



POLICY TITLE: Emergency Response Policy

POLICY CATEGORY: COLLEGE ADMINISTRATIVE

POLICY NUMBER:

POLICY OWNER: Director, Public Safety & Emergency Management (PSEM),
Manager, Business Continuity and Emergency Management

POLICY APPROVER: College Management Committee (CMC)

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1. Purpose

1.1. Introduction

This policy identifies the guidelines and procedures intended to reduce the risk of harm in the event of a serious threat or violent incident inside George Brown Polytechnic's (GBP's) buildings, that could endanger the lives of employees or students (Lockdown). This policy also outlines response requirements in the event of an external threat near GBP (Hold and Secure), environmental threats outside of GBP's buildings (Shelter in Place), and Evacuation of GBP's buildings (non-fire). This policy works alongside the Emergency Management Plan, but may be used as a standalone policy, which is compliant with AODA legislation.

2. Scope

This policy applies to all employees, students, contractors, and visitors on GBP's campuses, and includes communication and post-event procedures.

3. Definition of Terms

Word/Term	Definition
ENS	Emergency Notification System A system utilizing multiple platforms to send an emergency message to the GBP community. The policy applies to the current ENS framework and any future additional tools or technologies.
EOC	The Emergency Operations Centre (EOC) is a physical or virtual location where coordination and/or support of on-site activities are directed during a significant emergency.
Evacuation	A state in which all occupants are required to leave the building quickly, but safely and orderly. The ENS will be activated.
Hold and Secure	GBP's response to an ongoing situation outside the campus that requires all persons to remain in the building (e.g., a bank robbery nearby). The ENS will be activated. All movement in and out of the building(s) is restricted—exterior doors are locked, preventing entry, and people inside the building must remain there. Exterior-facing windows should be covered if possible, and lights dimmed. Otherwise, normal operations may continue inside the building.
Lockdown	GBP's response to an active threat or incident of serious violence that is perceived to exist within a GBP building that could pose an immediate threat to employees and students. The ENS will be activated. Normal operations immediately cease. If people can exit the building safely, they should do so immediately. Movement into the building is restricted, and people inside the building are instructed to take cover and find a hiding place.

Campus Security	Campus Security is PSEM's contracted Security Guarding team.
Shelter in Place	GBP's response to an environmental or weather-related situation where it is necessary to keep all occupants within GBP's buildings to protect them (e.g., may include chemical spills, explosions, extreme weather conditions, downed wires). The ENS will be activated. The exterior doors will remain unlocked, but people should stay indoors and close doors and windows. Air intake fans should be turned off if the outside air poses a health or safety risk for occupants. Normal operations may continue inside the building.
Fire Evacuation	Each building has its own Fire Safety Plan and procedures for evacuation in the event of a fire. The plans are found near the building fire panels, as well as in Facilities and PSEM campus offices.

4. Policy

- 4.1. GBP is committed to the safety and security of all occupants of our buildings, and to undertaking responsive and mitigating actions before and during an emergency. Procedures within the broader Emergency Management Plan define how GBP will respond to emergencies.
- 4.2. The Emergency Management Program provides authority for GBP officials to act and identifies the measures to be taken in response to an event that threatens GBP's safety.
- 4.3. PSEM will coordinate control of the incident with GBP employees and external agencies such as law enforcement as required.
- 4.4. All employees, students, contractors, and visitors to GBP campuses must communicate any information or concerns about an individual or a potential situation which may result in violent incidents. Safety risks are minimized when information or concerns about safety are reported as soon as possible.
- 4.5. PSEM's safety resources and information on procedures are provided to GBP's Community members through signage, GBP's Safety App, GBP's Public Safety website, campus alerts, education sessions and Emergency Notification System (ENS) messages, and PSEM is responsible for threat assessments, deescalation of complex situations, trauma informed incident responses, administration of first aid and collaboration with local emergency responders.

