

EMERGENCY PREPAREDNESS AND RESPONSE

BURNABY CAMPUS GUIDE



BCIT COMMUNITY MEMBERS

Thank you for taking the time to read this Guide – and for taking time to think about its importance to you. Personal and workplace safety are priorities at the British Columbia Institute of Technology. Our institution wants BCIT students and employees to learn and work in safe environments across all of our campuses.

Experiences at BCIT have reinforced the need to have sound structures and procedures in place to effectively respond to emergencies. With our foremost goals being the preservation of life, protection of Institute property, and restoration of operations as efficiently and promptly as possible, we have developed a comprehensive Emergency Response Plan, have training and teams in place, and regularly test our plans and capabilities.

While being proactive, we know that at times we must also be reactive. When natural or man-made crises do arise, we must pull together. It is our strength as a collective that assists each of us.

Should you have questions or points for discussion or to volunteer as an Emergency Response Team Member, please contact our Manager of Emergency Planning at Local 8318.

I refer you also to our Safety and Security website at bcit.ca/safetyandsecurity/emergency/.

Verna A. Magee-Shepherd
A/President

Emergency Contact Numbers

IN THE EVENT OF AN EMERGENCY, PLEASE CHECK BCIT.CA FOR UPDATES.

BURNABY CAMPUS TELEPHONE NUMBERS

Police – Fire – Ambulance.....	911
BCIT Security (24 Hours) Emergency.....	604.451.6826
BCIT Security (24 Hours) Non Emergency.....	604.451.6856
Burnaby Campus (In-house Emergency Line).....	Local 2248
First Aid – 0630–2200 Monday – Friday.....	Local 8872
Facilities Management 0730–1630 Monday – Friday.....	Local 8777

Burnaby Campus Medical Emergencies

Location: First Aid – NE16

Attendant’s Hours: 6:30 a.m. – 10:00 p.m. Monday – Friday

8:00 a.m. – 2:30 p.m. Saturdays

Telephone: 604.432.8872

Note: Contact Security after hours at 604.451.6856

Location: Medical Services – SE16

Doctor/Nurse’s hours: 8:00 a.m. – 4:30 p.m. Monday – Friday

Telephone: 604.432.8608

ALL CAMPUSES MAIN TELEPHONE NUMBERS

Burnaby Campus, 3700 Willingdon Avenue, Burnaby V5G 3H2.....	604.434.5734
Downtown Campus, 555 Seymour Street, Vancouver, V6B 3H6.....	604.434.1610
Aerospace and Technology Campus, 3800 Cessna Drive, Richmond, V7B 0A1.....	604.419.3777
Marine Campus, 265 W Esplanade, North Vancouver, V7M 1A5.....	604.453.4100
Great Northern Way Campus, 555 Great Northern Way, Vancouver.....	604.834.1507

For a complete list of emergency contact numbers or to print off a new list, visit bcit.ca/safetyandsecurity/emergencycontact.shtml.

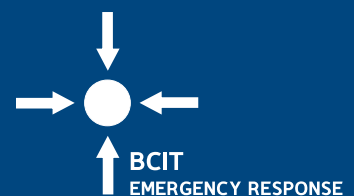
EMERGENCY FIRST AID PROCEDURES

ENSURE ACCIDENT SCENE IS SAFE – no further danger to injured worker or self.

DO NOT MOVE PATIENT – unless there is a high risk of further injury or death. Keep calm and do not leave patient unattended unless doing so creates an imminent risk.

CALL SECURITY AT LOCAL 2248 immediately – report exact location of patient and nature of injuries. (If life threatening condition is suspected, contact 911 first and then inform BCIT Security.)

BE PREPARED TO ASSIST when directed by the first aid attendant.



TEAR HERE

Medical Emergency Contacts

BURNABY CAMPUS

Location: First Aid – NE16
Attendant's Hours: 6:30 a.m. – 10:00 p.m. Monday – Friday
8:00 a.m. – 2:30 p.m. Saturdays
Telephone: 604.432.8872
Note: Contact Security after hours at 604.451.6856.

Location: Medical Services – SE16
Doctor/Nurse's hours: 8:00 a.m. – 4:30 p.m. Monday – Friday
Telephone: 604.432.8608

AEROSPACE CAMPUS

Location: Hangar Stores
Attendant's Hours: 6:00 a.m. – 11:00 p.m. Monday – Friday
Telephone: 604.813.4725
Note: Call number first as First Aid Room is not attended.

DOWNTOWN CAMPUS

Location: See Security at front lobby
Attendant's Hours: 6:00 a.m. – 11:00 p.m. Monday – Saturday
Telephone: 604.412.7600
Note: Call number first as First Aid Room 3007 is not attended.

GREAT NORTHERN WAY CAMPUS

Location: First Aid Room 105A behind Heavy Duty Tool Crib
Attendant's Hours: 7:00 a.m. – 3:00 p.m. Monday – Friday
Telephone: 604.834.1507
Note: Call number first as First Aid room is not attended.

MARINE CAMPUS

Location: First Aid Room on Deck 1 (Room 104A)
Attendant's Hours: 7:30 a.m. – 3:30 p.m. Monday-Friday
Telephone: 778.928.2481
Note: Call number first as First Aid room is not attended.

Table of Contents

Emergency Contact Numbers	3
Burnaby Campus Telephone Numbers	3
All Campuses Main Telephone Numbers.....	3
Emergency First Aid Procedures.....	3
Medical Emergency Contacts	4
Emergency Planning Program	7
Emergency Response Depots	7
Emergency Response Teams (ERT).....	7
Emergency Operations Centre (EOC) Team	7
Incident Command Site.....	7
Emergency Operations Centre	7
Emergency First Aid Procedures.....	7
Personal Preparedness	9
Office Preparedness	10
Classroom Emergency Preparedness and Response	11
Before an Emergency	11
During an Emergency	11
After Evacuation	11
Laboratory Preparedness	12
Preparation	12
Laboratory Operations After Major Earthquake	13
Stay and Wait or Evacuate.....	14
Stay and Wait (Shelter-in-Place).....	14
Shelter-in-Place Procedures.....	14
Evacuate	15
Emergency Evacuation at the Sound of the Fire Alarm Bell	15
Evacuation of Mobility Impaired Persons	15
Designated Assembly Areas	16
Earthquake	17
Be Prepared Before the Earthquake Occurs.....	17
What to Expect During a Major Earthquake.....	17
How Does it Start?.....	17
How Long Will it Last?	17
During the Earthquake	18
After an Earthquake.....	18
When Can You Go home?	18
Business Continuity.....	19
Elements of a Business Continuity Plan	19
Active Force Assailant Action Plan	20
Active Force Assailant Safety Tips	20
Violence in the Workplace.....	20
Severe Weather Conditions.....	22
Hazardous Conditions/Incidents.....	23
Utility Failure.....	24
Power Outage.....	24
Gas Leak	24
Elevator Failure	24
Plumbing Failure/Flooding	24

