

IN CASE OF

# EMERGENCY



## FIRE

1. Leave the area immediately and close doors
2. **Call 911** - Fire Department
3. Sound the fire alarm - pull the manual station
4. Leave the building by the nearest exit

**\*\*DO NOT USE THE ELEVATOR\*\***



## POLICE

**Emergency: Call 911**

Non-emergency: Call Western Special Constable Services at 519-661-3300



## FIRST AID

1. **For superficial injuries, apply First Aid**  
First aid kit is located in the lounge kitchen (223).

2. **For non-emergent issues, call SERT at 519-661-3300**

Student Emergency Response Team provides 24/7 support during the academic year.

3. **For emergencies, call 911**

Relay your room number at John Labatt Visual Arts Centre at Western University so that emergency responders can find you.

Send somebody to meet responders at a designated entrance to escort them to room.

4. **Fill in an AIIR (Accident Report)**

Once the student is tended to, supervisor (TA) must fill in an Accident/Illness/Incident Reporting Form found at:

[https://uwo.ca/hr/form\\_doc/health\\_safety/form/aiir.pdf](https://uwo.ca/hr/form_doc/health_safety/form/aiir.pdf)

Email completed form to [uwoaiir@uwo.ca](mailto:uwoaiir@uwo.ca) and copy [vaoperations@uwo.ca](mailto:vaoperations@uwo.ca).

**\*\*AIIR form MUST be submitted within 24 hours\*\***