5. Roles and Responsibilities

- 5.1. Senior Leadership team (SLT) - institutional responsibility for health and safety, and emergency management of all GBP employees and buildings
- 5.2. VP People & Culture - monitors and reports on policy compliance to SLT in collaboration with Director, PSEM

- 5.3. Director, PSEM - directs all EM activities, updates procedures, and incorporates best industry practices
- 5.4. PSEM Emergency Management team - implements EM activities and collaborates with the Marketing and Communications Team to deliver communications
- 5.5. Marketing and Communications Team – in emergency situations, and based on direction provided by PSEM team, delivers communications to the GBP Community
- 5.6. Accessible Learning Services (ALS) - works with Health, Safety, and Wellness (HSW) to develop Individual Emergency Response Plans (IERPs) and monitors support for students as required
- 5.7. GBP Administrators - ensure staff have awareness of IERP requirements and communicate relevant information to staff if they have IERPs in their areas
- 5.8. All employees - familiarize themselves with the Emergency Response Policy and support those in their areas with IERPs

6. Individual Emergency Response Plans (IERPs)

- 6.1. GBP PSEM supports the creation and implementation of Individualized Emergency Response Plans (IERPs) for students, employees, contractors, and visitors with disabilities, who may require an accommodation during an emergency.
- 6.2. All employees should be aware of their responsibilities in supporting IERP's in their area of operation.
- 6.3. GBP's PSEM management team will work collaboratively with individuals and Accessibility Services to ensure IERPs are in place, up to date, and communicated in a way that respects privacy and dignity.
- 6.4. As a first step, when there is a need for an IERP, students will work with Accessible Learning Services (ALS) and employees will work with Health, Safety and Wellness (HSW).
- 6.5. ALS and HSW will then liaise with PSEM who will create the IERP which will adhere to AODA IERP compliance (section 27, AODA).

7. Procedures

- Lockdown Procedures
- Hold and Secure Procedures
- Shelter-in-Place Procedures
- Evacuation Procedures
- Evacuation Procedures for People with Disabilities
- Psychological Crisis Procedures
- Medical Emergency Procedures

Lockdown Procedures

Roles and Responsibilities

- PSEM, sometimes in collaboration with Toronto Police Services (TPS), will determine if a lockdown activation is required. In all cases, TPS will be notified that a lockdown has been activated. Once TPS is on scene, the responsibility for managing the active threat belongs to TPS. The building will be controlled while the best approach to managing the situation is determined. TPS will also decide when the lockdown should end and provide an “all clear” when it is safe to do so. TPS may also go to a room to bring occupants safely out and to ensure that no residual threats remain. If TPS enters a room, they will have a key, or access will be facilitated to them by the security team.
- If a lockdown is activated, security personnel in the impacted building are responsible for assisting TPS in their response while also taking care to protect themselves.
- During a lockdown, the PSEM Management team will engage GBP’s Emergency Management Plan and initiate Incident Command. The EOC will coordinate further communication during and after the lockdown and will coordinate the identification and delivery of required GBP support services.

Requirements for Lockdown and drills

Action	Responsibility
The ENS system will be tested at each campus in the fall and winter terms. Employees and students should be given prior notice of the ENS communication test.	PSEM
An ENS communication drill should be completed each year at each campus. Employees and students should be given prior notice of the drill.	PSEM

Initiating a Lockdown

Action	Responsibility
Either TPS or the PSEM Management team may give directions to the Security team to initiate a lockdown, and in other situations the Security team will determine that a lockdown is required. In all cases, the Security team at the affected campus will initiate a lockdown	PSEM
Campus Security dispatch will implement a lockdown by using the ENS to send a message within the affected campus or building using all methods currently available within the ENS system (telephones, public address systems, flashing blue lights, and the GBC Safety App.) Since time is of the essence,	Campus Security

Action	Responsibility
immediate and layered communication will target as many building occupants as possible, with flashing blue lights and tonal, text, and voice alerts of lockdown status. The Flashing Blue lights will be engaged at the exterior doors which warn people outside the building to avoid entering and to move away.	
Campus Security will notify the PSEM Management team if they initiate a lockdown and provide all known information	Campus Security
A PSEM Management team member will notify the Senior Vice President of People Enablement and Experience (or designate) and provide as much information as they know. This will activate the Emergency Management Plan, open the EOC, and initiate the Crisis Communication Plan.	PSEM

