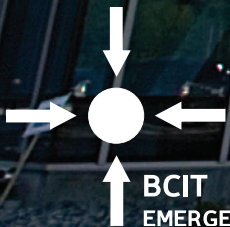


# EMERGENCY PREPAREDNESS AND RESPONSE

## AEROSPACE TECHNOLOGY CAMPUS GUIDE

**BCIT**

TM



SEPTEMBER 2019





**Dear BCIT Community Members,**

At BCIT our first priority is ensuring that students, faculty, and staff are afforded the opportunity to learn and work in a safe environment. BCIT is committed to providing the necessary resources and procedures that help ensure the Institute responds to emergencies in an effective and timely manner.

Like all organizations, BCIT has faced emergencies in the past and the reality is we will likely face them again. This underlines the necessity of having thorough and well-rehearsed plans and procedures in place and reinforces the importance of this guide.

The material in this guide assists our regular training exercises, complements our continuing efforts to raise awareness and aids our team of volunteers if a crisis situation or large-scale disaster should strike.

If you have questions, or wish to volunteer as a BCIT Emergency Response Team Member, please contact our Manager, Emergency Management at 604.432.8318.

Thank you for taking the time to review this guide and for being prepared.

Kathy Kinloch  
President

# Emergency Contact Numbers

In the event of an emergency, please check [bcit.ca](http://bcit.ca) for updates.

## Aerospace Technology Campus

3800 Cessna Drive

Richmond, BC V7B 0A1

Administration .....604.419.3777

ATC Security.....604.419.3704

ATC Security Emergency.....604.419.3705

First Aid .....778.928.2338

Room 155G Hangar Stores

Mon-Fri, 08:00-18:30

After hours call Security .....604.419.3705

Facilities .....844.815.6170

For a complete list of emergency contact numbers or to print off a new list, visit [bcit.ca/safetyandsecurity/emergency/contact.shtml](http://bcit.ca/safetyandsecurity/emergency/contact.shtml).

Police – Fire – Ambulance .9 – 1 – 1

## Other Campus Security Numbers

### Burnaby Campus

3700 Willingdon Avenue

Burnaby, BC V5G 3H2

BCIT Burnaby Security ..... 604.451.6856

BCIT Burnaby Main Switchboard .....604.434.5734

### Annacis Island Campus

1608 Cliveden Avenue

Delta, BC V3M 6P1

Security .....604.453.4031

### CARI Campus

4355 Mathissi Place

Burnaby, BC V5G 4S8

Security .....604.456.1255

### Downtown Campus

555 Seymour Street

Vancouver, BC V6B 3H6

Security .....604.412.7600

### Marine Campus

265 W Esplanade

North Vancouver, BC V7M 1A5

Security [07:00 – 15:00] ... 778.928.2330

Security [15:00 – 23:00] ... 778.928.2329

## Emergency First Aid Procedures

**Ensure accident scene is safe** – no further danger to injured worker or self.

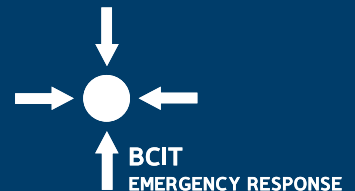
**Do not move patient** – unless there is a high risk of further injury or death.

Keep calm and do not leave patient unattended unless doing so creates an imminent risk.

**Call Security at 604.419.3705 immediately** – (If life threatening condition is suspected, contact 9-1-1 first and then inform BCIT Security.) Report exact location of patient and nature of injuries.

**Be prepared to assist** when directed by the first aid attendant.

All injuries sustained at work must be reported to First Aid.



## Response Goals

- Provide for the safety and health of ALL responders
- Save lives
- Reduce suffering
- Protect public health
- Protect the Institute's infrastructure
- Protect the Institute's property
- Restore the Institute's operations
- Protect the environment
- Reduce economic and social losses

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For campus map see back cover.

# Emergency Management Program

BCIT continues to be a leader in emergency management and business continuity for post-secondary institutions in Canada. At the centre of the BCIT Emergency Management and Business Continuity programs is the BCIT Disaster Management Committee. The Disaster Management Committee is comprised of senior and middle managers whose role is to set policy direction and oversee initiatives for preparedness, mitigation, emergency response, recovery, organizational resilience and business continuity.

## Emergency Response Depots

BCIT has an Emergency Response Depot program to assist staff and students who are unable to immediately leave the BCIT campus and return to their homes due to an emergency situation. The program provides the basic necessities for 24 hours for staff and students at all campuses.

## Incident Command Centre Trailer (ICC)

An Incident Command Centre trailer is located on the Burnaby Campus. In the event of multiple incidents on campus the ICC will coordinate these incidents and report to the Emergency Operations Centre. The ICC has work stations for twenty people and is fully equipped for extended work periods. The ICC is also equipped to be a back-up Emergency Operations Centre.

## Emergency Operations Centre (EOC)

The EOC is activated in certain emergency events to coordinate site support and manage all non-site activities. The Burnaby Campus has three locations that have been identified for EOC set up and the Downtown Campus has one location. The EOC is responsible for the following items:

- Notifying response agencies and coordinating the activities of the various departments and organizations, which are essential to effectively respond to, and recover from, the emergency event
- Providing policy direction and support to Incident Commanders and site personnel
- Acting as an information clearing house by collecting as much information as possible on the status of the emergency event
- Verifying the information, prioritizing, evaluating, summarizing, disseminating, displaying and acting upon required needs
- Establishing priorities, based on all the information gathered, and developing action plans that complement and enhance the response taken at the site level
- Obtaining, coordinating and managing payment of any additional resources [both personnel and equipment] needed to support site activity

- Communicating emergency information and warnings to the general public and for developing and distributing public information materials

## Incident Command Centre (ICC) at the Campus

An ICC is located at or in the immediate vicinity of the incident site and is the focus for the conduct of direct, on-scene control of tactical operations. 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, at which time the Incident Commander will report directly to the Emergency Operations Centre.

## Emergency Response Teams (ERT)

The BCIT Emergency Response Teams primarily consist of BCIT employee volunteers. Our team members come from all walks of life, many with varied emergency response experience and training.

We have ten different Emergency Response Teams at BCIT:

- Policy Group [Leadership]
- Emergency Operations Centre
- Incident Command and Field Emergency Response
- Emergency Shelter & Accommodation
- Amateur Radio
- First Aid
- Fire Wardens
- Animal Response Team
- Convergent Volunteer Management Team
- Unmanned Aircraft Response Team

## Policy Group

The Policy Group provides high-level strategic advice and guidance to the EOC Director. BCIT's Leadership Team fills the role of the Policy Group which is comprised of the president, vice presidents, deans and directors.

## Emergency Operations Centre (EOC) Team

The Emergency Operations Centre team is responsible for the overall management of the EOC during an emergency response. Members on this team are generally in roles similar to their position at BCIT. Depending on the size of the event and the level of EOC activation EOC members are mobilized as needed.

## **Incident Command (IC) and Depot Emergency Response Teams (ERT) at the Campus**

An Incident Commander is in charge of the site response at the campus and reports to the Emergency Operations Centre in Burnaby. The Depot ERT's functions include rapid damage building assessment, light urban search and rescue, basic first-aid, setting up shelters and soup kitchens and dispensing personal emergency kits to displaced persons.

