Evacuation
- Take coat, keys and identification if immediately available
- Evacuate building through the nearest safe exit: use stairs – DO NOT USE ELEVATORS
- Close all doors along your exit route
- Obey all instructions and emergency announcements for specific evacuation instructions
- Move outside, away from the building and proceed to the Assembly Point
- If you have information regarding the emergency, call DTC Security at 403-473-2614 from a safe location
- Do not re-enter the building until you have received the “ALL CLEAR” at the assembly point

Fire
- R - Remove anyone from the immediate danger
- A - Activate nearest emergency pull station
- C - Close all doors to contain smoke and fire (if possible)
- E - Evacuate via your nearest safe exit
- If you have information regarding the emergency call DTC Security at 403-473-2614 from a safe location

Medical Emergency
- Critical life-threatening injury or illness dial 9-1-1 and include the building address, then call DTC Security at 403-473-2614. Building addresses can be found online.
- Non-life-threatening injury or illness dial DTC Security at 403-473-2614
- Advise DTC security of your location and the nature of the victims’ injury or illness
- Unless trained, do not render first aid before trained assistance arrives
- Do not attempt to move a person who is injured or ill unless they are in immediate danger of further injury
- Employees should not transport injured employee to the hospital
- Initiate and complete an OARS report

Workplace Violence & Armed Assailant on Campus
- Attempt to distance yourself from the person if possible
- If the person(s) have left the immediate area, lock your door and/or move to a safe place
- Dial 9-1-1 and report all information as soon as safely possible
- Contact DTC Security at 403-473-2614 as soon as possible and follow directions provided
- Be aware of your environment, plan, know your exits, assess the situation, and react quickly
- Choose action over fear while considering the three sequential options
- Run - if you are in close proximity to an armed assailant, run away from the subject
- Hide - if you cannot flee, or do not know the location of the assailant, hide in a locked or barricaded room and turn out the lights
- Fight – if confronted by the assailant, as a last resort, fight for survival. Improvise weapons to disarm and incapacitate the assailant

Threatening Calls (including Bomb Threats)
- Listen and remain calm, do not interrupt the caller
- Record/document as much information as you can while the call is in progress
- Signal someone to call DTC Security at 403-473-2614 or the Police at 9-1-1

Suspect Items
- If in doubt of contents DO NOT TOUCH, MOVE, OPEN OR DISTURB THE ITEM
- Clear all personnel from immediate area
- Immediately contact DTC Security at 403-473-2614 or the Police at 9-1-1
- Wait a safe distance away from the area for DTC Security or emergency services to arrive

Hazardous Materials Spill
- Do not rush, do not work alone and do not clean up a spill unless you are appropriately trained
- Contact DTC Security at 403-473-2614 in the event of a Major Spill
- Follow the appropriate spill response procedure and complete an OARS report

Hazardous Materials Decontamination/Exposure
- Follow the appropriate procedures/protocols for Chemical, Biological or Radioactive materials
- Where appropriate, use an emergency eyewash/shower to rinse affected areas for a minimum of (15) minutes. Seek medical assistance immediately after using emergency equipment and complete an OARS report within 24 hours.

Utility Outage
- Remain calm
- Identify type of utility outage (electrical, heating, cooking, water, etc)
- If possible, call DTC Security at 403-473-2614 and advise them of your location and nature of problem
- Assist other in your immediate work area who may be unfamiliar with the building/workspace
- Stand by for further instructions from Facilities

Adverse Weather
- Take shelter in a small interior room, closet, hallway (ground floor, if possible) or staircase
- Stay away from outside walls, windows and doors
- Do not use elevators
- Stay away from large unsecured objects and stay close to the ground and protect your head from flying items

Flood
- If possible, call DTC Security 403-473-2614 and advise them of your location and nature of problem