Employee and student response to a lockdown

Action	Responsibility
<p>Once a lockdown is initiated, each GBP community member is responsible for their own actions. Each person will assess whether it appears safe to exit the building or whether it would be safer to hide.</p> <p>Accordingly, this policy sets out the steps that each member of the GBP community is to follow in the event of a Lockdown, when responding immediately is critical.</p>	All employees, students, contractors and visitors
<p>Individuals should quickly exit the building if they consider it safe to do so, without taking time to retrieve their belongings. As people leave, they should notify anyone they encounter that there is an active situation in the building and that they are making the decision to exit. Once outside, people must move to a safe area, away from the building, and not approach the area until an all-clear has been communicated via the GBC Safety App and/or website (or other directions are provided by the TPS or the PSEM team). Employees and students should not call telephone extensions or people inside the building that are under lockdown.</p>	All employees, students, contractors and visitors
<p>If it is impossible to evacuate, people should hide in place and secure entry ways. Employees and students who are not confident they can escape the building should seek the nearest room or office that can offer a hiding place. The following should be considered if an individual decides to “hide”:</p> <ul style="list-style-type: none"> • An ideal room has doors that can be secured without uncovered windows to open hallways. A room with a GBP 	All employees, students, contractors and visitors

Action	Responsibility
<p>telephone is desirable (particularly if individuals do not have mobile phones).</p> <ul style="list-style-type: none"> • Once in the room, the door(s) should be closed, locked, or secured from easy opening. All means of securing the door(s) should be used, such as moving furniture against the door, using door stoppers, wrapping a belt around the automatic door closer arms, etc. If the door(s) cannot be secured by any method, the individual needs to assess whether they can safely move to another office or classroom which can be secured. • Occupants should try to cover interior windows that may allow a person to look into the room from a hallway. All lights, computers, projectors, and other devices indicating a room is occupied should be turned off. Mobile phones should be set to “silent” and screens dimmed. People in the room should lie, sit, stand, or hide behind walls or furniture to avoid being visible outside the room. • All individuals in the room need to remain quiet and calm. The situation will likely be tense, and individuals should be supportive towards one another. • Use the GBC Safety App on your mobile phone to receive status updates or monitor the georgebrown.ca website, which will have banner updates. If your room has a GBC telephone, the phone will also provide periodic verbal and text confirmation that the lockdown is still in progress. • Once individuals have hidden themselves, they should remain hidden, if it is safe to do so, until they receive the direction to leave (see next section). 	
<p>During a lockdown, if a fire alarm is activated, employees and students in secure rooms should remain in the room until given direction by TPS, Campus Security or the Toronto Fire Service (TFS), since an intruder may set off the alarm. TPS will respond to lockdowns immediately and assess and manage other visible dangers, such as fire.</p>	<p>All employees, students, contractors and visitors</p>
<p>Leaving a shelter/secure room – there are only two circumstances under which people sheltering in a secure room should open the door or otherwise make themselves visible:</p> <ul style="list-style-type: none"> • An all-clear message is sent over the ENS, GBP Safety App, or GBP website • TPS or Campus Security lead people out of the room. 	<p>All employees, students, contractors and visitors</p>

Action	Responsibility
<p>If TPS determines that no residual risk remains, an “all clear” message will be repeatedly sent over the ENS systems to signal that the lockdown has been lifted. In that event, all building occupants can exit their secure areas. No further restrictions on movement or activities will apply.</p> <p>If TPS assesses that a risk is still active, then a room-by-room guided evacuation of the building may be conducted by TPS, working with Campus Security, prior to an “all-clear” message being broad-casted.</p> <p>In this case people should:</p> <ul style="list-style-type: none"> • Remain in place, hidden and secure, until Police and/or Security come to the room or the ENS system broadcasts an “all clear” message. • TPS and/or Campus Security unlock doors. They will announce themselves before attempting to open the door. Please do not open the door for them. <p>If the door was secured by means other than locking it (e.g., by blocking it, using a belt of the opener, etc.), then room occupants need to help open the door.</p> <p>Room occupants must follow TPS’s directions for how and where to leave the building. The Police may also have specific directions about what personal effects or materials can or cannot be taken when leaving.</p>	

End of a Lockdown

Action	Responsibility
<p>After thoroughly investigating the campus or building, TPS will inform the PSEM Management team that the area is safe. This information will be given to the Senior Vice President of People Enablement and Experience, who will decide to end the lockdown officially after consulting with the other members of the Senior Management Team.</p>	<p>TPS, PSEM, Senior VP People Enablement & Experience</p>
<p>Once notified of the decision, the Campus Security Dispatcher will initiate sending the ENS messaging clearly and repeatedly which states that the lockdown has been lifted.</p>	<p>Campus Security</p>

