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.