

PLEASE DIAL 1011 FROM ANY HOUSE PHONE TO ASSIST WITH ALL EMERGENCIES.

ASSEMBLY STATIONS - #1 NORTH, #2 EAST, #3 SOUTH
(Assembly Station map follows)

FIRST AID AND EMERGENCY RESPONSE

Notify Client Services immediately, dial 1011 from any house phone. Client Services will call 911 if required.

FIRE RESPONSE

The Victoria Conference Centre is equipped with a TWO STAGE Fire Alarm System. It automatically sequences and directs necessary actions. Your response to the alarms should be as follows:

ALERT STAGE - the alarm sounds as a short “**CHIRPING**” signal and the alarm strobe light flashes.

- Cease all work.
- Stand by ready to evacuate. The VCC staff will be investigating the source of the alarm.
- **If the alarm stops, there is no need to evacuate.**

EVACUATION STAGE – the alarm sounds as a “**FAST LOUD CHIRPING**” and the alarm strobe light flashes quicker.

- **Remain calm and Client Services staff will assist in the evacuation.**
- Do NOT use elevators for evacuation purposes.
- Evacuate IMMEDIATELY using the nearest safe exit and proceed outside and clear of the building to a minimum of 50m (150 ft). Assembly area will be identified based on safety.
- Do not attempt to remove any vehicle from the parking garage.
- Comply with Victoria Fire Department orders.
- Return to the building only when authorized by the Victoria Fire Department or by VCC Building Operations.

IF YOU DISCOVER FIRE, SMOKE OR SMELL GAS

- **Activate the nearest fire alarm** AND dial Client Services from the nearest house phone, 1011.
- Warn nearby people.
- Client Services will call 911 and provide emergency personnel the location of the fire.
- Evacuate IMMEDIATELY using the nearest safe exit, proceed outside and stand at least 50m (150 ft) from the building.
- Do NOT use elevators for evacuation purposes.

EARTHQUAKE RESPONSE

- **DROP, COVER AND HOLD.**
- Stay where you are until the shaking stops.
- Be prepared for the likely event of aftershocks.
- Client Services will direct the evacuation.
- Assembly area will be identified based on safety.

ACTIVE SHOOTER RESPONSE

EVACUATE/ RUN - Call 911 if you can

- If there is an accessible escape path, attempt to evacuate the premises.
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Stay out of open areas.
- Try not to use long, continuous hallways.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible – so people know you do not have a weapon.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

Once you are outside or encounter the police teams:

- Keep your hands visible.
- Follow police instructions.
- Provide location, number of shooters, physical description, number and types of weapons and number of potential victims.

