**Emergency Guidance Document for Presenters/Lecturers**

The following document is intended to provide emergency guidance information to help presenters/lecturers prepare for emergencies. This information should be used by the presenter/lecturer to build a specific plan for their unique circumstances and to help them effectively communicate with the audience prior to the start of the presentation/lecture.

**Be Prepared**

* Review the guidebook: Presenters and lecturers should plan to review the [McMaster Security Services Emergency Guidebook](https://security.mcmaster.ca/services/campus-emergency-guide/). The purpose of this guidebook is to provide individuals with clear, concise, and up-to-date safety resources to help them prepare for and deal with emergencies.
* Gather details of your surroundings: Familiarize yourself with the building and room location. Helpful details include building emergency exits, fire alarm pull stations, fire extinguishers and Automated External Defibrillators (AEDs) if applicable. The draft script below is intended to be used for communication with the audience. Note that modifications may be necessary for off-campus locations and may include communicating **9-1-1** as the emergency contact number.
* Download the SafetyApp: The University strongly encourages all faculty, staff, and students to download the McMaster [SafetyApp](https://security.mcmaster.ca/safety-app/) to their smartphones. The app can be used to contact McMaster Security in the event of an emergency. It also sends emergency push notifications directly to your smartphone.
* Have emergency contacts on hand: McMaster Security on campus can be reached by dialing extension 88 if a campus landline phone is available or contact 905-522-4135 from a cellphone. For off campus locations, follow site-specific emergency procedures, which may include contact **9-1-1.**

**Medical Emergencies**

Immediately contact McMaster Security Services or follow site-specific emergency procedures and wait for assistance. If a certified first aider is available in the room, initiate first aid (if applicable) while awaiting further assistance.

**Threats of Violence**

For immediate threats, immediately contact McMaster Security Services or follow site-specific emergency procedures.

**Consider the need to either Get Out, Hide or Fight.**

*Get Out* – If you think a dangerous situation is developing, or you are alerted about a situation, do not wait. Get Out.

*Hide* – If it is too late and you cannot get out – Hide. Find the safest place you can and make it safer.

* Lock the door
* Close the blinds
* Barricade the door
* Stay away from the door and windows

*Fight* – Fighting is your last resort. You would only confront a violent or armed intruder if you somehow became trapped in a space with no escape. A violent or armed intruder typically doesn’t respond to reason, so you must assume they intend to harm you. Find an object you can use to strike the attacker with; trip them with a chair; be as aggressive as you can; do anything you can to stop them.

Remain in place until Police, McMaster Security, or other emergency personnel arrive at your location to aid and give directions to leave. Emergency personnel will have keys to your area.

For concerns about the potential risk of future violence in the workplace, contact University Health & Safety, Student Support & Case Management, or Security Services.

**Fire**

Direct the audience to immediately leave the building via the nearest exit upon activation of the alarm.

Assemble at a location at least 100 meters away from the building.

Aisles and exit routes must be kept clear and cannot be blocked with seating.

Do not re-enter the building until ‘all clear’ is received from McMaster Security and/or a building Fire Warden on campus or applicable authorities at off-site locations.

If trapped by fire, immediately contact McMaster Security, or follow site-specific emergency procedures.

Individuals requiring evacuation assistance can contact University Health and Safety ([eohss@mcmster.ca](mailto:eohss@mcmster.ca)) or the Faculty of Health Sciences Safety Office ([fhsso@mcmster.ca](mailto:fhsso@mcmster.ca)) for the development of an individualized emergency response plan.

**In the aftermath of any emergency**, check in with your supervisor and/or team to provide updates and to ensure that everyone is doing okay from a mental health perspective. Mental health resources can be found on the [Employee and Family Assistance Program](https://hr.mcmaster.ca/employees/health_safety_well-being/my-well-being/employee-and-family-assistance-program/) website. Additionally, you can find help here:

[Responding to Students in Distress or Difficulty](https://wellness.mcmaster.ca/app/uploads/2019/11/Responding-to-Student-in-DistressNov2019-final.pdf)

[Supporting Faculty and Staff in Distress](https://hr.mcmaster.ca/employees/health_safety_well-being/my-health/mental-health-resources-and-training/supporting-faculty-and-staff-in-distress/)

\*The above noted information covers examples of potential classroom emergencies. Please review the [McMaster Emergency Guidebook](https://security.mcmaster.ca/services/campus-emergency-guide/) for specific details on a more fulsome list of campus emergency scenarios.

**Sample Presentation/Lecture Script**

Welcome to our presentation/lecture today on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Before we start, I’d like to take a minute to familiarize everyone with our emergency protocols.

In the case of a fire alarm, we will be required to evacuate. If you need assistance evacuating, please let me know so appropriate arrangements can be made.

The exits to this room are \_\_\_\_\_ and \_\_\_\_\_\_. Upon exiting, please proceed to the stairwells located \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_. If it is a false alarm, we will reconvene back here afterwards. If it is a real alarm, we will contact you by \_\_\_\_\_\_\_ to reschedule or cancel.

If someone is experiencing a medical emergency or is in distress, please notify me or my colleagues, \_\_\_\_\_and \_\_\_\_\_\_ , immediately so we can arrange for assistance.

…please note that AED devices are available in \_\_\_\_\_\_.

If you become aware of any threat, please notify me or my colleagues and we will contact Security Services immediately.

Thank you, we’ll now proceed with the presentation. Additionally, please engage in this presentation with respect and treat all with dignity (refer below to engagement guidelines for Presenters/Lecturers).

**Creating an Inclusive and Psychologically Safe Environment:**

**Engagement Guidelines for Presenters and Lecturers**

With a view to creating an inclusive space for discussion, supportive of belonging and psychological safety, the following is a list of directions that may be helpful to socialize in your classroom/event space. This material is modified from Dr. Kathy Obear’s Engagement Guidelines[[1]](#footnote-1).

1. Open and honest communication
2. Participate fully; be brave; engage; expect and lean into discomfort if learning
3. Listen respectfully; listen to learn
4. Seek to understand; expect disagreement & listen harder (assume good intentions)
5. Share airtime: move in, move out
6. Be as present as you have capacity for
7. Be open to new perspectives
8. Explore impact; acknowledge intent
9. Speak from personal experience (don’t generalize!)
10. Respect and maintain confidentiality
11. Recognize your triggers; share if you feel triggered
12. Trust that dialogue will take us to deeper levels of understanding and acceptance
13. Engage and embrace this opportunity; we won’t be finished!

For further guidance or assistance, please contact:

**Human Resources** [hr.mcmaster@mcmaster.ca](mailto:hr.mcmaster@mcmaster.ca)

1. [Home - Dr. Kathy Obear (drkathyobear.com)](https://drkathyobear.com/) [↑](#footnote-ref-1)