

Emergency Procedures

Medical Emergency



- Call 911. Ask for an ambulance. (*When you dial 911, you will be asked if you need police, fire, or ambulance. You will be asked to describe the type of emergency and the location. Stay on the phone for instructions.*)
- Arrange for someone to meet the first responders outside the building and escort them to the scene
- Alert the Front Desk and a trained staff member may administer CPR or first aid

Fire



- Pull the nearest fire alarm
- Only use an extinguisher if the fire is small. Do not attempt to fight large fires
- Proceed to the nearest emergency exit using the stairs
- Call 911
- Meet at the designated Campus Assembly Area on the west side of the building, McMurray Ave.
- Re-enter area only when authorized by emergency personnel

Building Flood



- DO NOT walk-through flood water —it could be electrically charged or contaminated
- Call the campus Front Desk line **604-435-5815 Ext. 0**
- If possible, shut off power to the affected area
- Move all hazardous chemicals and vulnerable equipment to countertops

Earthquake



- DROP, COVER and HOLD ON under a desk, table, interior wall, or corner
- Wait until shaking stops
- DO NOT pull the fire alarm unless there is a fire
- If shaking lasts for more than 30 seconds or there is visible damage to the building, evacuate AFTER the shaking stops to the Campus Assembly Area on the West side of the building
- DO NOT use elevators
- Prepare for aftershocks

Power Outage



- DO NOT pull the fire alarm
- Turn off computers and other voltage sensitive equipment
- College staff will advise everyone to stay or leave
- If leaving, move cautiously to an emergency exit and evacuate the building if safety is a concern
- Use stairs carefully
- DO NOT re-enter the building until directed by emergency personnel

Suspicious Person/Object



SUSPICIOUS PERSON

- DO NOT confront the person
- DO NOT block the person's access to an exit
- Inform Campus Security
- If the situation evolves into a threat of violence, call 911 and provide as much information as possible, including description and direction of travel

SUSPICIOUS OBJECT

- This could be a package/luggage that is unaccounted for and unusual to see in that location
- DO NOT disturb the object. Inform Campus Security
- If needed, call 911 and describe the object

Threat of Violence



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

RUN

- Evacuate through the nearest and safest emergency exit only if you know the location of the threat
- When evacuating, keep your hands visible and follow police instructions

HIDE

- If you cannot evacuate, lock the classroom door, turn off the lights, stay low or stay behind solid objects away from the door, put your cellphone on silent mode, keep quiet and remain calm
- Barricade doorways and entrances using any means available

TAKE ACTION

- If you cannot run or hide, take other action to protect yourself
- Only confront a violent or potentially violent person as a last resort. Attempt to incapacitate the threat using physical aggression

If there is an immediate threat to health and safety, call 911 (Fire – Police – Ambulance).

Alexander College's address is 4805 Kingsway.

For situations without an immediate threat to health or safety, inform Campus Security at the front of the campus. You may also call the campus Front Desk line (604) 435-5815 ext. "0".



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