

Emergency Guide for the McGill Community

1 • Introduction

Immediate and appropriate responses to emergency situations can save lives and reduce damage. This Emergency Guide contains basic reference information, procedures and key phone numbers to help you react to emergency situations on campus.

Please read this Guide in order to familiarize yourself with campus emergency procedures.

2 • How to prepare... in case of emergency

- Read this Emergency Guide thoroughly and keep it on hand.
- Participate in drills and training.
- Have and rehearse a departmental/office emergency plan consistent with the Emergency Guide.
- Become familiar with at least two exits from your work area to the outside of your building. Learn the location of pull stations and extinguishers.
- Take a CPR and first aid course.
- Keep an emergency kit that includes the following supplies:
 - Flashlight and spare batteries
 - Battery-operated radio
 - Non-perishable food
 - Water (at least 4 litres)
 - Medication (3 days worth)
 - Clothing (1 complete change of clothing)
 - Personal hygiene items
 - Copy of emergency contact numbers.

The best prevention programs cannot eliminate the possibility of a serious emergency on campus.

Who to call

**IN CASE OF AN ACCIDENT
OR INCIDENT REQUIRING
AMBULANCE, FIRE AND
POLICE CALL**

Then call Security Services so that they can direct emergency vehicles to the location.

911

514-398-3000

(Downtown)

514-398-7777

(Macdonald)

3 • Who to call in an Emergency

If external help is required (police, ambulance, fire department):

Call Emergency Services: **911**

Security monitors and records all 911 calls placed from McGill landlines on the Downtown campus.

If you are calling from a cell phone, public pay phone or from Macdonald campus:

Call **911** AND Security
514-398-3000 (Downtown) or
514-398-7777 (Macdonald).

If internal help only is required:

Call Security at
514-398-3000
(Downtown) or at
514-398-7777
(Macdonald).

Accidents, hazardous spills, critical breakdowns, plumbing or electrical services and gas smells are examples of incidents that can be handled by Security.

Emergency Phones

Located throughout both campuses, inside the **main entrance** of most major McGill buildings and in **every elevator** on campus. Look for the **blue night light**.

Simply press the **red button** to connect to Security.

A mobile patrol will be dispatched to provide required assistance.



Emergency phone

What you will be asked:

- 1 Your name** and **phone number**
- 2 Location** of the incident
- 3 Nature** of the incident
- 4 Number of injured people** and nature of injuries
- 5 Nearest building entrance** that emergency personnel can use
- 6** To have someone who will meet emergency personnel outside building
- 7** To stay on the line

If your call to Security gets interrupted

Please call again.

Some emergency phones disconnect automatically to avoid tying up emergency lines.

If an emergency phone is out of service

Please **report** it immediately to **Security**.

Public telephones on campus

No-charge calls to 911 and Security.