Faculty Emergency Information

A Quick Reference Guide for You and your Students

At the start of each semester it is recommended that you review safety information with your class. You can use the following information as a script, filling in the room specific details.

**Reporting an emergency** - If you are or become aware of an emergency situation immediately notify Campus Security. Put these numbers into your phone for the campus(es) you are on this semester:

- **Burnaby**: 778-782-4500
- **Surrey**: 778-782-7511
- **Vancouver**: 778-782-5252
- **Goldcorp Centre**: 778-782-6649

**Evacuation Procedures** - If we need to evacuate this room, the exit routes are… <indicate where all exits are>

We will meet outside at this location’s assembly point <indicate where the class would meet once outside>

Everyone should familiarize themselves with evacuation maps and assembly locations posted on the walls all over campus.

**Hazard Specific Procedures** - In any emergency requiring assistance, contact Campus Security at…

<provide the contact number for Campus Security at the campus you’re at>

If the following incidents occur during our class, here are the procedures we will use:

- **Fire:**
  - If the fire alarm rings, we will evacuate the building by the nearest safe exit.
  - Do not use elevators.
  - We will proceed to our assembly point outside.
  - Help those in need of assistance.
  - Follow instructions provided by Fire Wardens and first responders.
  - Do not re-enter the building until it is deemed safe to do so.

- **Earthquake:**
  - Drop to the ground.
  - Take cover under a desk/table or up against an interior wall, away from windows/glass.
  - Hold on and stay covered until the shaking stops.
  - After the shaking stops, count to 60 before moving from cover.
  - Evacuate to the assembly area.
  - Help those in need of assistance.

- **Medical Emergency:**
  - If there is a medical emergency notify Campus Security so they can send an on-site first aid attendant:
    - **Burnaby Campus**: Call 778-782-4500
    - **Surrey Campus**: Call 778-782-7511
    - **Vancouver Campus**: Call 778-782-5252
    - **Goldcorp Centre**: Call 778-782-6649

- **Personal Security:**
  - **Suspicious Person**
    - Do not confront the person unless you feel comfortable to do so.
    - Describe the location and the person.
  - **Suspicious Object**
    - Do not touch or disturb the object.
    - Call Campus Security.
  - Help those in need of assistance.

- **Severe Weather:**
  - If there is severe weather forecasted in the Lower Mainland, check the SFU road reports page for current information about campus conditions: [www.sfu.ca/roads](http://www.sfu.ca/roads)
  - If a severe weather event occurs while we are on campus, be patient and wait until it is safe to go rather than trying to leave in dangerous conditions.
  - Follow the [www.SFU.ca](http://www.SFU.ca) homepage and social media for up-to-date information.
  - Notify your supervisor or building staff.
  - Be prepared to evacuate.

**Safe Walk** - If you need an escort, Campus Security walk with you to your campus destination. Contact Campus Security’s non-emergency line to request a Safe Walk. **Burnaby**: 778.782.3100 **Surrey**: 778.782.7070 **Vancouver**: 778.782.5029

**SFU Alerts** - The SFU Alerts system delivers emergency alerts to the SFU community by text message, email and phone. Please ensure your contact information is up to date on your student/staff profile. Visit: [www.sfu.ca/sfualerts](http://www.sfu.ca/sfualerts)

**Class Cancellation** - If classes are cancelled an alert will be sent out by SFU Alerts and information will be provided at [www.sfu.ca](http://www.sfu.ca)

For more information about Safety, Security, and Emergency Preparedness, please visit [www.sfu.ca/srs](http://www.sfu.ca/srs)
During an Emergency

- In an emergency, whether you are teaching or not, follow hazard specific procedures provided on the opposite side of this page or found here: [www.sfu.ca/srs/emergency/response.html](http://www.sfu.ca/srs/emergency/response.html)
- In an emergency that occurs while you are instructing, remember that your students may look to you for direction. Knowing the hazard specific procedures and evacuation procedures will help you be able to safely lead the class in an emergency.

After an Emergency

- After an evacuation: attempt to account for students, inform first responders/floor wardens of any information you may have that relates to the emergency (i.e. missing students, anything you may have noticed while evacuating), communicate with your department about your location and status. Do not re-enter the building until directed to by emergency personnel.
- Keep roads and phone lines clear unless it is to report information about the emergency.

Before an Emergency

- Learn the building and floor evacuation routes from both your office and the rooms you teach or research from. Plan exit routes from each location that do not require the use of elevators. Check the emergency evacuation maps posted throughout campus on main hallways.
- Consider the possibility that individuals in your class with disabilities may require specific assistance with evacuation.
- Program the emergency numbers for all the campuses you work from to your cell phones or keep the numbers with you.
- If you work/teach in a lab setting ensure you are aware of lab safety training and lab specific safety and emergency information: [www.sfu.ca/srs/ehs/training-orientation.html](http://www.sfu.ca/srs/ehs/training-orientation.html)
- Participate in safety drills (i.e. Fire Drills) and emergency events (i.e. ShakeOut BC): [www.sfu.ca/srs/emergency/events.html](http://www.sfu.ca/srs/emergency/events.html)

Campus Emergency Numbers:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burnaby</td>
<td>778.782.4500 or blue phones</td>
</tr>
<tr>
<td>Non Emergency</td>
<td>778.782.3100</td>
</tr>
<tr>
<td>Surrey</td>
<td>778.782.7511</td>
</tr>
<tr>
<td>Non Emergency</td>
<td>778.782.7070</td>
</tr>
<tr>
<td>Vancouver</td>
<td>778.782.5252</td>
</tr>
<tr>
<td>Non Emergency</td>
<td>778.782.5029</td>
</tr>
<tr>
<td>Goldcorp</td>
<td>778.782.6649</td>
</tr>
<tr>
<td>Non Emergency</td>
<td>778.782.5749</td>
</tr>
</tbody>
</table>

Participate in Safety Events throughout the year:

- Fire Drills— throughout the year
- Lab Safety—
- Kids Safety Day—
- ShakeOut BC Earthquake Drill—
- Winterfest— Annual, November

Get involved with Safety at SFU:

- Safety Committees: ehs@sfu.ca
- Floor/Fire Warden: ehs@sfu.ca
- Emergency Volunteer Team: epinfo@sfu.ca

We want to hear from you! Feedback, questions, and concerns are all valued at Safety & Risk Services. Please email us at srs_ppd@sfu.ca

For more information about Safety, Security, and Emergency Preparedness, please visit [www.sfu.ca/srs](http://www.sfu.ca/srs)