



# EMERGENCY PROCEDURES MANUAL

*What to do in case of an emergency*

**100 - 7085 Nootka Street  
Powell River, B.C. V8A 4Z3**

**Primary/Marshalling Assembly Area:** South end of the front parking lot entrance (Nootka Street)

**Secondary Assembly Area:** North end of the back parking lot entrance (Masset Street)

## **INTRODUCTION**

The purpose of this emergency evacuation plan is to prepare all students and staff for any emergency, which might require an evacuation, so that if and when the time arises they will act in a safe, rapid and orderly manner.

Although the plan is primarily designed for “Fire” it is also intended to function for other emergencies such as earthquakes.

The fire evacuation plan is based on the immediate total evacuation concept. Evacuations will be under the control of the Emergency Wardens where provided, instructors or persons in charge of areas of the building at the time of the emergency.

It is the responsibility of the instructional staff to ensure students within their jurisdiction are familiar with the evacuation program.

It is the responsibility of each Area Warden to designate a substitute in the event of his/her absence.

The fire alarm systems at Powell River Campus are connected directly to the Powell River Fire department. It is imperative in all cases to telephone the Fire Department at 911 to ensure that the alarm has been received. Notify Nanaimo Campus at 1-888-920-2221, local 6600 when 911 has been called.

If any clarification is required on any point in this plan contact Sandy Elvy, Facility Coordinator, Wanda Erikson, Office Manager or Arlette Raaen, Principal, Powell River Campus.

## EMERGENCY TELEPHONE NUMBERS

**Every call to 911 must be reported to the office at 8121 or 604-485-2878 and to the Nanaimo Campus at 1-888-920-2221 (switchboard) then dial 6600 for Emergency Contact.**

FIRE	911
POLICE	911
HOSPITAL	604-485-3211
AMBULANCE	911
POISON CONTROL	604-485-3211
PROVINCIAL EMERGENCY PROGRAM	1-800-663-3456
BC ROAD CONDITIONS	1-800-663-4997

## EMERGENCY WARDEN CONTACT LIST

*Emergency Coordinator: Sandy Elvy, Local 8027*  
*Alternate Emergency Coordinator: Wanda Erikson, Local 8028*  
*Main Office, Local 8121*

<b>Emergency Warden</b>	<b>Location</b>	<b>Area</b>
<b>Erin Johnson Marie-Josée Piché</b>	<b>ABE wing &amp; downstairs</b> (including washrooms and science storeroom)	<b>A - Pink</b>
<b>Linda Morrissey Carol Sansburn</b>	<b>Front area – main floor</b> From the ABE/student lounge hallway and forward, including boardroom, tutor’s office, staff room and washrooms, admin offices, instructors office, student services, computer tech’s office, rooms 113 & 114.	<b>B-Blue</b>
<b>Rita Alton/Gerry Joynt Linda Rosen Barb McKay</b>	<b>Back area – main floor</b> From the ABE/student lounge hallway and back, including rooms 153-148-152-149-151-150, testing office, library/bookstore.	<b>C-Green</b>
<b>Dawn McLean Judy Scott/ Jody Patterson</b>	Gym, washrooms, stage, student lounge, storage rooms, custodial room and canteen.	<b>D-Orange</b>
<b>Barb McKay &amp; first 2 available staff members</b>	Sweep of classrooms in use	Evenings
<b>Dan Light</b>		Mechanics Shop (Trades Building)
<b>Gary Huculak</b>		Carpentry Shop (Trades Building)
<b>Chris Gray</b>		Kitchen and Dining Room (Brooks School)
<b>Wes Irwin</b>		Welding (Manson Avenue)

## COORDINATOR'S RESPONSIBILITIES

Answer questions about emergency procedures before, during and after emergencies.

Maintain contact with Nanaimo Campus regarding emergency procedures.

Update this manual and the posted instructions as required.

Upon the sounding of the fire alarm Emergency Coordinator will telephone the fire department at **911** to be sure the alarm has been received.

In her absence the office staff will sound the alarm.

The caller will give the fire department the following information:

- Advise that the alarm is sounding
- At Vancouver Island University, 100 – 7085 Nootka Street.
- Give exact location of fire if known.
- Give any further information that is requested.

