Know the location of Emergency equipment:

- AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
- FIRST AID STATION
- EMERGENCY PHONE

Smoking locations in Village Residence are located in the centre of the court.

Smoking locations for Quarryview Residence are located on the surrounding sidewalks.

Smoking is only permitted in Designated Smoking Areas.
**FIRE EMERGENCY**

If you discover fire:
- **SHOUT** & pull fire alarm

If you hear the fire alarm:
- **GET OUT**, close doors & exit the building. You are responsible for evacuating yourself & anyone you are supervising when the alarm rings
- **STAY OUT** until told to return, silenced bells do not mean that the situation is safe. WAIT for the “All clear” from Campus Security.

At all times:
- **PREVENT FIRES** - no open flames
- **KNOW** exit and emergency equipment locations
- **MAINTAIN** safe passage and egress

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**MEDICAL EMERGENCY**

**Minor Cuts and Burns:**
- **GIVE FIRST AID** & seek follow up medical attention as appropriate

**Major Illness or Injury:**
- **GET HELP**: 911 for ambulance and Campus Security at X 3200
- **GIVE HELP**: check breathing, pulse, stop bleeding, give first aid. Do not move victim unless in danger.
- **GIVE COMFORT**: keep victim warm and calm.

**Fatality/ Critical Injury:** (i.e. Loss of consciousness, sight or limb, significant bleeding, burn or fracture)
- **SECURE SCENE** but control any hazards
- **IDENTIFY WITNESSES**
- **CONTACT HR/ EHS x7233** to arrange investigation

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**IMMINENT THREAT**

**Shelter in Place/ Lockdown**
- **AVOID OPEN AREAS** including corridors
- **SECURE** yourself & others - lock doors, close blinds, turn lights OFF, quiet phones
- **COMMUNICATE** - Active threat or injuries to 911 or X 3200 - Location & occupants to security@brocku.ca
- **REMAIN CALM**, Quiet, Patient
- **LEAVE ONLY** when help arrives or as directed by authorities.

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**SPILL OR RELEASE PROCEDURE**

**Spill:**
- **CONTAIN** rapidly by diking & **WARN** others
- **RINSE** any exposed skin for a minimum of 15 minutes
- **EXTINGUISH** ignition sources & evacuate if volatile
- **COVER** to suppress fumes & evacuate
- **CHECK MSDS** for clean-up, first aid and disposal (use universal precautions if biological)
- **CLEAN UP**, decontaminate & dispose properly

**Asbestos Release:**
- **KNOW** asbestos location (some pipe & duct work & Mackenzie Chown A-G ceilings)
- **AVOID** disturbance
- **MONITOR** & report damage
- **VACATE** for clean-up if confirmed
- **DO NOT** re-enter until clearance given

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**EMERGENCY CONTACTS**

- **Police/ Fire/ Ambulance**
- **Niagara Emergency Services** 911
- **Violence/ Threat/ First Aid**
- **Campus Security Emergency** 3200
- **Critical Injury/ Spill/ Concern**
- **Environment, Health & Safety** SAFE: 7233
- **Lights Out/Unsafe Area/Property Damage**
- **Facilities Management** 3717
- **Injury/ Illness or Health Question**
- **Student Health Services** 3243
- **Student Help or Report “Student at Risk”**
- **Student Development Centre** 4750
- **Disrespected or Harassed?**
- **Human Rights and Equity Services** 4019

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**BOMB THREAT**

- **REMAIN** calm & note telephone display information
- **KEEP** caller talking and gather information
- **BE ALERT** to suspicious packages (know your area)
- **NOTE** location, time and type of package or device
- **DO NOT** move the package
- **NOTIFY** Campus Security at X 3200 upon hang up or discovery
- **INFORM** supervisor & await further instruction
- **FOLLOW** instructions of Campus Security & Police who will determine the need for evacuation and search.