### **Emergency Shelter & Accommodation Team (ESA) – Burnaby Campus Only**

There are three situations that may require the activation of the ESA Team to provide additional support to its staff and students:

- A short-term shelter scenario in which staff or students are displaced from their places of work or study and need to be sheltered until either returning to work, class or being sent home
- An overnight accommodation scenario in which employees or students are unable to return to their homes due to transportation restrictions
- A resident student scenario in which students living in residence are unable to occupy their accommodation due to an emergency or disaster

Both shelters and overnight accommodation facilities will be operated in an austere manner. The objective is to provide safe, secure facilities until people can either be sent home or returned to work or class.

### **Amateur Radio Team (ART) – Burnaby Campus Only**

The Amateur Radio Team is activated in the event of a disaster when many normal lines of communication are non-functioning. Outside of an event, the team reverts to an amateur radio club. ART members are BCIT staff and students.

### **First Aid Team**

At each campus our experienced first aid attendants (level 2 or higher) join our depot ERTs for search and rescue to provide treatment for casualties who need more than basic first aid. The First Aid Team also sets up triage in the event of an incident.

### **Equipment for Team Members**

Team members are given specific equipment and supplies to enable them to complete their role.

## **Fire Wardens**

Fire wardens are responsible for helping to ensure the safety of the BCIT community. Fire Warden responsibilities include sweeping and evacuating their assigned areas, directing people to the nearest designated assembly area (or areas of refuge for persons with mobility impairments) and reporting to BCIT Security.

### **Animal Response Team – Burnaby Campus Only**

Provides for the immediate care, control and safety of animals requiring refuge at a BCIT emergency pet shelter. For more information regarding pets on campus, please visit [bcit.ca/safetyandsecurity/petsoncampus.shtml](https://bcit.ca/safetyandsecurity/petsoncampus.shtml).

### **Convergent Volunteer Management Team – Burnaby Campus Only**

BCIT expects convergent volunteers to show up after an emergency or disaster. Many bring a wide range of skills and training. Effectively managed, convergent volunteers can help assist BCIT's response and recovery operations.

### **Unmanned Aircraft Response Team – Burnaby Campus Only**

The use of UAVs capture rapid, comprehensive and reliable information on the actual extent of an event by using real-time high resolution photography. UAVs can assist first-responders, Incident Command and the Emergency Operations Centre to determine the required course of action. UAVs can also be used to record and document an event for post-disaster evaluation.

## **Training**

All ERT members receive ongoing training in many areas of emergency response including all aspects of emergency operations centre, emergency social services, light urban search and rescue (LUSAR), rapid damage building assessment, incident command system, first aid (level 1) including automatic external defibrillator training, amateur radio, two-way radio communications and scribes training. Other relevant courses are offered as needed and cross training is encouraged.

### **Disaster Day Full-Scale Emergency Response Exercise**

BCIT's Disaster Day Emergency Response Exercise is held every second year in early June. The event is one of Burnaby's largest disaster preparedness events and is observed by other post-secondary institutions, local and provincial governments, and local organizations. This exercise enables BCIT's emergency response teams to practice skills learned in their training to better prepare for an emergency response. Check out the following video link titled, 'Disaster Day' to see the level of preparedness offered at BCIT. [bcit.ca/safetyandsecurity/emergency/disasterday.shtml](https://bcit.ca/safetyandsecurity/emergency/disasterday.shtml)

**BECOME A BCIT EMERGENCY RESPONSE TEAM MEMBER**

Learn more by contacting [emergency\\_management@bcit.ca](mailto:emergency_management@bcit.ca) or 604.432.8318.



## Personal Preparedness

- Visit [bcit.ca/safetyandsecurity/emergency/preparedness.shtml](https://bcit.ca/safetyandsecurity/emergency/preparedness.shtml) for more information.





# Office Preparedness

- Where is your desk placed? Try to avoid the hazard of breaking glass [windows and pictures]. Make sure your exit route is clear.
- Keep the space under your desk clear so you can “Drop, Cover and Hold On”  
[shakeoutbc.ca/downloads/Drop!Cover!HoldOn!.pdf](http://shakeoutbc.ca/downloads/Drop!Cover!HoldOn!.pdf)
- Position file cabinets so that if they fall over, they will not block your exit from the office, or better still, have facilities secure them to the wall.
- Make sure bookshelves are securely fastened to the wall with drywall anchors or screwed into the studs.
- Keep items such as heavy books, binders and plants on the lower shelves of bookcases so 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.
- Anchor computers, printers and any other heavy office equipment, if possible. If it is not possible to anchor them put 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 like granola bars, dried fruit, etc. [stored in a container] and water
- Prescription medicines
- A whistle [another one on your key ring 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 and socks
- 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. 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.
- Know the nearest Area of Refuge to direct anyone who might be mobility impaired.
- 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 13 of this guide. Areas of Refuge 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

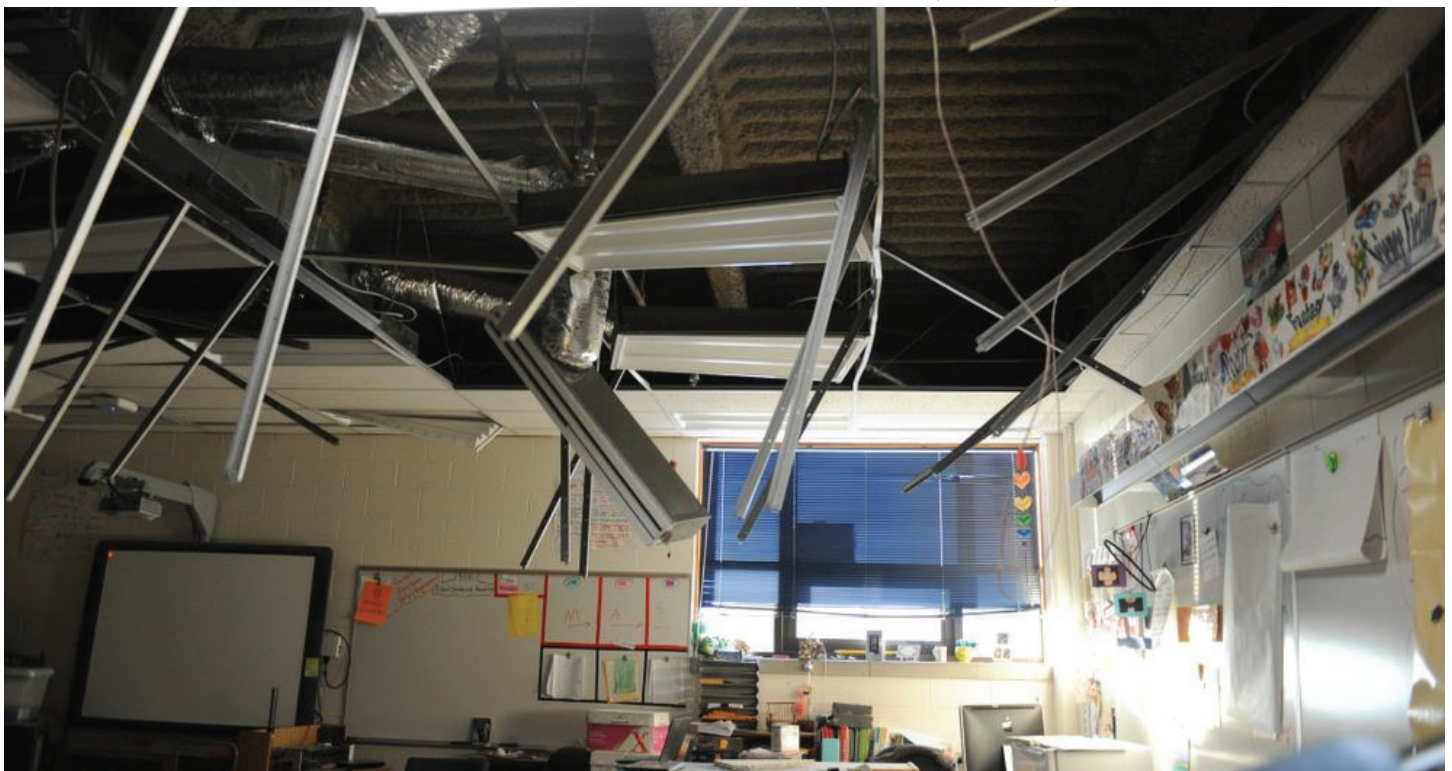
**FIRE:** If you see a fire or hear the fire alarm, evacuate the building immediately and assemble outside with your students at the designated assembly area. The Fire Chief has overall authority in this situation.

