The John Abbott College Emergency Guide

HOW TO PREPARE FOR AN EMERGENCY:
Read this guide thoroughly
 endowed
 ✓ Know the location of:
   ▪ The closest 2 emergency exits to the outside any time you are in any College building
   ▪ The closest fire alarm pull station and fire extinguisher
   ▪ The closest emergency Yellow SOS Intercom (indoors) or Intercom Button (indoors – AME building)
   ▪ The closest emergency Yellow Box / Red Light Intercom (outdoors)
   ▪ The closest first aid kit
 ✓ Plan Ahead: practice emergency drills and have an evacuation plan
 ✓ Review this guide periodically

BE FAMILIAR WITH THESE ITEMS:

<table>
<thead>
<tr>
<th>Exit Sign</th>
<th>Fire Alarm Pull Station</th>
<th>Fire Extinguisher</th>
<th>Yellow SOS Intercom</th>
<th>Intercom Button (AME building)</th>
<th>Yellow Box Red Light Intercom</th>
</tr>
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<tbody>
<tr>
<td><img src="image" alt="Exit Sign" /></td>
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WHAT TO REMEMBER IN AN EMERGENCY:

- Stay calm and listen for instructions from the **Emergency Team**

- When placing a call to Security:
  - Identify yourself
  - Tell them where you are located
  - Describe the situation as precisely as possible

Because safety is our collective responsibility, call Campus Security anytime you encounter:

- A person exhibiting odd or abnormal behavior
- Feel threatened by something you see or hear
- Smell foul odors
- Etc.

**Emergency Team** – The Emergency Team is a group of responders made up of staff from Campus Security, Facilities Management Services as well as other key College personnel, including the Emergency Marshals.
**EMERGENCY ALERTS:**

Emergencies at the College may be communicated to you in the following manner:

- By the Fire Alarm System
- By an intercom message
- By a member of the Emergency Team
- By College Info emails and on the Web

When you hear an alarm or an emergency message, be READY to follow instructions.

Our Emergency Marshals are identified by an orange safety vest.
**EMERGENCY NUMBERS (24 HOURS):**

<table>
<thead>
<tr>
<th>From an office phone</th>
<th>If you have no phone (Inside JAC Buildings)</th>
<th>If you have no phone (Outside, on the campus)</th>
<th>From a cellular or pay phone</th>
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<tbody>
<tr>
<td>Dial <strong>7777</strong></td>
<td>Open the panel of the <strong>Intercom</strong>, press on the intercom button and wait for someone to answer</td>
<td>Press the intercom button on the <strong>Yellow Box / Red Light Intercom</strong> and wait for someone to answer</td>
<td>Dial <strong>514 398-7777</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(No charge from a College pay phone)</td>
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The **MORGAN ARBORETUM** has an emergency phone located right outside the Conservation Centre.
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<td>To reach Herzberg, H-136: Dial 5231</td>
<td></td>
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<tr>
<td>To reach Laird Hall, LH-101: Dial 5226</td>
<td></td>
</tr>
<tr>
<td>Dial 514 398-7770</td>
<td></td>
</tr>
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<td>(No charge from a College pay phone)</td>
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</table>
OFF CAMPUS EMERGENCIES:

**REMEMBER FOR EMERGENCIES**
OFF CAMPUS:

DIAL 9-1-1

ADDITIONAL INFORMATION ABOUT CAMPUS SECURITY:

If you decide to call 911 directly following an emergency on campus, please follow up with a call to Campus Security who will arrange to meet with the emergency vehicles to escort them onto the campus.
LOCATION OF OUTDOOR EMERGENCY PHONES:

"WALK SAFE"

Main Route

The Main Route outlines the recommended East-West and North-South routes for crossing the Campus after dark. These routes have been selected because they are more heavily used and better lit than others.

L'itinéraire principal englobe les chemins est-ouest et nord-sud qui sont utilisés principalement pour traverser le campus de nuit. Ces chemins ont été choisis car ils sont plus fréquemment empruntés et plus bien éclairés que les autres.