HIDE - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

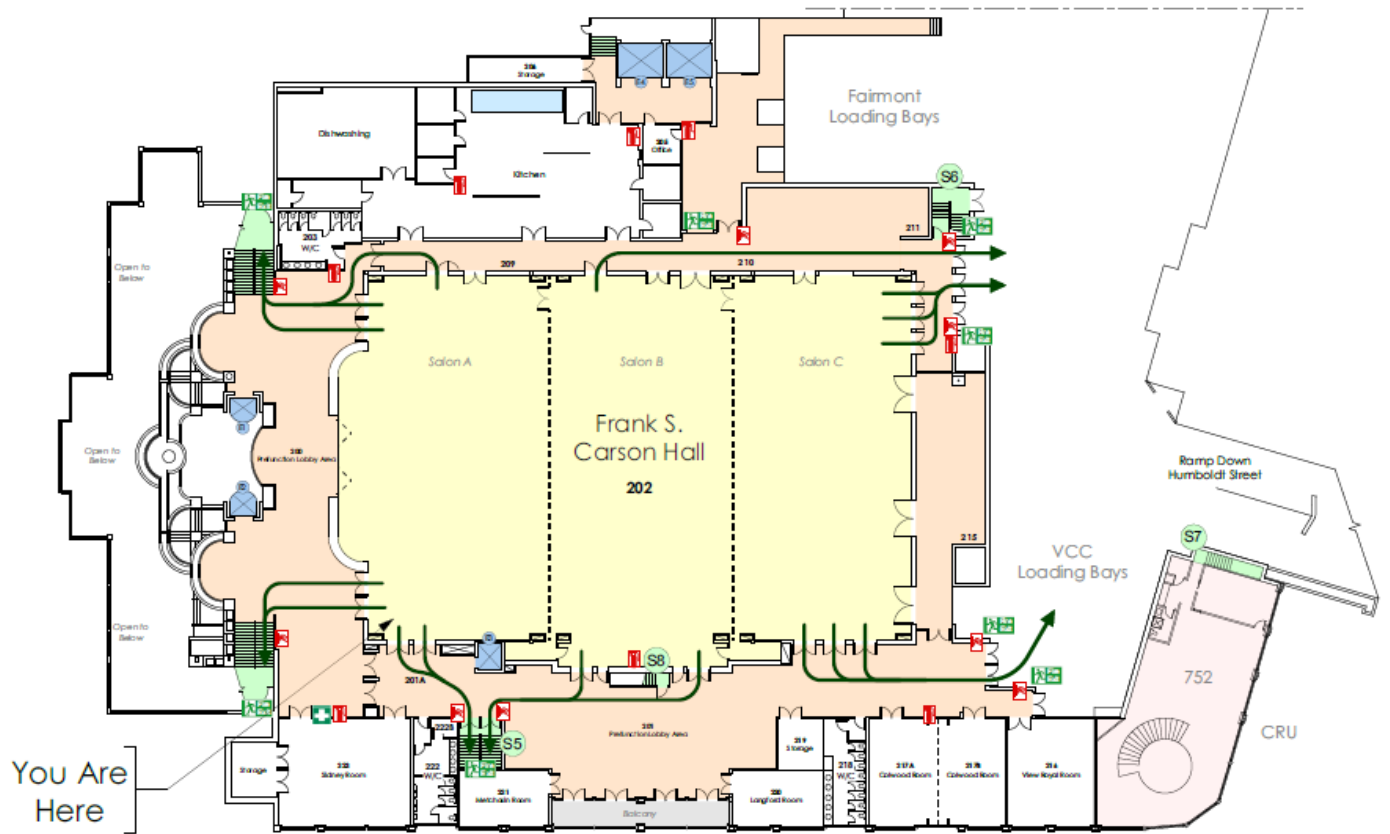
- If there is an accessible escape path, attempt to evacuate the premises.
- Your hiding place should be:
 - Out of the active shooter's view
 - Provide protection if shots are fired in your direction (ie. an office with a closed and locked door)
 - Do not trap yourself or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture
- If the active shooter is nearby:
 - Lock the door
 - Turn off lights
 - Silence your cell phone
 - Turn off any source of noise (ie. radios, etc.)
 - Hide behind large items (ie. cabinets, desks etc.)
 - Remain quiet
- If evacuation and hiding are not possible:
 - Remain calm
 - Dial 911 if possible to alert police to the active shooter's location
 - If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT – Take action against the active shooter

- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against them
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions

VICTORIA CONFERENCE CENTRE – CARSON HALL, LEVEL 2 – EVACUATION ROUTES

Evacuation Maps are located in all meeting rooms.



