

Sheridan

Emergency Evacuation Procedure

Questions and Answers

What is an Emergency Evacuation?

An Emergency Evacuation is initiated when it has been determined that staying on campus is not safe. Everyone must leave campus immediately.

How will I know if there is an Emergency Evacuation?

A message will be broadcast through the emergency notification system: "Attention. Due to an emergency, campus is being evacuated immediately. Leave campus quickly and calmly. Campus is closing for the day." The message will play continuously.

A message will be displayed on the speaker clocks: "Emergency Evacuation"

Notification will also be sent via the Sheridan Alert mobile app.

What is the procedure in an Emergency Evacuation?

- Stay calm.
- Collect your personal items (cell phone, car keys, jacket), if safe to do so.
- Turn off equipment, if safe to do so.
- Leave campus quickly and calmly.

During an Emergency Evacuation, everyone must leave campus quickly and calmly. Campus is closed and will remain closed for the rest of the day. Everyone must leave Sheridan property. Access to campus will be restricted to emergency personnel.

Vehicle entrances will be closed. If you are being picked up, you will need to do so off-campus.

All exterior and interior doors that have swipe card access will have the lock activated. If you have card access to a room, you'll continue to have access. If you don't normally have access to a room, you won't be able to enter with a *onecard*. Rooms that have swipe card access and are normally unlocked during the day, will become locked during an Emergency Evacuation situation.

What if I am outside when there is an Emergency Evacuation?

If you arrive on campus when an Emergency Evacuation is in progress, you will not be permitted to enter the campus or buildings. You should leave campus and monitor the Sheridan Alert app and your Sheridan email for updates.

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If you were already on campus but outside when an Emergency Evacuation is initiated, you will not be able to re-enter the building. You should leave campus and monitor the Sheridan Alert app and your Sheridan email for updates.

Will I be penalized for missing class or work during an Emergency Evacuation?

No. If you are unable to enter campus because of an Emergency Evacuation, you will not be penalized for missing class or work.

What do I do if I'm teaching a class when a message goes out alerting an Emergency Evacuation has been initiated?

Stop teaching. Advise students to gather their belongings and evacuate. Everyone must leave campus immediately.

Am I responsible for the decisions of others?

You have a duty to inform your staff about the updated procedure to ensure they understand the direction and have the chance to voice concerns. If there's a question you can't answer, contact the Safety and Emergency Management team.

In an emergency, you're not responsible for the decisions of your employees. But as you make your own choice, please encourage others to act.

I'm an employee with a disability. How can I be prepared for an Emergency Evacuation?

Employees may contact beprepared@sheridancollege.ca for individualized workplace emergency response information.

How will I know when an Emergency Evacuation is over?

The Sheridan Alert mobile app will also issue an 'all clear' push notification. An email will be sent to all Sheridan email addresses informing people that it's safe to return.

Accessible Emergency Information

If you require any this document or any Sheridan emergency procedures, plans, or public safety information in an accessible format or with communication supports, please contact beprepared@sheridancollege.ca or 905-845-9430 ext. 2879.