Bomb Threats.....	25
Suspicious Objects	25
Crime in Progress	25
Fire Detection and Control Procedures	26
Fire Prevention and Control	26
Prevention of Fire	26
Fire in the Workplace	26
Chemical Spill Procedures	27
Personal Hygiene	28
Hand Washing.....	28
Cough and Sneeze Etiquette	28
Flu Prevention.....	28
Distinguishing Influenza from the Common Cold	28
Critical Incident Response	29
Emergency Contact Numbers	31
Burnaby Campus Telephone Numbers.....	31
All Campuses Main Telephone Numbers.....	31
Emergency First Aid Procedures.....	31

*Emergency Response Team doing a Rapid
Damage Building Assessment.*



Emergency Planning Program

BCIT has planned and implemented a number of initiatives and continues to be a leader in emergency planning for post-secondary institutions in Canada. These initiatives are overseen by a Disaster Management Committee comprised of senior and middle managers whose role is to set policy direction for preparedness, emergency response, recovery and business continuity.

EMERGENCY RESPONSE DEPOTS

BCIT has developed a program to assist employees and students who are unable to leave the BCIT campus and return to their homes due to an emergency situation. The program provides the basic necessities for survival to students and employees with the installation of Emergency Response Depots at all campuses.

The depots are fully equipped with supplies to sustain a large group of people for up to a 72-hour period in times of crisis.

EMERGENCY RESPONSE TEAMS (ERT)

BCIT has many employees who have joined the Emergency Response Teams (ERT). Each team, which has approximately 20 members, is assigned to one of the depots.

All the ERT members receive ongoing training in all aspects of emergency response including Light Urban Search and Rescue (LUSAR), Rapid Damage Building Assessment, Incident Command System, Communications, Scribes and First Aid.

If you are interested in learning more or signing up to become an ERT member, contact Teresa Sharp at 604.432.8318 or email Teresa_Sharp@bcit.ca.

EMERGENCY OPERATIONS CENTRE (EOC) TEAM

Employees are assigned to staff the Emergency Operations Centre Team to perform similar activities to those in their every day position. The team members receive the above training as well as Emergency Operations Centre Levels 1, 2 and 3 courses.

INCIDENT COMMAND SITE

An Incident Commander should always be in charge of the site response and oversee all site activities. In larger events, involving multiple response agencies, or multiple sites, or where additional agency coordination and policy direction is required, an Emergency Operations Centre is activated.

EMERGENCY OPERATIONS CENTRE

An EOC is activated to coordinate site support and manage all non-site activities.

The EOC is responsible for notifying response agencies and coordinating the activities of the various departments and organizations, which are needed to effectively respond to, and recover from, the emergency event.

EMERGENCY FIRST AID PROCEDURES

Instructions to Workers

- > **ENSURE ACCIDENT SCENE IS SAFE** – no further danger to injured worker or self.
- > **DO NOT MOVE PATIENT** – unless there is a high risk of further injury or death. Keep calm and do not leave patient unattended unless doing so creates an imminent risk.
- > **CALL SECURITY AT LOCAL 2248** immediately – report exact location of patient and nature of injuries. (If life threatening condition is suspected, contact 911 first and then inform BCIT Security.)
- > **BE PREPARED TO ASSIST** when directed by the first aid attendant.
- > **All injuries sustained at work must be reported to First Aid.**

The Centre is responsible for providing policy direction and support to Incident Commanders and site personnel. It also acts as an information clearing house, collecting as much information as possible on the status of the emergency event, vetting the information, prioritizing, evaluating, summarizing, disseminating, displaying and acting upon required needs.

The EOC establishes priorities, based on all the information gathered, and develops action plans that complement and enhance the response taken at the site level.

The Centre obtains, coordinates and manages payment of any additional resources (both personnel and equipment) needed to support site activity. It is responsible for communicating emergency information and warnings to the general public and for developing and distributing public information materials.

Refer to bcit.ca/safetyandsecurity/emergency/ for more information.

Emergency Response Depots are strategically located across campus and contain basic necessities for survival.



Personal Preparedness

Visit bcit.ca/safetyandsecurity/emergency/preparedness.shtml for more information.

- > Prepare emergency kits for home, car and office. Remember to include supplies for your pets. Check out the following guidelines for pet care. www.ess.bc.ca/pubs/pets.pdf.
- > Develop a family emergency plan. Check out the following: www.pep.bc.ca/hazard_preparedness/AllHazards_WEB.pdf.
- > Identify a family meeting place and out of area contact. Talk to your children about what to do if they are at home or at school or if a disaster separates family members. Become familiar with the school's emergency plan. Check out www.wellington.govt.nz/services/emergencymgmt/pdfs/childcop.pdf for information on children's reactions to disasters.
- > Make sure each member of your family knows how to shut off the utilities: gas, electricity, and water. (Do not shut off gas unless there is a leak or fire. If the gas is turned off, do not attempt to turn on again. This must be done by a qualified technician.)
- > Store four litres of water per person, per day in a tight lidded, non breakable container (at least 12 litres per person for a three day supply). Replace stored tap water at least every six months. Water can be made safe to drink by using four drops of liquid household bleach in 4.5 litres of clear water, or 10 drops in 4.5 litres cloudy water.
- > Brace your hot water tank. After an earthquake, if the water is still running, fill a bathtub as additional source of water.
- > Check for home hazards. Secure top heavy furniture. Put plywood up in the attic on joists around chimneys to help prevent bricks and mortar from coming through the ceiling.
- > Locate beds away from chimneys, windows, heavy pictures etc.
- > Keep flammable items and household chemicals away from heat and store in secondary containers to contain spills.
- > Check your earthquake coverage with your insurance broker.
- > Tune into local radio stations for specific information regarding the Campus or BCIT's Radio Station at 107.9FM.

Prepare emergency kits for your home, car and office.