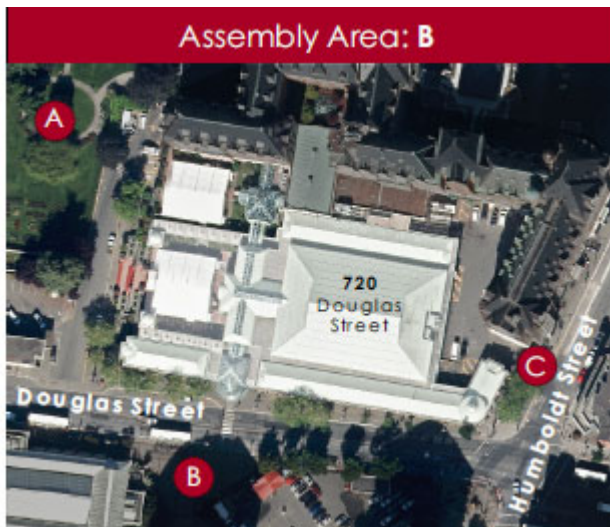
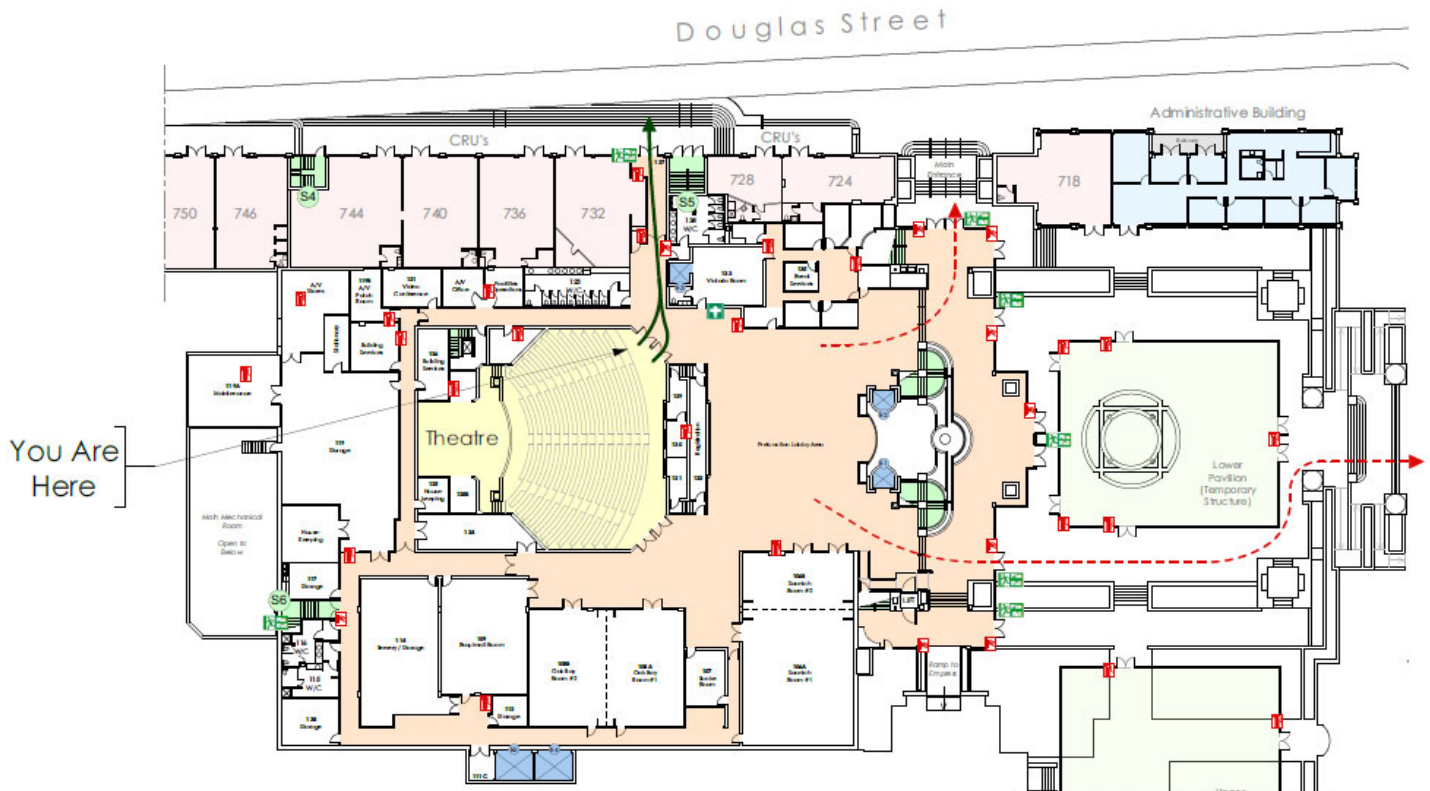
Legend

- Fire Extinguisher
- Fire Alarm Pull Station
- Fire Exit
- Primary Exit Route
- Secondary Exit Route(s)
- 1st Aid Supplies









VICTORIA CONFERENCE CENTRE – LECTURE THEATRE, LEVEL 1 – EVACUATION ROUTES

Evacuation Maps are located in all meeting rooms.



Legend

-  Fire Extinguisher
-  Fire Alarm Pull Station
-  Fire Exit
-  Primary Exit Route
-  Secondary Exit Route(s)
-  1st Aid Supplies

