

Campus Alerting System P/A system

Red River College's Notre Dame Campus and Princess Street Campuses are equipped with P/A systems covering hallways and most large common areas.



In the event of an urgent security threat, students, staff and visitors will be advised to get to a safe place and lock the door.

Pre-recorded messages will be transmitted over the system.

SMS Text Alerts

RRC has a SMS Text Alerting system in place which will send time-stamped text messages to registered users to alert them to an immediate threat to health and safety or of a Campus Closure.

Students and staff can register on the RRC Website or Portal.

Note: Presently this service is only available to MTS subscribers. There is no charge for this service.

Lockdown

In the event of a severe threat to safety it may be necessary to "Lockdown" the Campus to protect occupants and minimize the overall exposure to danger.

Notice of a "Lockdown" will be broadcast over the RRC Campus Alerting System.

If you hear an order over the P/A system to seek shelter, OR if you see or hear a weapon being fired in the building, take the following immediate action:

- Get to a safe place out of hallways or common areas.
- Close and lock the door.
- Move away from doors and windows.
- Sit on the floor or crouch behind desks and be quiet.
- Silence cell phones or devices that generate noise.
- DO NOT answer the door.
- Dial 911 if you have specific information regarding the threat.
- Do not evacuate until contacted by Winnipeg Police or until you receive specific directions over the Public Address system.
- Should the fire alarm system be activated during a lockdown, remain in place until given instructions over the Campus Alert System.
- In case of medical or other emergency during a "Lockdown" call 911.

More information on Emergency Procedures can be found on the RRC Website.

Emergency Numbers

Campus Security coordinates all emergency responses and directs responders to the emergency scene.

**ALL EMERGENCIES:
Notre Dame Campus
632-2323**

**Princess Street Campus
949-8305**

**Regional Campuses
Call 911 & notify RRC Security at:
(204) 632-2323**

→ RRC Environmental Health and Safety Services.

Manager - 949-8317

**Environmental Hygiene Coordinator:
632-2395**

**Emergency Preparedness Coordinator:
632-3075**

Emergency and Building Evacuation Procedures

Information for Staff, Students, and external facility users.





Red River College is committed to providing a safe environment for students, staff and visitors in which to work and learn.

Daily Area Inspections

If you are the person responsible for an activity taking place at the College or on College property, you should conduct a daily inspection of your area and ensure that all of your participants are aware of evacuation procedures. Make sure there are no fire hazards and all fire doors are clear of obstacles. All hallways and stairwells should be free of obstructions.

If you notice a mechanical system or fire fighting apparatus that appears to be damaged or requires maintenance, please report it to Security.

Fire Doors must be kept closed. It is illegal to wedge open fire doors.

Fire Safety Procedures

College Staff, or a person in charge of an event on College property, is responsible for the safety and well being of participants. You are expected to assist in emergency situations by directing swift and orderly evacuations. Fire alarms are used to alert occupants that immediate building evacuation is mandatory.

Please ensure that everyone participating in your activity is aware of the following by reviewing the following procedures with them prior to the start of the activity.

- 1** Know the location of building exits, fire alarm pull stations and fire extinguishers.
- 2** If you see fire, smoke or smell gas, sound the fire alarm and instruct people to immediately leave the building. Contact security from a safe location to report the nature of the emergency.
- 3** If you hear an alarm, immediately exit the building. Close doors on the way out and move well away from the building.
Do not use elevators.
- 4** Do not enter any building for any purpose when an alarm is sounding.
- 5** Do not re-enter until authorized by the Fire department or Security.
- 6** If you have information pertinent to the safety of any person or relevant to the emergency, be aggressive in relaying that information to a College official or the Fire Department.

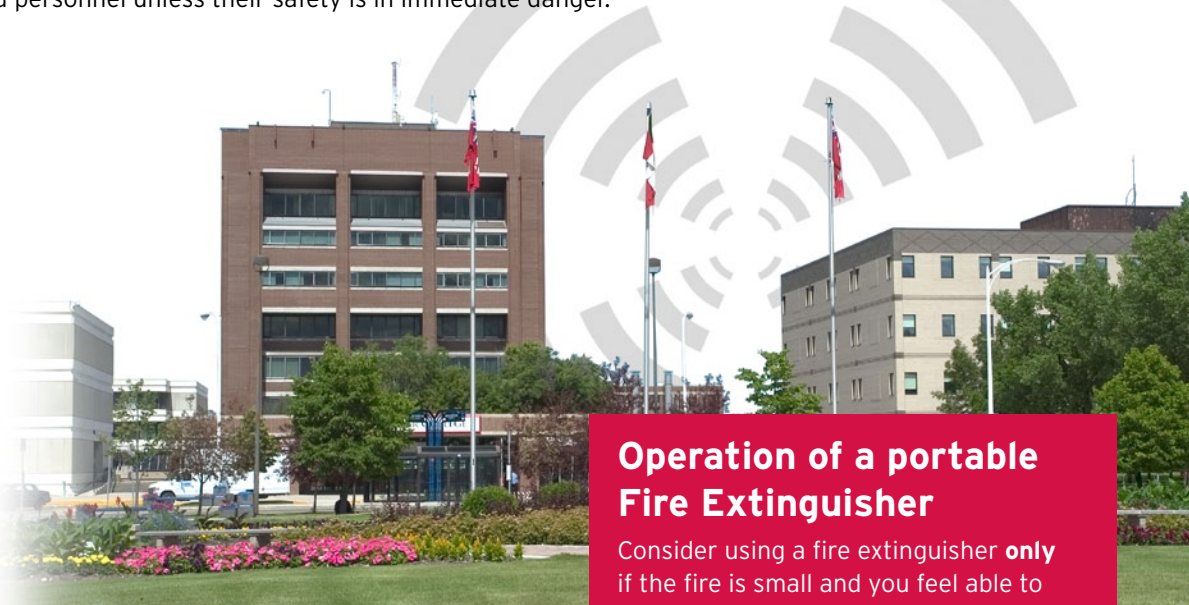
Same Floor Evacuation

When an alarm sounds occupants may evacuate to an adjacent building but **ONLY** if the alarm is not sounding in that building.

If in doubt, get out and move away from the building. In the case of winter or inclement weather evacuees will be redirected to shelter.




Persons with Disabilities

Persons with mobility restrictions who are not able to evacuate the building on their own should be assisted to a safe location, usually a stairwell landing inside the fire doors. Someone should wait with that person, while another reports their position to Security or Fire personnel. Persons with disabilities should only be evacuated by trained personnel unless their safety is in immediate danger.



Operation of a portable Fire Extinguisher

Consider using a fire extinguisher **only** if the fire is small and you feel able to use the fire extinguisher properly.

	Pull Stand back and pull the pin.
	Aim Aim the nozzle at the base of the fire.
	Squeeze Squeeze the handle.
	Sweep Sweep the nozzle from side to side at the base of the flames until the fire is completely extinguished.

Auxiliary Fire Fighting Apparatus

Fire extinguishers or fire hoses are located in hallways throughout the College. Use this apparatus on small fires only, and only after the fire alarm has been sounded. Make sure you are between the fire and a means of escape.

