

**QUICK REFERENCE CARD:**

# **EMERGENCY EVACUATION**

(Reference Procedure ERP 805)

## **UPON DISCOVERY OF FIRE:**

- **Leave** fire area immediately and close doors behind you
- **Pull** the nearest fire alarm
- **Evacuate** the building via the nearest exit
- **Call Security at 55, IAHS at 88, MLC at 5888 or call 911**

## **UPON ACTIVATION OF THE FIRE ALARM:**

- Go to the **nearest exit** and leave the building
- **Close doors** behind you

## **NOTE:**

- **Do not use elevators or chair lifts**
- Use an alternative exit if you encounter smoke
- **If a person with a disability cannot be evacuated**, assist them to a fire rated room such as an office or classroom that is away from smoke or fire, as close as possible to an exit. Preference should be given to rooms with two exits and a telephone or intercom. Notify Security and/or the Fire Department of their specific location.
- **Do not re-enter** the building until authorized by the Fire Department, Security, Staff or Fire Wardens

**If threat is viewed or perceived: CALL SECURITY**  
at 55, IAHS at 88, MLC at 5888 or CALL 911

**QUICK REFERENCE CARD:**

**EMERGENCY** (Reference Procedure ERP 809)  
**LOCKDOWN**

**An actual violent incident – e.g., a situation involving an individual armed with knife, gun or explosives**

**THREAT INSIDE THE BUILDING:**  
**UPON HEARING THE VOICE MESSAGE**  
**ADVISING LOCKDOWN:**

**Exit all Common and Open Areas**  
**(including Library and Cafeteria):**

- Disperse... do not congregate in open areas
- Exit the building or go to a room or area where you feel safe to enter

**If Exit is Not Possible:**

- Enter or stay in a room or area where you feel safe
- Close and secure doors if possible
- Turn out lights
- Cover windows and/or stay away from windows
- Silence cell phones/use text messaging only
- Stay alert, quiet and out of sight
- Disregard fire alarm signal unless in immediate danger
- Do Not Exit Until "All Clear" Signal is heard

**END OF LOCKDOWN:**

- A recorded announcement of an "all clear" signal will be given to indicate the end of lockdown. Emergency Officials or College Security will conduct a door-to-door confirmation of this announcement.

**THREAT OUTSIDE THE BUILDING:**  
**HOLD AND SECURE:**

- The threat is outside and everyone remains inside the building.
- Notification will be communicated by a voice message.

**NOTE:** Emergency evacuation and lockdown procedures may be different for the IAHS and Mohawk Laurier Campuses, follow:  
[http://security.mcmaster.ca/campus\\_emergencies.html](http://security.mcmaster.ca/campus_emergencies.html)  
[http://www.wlu.ca/documents/36375/Lock\\_Down\\_Procedures.pdf](http://www.wlu.ca/documents/36375/Lock_Down_Procedures.pdf)