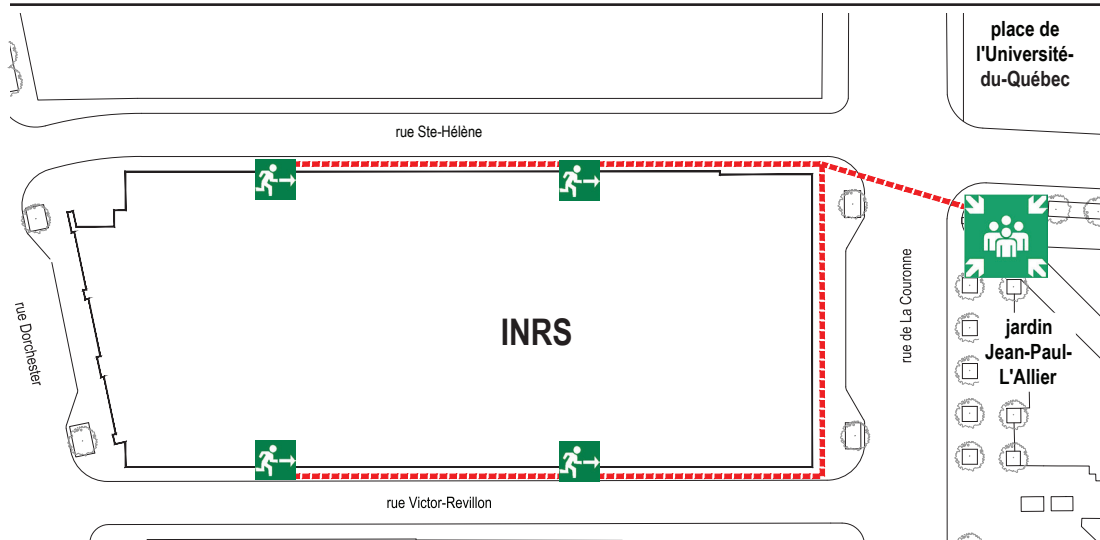


EMERGENCY PROCEDURES

INRS QUÉBEC BUILDING



ALARM SIGNAL

Upon signal of evacuation (3 rings, 1 pause), evacuate the building and go to the gathering point indicated on the map above.

When an evacuation is in process, the members of the emergency unit are identified by an orange jacket or a red INRS cap.

The list of emergency unit members is posted next to the first aid kits and on ETE intranet.

EVACUATION PROCEDURE

1. When the alarm is activated, or you are told to leave by the Floor Warden, evacuate the building.
2. Do not waste time searching for personal belongings and clothing; never return to your workstation.
3. Once outside, quickly move away from the exit and meet at the designated gathering point (**jardin Jean-Paul-L'Allier, corner of Sainte-Hélène and de la Couronne**).
4. At the gathering point, follow the instructions given by the Emergency Coordinator. **DO NOT** leave or return to the building until you are directed to do so.

FIRE

1. Stay calm, do not panic.
2. Activate the alarm by pulling the nearest fire alarm (RED).
3. Dial **9-1-1**.
4. If possible, assure that any work in progress or laboratory experiments do not represent a danger.
5. Close the doors and move away from the danger zone.
6. Give clear information to the Floor Warden or the Emergency Coordinator, including: place of fire, causes and extent.
7. Reach the gathering point indicated on the map above.

ELECTRICITY, HEATING OR VENTILATION BREAKDOWN

Laboratory staff must:

1. Turn off heating plates, close hood doors, gas valves, etc.
2. Assure that any work in progress or laboratory experiments do not represent a danger.

All INRS occupants must remain calm and wait for instructions from the Emergency Coordinator passed on by the Floor Warden.

HAZARDOUS MATERIAL INCIDENT

1. Leave the room and close the door.
2. Immediately notify the reception desk **0** or **4677**.
3. From a safe place, provide information or assistance to emergency response personnel.

EMERGENCY PROCEDURES INRS QUÉBEC BUILDING

BOMB THREAT

1. Use the Bomb Threat Telephone Procedures form (on ETE intranet) – listen – be calm and courteous – obtain as much information as possible.
2. Notify the reception desk or the Emergency Coordinator.
3. Stay calm, do not panic.
4. Wait for instructions from the Emergency Coordinator.

SUSPICIOUS PACKAGE

1. Leave the package in place and avoid contact.
2. Ask the staff present to stay away and establish a safety perimeter.
3. Notify the reception desk, the Emergency Coordinator, and the Floor Warden.

EARTHQUAKE OR EXPLOSION

1. **DROP, COVER AND HOLD ON.** Immediately take cover under a desk, protect your face and head with your arms.
2. Avoid using any device that may produce sparks.
3. Stay clear of windows and glass doors to avoid shattering glass.
4. Dial **9-1-1**.
5. Wait for instructions from the Emergency Coordinator passed on by the floor wardens.
6. Wait for the tremors to stop before evacuating
7. If instructed to evacuate, reach the gathering point. Do not run and be careful of debris.

ARMED PERSON – *DO NOT scream or pull the fire alarm*

1. In front of an armed person: look down, adopt a submissive attitude, do not attempt a conversation, remain calm and do not scream, leave them space.
2. When safely possible, call the reception desk **0** or **4677** to provide detailed information (individual's description, number, location, etc.), then dial **9-1-1**.
3. **PROTECT YOURSELF: barricading is recommended (hide yourself).**
4. Stay clear from exposed areas: **YOU MUST NOT BE SEEN.**
5. In a safe room, turn off lights and computers, obstruct the view of the door's window, block the door with desks and chairs, and lay on the floor along a solid wall, in silence, so as not to be seen or heard.
6. Put your cell phone into silent mode. Do not talk, keep **SILENT**.
7. Be patient, wait for police officers to come and instruct you to leave.
8. When police officers instruct you to leave, keep your hands up. **Never pick up a gun on the floor.**

OTHER EMERGENCY SITUATIONS

Demonstration, riot, hostage taking, etc.

It is possible that a partial or total evacuation of the building will be necessary, or that confinement may be preferable. Wait for the directives of the Emergency Coordinator. Once the type of emergency situation has been identified and the personnel in charge have been notified, avoid contacting the reception desk unnecessarily. Follow the instructions of the Floor Warden.

FIRST AID

Contact the closest first-aid personnel (through the reception desk **0** or **4677** or the list available near the first aid kits or on ETE intranet).

Emergency Coordinator and reception desk phone number: 0 or 4677

For any emergency after the normal work hours, dial: 0 or 9-1-1

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