



Emergency Action Plan Sprott Shaw College



EMERGENCY PERSONNEL AT EACH LOCATION:

DESIGNATED RESPONSIBLE - CAMPUS DIRECTOR

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

SSC EMPLOYEE FIRST AID ATTENDANTS

EVACUATION ROUTES

Evacuation route maps have been posted at each campus

Site personnel are trained on a minimum of two evacuation routes.

Occupational Health & Safety

Responsibility for Occupational Health & Safety

Safety is the responsibility of everyone in the workplace.

Employees shall:

- Comply with the College's safety policies and procedures, WorkSafeBC, and regulations.
- Attend safety training programs and meetings as assigned.
- Be alert to hazards. Report them immediately to your supervisor or employer.
- Follow safe work procedures and act safely in the workplace at all times.
- Use the protective clothing, devices, and equipment provided. Be sure to wear them properly.
- Co-operate with joint health and safety committees, worker health and safety representatives, WorkSafeBC prevention officers, and anybody with health and safety duties.
- Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
- Follow the treatment advice of health care providers.
- Return to work safely after an injury by modifying your duties and not immediately starting with your full, regular responsibilities.
- Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired.



- Ensure that students are supervised and instructed in the safety aspects of classes.

Employers shall be responsible to:

- Provide safe working conditions and practices.
- Comply with the College's safety policies and procedures, WorkSafeBC, and regulations.
- Establish a valid occupational health and safety program.
- Train your employees to do their work safely and provide proper supervision.
- Provide supervisors with the necessary support and training to carry out health and safety responsibilities.
- Ensure adequate first aid equipment, supplies, and trained attendants are on site to handle injuries.
- Regularly inspect your workplace to make sure everything is working properly.
- Fix problems reported by workers.
- Transport injured workers to the nearest location for medical treatment.
- Report all injuries to WorkSafeBC that required medical attention.
- Investigate incidents where workers are injured or equipment is damaged.
- Submit the necessary forms to WorkSafeBC and maintain records.

Education and Training

Employee Orientation

All employees will be given an orientation by their immediate supervisor upon being hired. This orientation will include the following topics:

- A review of the College's occupational health and safety policies
- How to report accidents and injuries
- Fire exit routes and muster areas

The College may require employees to undergo further orientation or training if necessary to ensure the safe performance of their duties.

Occupational Health and Safety Committees

Each campus with more than nine (9) but less than twenty (20) employees shall have an employee designated as the Worker Health & Safety Representative. The Worker Health & Safety Representative shall be chosen by the employees at each campus and have the same duties and functions as a Joint Occupational Health & Safety Committee as set forth below.



Each campus with more than twenty (20) employees shall have a Joint Occupational Health & Safety Committee (JOHSC). The JOHSC shall be comprised of four members, with two members being appointed by the College and two being appointed by the employees. The JOHSC shall have two co-chairs, one representing the College and one representing the employees.

The joint committee plays an important role in your occupational health and safety program, giving workers and employers a way to work together to identify and find solutions to workplace health and safety issues. The JOHSC shall meet at least monthly to review and recommend actions to improve the effectiveness of the health and safety program to the Campus Director.

The JOHSC shall be responsible for:

- Identify situations that may be unhealthy or unsafe for workers, and advise on effective systems for responding to those situations
- Consider, and promptly deal with complaints relating to the health and safety of workers
- Consult with workers and the employer on issues related to occupational health and safety, and the occupational environment
- Make recommendations to the employer and the workers for the improvement of the occupational health and safety, and the occupational environment of workers
- Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the OHS provisions of the Workers Compensation Act and the regulations, and to monitor their effectiveness
- Advise the employer on programs and policies required under the regulations for the workplace, and to monitor their effectiveness
- Advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers
- Ensure that incident investigations and regular inspections are carried out as required
- Participate in inspections, investigations and inquiries as provided in the OHS provisions of the Workers Compensation Act and Part 3 of the Regulation

Procedures for front desk and advisor office security:

- Front Desk, Advisor office, Director office and ESS / FA office will have emergency call buttons
- Buttons will alert to a receiver located in the Campus Directors office and Advisors office.
- These buttons are to be pushed when staff are unsafe.
- Delegate staff will proceed to that location for assistance and or call emergency services

MEDICAL EMERGENCY

If personnel trained in First Aid are not available, follow directions as per 9-1-1.

