

EMERGENCY PROCEDURES

WHAT TO DO WHEN ALL EYES ARE ON YOU

EMERGENCY
EFFECTIVE
CHECKLIST
FOR FACULTY



What to do when all eyes are on you

BEFORE AN EMERGENCY - PLAN AHEAD

Know your building and your responsibilities

- Know all the building exits and exterior building assembly points.
- Identify where the fire extinguishers are and know how to use them.
- Review earthquake and campus evacuation procedures.
- If you teach in a science lab, review *Earthquake Safety Lab*.
- Familiarize yourself with the 3 response options for a threat of violence: **GET OUT, HIDE, FIGHT**.
- Inform students/audience about basic evacuation procedures at the beginning of the term or session.
- Ensure that individuals with mobility issues have the information they need.
- Register for UVic Emergency Alerts to receive emergency text and Twitter messages: [text](#) / [twitter](#)
- Take personal belongings with you to class or to meetings (keys, wallet, purse, coat and cell phone).
- Add Campus Security emergency and non-emergency numbers to your mobile phone contacts list.
- Download the free UVic Mobile App onto your mobile phone—it contains emergency information that you can carry with you.

More info on these topics: [text](#) / [twitter](#) / [app](#)

DURING AN EMERGENCY - MAKE CHANGES

Know your building and your responsibilities

- Follow appropriate procedures and the instructions of emergency coordinators (wearing orange vests).
- Assign students/participants to assist anyone in need of help.
- Take your personal belongings with you including your laptop (don't worry about the cords, mouse, etc.).
- During an active threat consider your best option: **GET OUT, HIDE, FIGHT**. Call 911 when safe.
- If the power goes out wait 10 minutes. If not restored or there are safety concerns, evacuate your group.
- Earthquake? Call out "**DROP, COVER, HOLD ON**" and do the same. No table or desk? Crouch low and cover your head with your hands. Tiered lecture theatre? Crouch low in the rows between the seats. When the shaking stops, restore calm and instruct your group to evacuate. Stay away from the building and move to the Campus Assembly Area (UVic playing fields). Prepare for aftershocks.
- Fire alarm ringing? Immediately evacuate your group. See smoke or fire? Pull the fire alarm, call 911 and evacuate immediately to the building emergency assembly points.
- Medical emergency? Call 911 and Campus Security at 250-721-7599. Give name, number and location on campus. If trained, start first aid.

AFTER AN EMERGENCY - PROVIDE INFORMATION AND ASSISTANCE

Know your building and your responsibilities

- After evacuation, **DO NOT** re-enter the building until directed by emergency personnel.
- Try to account for students/participants. Report any injured or missing individuals to Campus Security.
- If you have information about the emergency, notify Fire, Police or Campus Security at the scene.
- Try to let your department know your location and situation.

Know your building and your responsibilities