Our first priority at BCIT is the health and safety of our students, staff, contractors and visitors to campus. We are committed as an institute to conducting all activities in a manner that ensures the health and safety of everyone.

A successful health and safety program requires the cooperation and conscious effort by everyone, every day. It is crucial for all students, staff, contractors and visitors to comply with BCIT policies and procedures, legislative standards and regulations while on BCIT campuses.

Further information on BCIT safety policies and procedures can be found on our website at bcit.ca/safetyandsecurity/safety.
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<tr>
<th>Campus</th>
<th>Address</th>
<th>Security</th>
<th>Security (Emergency)</th>
<th>First Aid</th>
<th>Medical Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BURNABY Medical Services – SE16 – Room 127</td>
<td>(Mon – Fri - 08:30-16:30)</td>
<td>604.432.8608</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AEROSPACE &amp; TECHNOLOGY CAMPUS (ATC) – 3800 Cessna Drive, Richmond</td>
<td>ATC Security</td>
<td>604.419.3704</td>
<td>ATC Security (Emergency)</td>
<td>604.419.3705</td>
<td>ATC First Aid – Room 155G Hangar Stores (Mon – Fri - 08:00 – 18:30)</td>
</tr>
<tr>
<td>ANNACIS ISLAND CAMPUS (AIC) – 1608 Cliveden Avenue, Delta</td>
<td>AIC Security</td>
<td>604.453.4031</td>
<td>AIC First Aid</td>
<td>604.456.1115</td>
<td></td>
</tr>
<tr>
<td>DOWNTOWN CAMPUS (DTC) – 555 Seymour Street, Vancouver</td>
<td>DTC Security</td>
<td>604.412.7600.</td>
<td>DTC Security (Emergency)</td>
<td>604.412.7602</td>
<td>First Aid - Room 378 (Mon – Fri - 07:00-23:00/Sat 07:00 – 15:00)</td>
</tr>
<tr>
<td>MARINE CAMPUS (BMC) – 265 W Esplanade, North Vancouver</td>
<td>BMC Security (0700–1500)</td>
<td>778.928.2330</td>
<td>BMC Security (1500–2300)</td>
<td>778.928.2329</td>
<td>BMC First Aid – Room 116 (Mon – Fri - 08:00 – 15:30)</td>
</tr>
</tbody>
</table>
SAFETY, SECURITY AND EMERGENCY MANAGEMENT AT BCIT (SSEM)

SSEM ensures a safe and healthy learning environment at all BCIT campuses by providing some of the following services:

- **Incident Investigations** – investigating reports of unsafe conditions or acts.
- **Fire Safety** – facilitating fire drills annually and administering the fire warden program
- **Safety Education** – Developing health and safety programs for the institute.
- **Information** – Educating and training staff and the BCIT community on health and safety initiatives, WorksafeBC rules and regulations and acting as a resource to the BCIT community for health and safety programs.

LOCATION

SSEM is located in SW01-1001 at the **Burnaby** Campus. Security Guards are on duty 24 hours a day, seven days a week.
SAFETY, SECURITY & EMERGENCY MANAGEMENT SERVICES

BCIT Safety, Security and Emergency Management is committed to being responsive to the needs of the community and the delivery of quality service in an effort to promote a safe and secure environment. The department maintains a 24 hour/seven days per week response to safety and security concerns at the Burnaby Campus. The Security Desk and Lost and Found is located at ground level facing Campus Square in Building SW1-1000.

For further information visit our website at:  http://www.bcit.ca/safetyandsecurity/

24 HOUR PATROLS

Security staff is on patrol at the Burnaby, Downtown, Aerospace, and Annacis Island campuses 24 hours a day, and from 7 a.m. to 11 p.m. at our Marine Campus.

EMERGENCY PHONES

These phones are situated around our campuses, and emergency phones are also located inside buildings. You can pick up these phones and be connected to Security to report a disturbance, to request immediate assistance, a Saferwalk, or first-aid.

LOST AND FOUND

Security maintains lost and found at each BCIT campus. If you have items to report lost, or items that you have found on campus that do not belong to you, please report/deliver them to the campus Security Communications Centre.