Any emergencies related to Airway, Breathing and/or Circulation (active bleeding), follow First Aid assessments and call 9-1-1.



Call medical emergency phone number:

- ☐ Paramedics
- ☐ Ambulance
- ☐ Fire
- ☐ Other

Provide the following information:

- a) Nature of medical emergency
- b) Location of the emergency (address, building, room number), and
- c) Your name and phone number from which you are calling.

Do not move the victim unless absolutely necessary.

Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

Each campus has an Emergency Response Plan, which dictates fire and life safety for that building.

In the event of a fire:

- Pull the fire alarm.
- Call 911
- Evacuate the building via the nearest safe exit, closing doors as you leave.
- Contact Property Manager
- Do not use elevators — use stairs and walk. Do not run.
- Proceed to the designated assembly areas.
- Do not re-enter the building unless the “All Clear” has been given by the Fire Department and/or fire safety official

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.



Designated Official, Emergency Coordinator or supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information.
- about the facility.
- Perform assessment and coordinate with head office if the campus will be following closing procedures.

Area/Floor Monitors must:

- Ensure that all employees and students have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

Emergency Response Levels

Every emergency will be unique with differing impact and severity, events are divided into levels to aid in determining the appropriate level of response:

Muster site(s) location

All persons are to exit the back emergency exits and proceed to:

- 1. Primary Muster Station**
 - **Sprott Shaw Parking Lot**
- 2. Secondary Muster Station**
 - **Freshco Parking lot**
- 3. Tertiary Muster Station**
 - **A&W parking lot**

WEATHER RELATED EVENTS

Inclement Weather typically refers extreme cold, snow or flooding.

Snowstorm

If a Sprott Shaw Campus is subject to extreme winter weather conditions, the administration may decide to close the campus and reschedule on ground classes to online.



We recommend Sprott Shaw students, instructors, and staff download the Sprott Shaw App and turn on push notifications to receive immediate information (e.g. weather advisories, class delivery changes, etc.) and updates that are impacting the entire campus.

In the event that the campus needs to close due to inclement weather the campus director is to follow the following procedure:

- Listen/Watch local Radio and Television broadcasts, typically Sprott Shaw follows the same inclement weather policies as public post-graduate institutions. Decisions about campus schedules are almost always made in the early morning before the campus opens. This allows for the most current weather information to factor into the decision. This information is communicated immediately, generally before 7:00 a.m.
- Also, if the local school board is closing and/or the transit systems stop running, then this would be the time to make the decision to close the campus and move courses online.
- Sprott Shaw will notify via:
 - o website, Facebook, Instagram and/or Twitter pages.
- Students and staff should also have the Sprott Shaw College App downloaded to their phone as they will be sent a notification if the campus is closed.

Students should be aware that a morning class being cancelled does not always necessitate that afternoon, and/or evening classes will also be cancelled, and so it is advised to follow up with the campus after 11 am to confirm the post morning plans.

Any class cancellations are required to be made up with a lab which will ensure that students receive the number of hours necessary as stipulated by the regulatory authorities.

See more at: <https://sprottshaw.com/my-sprottshaw/inclement-weather-closures/>

Extreme Heat

Rising temperatures can cause serious health and safety implications. Your body has to work harder to maintain its normal optimal temperature on hot, humid days. Heat exhaustion and heat stroke are serious but preventable heat-related illnesses caused by high temperatures. In addition, hot temperatures can worsen pre-existing health conditions.

Heat Warnings

If [Environment and Climate Change Canada](#) issues a heat warning, take additional steps to stay safe. Identify those at risk, make plans, and prepare your home. Be sure you are ready: [Extreme Heat Preparedness Guide](#).

Indoor temperatures can rise significantly during the day. Make plans for you and your loved ones to stay cool during the day by seeking shade outdoors or at a cooling center near you.



If a heat warning has been issued, Sprott Shaw will have up to date information on website regarding campus hours and how students/staff can access as all locations have air condition. In the event that the air conditioning stops working, the director will close the campus and move the classes to online delivery.

In the event of a campus closure:

- Sprott Shaw website, Facebook, Instagram and/or Twitter pages.

NATURAL DISASTERS

Check emergency Info BC for natural disaster information and updates

<https://www.emergencyinfobc.gov.bc.ca/>

In the event of a severe weather/natural disaster the campus must be prepared to either close and go online or evacuate.

Procedure for closing the campus.