Office Preparedness

- > Where is your desk placed? Try to avoid the hazard of breaking glass (windows and pictures) and make sure your exit route is clear.
- > Keep the space under your desk clear so you can “Drop, Cover and Hold”.
- > Position file cabinets so that if they fall over, they will not block your exit from the office, or, better still have Facilities Management screw them to the wall.
- > Make sure the bookshelves are securely fastened to the wall. i.e. into studs or with drywall anchors.
- > Keep heavy items such as heavy books, binders and plants, on the lower shelves of bookcases so that they do not have as far to fall.
- > Consider a moving railing which can be placed in front of books to prevent them from falling off.
- > Keep file drawers and cupboard doors closed at all times.
- > If possible, anchor computers, printers, fax machines. If it is not possible to anchor them use a gripper/no slide mat under the equipment.
- > Back up important computer files. Periodically test that the backed up information will run. This is an important personal and departmental issue. Departments must consider the options available for off-site storage of backed up information.

For further information contact Information Technology Services.

KEEP SOME OR ALL OF THE FOLLOWING IN YOUR OFFICE:

- > Food (granola bars, dried fruit, etc) and water.
- > Prescription medicines.
- > A whistle (another one of your keyring is also a good idea).
- > A flashlight and batteries.
- > Quarters for pay phones (these may be the first to be functional).
- > An emergency blanket (small silver ones).
- > Heavy duty but comfortable shoes.
- > A transistor radio and batteries (tune to campus radio station 107.9 FM for campus emergency information).



Classroom Emergency Preparedness and Response

Most students will look to their instructors for direction during an emergency. The following information outlines basic emergency preparedness and response procedures for a classroom situation.

BEFORE AN EMERGENCY

- > Know the building evacuation routes. Plan exit routes which do not use elevators. Check the red and white signs posted in hallways or the Fire Safety Plan. If you are teaching in areas with no windows, or at night, be prepared to evacuate in darkness if any of the emergency exit lighting has failed. Discuss this with your students.
- > Identify the location of fire extinguishers near your classroom and learn how to use them. (Fire Safety training is available through Safety and Security).
- > Know the Designated Assembly Area for your Classroom, identified on the Building Evacuation Plan and campus map.
- > Consider the possibility that there may be individuals with a disability in your class who might require specific assistance and evacuation. (See page 15 in this brochure). Further information including designated refuge areas is available on the Building Evacuation Plan.

Contact Safety and Security for information, questions or concerns regarding emergency preparedness or response for your building.

DURING AN EMERGENCY

FIRE: If a fire is sighted or the fire alarm sounded, evacuate the building immediately and assemble outside with your students at the Designated Assembly Area (DAA).

EARTHQUAKE: Drop, cover and hold. When the shaking has stopped, evacuate the building if the building has been damaged or the alarms are sounded. Be aware of broken pipes, and falling debris from the building, power lines and trees. Assemble outside with your students at the Designated Assembly Area. Keep away from the building. Be prepared for aftershocks.

OTHER SITUATIONS requiring evacuation will be directed by Safety and Security personnel or local police departments. Their instructions must be followed immediately.

AFTER EVACUATION

- > Account for the students in your class.
- > Notify Fire, Police and Safety and Security Personnel at the scene if you have information about the emergency situation, if you are aware that some individuals remain in the building (i.e. in refuge areas, or who are injured), or if you know that some individuals are unaccounted for.
- > If you have evacuated some distance from your department's Designated Assembly Area, try to inform your department of your location and situation if possible.
- > Keep roads/walkways clear for emergency vehicles. Do not make telephone calls (on cellular or pay phones) unless they are necessary to save a life.

Laboratory Preparedness

The following questionnaire is designed to help Department Heads, Occupational Health and Safety committees, instructors and laboratory personnel perform a self assessment for their areas of responsibility. Use this list of questions to help identify situations that may pose a problem in case of an earthquake.

Preparation

If an earthquake occurred right now, where would you go for protection?

- > Locate both safe and dangerous spots in your area. Decide if you would go under a desk or table, in a safe corner, or out of the lab against a corridor wall.
- > Consider flying glass hazards from windows, glassware and falling hazards from light fixtures, books, pictures, and equipment when selecting safe spots.
- > Do you know the evacuation routes from your building?
- > Do not leave the building until the tremors have stopped.
- > For information on evacuation routes from your building, see the red/white emergency evacuation plans posted in the building or check your Building Fire Safety Plan.
- > Do you know the Designated Assembly Area (DAA) for your department or work unit? Is there an alternate assembly point in case your first emergency evacuation site happens to be downwind of a chemical or gas release or otherwise unusable?
- > Check your Building Evacuation Plan for evacuation routes and DAA.
- > Are gas cylinders well secured in an upright position?
- > Are pressure regulators removed and cylinder caps in place on cylinders not in use?
- > Are chemicals stored properly?
- > Are chemicals recapped and returned to their storage cabinets immediately after use?
- > Are chemical storage cabinets closed and latched?
- > Are chemical storage cabinets secured to prevent tipping or movement?
- > Are chemical storage shelves equipped with ledges or restraints to keep chemicals and glassware in place?
- > Are waste chemicals removed regularly?
- > Are chemicals stored in secondary containment trays or tubs?
- > Are fume hoods sashes closed as far as possible to contain spills while still maintaining adequate ventilation rates?
- > Are heavy objects located on, or near the floor and are they secured to reduce hazards and damage?
- > Is heavy equipment and furniture that might block exit routes secure? Are exits and aisle ways maintained free and clear of obstruction?
- > Do you have equipment and/or processes that could be damaged or pose a fire or health hazard if power was suddenly lost? What contingencies have been made to provide backup or emergency power to maintain critical system?
- > Are safety systems (i.e. fire extinguishers, safety showers, eye washes) available and in proper operating condition? Does everyone in the lab know how to operate them?
- > Is spill containment equipment available and accessible? (Are MSDS sheets available in the area?)
- > Is an emergency earthquake kit available? (i.e. food, water, flashlight, radio, and extra batteries)

LABORATORY OPERATIONS AFTER MAJOR EARTHQUAKE

Depending on the time and circumstances of the earthquake, you may be asked to stay out of the building for a few minutes to a few days or indefinitely.