Bring the following to the assembly area:

- Emergency Binder
- First Aid Kit
- AED

**After emergency has been dealt with**, call Nanaimo at 1-888-920-2221, then dial 6600 to report incident and fill out incident report.

## **FIRE ORDERS**

### **CLASSROOMS, SERVICE AREAS & OFFICES**

1. If a fire is discovered notify persons in immediate jeopardy and pull the nearest fire alarm station.
2. All persons are to immediately leave the building via the nearest exit route if not obstructed by fire or smoke, and report to the assembly area.
3. Doors to all rooms and offices in line of travel to exits should be closed as long as it is safe to do so and time permits.
4. Instructors – should evacuate class to assembly point.
5. Emergency Warden shall ensure that all students have left their rooms and then check washrooms and other areas which may be occupied.
6. Attempt to fight a fire ONLY if you are not placed in jeopardy, know how to use a fire extinguisher, and AFTER the fire alarm has been sounded.
7. If possible, instructors to take roll call of students in their class, checking to see that all are present. If there is a discrepancy in numbers instructors must contact the Emergency Coordinator/Fire Department that someone is missing and noting their location.
8. Emergency Coordinator (Sandy Elvy or Wanda Erikson) to bring the following to the assembly area:
  - Emergency Binder
  - First Aid Kit
  - Transistor radio
9. The primary marshalling area is at the south end of the front parking lot entrance (Nootka Street).
10. The secondary marshalling area is at the north end of the rear parking lot entrance (Massett Street).
11. Report any fire hazards or unsafe conditions to your instructor or an Emergency Warden immediately.

### **FIRE POST EVACUATION PLAN**

Wait for fire department's or emergency coordinator's approval before re-entering building.

## **RESPONSIBILITIES AND DUTIES**

### **EMERGENCY WARDENS**

1. The Emergency Wardens will take charge of their area and insure an orderly evacuation in the event of fire or other emergencies.
2. To cooperate in the establishment of search teams and searches at the time of bomb threats.
3. To assist in the instruction of staff in their area in emergency procedures.
4. To arrange for assistance to persons with disabilities.
5. To ensure that their area of responsibility has been evacuated, but not necessarily lead that evacuation, unless their other duties have been attended to.
6. Conduct a “sweep” of their assigned area prior to exiting the building to ensure that (if it is safe to do so):
  - Everyone has vacated
  - All doors and windows have been closed
7. Report to the marshalling areas.
8. Contact the Emergency Coordinator or Fire Department ONLY in the event of an urgent situation (injured person etc.).
9. NEVER silence an evacuation alarm, only the Fire Department is authorized to silence and evacuation alarm.
10. To carry out the duties, as set forth in the Emergency Procedures Manual, related to their assigned areas.

### **INSTRUCTORS**

1. Instructors are responsible for evacuating their respective classes, leading students to the marshalling area, taking roll call of their class and reporting any known missing/lost/trapped persons to the Emergency Coordinator/Fire Department ASAP so that rescue can then take place.

### MANAGERS AND STAFF

1. Managers and supervisors are responsible for evacuating the staff in their respective area of operation.
2. If fire alarm sounds, EMERGENCY WARDENS OR OTHER DESIGNATED STAFF ASSUME FULL CONTROL OF THEIR AREA WITH FULL AUTHORITY over all occupants of the area.
3. Each manager or supervisor must predetermine what special attention, if any, be taken to protect records, tools, money, etc. in case of fire. These responsibilities shall be assigned. Staff members assigned these duties shall not be put in jeopardy in carrying out their tasks nor should undue delay in evacuation be caused.
4. It is the responsibility of each Manager or Staff Member to report any missing persons to an Emergency Warden or to the Fire department upon their arrival.

## **RESPONSIBILITIES AND DUTIES**

### OCCUPANTS

1. To understand that no person is exempt from evacuation. (This includes drills or practices.)
2. To leave your work area promptly and in a responsible manner.
3. To be familiar with your main and secondary exit routes.
4. To know your designated assembly area.
5. In the event of a bomb threat, to watch for any unusual item or situation and report it to the Emergency Warden or the Emergency Procedure Coordinator.
6. To remain at your assigned assembly area until further direction is received.
7. To not reenter any building until instructed to do so by your Emergency Warden or other person with authority.
8. To cooperate fully with Emergency Wardens or other persons in authority.
9. To report all fire hazards or unsafe conditions to your area Emergency Warden, Emergency Procedures Coordinator, Supervisor or Instructor.



