

# » EMERGENCY PROCEDURES

## FIRST AID EMERGENCY

### MAJOR INJURY/ILLNESS

FOR SERIOUS EMERGENCIES  
CALL AMBULANCE 911

When requesting assistance state:

- » University of Waterloo
- » building name/address and room location

After calling 911, call UWaterloo Police at **519-888-4911** or **ext. 22222** to advise.

**Enlist the aid of the nearest person (when available) to direct emergency personnel to the location of the emergency.**

### MINOR INJURY/ILLNESS

#### Department/Residence

- » first aid kit/station location  
Department Offices

#### Health Services

- » first aid station available  
519-888-4096 or ext. 84096

#### UWaterloo Police

- » assists if the above services are not available **519-888-4911** or **ext. 22222**

### POISONING/OVERDOSE INFORMATION

**1-800-268-9017**

### TELEHEALTH ONTARIO

(24 hr. phone access)

**1-866-797-0000**

## FIRE EVACUATION

### IN CASE OF FIRE

1. Leave fire area and close doors.
2. Activate wall mounted fire alarm pull station located at exits.
3. Attempt to extinguish fire only if you can do it safely.
4. Report any information about fire to UWaterloo Police and Fire Department.

### IF UNABLE TO EVACUATE

1. Call 911 giving your location.
2. A closed door can provide good protection against fire and smoke. Use available materials to seal door and air ducts.
3. If smoke enters room, stay low as heat and gases tend to rise.
4. Signal your position at a window.

**Persons with mobility difficulties or who use wheelchairs should move to an area of refuge (stairwell, room with phone).**

### WHEN FIRE ALARM SOUNDS

1. Calmly evacuate the building.  
**DO NOT USE ELEVATOR.**
2. As time allows close windows and doors. Turn off cooking, electrical and laboratory equipment. Put on coat in winter for protection.
3. Use an alternate exit, if you encounter smoke or fire.
4. Follow instructions of emergency response services and fire wardens.
5. Report anyone suspected of remaining in the building.
6. Move away from building at least 30 metres, leaving clear access for emergency services.
7. Do not re-enter the building until authorized by Fire Department or UWaterloo Police.

## VIOLENT SITUATIONS ON CAMPUS

**IF A VIOLENT SITUATION IS NOT OCCURRING NEAR YOU, TAKE THE NECESSARY STEPS TO SECURE YOURSELF IN A SAFE LOCATION AS FOLLOWS:**

1. Move immediately to the nearest room you feel is safe with as many people as possible;
2. Lock and barricade the door;
3. Turn off the lights or maintain minimal lighting;
4. Cover all windows with blinds, curtains, etc.;
5. Keep back from windows and doors;
6. Lie flat on the floor or take cover out of sight;
7. Mute cell phones;
8. Keep calm and quiet; and
9. Stay in the room until police arrive. Remember it may be several hours before you can be safely evacuated.

**IF THE SITUATION IS OCCURRING NEAR YOU, PLEASE FOLLOW THE SAFEST COURSE OF ACTION AS FOLLOWS:**



» **GET OUT:** Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be on campus. If you hear something that could be gunshots, don't wait: get out.

» **HIDE:** Hide if you don't know exactly where the shooting is happening or it's too late to escape safely. Follow the above procedure 1-9 to secure yourself in a safe location.

» **FIGHT:** Fighting is your absolute last resort. You would only confront a violent or armed intruder if you somehow became trapped in a space with no escape. A violent or armed intruder typically doesn't respond to reason so you must assume they intend to harm you. Find an object you can use to strike the shooter with; trip them with a chair; be as aggressive as you can; do anything you can to stop them.