

IN THE EVENT OF AN EMERGENCY

In the event of an **EMERGENCY** call **911** for Police, Fire or Ambulance or call Campus Security at **(902) 578-2316**

MEDICAL EMERGENCY

- **CALL 911.** Give your name, location and telephone number. Give as much information as possible about the situation.
- Unless there is imminent danger, do not move any injured/ill person until emergency responders have arrived.
- Someone should stay with the injured/ill person while another person escorts emergency responders to the scene.
- Keep the injured/ill person as calm and comfortable as possible.
- If necessary, and if you are qualified, administer First Aid.
- If you suspect an opioid overdose **CALL 911** and follow the directions of the 911 Dispatcher. Inform the 911 Dispatcher that Campus Security Officers are equipped with Naloxone nasal spray.
- All injuries or accidents must be reported to the Occupational Health and Safety Officer.

LOCKDOWN

A Lockdown involves a series of measures that are intended to minimize risk to faculty, staff and students until emergency responders are able to take control of the situation. An active threat is a person whose immediate activity can cause death and/or serious injury. An active threat can involve a firearm or another weapon. **An active shooter is an active threat.**

An Official Message will be sent via CBU Alert & Alertus instructing the Campus Community to LOCKDOWN.

GET OUT (Run) - if you are in close proximity to an armed assailant and are able to get away:

- Take a safe assessable escape path.
- Leave belongings behind and warn others.

HIDE (Lockdown) - if you cannot flee, or do not know the location of the active assailant, hide in a locked or barricaded room:

- Lock and barricade your hiding place.
- Turn off lights, close blinds and stay out of the active assailant's view.
- Silence your cell phone and remain quiet.
- Do not respond to anyone at the door.
- If the fire alarm sounds, do not leave your hiding place.

FIGHT - if confronted by the active assailant, as a last resort, fight for survival.

FIRE

If you suspect or discover a fire evacuate the area. Close the door to the room where the fire is located and immediately sound the building fire alarm.

- **CALL 911** and give your name and location of fire.
- Proceed to the assigned **Emergency Evacuation Area**.
- **DO NOT USE AN ELEVATOR.** Use the stairs to reach ground level and follow the Fire Warden's instructions.
- Once outside, move to the nearest **Emergency Assembly Area** and out of the way of emergency personnel.
- **Notify** either Campus Security or Regional Fire and Emergency Services if you suspect someone may be trapped inside the building.

An Official Message ALL CLEAR NOTIFICATION will be sent via CBU Alert and Alertus instructing the Campus Community that the emergency is over and the campus can resume normal operations.

POWER FAILURE ON CAMPUS

All Cape Breton University's buildings are serviced with emergency power. In the event of a power failure, emergency power operates lights and other essential systems so building occupants can evacuate safely. In some buildings, emergency power will operate for only 20 minutes.

If there is a power failure during daylight:

- Check with your supervisor/instructor for instructions regarding building evacuation.

If there is a power failure after sunset:

- IMMEDIATELY leave the building using the nearest exit.
- Use the stairs; NOT the elevator.
- If for any reason you are unable to leave the building, call Campus Security at **(cell 902-578-2316)** to report your situation.
- DO NOT re-enter the building until authorized to do so by Campus Security.

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