- Check emergency Info BC for natural disaster information and updates
<https://www.emergencyinfobc.gov.bc.ca/>
- Campus closure, follow inclement weather policy if it is required that the campus be closed due to safety concerns. Sprott Shaw will update:
 - Sprott Shaw website, Facebook, Instagram and/or Twitter pages.
- Students and staff should also have the Sprott Shaw College App downloaded to their phone as they will be sent a notification if the campus is closed.
- Any class cancellations are required to be made up with a lab which will ensure that students receive the number of hours necessary as stipulated by the regulatory authorities.
- See more at: <http://www.sprottshaw.com/student-services/my-sprott-shaw/unscheduled-school-closures/>

Evacuation procedures:

- Be ready to evacuate, make sure everyone is away of the muster station.
- Instructors who are teaching on site need to take their attendance sheets with them and account for all students present at the campus.
- The campus director will need to account for all employees who were present at the campus.
- Decisions will need to be made by the campus Director or Delegate if the campus is safe for those to return or if students and staff should be sent home.

Communication

- Sprott Shaw will provide updates via social media and website.
- Prepare to move all programs online as a temporary measure.



Re-entry

- Only return to the campus when it is safe to do so. Anyone entering a damaged or contaminated facility without proper training or equipment is at risk of serious injury.
- No one can re-enter if the campus is under an evacuation order unless the order expires, is lifted or its geographic scope has changed.

Support for students and staff

- Look for ways to support your students and staff during and after an emergency. Services to consider:
 - o Crisis counselling through Telus Health Student Support
 - o EAP (for employees only)

Flood

Floods are common in B.C. and can happen at any time of year. The most severe floods usually occur in spring and early summer due to heavy rain and melting snow. Floods can damage buildings, cause power outages, disrupt transportation, create landslides and be a hazard for people.

If indoors:

- Be ready to evacuate, each campus is to have an emergency coordinator or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Earthquake

- Avoid storing heavy objects on high shelves.
- Secure bookcases, cabinets, and equipment.

During an earthquake

Drop, Cover, and Hold On, and stay in this position for at least 60 seconds. If you are inside, stay inside until the shaking stops. Do not run outside or to other rooms during the shaking.

If indoors or in a classroom

- **Drop** down on your hands and knees to protect you from falling — an earthquake can knock you down. Keep clear of windows that could break and large objects that could fall over.



- **Cover** your head and neck, or your whole body if you can, under a sturdy table. If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.
- **Hold on** will help keep you safe during a big earthquake until the shaking stops — you might have to move with it if the shaking shifts it around. Wait 60 seconds after the shaking stops
- Expect fire alarm and sprinkler systems to activate. Do not evacuate until the shaking has stopped.
- When evacuating, be careful and watch for falling debris.
- Proceed to the designated assembly area

If you have mobility challenges or in a wheelchair

- If you can, follow the **Drop, Cover, Hold on** procedure.
- If you are in a wheelchair, move to an inner wall if safe to do so. Lock the brakes and cover your head with your arms.
- If available use a blanket or pillow to shield your face from falling debris/glass.
- When the shaking stops move to refuge areas. If your building doesn't have a refuge area find a safe location to shelter-in-place until assistance arrives.

If you are outside

- Stay outside.
- Find a clear spot away from buildings, trees, streetlights, and power lines, then **Drop, Cover** and **Hold on**.
- Move to an open area away from buildings, trees, glass, streetlights, and power lines, then **Drop, Cover** and **Hold on**.
- Do not enter any buildings until they have been approved for re-entry.

AVOID the following in an earthquake

- Doorways — Doors may slam shut and cause injuries.
- Windows, bookcases, tall furniture and light fixtures. You could be hurt by shattered glass or heavy objects.
- Elevators — If you are in an elevator during an earthquake, hit the button for every floor and get out as soon as you can.
- Downed power lines — Stay at least 10 metres away to avoid injury.
- Coastline — Earthquakes can trigger large ocean waves called tsunamis.