SAFERWALK:

A Saferwalk program, utilizing trained student bike patrollers and regular security guards, is available 24/7 (7 a.m. to 11 p.m. at our Marine Campus) to escort students anywhere on campus. This is a valuable security escort for students who feel unsafe going to their cars or traveling to other areas of campus, especially at night. This service is available to anyone at any campus who wishes to be escorted.

- For assistance at the Burnaby campus, call 6856 from an internal phone, or 604.456.6856 from an external number.
- For assistance at DTC call 604.412.7600
- For assistance at ATC call 604.419.3704
- For assistance at AIC call 604.453.4031

STUDENT BIKE PATROL:

The Student Bike Patrol is an initiative that forms a very valued part of the overall BCIT Campus personal security program. The formation of the Patrol was supported by the Student Association, the BCIT Administration and the Campus community, and has been in place since 1993. Members of the Bike Patrol are here to assist our contracted security team, and by their presence, deter criminal activity.
SMOKING LOCATIONS POLICY
All members of the BCIT community share a collective responsibility to maintain a clean, healthy, and safe working and learning environment. The BCIT Smoking policy ensures that BCIT maintains a smoke-free environment for employees, students and visitors. Signs are affixed and yellow lines are painted to delineate smoke-free areas.

DO NOT CROSS THE LINE! Please adhere to the posted signage and the following WorksafeBC regulatory statement:

'Restricting smoking to a safe outdoor location that is a minimum of 3 metres from a doorway, window or air intake of an indoor workplace, subject to section 4.22 (3) of the Tobacco Control Regulation, B.C. Reg. 232/2007'
STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS
- Appropriate training, instruction, and direction specific to their program area
- Appropriate supervision
- Right to refuse unsafe work

STUDENT RESPONSIBILITIES
- To protect the health and safety of themselves and other persons who may be affected by their acts or omissions
- To immediately report any unsafe conditions
- To immediately report any and all injuries to your instructor and Safety, Security and Emergency Management
REPORTING HAZARDOUS CONDITIONS/INCIDENTS

As a student of BCIT, it is your responsibility to report any hazardous conditions or incidents that you are aware of to ensure that an investigation and any necessary corrective action is taken without delay.

A hazardous condition could be a
- Tripping hazard
- Obstructed fire exit
- Malfunctioning equipment/tools

REPORTING
- Report all hazardous conditions to your instructor
- The instructor will ensure action is taken to correct the condition
- If the hazard/incident cannot be resolved by the instructor, the matter should be referred to Safety, Security and Emergency Management.
- To report online http://www.bcit.ca/safetyandsecurity/safety/reporting.shtml

Any condition that may cause immediate danger to life or health must be reported to campus security at:

<table>
<thead>
<tr>
<th>Security</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burnaby Security</td>
<td>604.451.6856</td>
</tr>
<tr>
<td>DTC Security</td>
<td>604.412.7602</td>
</tr>
<tr>
<td>BMC Security</td>
<td>778.928.2330</td>
</tr>
<tr>
<td></td>
<td>3pm - 11pm 778.928.2329</td>
</tr>
<tr>
<td>CARI Security</td>
<td>604.456.1255</td>
</tr>
<tr>
<td>ATC Security</td>
<td>604.419.3705</td>
</tr>
<tr>
<td>AIC Security</td>
<td>604.453.4031</td>
</tr>
</tbody>
</table>
REPORTING INJURIES

As a student of BCIT, it is your responsibility to report any injury or illness. This includes any injury or illness sustained at a BCIT campus or off site during apprenticeship and practicum.

It is important to report any injury or illness as soon as possible to ensure an appropriate investigation and corrective actions can be taken to eliminate the risk of injury for others.

REPORTING

- Report all injuries or illnesses to your instructor
- Report your injury to the campus first aid office

