Emergency Evacuation Procedures

University of Calgary Emergency Management
https://www.ucalgary.ca/risk/emergency-management
emergencymgmt@ucalgary.ca
• Know location of pull stations, fire extinguishers, emergency phones (if any) and all exits in your area

• Know your building’s Assembly Point and Response Point [website link]

[website link]: https://www.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points
• Persons with limited mobility should be directed to a fire-rated stairwell during an alarm

• As you evacuate be aware of people needing extra support to evacuate. If possible, have someone stay with the person in the stairwell

• The location of any persons evacuated to a stairwell must be reported to Campus Security at 403-220-5333 or via the Alertus App UC Emergency Mobile | Risk | University of Calgary (ucalgary.ca)

• Persons of limited mobility can set up a buddy system to ensure they have assistance if evacuation is needed
WHEN the alarm sounds:

1) Evacuate the building through nearest available emergency exit

2) Report any concerns encountered to Campus Security through the Alertus Mobile App or calling 403-220-5333:
   - Non-ambulatory persons requiring evacuation
   - Location of people unable or unwilling to evacuate
   - Any information on the cause of the alarm/ emergency

3) Proceed to the Assembly point
   - A point of refuge with shelter and access to washrooms
   - Where information regarding the evacuation will be communicated by Campus Security or a designate

4) Do not re-enter the building until the “all clear” command has been given
Summary

- Know the location of your exits, fire extinguishers, pull stations and assembly point
- Use the buddy system to support people with mobility issues
- Evacuate the building immediately upon alarm
- Report anything related to the alarm to Campus Security via phone, email or Alertus App
- Do not re-enter until “all clear” command is given
- Any questions or concerns contact the Emergency Management Department emergencymgmt@ucalgary.ca
Campus Security:
Phone: 403-220-5333
Email: campus.security@ucalgary.ca

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