

EMERGENCY PROCEDURES

An emergency is defined as a serious, unexpected, and often dangerous situation that poses an immediate risk to health, life, property, and environment.

For emergency situations, first call 911, then call Campus Security at 250-391-2525 (Colwood) or 250-217-8465 (Langford)



First Aid

In an urgent health situation, call 911 first, then call Campus Security at **250-391-2525 (Colwood) or 250-217-8465 (Langford)** with your location. Campus Security staff are trained in first aid. When you call for first aid, provide as much information as possible and remain on the line.

RRU Community Members can access first aid services from Campus Security in Millward Building (Colwood) or Langford building (Langford).



Fire

Pull fire alarm, call 911 and alert Campus Security at **250-391-2525 (Colwood) or 250-217-8465 (Langford)**. Close doors and windows, then evacuate the building using stairs. If you cannot evacuate, use stairwells as refuge areas and stay low. Leave building using nearest exit and assemble at assembly area, noted at nearest exit. DO NOT re-enter until directed by emergency personnel. Get familiar with emergency exits and assembly areas in advance. Assist people with disabilities.



Active Threat

In cases of violent situations, call 911 and alert Campus Security at **250-391-2525 (Colwood) or 250-217-8465 (Langford)**. Do not confront a violent or potentially violent person. If the situation is in a separate room, remain where you are until the situation is dealt with by emergency personnel. If the violent person is nearby, and there is no chance to flee, lock the door, silence your cell phone, turn off any source of noise, hide behind large items and remain quiet. Allow Campus Security and police to resolve the conflict. Assist people with disabilities or special needs. Do not touch or disturb any suspicious objects.



Earthquake or Tsunami

During an earthquake, drop and take cover under a table, desk or against an inside wall until shaking stops. Assist people with disabilities. Prepare for aftershocks. Do not pull the fire alarm unless there is a fire. Do not use elevators.

During a tsunami, go to higher ground follow the instruction of the emergency warden. Stay at higher ground until you receive the all clear from emergency personnel. All assembly areas are in verified safe locations from tsunami.



Building evacuation, floods, power outage

Call Campus Security at **250-391-2525 (Colwood) or 250-217-8465 (Langford)**. Do not use elevators. Secure your workspace. Assist people with disabilities. Leave the building using the nearest exit and assemble at assembly areas. Await further instructions from emergency personnel prior to returning to buildings.



Gas Leak

Do not pull fire alarm, call Campus Security at **250-391-2525 (Colwood) or 250-217-8465 (Langford)**. Assist with building evacuation, communicating by word of mouth. Go to assembly area and do not re-enter building until directed to do so by emergency personnel.



ROYAL ROADS UNIVERSITY EMERGENCY PROCEDURES

Each building on RRU campuses has assigned emergency wardens. During evacuations, wardens assist in evacuating colleagues from buildings.

To prepare for the possibility of an evacuation, **everyone** using campus spaces should take the precautionary steps below:

1

Take time to get familiar with the building you work or learn in and the evacuation routes so you know where to go in times of an emergency.

2

Remain calm and follow instructions from emergency wardens or campus security.

3

Do not use elevators.

4

Proceed through hallways and corridors in a calm orderly manner.

5

Exit the building using the nearest stairway/exit and proceed to designated assembly areas. Await further direction from emergency personnel.

6

Do not go back into a building for any reason until emergency personnel gives the “all clear”.

Thank you for taking time to be prepared. Safety is everyone’s responsibility.



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