Know the location of emergency equipment:

DEFIBRILLATOR WITH EMERGENCY PHONE

FIRST AID STATION
• CUB 107
• GLN-A 110
• MCD 205
• MCF 237A
• ST 216
• SBH Computer Commons
• TH 235
• WC Cage
• WH IRC
• CRN 338
• MCG - Shipping & Receiving

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

Stay Connected with the Brock Mobile Safety App

E-mail: besafe@brocku.ca
Web: www.brocku.ca/safety
Phone: 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 x3200 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 x3200
  - Location & occupants to security@brocku.ca
- REMAIN CALM, Quiet, Patient
- LEAVE ONLY when help arrives or as directed by authorities.

**EMERGENCY CONTACTS**

**Police/ Fire/ Ambulance**
Niagara Emergency Services 911

**Violence/ Threat/ First Aid**
Campus Security Servcies - Emergency 3200

**Critical Injury/ Spill/ Concern Health, Safety & Wellness**
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

**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/volitility/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

**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 x3200 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.