

**SUGGESTED SAFETY ANNOUNCEMENT
FOR CLASSROOM INSTRUCTORS
NORTH VANCOUVER CAMPUS**

Please listen carefully to this brief announcement regarding what to do in the event of an emergency situation. This information is also found on the Instructions to Occupants / Emergency procedures poster located near the exit door.

FIRE (911)	When the FIRE alarm bell sounds, everyone must stop what they are doing, take their personal belongings, and leave the building immediately in a calm and orderly fashion and proceed by the most suitable exit route which is: _____ and go to your Designated Emergency Assembly Area which is located: _____ (EA #, near which building?) (Big yellow sign marked EA, most often in a parking lot).
EVACUATION	Stay calm and follow the instructions from your instructor or Emergency Response Personnel or trained Emergency Warden. EVACUATE the building when ordered by Emergency Response Personnel/Warden Meet at your designated assembly area
EARTHQUAKE	In the event of an EARTHQUAKE , Drop, Cover and Hold until the shaking stops. Do not panic or rush out of the building as this could increase your risk. Emergency Wardens trained in rapid damage assessment will determine the safest course of action and give you appropriate instructions on whether to stay or evacuate the building.
LOCKDOWN	A LOCKDOWN may be required to protect occupants from a violent intruder. REMAIN SILENT , silence cell phones, BARRICADE classroom door and DROP on the floor in an area against a wall where you can't be seen away from doors and windows. Keep lights on and curtains left opened for visibility from outside. Remain on the floor until you are escorted from the building.
FIRST AID (604.984.1772)	All INJURIES must be reported to the first aid attendant at 604.984.1772. For other specific emergency situations call Security at 604.984.1763.
HEART ATTACK (604.984.1772)	For suspected HEART ATTACK , immediately call 911 and also First Aid at 604.984.1772. The University has an Automated External Defibrillator (AED) program to respond to heart attack victims and the quicker the response the better the chances of survival.
EMERGENCY (911)	For Fire, Police or Ambulance, call 9.1.1 and also Security at 604.984.1763 to assist with the situation or direct the emergency responders promptly to the correct location.
WALK SAFE (604.984.1763)	WALK SAFE - Contact Security (604.984.1763) to arrange for an escort to your vehicle (North Vancouver campus only). Stay on well lit paths. Plan your route. Know location of emergency phones. Travel with someone—ask classmates. Stay alert—be aware of environment.
SECURITY (604.984.1763)	Report all safety or security hazards to Security at 604.984.1763.

Be PREPARED: Know what to do and who to call!
HAVE YOU PROGRAMMED YOUR CELL PHONE with our EMERGENCY NUMBERS?

Check out our **EMERGENCY** procedures online at: www.capilanou.ca/contact/other/what-to-do-if.html