

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. See the evacuation plaques posted in hallways. 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.
- Know the designated assembly area for your classroom, identified on the evacuation plaques and campus map.
- Consider the possibility that there may be individuals with a disability in your class who may require assistance. See "Evacuation of Persons with Disabilities" on page 14 of [the guide](#). Refuge areas are generally located in stairwells, which are designed to be occupied by mobility impaired individuals until emergency personnel can access them.

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

During an Emergency

FIRE: If you see a fire or hear the fire alarm, evacuate the building immediately and assemble outside with your students at the designated assembly area. The Fire Chief has overall authority in this situation.

EARTHQUAKE: Drop, Cover and Hold On. (For further instructions, see page 17 of [the guide](#)). Evacuation: Necessary evacuation will be directed by BCIT security, police or fire personnel. Their instructions must be followed immediately.

After Evacuation

- Account for the students in your class.
- Notify fire, police, security personnel or fire wardens at the scene if you have information about or are aware of individuals in the building who are injured, unaccounted for or in the refuge area.
- If you have evacuated somewhere other than your department's designated assembly area, 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 absolutely necessary.

ASSEMBLY LOCATIONS – BURNABY ([MAP](#))

SW1	A13	Campus Square
SW2, 3	A11	Lot P9
SW5, 9	A10	Grass between SW5 & SW9
SW10-16	A15	Residence Parking beside SW11
SE1	A6	Lot B
SE2	A13	Campus Square
SE4	A7	North Side of SE4
SE6 – 12	A8	Lot P5
SE14, 16	A9	Lot C
SE30	A14	South Side of Lot F
SE40 – 42	A16	Lot 26
NE1	A2	Lot at Willingdon and Canada Way
NE2	A1	South Side of Lot 20
NE3	A3	West Side of Lot 25
NE4	A1	South Side of Lot 20
NE6 – 10	A3	West Side of Lot 25
NE12	A5	Lot A
NE16, 18	A7	North Side of SE4
NE20	A13	Campus Square
NE21, 23, 24	A1	South Side of Lot 20
NE25 & 28	A4	East Side of Lot 19
NW1	A12	West Side of Lot 16
NW3, 5	A1	South Side of Lot 20
NW6	A12	West Side of Lot 16
CARI	A1	South West Side by main entrance
	A2	North West Side in the parking lot
	A3	North East Side in the parking lot
	A4	South East Side of the building

ASSEMBLY LOCATIONS – DTC ([MAP](#))

A1	North side of building on Seymour, towards Pender St.
A2	Alley at Southwest corner of building on Dunsmuir, towards Granville St.

Look for this sign which marks each Assembly Location:

