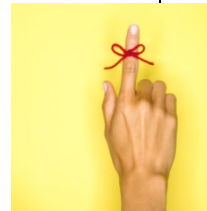
SUSPICIOUS PARCEL or LETTER

If you discover a suspicious letter or parcel:

- Avoid touching the parcel
- **Call Campus Security immediately**
- Follow the instructions given to you

What to look out for

- An unexpected parcel carrying special instructions:
 - To be delivered by hand
 - Personal and confidential
 - Urgent
- Excessive weight for the size of the envelope or parcel
- Presence of powder or abrasive substance
- Sound coming from the parcel



When in doubt, in any emergency:
Call Campus Security immediately

VIOLENT THREAT or VIOLENT ACT

If you are verbally threatened or perceive that a violent act might occur:

- **Call Campus Security immediately** and give them the following information:
 - Identify yourself
 - Give as much information on the situation as possible:
 - Who is targeted by the threat
 - What is the nature of the threat
 - Who is making the threat
 - When is the act supposed to occur

If you witness a violent act:

- **Call Campus Security immediately**
- Calmly provide as much information as possible:
 - Where is the incident occurring
 - Where did you last see the assailant(s)
 - Are there victims:
 - How many
 - Where are they located
 - Describe the assailant(s)
 - Is the assailant carrying a weapon:
 - Describe the weapon
 - Is the assailant carrying a bag:
 - What is the shape and size of the bag

Proceed immediately to the Campus Security office (Casgrain, C-183) to remain available for further information. Once there, **use the emergency phone that is just outside the door to reach Campus Security** directly to let them know where you are.

ARMED INDIVIDUAL(S)

If you are in the presence or vicinity of an armed individual and CANNOT SAFELY exit the building:

- If you can, barricade yourself into an office or classroom
- If you are in a common area (agora, lounge, etc.), enter the closest secure room and stay inside
 - Turn lights off, stay low, place furniture up against the door; block the window in the door – **STAY QUIET!**
 - Line up against a wall in silence or lay on the ground sheltered by furniture
 - Examine the possible escape routes (windows)
 - Wait for signs from the police and **Emergency Team** for rescue
- **ONLY USE YOUR CELL PHONE TO CALL CAMPUS SECURITY**

If you can safely exit the building:

- Exit immediately
- Tell anyone you encounter to exit immediately
- Once outside, **call Campus Security immediately**
- Stay in groups, away from the buildings (at least 100 feet) and keep off service roads to allow emergency vehicles to pass
- Await for instructions from the Police or the **Emergency Team**

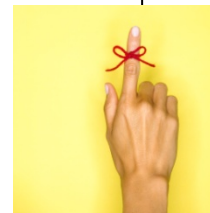
HOSTAGE TAKING

If you are confronted by a hostage taker:

- Remain calm, polite and courteous
- Establish a dialogue with the captor
- Determine how many individuals have been taken hostage and what the captor wants
- Avoid confrontation and escalation that could endanger the lives of the hostages
- Keep a dialogue going to gain some time
- **Call Campus Security immediately**

If you have been taken hostage:

- Remain calm, polite and courteous
- Avoid any sudden motion or gestures
- Do not show resistance
- Attempt to establish a dialogue
- Avoid arguments
- Do what the captor tells you
- If you must take any medication, tell your captor
- When the police arrive on the scene, follow instructions



When in doubt, in any emergency:

Call Campus Security immediately