**Emergency Safety Procedures**

For imminent or life-threatening situations, call 911. For all other situations, call Campus Security at 403.220.5333.

**Campus-wide Evacuation Drills**

Evacuation drills help ensure that faculty, staff, and students know how to exit buildings on campus safely and as quickly as possible. Campus-wide evacuation drills are conducted annually.

The assembly point for Biological Science is Social Science food court. The assembly point for EEEL is ICT food court.

**UCalgary Alertus Emergency Communication System**

The UCalgary Alertus emergency system is a mobile communication app to ensure important messaging can reach students, faculty, and staff during an emergency situation at UCalgary.

To download and configure the **UCalgary Alertus Emergency App**, please visit: [www.ucalgary.ca/risk/emergency-management/emergency-communication/mobile-app](http://www.ucalgary.ca/risk/emergency-management/emergency-communication/mobile-app)

**Emergency Response**


Emergency Response Procedures:

**Threat of Violence Procedure**

- Make every attempt to appear calm in your motions and in your voice
- Attempt to alert others to your predicament
- Advise the individual(s) that your main goal is to help them, not hinder them
- Attempt to distance yourself from them, if possible
- Contact Campus Security at 403.220.5333 as soon as possible (either yourself, or an alerted associate)
- Await instructions from Campus Security personnel
- If the person has left the immediate area, immediately lock your door, if possible so you are protected

If the Threat Was Made In Person

If the person(s) have left the immediate area, try to describe them to the best of your recollection, with details of the threat.

If the Threat Was Delivered By Phone

Immediately contact Campus Security at 403.220.5333 using a different line and await instructions. Utilize call trace if possible (key *69 on a cell phone or off-campus phone. It will not work on the university phone exchange). Note distinctive background noises and voice characteristics.

If the Threat Was Delivered By Electronic Means

Do not destroy any records of the communication.
Act of Violence Procedure

- If you are a victim or witness of an act of violence immediately contact Campus Security at 403.220.5333 or the police at 911 to request assistance.
- If necessary, request immediate medical attention.
- Do not disturb any of the evidence at the crime scene

Active Assailant Procedure

Get Out – Hide – Fight

In the event an active assailant is present on campus, be aware of your environment, plan, know your exits, assess the situation, and react quickly. Choose action over fear while considering the three main options:

- **Get out:** if you are in close proximity to an active assailant, run away
- **Hide:** if you cannot flee, or do not know the location of the shooter, hide in a locked or barricaded room and turn out the lights
- **Fight:** if confronted by the shooter, as a last resort, fight for survival. Improvise weapons to disarm and incapacitate the active assailant

It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by emergency personnel at all times. For their own safety, emergency personnel must initially consider all individuals as potential threats.

Personal Safety Considerations

Be Prepared

- Install the [UCalgary Alertus Emergency App](#)
- Campus Security can be reached at 403.220.5333 Save this number to your cell phone
- Locate two places to hide in your building – assess the security of your hiding places, does your door have a lock?

What to Do

- If you are in a classroom, room, or office, stay there and secure the door and windows
- If the door does not lock consider barricading the door with tables and chairs
- If you are in a corridor, go into the closest office not already secured
- Close curtains or blinds where possible – stay away from windows and doors
• Stay low and keep quiet – cell phones should be put on quiet or vibrate mode
• If the fire alarm is activated, remain where you are and await further instructions
• If possible, monitor ucalgary.ca for updates – media reports may be the first available information

Actions to Avoid

• Do not open the door once it has been secured until you are officially advised “all clear” or are certain it is emergency response personnel at the door
• Do not travel down long corridors
• Do not assemble in large open areas (e.g. cafes or assembly points)
**Bomb Threat Procedure**

**During the Call**

- Listen and remain calm
- Do not interrupt the caller
- Attempt to keep the caller talking
- Record as much information as you can while the call is in progress
- Signal someone to call the police at 911 and Campus Security at 403.220.5333.

**After the Call**

- Contact Campus Security at 403.220.5333 immediately and follow their instructions
- Complete the [Bomb Threat Procedure and Checklist](#)
- As you answer the questions listed on the report form, attempt to collect all of the impressions and information about the caller that you can. These include such information as male/female, old/adult/teenager, foreign or localized accent, illiterate/intelligent, speech defect (lisp, stutter, etc.), tone (high, fast, bass, etc.), and temper (angry, vindictive, joking, etc.)
- Note any noticeable or predominant background noise such as heavy traffic, low flying aircraft, trains, construction activity, loudspeakers, cheering crowds, etc.
- To the extent possible, write the exact words spoken by the caller in response to these questions immediately while recall is fresh. Note also which line the call is on and, if possible, whether the call was local or long-distance
- Notify your supervisor.

**Phone Threat**

In the event a bomb threat is received by telephone, use this procedure.

