

**Student Club / Team / Organization Space
Emergency Procedures**

Revision 1.0, 2019

Engineering student activity spaces are located in the 1st floor of the Richards building, 1st floor of the Thornbrough Building and the Vehicle Services Building. In order to assure the safety of our students, we would like to make you aware of a number of safety features that are available should you need to use them.

Emergency assistance:

1. Call Campus Community Police Dispatch
 - a. On a UofG phone call ext 52000
 - b. Or on a cell phone Call 519-824-5000
 - c. Or Emergency call button
 - i. – located on the wall to right of Richards 2529 on the second floor,
 - ii. or the 1st floor of Thornbrough between rooms 1313 and 1319.
 - iii. The VSB building doesn't have an emergency phone
2. Finally on a Cell Phone call 911

Fire safety

In the case of a fire alarm, close the door to your office and exit the building immediately. Fire exits are identified by the exit in the ceiling. These exits will take you directly out of the building. Please note the location of fire extinguishers.

-(add info specific to each club location here)

Reporting of Safety Concerns:

If you notice a general safety, fire safety or security issue report your concerns to:

- 1) your Club's delegated safety representative:
- 2) Or the Engineering Society safety representative:
- 3) Or School of Engineering Safety representative, Technical Staff Advisor or the SOE Lab Manager:
- 4) Or the Directors Office and or campus emergency services



Reporting of Safety Incidents:

Report safety related incidents to:

- 1) Campus emergency services 519-824-5000
- 2) Your Club's delegated safety representative:
- 3) the Engineering Society safety representative, Technical Staff Advisor or the SOE Lab Manager:
- 4) the School of Engineering Safety representative:

How you can help:

- Memorize your room number in case of a medical emergency
- Keep hallways, doors and fire exits unobstructed
- Don't prop open any outside doors and if you see a door propped open, close it.
- Don't use extension cords on a permanent basis and don't overload your power bar
- If you see a fire, pull the fire alarm or call the emergency dispatch
- Never work alone.
- Only use equipment that you are authorised to operate.