

EMERGENCY RESPONSE PROCEDURES

IMPORTANT:
CALL OCAD SECURITY FOR ANY AND ALL EMERGENCIES WHENEVER POSSIBLE.

1. If you can do so safely, pick up a red emergency phone to connect to Security immediately. (Knocking a red emergency phone off the hook alerts Security of your location and sends assistance).
2. Or, pick up a white courtesy phone or OCAD office phone and dial **511**.
3. If none of the above options are possible, use a mobile phone to dial **911**.

EMERGENCY ON CAMPUS



EVACUATION

1. If evacuating a building in case of fire, don't use the elevators.
2. Walk briskly, but don't run. Don't panic.
3. Immediately notify OCAD Security of the location of any disabled persons who are still in the building and unable to evacuate. Emergency Services will assist all persons with disabilities out of the building or will direct them to a safe alternate location.
4. Once outside, move well clear of the evacuated building (e.g., to the opposite side of the street).
5. Keep outside areas clear for emergency vehicles and personnel.
6. Don't return to an evacuated building unless directed to do so by OCAD Security.
7. Notify someone if you decide to leave the area.



LOCKDOWN

If you're inside a building, in a safe location (i.e., not in an open area):

1. Stay where you are.
2. Close and lock or secure the door as best you can.
3. Don't draw attention to yourself. Turn off all lights, cover all windows if you can, remain calm and quiet, and silence all mobile phones.
4. Crouch down and remain out of sight of doors and windows.
5. Stay where you are until further instructed.
6. When Emergency Services personnel arrive, stay on the floor and do not move until directed to do so.

If you're inside a building, but close to a building exit and able to leave safely:

1. Exit immediately. Walk quickly, but don't run.
2. Proceed to a safe location, e.g., inside another building and away from windows. Don't stand out in the open.
3. Remain where you are until further instructed.

If you're inside a building, in an open area and not close to a building exit:

1. Gather as many people as possible and proceed immediately to a safe location (i.e., a room with a door). Close and lock or secure the door as best you can.
2. Turn off all lights, cover all windows if you can, remain calm and quiet, and silence all mobile phones.
3. Crouch down and keep out of sight of doors and windows.
4. Remain where you are until further instructed.
5. When Emergency Services personnel arrive, stay on the floor and don't move until directed to do so.

If you're outside:

1. Proceed immediately to a safe location, e.g., inside another building and away from windows. Don't stand out in the open.

How will I know that we're in Lockdown?

If a campus Lockdown is required to protect students, faculty and staff and gain control over a dangerous situation, it will be communicated via public address, digital display, email blast, the OCAD website and the OCAD Security Facebook site.

EMERGENCY RESPONSE PROCEDURES



IMPORTANT:
CALL OCAD SECURITY FOR ANY AND ALL EMERGENCIES WHENEVER POSSIBLE.

1. If you can do so safely, pick up a red emergency phone to connect to Security immediately. (Knocking a red emergency phone off the hook alerts Security of your location and sends assistance).
2. Or, pick up a white courtesy phone or OCAD office phone and dial **511**.
3. If none of the above options are possible, use a mobile phone to dial **911**.





FIRE

1. Leave the area immediately.
2. Activate the fire-alarm system from a safe location by pulling the red “Pull Station.”
3. If you’re able, call OCAD Security immediately.
4. Evacuate the building using the most direct route and the nearest exit.
5. Remain available to provide information to OCAD Security and/or Emergency Services.



CHEMICAL SPILL/ODOUR

1. If the chemical is known to be dangerous, do not handle or approach the spill/odour.
2. Clear the area. Go to a safe location and warn others away.
3. Notify OCAD Security as soon as you are able.
4. Remain available to provide information to OCAD Security and/or Emergency Services.



MEDICAL EMERGENCY

1. If you’re able, call OCAD Security.
2. Provide your name and report the nature, severity and location of the medical emergency.
3. Provide assistance to the victim until help arrives. Keep victim still and comfortable and don’t attempt to move him or her. Ask: “Are you okay?” and “What’s wrong?” Check breathing and general condition. If victim is choking, check mouth and clear matter and apply abdominal thrusts if you’ve been trained to do so. Control serious bleeding by applying direct pressure to wound.
4. Except to alleviate suffering or preserve property from damage do not move anything at the site.
5. Remain available to provide information to Security.

If there is a death on campus:

1. If you’re able, call OCAD Security immediately.
2. Move to a safe location, if the situation warrants.
3. Remain available to provide information to OCAD Security and/or Emergency Services.



THREATENING OR DISRUPTIVE BEHAVIOUR

1. Stay calm.
2. Do not attempt to interfere except for self-protection.
3. If you’re able, call OCAD Security.
4. Provide your name and report nature of disruptive behaviour.
5. Remain available to provide information to Security about the situation.



VIOLENT CRIME OR SEXUAL ASSAULT

If you are a victim:

1. Scream or call for help.
2. Call OCAD Security, if you’re able. (Knocking a red security phone off the hook alerts Security of your location and sends assistance.)
3. Survive. Your primary objective is to avoid serious injury.
4. Mentally note as much as you can, every detail about the attacker.

If you are a witness:

1. If you’re able, call OCAD Security.
2. Provide your name and report the nature, severity and location of crime or assault.
3. Try to scare away the attacker by shouting, but move to a safe location if the attacker has a weapon.
4. Provide assistance to the victim — but only if this doesn’t endanger your own safety.
5. Don’t attempt to apprehend or interfere with the attacker, except for self-protection.
6. If it’s safe to do so, try to get a good description of the attacker.
7. Remain on hand to provide information to Emergency Services.



BOMB THREAT/ SUSPICIOUS PACKAGE

If you receive a call, email or text announcing a bomb threat:

1. Obtain as much information as possible about bomb threat and caller.
2. If you’re able, notify OCAD Security immediately.
3. Remain available to provide information to OCAD Security and/or Emergency Services.

If you observe a suspicious object that may be a bomb:

1. Do not handle or approach the object.
2. Clear the area. Go to a safe location and warn others away.
3. If you’re able, call OCAD Security immediately using a red or white phone, **but not a mobile phone or device.**
4. Remain available to provide information to Security and/or Emergency Services.



ARMED INTRUDER/ SHOOTING ON CAMPUS

If there is an armed intruder/shooting on campus:

- Call OCAD Security immediately, if you’re able.
- Provide your name and report seeing the intruder with a weapon. Or, report that there are shots fired.
- Let Security personnel guide you. They will ask you to describe the situation, your location, the shooter’s location and description, etc., and will instruct you to go to a safe place and wait.



FOLLOW LOCKDOWN PROCEDURES.

(on reverse side)

EMERGENCY ON CAMPUS

dial
511



For information about Evacuation and Lockdown see reverse side.