

# INSTRUCTIONS TO OCCUPANTS—EMERGENCY PROCEDURES

### EMERGENCY NUMBERS

**NORTH VANCOUVER**

**SECURITY** 

**604.984.1763**



### FIRE

**PULL FIRE ALARM. CALL 9-1-1**

1. Call security at 604.984.1763
2. Evacuate your area
3. Grab personal belongings only if they are near you
4. Close windows and doors on your way out
5. Leave by the closest emergency exit
6. **Do not use elevators**
7. Go to your designated Assembly Area
8. Report location of anyone requiring assistance to building warden
9. Wait for the all-clear signal before re-entering the building
10. **IF YOU CANNOT EVACUATE**, use designated refuge areas located in stairwells

### EARTHQUAKE

**WHAT TO DO IF YOU FEEL THE GROUND SHAKE?**

1. **Drop, Cover, Hold** under desk, table or against inside wall until shaking stops
2. Turn your back to window, protect your neck with one hand and hold desk leg with other hand
3. Count to 60
4. Prepare for aftershocks
5. **Do not pull the fire alarm unless there is a fire**
6. Rapid damage survey of area
7. Stay put if no immediate danger
8. Evacuate only if damage is visible (gas leak, fire, imminent collapse)

### FIRST AID

1. Call First Aid at 604.984.1763  
First Aid Room: **Arbutus 016**
2. Cardiac Arrest: **call 9-1-1**
3. Seizure: call 604.984.1763
4. Call Security after any 911 call
5. Automated external defibrillator (AED) are in Birch & Sportsplex
6. **EMPLOYEES:** Report injury to Supervisor following treatment and Contact **Teleclaim:** 1-888-WORKERS (to report injury)

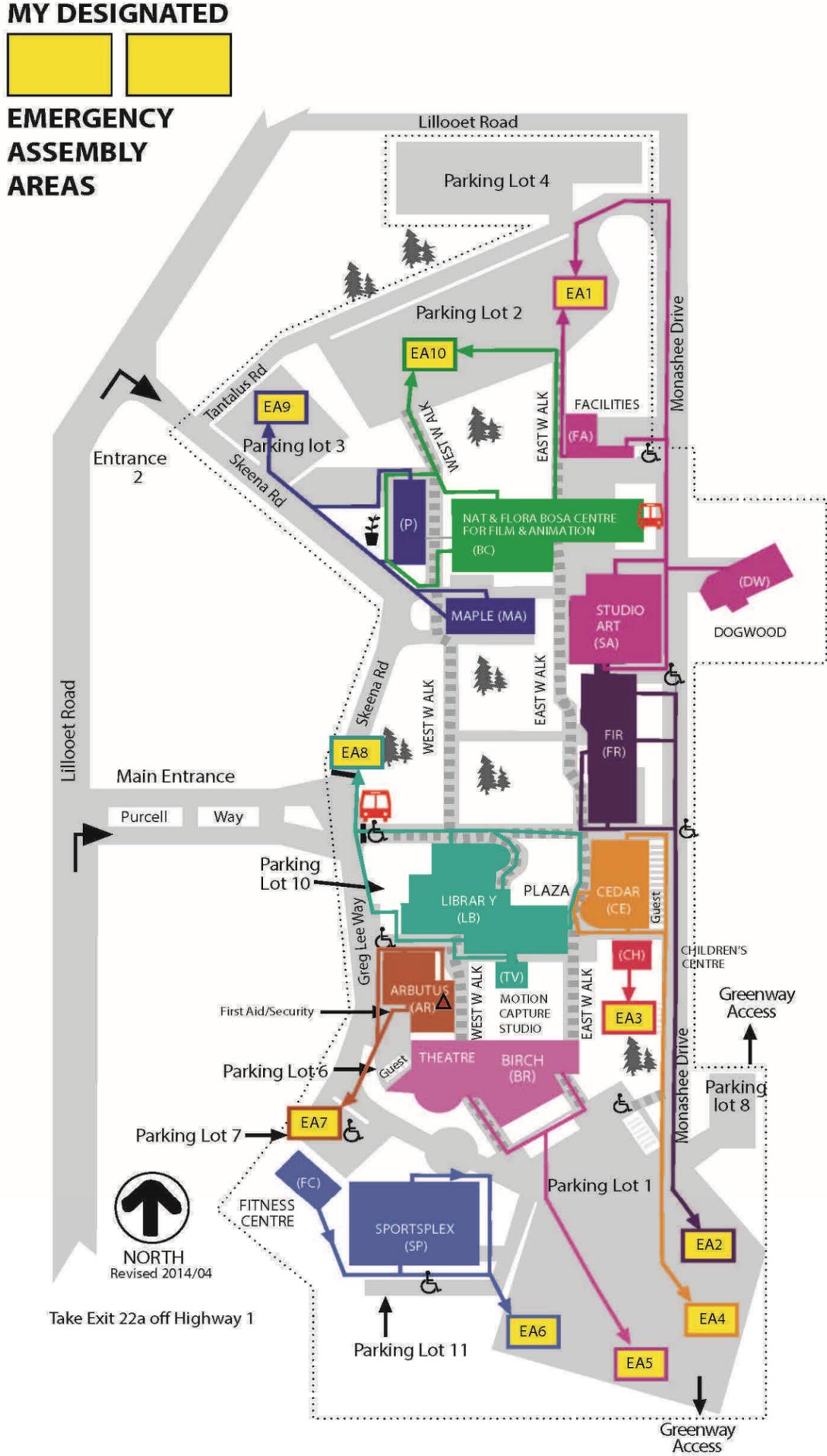
### EVACUATION

**WHAT TO DO IN AN EVACUATION?**

1. Stop everything you are doing
2. Secure hazardous materials and equipment before leaving
3. Grab personal belongings only if they are **near** you
4. Assist persons with disabilities or special needs
5. Leave building using the nearest Emergency exit
6. Do not use elevators
7. Go to your designated Assembly Area
8. Wait for the all-clear signal before re-entering the building
9. **IF YOU CANNOT EVACUATE**, use stairwells as refuge areas

### ACTIVE SHOOTER

1. **TRUST** your instincts. If it sounds like a gunshot assume it is. Call 9-1-1.
2. **SURVIVOR MINDSET:** look at “what ifs” & be aware of your surroundings (mindful not fearful)
3. **GET OUT:** Stay safe, help others escape. Warn others of the danger, if possible
4. **HIDE OUT:** if unable to get out, find somewhere safe (a place to lock and barricade) or stay put
  - a. Turn off cell phones and other electronic (noisy) devices
  - b. Spread out in the room & hide/cover
5. **TAKE OUT** Shooter: As last resort.
  - a. Plan and act as a team
  - b. Disruptive actions (throw things, yell, etc.)
  - c. Incapacitate shooter (total resolve & commitment, gang up, improvise weapons, & do whatever necessary with mindset that you will survive. Never give up.
6. **POLICE** On-Site: If they are looking/talking to you: be calm, don't point, stay quiet, answer questions succinctly, do not make threatening actions- police do not know who the dangerous person is.



**BE SAFE: READ. KNOW. PREPARE. ACT.**