

Building Name:

Assembly Point:

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 HQ Security at **403-407-4444** from a safe location
- Do not re-enter the building until you have received the “ALL CLEAR” at the assembly point

Medical Emergency

- Critical life threatening injury or illness dial 9-1-1
- Non-life threatening injury or illness dial HQ Security at **403-407-4444**
- Advise HQ 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

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 HQ Security at **403-407-4444** from a safe location

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 HQ Security at **403-407-4444** 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 main 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 HQ Security at **403-407-4444** or the Police at **9-1-1**

Suspicious Items

- If in doubt of contents DO NOT TOUCH, MOVE, OPEN OR DISTURB THE ITEM
- Clear all personnel from immediate area
- Immediately contact HQ Security at **403-407-4444** or the Police at **9-1-1**
- Wait a safe distance away from the area for HQ 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 HQ Security at **403-407-4444** 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 HQ Security at **403-407-4444** 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 HQ Security **403-407-4444** and advise them of your location and nature of problem