Post a short term evacuation checklist near the exit of your lab. This is a list of essential steps to take before leaving the building. These include, but are not limited to:

- > Turn off gas burners
- > Check quickly for fires, fire hazards or spilled chemicals
- > Check for injured or individuals with a disability who might have trouble evacuating the building.
- > Bring emergency supplies (first aid kit, flashlights, etc.) to the emergency evacuation site. Close the lab door as you leave.
- > Report hazards to the appropriate official at the emergency evacuation site.
- > Do you have a long term plan in case you could not get back into your lab for at least a week?
- > Which cell lines/experiments/data are your first priorities?
- > Are provisions made for taking care of lab animals or making sure that you have enough liquid nitrogen for the freezer? (Remember that normal distribution systems will not work, so you should have your own supply.)
- > Do you have backup copies of important data/research/lab notes (disc/USB flash drive and hard copies)? Do you keep them offsite? Do you test your backup information?

SUMMARY

Each of these issues and items could be critical for the health and safety of laboratory occupants. While this information is directed toward earthquakes, please remember that building fires and other natural or man-made disasters could have a similar impact on your laboratory space and staff. We encourage you to discuss these plans among yourselves and take whatever action is necessary to see that all issues are addressed. It is a good idea to practice your disaster plans periodically to ensure that:

- > The plans meet the requirements of current laboratory operation;
- > all staff are familiar with both the overall plan and their specific role, and;
- > the emergency plan is successful in accounting for all individuals in the laboratory and in reporting laboratory conditions to key department administrators.



Stay and Wait or Evacuate

In the event of an emergency, you will hear one of these two comments: **stay and wait** or **evacuate**.

STAY AND WAIT (SHELTER-IN-PLACE)

One of the instructions you may be given in an emergency is to shelter-in-place (stay and wait). This is a precaution aimed at keeping you safe while remaining indoors. (This is not the same as going to an emergency Reception Centre in the event of an earthquake.) Shelter-in-place means selecting an interior room with no or few windows and taking refuge there. If you are told to shelter-in-place you must follow the procedures below:

Shelter-in-Place Procedures

In the event that a shelter-in-place is advised for a BCIT building, all persons including employees, students and visitors in the affected building will be notified that BCIT is preparing to shelter-in-place and that all doors will be locked after three minutes by Security. All personnel must decide whether to shelter-in-place until the “All Clear” is announced or whether they will leave the building within three minutes. After that time, no one will be allowed to break the seal on the building until the “All Clear” is announced.

When BCIT Security/external authorities announce the decision to shelter-in-place, personnel in the building should take the following steps immediately.

- > Close all windows and internal doors but do not lock.
- > If you are told there is danger of explosion, close the window shades, blinds or curtains and stay away from the windows.
- > If you are told hazardous materials have been released into the atmosphere use duct tape and plastic sheeting to seal all cracks around the doors and any vents into the room(s).
- > Unless there is an imminent threat, personnel are allowed to call their emergency contacts to let them know where they are and that they are safe.
- > Turn on call-forwarding or alternative telephone answering systems or services. Change all voicemail recordings to indicate that the business is closed until further notice and that all personnel will remain in the building until the relevant authorities advise it is safe to leave.
- > Gather essential supplies you have available such as non-perishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries and plastic garbage bags.
- > Go to shelter-in-place interior room(s) above the ground floor with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary.
- > Conference and copy rooms and large storage closets without exterior windows will work well.
- > Avoid selecting a room with mechanical equipment like ventilation blowers or pipes because this equipment may not be able to be sealed from the outdoors.
- > Personnel under shelter-in-place conditions are to call Security (see below) to confirm which telephone is being used as an emergency telephone. Only use the telephone for an emergency in your shelter room or for contact with your emergency contact person.
- > For Burnaby, BMC and GNWC call Security Communications Centre at 604.451.6856 or the internal emergency number at 2248.
- > For ATC call Security at 604.419.3705.
- > For DTC call Security at 604.412.7600.
- > Security will designate an emergency contact person for you who will contact you on the designated emergency telephone.
- > Write down the names and affiliation of everyone in the room and call your designated emergency contact to report who is in the room with you.

- > If possible, monitor the radio or television for updated information.
- > When the “All Clear” is announced, open windows and doors and go outside until the building’s air has been exchanged with clean outdoor air.

REMEMBER: Do not leave the building until authorized to do so by BCIT Security or external authorities.

EVACUATE

Emergency Evacuation at the Sound of the Fire Alarm Bell

- > Commence a total and orderly evacuation immediately via the nearest exit. Before evacuating, close doors and windows, disconnect laboratory power equipment, secure safes and cash registers and take personal belongings with you if they are readily available.
- > DO NOT use elevators under any circumstances. It is possible that the elevator could stop on a fire floor, due to faulty systems caused by heat and smoke.
- > Assist persons in wheelchairs to the nearest fire exit stairwell (refuge area). A staff member, fire warden or student must be designated to inform the fire personnel that someone is in the refuge. Fire exit stairwells are fire rated for two hours and persons waiting in the stairwell will be safe pending evacuation. Other mobility impaired persons without restricted mobility should be escorted to safety.
- > Pay attention to emergency evacuation personnel and security personnel who will assist and monitor building evacuation.
- > Once outside move away from the exit doors so as not to impede persons following behind and proceed to the designated assembly area for that building.

Evacuation of Mobility Impaired Persons

Visually Impaired Persons

- > Tell the person the nature of the emergency and offer to guide him/her.
- > As you walk, tell the person where you are and advise of any obstacles.
- > When you have reached a safe location orient the person to where he/she is.
- > Ask if any further assistance is needed. Do not leave them alone until further assistance arrives.

Hearing Impaired Persons

- > Remember that persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required.
- > Either: write a note telling what the emergency is and the nearest evacuation route (e.g. Fire – go out the rear door to the right and down, NOW!)
- > Or: Turn the light switch on and off and gain attention, then indicate (through gestures or in writing) what is happening and what to do.

Mobility Impaired Persons

- > Wheelchair users and those unable to descend the stairs unassisted should stay in the refuge area of the stairwell until they are assisted down the stairs by fire personnel.
- > If you have mobility impairments but are able to get down the stairs unassisted, wait in the refuge area until the stairwell is clear and then proceed down.
- > A staff member, fire warden or student must be designated to inform the fire personnel that someone is in the refuge area.

