Emergency Guide for the McGill Community

1• Introduction

Immediate and appropriate responses to emergency situations can save lives and reduce damage. This Emergency Guide contains basic reference information, procedures and key phone numbers to help you react to emergency situations on campus.

Please read this Guide in order to familiarize yourself with campus emergency procedures.

2• How to prepare… in case of emergency

• Read this Emergency Guide thoroughly and keep it on hand.
• Participate in drills and training.
• Have and rehearse a departmental/office emergency plan consistent with the Emergency Guide.
• Become familiar with at least two exits from your work area to the outside of your building. Learn the location of pull stations and extinguishers.
• Take a CPR and first aid course.
• Keep an emergency kit that includes the following supplies:
  ■ Flashlight and spare batteries
  ■ Battery-operated radio
  ■ Non-perishable food
  ■ Water (at least 4 litres)
  ■ Medication (3 days worth)
  ■ Clothing (1 complete change of clothing)
  ■ Personal hygiene items
  ■ Copy of emergency contact numbers.

The best prevention programs cannot eliminate the possibility of a serious emergency on campus.

Who to call

IN CASE OF AN ACCIDENT OR INCIDENT REQUIRING AMBULANCE, FIRE AND POLICE CALL

911

Then call Security Services so that they can direct emergency vehicles to the location.

514-398-3000
(Downtown)

514-398-7777
(Macdonald)
3 • Who to call in an Emergency

If external help is required (police, ambulance, fire department):

Call Emergency Services: 911

Security monitors and records all 911 calls placed from McGill landlines on the Downtown campus.

If you are calling from a cell phone, public pay phone or from Macdonald campus:

Call 911 AND Security
514-398-3000 (Downtown) or
514-398-7777 (Macdonald).

If internal help only is required:

Call Security at
514-398-3000 (Downtown) or
514-398-7777 (Macdonald).

Accidents, hazardous spills, critical breakdowns, plumbing or electrical services and gas smells are examples of incidents that can be handled by Security.

Emergency Phones

Located throughout both campuses, inside the main entrance of most major McGill buildings and in every elevator on campus. Look for the blue night light.

Simply press the red button to connect to Security.

A mobile patrol will be dispatched to provide required assistance.

What you will be asked:

1 Your name and phone number
2 Location of the incident
3 Nature of the incident
4 Number of injured people and nature of injuries
5 Nearest building entrance that emergency personnel can use
6 To have someone who will meet emergency personnel outside building
7 To stay on the line

If your call to Security gets interrupted

Please call again.
Some emergency phones disconnect automatically to avoid tying up emergency lines.

If an emergency phone is out of service

Please report it immediately to Security.

Public telephones on campus

No-charge calls to 911 and Security.