

Class/Lab/Tutorial Safety Orientation

Undergraduate Lecturers, Instructors, Professors

In the first class:

1. **Point out the exits:**
 - a. From the classroom.
 - b. From the building.

2. **Introduce the instructors and TA's**
 - a. Provide contact information.
 - b. Request that all/any safety concerns be brought to the attention of the Instructor or TA's.
 - c. Provide any course specific safety instructions

3. **Emergencies:**
 - a. Tell the class that in case of an emergency they should call **911** from their cell phone or any campus phone. This will call outside services such as Fire, Police, or Paramedics.
 - b. If they need to call Campus Safety, they can call **36111** from any CAMPUS phone. If they need to call Campus Safety from their cell phone, they should call **613-533-6111**.
 - c. Suggest to the class that they program the number in their cell phone.

4. **Fire Alarm:**
 - a. If the fire alarm sounds, the class should evacuate as quickly as possible. Stay calm and leave in an orderly fashion.
 - b. Take personal belongings such as keys, purses, and wallets with you. You will not be allowed back into the building until it is deemed safe.
 - c. Do not take the elevator when evacuating.
 - d. Those who are capable should assist others in this room to safety.
 - e. Call 911 anytime you see smoke or fire. Do not rely on someone else to call.

5. **Dangerous Person inside the Classroom:**
 - a. Call **911** on your cell phone or campus security anytime you feel threatened.
 - b. If you feel threatened, you may leave the room at any time.
 - c. You do not need your instructor's permission to leave the room if you feel threatened. You can call **911** or **36111** from any CAMPUS phone at any time.

6. **Students with Disabilities:**
 - a. If you need assistance during an evacuation, please notify your instructor.

7. **Classrooms / labs / tutorials**
 - a. Keep aisles and stairs clear of personal belongings.
 - b. Food and beverages (except water) are not permitted in classes and labs.
 - c. Wear scent free products.