Post Lockdown

Action	Responsibility
Police Services may have an ongoing investigation after the lockdown has ended, particularly if there have been injuries. TPS may wish to speak with individuals with knowledge related to the event, in which case, TPS would provide information on that process and where to meet. Access to the building may be restricted by TPS, and in that case, TPS and the PSEM Management Team would coordinate.	TPS
Media inquiries will be directed to the Crisis Communications Team for lead response. The Communications department will manage all media communications/inquiries under the crisis communications plan.	Crisis Communications Team
After a lockdown, the Communications Department will provide more detailed communications to employees and students on resources available that may include: counselling services for students through the Counselling and Disabilities Services and for employees through the Employee and Family Assistance Program (EFAP).	Crisis Communications team, P&C and Counselling and Disabilities Services

Hold and Secure Procedures

A “Hold and Secure” is a response to an ongoing situation outside GBP’s buildings that requires all people to remain in the building (e.g., a bank robbery nearby). All movement in and out of the building(s) is restricted by locking exterior doors to prevent entry, and people inside the building must remain there. Exterior-facing windows should be covered if possible, and lights dimmed. Otherwise, normal operations may continue inside the building.

Initiating a Hold and Secure

Action	Responsibility
PSEM Management will give directions if there is an emergency where a Hold and Secure is required. Campus Security at the affected campus will initiate the hold and secure activation. Depending on the emergency, PSEM Management will act on advice from Emergency Services (TPS or other external response agencies) regarding the situation.	PSEM
Campus Security dispatch will implement a Hold and Secure by using the ENS to announce it within the affected campus or building using all text and speech methods currently available	Campus Security

Action	Responsibility
within the ENS system, including telephones, speakers, and the GBC Safety App.	
Campus Security will lock all exterior doors to the building, preventing entry. Where possible, all exterior doors will have a security member or designated warden stationed nearby to advise community members that it is not safe to leave the building.	Campus Security
Campus Security will then notify PSEM Management of the status of the Hold and Secure and provide all information pertaining to the event and action taken.	Campus Security
A PSEM Management team member will notify the Senior Vice President of People Enablement and Experience or Designate, providing a full accounting of why the Hold and Secure was called and what actions have taken place. This will launch the Emergency Plan, open the EOC, and initiate the Crisis Communication Plan.	PSEM Management

Employees' and student response to a Hold and Secure

Action	Responsibility
<p>Most normal operations and activities inside the building can continue during a Hold and Secure. Exceptions: the emergency restricts movement into and out of the affected building(s). If Police or other emergency services are involved, their advice (safe exit routes and timing) must be acted on.</p> <p>Lights should be dimmed and blinds drawn where possible for rooms with external windows, particularly at ground level. PSEM Management will determine if certain areas of the building(s) require further safety measures.</p>	All employees, students, contractors and visitors
<p>If the Hold and Secure is extended, PSEM Management and GBP's EOC members will formulate an action plan. If necessary and possible, advice from the Police or other emergency services will be sought to identify a safe and secure route out of the building.</p> <p>The ENS can be used to communicate exit availability and directions.</p> <p>Campus security will secure all entrances and exits.</p>	PSEM and EOC

End of a Hold and Secure

Action	Responsibility
<p>PSEM Management and the Senior VP People Enablement & Experience, in consultation with other members of the Senior Management Team, will decide when to end the Hold and Secure, in consultation where appropriate with on-site emergency service agencies.</p> <p>Once notified of the decision, the Campus Security team will send ENS messaging clearly and repeatedly stating that the Hold and Secure has been lifted. All exterior doors will be unlocked. The designated person stationed at the door should remain and explain that Hold and Secure is over to community members as needed.</p>	<p>PSEM Management, Senior VP People Enablement & Experience, and external emergency services</p>

Shelter-in-Place Procedures

A “Shelter in Place” is GBP’s response to an environmental or weather-related situation where it is necessary to keep all occupants inside the buildings to protect them (e.g., may include chemical spills, explosions or extreme weather conditions that may affect student/employees’ safety such as downed wires during ice storms). People are free to enter the building. People inside the building must remain there, with closed doors and windows. Air intake fans should be turned off if the outside air poses a health or safety risk for occupants. Normal operations may continue inside the building.

