Emergency Evacuation Procedures

University of Calgary Emergency Management
https://www.ucalgary.ca/risk/emergency-management
emergencymgmt@ucalgary.ca

BEFORE the alarm sounds:

- 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.

BEFORE the alarm sounds:

- 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 UCSafety app.

- 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 UCSafety 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 the UCSafety App.

- Do not re-enter until "all clear" command is given.

- Any questions or concerns contact the Emergency Management Department emergencymgmt@ucalgary.ca.

For more information contact:

<u>Emergency Management</u>

Email: <u>emergencymgmt@ucalgary.ca</u>

<u>Campus Security</u>

Phone: 403-220-5333

Email: <u>campus.security@ucalgary.ca</u>