

CONCORDIA

WHAT TO DO WHEN ALL EYES ARE ON YOU: A quick-guide for Faculty and presenters on-campus

BEFORE AN EMERGENCY:

- Sign up for *Emergencies at Concordia – What You Need to Know* training at concordia.ca/security.
- Know the location of emergency exits and stairwells.
- Identify fire extinguisher locations and learn how they are used.
- Review emergency response procedures at concordia.ca/emergency.
- Ensure individuals with reduced mobility have the information they need.
- Download the Rave Guardian app from the Google Play Store or Apple App Store for emergency alerts on your cell phone or mobile device.
- Download the Alertus desktop application from the MyConcordia portal, under Software and Applications, for computer pop-up alerts.
- Take personal belongings with you to class/meetings.
- Save Security as a contact on your mobile phone: 514-848-3717.
- Familiarize yourself with your Department Emergency Preparedness Plan (DEPP).

DURING AN EMERGENCY:

- To report an emergency, call Security at 514-848-3717.
- Identify CERT members (orange arm band) or emergency responders and follow instructions.
- If your belongings are nearby, take them with you in an evacuation.
- In case of an armed intruder, assess your options: Run, Hide or as a last resort Fight.
- In case of a power outage, call Security and await further instructions.
- In case of an earthquake: Drop, Cover, and Hold-on.
- If the fire alert message is triggered, wait for Security to investigate the source.
If the fire alarm bells/buzzers are ringing, always evacuate.
- During an evacuation, if you or someone you are with has reduced mobility, use the red fire phone next to the emergency stairwell to notify Security of your location.
- If there is a medical emergency, call Security at 514-848-3717.

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AFTER AN EMERGENCY:

- After an evacuation, do NOT re-enter the building until directed to do so by emergency personnel.
- Report any injuries to Security at 514-848-3717.
- If you have information about the emergency, notify Security.
- If your Department Emergency Preparedness Plan has been activated, await instructions before resuming operations.

In case of emergency, call Security at (514) 848-3717 or ext. 3717 from an internal phone. You can also text Security via the Rave Guardian app.