**Earthquake:** Drop, Cover and Hold On. (For further instructions, see page 18 of this 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 Area of Refuge.
- 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.





# Workshop/Laboratory Preparedness

The following questions are designed to help instructors and Occupational Health and Safety Committees 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 emergency.

## Preparation

Post a laboratory evacuation checklist near the exit of your lab, see checklist below:

- 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 hazards such as flying glass from windows, glass falling from light fixtures, books, pictures and equipment when selecting safe spots.
- Know the evacuation routes from your building.
- Know the designated assembly area for your department or work area. 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 buildings evacuation plaque for evacuation routes and designated assembly areas.
- 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 hood sashes closed as far as possible to contain spills while still maintaining adequate ventilation?
- 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 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 systems?
- Are safety systems [e.g. fire extinguishers, safety showers, eye washes] available and in proper operating condition? Does everyone in the lab know how to use them?
- Is spill containment equipment available and accessible?
- Are SDS sheets available in the area?
- Do you have an emergency earthquake kit available [e.g. food, water, flashlight, radio and extra batteries]?

# Workshop/Laboratory Operations After a 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.

Follow the laboratory evacuation checklist below. These essential steps to take before leaving the building include, but are not limited to the following:

- Turn off gas burners.
- Check quickly for fires, fire hazards or spilled chemicals.
- Check for injured or mobility impaired individuals who might have trouble evacuating the building.
- Bring emergency supplies (first aid kit, flashlights, etc.) to the designated assembly area—close the lab door as you leave.
- Report hazards to emergency personnel at the designated assembly area.
- Do you have a Business Continuity Plan in case you cannot get back into your area for at least a week?
- Do you have enough liquid nitrogen for the freezer? (Remember that normal distribution systems will not work, so you should have your own supply.)
- Ensure you have a list of updated chemicals/hazardous materials off-site.
- Do you have backup copies of important data/research/lab notes? Do you keep them off-site? 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 space and staff. We encourage you to discuss these plans amongst yourselves and take whatever actions are necessary to see that all issues are addressed. It is a good idea to practice your emergency plan periodically to ensure:

- The plan meets the requirements of current laboratory operations.
- All staff are familiar with the overall plan and their specific role.
- The emergency plan is successful in accounting for all individuals in the laboratory and in reporting laboratory conditions to key department administrators.





# Building Evacuation/Shelter-in-Place Procedures

In the event of an emergency, you will hear one of these two instructions: **Shelter-in-Place** or **Evacuate**.



**EVACUATE**



**SHELTER-IN-PLACE**

## Building Evacuation

### 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 the elevator could stop on a fire floor due to faulty systems caused by heat and smoke.
- Assist persons with mobility impairments to the nearest Area of Refuge [exit stairwell]. A fire warden, staff or student must be designated to inform the fire personnel that someone is in the Area of Refuge. Fire exit stairwells are fire rated for two hours and persons waiting in the stairwell will be safe pending evacuation.
- Pay attention to emergency evacuation 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.

### Security Number

ATC Security.....604.419.3704  
ATC Security [Emergency] .....604.419.3705

## Evacuation of Persons with Disabilities

Any person with a disability may require assistance evacuating the building. Ensure that no person with specific evacuation needs is left behind. Assist them to a Designated Assembly Area or Area of Refuge.

## Persons with Visual Impairments

- 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.
- Accompany the person to the Area of Refuge and direct them to wait there until they are assisted down the stairs by fire personnel; or
- Wait there until the stairwell is clear before guiding them safely down the stairs.
- When you have reached a safe location orient the person to where he/she is.
- Determine whether any further assistance is required. If so, do not leave them alone until further assistance arrives.

## Persons with Hearing Impairments

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 to gain attention, then indicate [through gestures or in writing] what is happening and what to do.

## Persons with Mobility Impairments

- Accompany wheelchair users and those unable to descend the stairs to the Area of Refuge. Direct them to wait there until they are assisted down the stairs by fire personnel. Do not use elevators to evacuate persons with disabilities.
- Direct those with mobility impairments to wait in the Area of Refuge until the stairwell is clear and then proceed down.
- A fire warden, staff member or student must be designated to inform the fire personnel and security that someone is in the Area of Refuge and provide the specific location. If the person cannot be taken to an area of refuge, assist them to a room that is away from the fire or smoke and is as close as possible to an exit. Examples include a classroom or an office. Preference should be given to rooms with a telephone.

## Building Evacuation/Shelter-in-Place Procedures

## Evacu-Trac

The Evacu-Trac device is designed to facilitate the removal of mobility impaired individuals from buildings when evacuation is required in cases of emergency.

ATC has one Evacu-Trac located in the Partnership Wing North stairwell, [S392] on the 3rd floor:

## Area of Refuge

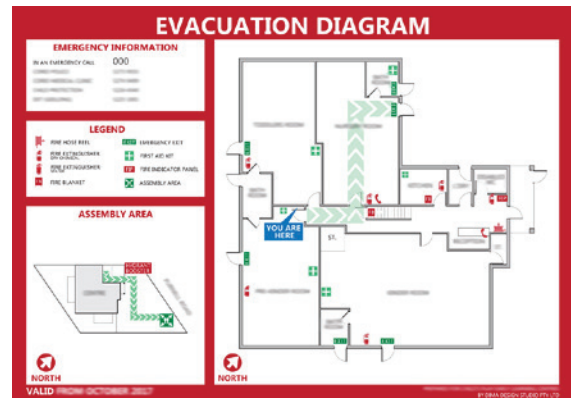
All BCIT Buildings have Areas of Refuge. These areas are generally found in building stairwells or other architectural Fire Separation locations. Individuals with mobility impairments should access these areas during evacuations and wait for Emergency Fire Personnel. Such areas are identifiable by the following signage.



