

First Aid

Major injury/illness

When a person **cannot or should not be moved**
Breathing Difficulty or
Suspected Heart Attack

Call Ambulance 911

When requesting assistance state: University of Waterloo, the building name/address and room location. After calling 911, call University Police at: 519-888-4911 or ext. 22222 to advise.

Minor injury/illness

Department – first aid kit/station
Health Services – first aid services available
University Police – assists if the above services are not available

Department Offices
519-888-4096 or ext. 84096
519-888-4911 or ext. 22222

Poisoning/Overdose Information

Telehealth Ontario (24 hr. phone access)

1-800-268-9017
1-866-797-0000

Fire/Evacuation

IN CASE OF FIRE

1. Leave fire area and close doors.
2. Activate wall mounted fire alarm pull station located at exits.
3. Attempt to extinguish fire only if you can do it safely.
4. Report any information about fire to University Police and Fire Department.

IF UNABLE TO EVACUATE

1. Call 911 giving your location.
2. A closed door can provide good protection against fire and smoke. Use available materials to seal door and air ducts.
3. If smoke enters room, stay low as heat and gases tend to rise.
4. Signal your position at a window.

Persons with mobility difficulties or who use wheelchairs should move to an area of refuge (stairwell, room with phone).

WHEN FIRE ALARM SOUNDS

1. Calmly evacuate the building. **Do NOT use elevator.**
2. As time allows close windows and doors. Turn off cooking, electrical and laboratory equipment. Put on coat in winter for protection.
3. Use an alternate exit, if you encounter smoke or fire.
4. Follow instructions of emergency response services and fire wardens.
5. Report anyone suspected of remaining in the building.
6. Move away from building at least 30 metres, leaving clear access for emergency services.
7. Do not re-enter the building until authorized by Fire Department or University Police.

LOCKDOWN

Lockdown Steps

If a lockdown occurs, secure an area as follows:

1. Move immediately to the nearest room you feel is safe with as many people as possible;
2. Lock and barricade the door;
3. Turn off the lights or maintain minimal lighting;
4. Cover all windows with blinds, curtains, etc.;
5. Keep back from windows and doors;
6. Lie flat on the floor or take cover out of sight;
7. Turn off cell phones except to report injured people;
8. Keep calm and quiet; and
9. Stay in room until police arrive. Remember it may be several hours before you can be safely evacuated.

What if someone is injured?

Follow these steps when safe to do so:

- » Call 911 or 519-888-4911 or ext. 22222, from a hard wired line if possible.
- » Place a sign in an exterior window to identify the location of the injured people.

Who to call?

Call 911 or University Police 519-888-4911 or ext. 22222 for all campuses. You may access www.uwaterloo.ca for information.

What if fire alarm sounds?

- » DO NOT respond normally as a fire alarm during a lockdown may be a ploy by an armed intruder.
- » Remain calm in your lockdown secure area, if safe to do so.
- » In case of fire, follow Fire/Evacuation procedures.