FIRST AID LOCATION AND HOURS

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>FIRST AID LOCATION</th>
<th>HOURS</th>
<th>PHONE NUMBER</th>
<th>AFTER HOURS CALL SECURITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCIT BURNABY CAMPUS</td>
<td>NE-16</td>
<td>6:30am-10pm M-F, 8am-3:30pm Sat</td>
<td>604.432.8872</td>
<td>604.451.6856</td>
</tr>
<tr>
<td>CARI CAMPUS</td>
<td>Room 1067</td>
<td>7am-7pm M-F</td>
<td>604.456.1255</td>
<td>604.451.6856</td>
</tr>
<tr>
<td>AEROSPACE TECHNOLOGY</td>
<td>Room 155G</td>
<td>8am-6:30pm M-F</td>
<td>778.928.2338</td>
<td>604.419.3705</td>
</tr>
<tr>
<td>DOWNTOWN CAMPUS</td>
<td>Call Security</td>
<td>24 hours a day</td>
<td>604.412.7602</td>
<td>604.412.7602</td>
</tr>
<tr>
<td>MARINE CAMPUS</td>
<td>Room 116</td>
<td>8am-3:30pm M-F</td>
<td>778.928.2481</td>
<td>778.928.2329</td>
</tr>
<tr>
<td>ANNACIS ISLAND CAMPUS</td>
<td>Call Security</td>
<td>24 hours a day</td>
<td>604.456.1115</td>
<td>604.453.4031</td>
</tr>
</tbody>
</table>
BCIT SAFETY PROGRAMS

SMOKING ON CAMPUS
Smoking on campus is limited to outdoor locations that are at least 6 meters (20 feet) from building entrances, open windows, eating areas, building air intakes, parkades, thoroughfares, covered walkways and overhangs.

VIOLENT, THREATENING OR ABUSIVE BEHAVIOUR
It is BCIT policy that individuals are not expected to be exposed to, or tolerate, violent, threatening or abusive behavior from anyone either on its premises or on any other premises where it may have business.

Any person who is subject to or who witnesses an act or violent, threatening or abusive behavior is expected to report the incident to their instructor and Safety, Security and Emergency Management.

WHMIS (WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM)
WHMIS provides information to all students regarding hazards and safe handling requirements of chemicals (controlled products) on campus. Instructors determine whether students need WHMIS training and plan it accordingly.

ASBESTOS MANAGEMENT PROGRAM
Asbestos is a naturally occurring fibrous silicate mineral that has been commonly used in building materials. Asbestos fibers become a hazard when they are airborne and inhaled and may increase the risk of lung cancer, mesothelioma, and Asbestosis.

The BCIT Asbestos Management Program is an initiative that outlines BCIT’s approach towards assessment and management of the risks of exposure to asbestos. Students must refrain from any activities that may damage building materials (walls, ceilings, flooring) any visible damage must be reported to your instructor or SSEM.

HEARING CONSERVATION PROGRAM
Students at BCIT in departments and schools with excessive noise are to receive annual audiometric tests (hearing tests). The audiometric test is to ensure that your selection and use of hearing protection is appropriate and adequate.

For audiometric testing please call 604.432.8712

Visit our webpage for further information at http://www.bcit.ca/safetyandsecurity/safety/program/
WHEN AN ALARM SOUNDS IT MUST BE TREATED AS A REAL EMERGENCY with orderly evacuation via the nearest exit to the designated assembly area.

FIRE ALARMS

BEFORE the fire alarm sounds

Know your building: Exit routes and Assembly areas

DO NOT USE ELEVATORS!

REMAIN CALM AND ASSIST OTHERS

PROCEED TO YOUR DESIGNATED ASSEMBLY AREA:

SEE YOUR CAMPUS MAP FOR YOUR DESIGNATED ASSEMBLY AREA.

- If you have a mobility impairment, remain in a designated refuge area (stairwell) and ask someone to report your location to security. The Fire department will evacuate you as soon as possible.

- NEVER re-enter the building until the Fire Department or Safety personnel have given the all clear.
EARTHQUAKE PREPAREDNESS

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 and 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 elbows and clasp 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.

EMERGENCY PREPAREDNESS AT BCIT

BCIT has an Emergency Response Plan to provide guidance and direction to BCIT’s emergency response personnel to assist in providing essential services including shelter, food, first aid and counseling in the event of an earthquake or emergency. You can ensure you are prepared by putting together an emergency kit and keeping it in your car or locker.

THE EMERGENCY KIT (SOME SUGGESTIONS)

> Personal medications, first aid kit
> Water, food bars
> Survival blankets
> Utility knife, whistle, flashlight and batteries
> Comfortable walking shoes
> Out of province contact card and money for a pay phone
> A backpack to put it all in

Visit SSEM’s webpage for further information on emergency management and preparedness at: http://www.bcit.ca/safetyandsecurity/emergency/