Special Events

Emergency Instructions

In the event of an EMERGENCY dial 403-220-5333 for Campus Security or dial 9-1-1 for Police, Fire or Ambulance. Additional emergency instructions is found at https://ucalgary.ca/risk/emergency-management.

Primary Assembly Point:  
Issued by Emergency Management  
Download – UC EMERGENCY APP

Evacuation Procedures
- Activate the NEAREST fire alarm pull station
- Take coat, keys and identification if immediately available
- Evacuate building through the nearest exit: use stairs – DO NOT USE ELEVATORS
- Close all doors along your exit route
- If directed by wardens, follow their instructions
- Move away from the building and proceed to the Assembly Point
- If you have information regarding the emergency call Campus Security at 403-220-5333 from a safe location

Shelter in Place – Severe Storms
- Take shelter in a small interior room, closet or hallway (ground floor, if possible)
- Stay away from outside walls, windows and doors
- Do not use elevators
- Stay close to the ground and protect your head from flying objects
- If outdoors and unable to safely get inside, lie in a ditch or low-lying area or crouch near a building

Armed Assailant on Campus
- Be aware of your environment, plan, know your exits, assess the situation, and react quickly
- Choose Action over Fear while considering the three main options
- Get Out - if you are in close proximity to an armed assailant, run away from the subject
- Hide - if you cannot flee, or do not know the location of the shooter, hide in a locked or barricaded room and turn out the lights
- Fight – if confronted by the shooter, as a last resort, fight for survival.
- Improvise weapons to disarm and incapacitate the shooter.

Suspicious Items
- If in doubt of contents DO NOT TOUCH, MOVE, OPEN OR DISTURB THE ITEM
- Turn off all wireless devices as they could accidentally set off the suspicious item
- Immediately contact Campus Security at 403-220-5333 or the Police at 9-1-1
- Wait a safe distance away from the area for Campus Security or emergency services to arrive

Threatening Calls (including Bomb Threats)
- Listen and remain calm, do not interrupt the caller
- Record/document as much information as you can while the call is in progress
- Signal someone to call Campus Security at 403-220-5333 or the Police at 9-1-1 or do so yourself using a different line if possible
- Utilize call trace if on cell-phone or off-campus phone (key *69)

Hazard Materials Spill
- Only attempt to clean up a spill you are comfortable dealing with
- Follow the appropriate spill response procedures and report using OARS
- Contact Campus Security at 403-220-5333 if you require assistance to clean up a spill
- Remain available to provide information to responders

Acts or Threats of Violence
- Attempt to distance yourself from the person if possible
- If the person(s) have left the immediate area, lock your door and/or move to a safe place
- Contact Campus Security at 403-220-5333 as soon as possible and follow directions provided
- If the threat was delivered by electronic or in hard copy means, do not destroy and contact Campus Security at 403-220-5333

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