Security (24 hours) (514) 398-7777
Laird Hall, room 101 & Herberg, room H-135
 ApiException (24 hours) (514) 398-7777, Pavillon Laflamme, suite 101 & Pavillon Horzberg, suite H-130

Campus Emergency Phone/ Téléphone d'urgence

STM bus stop/ Arrêt d'autobus STM

McGill inter-campus shuttle stop/ Arrêt navettes inter-campus McGill
EVACUATION PROCEDURES:

Know your way around BEFORE an emergency occurs:
- Familiarize yourself with the evacuation plans on the wall
- Know the following at all times:
  - Where you are located and what exit you must take in case of an evacuation
  - Where the nearest fire hose cabinets and fire extinguishers are located

KNOW THESE SIGNS:

<table>
<thead>
<tr>
<th>EXIT SIGN</th>
<th>FIRE EXTINGUISHER SIGN</th>
<th>FIRE HOSE CABINET SIGN</th>
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<tr>
<td><img src="image" alt="Exit Sign" /></td>
<td><img src="image" alt="Fire Extinguisher Sign" /></td>
<td><img src="image" alt="Fire Hose Cabinet Sign" /></td>
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When an alarm sounds or an evacuation order is given:
- Stop all activity (no matter if you think it is a drill)
- Close or seal off any flammable fire hazard before leaving
- Bring your personal belongings ONLY if they are immediately within reach
- Remain calm and evacuate immediately using the staircases only (Do not use the elevator)
- Follow the Emergency Marshal’s instructions
- Stay in groups, at least 100 feet away from the buildings
- Keep off service roads to allow emergency vehicles to pass

Only return inside the building after when indicated by the Emergency Marshals
SMOKE or FIRE

If you notice the beginning of a fire or detect smoke, FIRST ENSURE YOUR SAFETY, then:

- Remove or evacuate any persons in the immediate proximity of the fire
- Pull the fire alarm pull station and call Campus Security
- If safe to do so:
  - Use a fire extinguisher on the fire
  - Close off the area of the fire (close windows and doors)
- When the alarm sounds:
  - Remain calm and evacuate immediately using the staircases only
  - Do not use the elevator
- Follow the Emergency Marshal’s instructions

BE FAMILIAR WITH THESE ITEMS:

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<tr>
<th>FIRE ALARM SIGN</th>
<th>FIRE ALARM PULL STATION</th>
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<td><img src="image1.png" alt="FIRE ALARM SIGN" /></td>
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<td><img src="image3.png" alt="FIRE EXTINGUISHER SIGN" /></td>
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How to use a Fire Extinguisher:

1. Hold upright
2. Pull pin
3. Press top lever
4. Discharge at base of flame with side to side motion
**MEDICAL EMERGENCIES:**

**CALL SECURITY TO GET AN AMBULANCE OR FOR ANY MEDICAL EMERGENCY (24 HOURS)**

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<td>Dial 514 398-7777 (No charge from a College pay phone)</td>
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REMEMBER THAT CAMPUS SECURITY CAN HELP YOU IN AN EMERGENCY
**ADDITIONAL INFORMATION ABOUT MEDICAL EMERGENCIES:** KNOW THE FOLLOWING:

If you are a **staff member:**

✔ Refer to the **first aid kit list** to find the location of the **nearest first aid kit to you**

The location of the nearest first aid kit is:

_______________________________________________

(Insert location here)

✔ Refer to the online phone directory to find the **nearest staff member trained in First Aid**

People Trained in First Aid working near me:

_______________________________________________

(Insert names and phone numbers here)

✔ The **location** of the nearest **Automated External Defibrillator** *(AED):*
  - All Campus Security Vehicles
  - Herzberg Security, H-136
  - Stewart Hall (near the Board Room SH-104)
  - Anne-Marie Edward Science Building, 1st floor, near the elevator
  - Brittain Hall, 2nd floor, near BH-203
  - Dental Clinic, Reception area, SE-146
  - Casgrain Sports Centre (Equipment Room, C-0069)

✔ Do not forget to **complete the accident report** which you can download from the online version of the guide
POWER FAILURE or ELEVATOR MALFUNCTION

If a power failure occurs:
- Stay in place until the emergency lights go on
- Reassure people around you
- Use flashlights
- Do not use open flames like candles or matches as light
- Follow the instructions provided by the Emergency Team

If you are stuck in an elevator:
- Remain calm
- Use the emergency phone for assistance
**WATER LEAKAGE**

If you notice sewage back-up or other water leakage:

- Without putting yourself at risk, remove or shelter any specialized equipment
- If there is a risk of danger, have everyone evacuate the area
- **Call Campus Security immediately**; they will notify the Facilities Management Services Department

**GAS LEAK or HAZARDOUS MATERIAL**

**GENERAL INFORMATION:**

If you notice a gas leak or the presence of other hazardous material:

- Remove the people from the area surrounding the leak
- **Call Campus Security immediately**
- Do not use any objects that could produce a spark or a flame (lighter, cell phone, electrical equipment, flashlight, etc.)

