

ENVIRONMENTAL HEALTH SAFETY & SECURITY

CAMPUS EMERGENCY PROCEDURES



EVACUATION

- > In the event of a building alarm or official notification, evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- > Do not use elevators!
- > Take personal belongings (keys, wallets, etc.).
- > Secure any hazardous materials or equipment before leaving.
- > Follow directions given by emergency personnel and/or UNBSJ Security
- > Gather 200 meters from the building unless otherwise instructed by Emergency Personnel and/or UNBSJ Security.
- > If it is safe for you to assist persons with disabilities or special needs, do so.
- > If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons located in your area.
- > Wait to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel.



BOMB THREAT

- > Evacuate the building. Make sure to take personal belongings
- > Do not use cell phones or radios within 200 meters of the area suspected of containing the explosive device.
- > Faculty/Staff should check for, but not disturb, unusual objects as they depart the classroom or offices. Report these unusual objects to UNBSJ Security and any Emergency Personnel.
- > Do not enter a building until authorized by Emergency Personnel/UNBSJ Security.



FIRE

- > Activate the nearest fire alarm pull station and call 9-911 from an office phone or 911 from a cell phone or residence phone.
- Call 648-5575 to contact UNBSJ Security.
- > Evacuate the building.
- > Do not re-enter the building until authorized by Emergency Personnel/UNBSJ Security.



ACTIVE THREAT

- > Seek sanctuary by proceeding to a room that can be locked, close and lock all windows and doors and turn off all lights OR exit the building if safe conditions exist.
- > Get down on the floor and ensure that no one is visible from outside the room. Call 911 from a cell phone or 9-911 from an office phone. Contact UNBSJ Security at 648-5675 if time permits. Inform the dispatcher of the events, inform him/her of your location, and remain in place until the police give the all clear .
- > If an active attacker/violent person enters your office or classroom, try to remain calm. Call 9-911 from an office phone or dial 911 from your cell phone. If possible, alert police of the violent person's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place.
- > If the person leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the violent person.
- > Put cellphones on vibrate.



WEATHER

- > In the event of a sudden flood evacuate to higher ground immediately. WALK.
- > Do not try to leave the campus by car or bus unless instructed to do so.
- > Stay away from windows. **DO NOT** open windows.
- > Any fire doors in hallways should be closed.
- > Remain in the safe area until all danger has passed.
- > If the facility is damaged, evacuate after the storm passes and stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks.
- > Follow directives of Emergency Personnel/UNBSJ Security.



911

POLICE
FIRE
AMBULANCE
POISON



POWER OUTAGE

- > Move cautiously to a lighted area. Exits may be indicated by lighted signs.
- > Turn off and unplug computers and other voltage sensitive equipment.
- > For information about a prolonged outage, check UNB website at www.unb.ca or the local media.



CAMPUS CLOSURE

- > Closure options include: Closed for the day and evening; Closed for the evening beginning at 4 p.m. Individual classes may be cancelled as well as libraries. Check the UNB website at www.unb.ca
- > Tune to a local radio or TV station for closure information. Please do not call security unless it is for an urgent matter.



SUSPICIOUS PERSON

- > Do not physically confront the person.
- > Do not let anyone into a locked building/office.
- > If the individual is inside, do not block the person's access to an exit.
- > Call UNBSJ Security at 648-5675. If the person has a weapon or is violent call 911. Provide as much information as possible about the person and their direction of travel.



REMAIN CALM. PROVIDE ASSISTANCE TO OTHERS, IF NECESSARY.

To Report an Emergency call 911 or 9-911 from an office phone.

To Report a Campus Incident call UNBSJ Security at 648-5675

Use any pay phone on campus, red elevator phones or the Emergency blue phones located throughout campus.