Valemount College

Big Mountains. Small Classes.

EMERGENCY PREPAREDNESS, PROCEDURE AND RESPONSE GUIDE

November 2017

Table of Contents

Table of Contents Page 2

CAMPUS EMERGENCY PREPAREDNESS AND RESPONSE GUIDE

This guide is intended to assist staff, faculty, and student response to emergency situations which may occur at the Valemount College campuses and centres.

The information included in this guide is not all inclusive, but covers most actions taken during emergencies. Common sense must prevail when instructions are not available or do not fit your particular needs.

Emergencies, disasters, accidents and injuries can occur any time and without warning, but their effects can be minimized if proper emergency procedures are established and followed. Being prepared physically as well as psychologically to handle emergencies is an individual as well as an organizational responsibility.

VALEMOUNT CAMPUS EMERGENCY PHONE NUMBERS

PLEASE NOTE THAT THE PARAMEDICS UNIT IS LOCATED ACROSS THE ROAD ON GORSE ST.

EMERGENCY CONTACT	Work	Home	Cell
Eric Kromhout (College Director/Project Planner/Emergency Contact)	566-0067		250-532-2866
Wendy Dyson (Back-Up Project Planner/Emergency Contact)	566-4601	566-4317	
Gail Burbidge (Reception/Campus Assistant)	566-0067		250-566-1520
RCMP/Police (Emergency)	911		
Fire	911		
Ambulance	911		
BC Emergency Health Services Dispatch (Air Evacuation)	1-800-561-8011		
BC Provincial Emergency Program Operations Centre	1-800-663-3456		
First Aid Information	##12		
Mount Robson Provincial Park	566-4325		
Jasper Warden Service	780-852-6155		
Yellowhead Helicopters	566-4401		
Valemount Medical Centre	566-9138		
Valemount Medical Centre Emergency Number	566-9866		

For emergencies involving outdoor recreation programs, additional information is available in the MAT Program Risk Management Plan.
Further information is also available in our Health and Safety Policy Section at: www.valemountcollege.com.

EMERGENCY FIRST AID PROCEDURES

INSTRUCTIONS TO EMPLOYEES

• ENSURE ACCIDENT SCENE IS SAFE – no further danger to injured worker or self.

• DO NOT MOVE PATIENT – unless there is a high risk of further injury or death. Keep calm and do not leave patient unattended.
• CALL THE FIRST AID ATTENDANT ON DUTY IMMEDIATELY OR CALL AN AMBULANCE – report exact location of patient and nature of injuries.
• BE PREPARED TO ASSIST – when directed by the first aid or ambulance attendant.

WORKING ALONE AFTER REGULAR PROGRAM HOURS

For safety reasons it is NOT recommended to work alone at the College outside of regular program hours. Those individuals who choose to work outside of regular program hours must take responsibility to check-in with someone who knows that they are working alone in a known location, and that they know what to do in an emergency situation. Under no circumstances should individuals be involved in operating equipment or engaged in activities that would be considered a medium or high level of risk. It is also recommended that any staff that choose to work outside regular hours consider having a personal cell phone.

REPORTING OF HAZARDOUS CONDITIONS/INCIDENTS

As an employee of Valemount College it is your responsibility to report any Hazardous Conditions or Incidents that you are aware of.

• A Hazardous Condition could be a tripping hazard, misplaced manhole cover or an unidentified drum of chemicals in one of the yards or public areas.
• An Incident could be described as a serious accident that did not occur because of the circumstances at the time; for example, an object falling off the roof of a construction site, but not actually striking anyone.

Report all Hazardous Conditions to your immediate supervisor/college staff or the supervisor of the area where the condition or incident occurred. The supervisor will ensure action is taken to correct the condition and/or prevent a recurrence of a similar incident.

If the hazard cannot be resolved to the satisfaction of both the supervisor and the employee, the matter should be referred to Campus Administrative/College Staff.
Note: All imminent hazards (conditions that will result in serious injury if left unattended) should be immediately reported to the Campus Administrator.

CHEMICAL SPILL

• ISOLATE THE AREA AND CALL FACILITIES (OR SECURITY AFTER-HOURS). Inform Facilities of the type, quantity and location of the spill.

• DO NOT ATTEMPT TO CLEAN UP THE SPILL - unless you have received training in chemical spill procedures.

SEVERE WEATHER CONDITIONS

• IF AT VC- an announcement will be made regarding closure due to severe weather conditions.
• IF AT HOME –listen to your local radio stations or look on the College website to find more information and when normal operations will resume. Depending on the area of residence, road conditions may be unsafe and in some cases, roads closed. Pay attention to police and highway department radio announcements.

