

**QUICK REFERENCE CARD:**

# **EMERGENCY EVACUATION**

**AT THE SOUND OF THE ALARM:**

**Go quickly and calmly to the nearest exit.**

**EVACUATION PROCEDURES:**

- At the sound of the alarm, go **immediately** to the nearest exit.
- Leave the building by the most direct route.
- Follow instructions by Security, staff and/or Fire Wardens.
- **Do Not Use the Elevator** as a power failure will interrupt service.
- Take a position away from the buildings so as not to interfere with emergency personnel.
- 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. Notify Security and/or the Fire Department of their specific location.

**EXTENDED EVACUATION**

- You will be directed by College Security, staff and/or Fire Wardens to a sheltered location
- If instructed, please move quickly and calmly to the designated assembly point

**RETURNING TO FACILITIES**

- Remain outside or in the sheltered area until an ALL CLEAR has been given by Emergency Officials, College Security, staff and/or Fire Wardens

**NOTE:** Staff and students at the IAHS will follow McMaster University policies. For more information, visit [mcmaster.ca/security/campus\\_emergencies.htm](http://mcmaster.ca/security/campus_emergencies.htm)

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# **EMERGENCY LOCKDOWN**

**If threat is viewed or perceived:**

**CALL SECURITY AT 55 (IAHS AT 88) OR CALL 911**

**LOCKDOWN:**

A full lockdown requires securing a campus or an area as quickly as possible.

**SOUND:** Recorded announcement of a lockdown. (A lockdown drill will ALWAYS be preceded by an announcement 5 minutes in advance of the drill. If no announcement precedes a lockdown drill – it is real.)

**ACTION:**

- If you are able to do so safely – exit the building immediately. If safe exit is not possible: REMAIN CALM and encourage others to remain calm. Immediately cease all activity.
- If you are in a classroom or office, remain there.
- If you are in a hallway, move to a room or other place of safety immediately.
- Provide assistance, where required, to individuals with a disability or language barriers.
- Secure doors if possible, turn out lights, cover windows or pull shades if possible.
- Remain quiet and out of sight. Stay away from all windows and doors.
- Silence cell phones or devices that can generate noise.
- Staff members or volunteers should record names of persons present.
- Stay quiet and await instructions. Lockdowns can last a considerable time.
- Do not open the door under any circumstances.
- Do not evacuate if a fire alarm sounds unless identifiable emergency officials knock on your door and advise evacuation or unless you are certain that there is a need to evacuate.

**For open areas such as Cafeteria, Library or Gymnasium**

- Generally follow the same steps as those listed above
- If there are no doors that can be locked or barricaded, take shelter under desks, tables, chairs or behind bookcases or other furniture or equipment.

**HOLD AND SECURE:** A partial lockdown where everyone remains inside the building.

**SOUND:** Recorded announcement of an external lockdown.

**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.