

## Fall 2016 Emergency Evacuation

Call Emergency Evacuation Centre if needed: Reception (418-656-6921, Ext. 0)

For everyone named below, please bring your emergency vest and your cell phone, if possible.

Role	People/Location	Duties <b>When Alarm Starts If Safe</b>
Campus Director	Edward Berryman	Go to <b>reception</b>
Security Coordinator	Vincent Deblois (Alternate: G. Brown, then E. Berryman)	Go to <b>reception</b> (including alternate to check if needed)
Security Team	Benoit Lemieux Marina Aaron	Go to <b>reception</b> (if not already there)
Disabled Student/Staff Evacuators	Stéphanie Oakes	Ensure <b>assigned students/staff</b> are <b>evacuated</b> and <b>call to confirm at Reception</b> (semester list by J. Giroux and M.-C. Landry)
Floor Wardens (inside)	1 <sup>st</sup> floor (West): Christian Brosseau 1 <sup>st</sup> floor (East): Joanne Gosselin 1 <sup>st</sup> floor (Student Centre): Vincent Filion 2 <sup>nd</sup> floor (North): Richard Garneau 2 <sup>nd</sup> floor (South): Joanne Kyvetos 2 <sup>nd</sup> floor (Student Centre): Stéphanie Oakes 3 <sup>rd</sup> floor (North): Gordon Brown 3 <sup>rd</sup> floor (South): Mathieu Côté	Inspect your <b>assigned floor/area and its staircase(s)</b> . If a door is locked, <b>knock</b> on the door firmly and continue to the next door. <b>Inform the Door Keeper</b> when your area is <b>cleared</b> and then report to <b>reception</b> for any other instructions (if possible).
Door Keepers (inside beside exits)	<u>Exit Door Location (Level)</u> 2 140 N. Parking (1) John Feeney Emerg. Exit N. Parking (1) Nicole Anne Daigle 6 103 N. Parking (1) Jérémie Ouellet 7 104 N. Parking (1) Kathryn Oda 9 101 Nérée-T. (1) Marie-Claire Landry 10 201 Nérée-T. (1) Betty Ableson 12 N/A Library (2) Nathalie Faure 13 219 W. Parking (2) Constance Crossland Emerg. Exit W. Parking (2) Josée Guilbault 15 N/A Nicolas-P. (3) Johanne Marceau	Go to your <b>door</b> and ensure everyone you see <b>exits calmly</b> . Get confirmation from your Floor Warden that the area <b>has been cleared</b> (if possible). Then help Crowd Controllers <b>direct people</b> to the meeting point <b>outside</b> , ensuring they stay <b>away from the building</b> to leave room for any emergency teams.
Crowd Controllers (outside)	East side: Lynne Bernier North side: Richard Gagné West side: Kiki Papaconstantinou South side: Linda Bélanger	<b>East &amp; North:</b> Direct people to <b>Nérée-Tremblay Park</b> <b>West &amp; South:</b> Direct people to <b>Pavillon Montcalm grass</b>
Backups	Josianne Giroux Diane Denault Tomomi Harada Alexandra Houle Susie Ratté <b>+ Anyone not listed above who is trained in CPR (RCR en français) or other emergency procedures</b>	Go to <b>reception</b> to be assigned to replace any missing employees

**Faculty not trained in CPR should exit quickly but calmly with any of your students.**