Designated Assembly Areas

BUILDING	ASSEMBLY AREA	ASSEMBLY LOCATION	CAMPUS MAP GRID
SW1	A13	Campus Square	V18
SW2, 3	A11	Lot 9	Z28
SW5, 9	A10	Grass between SW5 & SW9	X30
SW10 - 15	A15	Residence Parking beside SW11	X40
SE1	A6	Lot B	G19
SE2	A13	Campus Square	V18
SE4	A7	North Side of SE4	N17
SE6 - 12	A8	Lot 5	N24
SE14, 16	A9	Lot C	L31
SE30	A14	South Side of Lot F	J43
SE40 - 42	A16	Lot 26	J59
NE1	A2	Lot at Willingdon and Canada Way	X4
NE2	A1	South Side of Lot 29	V10
NE3	A3	West Side of Lot 25	L5
NE4	A1	South Side of Lot 29	V10
NE6 - 10	A3	West Side of Lot 25	L5
NE12	A5	Lot A	L11
NE16, 18	A7	North Side of SE4	N17
NE20	A13	Campus Square	V18
NE21 - 24	A1	South Side of Lot 29	V10
NE25 - 28	A4	East Side of Lot 19	L11
NW1	A12	West Side of Lot 16	Z14
NW3, 5	A1	South Side of Lot 29	V10
NW6	A12	West Side of Lot 16	Z14

DO NOT re-enter the building until the all clear signal has been given by emergency personnel, or in case of a major earthquake, until the building structure has been assessed and a green sign has been posted indicating that the building is safe to re-enter.

In the event of a major emergency, students and staff will be directed to one of the Emergency Preparedness Depots indicated on the Campus Map.

South East (SE) quadrant (Red) will go to Depot #6 – grid L26S
 South West (SW) quadrant (Yellow) will go to Depot #3 – grid V30
 North East (NE) quadrant (Green) will go to Depot #5 – grid N2
 North West (NW) quadrant (Purple) will go to Depot #4 – grid X10
 SE 40, 41, 42 quadrant (Red) will go to Depot #7 – grid M64

Earthquake

BE PREPARED BEFORE THE EARTHQUAKE OCCURS

- > Emergency plans and procedures – learn them in advance.
- > Planning and preparation – involve all concerned in the planning and preparation for handling emergencies.
- > Safe spots in each room – know where they are – away from windows or anything that can fall on you and under sturdy tables or desks or crouching down in the corner of an inside wall protecting your head and neck with your arms.
- > Danger spots – know where they are – windows, mirrors, hanging objects, and tall unsecured furniture – anything that can fall.
- > Practice drills – hold drills by physically placing yourself in safe locations.
- > Meeting place – Check the campus map for the Designated Assembly Area closest to you.
- > First Aid and CPR – learn these in advance of a disaster.
- > Emergency Numbers – Keep a list handy, preferably posted near telephones.
- > Know who to call for help – ensure you know how to report an emergency (see inside back cover).
- > Hanging objects and heavy picture frames or mirrors should be secured to the wall. Contact Facilities Management to facilitate this process.
- > Breakable or heavy objects – keep these on bottom shelves to avoid injury during an earthquake.
- > Flammable or hazardous liquids – keep in proper storage areas.
- > Emergency supplies – keep a supply of non perishable food, drinking water and other supplies (including a flashlight, portable battery-operated radio, extra batteries, medicines, first aid kit, clothing, blankets, toiletries, candles and matches). Check out bcit.ca/safetyandsecurity/emergency/preparedness.shtml for more information on personal preparedness.
- > Drinking water – You can safely store water for six months in a container depending on how it is packaged.

WHAT TO EXPECT DURING A MAJOR EARTHQUAKE

- > Rattling and shaking of furniture and fixtures.
- > Considerable noise.
- > Severe motion and swaying of the ground. People are often thrown uncontrollably off balance.
- > Failure of services and equipment including lights, telephones, elevators, heat, and air conditioning.
- > Breakage of some exterior windows causing shattered glass and strong drafts.
- > Toppling of free standing cabinets and bookshelves, and falling of mounted objects such as clocks and artwork or anything not firmly secured to walls and ceilings (suspended ceiling components, light fixtures, mechanical diffusers and sprinkler heads).

HOW DOES IT START?

- > A gentle shaking may occur and hanging plants and light fixtures may sway. Objects may wobble on shelves; or
- > A violent jolt (similar to a sonic boom) may be heard and felt; or
- > A low (and perhaps very loud) rumbling noise may be heard.

HOW LONG WILL IT LAST?

- > The shaking may last from a few seconds to minutes depending on the earthquake. There may be a number of aftershocks over several days, weeks or months.
- > A second or two following the start of the earthquake, ever-increasing shaking will be experienced, by which time it will be difficult to move from one place to another.

DURING THE EARTHQUAKE

- > Remain calm and take cover underneath a desk or table and hold on.
- > If no cover is available move to the closest interior wall.
- > Protect your head and neck – kneel with your back to the wall or better still an inside corner; cover sides of head with elbows and clasp hands firmly behind your neck.
- > Stay away from windows, objects which could fall or areas storing hazardous materials.
- > Stay where you are. Do not run outside, falling debris may cause injury.
- > Do not use elevators – If you are trapped in an elevator, the elevator will not fall down the shaft, and nothing heavy can fall on you. If power fails, the elevator will stop, and lights will go off. Be patient. Each car will be contacted as quickly as possible and you will be advised on how the rescue will occur. Take directions from emergency response personnel.
- > If outdoors stay in an open area. Do not enter buildings.
- > If driving – pull the vehicle to the side of the road and stop. Avoid bridges, overpasses, buildings or power lines. Remain inside the vehicle until the shaking is over.

AFTER AN EARTHQUAKE

- > Be prepared for aftershocks.
- > Replace telephone handsets that have been shaken off their cradles; wrap the cord around the handset and cradle and place on the floor so it cannot fall. This will bring the telephone system up quicker.
- > Do not try to use the telephones except to report fires or medical emergencies. (Even if they do still work, they will be needed for emergency communications.)
- > Wait for and follow instructions from Emergency Response Teams. Use battery powered radios to obtain information.
- > Give first aid to injured personnel. Do not move them unless absolutely necessary.
- > Alert Emergency Response Teams to anything needing their attention.
- > Be prepared to evacuate if instructed by the Emergency Response Team.
- > Be prepared to stay on campus overnight or perhaps longer.
- > Do not use the elevators.
- > Do not leave the building unless authorized to do so.
- > Do not risk becoming a casualty by being careless or acting independently.
- > If the water is off, use emergency water from water heaters, toilet tanks, melted ice cubes or canned vegetables.
- > If the power is off use food from the fridge first before it spoils. A full size freezer will keep food for 48 hours.

WHEN CAN YOU GO HOME?