After an Earthquake

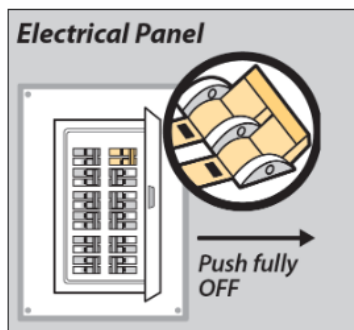
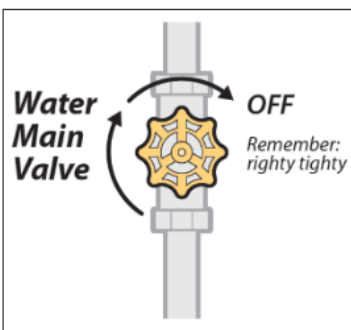
- Stay calm, help others if you are able and be prepared for aftershocks.
- Assess your immediate surroundings for dangers, especially broken glass.
- If you are able to remain inside, assess the evacuation route and muster area for potential risks, e.g., falling debris or exposed electrical wires, before proceeding out of the building.

- If you have to leave your area, take your emergency kit and other essential items with you and proceed to an evacuation route.
- Once you exit the building, go directly to your building's designated assembly area. If you have difficulty negotiating the stairs, or if you need assistance in evacuating, go to the designated area of refuge if your building has one.
- Be prepared for aftershocks! Repeat Drop, Cover, and Hold On each time you experience any shaking.
- Do not re-enter evacuated buildings until cleared to do so by emergency personnel.
- Don't tie up phone lines, if it's not a life-threatening emergency, use text messages and social media.
- Don't drink water from sinks or taps — All plumbed water must be boiled after an earthquake.
- Follow instructions of first responders and campus response personnel — they will direct you to safety and to emergency resources

Wild Fires

Be prepared:

- make sure that everyone at the campus is aware of the evacuation plans.
- Fire extinguished need to be up to date and working
- Have an emergency kit with enough basic supplies for at least 72 hours, such as water, granola bars and lighting – battery operated flashlights.
- Know how to turn off your main utilities – water, electricity, gas. In certain emergencies, authorities will ask that these be turned off for safety reasons. Write out instructions, if needed, and post somewhere visible.



Wildfire Smoke

In the event of a wildfire, the best way to protect yourself is to reduce exposure.

- Stay indoors and keep the air clean (windows/doors closed, no vacuuming).
- When in a vehicle, keep windows closed with air conditioning set to recirculate.
- Reduce time spent outdoors and avoid vigorous outdoor activities.
- Visit places with controlled air supply such as the swimming pool or the libraries, etc.
- People with asthma or other chronic illnesses should ensure they have an adequate supply of inhalers/medication and should activate their asthma or personal protection plans.
- For non-emergency medical advice or assistance, visit [HealthLinkBC](#) or call 811.



- For current air quality readings across Metro Vancouver please visit Metro Vancouver's [real-time air quality map](#).

Explore [Wildfire Smoke Health & Safety](#) for related information.

Explore other [wildfire safety resources](#).

Where to get information

Contact your community's emergency management program to find out how it will share alerts and instructions during an emergency, whether it's by social media, sirens, radio or television. The most important thing is to seek out credible sources so you can make good decisions during a disaster.

We recommend these sources:

- [@EmergencyInfoBC](#) on X (formerly Twitter) OR [EmergencyInfoBC.ca](#) for alerts
- [@BCGovFireInfo](#) on X (formerly Twitter) OR [BCwildfire.ca](#) for wildfire updates
- [@DriveBC](#) on X (formerly Twitter) or [DriveBC.ca](#) for road conditions

UTILITY FAILURES

In the event of extended power loss to a campus, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge, causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing

Power Outage

A power outage is a short or long-term loss of electric power to an area. During an extended power outage, you may be without light, heat and hot water. Most power outages will be over almost as soon as they begin, but some can last much longer — up to days or even weeks. Power outages are often caused by freezing rain, sleet storms and/or high winds which damage power lines and equipment. Cold snaps or heat waves can also overload the electric power system.

Campus Outage preparation checklist:

<https://www.bchydro.com/safety-outages/power-outages/prepare-for-outages/prepare-your-business.html>

- Make sure all staff are aware of the location of the emergency kit and store it in an easy-to-find place
- review evacuation plans and a meeting point. Be sure to include arrangements for staff and students who require assistance
- Have a minimum of a first aid trained staff on site at all times.
- Assign tasks and responsibilities to key personnel in the event of an outage
- Back up computer files regularly and store in a safe place

What to do after an outage

When the power goes off:

Depending on site you may either A) need to contact property manager to complete the following tasks or B) the campus director may be responsible for the following:

- Check your circuit breakers or fuses to make sure that the outage is not being caused by equipment problems in your facility.
- If the outage is in your own system, contact your electrician or electrical contractor.