### **IF SEARCH ORDERED**

1. Do not touch, move or poke on a suspected bomb. Note its location, description and report information to the Principal/RCMP.
2. The Principal/Emergency Coordinator will advise all Emergency Wardens, by most expeditious method, and a search will be conducted of all floors and exits and routes.
3. Emergency Wardens should enlist aid of staff in search areas. Staff would more likely notice unusual objects promptly.
4. Emergency Wardens will report to the Principal the results of the search.
5. The Principal will decide on the course of action in consultation with the police.

### **IF REAL OR SUSPECTED DEVICE FOUND**

- 1. DO NOT TOUCH OR ATTEMPT TO REMOVE OR DISTURB.**
2. Immediately contact the Principal or Emergency Coordinator.

### **BOMB THREAT EVACUATION**

1. The Principal will advise all Emergency Wardens of situation.
2. Exits and stairs will be checked prior to evacuation.
3. After exiting routes are declared clear, evacuation shall be conducted in the same manner as fire.
4. Emergency Coordinator to bring the following to the marshalling area:
  - Emergency Binder
  - First Aid Kit
  - AED

### **BOMB THREAT POST EVACUATION**

Wait for emergency personnel or emergency coordinator's approval to re-enter building.

## **EARTHQUAKE**

There is seldom forewarning of an earthquake; the shock or tremor will provide the only warnings.

The following action shall be taken:

1. Take immediate cover under tables, desks or other objects that will offer protection against flying glass or debris. If outside, keep 25 feet away from windows to avoid flying glass. Do not stand under light fixtures.
2. Do not leave cover until instructed to do so.
3. After a major shock, evacuate the buildings as for fire, if instructed by a warden or if not available, when deemed advisable. **REMEMBER**, additional shocks or tremors may occur.
4. Keep calm. **DO NOT RUN OUTDOORS**. Watch for flying debris or electric wires.
5. Proceed to a safe open area, away from danger of being struck by falling glass, brick, electric wires or other hazardous objects.
6. If fire occurs, pull the nearest fire alarm station.
7. Render first aid if necessary.
8. Telephones will be reserved for emergencies only.
9. Report any missing persons to an Emergency Warden, instructor or responding emergency services.
10. Emergency Coordinator to bring the following to the marshalling area:
  - Emergency Binder
  - First Aid Kit
  - AED
11. Emergency supplies will **not** be stored on campus; Powell River Emergency Plan would be called on if needed. (We have hungry student program food packages stored in the storeroom beside the girls washroom if needed)
12. Store personal supplies in your vehicle – assistance could take days to reach the University.

### **EARTHQUAKE POST EVACUATION PLAN**

- Use your judgment before doing a sweep of the building.
- Once people are out of building, wait for emergency personnel's approval to re-enter building.

## **PERSONAL PREPAREDNESS**

It is your responsibility to be personally prepared for emergencies. Outside help could take days to reach your location whether at work or home. Have an emergency kit in your home and vehicle. Your kit should be customized for your personal needs. Update your kit regularly. Include:

- Emergency food and water (baby and pet food if applicable)
- Sanitation
- Flashlight and batteries (stored separately)
- Transistor radio and batteries (stored separately)
- Plastic bags
- Gloves, dust mask, sturdy comfortable shoes, extra clothing, extra pair of glasses
- Blanket
- Nylon cord/rope
- First aid supplies (prescription medication if applicable)
- Pocket knife

## **FIRST AID INFORMATION**

### First Aid Attendants

- Sandy Elvy
- Barb McKay
- Julie Clarke
- Wanda Erikson
- Linda Morrissey
- Auto – Ron Depape
- Carpentry – Gary Huculak (Level 2)
- Carpentry – Wayne Jones (Level 2)
- Welding – Shane Ahola (Level 2)

### Emergency Procedures Coordinators

- Arlette Raaen, Principal, Powell River Campus
- Sandy Elvy, Administrative Coordinator/Facility Manager
- Wanda Erikson, Office Manager

### WHMIS Information

- Sandy Elvy & Wanda Erikson, Powell River Campus
- Health & Safety Services, Nanaimo Campus

### WHMIS Information Booklets

- Main Office
- Custodians Room
- Room 136 (Science Room)