

# What to do when all eyes are on you:

A quick-guide for Faculty and presenters on-campus

## Before an Emergency:

- ✓ Attend an emergency preparedness class (Emergencies at Concordia – What You Need to Know)
- ✓ Know where the building emergency exits and stairwells are
- ✓ Identify fire extinguisher locations and learn how to use them
- ✓ Review emergency response procedures ([www.concordia.ca/emergency](http://www.concordia.ca/emergency))
- ✓ Know how to report an emergency
- ✓ Ensure individuals with reduced mobility have information they need
- ✓ Download the Alertus+ emergency notification mobile application
- ✓ Download the Alertus desktop application (MyConcordia portal)
- ✓ Take personal belongings with you to class/meetings (keys, wallet, phone, coat)
- ✓ Add Security (514-848-3717) and emergency info hotline (514-848-8800) numbers to your phone
- ✓ Familiarize yourself with your Department Emergency Preparedness Plan (DEPP)

## During an Emergency:

- ✓ To report an emergency, call Security (514-848-3717)
- ✓ Identify CERT members (orange arm band) or emergency responders and follow instructions
- ✓ Take your belongings with you in an evacuation if they are nearby
- ✓ In case of an armed intruder, assess your options: Run, Hide, 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
- ✓ If you, or someone you are with is mobility impaired during an evacuation, use the red fire phone to notify Security of your location
- ✓ If there is a medical emergency, call Security (514-848-3717)

## 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 (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:  
(514) 848-3717 or  
Ext. 3717**