## Fire Drills at BCIT Aerospace Technology Campus

Fire Drills offer an opportunity to practice Building Evacuation Procedures of the buildings in which we work and/or study. These drills occur on a regular basis in order to prepare the BCIT Community effectively for an evacuation event as well as complying with legislative requirements.

To view the Fire Drill Schedule please visit,  
[bcit.ca/files/safetyandsecurity/pdf/fire\\_drill\\_schedule.pdf](https://bcit.ca/files/safetyandsecurity/pdf/fire_drill_schedule.pdf)



## Security Number

ATC Security.....	604.419.3704
ATC Security (Emergency).....	604.419.3705

# Building Evacuation/Shelter-in-Place Procedures

## Shelter-in-Place

One of the instructions you may be given in an emergency is to shelter-in-place. 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 a shelter-in-place is advised for a BCIT building, all persons including staff, students and visitors in the affected building will be notified that BCIT is preparing to shelter-in-place. All personnel must decide whether to shelter-in-place until the "All Clear" is announced or whether they will leave the building. 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 clear of 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 voice mail recordings to indicate that the business is closed until further notice. All personnel will remain in the building until the relevant authorities advise it is safe to leave.
- Gather available essential supplies such as non-perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries and plastic garbage bags.
- Shelter-in-place in a room above the ground floor with the fewest windows or vents. The room[s] should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Conference and copy rooms and large storage closets without exterior windows work well.

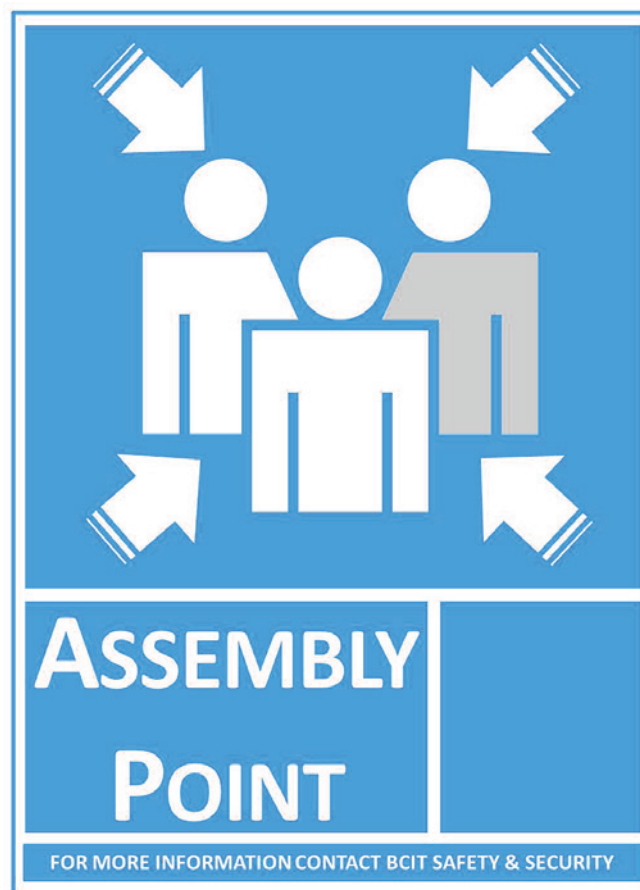
- Avoid selecting a room with mechanical equipment like ventilation blowers or pipes because this equipment may not be able to be sealed from the outdoors.
- Personnel under shelter-in-place conditions are to call security to confirm which telephone is being used as the emergency telephone. Only use the telephone for an emergency or to contact your emergency contact person.
- Security will designate an emergency contact person 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 emergency personnel.

## Designated Assembly Areas

Assembly Area	Assembly Location
A1	Parking lot north of Partnership Wing
A2	North West side of student parking lot
A3	East end of student parking lot

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.





# 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.
- Practice drills – hold drills by physically placing yourself in safe locations.
- Safe spots in each room – know where they are – away from windows or anything that can fall on you, 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.
- Meeting place – Check the campus map for the designated assembly area closest to you.
- First aid and CPR – learn these in advance of an emergency.
- 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 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 [stored in containers], drinking water and other supplies [including a flashlight, battery-operated radio, extra batteries, medicines, first aid kit, clothing, blankets, toiletries, candles and matches].
- Drinking water – You can safely store water for six months in a container depending on how it is packaged.
- For more information [bcit.ca/safetyandsecurity/emergency/preparedness.shtml](https://bcit.ca/safetyandsecurity/emergency/preparedness.shtml)

## What to Expect During a Major Earthquake

- Rattling and shaking of furniture and fixtures
- Considerable noise
- Severe motion and swaying of the ground, people thrown 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, hanging plants and light fixtures may sway, objects may wobble on shelves.
- A violent jolt [similar to a sonic boom] may be heard and felt.
- 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 several minutes depending on the earthquake. There may be a number of aftershocks over several days, weeks or months. Ever-increasing shaking will be experienced, by which time it will be difficult to move from one place to another.



## The Great British Columbia Shakeout Drill

- Every October the BCIT community participates in the Great British Columbia ShakeOut Earthquake Drill. Join millions of people worldwide in this important event. Keep an eye out for more specific information regarding date and time, so you can learn the Drop, Cover, and Hold On technique.

### BCIT Alert – Mass Emergency Notification

BCIT equips its community with a Mass Emergency Notification System to ensure the safety of students and staff by connecting them to key information. All BCIT students and staff are automatically registered for this notification system. Visit the link below to learn how to login to your account and adjust your contact preferences.

This system is tested annually in conjunction with the ShakeOutBC drill.

[bcit.ca/safetyandsecurity/emergency/alert.shtml](http://bcit.ca/safetyandsecurity/emergency/alert.shtml)

### During the Earthquake

Remain calm **DROP, COVER** and **HOLD ON**.

[shakeoutbc.ca/downloads/Drop!Cover!HoldOn!.pdf](http://shakeoutbc.ca/downloads/Drop!Cover!HoldOn!.pdf)

- **DROP** – Take cover underneath a desk, a sturdy table or another piece of furniture. If taking cover under furniture is not possible, get into a corner or against an interior wall facing out, crouch down with your knees pulled into your chest.
- **COVER** – Protect your head and neck by covering the sides of your head with your elbows and clasp your hands firmly behind your neck protecting your head and the back of your neck from flying glass and metal debris.
- **HOLD ON** – to whatever you are under.
- 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, stay there, 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 away from trees and power lines. 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.

**DO NOT leave your shelter until at least 60 seconds after the shaking stops.**

### After an Earthquake

- Stay calm, take your time and think before you move. Be prepared for aftershocks, you may have to take cover again.
- Assist injured persons, do not move them unless absolutely necessary.
- 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.
- Do not use the elevators.
- Wait for and follow instructions from emergency personnel. Use battery powered radios to obtain information.
- Alert Emergency Response Teams to anything needing their attention.
- Be prepared to evacuate if instructed by emergency response personnel.
- Be prepared to stay on campus overnight or perhaps longer.
- 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.