You may also be required to:

- Check to make sure students and staff are safe.
- Check your elevators, equipment and the facility in general for situations that may need immediate attention.
- If it's a BC Hydro outage, call 1 800 BCHYDRO (1 800 224 9376), or *49376 on your mobile phone.
- Visit BC Hydro's website at bchydro.com/outages for up-to-date outage information.
- Turn off major pieces of equipment not connected to your stand-by generator. Some appliances or tools left on will start up automatically when service is restored. Turning them off can prevent damage, injury and fire.

Extended loss or power or Utility failures:

- Carefully exit the impacted area.
- If safe to do so, secure any equipment or materials you are working with before leaving the area (i.e. unplug electrical equipment and turn off computers).
- Follow emergency lighting to guide you to exits.
- Use the stairs carefully. Elevators will be unavailable.

If the outage is not temporary, and you assess an extended power loss, you can choose to move classes to online and have staff work from home.

Hazmat Incidents: Accidental release of hazardous substances.

Hazardous material (Hazmat) spills can occur on land or in water, and involve substances such as chemicals, radiation, biohazard materials, oil and gas, propane, flammable materials, industrial products, and mixed waste. If a hazardous material spill occurs at Sprott Shaw College, you may need to evacuate your campus.



Chemical, biohazard or radiation spill

Any uncontrolled release of hazardous materials is considered a spill, and these procedures must be followed:

- Evacuate the immediate area. Shut down equipment.
- Isolate area and prevent re-entry.
- Call 911 and follow 911 procedures.
- Provide the following information about the spilled material to the operator.
- Location (street address, building/department, room number)
- Any injuries
- Chemical Name
- Quantity
- Hazards
- Do not hang up until the operator releases you.
- Wait for emergency personnel outside the main entrance of the building. Provide information.

Gas leak

1. **Stop what you're doing.** Don't use your cellphone or landline, don't smoke, light matches or operate electrical switches or create any other source of ignition.
2. **Go outside.** As you exit, leave the door open behind you as well as any windows that may already be open.
3. **Once outside, call**
 - 911
 - FortisBC Emergency Line at 1-800-663-9911(24 hours) or 911.



PERSON CREATED INCIDENTS

Threatening person on campus or in the vicinity: Threats of violence on campus.

Sprott Shaw College is committed to ensuring the rights of each student and employee to attend a welcoming, caring, respectful, and safe environment. Part of this commitment involves being prepared to handle crisis situations appropriately and efficiently.

All threats against people and/or facilities shall be taken seriously. The purpose of threat assessment is to determine whether a person poses a threat, not to determine if a person made a threat. The administration must take a problem-solving approach to violence prevention that involves both assessment and intervention with individuals who have threatened violence toward others.

Definitions: Threat to harm others – A threat to harm others is defined as any spoken, written, or behavioural communication of intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or communicated to a third party. Threats may be spoken, written, graphic, or expressed in other ways, such as gestures. Threats may be direct, indirect, or implied. Possession of a weapon will be investigated as a possible threat. Threat categories:

- Transient – the threat is not a serious one and may have been an expression of humour, anger, or frustration with no intent to harm.
- Substantive – there is some ongoing intent to harm someone.
- Serious Substantive – a threat to hit, assault, or beat up someone
- Very Serious Substantive – a threat to kill, rape, or use a weapon



Active Shooter

an active shooter is a person actively shooting at people, usually at random, in a confined or populated area. In most cases, there is no pattern or method to their actions. Event is unpredictable and evolves quickly. Knowing what to do can save lives.

When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. If faced with an active shooter incident either at a Sprott Shaw Campus or elsewhere, you have THREE options to protect your personal safety immediately – RUN, HIDE, FIGHT.

RUN, HIDE, FIGHT

RUN (get out)

If you see or hear an armed intruder and if you believe it is possible to safely exit the area — **RUN!**

- **Leave belongings** behind.
- **Advise** others to leave.
- **Assist** others if you can.
- **Warn** others of the threat.
- **Call police** — 911 as soon as it is safe to do so.

