

# Emergency Procedures



To alert Security of any emergency:

1. Use any one of emergency phones located throughout the building OR use your cellphone
2. Dial ext. 1000 from any Dawson phone OR call (514) 931 8731 ext. 1000 from your cellphone
3. State nature of emergency calmly and clearly

## NOTE

In any emergency situation, Security will always try to use the public address system first to inform the community of actions to take.

However, this will not always be possible due to certain circumstances including instruction by police or emergency services not to make public addresses. When that is the case, please refer to this guide.

## WHAT TO DO IN AN EMERGENCY

### Evacuation

When the alarm sounds, EVERYONE must evacuate:

- Leave the building immediately and calmly exit from the nearest exit
- Do not use the elevators
- Follow instructions given by monitors wearing special vests or security agents
- Move along quickly to Place Alexis Nihon to await further instructions
- If it is impossible to enter Place Alexis Nihon, make your way to Concordia University for instructions

Persons requiring assistance to evacuate should position themselves in front of an elevator/camera; qualified personnel will arrive shortly to complete the evacuation safely.

### Fire

If you detect a fire or if heavy smoke is filling an area, call Security (see above)

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