For more information please visit, [shakeoutbc.ca](http://shakeoutbc.ca)





# 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 may have made access to your usual working area impossible or unsafe.

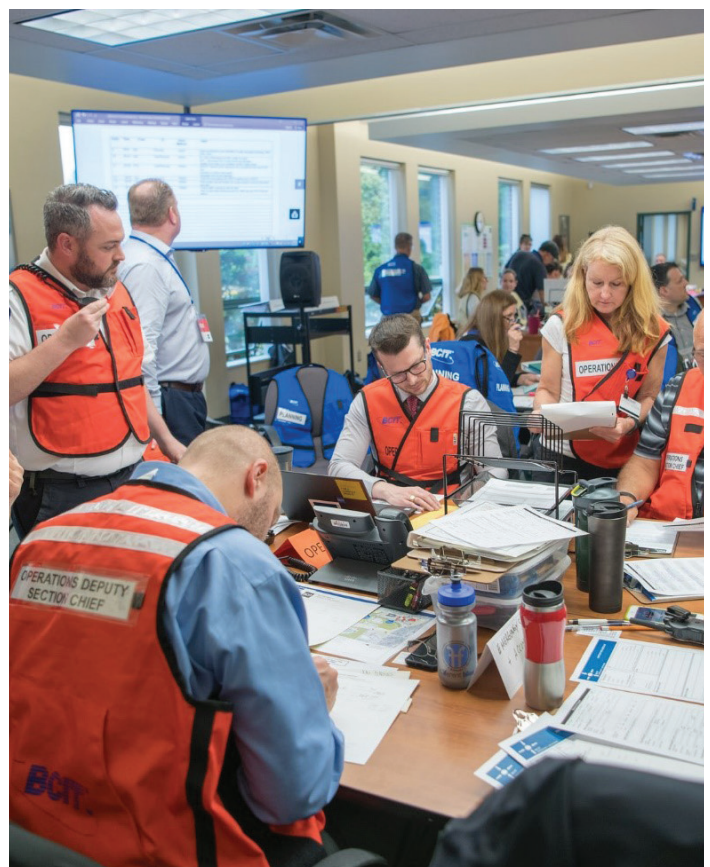
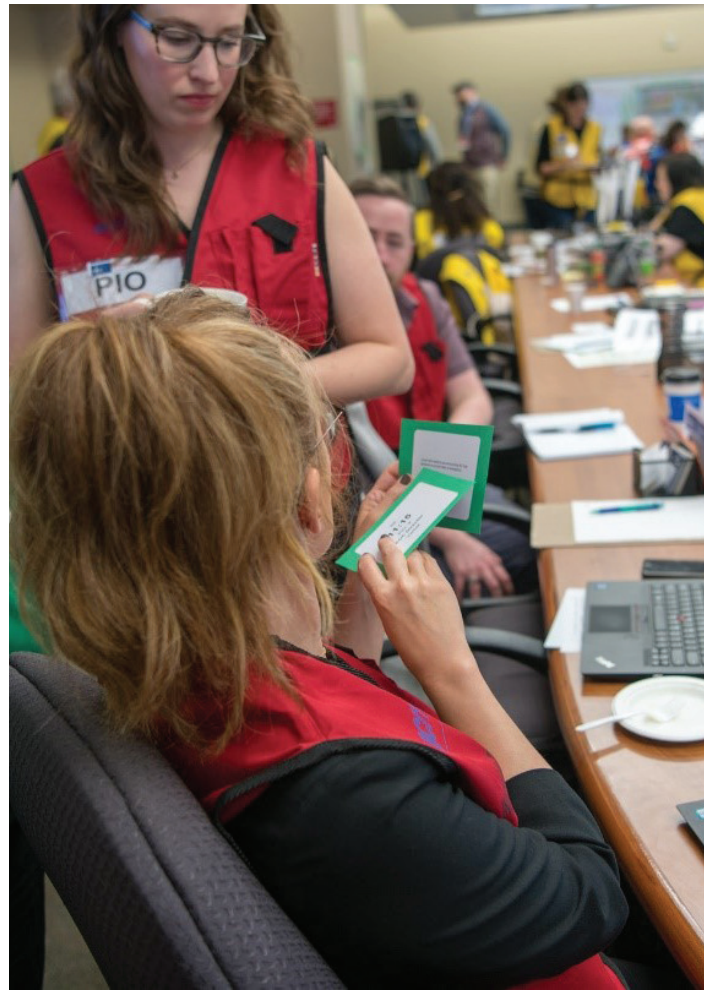
## Elements of a Business Continuity Plan

- Would your department/school be able to operate at an alternate 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 longer period?
- 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, weekly or monthly basis? Do you rely on supplies from other BCIT departments? Consider how you would function without these supplies. Are there options for alternate suppliers if your regular suppliers are unavailable for any reason and are unable to fulfil 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?
- Are you dependant on other schools departments?
- Have you developed resiliency in your plan?

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.

The goal of emergency and business continuity planning is to create a disaster resilient community.



# Active Threat Event – Personal Safety Procedures

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

- Remain in the classroom or office and immediately lock all doors. If the door has no keyed lock or deadbolts then barricade the door.
- Remain calm.
- Call 9-1-1 and provide all details of the event, including an accurate description of the person(s), 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 open areas and be as quiet as possible. Do not run down long hallways.
- Keep classroom or office secure until police or security personnel arrive and give directions. Follow the directions precisely as given.

## Personal Safety Tips

In these situations, if you are caught in an open or exposed area and cannot get into a classroom or office then the following actions can be taken:

- **Run** – If you think you can safely make it out of the area, 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 danger, summon help and warn others.
- **Hide** – Look for a safe and secure hiding area. Once in place remain quiet and calm. Stay hidden until you can make contact with emergency personnel.
- **Fight** – 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.
- Persons near the threat that may be endangered should be moved to secure locations if their movement can be accomplished without exposing them to additional risk.

For more information on Run-Hide-Fight:

<https://www.youtube.com/watch?v=jYsaV20vAbs>

## Violence in the Workplace

### Abusive or Threatening Behaviour

Safety, Security and Emergency Management is responsible for immediately responding to abusive or threatening behaviour.

The Response to Abusive or Threatening Behaviour Procedure [[bcit.ca/files/pdf/policies/7100\\_pr1.pdf](https://bcit.ca/files/pdf/policies/7100_pr1.pdf)] is provided to ensure there is insight in responding to events in an immediate timeline. It is not anticipated that 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 to assess the situation.
- If the situation is unruly or escalating then security will call for immediate backup of additional security guards, BCIT Security Managers 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 at the request of one of the involved parties will be immediately addressed.
- Once the situation is under control then the director of Safety, Security and Emergency Management shall be notified.
- The director of Safety, Security and Emergency Management 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, Security and Emergency Management will ensure all avenues of investigation are completed immediately for inclusion to the Threat Assessment Team as outlined in the Policy.