UTILITY & MECHANICAL FAILURE

POWER OUTAGE

• REMAIN CALM.
• STAY WHERE YOU ARE - if evacuation is necessary, building emergency lights will continue to function for up to 30 minutes.
• FOLLOW DIRECTION OF EMERGENCY PERSONNEL (OR COLLEGE STAFF).
• If available, TURN ON A BATTERY-POWERED RADIO to find out what is happening in the area.
• TURN OFF All ELECTRICAL EQUIPMENT with manual switches (e.g. computers, CD ROMS, etc.)
• UNPLUG SENSITIVE ELECTRICAL EQUIPMENT to protect from possible power surges when the power returns.
• WAIT FOR FURTHER INSTRUCTIONS

GAS LEAK

• REPORT GAS LEAK TO COLLEGE STAFF IMMEDIATELY. If you cannot get a hold of anyone call 911.
• AVOID LIGHTING MATCHES OR TURNING ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. Personnel specifically trained in gas shut-off procedures will respond immediately.

PLUMBING FAILURE/FLOODING

• REPORT PROBLEM TO FACILITIES SERVICES IMMEDIATELY - avoid any contact with electrical equipment or lines.
• OUTDOOR FLOODING - use caution when driving on flooded streets. In some cases, excess water pressure in the storm drain may have dislodged manhole covers.

BOMB THREATS (CALL 911)

• NOTE AS MUCH INFORMATION AS POSSIBLE ABOUT THE BOMB THREAT CALL, INCLUDING:
• TIME the call was received
• TELEPHONE NUMBER on which call was received
• EXACT WORDS of the person making the call (including location of bomb and any time factor involved)
• VOICE (child or adult voice; male or female voice; any accent in the voice; whether or not the voice is familiar).
• APPROXIMATE AGE
• NOISES (any background noises including traffic, music, etc.)
• Name of caller
• OBTAIN AS MUCH INFORMATION AS POSSIBLE FROM THE SOURCE OF THE BOMB THREAT, INCLUDING:
• Time of explosion, type of bomb, location of bomb, reason why bomb was placed, appearance of bomb (and/or packaging).
• CALL IT FROM A DIFFERENT PHONE THAN THE PHONE THAT RECEIVED THE THREAT. Explain that you have received a bomb threat and provide them with the phone number where you received the call and the time of the call. They will then attempt to trace the call.
• LET VC STAFF KNOW WHAT HAS HAPPENED: calmly provide all details obtained.

SUSPICIOUS OBJECTS

• DO NOT TOUCH ANY SUSPICIOUS OBJECTS
• CLEAR THE AREA OF PEOPLE and CALL COLLEGE STAFF MEMBERS
-who will maintain security of the area pending the arrival of RCMP. The RCMP will assume responsibility for checking out the package/object and taking appropriate action.

CRIME IN PROGRESS

(This includes all violence in the workplace, and abusive and threatening behaviours.)

• FOLLOW GUIDELINES IDENTIFIED IN VC POLICY 2-11 EMERGENCY RESPONSE TO INAPPROPRIATE, DISRUPTIVE OR THREATENING BEHAVIOUR.
• DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH THE PERPETRATOR.
• IF SAFE TO DO SO, get a good description of the perpetrator.
• Note the person's:
• Height, sex, approximate age, weapon possessed, weight, skin and hair colour, clothing, name (if known)

• Method and direction of travel (license plate number; make, model and year of vehicle; colour; and any outstanding characteristics).
• CALL 911 for RCMP (if required), an APPROPRIATE COLLEGE ADMINISTRATOR:
-give your name, location, and department. Advise them of the situation, and remain where you are until contacted.

RESPONDING TO AN ACTIVE SHOOTER ON CAMPUS

An active shooter is a person who is actively threatening lives or is prepared to threaten lives in a populated area. In most cases, active shooters use firearms, and there is no pattern or method to their selection of victims. These dynamic situations evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Below are guidelines for faculty, staff and students who may be caught in an active shooter situation. The main goals are to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building:
• Proceed to a room that can be locked.
• Close and lock all the windows and doors, and turn off all of the lights.
• If possible, get everyone down on the floor where no one is visible from outside the room.
• If possible, have one person in the room call 911, advise the dispatcher of what is taking place and inform the dispatcher of your location.
• Remain in place until the police, or a campus administrator known to you, gives the “all clear.”

If an active shooter is in the same building with you:
• Lock the room you are in, if possible.
• Turn off all of the lights.
• If possible, get everyone down on the floor where no one is visible from outside the room.
• Have one person in the room call 911, advise the dispatcher of what is taking place, and inform the dispatcher of your location.
• Remain in place until the police, or a campus administrator known to you, gives the “all clear.”

If an active shooter enters your office or classroom:
• If possible, get out of the room.
• If escape is not possible, try to remain calm and seek cover.

• If possible, dial 911 from a campus phone or 911 from a cell phone and alert police to the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place because 911 can often determine a location from the call.
• If there is absolutely no opportunity to escape or hide, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a last resort, after all other options have been exhausted.
• If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooter situation
• Do not attempt to carry anything while fleeing.
• Move quickly, keep your hands visible and follow the instructions of any police officers you may encounter.
• Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible.

IMPORTANT: Before any emergency occurs, become familiar with the buildings you frequent. Make sure you have an escape route and plan ahead for how you could respond.

