

Emergency Instructions

In the event of an **EMERGENCY** dial **403-220-5333** for **Campus Security** or dial **9-1-1** for Police, Fire or Ambulance
Additional emergency instructions is found at <https://ucalgary.ca/risk/emergency-management>

Primary Assembly Point:

**Issued by Emergency Management
Download – UC EMERGENCY APP**

<p>Evacuation Procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activate the NEAREST fire alarm pull station <input type="checkbox"/> Take coat, keys and identification if immediately available <input type="checkbox"/> Evacuate building through the nearest exit: use stairs – DO NOT USE ELEVATORS <input type="checkbox"/> Close all doors along your exit route <input type="checkbox"/> If directed by wardens, follow their instructions <input type="checkbox"/> Move away from the building and proceed to the Assembly Point <input type="checkbox"/> If you have information regarding the emergency call Campus Security at 403-220-5333 from a safe location 	<p>Suspicious Items</p> <ul style="list-style-type: none"> <input type="checkbox"/> If in doubt of contents DO NOT TOUCH, MOVE, OPEN OR DISTURB THE ITEM <input type="checkbox"/> Turn off all wireless devices as they could accidentally set off the suspicious item <input type="checkbox"/> Immediately contact Campus Security at 403-220-5333 or the Police at 9-1-1 <input type="checkbox"/> Wait a safe distance away from the area for Campus Security or emergency services to arrive
<p>Shelter in Place – Severe Storms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Take shelter in a small interior room, closet or hallway (ground floor, if possible) <input type="checkbox"/> Stay away from outside walls, windows and doors <input type="checkbox"/> Do not use elevators <input type="checkbox"/> Stay close to the ground and protect your head from flying objects <input type="checkbox"/> If outdoors and unable to safely get inside, lie in a ditch or low-lying area or crouch near a building 	<p>Threatening Calls (including Bomb Threats)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listen and remain calm, do not interrupt the caller <input type="checkbox"/> Record/document as much information as you can while the call is in progress <input type="checkbox"/> Signal someone to call Campus Security at 403-220-5333 or the Police at 9-1-1 or do so yourself using a different line if possible <input type="checkbox"/> Utilize call trace if on cell-phone or off-campus phone (key *69)
<p>Armed Assailant on Campus</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be aware of your environment, plan, know your exits, assess the situation, and react quickly <input type="checkbox"/> Choose Action over Fear while considering the three main options <input type="checkbox"/> Get Out - if you are in close proximity to an armed assailant, run away from the subject <input type="checkbox"/> Hide - if you cannot flee, or do not know the location of the shooter, hide in a locked or barricaded room and turn out the lights <input type="checkbox"/> Fight – if confronted by the shooter, as a last resort, fight for survival. <input type="checkbox"/> Improvise weapons to disarm and incapacitate the shooter. 	<p>Hazard Materials Spill</p> <ul style="list-style-type: none"> <input type="checkbox"/> Only attempt to clean up a spill you are comfortable dealing with <input type="checkbox"/> Follow the appropriate spill response procedures and report using OARS <input type="checkbox"/> Contact Campus Security at 403-220-5333 if you require assistance to clean up a spill <input type="checkbox"/> Remain available to provide information to responders
	<p>Acts or Threats of Violence</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attempt to distance yourself from the person if possible <input type="checkbox"/> If the person(s) have left the immediate area, lock your door and/or move to a safe place <input type="checkbox"/> Contact Campus Security at 403-220-5333 as soon as possible and follow directions provided <input type="checkbox"/> If the threat was delivered by electronic or in hard copy means, do not destroy and contact Campus Security at 403-220-5333