

# 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

## 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

#### 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

**If in doubt, wait for instructions from authorities**



**911- Emergency**  
**7611- Cégep de Jonquière 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)

# Armed Individual



## Run away

(If you can get away safely)

Enlever les points encadrés en rouge

- Find the nearest safe exit, making sure to :
  - Get away from the threat
  - Do not go in a long corridor that would make you too visible
  - Do not place obstacles in your way that would prevent you from reaching the exit
- Leave the area by walking and leaving doors open.
- Walk with your arms in the air and hands open to avoid being perceived as a suspicious person.

- Calmly alert people passing by.
- Lower your head in front of windows.
- Take shelter away from the CEGEP.
- Notify emergency services 



## Confine and barricade yourself

(If you cannot run away)

- 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.

Ajouter un point à la fin de cette phrase.

### 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

Mettre un (-) à la Place du point

### As a last resort, if your life is in imminent danger :

Take action :

- Try to neutralize the armed person
- Act aggressively and physically and throw objects at them (example: fire extinguisher)



## 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 "In an emergency, I know what to do".

Dominic, sur le document le titre est écrit en français, devrait-on laisser le titre "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.