

# Evacuation

## Evacuation Planning

Prepare for an evacuation as part of your department emergency plan:

- 1 Know your primary evacuation route and alternate route in case the primary is not available.
- 2 Know the location of the two exits nearest to you.
- 3 Know your evacuation meeting location and Evacuation Monitor.

## Emergency situations may require evacuation of your building

Each building on campus has a volunteer evacuation team whose role is to help evacuate in a quick and orderly manner to ensure everyone's safety. Follow the evacuation team's instructions.

**If evacuation is required:**

- 1 Secure hazardous materials or equipment before leaving. Identify specific procedures in your department emergency plan.
- 2 Calmly proceed to the nearest, safe exit. Walk, do not run, push or crowd.
- 3 Check doors for heat before opening. Do not open if hot, move to the next exit.
- 4 Close doors behind you. Do not lock them.
- 5 Use the stairs only; do not use elevators or escalators. Stay to the right and use handrails.
- 6 Assist persons with disabilities or special needs.
- 7 Move 100m from the building or to the meeting site as directed by the evacuation team.
- 8 Call 911 and Security when you are away from any danger.
- 9 If you have pertinent information about the evacuation (injuries, persons requiring assistance) or incident (location, nature of fire), identify yourself and remain available to Security and the authorities.
- 10 Wait for authorization from emergency personnel before re-entering the building.

## Emergency evacuation for people with disabilities

**What to do when an alarm sounds in the building:**

- 1 Make sure the evacuation team can easily locate you.
- 2 If needed, ask for assistance. Make sure to make yourself visible.

## Also, for each of the following disabilities

- **If you have a hearing impairment**  
The evacuation team will communicate the emergency to you and ensure someone accompanies you out of the building.
- **If you have a visual impairment**  
The evacuation team will explain the situation and ensure someone leads you safely out to a location familiar to you.
- **If you are mobility impaired, but ambulatory (walking with great difficulty)**  
The evacuation team will ensure someone escorts you safely out after the main flow of traffic has passed, to avoid accidents.  
For extreme emergency (fire or heavy smoke in proximity):  
If people ask if you wish to be picked up, you must realize that they are not trained to lift and carry a person.
- **If you are mobility impaired with no capability of walking down stairs (e. g. severe heart problem, use of wheel chair)**  
When the alarm rings, if possible, phone Security at **514-398-3000** (Downtown) or **514-398-7777** (Macdonald) to inform them of your location, circumstance and intention.  
The evacuation team will help you find a location where you will wait for evacuation. They are not trained to lift and carry you out of the building. Ask someone to stay with you until the fire department arrives. Make sure someone notifies the authorities of your need for assistance.

*Persons with a disability should make sure that Security Services know that they work in the building.*

# Shelter in Place

Some emergency situations require that you remain inside instead of evacuating.

In these cases, emergency personnel will advise you that shelter-in-place procedures are in effect.

## Procedures

- 1 If you are in an area that can be locked, remain in your present location.
- 2 If you are in a public space or hallway, enter the nearest secure room and remain inside.
- 3 Stay away from windows, close blinds, lock doors, turn off lights, and take cover.
- 4 Call Security only in life threatening emergencies or to provide vital information.
- 5 Wait until emergency personnel tell you that it is safe to leave.