- > After the Government authorities say you may do so.
- > Permission will be given after the worst fires are under control and streets have been cleared. This may happen quickly, or it may take time, 72 hours or more.

Business Continuity

Refer to your Business Continuity Plan to get your Department/School up and running as quickly as possible after an emergency. This includes recovering from problems due to floods, fire, earthquake or numerous other reasons that make access to your usual working area impossible.

Assume that BCIT is down for two weeks and that normal operations are impossible (no supply deliveries, your building has not been cleared entry, no classes held, some or most of your Department/School members are unavailable).

Elements of a Business Continuity Plan

- > Would your Department/School be able to operate at an alternative location?
- > What kind of equipment do you need to run your essential functions?
- > Consider the major functions or activities of your Department/School and determine what essential functions would have to be done immediately after a major emergency.
- > How long can your essential functions be down? What are the consequences if your area is non functional for a period longer than this? For employees and students?
- > Will you be able to access information which is essential to your operation?
- > Some employees may be unavailable after an emergency. How many employees would you need to maintain your essential functions? Will you be able to contact the people you need?
- > Does your Department/School depend on supplies from around campus being delivered on a day-to-day basis? Weekly? Do you rely on supplies from other BCIT departments? Consider how you would function without these supplies. Are there options for alternative suppliers if your regular supplier is unavailable for any reason and is unable to fulfill their obligations to you?
- > Do you have any hazardous materials in your area which require special inspection for spills or leaks?
- > Does your Department/School have any valuable books, maps, documents or art collections which may require special preservation procedures? Have you taken steps to protect these assets?

Considerations of these issues help to clarify your Department/School's needs with respect to recovery from emergencies. Planning ahead of time will enable your Department/School to recover quickly from unexpected incidents and emergencies.

BCIT's goal is to create a disaster resilient community.



Active Force Assailant Action Plan

We can anticipate employees, students and visitors will take immediate protective actions until an organized evacuation can be implemented. Immediate life-safety response actions will include:

- > Remain in the classroom or office and immediately lock all doors. If the door has no keyed lock or deadbolts then barricade the door.
- > Call 911 and provide all details of the event, including an accurate description of the person, type of weapon and direction of travel or building entered.
- > Lock the windows and close blinds or curtains.
- > Turn off lights and all audio equipment.
- > Stay out of the open areas and be as quiet as possible. Do not run down long continuous hallways.
- > Try to remain as calm as possible.
- > Keep classroom or office secure until the jurisdictional police or Safety and Security arrive and give directions. Follow the directions precisely as given.

The Evacuation Plan objective is to remain flexible in order to adapt with the Emergency Response Plan which addresses varied magnitudes of “all hazards” threat and disaster. The Evacuation Plan is comprised of two primary orders, evacuation or shelter-in-place. The expectation for the order is:

Evacuation: the action by which one or more persons leave the place they are occupying to avoid a real or potential threat.

Shelter-in-place: the measure that consists of inviting a population to stay inside their homes or the buildings where they are waiting for the end of the threat, and to take certain precautions.

ACTIVE FORCE ASSAILANT SAFETY TIPS

If you are caught in an open or exposed area and you cannot get into a classroom or office then the following course of action can be taken:

- > Hiding – look for a safe and secure hiding area. Once in place try and remain calm. Stay hidden until you can make contact with emergency personnel.
- > Running – If you think you can safely make it out of the area, and then do so. If you decide to run, do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.
- > Playing Dead – If an intruder is causing death or physical injury to others and you are unable to run or hide you may choose to assume a prone position and lay as still as possible.
- > Fighting – Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous and not recommended, but depending on your situation this could be your last option. If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact with the intruder.
- > Persons near the barricade location that may be endangered should be removed to secure locations if their movement can be accomplished without exposing them to additional risk or be secured in place.

VIOLENCE IN THE WORKPLACE

Abusive or Threatening Behaviour

The Safety and Security Department is responsible for an Immediate Response to the British Columbia Institute of Technology – Abusive or Threatening Behaviour Policy #7522. The procedures for an Immediate Response are outlined in the policy and supported by the attached procedures.

The Abusive or Threatening Behaviour Policy and Procedures are provided to ensure there is insight in responding to events in an immediate timeline. It is not anticipated events would unfold in a controlled manner supported in advance with written documentation therefore response may be prejudice to the events unfolding.

The following procedures are meant as a guideline to the Abusive or Threatening Behaviour Policy and should be applied as outlined in the Immediate Response Section.

- > Security will respond to abusive or threatening situations as soon as possible and access the situation.
 - > If the situation is unruly or escalating then Security will call for immediate backup of additional Security Guards, BCIT Managers of Security or the police. All responders are to be cognizant of the potential for weapons or lethal actions by the participants.
 - > Police intervention for incidents of a serious nature or on the request of one of the involved parties will be immediately addressed.
 - > Once the situation is under control then the Director of Safety and Security (or designate) shall be notified immediately for assessment.
 - > The Director of Safety and Security (or designate) will conduct an immediate threat assessment. This threat assessment will include, however is not exclusive to, the following factors:
 - > Level of risk; i.e. weapons, physical assault or verbal threats.
 - > History of violent behaviour.
 - > Likelihood of reoccurrence.
 - > Criminal involvement.
 - > Extenuating circumstances of the event i.e. past involvement between parties, medical or psychological considerations.
- The Director of Safety and Security (or designate) will ensure all avenues of investigation are completed immediately for inclusion to the Risk Assessment Team as outlined in the said Policy.



Severe Weather Conditions

If you are at BCIT, an announcement will be made in consultation with the President's Office and Safety and Security. Information will be posted on the BCIT homepage, my.bcit.ca, via Lotus Notes, the staff intranet (All Notes announcements), and in some cases a voicemail broadcast message may be sent via the campus telephone system. Messages will also be recorded on the main switchboard and at 604.434.1610, the main registration line, for incoming calls to the Institute.

If you are at home, please check for updates on the BCIT homepage and my.bcit.ca. Every effort is made to ensure that current information is posted by 6:00 a.m. or earlier during severe weather, and information is updated as the situation changes. Messages will also be recorded on the main switchboard and at 604.434.1610, the main registration line, for incoming calls to the Institute.

Information will also be distributed to Lower Mainland media. We recommend tuning to CKWX News 1130, CKNW News Talk 980, or CBC Radio AM 690. If a closure is in effect in the morning, please watch for information on the Global BC Morning News, CTV Vancouver's local newsbreaks, and Citytv.