**If you are Located on University Property:**

- Attempt to keep the caller on the phone as long as possible and obtain as much information as possible.
- Remain calm and try to speak in a normal tone of voice. Do not interrupt the caller.
- Note the telephone number from the call display on your telephone, if available.
- Use the Bomb Threat Checklist as a guideline to obtain and record as much information as possible. ([MS Word](#) or [Adobe Acrobat](#) format). Keep a laminated copy of the Bomb Threat Checklist by your telephone for easy and quick reference.
If you are Located outside University Property:

- Notify your immediate manager, or if unable to do so, the local police.
- Relay the information exactly as you received it.
- Notify Campus Security at 403.220.5333 or email: assist@ucalgary.ca
  - Campus Security will then report the bomb threat to the police and the director of Campus Security.
- Retain the completed Bomb Threat Checklist for the University of Calgary and the police.
- Notify your manager of the call and the action you have taken.
- Do not discuss the threat with any other employee in order to avoid panic.

Written Threat

- Handle the item as little as possible to facilitate finger print analysis.
- Contact Campus Security at 403.220.5333
- Contact the police at 911
Fire and Explosion Procedure

- Activate pull station if alarm has not already been activated
- Close, but do not lock doors to rooms that have been evacuated
- Meet at assembly point
- Follow the directions of the First Response Team
- Allow emergency services agencies to carry out their assigned duties
- Do not use the elevators unless authorized by the university Incident Commander, the Building Wardens, or the Calgary Fire Department
- Do not leave the assembly point until authorized to do so by the Assembly Captain
- Do not attempt to remove any equipment or vehicles from the building
Building Evacuation Procedure

Students, faculty and staff may be required to evacuate during an emergency. Most evacuations will be signalled by the activation of a fire alarm. If evacuation is ordered, follow these procedures:

- Safely stop your work, stay calm, do not rush
- Gather personal belongings if it is safe to do so
- If safe, close your office door and window, but do not lock them
- Follow Warden instructions
- Use the closest emergency exit, do not use the elevator
- Proceed to the designated assembly point (Social Sciences food court or ICT food court from EEEL)
- Do not re-enter the building or work area until emergency responders state that it is safe to do so.

Emergency Buddy Program

The Emergency Buddy Program can greatly reduce the risk associated with the evacuation of persons with an impairment. Anybody with such conditions should be made aware of the Emergency Buddy Program — however, individuals are ultimately in charge of their own personal safety.

The Emergency Buddy Program ensures that emergency response teams are made aware of the location of a person with an impairment. The emergency buddy assists a person with an impairment to the nearest safe emergency exit and waits until the emergency response team can assist in evacuation. The person’s name, location, and any evacuation requirements can be passed on to the emergency response team via an Emergency Warden or other evacuating occupant.

Appropriate Spill Response

Laboratory personnel must follow the appropriate spill response procedures for dealing with biohazard spills, radioactive materials spills, hydrofluric acid spills, and mercury spills, including notification to Campus Security at 403.220.5333 and completion of an OARS report within 24 hours of the spill.

Do not rush, do not work alone, and do not clean up a spill until you are familiar with the properties of the chemical. Caretaking personnel are not properly trained to clean up laboratory spills and shall not be requested to clean up chemical, mercury, radioactive, or biohazard spills.
Hazardous Materials Spill Procedures

Hazardous Materials

Spill Response Procedures

Environmental Release

Environmental Release Standard

Radioactive Materials

See Radioactive Spills and Decontamination Procedures in *Radiation and Procedures Manual* found on the [Radiation Safety Program](#) website
Shelter in Place Relocation

Sudden occurrences such as tornadoes, severe winter storms, hazardous material accidents or other dangerous incidents may dictate sheltering in place as the best response. Different shelter in place scenarios require different actions.

Shelter in Place Procedure for a Tornado or Severe Windstorm

Once directed to shelter in place for a tornado or severe windstorm, all building occupants shall

- Take shelter in a small interior floor room, closet or hallway (on the ground floor, if possible).
- Stay away from outside walls, windows and doors.
- Not use elevators.
- Avoid large rooms, if possible.
- Stay close to the ground and protect your head from flying objects.
- Remain at safe location until advised it is safe to return to work or study area or to leave the building.
- Not go outside to survey the damage. A second tornado sometimes strikes the same area after the first one has moved through.

If you do not have a safe area in your building and do not have time to get to another suitable building

- Get under a piece of sturdy furniture, such as a workbench, heavy table, or desk and hold on to it.
- Use arms to protect head and neck.

If outdoors

- If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding.
- Use arms to protect head and neck.
Shelter in Place Procedure for Hazardous Materials Release

Once directed to shelter in place for a hazardous materials release, all university community members shall take direction from any municipal emergency agency, Campus Security, Emergency Wardens or First Responders (wearing red vests) as to the appropriate actions. Generally, these directions will be:

- Go indoors and stay there until directed differently.
- Turn off anything that moves air (Campus Infrastructure will turn off the air intake to the buildings).
- Await further instructions