# Severe Weather Conditions

If you are at BCIT, an announcement will be made in consultation with the President's Office and Safety, Security and Emergency Management. Information will be posted on the BCIT homepage, [my.bcit.ca](http://my.bcit.ca), the Loop, institute-wide email, and in some cases a voicemail broadcast message may be sent via the campus telephone system.

If you are at home, please check for updates on the BCIT homepage and [my.bcit.ca](http://my.bcit.ca). Every effort is made to ensure that current information is posted by 6:00 a.m. during severe weather, and information is updated as the situation changes. Messages will also be recorded on the main switchboard and at 604.434.5734, the main registration line, for incoming calls to the Institute.

## Winter Weather Preparedness

When fall turns to winter, it is important to remember that winter storms can create personal safety issues if you are not prepared. Following weather forecasts and paying attention to personal emergency preparedness will reduce any possible impacts to your family and your property. It is a good idea to make a habit of listening to local radio or television stations for weather warnings and advice.

## Safety Wise APP – Stay Informed



Download BCIT's Safety Wise App to receive notifications on your mobile device at [bcit.ca/safety/app.shtml](http://bcit.ca/safety/app.shtml). In addition to its safety features, the app contains detailed campus maps and other emergency preparedness information.

## BCIT Alert – Log In To Your Existing Account



Be notified in the event of campus closures, severe weather warnings, and other urgent or emergency events. All students and employees are automatically issued an account with BCIT Alert. You must log in to your existing account to

set-up your password and enter contact information of the devices you wish to receive notifications. Visit the link below [bcit.ca/safetyandsecurity/emergency/alert.shtml](http://bcit.ca/safetyandsecurity/emergency/alert.shtml), for more information on how to sign-in to your account and personalize the devices you would like to be contacted on.

You may also check for updates on the LOOP, twitter, facebook and digital TV screens. Information will also be distributed to Lower Mainland media. We recommend tuning to News 1130, CKNW News Talk 980, or CBC Radio One 88.1 FJM. If a closure is in effect in the morning, please watch for information on the Global News Morning BC, CTV Morning Live, and CityTV Breakfast Television.

## Closure Due to Inclement Weather on Campus

For more information on how BCIT is prepared to deliver a timely and coordinated response to the Institute closure due to snow conditions please visit the following link.

[bcit.ca/safetyandsecurity/snowclosure.shtml](http://bcit.ca/safetyandsecurity/snowclosure.shtml)

## Planning Ahead

Think ahead and have an emergency kit ready with a flashlight, and candles. Always use candles with caution. Never leave burning candles unattended, as they can be a potential fire hazard. Prepare for possible isolation in your home and consider an alternate safe heating system. Every home should have smoke alarms, carbon monoxide detectors, fire extinguishers, sprinklers and families should have a fire escape plan in place.

It is a good idea to assess the trees on your property and trim dead branches to reduce the danger of them falling onto power lines or your house during a storm.

Stay away from fallen power lines. A hanging power line could be live and you may run the risk of electrocution. Also remember that ice, branches or power lines can continue to break and fall for several hours after the end of the storm.

## Preparedness Links

### Provincial Emergency Program

- Emergency Preparedness  
<http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery>
- Family Emergency Preparedness Kits  
<http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery>

### Environment Canada

- Regional Weather Forecasts  
[http://weather.gc.ca/canada\\_e.html](http://weather.gc.ca/canada_e.html)
- Weather Warnings  
[http://weather.gc.ca/warnings/index\\_e.html](http://weather.gc.ca/warnings/index_e.html)

### Ministry of Transportation, DRIVE BC

- Travellers Information  
[drivebc.ca](http://drivebc.ca)

### Fortis BC

- Emergency Preparedness  
<https://www.fortisbc.com/Safety/EmergencyPreparedness/Pages/default.aspx>

### BC Hydro

- Safety and Outages  
[bchydro.com/safety-outages.html](http://bchydro.com/safety-outages.html)
- Power Outages  
[bchydro.com/safety-outages/power-outages.html](http://bchydro.com/safety-outages/power-outages.html)

# Severe Weather Conditions

## Heat Failure

Most home-heating systems depend on electric power. To prepare for a power outage, you may consider installing a non-electric standby stove or heater. Choose approved heating units that do not depend on an electric motor, electric fan or other electrical device to function. If the standby heating unit uses the normal house oil or gas supply, ensure that it is connected and vented properly.

If using an emergency home generator during a power outage, check with the dealer or manufacturer regarding power requirements and proper operating procedures. Use caution and follow directions, ensuring they are in a properly ventilated area. Do not connect your home portable generator directly to a house wiring system without the proper installation of an approved transfer switch and an inspection and approval by an electrical inspector.

Furnace and fireplace maintenance considerations are very important in preparing for winter weather. Never use a camp stove, barbecue, propane or kerosene heater indoors. A build-up of carbon monoxide gas in unventilated areas can be deadly.

If your home heating system fails, the following precautions may be considered:

- Your house may remain warm for several hours if you avoid opening doors unnecessarily.
- During a power failure, turn off all electrical appliances.
- If you have a safe, approved alternate heat source, begin using it before the house cools down.
- Ensure that you maintain adequate ventilation.

- Stay warm by dressing in layers and using extra blankets.
- Consider closing off one room for primary heating and use
- If concerned over pipes freezing, opening a tap even a small amount may keep water moving through the system enough to keep pipes from freezing.

## Hypothermia

Wind-chill is a combination of cold temperatures and wind conditions which may cause rapid loss of body temperature. Excess wind-chill may require special precautions for outdoor activities. If frostbite or hypothermia is suspected, know how to begin warming the person slowly and seek immediate medical assistance.

*Winter weather preparedness content reprinted with the permission of Emergency Management British Columbia.*

## Icy Conditions

Remember, stairways and sidewalks may be icy and increase the risk of falls. Keep these areas clear and free of snow. Consider using salt, sand or other material to provide traction in these areas.

## Basic Weather Driving Tips

### Winterize your vehicle

- Make sure your car is properly tuned and serviced, and the exhaust system has no leaks.
- Ensure you have anti-freeze and a de-icing solution in the windshield washer tank.



- Ensure you have good wiper blades. Blades that streak should be replaced.
- Check your tire pressure at least once a month. As temperatures drop, tire pressure decreases. Check when the tires are cold, this will give you the most accurate pressure reading. [Check your spare tire regularly, too.]
- Installing snow tires on all four wheels will provide a greater amount of traction and control for driving in winter conditions. Do not mix snow tires. Use the same make, size and type on all four wheels.
- Wide, high performance, or low-profile tires, other than those specifically designed as snow tires, are not suitable for use on snow-covered roads,
- Check the battery.
- Inspect the brakes.
- Check head lights and signal lights.
- Ensure all engine belts and hoses are in good shape.
- Make sure the heater and defroster are working properly.
- Keep your gas tank full to prevent the gas line from freezing and to maximize traction on slick roads.