Hazardous Conditions/Incidents

As an employee of BCIT, it is your responsibility to report any hazardous conditions or incidents that you are aware of.

A Hazardous Condition could be a tripping hazard, misplaced manhole cover or an unidentified drum of chemical in one of the yards or public areas.

A near miss could be described as a serious incident that did not occur because of the circumstances at the time. For example, an object falling off the roof of a construction site but not actually striking anyone.

Reporting

Report all hazardous conditions to your immediate supervisor or the supervisor in your area where the condition or incident occurred. The supervisor will ensure action is taken to correct the condition and/or prevent occurrence of a similar incident.

If the hazard cannot be resolved to the satisfaction of both the supervisor and the employee, the matter should be referred to Safety and Security (Local 8044) or the appropriate Occupational Health and Safety Committee. Incident reporting forms can be found on the BCIT Safety and Security website.

Note: All imminent hazards (conditions that will result in serious injury if left unattended) should be immediately reported to Safety and Security and the department supervisor so corrective action can be taken without delay.



Utility Failure

Power Outage

- > Remain calm
- > Stay where you are – emergency generators will start up automatically and provide emergency lighting.
- > If evacuation is necessary follow the direction of emergency personnel.
- > Turn on a battery powered radio to find out what is happening in the area.
- > Turn off electrical equipment with manual switches (e.g. computers etc).
- > Unplug other electrical equipment to protect from possible power surges when the power returns.
- > Wait for further instructions.

Gas Leak

- > Contact Security at 604.451.6826 during off hours (all day Saturday and Sunday, and Monday to Friday between 5:00 p.m. – 7:30 a.m.). In-house emergency line is Local 2248. Security will contact Facilities Management. Avoid lighting matches or turning on lights or any electrical equipment. Personnel specifically trained in gas shutoff procedures will respond immediately. Facilities personnel will recommend response procedures to Safety and Security once they have confirmed the leak.

Elevator Failure

Do not use Elevators during an Emergency or Power Outage.

- > Use the elevator telephone or alarm button to call for help if you become stuck in an elevator – Facilities personnel and/or Security will respond immediately.
- > Failure of elevator due to earthquake – the telephone may not work. Emergency plans have been developed for such an event and personnel will be dispatched automatically to check on all elevators.
- > Do not attempt to pry open the doors or overhead hatch of a stopped elevator. Remain calm, use the elevator telephone or emergency button to call for help. Facilities personnel and or security will respond immediately.

Plumbing Failure/Flooding

- > Report problem to Facilities Management Local 8777 immediately – avoid any contact with electrical equipment or lines.
- > Outdoor flooding – use caution when driving on flooded streets. In some cases, excess water pressure in the storm drain may have dislodged manhole covers.



Bomb Threats

The Institute's prime concern is the safety of the Institute community. All threats to BCIT will be treated seriously and investigated immediately by the Safety and Security Department.

Note as much information as possible about the bomb threat call, including:

- > Time the call was received.
- > Telephone number on which the call was received.
- > Exact words of the person making the call (including location of bomb and any time factor involved).
- > Voice (child or adult voice; male or female voice, any accent in the voice; whether or not the voice is familiar).
- > Approximate age.
- > Noises (any background noises including traffic, music, etc.).

Obtain as much information as possible from the source of the bomb threat, including:

- > Time of explosion, type of bomb, location of bomb, reason why bomb was placed, appearance of bomb (and/or packaging), name of caller.
- > Call Security 604.451.6826 or Burnaby Campus Emergency in-house at Local 2248; provide all details obtained, speaking calmly and deliberately to the Security Officer.

The RCMP publishes a "Bomb Threat Telephone Procedures" brochure to assist persons receiving bomb threat calls on how to record relevant information. Check out www.rcmp-grc.gc.ca/techops/cbdc/telephone_procedures_e.htm

SUSPICIOUS OBJECTS

- > Do not touch any suspicious objects
- > Clear the area of people
- > Call BCIT Security at 604.451.6826 or the Burnaby Campus in-house line at Local 2248.

CRIME IN PROGRESS

The Institute's prime concern is the safety of the campus community. Do not attempt to apprehend or interfere with the perpetrator.

If safe to do so, get a good description of the perpetrator. Note the person's:

- > Height, sex, approximate age, weapon possessed, weight, skin and hair colour, clothing, name (if known).
- > Method and direction of travel (license plate number, make, model and year of vehicle; colour; and any outstanding characteristics).
- > Call BCIT Security at 604.451.6826 or the Burnaby Campus in-house line at Local 2248. Give your name, location, and department. Advise them of the situation and remain where you are until contacted by Security.

Crime Prevention Tips: Call the Security Manager at 8009.

Fire Prevention and Control

Prevention of Fire

- > Keep your work area neat and clean.
- > Understand the use of firefighting equipment.
- > Be alert for possible fire hazards.
- > Be cautious when working with flammable liquids or explosive gasses.

Fire in the Workplace

Alarm Bells – could signal a real fire, a bomb threat, leaks of noxious gases, other emergencies or fire evacuation exercises as required by fire safety regulations. Alarm Bells and strobe lights are activated in two ways:

- > By someone who observes a fire and activates the nearest alarm pull station (normally located in corridors of buildings);
OR
- > By activation of heat detectors and smoke sensors followed by a buildup of heat and/or smoke.

In both cases, the alarm is received by an external monitoring agency that calls the Fire Department and alerts security personnel.

When an alarm sounds – it must be treated as a real emergency with orderly evacuation via the nearest exit.

FIRE DETECTION AND CONTROL PROCEDURES

- > *If you encounter a small fire, activate the nearest fire alarm pull station; a signal will automatically register with an external monitoring agency who will call the Fire Department.*
- > *Call BCIT Security at 604.451.6826 or the Burnaby Campus in-house line at Local 2248.*
- > *If it is safe to do so, attempt to extinguish the fire with fire extinguishers that can be found in strategic locations throughout the buildings.*
- > *Keep yourself between the fire and an exit.*
- > *If the fire cannot be controlled or extinguished, isolate it by closing doors (if applicable) then evacuate the building via the nearest exit.*



Chemical Spill Procedures

- > Isolate the area and call BCIT Security at 604.451.6826 or the Burnaby Campus in-house line at Local 2248. Inform Security of the type, quantity and location of the spill.
- > Do not attempt to clean up the spill unless you have received training in chemical spill procedures. Refer to the BCIT Safety and Security website for procedures for handling chemical spills: bcit.ca/safetyandsecurity/safety/hygiene.shtml



Personal Hygiene

Protect yourself and others against illness.

