

Yukon College Emergency Procedures

Emergency: 911

Safety and Security: 334-6042 or speed dial 222

POWER OUTAGE

- ◆ Remain calm. Stay put.
- ◆ Emergency lights will come on.
- ◆ Turn off electrical equipment.
- ◆ Open the door to hear updates.

MEDICAL EMERGENCY

- ◆ Administer First Aid if qualified, or call loudly for help.
- ◆ If necessary, call 911.
- ◆ Notify Safety and Security 334-6042 or speed dial 222.

WILDLIFE ENCOUNTERS

- ◆ Make noise to let bears know you're in the area.
- ◆ If the bear is staying still, back away slowly, but DON'T RUN.
- ◆ If the bear is focused on you and keeps approaching as you back away, try standing your ground, raising your arms and speaking loudly.
- ◆ Leave the area.

SUSPICIOUS ITEMS

- ◆ Look for inappropriate or unusual labeling or package characteristics.
- ◆ Report to Safety and Security 334-6042/speed dial 222, or to your direct supervisor.
- ◆ Do not touch, move or dispose of the suspicious package.

VIOLENCE/THREAT

- ◆ Do not confront a violent or potentially violent person.
- ◆ Call 911 if feeling threatened.
- ◆ Defend yourself from attack.
- ◆ Offer exit strategies.

HOSTAGE TAKING

- ◆ Do everything hostage taker says.
- ◆ Speak only when spoken to.
- ◆ Remain calm.
- ◆ Be patient and observant.
- ◆ Contact 911 when able.

LOCKDOWN

- ◆ Go to nearest room. Lock it.
- ◆ Close blinds. Turn off lights.
- ◆ Silence cellphones. Call 911.
- ◆ Stay in place until Police give the 'All Clear' message.
- ◆ Ignore Fire Alarm, unless you observe fire or smoke.

CHEMICAL SPILL

- ◆ Do not go near the chemical.
- ◆ Warn others in the vicinity.
- ◆ Move to a safe location.
- ◆ Call Safety and Security 334-6042 or speed dial 222.
- ◆ Call the Spill Line: 667-7244.

EARTHQUAKE

- ◆ If inside – stay inside. Drop, cover, and hold under tables or desks.
- ◆ If outside – move away from structures.
- ◆ Be prepared for aftershocks.

EVACUATION

- ◆ When you hear a fire alarm or evacuation order – leave immediately via evacuation route, or nearest exit.
- ◆ Do not use elevator.
- ◆ Gather at your muster point.
- ◆ Do not re-enter the building until "All Clear" is given.

FIRE

- ◆ Shout "Fire! Fire! Fire!"
- ◆ Pull the nearest fire alarm.
- ◆ Call 911.
- ◆ Do not attempt to extinguish the fire unless you are trained.
- ◆ Evacuate the building.

MAJOR EXPLOSION

- ◆ Take immediate shelter under tables, desks or other objects.
- ◆ Cover face and head with your arms.
- ◆ Stay put until the effects of the explosion have subsided.
- ◆ Pull the nearest fire alarm.

BOMB THREAT

Receiving a threat via phone:

- ◆ Keep caller on the phone as long as possible.
- ◆ Record all the details.
- ◆ Alert someone while on the phone with the threat maker.
- ◆ Immediately after - dial 911.
- ◆ Notify Safety and Security at 334-6042 or speed dial 222.