

CAMPUS SAFETY: BE INFORMED, GET CONNECTED

Report an emergency on campus:

Call 514-848-3717 (external phone)

Call extension 3717 (internal phone)

Receive university emergency notifications:

- Download the Alertus+ app to your mobile device (organization code: Concordia).
- Staff and faculty should update their HR profile in MyConcordia portal to receive email and phone alerts

Get updates on an emergency situation:

- Call 514-848-8800
- Visit concordia.ca

concordia.ca/emergency

Place this sticker on your
work phone or mobile device:

CAMPUS SECURITY
514-848-3717
EMERGENCY HOTLINE
514-848-8800
concordia.ca/emergency

YOUR QUICK GUIDE TO EMERGENCY PROCEDURES

CAMPUS SAFETY:
BE INFORMED, GET CONNECTED



7 WAYS TO EVACUATE YOUR BUILDING OR OFFICE

In an evacuation, make sure you:

1. Stay calm, do not rush.
2. Safely stop your work.
3. Gather nearby personal belongings (coat, keys, etc.)
4. Close and lock your door and windows, if possible.
5. Use emergency stairwells and exits. Do not use elevators or escalators.
6. Once outside, move away from the building.
7. Do not re-enter the building until instructed to do so by Security or a Concordia Emergency Response Team member.

NEED HELP EVACUATING?

Call Security using a red fire phone, located next to the emergency stairwells, or call 514-848-3717 (extension 3717 if using an internal phone).

WHAT IS SHELTER-IN-PLACE?

Sometimes there may be external situations that will require you to shelter-in-place.

This means you need to stay indoors; do not evacuate the building.

When a shelter-in-place order is announced, you should:

- Stay calm and follow instructions from Security or emergency responders.
- Call the emergency information hotline for updates (514-848-8800).
- Look for updates on concordia.ca, Twitter (@Concordia and @Concordia911) or Facebook (Concordia University)
- Do not leave the building until you have been advised to do so by Security.

ARMED INTRUDER OR ACTIVE SHOOTER ON CAMPUS: 3 OPTIONS

What do you do if you see or hear an armed intruder or active shooter on campus, or you receive notification of an armed intruder?

Assess your options – there are 3:

- 1. RUN:** If you can, leave the area or building and distance yourself from the intruder. Bring others with you if possible. Once you are safe, call Security at 514-848-3717.
- 2. HIDE:** If you can't evacuate, find a secure location, turn off the lights, lock and/or barricade the door. Silence your phone, remain quiet, and spread out around the room if with others. Only call Security if you can do so safely.
- 3. FIGHT:** As a last resort, and only if you are in immediate danger, you and those with you may take action to stop, disarm or overpower the intruder.