Hand Washing

- > The most important thing you can do to keep from getting sick is to wash your hands! Hand washing is the single most important measure to reduce the risks of transmitting infection from one person to another.
- > Regularly wash your hands with soap and water for 20 seconds or use an alcohol-based hand rub or antiseptic hand wash to help remove bacteria and viruses. Dry hands thoroughly. Use the disposable towel to open the door.
- > Always wash and dry hands after going to the bathroom, coughing, sneezing or handling used tissues, or after touching objects, materials or hard surfaces that may have been contaminated by someone else with an infectious illness.
- > Hand-to-face contact, such as during eating, grooming, or smoking, presents significant risks because of the potential for transmission of influenza from surfaces contaminated with wet respiratory droplets. Always wash hands before and after eating, grooming, smoking, or any other activity that involves hand-to-face contact.
- > Shared surfaces such as door knobs, light switches, telephones, keyboards and other hard surfaces can also become contaminated with all kinds of bacteria and viruses. Regular cleaning and disinfecting of these surfaces can help.

Cough and Sneeze Etiquette

- > Cover your nose and mouth when coughing or sneezing. Cough or sneeze into your elbow, or use a tissue.
- > Always wash hands after coughing and sneezing, or disposing of tissues.
- > Generally keep your hands away from your mouth, nose and eyes.
- > Until influenza-like symptoms have disappeared, avoid contact with individuals at risk, for example, small children, or those with underlying or chronic illnesses such as immune suppression or lung disease.
- > Avoid contact with people who have influenza-like symptoms.
- > Ask people to use a tissue and cover their nose and mouth when coughing or sneezing and to wash their hands afterwards.

Flu Prevention

Play an active role in staying healthy and preventing the spread of influenza – follow the tips above and get an annual flu shot, and encourage your family to do so too. If you do get sick, stay home! If you go out, you may spread your illness to co-workers, classmates, neighbors, or others. Wait until you no longer have a fever and your cough is improving.

Distinguishing Influenza from the Common Cold

Symptom	Seasonal Influenza	Common Cold
Fever	Usual high fever (102°F/39°C –)°F/40°C) sudden onset, lasts 3-4 days	Rare
Headache	Usual, can be severe	Rare
Aches and pains	Usual, can be severe	Sometimes, mild
Debilitating fatigue	Usual, can be severe	Rare
Fatigue and weakness	Usual, severe, may last 2-3 weeks	Sometimes, but mild
Runny, stuffy nose	Common	Common
Sneezing	Common	Sometimes
Sore throat	Common	Common
Chest discomfort	Usual, can be severe	Usual, can become severe
Complications	Can lead to pneumonia and respiratory failure; can worsen a current chronic condition; can be life threatening	Can lead to sinus congestion or ear-ache
Fatalities	Well recognized	Not reported
Prevention	Annual influenza vaccine; frequent hand washing; cover your cough	Frequent hand washing; cover your cough

Sources: Public Health Agency of Canada and Canadian Medical Association

Critical Incident Response

BCIT has a Critical Incident Response Policy, the purpose of which is to articulate the plan of delivering a timely and coordinated response to critical incidents and urgent situations involving students, employees and visitors to the Institute.

Emergency services are available through BCIT and community resources which are intended for that purpose. It is the policy of BCIT to respond to critical incidents through the use of emergency resources and to provide appropriate support for individual students or employees who are affected by the incident as victims, witnesses or perpetrators.

Critical incidents and urgent situations are those which may include:

- > Incidents of persons in extreme emotional distress
- > Incidents involving sudden trauma or death
- > Incidents of interpersonal conflict
- > Incidents of other matters similar in nature to the above.

Critical incidents should ideally be reported as soon as possible to a supervisor, chief instructor, program head, education manager or administrative manager who will report the incident to BCIT Safety and Security. If no such referral is possible, or if the opportunity for a timely response would be lost because of the circumstances of the critical incident, a direct referral to BCIT Safety and Security may be made.





BCIT

EMERGENCY RESPONSE

Emergency Contact Numbers

IN THE EVENT OF AN EMERGENCY, PLEASE CHECK BCIT.CA FOR UPDATES.

BURNABY CAMPUS TELEPHONE NUMBERS

Police – Fire – Ambulance.....	911
BCIT Security (24 Hours) Emergency.....	604.451.6826
BCIT Security (24 Hours) Non Emergency.....	604.451.6856
Burnaby Campus (In-house Emergency Line).....	Local 2248
First Aid – 0630–2200 Monday – Friday.....	Local 8872
Facilities Management 0730–1630 Monday – Friday.....	Local 8777

Burnaby Campus Medical Emergencies

Location: First Aid – NE16

Attendant's Hours: 6:30 a.m. – 10:00 p.m. Monday – Friday

8:00 a.m. – 2:30 p.m. Saturdays

Telephone: 604.432.8872

Note: Contact Security after hours at 604.451.6856

Location: Medical Services – SE16

Doctor/Nurse's hours: 8:00 a.m. – 4:30 p.m. Monday – Friday

Telephone: 604.432.8608

ALL CAMPUSES MAIN TELEPHONE NUMBERS

Burnaby Campus, 3700 Willingdon Avenue, Burnaby V5G 3H2 604.434.5734

Downtown Campus, 555 Seymour Street, Vancouver, V6B 3H6..... 604.434.1610

Aerospace and Technology Campus, 3800 Cessna Drive, Richmond, V7B 0A1 604.419.3777

Marine Campus, 265 W Esplanade, North Vancouver, V7M 1A5..... 604.453.4100

Great Northern Way Campus, 555 Great Northern Way, Vancouver 604.834.1507

For a complete list of emergency contact numbers or to print off a new list, visit bcit.ca/safetyandsecurity/emergencycontact.shtml.

EMERGENCY FIRST AID PROCEDURES

ENSURE ACCIDENT SCENE IS SAFE – no further danger to injured worker or self.

DO NOT MOVE PATIENT – unless there is a high risk of further injury or death. Keep calm and do not leave patient unattended unless doing so creates an imminent risk.

CALL SECURITY AT LOCAL 2248 immediately – report exact location of patient and nature of injuries. (If life threatening condition is suspected, contact 911 first and then inform BCIT Security.)

BE PREPARED TO ASSIST when directed by the first aid attendant.



