

WHAT TO DO IN AN EMERGENCY

If there is an immediate danger to the health or safety of yourself or others, call 911.
For all other situations or if you need assistance, call Security Services at 403.440.5900.

Fire

If you encounter a fire or smoke:

- Pull the nearest manual fire alarm pull station if the alarm has not been activated.
- Evacuate immediately using the nearest safe exit. Remain calm, do not run and follow any instructions given by Security Services or Emergency Wardens.
- Only take personal items that are within direct reach. Do not return to an office, classroom or locker to retrieve belongings.
- Close doors as you evacuate but do not lock them.
- Go to the nearest Muster Point.
- Do not return to the building until advised by Security Services or an Emergency Warden.

Evacuation

When you hear the fire alarm or are instructed to leave by Security, you must evacuate the building:

- Take personal belongings that are easily accessible.
- Leave the building via the nearest emergency exit. Do not use the elevators.
- If you need additional assistance, call Security Services at 403.440.5900.
- Go to the closest Muster Point.
- Do not return to the building until advised by Security Services or Emergency Wardens.

Medical emergency

- Call 911 immediately. If possible, direct someone else to call Security Services at 403.440.5900.
- Approach the injured person only if it is safe to do so.
- If you are trained, provide first aid.
- Stay on the phone with 911 and follow their instructions until emergency personnel arrive.

Shelter in place

You may be instructed to shelter in place during severe weather, hazardous materials release or other dangerous external conditions:

- Take shelter indoors. During a tornado, move to the lowest level of the building or to a closet, bathroom or under a staircase.
- For severe weather, stay away from outside walls and windows
- For a hazardous material release, close or block any ventilation sources.
- If you are outside and shelter is unavailable, lie down in a low-lying area or crouch near a strong building.
- Remain sheltered until emergency services gives the all clear.

Suspicious activity

- For crimes in progress, call 911.
- For suspicious persons or packages, call Security Services at 403.440.5900.
- Do not physically confront a suspicious person or handle suspicious packages.

If the situation becomes violent and personal injury or property damage may occur, leave the area immediately.

Active assailant

Your first and best option is to RUN:

- Escape the threat by the shortest and safest means possible and warn others, if you can.
- Keep hands visible as you exit the building or encounter police.
- If needed, call 911 only when safe to do so.

If it is not possible to escape safely, HIDE:

- Lock/barricade windows and doors and turn off the lights.
- Keep quiet and put your cell phone on silent mode.
- Do not open the door for anyone unless you receive official instructions from emergency personnel.

As an absolute last resort if you feel your life is in imminent danger, FIGHT. Commit to actions to delay, block, or overcome the assailant by any means necessary.

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