#### Carry winter safety essentials

- Keep an ice scraper, snow brush, shovel, first aid kit, jumper cables, a flashlight and spare batteries, warm gloves, a warm hat, boots, a good blanket, and some extra winter clothing in your car at all times.
- If you can afford to purchase snow-chains, do so.
- Traction mats (such as bits of old carpet) are also useful. So are bags of salt, sand or kitty litter.
- If you live in area where bad winter conditions are likely, your kit could also include a towing cable, flares, matches and a “survival” candle in a deep can [to warm hands, heat a drink or use as an emergency light]. Plus non-perishable foods such as granola bars.

#### Check weather and road conditions before travelling

- For Metro Vancouver weather forecasts from Environment Canada: [weather.gc.ca/city/pages/bc-74\\_metric\\_e.html](http://weather.gc.ca/city/pages/bc-74_metric_e.html)
- Tune in for regular traffic reports to radio stations: AM730, CKNW 980, News 1130, CBC AM690 and CBC Radio One 88.1 FM.
- For information on bus and SkyTrain services from TransLink: [translink.ca/en/Utilities/Alerts.aspx](http://translink.ca/en/Utilities/Alerts.aspx)
- For current road conditions from the BC government: [drivebc.ca](http://drivebc.ca).
- Give yourself extra time for travel and if weather is bad, wait for conditions to improve.
- Avoid driving in poor weather conditions whenever possible.

#### Before you start the car

- Let others know about your route and your expected arrival time.
- If you have a cell phone bring it with you. Make sure the battery is fully charged and remember the charging cable.
- Be sure all windows, lights, mirrors and licence plates are free of snow and ice.
- Remove snow from the roof and hood of your vehicle.

#### Turn off cruise control

- When the road is slippery, turn off your cruise control system. Snow, ice, slush or even rain can cause wheel-spin and loss of control. The only way to stop wheel-spin and maintain control is to immediately reduce power. However, an activated cruise control system will continue to apply power, keeping the wheels spinning. By the time you disengage the cruise control, you may have lost control.

#### Use special care when driving

- Drive with headlights on.
- When driving on ice or snow, allow plenty of room to stop and start. Maintain a safe distance between your vehicle and others.
- Do not use cruise control on slick roads. [More on this below.]
- Stay on well travelled roads if possible.
- Always wear your seat belt.
- Be aware that a four-wheel drive vehicle has no more traction on ice than any other type of vehicle.
- Slow down. Slow down even more going into curves and corners.
- Carefully test your braking and steering at a very slow speed. Brake gently.
- Accelerate gently and steer smoothly. Be sensitive to how your vehicle is steering.
- Go down icy hills in a low gear.
- Avoid passing.
- If your wheels lock, ease off the brakes then re-apply them to maintain steering control.

#### How to handle a skid

- Getting out of a skid can be a little tricky. For one thing, the recommended techniques depend on whether your car has front-wheel drive or rear-wheel drive.
- Consult your vehicle’s owner’s manual before the first snow and see what advice it gives.
- Steer gently “into” the skid. If the rear of your vehicle skids to the right, steer gently to the right, into the skid.

Look in the direction you want to go, and then steer in that direction. This will help correct the skid.

- Should you accelerate or not? Should you brake or not? This is where you need the advice from your owner's manual or manufacturer.
- Once you have regained control, proceed with caution.

#### Hidden dangers at zero degrees

- Black ice: Normally, you can't see black ice. However, if the pavement looks shiny and black instead of grey-white, be suspicious.
- Shaded areas: There could be ice there.
- Bridges and overpasses: Ice tends to form on them before it does elsewhere.
- Intersections: Car exhaust and packed snow can cause intersections to ice up quickly.
- If you are stuck in snow
- Assess the situation for safety.
- If visibility is reduced, make sure your emergency flashers are on, to alert other drivers.
- Carefully exit your vehicle being aware of the traffic around you. Determine if you can get your vehicle moving on your own or if you require assistance.
- If attempting to get unstuck on your own:
- Clean snow away from the drive wheels.
- If possible, enhance the traction to the drive wheels by using traction mats, old carpets, salt, sand or kitty litter, spread in the direction of the drive route you plan to use.
- Make sure the way is clear and accelerate the vehicle gently. (Do not gun the accelerator, thus causing the tires to spin rapidly).
- If this doesn't work, you may want to gently rock the vehicle back and forth by shifting from forward to reverse, gradually increasing the distance travelled with each rock.

**Note:** Check your owner's manual prior to beginning this procedure. If the instructions are different, follow the steps outlined in your manual.

#### If you are stranded

- Stay in your vehicle. Do not try to walk for help.
- Run a stranded car for short periods only. Ensure snow is not blocking the tailpipe.
- Open a window slightly (on the side of the vehicle sheltered from the wind) when the engine is running. Odourless and tasteless carbon monoxide gas can kill.
- A candle can provide a little warmth, remember to keep a window open slightly.
- Don't fall asleep, stretching exercises will maintain blood circulation.
- Wear a hat, body heat is lost through the head.
- Cover exposed skin to avoid frostbite.
- Do not use alcohol, this hastens the loss of body heat.
- Tie a brightly-coloured cloth to your antenna or roof rack (if you have one) to alert police or rescuers to your predicament. At night use your vehicle's emergency flashers.
- Overuse of headlights will run your battery down.



## USE THE EMERGENCY PREPAREDNESS TOOL

AVAILABLE ON SAFETY WISE APP

Brought to you by BCIT Safety, Security, & Emergency Management



# 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.

## Reporting

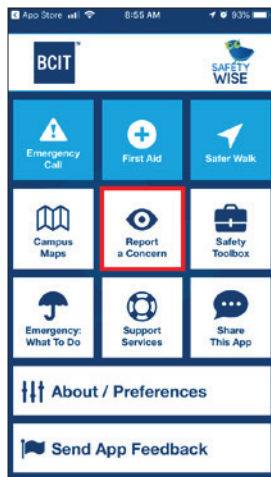
Report all hazardous conditions to your immediate supervisor or the supervisor in your area where the condition or incident occurred. The supervisor will ensure action is taken to correct the condition and/or prevent occurrence of a similar incident.

If the hazard cannot be resolved to the satisfaction of both the supervisor and the employee, the matter should be referred to local site security.

Incident reporting forms can be found on the BCIT Safety, Security and Emergency Management website:

[bcit.ca/safetyandsecurity/safety/reporting.shtml](http://bcit.ca/safetyandsecurity/safety/reporting.shtml).

Alternatively available to you is the 'Report A Concern' function available on BCIT's Safety Wise App.



**USE "REPORT A CONCERN".**

Available on the Safety Wise app.



# Utility Failure

## Power Outage

- Report power outages to Facilities at 1.844.815.6170 immediately.
- Stay where you are, emergency generators will start up automatically and provide emergency lighting.
- If evacuation is necessary follow the direction of emergency personnel or go to your designated assembly area.
- 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

- Report gas leak to Facilities at 1.844.815.6170. Security personnel will recommend response procedures once they have confirmed the leak.
- Avoid lighting matches or turning on lights or any electrical equipment. Personnel specifically trained in gas shutoff procedures will respond.

## Elevator Failure

- Use the elevator telephone or alarm button to call for help, facilities personnel will respond. The telephone may not work in an earthquake. Emergency procedures 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, such actions by unskilled personnel may result in injury. Specially trained elevator mechanics will respond.