Initiating a Shelter in Place

Action	Responsibility
<p>PSEM Management will give directions if there is an emergency in which Shelter-in-place is required. The Campus Security team at the affected campus will initiate shelter-in-place activation. Depending on the emergency, PSEM Management will act on advice from TPS or other emergency service agencies regarding the situation.</p>	<p>PSEM</p>
<p>Campus Security dispatch will implement Shelter in Place by using the ENS to announce it within the affected campus or building using all text and speech methods currently available within the ENS system, including telephones, speakers, and digital signage. The status and directions will be announced.</p>	<p>Campus Security</p>
<p>Campus Security will check to ensure that all exterior doors and windows are closed. Where possible, a security member will advise community members that it is not safe to leave the building.</p>	<p>Campus Security</p>

Action	Responsibility
If it is determined that the air intake could pose a health or safety risk for occupants, air intake fans should be turned off to prevent outside air from entering the building. Activities in labs that require ventilation may be suspended (Chef School, Casa Loma workshops).	Facilities
Campus Security will then notify PSEM Management of the Shelter in Place status and provide all the information about the event and action.	Campus Security
PSEM Management team member will notify the Senior Vice President of People Enablement and experience or designate with a full accounting of why the Shelter in Place was called and what actions occurred. This may result in the launch of the Emergency Management program, the opening of the EOC, and the initiation of the Crisis Communication Plan.	PSEM

Employees and Student Response to a Shelter in Place

Action	Responsibility
All normal operations and activities inside the building can continue during a Shelter-in-place. The only exception is that movement out of the affected building(s) is not recommended until Public Safety and Emergency Management under advisement in certain situations by TFS, communicates an all-clear via the ENS.	All employees, students, contractors and visitors
If the Shelter in Place is extended, PSEM Management and GBP's EOC members will formulate an action plan. If necessary and possible, advice from TPS or other emergency services will be sought to identify a safe and secure route out of the building. The ENS can be used to communicate exit availability and directions. Campus Security will secure all exterior exits. Where possible, a security member will advise community members that it is not safe to leave the building.	PSEM

End of Shelter in Place

Action	Responsibility
PSEM Management and the Senior VP People Enablement & Experience, in consultation with other members of the Senior Management Team, will decide when to end the Shelter in Place, in consultation where appropriate with on-site emergency services agencies.	PSEM, Senior VP People Enablement & Experience, and emergency services
Once notified of the decision, the Campus Security team will send ENS messages stating that the Shelter in Place has been lifted. All exterior doors will be opened. The designated person stationed at the door should remain for a period of time and explain the Shelter in Place is over as needed to community members.	Campus Security

Evacuation Procedures

GBC's response to an internal environmental emergency or a building infrastructure emergency. An evacuation order will be activated for the following: extended power outage, internal gas leak, chemical spill, severe flooding, building infrastructure emergency, bomb threat, earthquake, and other non-violent emergencies. Campus Security dispatch will activate the evacuation using the ENS and GBC Safety App to announce an evacuation within the affected campus or building. During an evacuation, all operations and activities will cease inside the building. The only exception is that emergency personnel will have access in and out of the affected building(s).

Initiating an Evacuation

Action	Responsibility
PSEM Management will give directions in an emergency requiring Evacuation. The Campus Security team at the affected campus will initiate evacuation activation. Depending on the emergency, PSEM Management will act on advice from TPS or other emergency service agencies as it pertains to the situation.	PSEM
Campus Security dispatch will implement Evacuation by using the ENS and GBC Safety App to announce Evacuation within the affected campus or building using all text and speech methods currently available within the ENS system, including telephones, blue flashing lights, and speakers.	Campus Security
Campus Security will check to ensure that all exterior doors are open. Where possible, a security member will advise community members that it is not safe to enter the building. Campus Security, PSEM Management and Campus Security Division	Campus Security

Action	Responsibility
Members, Emergency Response Team (ERT) members, or Municipal Emergency Services personnel will assist in the safe and orderly evacuation of premises.	
Report to Campus Security for any individuals needing assistance with the evacuation. Be prepared to identify the location.	Employees, students, visitors, & Contractors
Campus Security will then notify PSEM Management of the Evacuation status and provide all information pertaining to the event and the action taken.	Campus Security
During an Evacuation, all routine operations and activities inside will cease. The only exception is that movement into and out of the affected building(s) is restricted until PSEM Management communicates an all-clear via the ENS and GBC Safety App.	All employees, students, contractors and visitors
If the Evacuation is extended, PSEM Management and GBP's EOC members will formulate an action plan.	PSEM

End of an Evacuation

Action	Responsibility
PSEM Management and the Senior VP of People Enablement & Experience, in consultation with other members of the Senior Management Team, will decide when to end the Evacuation, where appropriate, in consultation with on-site emergency services agencies.	PSEM, Senior VP People Enablement & Experience, and emergency services
Once notified of the decision, the Campus Security team will initiate the sending of ENS and GBC Safety App messaging clearly and repeatedly stating that the Evacuation has been lifted. All exterior doors will be opened. Where possible, a security member will advise community members that it is safe to enter the building.	Campus Security

Following any of the above emergencies, GBC community members can access services and resources for trauma-related mental health services and counselling. GBP will communicate this information through social media platforms, GBP Alerts, and the GBP website.