**IN THE PRESENCE OF A GAS LEAK:**

If safe to do so and possible:

- **Open** the windows to ventilate
- **Close** any surrounding **gas sources** (especially in the labs)
- **Exit** the room and close surrounding doors to isolate the leak area or material until help arrives

**IN THE PRESENCE OF HAZARDOUS MATERIAL:**

If safe to do so and possible:

- **Close** any surrounding **gas sources** (especially in the labs)
- **Exit** the room and close surrounding doors to isolate the leak area or material until help arrives
BOMB THREAT

If you receive a bomb threat:

• Remain calm, polite and courteous
• Do not interrupt the caller
• Obtain as much information as possible by asking the following questions:
  ○ Location of the bomb
  ○ When is it set to go off
  ○ Why has it been set
  ○ What kind of bomb is it
  ○ What is your name

After the call, note the following:

○ Wording of the Threat
○ Gender
○ Age
○ Accent
○ Background noise
○ Length of the call
○ Number where the call was received

Contact Campus Security Immediately

• AVOID ALL CELL PHONE USE
• DO NOT SET OFF THE FIRE ALARM
• To avoid panic and misinformation, do not spread this information
• Remain at your desk until the Emergency Team or the police arrive
• Follow the instructions given to you

Under no circumstances should you endanger your life by trying to locate the bomb.

Emergency Team – The Emergency Team is a group of responders made up of staff from Campus Security, Facilities Management Services as well as other key College personnel, including the Emergency Marshals.
If you discover a suspicious letter or parcel:

- Avoid touching the parcel
- **Call Campus Security immediately**
- Follow the instructions given to you

What to look out for

- An unexpected parcel carrying special instructions:
  - To be delivered by hand
  - Personal and confidential
  - Urgent
- Excessive weight for the size of the envelope or parcel
- Presence of powder or abrasive substance
- Sound coming from the parcel
EARTHQUAKE

In case of an earthquake:

If you are inside:

- Do not try to run out
- Hide under a table or a desk
- Protect your head and face
- In a hallway, squat along an interior wall
- Avoid door frames
- Stay away from windows, mirrors, light fixtures and high furniture

If you are outside:

- Do not try to get into the building
- Find a spot far from the buildings, power lines and telephone poles

Once the quake has passed, help those in need
Avoid using the telephone unless it is to report a critical incident
Wait for instructions from the Emergency Team
VIOLENT THREAT or VIOLENT ACT

If you are verbally threatened or perceive that a violent act might occur:

- **Call Campus Security immediately** and give them the following information:
  - Identify yourself
  - Give as much information on the situation as possible:
    - Who is targeted by the threat
    - What is the nature of the threat
    - Who is making the threat
    - When is the act supposed to occur

If you witness a violent act:

- **Call Campus Security immediately**
- Calmly provide as much information as possible:
  - Where is the incident occurring
  - Where did you last see the assailant(s)
  - Are there victims:
    - How many
    - Where are they located
  - Describe the assailant(s)
  - Is the assailant carrying a weapon:
    - Describe the weapon
  - Is the assailant carrying a bag:
    - What is the shape and size of the bag

Proceed immediately to the Campus Security office (Herzberg, H-136) to remain available for further information. Once there, **use the emergency phone that reaches Campus Security** directly to let them know where you are.
ARMED INDIVIDUAL(S)

If you are in the presence or vicinity of an armed individual and CANNOT SAFELY exit the building:
- If you can, barricade yourself into an office or classroom
- If you are in a common area (agora, lounge, etc.), enter the closest secure room and stay inside
  - Turn lights off, stay low, place furniture up against the door; block the window in the door – **STAY QUIET!**
  - Line up against a wall in silence or lay on the ground sheltered by furniture
  - Examine the possible escape routes (windows)
  - Wait for signs from the police and **Emergency Team** for rescue
- **ONLY USE YOUR CELL PHONE TO CALL CAMPUS SECURITY**

If you can safely exit the building:
- Exit immediately
- Tell anyone you encounter to exit immediately
- Once outside, **call Campus Security immediately**
- Stay in groups, away from the buildings (at least 100 feet) and keep off service roads to allow emergency vehicles to pass
- Await for instructions from the Police or the **Emergency Team**
HOSTAGE TAKING

If you are confronted by a hostage taker:
- Remain calm, polite and courteous
- Establish a dialogue with the captor
- Determine how many individuals have been taken hostage and what the captor wants
- Avoid confrontation and escalation that could endanger the lives of the hostages
- Keep a dialogue going to gain some time
- **Call Campus Security immediately**

If you have been taken hostage:
- Remain calm, polite and courteous
- Avoid any sudden motion or gestures
- Do not show resistance
- Attempt to establish a dialogue
- Avoid arguments
- Do what the captor tells you
- If you must take any medication, tell your captor
- When the police arrive on the scene, follow instructions

When in doubt, in any emergency:

**Call Campus Security immediately**