HIDE (hide out)

If you don't know exactly where the shooting is happening or safe evacuation is not possible— **HIDE!**

- **Take shelter** if you are inside a classroom or office, stay there. If you are in a hallway, go to the closest room that's not already locked.
- **Lock windows and doors**, refer to any lockdown procedures posted in the room and await instructions from emergency personnel.
- **Barricade the entry** if the door does not lock. Use tables and chairs.
- **Close curtains and blinds.**
- **Turn off the lights.**
- **Keep quiet.** Put your cell phone on silent mode — including the vibrate feature.
- **Hide** behind large objects if possible.
- **Stay low and** keep away from windows and doors.
- **Remain calm and** await further instructions from emergency personnel.
- **Call 911** if safe to do so.
- **If the fire alarm is activated**, remain where you are and await further instructions from emergency personnel.
- **Do not open the door for** anyone unless they validate their identity as an emergency personnel.

Fight (defend/take out)



As an absolute last resort if you cannot run or hide, and if you feel your life is in imminent danger — **FIGHT!**

- **Commit to your actions** with the goal being to delay, block, or overcome the threat.
- **Work with the people** around you.
- **Do what you need to stay alive**, including using force to protect yourself.
- **Look for objects** that could be used as tools for self-defence.

When police arrive

- Remain calm and follow instructions.
- Drop items in your hands (i.e. bags, jackets).
- Keep hands raised (spread fingers) and visible at all times.
- Avoid quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming, or yelling.
- Do not ask questions when evacuating.

The first officers to arrive on scene are tasked to end the incident, and they may not stop to help the injured. Know that rescue teams will enter after the initial officers. These rescue teams will treat and remove the injured once it is safe to do so.

Once you have reached a safe location, you will likely be held in that area by police until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until police have instructed you to do so.

Information to 911 operators

- Location of the active shooter.
- Your location.
- Number of shooter(s).
- Physical description of shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at location.

Lock Down Procedures

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats.

Notification of Lockdown

A notification to occupants to lockdown will be sent via [SSC App](#). Where Sprott Shaw App alerts cannot be used, alternative means may be used.

Lockdown Procedures

- If you are in a classroom, room, or office, stay there, secure the door and windows and await further instructions.



- If the door does not lock, barricade the door with furniture.
- If you are in a hallway, go into the closest room not already secured and lock or barricade the door and windows.
- Close curtains or blinds where possible.
- Stay away from windows and doors.
- Stay low and quiet.
- Cell phones should be put on silent or vibrate. Do NOT make nonessential calls.
- Follow instructions from emergency personnel only.
- If the fire alarm is activated, if safe remain where you are and await further instructions from emergency personnel.
- Follow instructions from police at all times to avoid harm and ensure the best possible response. For their own safety, emergency personnel must initially consider all individuals as potential threats.

Following the lockdown

- Cooperate with emergency personnel to assist in an orderly evacuation.
- The police may require individuals to remain available for questioning following a lockdown.
- Check in with the campus director or delegate

Bomb Threat

All threats must be taken seriously and handled as though an explosive device is on campus. If you receive a bomb threat, contact the RCMP (911) immediately. In the case of an explosion, get out of the building as quickly and calmly as possible.

What to do?

Bomb threats can be received by telephone, text or email. If you receive a bomb threat by telephone, stay calm and try to get as much information as possible. Although this might be difficult, try to note any unique features about the voice and any background sounds you hear over the telephone. Keep the caller on the line as long as possible and take detailed notes about what is said. Do not upset the caller. Indicate your willingness to cooperate.

Take notes on everything said and on your observations:

- 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).
- Noises (listen for any background noises including traffic, music, etc.).

Try to gather as much information as possible:

- Where is the bomb?
- When is the bomb going to explode?
- What kind is it?
- What does it look like?
- Permit the caller to say as much as possible without interruption.

Be aware of the caller's:

- Voice (child or adult, male or female, accent, whether or not the voice is familiar).
- Estimated age.
- State of mind (are they calm? agitated? angry? crying?).
- Any accent or distinguishing characteristics

What to do after?

Call RCMP — 911 immediately. If possible, get a staff member to do this while you continue talking to the caller. (The purpose of keeping the person talking is to assist in identifying the caller. Tracing is not always possible.)

Survey your immediate work area. If you see a package or a foreign object in an unusual place — **DON'T TOUCH IT.**

- Follow instructions given by emergency personnel. You will be advised if evacuation is necessary.
- An explosion of any type must be reported immediately to the Fire Department. Call 911.



Structural Failures: Building collapses or other structural issues.

If a structure collapses or suffers severe, moderate, or even seemingly light damage:

- Evacuate the campus if required.
- Move to a safe location and protect yourself and others from secondary collapses.
- Do not attempt to enter the structure to perform a rescue.
- If you know that someone is trapped or missing, immediately notify emergency responders.

