

# Emergency Procedures 308 Hawthorn St, Waterloo

## ACCIDENTS AND INJURIES

**Introduction:** The following is a guide to assist someone confronted with accident or injury in a residence located at 308 Hawthorn St, Waterloo, Ontario. The term "accident" shall be defined as any unforeseen incident during which a person sustains physical injuries. The term "injury" includes any physical trauma incurred during the accident.

**Purpose:** To provide immediate aid in life threatening situations.

- Procedures:**
1. Notify Emergency Services by Calling 911
  2. Be prepared to tell Emergency Services:
    - a. Nature of the emergency
    - b. Exact location of the victim
    - c. Your name and address
    - d. Do not hang up until advised that it is all right to do so.
  3. Notify **Wolverine Property Management** of situation by email;  
**info@WolverineManagement.ca**

## FIRE AND/OR EXPLOSIONS

**Introduction:** The following is a guide to assist anyone involved with, or witnessing a fire and/or explosion.

**Purpose:** To protect human life and property.

- Procedures:**
1. Notify and/or remove all persons in immediate danger.
  2. Without endangering yourself or others, attempt to extinguish a minor fire.
  3. If the fire does not extinguish, or if you believe the fire cannot be extinguished:
    - a. Exit the building.
    - b. Close the door behind you.
    - c. Use the nearest doorway.
  4. Call Emergency Services at 911 as soon as possible. Be prepared to tell:
    - a. Location of incident
    - b. Any injuries
    - c. The current situation
    - d. Your name
  5. Remain in the vicinity to assist response personnel.
  6. Notify **Wolverine Property Management** of the situation ASAP by;  
phone **289-201-1066 x99** or email **robert@WolverineManagement.ca**