

CRITICAL INCIDENT

It is the policy of Sprott Shaw to maintain a positive, safe, secure training and learning/working environment. In striving to attain such an environment, the college takes the position of no tolerance for weapons or abusive behavior in the campuses or facilities. Instructors or college employees will take whatever prudent steps are necessary to alleviate a situation (e.g., call 911).

Criminal offences will be reported to the police:

- Physical violence or threat to a person or college property
- Possession and / or trafficking of illegal substances
- Possession of weapons
- Theft
- Aiding, abetting, or acting as an accomplice in the commission of any criminal offence.

RCMP - SAFE (School Action for Emergencies) – Lockdown Procedures as defined in Sprott Shaw's Occupational Health and Safety procedures are followed.

Emergency Preparedness

- Fire Drill procedures are posted in every room with drills being conducted regularly (and detailed in the Safety section of employee Policies and Procedures).
- Earthquake and Evacuation procedures as detailed in the Safety section of the employee Policies and Procedures are followed.

SAFETY—STUDENT WELL BEING

The following tips and suggestions for safety purposes:

Car Safety

- Lock all doors and roll up windows. Remember to lock the trunk, hatchback or the tailgate (station wagon).
- When approaching your car, have the keys ready. Always check the backseat before entering the car.
- Don't mark personal key chain with name, address or license plate number.
- Lock all doors immediately upon entering the car. Most car jackings take place when vehicles are stopped at intersections. The criminals may approach at a 45-degree angle (in the blind spot), and either pull the person from the driver's seat or jump in the passenger's seat.
- If you suspect someone is following you, drive to the nearest gas station, convenience store, or police station, and honk your horn until someone comes to help you. Keep all doors locked and windows rolled up.



- If someone tries to get in, drive off immediately. If this is not possible, use your horn to draw attention to your situation.
- Do not offer help to a stranded driver or hitchhiker. You can use a cell phone to call for help to assist them, but never get out of your car.
- If you have a cell phone, turn it on and keep it within reach.

Safety in Parking Lots and Garages

- When you know you will be returning to your car late at night, try to park it in a well-lit area.
- Have your keys in your hand.
- Try not to park on levels of a parking garage that will be empty when you return.
- Know your nearest safe exit route from the garage.
- Back your car into a parking stall in a garage. This gives you greater visibility and allows you to drive away quickly.
- Vary your routine, park in different spots at different times.

Safety in Public Areas and Streets

- Always carry emergency taxi fare. This will be needed if you feel you're in a threatening situation; call a taxi to be safe.
- Use the buddy system. When you are out with a friend for the evening, plan to watch out for one another, and to leave the event together or in a group.
- If you are persistently harassed, report the person harassing you to an employee, or local police detachment.
- Stay in well-lit areas. Walk midpoint between curbs and buildings; try to keep from using alleys or less traveled routes between buildings. Stay far away from bushes.
- Stay near people and avoid taking short cuts alone through vacant lots or other deserted places.
- Carry only necessary cards and money.
- Do not stop to provide strangers with directions or information, especially at night.
- Do not jog alone at night, or walk through the trails alone.
- Be suspicious. Keep looking behind you so you cannot be surprised.
- If you feel that you are being followed, keep looking behind you, cross the street, change direction or vary your speed. Head for a place where there are other people as soon as possible.
- Avoid using bank machines when the area is deserted or when you are alone. If you need to bank at night, use machines located in populated buildings or near well-lit and busy streets.
- Be aware of people around you before you use the bank machine.
- In elevators, stand near the control panel with your back to the wall. If you are threatened, hit the alarm button and as many floor buttons as possible.
- Do not get on an elevator if the person(s) waiting with you makes you feel uncomfortable.
- Do not use the sky train late in the evening alone. Many sky train stations have designated waiting areas. These are equipped with bright lighting and courtesy telephones and are under

surveillance by transit staff. Use these areas to wait when traveling at night or if you must travel alone.

- Do not use a personal stereo system or play music so loudly that you can't hear what is going on around you.
- Remember there is safety in numbers.
- Always tell someone where you are going and when to expect you home.

Accident & injury reporting for students

Accident and injury reporting and investigation process:

1. Immediate Reporting:
The injured or ill individual must report the incident to the campus First Aid attendant as soon as possible.
2. Form Completion:
An *Injury/Illness Investigation Form* must be completed by one of the following:
 - The First Aid Attendant
 - The Student
 - The Student's Instructor

All incident forms must be submitted to the campus director and occupational health and safety (OHS) committee within one (1) day of the incident.

3. Investigation Workflow:
 - a. First Aid attendant completes the *Incident Investigation Form*.
 - b. The completed form is submitted to the occupational health and safety (OHS) committee at the campus.
4. OHS committee may require additional follow-up if student/staff went to hospital or doctor.