

BCIT Annacis Island Campus Visitor Orientation

SCOPE

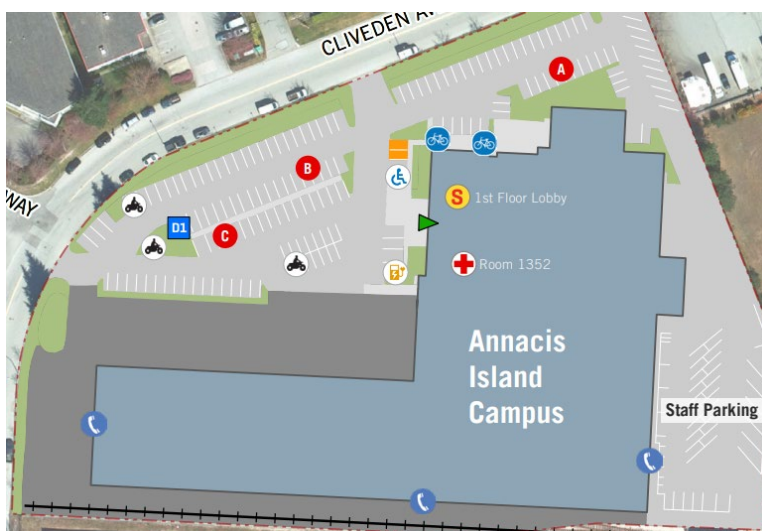
This guide is intended for any person visiting a BCIT Campus at the invitation and under the supervision of a BCIT employee. Contractors hired to perform work activities not supervised by a BCIT employee must meet the requirements and expectations outlined in the BCIT “Contractor Safety Orientation Guide”.

SUPERVISION AND IMPORTANT CONTACT NUMBERS

Visitors must be supervised by a BCIT Employee. Please ensure you are provided with their contact information for your visit to the Institute.

AIC Security: 604-453-4031 24-Hour Security: 604-456-1115

CAMPUS MAP



FIRST AID TREATMENT

If you are injured while visiting BCIT and require first aid treatment:

- Tell the BCIT employee supervising your visit.
- Call Security and either meet them at the first aid room (AIC 1352) or ask for them to attend your location, if needed.
- Visit the security desk in the at the first-floor lobby.

If it is an emergency and you feel that you need an ambulance, **call 911**. After calling 911, call security to notify them that emergency services have been called, and to receive first aid treatment until emergency services arrive.



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ALARMS AND EVACUATIONS

If a fire alarm sounds in the building you are visiting, leave the building immediately following emergency exit signage or posted evacuation maps. Gather at one of the muster points (**red dots on map above**). Do not re-enter the building until given the all clear (3-air horn blasts, or otherwise told by security or fire department).

If you are unable to evacuate a building, go to the nearest area of refuge (typically a stairwell, review evacuation maps posted within the building you are visiting), and shelter in place.

RAILYARD BLUE LIGHT

Several exits on the south side of the building open to the campus training railyard, which may have active locomotives. Do not use these exits unless if the blue light above these doors (indicated by signage) is on. When using these doors in an emergency, carefully exit the building and walk next to building. Do not cross or walk on the rail tracks when evacuating from these doors unless necessary.

GENERAL SITE RULES

- As a visitor, do not perform any work impacting building structure, materials, or Institute equipment or assets.
- Be aware of motor vehicles and active work areas at the campus.
- Do not enter any areas without the required mandatory Personal Protective Equipment, as required and indicated by posted signage or as directed by your supervising BCIT Employee.
- Report any hazards to a BCIT employee, or by contacting BCIT security.
- Follow directions given to you by a BCIT employee or BCIT security during your visit.

SMOKING/VAPING

Smoking/vaping is only permitted in the designated smoking area located by the cafeteria exit on the north side of the building, or otherwise 6 meters (20 feet) away from any door, window, or exterior covered area).

Smoking/vaping is prohibited indoors and on any rooftops at the campus.