

# 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.

Mettre des (-) à la Place des Points

### 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.