

# Cégep de Jonquière

## What to do in case of an emergency!

### Regardless of the situation :

- Stay calm and safe
- Safely stop what you are doing
- Assure your own safety

### Depending on the situation there are 2 types of evacuation warnings :

- With the fire alarm system
- Without the fire alarm system evacuation orders will be given verbally or written by authorities

**NEW**

**Be alerted when an emergency event occurs!**

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## Use the following guidelines :



### Evacuate

#### Pre-alarm (Short and repeated rings)

- Locate the nearest exit
- Take charge of visitors
- Secure any dangerous or hazardous material
- Close windows and doors
- Take your personnel belongings
- Notify authorities for those who need assistance
- Wait for the general alarm before evacuating

#### General alarm (Continuous ringing)

- Leave the area and take personnel belongings, if possible
- Close windows and doors before leaving the room
- Keep to your right in corridors and stairwells
- Leave the area walking toward the nearest safe exit
- Do not use the elevator
- Avoid retracing your steps
- Go to the nearest rallying point
- Wait for instructions from authorities before taking any other action



**911- Emergency**  
**7611- Cégep de Jonquiere security**  
**Cell : 418 547-2191, extension 7611**

Suspicious objects :  
use a landline



Do not set off the fire alarm if an armed person is present  
Set off the fire alarm, if your life is threatened, or in any other situation

For the rallying points go to : [www.cegepjonquiere.ca/pmu](http://www.cegepjonquiere.ca/pmu)

The document "What to do in case of an emergency" is displayed near doors in all Cégep premises.

# Armed Individual




## Confine and barricade yourself

- Confine yourself
- Enter the nearest room and let in people
- Shut, lock and block access to the room (place objects in front of the door)
- Give the impression that the room is unoccupied :
  - Close curtains, blinds or cover the windows
  - Turn off all audio and video devices; put cell phones in silent mode
  - Turn off the lights
  - Keep personal belongings out of sight
  - Stay silent
  - Stay away from doors and windows
  - Adopt a squatting or lying position behind a piece of furniture or alongside a wall or on the ground


- Stay in the room until someone in authority comes and knocks on the door, identifies themselves and unlocks the door

If a person in authority tries to break down the door, they will request your collaboration and communicate clear orders to you

- Administer first aid if necessary
- Note attendance and absences in your group
- Ignore alarms and warnings unless you detect fire
- Notify emergency services 
- Wait for instructions from the authorities before taking any other action. A message will be broadcasted.

### If you are outside the CEGEP :

Run away :

- Do not enter the CEGEP
- Take shelter away from the CEGEP
- Avoid driving and circulating around the CEGEP grounds
- Notify emergency services 

### If you are in the presence of an armed person :

Yield :

- Avoid their gaze
- Keep quiet
- Give them room
- Do not engage in dialogue



## When lifting the barricade and containment

Wait for directions from authorities before taking any other action

### At the request of the authorities

Take the occupant information sheet (green / red) located in the document "En cas d'urgence, Je sais quoi faire!".

If there is one or more injured people in your location :

- Slide the red side of the card under the door into the corridor; do not open the door.

If there are no injuries in your room :

- Slide the green side of the card under the door into the corridor; do not open the door.

Wait and do not move.