Evacuation Procedures for People with Disabilities

Students requiring evacuation assistance must self-identify to Accessible Learning Services (ALS) and provide their class schedule. ALS will collaborate with students, their faculty, and PSEM to develop an individualized emergency evacuation plan, which

PSEM will submit to Campus Security for immediate access in the event of an emergency.

Employees requiring evacuation assistance should inform their Supervisor/Manager, and collaboration with HSW and PSEM will occur to create an Individualized Emergency Evacuation Plan. PSEM Management will then advise Campus Security, so the information is readily available in case of an emergency.

General tips on helping a person with a disability

- "Ask first," if the person needs or wants your help - do not just assume that they do
- Allow the person to identify how best to assist them.
- Do not touch the person, their service animal, or their assistive device or equipment without their permission.
- Follow the instructions given by the person or posted on special needs equipment or an assistive device during an emergency.
- Avoid attempts to lift, support or assist in moving someone unless you are familiar with safe techniques.
- Be aware that some people who have disabilities may request that you use latex-free gloves to reduce the spread of viral infection to them.
- Ask the person with special needs if they have areas of reduced sensation and if they need you to check those areas for injuries after a disaster.

Mobility Limitations

Mobility limitations may make it difficult for a person to use the stairs or to move quickly over long distances. These can include reliance on mobility devices such as a wheelchair, scooter, walker, crutches, or a walking cane. In addition, people with heart conditions or various respiratory difficulties can experience certain levels of mobility limitations.

Use the following points to assist people with mobility limitations.

- Following their directions, assist them to the best of your ability.
- Unless there is imminent danger, untrained people should avoid evacuating a person who cannot get out of their wheelchair.
- Take or direct them to a designated waiting area or other safe location.
- Have someone stay with them while you immediately report their situation and location to Campus Security by calling the Emergency Line or calling the

Emergency Extension "0" (from any GBP phone) the GBC Safety App, or use an Emergency Phone (yellow box), located near each Designated Waiting Area.

- Campus Security is to inform emergency services of the situation immediately, and they, in turn, will decide if it is necessary to rescue the person needing evacuation assistance.
- In cases where there is a fire alarm, in many situations, the cause of the alarm may be false or in a location that is distant from where the person requiring assistance is
- Continue using the emergency phone to maintain contact with Campus Security for updates on the situation.

Psychological Crisis Procedures

A psychological crisis exists when an individual is threatening harm to themselves or others or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behaviour, or the person could be a psychiatric patient who walks away from a health care facility.

If a psychological crisis occurs:

- Never try to handle a situation on your own that you feel is dangerous.
- Notify Campus Security at emergency extension "0" on a GBP phone or call the emergency line at (416) 415-4000 or use the GBC Safety App for emergency numbers. Clearly state that you need immediate assistance, give your name, your location, and the area involved.
- If the person is a serious threat, call emergency services directly at 911 and ensure campus security is notified so they can direct emergency services.

Medical Emergency Procedures

A Medical Emergency can range from a serious life-threatening situation (i.e. heart attack, head injury, significant loss of blood, seizure) to a minor cut, scrape, or minor illness. In all cases, Campus Security should be contacted for assistance.

For emergencies where the victim cannot attend the Security Office or is not conscious:

You may call 911 directly – this decision must be made on site and is dependent on the patient's condition. The internal phones are designed to call 911. If you use your mobile phone, call Campus Security at (416) 415-4000 so they can direct emergency services.

8. Related Materials

Download the GBC Safety App

- We strongly recommend downloading the GBC Safety app for a safer semester.
- The app allows you to call emergency services (both 911 and campus security) at the touch of a button, send your live location to GBC Security if you need assistance on campus or to a trusted friend when travelling, and report a tip of any safety concern or suspicious activity on campus.
- We also encourage you to watch PSEM's safety videos on the [PSEM website](#) to help you better prepare for an emergency on campus. These videos explain what to do in the event of a shelter-in-place, lockdown, or hold-and-secure.

Download the GBC Safety app:

[Apple App Store](#)

[Google Play Store](#)