

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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