



UNIVERSITY OF
CALGARY

Emergency Evacuation Procedures

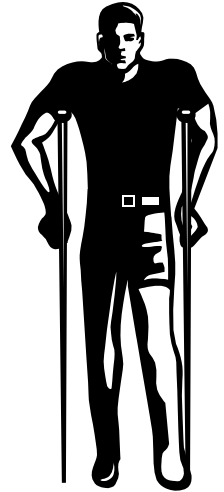
University of Calgary Emergency Management
<https://www.ucalgary.ca/risk/emergency-management>
emergencymgmt@ucalgary.ca

BEFORE the alarm sounds:

- Know location of pull stations, fire extinguishers, emergency phones (if any) and all exits in your area
- Know your building's Assembly Point and Response Point
<https://www.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points>

BEFORE the alarm sounds:

- Persons with limited mobility should be directed to a fire-rated stairwell during an alarm
- As you evacuate be aware of people needing extra support to evacuate. If possible, have someone stay with the person in the stairwell
- The location of any persons evacuated to a stairwell **must be reported** to Campus Security at 403-220-5333 or via the Alertus App [UC Emergency Mobile | Risk | University of Calgary \(ucalgary.ca\)](https://ucalgary.ca/uc-emergency-mobile)
- Persons of limited mobility can set up a **buddy system** to ensure they have assistance if evacuation is needed



WHEN the alarm sounds:

- 1) Evacuate the building through nearest available emergency exit
- 2) Report any concerns encountered to Campus Security through the Alertus Mobile App or calling 403-220-5333:
 - Non-ambulatory persons requiring evacuation
 - Location of people unable or unwilling to evacuate
 - Any information on the cause of the alarm/ emergency
- 3) Proceed to the Assembly point
 - A point of refuge with shelter and access to washrooms
 - Where information regarding the evacuation will be communicated by Campus Security or a designate
- 4) Do not re-enter the building until the “all clear” command has been given

- Know the location of your exits, fire extinguishers, pull stations and assembly point
- Use the [buddy system](#) to support people with mobility issues
- Evacuate the building immediately upon alarm
- Report anything related to the alarm to [Campus Security](#) via phone, email or [Alertus App](#)
- Do not re enter until “all clear” command is given
- Any questions or concerns contact the Emergency Management Department emergencymgmt@ucalgary.ca

Campus Security:

Phone: 403-220-5333

Email: campus.security@ucalgary.ca

Emergency Management:

Email: emergencymgmt@ucalgary.ca

