

# 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
- 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

**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 use the fire alarm in the presence of an armed person.**  
**Use 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)

- 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.

### 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

### 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 "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.