Protests or Demonstrations & Civil disturbances

Sprott Shaw College is committed to equity, diversity, and inclusion, and welcome healthy debate on campus. While engaging in such discussion, students, instructors, and staff are encouraged to uphold the college's values in creating a positive and respectful environment, even when considering opinions that may fundamentally differ from their own.

If a demonstration or protests is blocking access to the campus we advise that you follow our guidance below:

- Report the incident to your campus director or delegate
- Look for another location to enter and/or exit the building if safe to do so
- Avoid provoking or obstructing demonstrators blocking the doors.

The safety and security of all persons on campus is our primary concern. The campus director will:

- **Attend and monitor the situation.**
- **Place signage redirecting persons to other exits**
- **Work with all participants to ensure safe passage for everyone and to identify any safety concerns (i.e. Fire Safety/Code Violations).**
- **Remain in place until everyone has departed safely from the building.**

Public Health Emergencies

Pandemic

A pandemic is an epidemic occurring worldwide, over a very wide area, crossing international boundaries and usually affecting a large number of people. Pandemics can be mild, moderate, or severe, and the severity of the pandemic may vary from one region to another and change over time.

Whether an epidemic is classified as a pandemic is not based on the severity of the disease, but rather based on the speed and geographical area over which the disease has spread. The World Health Organization (WHO) suggests that pandemic status is reached when there is increased and sustained transmission of disease amongst the general population.

During a pandemic, organizations including businesses, governments and educational institutions can take a number of precautions to prevent the further spread of disease. Under the direction of

the Infectious Diseases Information, Sprott Shaw College will establish working groups, to meet regularly to monitor the situation, develop plans, and respond as needed.

However, we each have a personal responsibility to assist in mitigating an emergent public health threat. On an individual level, there are things we can all do that will help us to stay healthy and reduce the risk of infection in ourselves and others:

Engage in healthy habits

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean and disinfect frequently-touched objects and surfaces.
- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the trash. Wash your hands right away after you sneeze, cough or touch used tissues. Don't have a tissue? Cough or sneeze into your upper sleeve or elbow, not your hands.

Reduce contact

- Avoid close contact with people who are sick.
- Stay home when you are sick, except to get essential medical care.
- Avoid busy places such as transit, movie theatres, concerts and any other large gatherings.
- If you suspect you have been infected, self-isolate and contact a medical professional.

Stay Informed

During a pandemic there is likely to be a lot of information circulating about the disease. Seek out reputable sources of information to stay informed:

- The World Health Organization – <https://www.who.int/>
- Public Health Agency of Canada – <https://www.canada.ca/en/public-health.html>
- British Columbia Centre for Disease Control – <http://www.bccdc.ca/>

Seek medical advice

If you are experiencing symptoms call your health provider or public health service before you go to the doctor's office or emergency room. Make sure to mention your symptoms and recent travel history.

To reach your Provincial Public Health Line dial 8-1-1.

Travel appropriately

If travelling, please refer to government travel advisories at www.travel.gc.ca to make informed decisions while abroad.

Travellers with Canadian citizenship are advised to register their travel with the Canadian government here <https://travel.gc.ca/travelling/registration>.



The Provincial Health Officer and BCCDC recommends not to make assumptions about the risk of students, faculty or staff based on their ethnicity or travel history.

Every member of our university community has the right to be treated with respect and dignity and to be welcomed and supported on our campus. No person should be targeted in any way or subjected to discrimination resulting from a misplaced perception that they may be a carrier of a communicable disease based on their perceived disability, race, ancestry, place of origin or otherwise.

TECHNOLOGICAL OR CYBERSECURITY INCIDENTS

Partial or Complete Destruction of One or More Campus Locations

In the event of significant damage to a campus location it is expected that an alternate location would be identified.

The following would be initiated:

1. Classes would be moved to online teaching methods
2. Contact IT TEAM who will:
 - a) Install back up router
 - b) Source replacement computers from local suppliers.

Ransomware attack on one or more systems.

In the event of a ransomware attack where one or more systems at Sprott Shaw are affected:

1. Contact IT TEAM who will:
 - a) Take all systems offline.
 - b) Identify source and method of attack as well as which systems are affected.
 - c) Restore affected server systems to another Server or Cloud based services
Configure access for campuses and bring online after being scanned for malware.
 - d) Clean hardware of all malware and migrate systems back from cloud based services as convenient.