## Plumbing Failure/Flooding

- Indoor flooding – report problem to Facilities at 1.844.815.6170 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

BCIT's prime concern is the safety of the institute's community. All threats to BCIT will be treated seriously and investigated immediately by Safety, Security and Emergency Management.

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

- 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, male or female, accent, 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 or packaging, and name of caller

Review BCIT's 'Response to Bomb Threat Policy' to assist persons receiving bomb threat calls on how to record relevant information at [bcit.ca/files/pdf/policies/7100\\_pr4.pdf](http://bcit.ca/files/pdf/policies/7100_pr4.pdf)

## Suspicious Objects

- Do not touch any suspicious objects.
- Clear the area of people.

## 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 persons height, sex, approximate age, weapon possessed, weight, skin and hair colour, clothing, name (if known).
- Note the method and direction of travel, as well as the license plate number, make, model and year of vehicle, and any outstanding characteristics.

Bomb threats are to be reported as soon as possible to the director of Safety, Security and Emergency Management.

## Security Numbers

ATC Security.....	604.419.3704
ATC Security (Emergency) .....	604.419.3705
Emergency .....	9 - 1 - 1





# 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 fire alarm pull station (normally located in corridors of buildings); or
- by activation of heat detectors and smoke sensors followed by a build up 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 to the designated assembly area, as directed by Fire Wardens and Instructors present.

- Do not use elevators.
- Remain calm and assist others.
- Proceed to the Designated Assembly Area.

## BCIT Fire Safety Program

For information regarding your fire safety responsibilities as a Supervisor/Instructor, Employee, Student or Visitor, check out section 2.0 of BCIT's Fire Safety Program at the link below.

[bcit.ca/files/safetyandsecurity/pdf/fire\\_safety\\_program.pdf](http://bcit.ca/files/safetyandsecurity/pdf/fire_safety_program.pdf)

## IN CASE OF FIRE

- R Remove** people from immediate danger. Close doors.
- A Activate** the nearest fire alarm pull station. Instruct someone to call **9-1-1** and provide campus address below.
- C Contain** the smoke & fire by closing all doors.
- E Extinguish/ Evacuate** a small fire ONLY if you feel safe doing so. as quickly as possible.

- Do not use the elevators.
- Remain calm and assist others
- Proceed to the designated assembly area at:

### Assembly Areas (Aerospace Technology Campus)

- A1 – Parking lot north of Partnership wing
- A2 – North West side of student parking lot
- A3 – East end of student parking lot

Campus address: 3800 Cessna Drive, Richmond



**Do not re-enter the building until the fire department has given the all clear to do so.**



# Chemical Spill Procedures

- In the event of a spill of release, there are important procedures to follow in order to protect yourself and others.
- Isolate the area and call Security at:

ATC Security .....604.419.3704  
ATC Security [Emergency] .....604.419.3705

- 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, Security and Emergency Management website for procedures on handling spills: [bcit.ca/files/safetyandsecurity/pdf/spills\\_response\\_procedures.pdf](http://bcit.ca/files/safetyandsecurity/pdf/spills_response_procedures.pdf)



# 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.

## 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

## 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, neighbours, or others. Wait until you no longer have a fever and your cough is improving.

For more information regarding the prevention and control of communicable diseases visit the BC Centre for Disease Control website at [bccdc.ca](http://bccdc.ca).

# Critical Incident Response

BCIT has a Critical Incident Response Policy, the purpose of which is to articulate the plan of delivering a timely and co-ordinated response to critical incidents and urgent situations involving staff, students, 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 staff or students who are affected by the incident as victims, witnesses or perpetrators.

Critical incidents should ideally be reported as soon as possible to the Security Managers.

Critical incidents and urgent situations are those that may include incidents of:

- persons in extreme emotional distress;
- sudden trauma or death;
- interpersonal conflict; and/or
- other matters similar in nature to the above.

Follow this link to be taken to detailed information regarding BCIT’s Critical Incident Response Policy  
[bcit.ca/safetyandsecurity/criticalincident.shtml](http://bcit.ca/safetyandsecurity/criticalincident.shtml)

ATC Security.....	604.419.3704
ATC Security [Emergency] .....	604.419.3705



## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



# Emergency Contact Numbers

In the event of an emergency, please check [bcit.ca](http://bcit.ca) for updates.

## Aerospace Technology Campus

3800 Cessna Drive

Richmond, BC V7B 0A1

Administration .....604.419.3777

ATC Security.....604.419.3704

ATC Security Emergency.....604.419.3705

First Aid .....778.928.2338

Room 155G Hangar Stores

Mon-Fri, 08:00-18:30

After hours call Security .....604.419.3705

Facilities .....844.815.6170

For a complete list of emergency contact numbers or to print off a new list, visit [bcit.ca/safetyandsecurity/emergency/contact.shtml](http://bcit.ca/safetyandsecurity/emergency/contact.shtml).

Police – Fire – Ambulance .9 – 1 – 1

## Other Campus Security Numbers

### Burnaby Campus

3700 Willingdon Avenue

Burnaby, BC V5G 3H2

BCIT Burnaby Security ..... 604.451.6856

BCIT Burnaby Main Switchboard .....604.434.5734

### Annacis Island Campus

1608 Cliveden Avenue

Delta, BC V3M 6P1

Security .....604.453.4031

### CARI Campus

4355 Mathis Place

Burnaby, BC V5G 4S8

Security .....604.456.1255

### Downtown Campus

555 Seymour Street

Vancouver, BC V6B 3H6

Security .....604.412.7600

### Marine Campus

265 W Esplanade

North Vancouver, BC V7M 1A5

Security [07:00 – 15:00] ... 778.928.2330

Security [15:00 – 23:00] ... 778.928.2329

## Emergency First Aid Procedures

**Ensure accident scene is safe** – no further danger to injured worker or self.

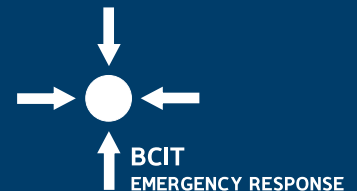
**Do not move patient** – unless there is a high risk of further injury or death.

Keep calm and do not leave patient unattended unless doing so creates an imminent risk.

**Call Security at 604.419.3705 immediately** – (If life threatening condition is suspected, contact 9-1-1 first and then inform BCIT Security.) Report exact location of patient and nature of injuries.

**Be prepared to assist** when directed by the first aid attendant.

All injuries sustained at work must be reported to First Aid.









## BCIT Aerospace Technology Campus

- |                           |                    |                    |                       |
|---------------------------|--------------------|--------------------|-----------------------|
| <b>A1-3</b> Assembly Area | First Aid          | Water              | BCIT Employee Parking |
| <b>D1</b> Emergency Depot | Building Entrance  | Accessible Parking | BCIT Student Parking  |
| Emergency Phone           | Building Footprint | Bike Rack          | BCIT Visitor Parking  |
| Lamp Standard             | Work Yard          |                    | YVR Employee Parking  |
| <b>S</b> Security Desk    | Landscape          |                    |                       |