Know the location of emergency equipment:

- **DEFIBRILLATOR WITH EMERGENCY PHONE**

- **FIRST AID STATION**
  - Located inside the Main Office
  - Located inside the Security Office
  - Located inside the Custodial Office
  - Located inside the IRC

- **EMERGENCY PHONE**
  - 24/7 to Campus Security inside elevators and corridors

**DESIGNATED SMOKING AREAS** only

Be Aware, Be Observant, Be Thoughtful, **BE SAFE!**
BROCK UNIVERSITY EMERGENCY PROCEDURES
BE SAFE @ BROCK: www.brocku.ca/safety or ext. SAFE (7233)

**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 alarm rings.
- **STAY OUT** until told to return. Silenced bells do not mean the situation is safe. WAIT for the “all clear” from Campus Security & Wardens

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

**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 then Campus Security x3623 or 905-512-4137 to coordinate
- **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: (ie. Loss of consciousness, sight or limb, significant bleeding, burn or fracture)
- **SECURE SCENE** but control any hazards
- **IDENTIFY WITNESSES**
- **CONTACT HR/ EHS x7233 to call regulator & arrange investigation**

**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 only to 911 or x3623 or 905-512-4137
  - Location & occupants to security@brocku.ca
- **REMAIN CALM**, Quiet, Patient
- **LEAVE ONLY** when help arrives or as directed by authorities.

**SPLASH OR SPILL PROCEDURE**

Splash:
- **RINSE** exposed skin or eye 15+min
- **CALL** others to assist & handle any spills
- **REMOVE** contacts or contaminated clothing
- **CHECK MSDS** & get medical attention

Spill:
- **WARN** all those in the area
- **CONTAIN** spills quickly by diking
- **EXTINGUISH** all possible ignition sources
- **COVER** to suppress fumes and evacuate
- **PULL** the fire alarm if in a public area, high volume/volatility/toxicity
- **CALL** HR-EHS if released to the environment
- **CHECK MSDS** for clean-up/disposal information (universal precautions if biological).
- **LOCATE** appropriate spill kit, absorbant &/or PPE
- **CLEAN-UP**, decontaminate, label & dispose as hazardous materials

**EMERGENCY CONTACTS**

Police/ Fire/ Ambulance
Niagara Emergency Services 911

Violence/ Threat/ First Aid 3623 or Campus Security Emergency 905-512-4137

Critical Injury/ Spill/ Concern Environment, Health & Safety SAFE: 7233

Lights Out/Hazards/Damage Facilities Management 3717

Injury/ Illness or Health Question Student Health Services 3243

Student Help or Report “Student at Risk” Student Development Centre 3240/5484

Harassed or Bullied? Human Rights and Equity Services 5657

**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 x3623 or 905-512-4137 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.