EMERGENCY EVACUATION

EMERGENCY EVACUATION AT THE SOUND OF THE FIRE ALARM BELL

• COMMENCE IN A TOTAL AND ORDERLY EVACUATION IMMEDIATELY via the nearest exit.
• DO NOT USE ELEVATORS under any circumstances. It is possible that the elevator could stop on a fire floor, due to faulty systems caused by heat and smoke.
• ASSIST WHEELCHAIR PERSONS TO THE NEAREST FIRE EXIT STAIRWELL SAFE HAVEN and remain with them until evacuated by the fire department. Fire exit stairwells are fire rated and persons waiting in the stairwell will be safe pending evacuation. Other disabled persons without restricted mobility should be escorted to safety.
• PAY ATTENTION TO EMERGENCY EVACUATION PERSONNEL AND SECURITY PERSONNEL who will assist and monitor building evacuation.
• ONCE OUTSIDE move away from exit doors so as not to impede persons following behind and proceed to the designated assembly area for that building.
*DO NOT re-enter the building until the all clear signal has been given by Emergency personnel, or in case of a major earthquake, until the building structure has been assessed and a green sign has been posted indicating that the building is safe to re enter.

EVACUATION OF PHYSICALLY DISABLED PERSONS
VISUALLY IMPAIRED PERSONS

• TELL the person the nature of the emergency and OFFER to guide him/her.
• AS YOU WALK, tell the person where you are and advise of any obstacles.
• WHEN YOU HAVE REACHED SAFETY, ORIENT THE PERSON to where he/she is.
• ASK if any further assistance is needed. DO NOT LEAVE THEM ALONE until further assistance arrives.

HEARING IMPAIRED PERSONS

• REMEMBER that persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required.
• EITHER - write a note telling what the emergency is and the nearest evacuation route.
• OR: turn the light switch on and off to gain attention, and then indicate (through gestures or in writing) what is happening and what to do.

MOBILITY IMPAIRED PERSONS

• Wheelchair users and those unable to descend the stairs unassisted should stay in the safe haven area of the stairwell until they are assisted down the stairs by fire personnel. A designated staff member will stay with you.
• If you have a mobility impairment but are able to get down the stairs unassisted, wait in the safe haven area until the stairwell is clear and then proceed down.
• A staff member or student must be designated to inform fire personnel that someone is in the refuge area and another staff member should be designated to stay with the person in the safe haven area until fire personnel arrive.

FIRE PREVENTION AND CONTROL
PREVENTION OF FIRE

• KEEP your work area neat and clean.
• UNDERSTAND the use of firefighting equipment and know where the fire extinguishers are located at the college.
• BE ALERT for possible fire hazards.

FIRE IN THE WORKPLACE

• ALARM BELLS - could signal a real fire, a bomb threat, leaks of noxious gases, other emergencies or fire evacuation exercises as required by fire safety regulations.
• ALARM BELLS ARE ACTIVATED IN TWO WAYS:

• By someone who observes a fire and activates the nearest alarm pull station (normally located in corridors of buildings); or
• By activation of heat detectors and smoke sensors followed by a build-up of heat and/or smoke.
• IN BOTH CASES - the alarm is received by an external monitoring agency that calls the Fire Department and alerts facilities and security personnel.
• WHEN AN ALARM SOUNDS - it must be treated as a real emergency with orderly evacuation via the nearest exit.

FIRE PREVENTION PROCEDURES
FIRE DETECTION AND CONTROL

• IF YOU ENCOUNTER A SMALL FIRE, ACTIVATE THE NEAREST FIRE ALARM PULL STATION; a signal will automatically register with an external monitoring agency that will the call Fire Department.
• If the building is outfitted with a fire sprinkler system, individual sprinkler heads will be activated by the heat of the fire and help extinguish the fire.
• ATTEMPT TO EXTINGUISH THE FIRE WITH FIRE EXTINGUISHERS in strategic locations throughout the buildings, only if safe to do so.
• KEEP YOURSELF BETWEEN THE FIRE AND AN EXIT.
• IF THE FIRE CANNOT BE CONTROLLED/EXTINGUISHED, isolate it by closing doors (if applicable), then evacuate the building via the nearest exit.

CLASSROOM EMERGENCY PREPAREDNESS & RESPONSE

Most students will look to their professors/instructors for direction during an emergency. The following information outlines basic emergency preparedness and response procedures for a classroom situation.

BEFORE AN EMERGENCY

• Know the building evacuation routes. Plan exit routes which do not use elevators. Check the red and white signs posted in the hallways, or the Fire Safety Plan (become familiar with the Fire Escape Plan Map on the wall in each classroom). If you are teaching in areas with no windows or at night, be prepared to evacuate in darkness if the emergency exit lighting has foiled. Discuss this with your students.
• Identify the location of fire extinguishers near your classroom and learn how to use them.
• Know the Designated Assembly Area (DAA) for your classroom, identified on the Building Evacuation Plan and campus map.

• Consider the possibility that there may be individuals with a disability in your class who might require specific assistance and evacuation. (Further information including designated refuge areas is available on the Building Evacuation Plan).

DURING AN EMERGENCY

Emergency response procedures will be dependent upon the nature of the emergency. Do not use the elevator for evacuation.
• Fire: If a fire is sighted or the fire alarm sounded, evacuate the building immediately and assemble outside with your students at the Designated Assembly Area (DAA).
• Earthquake: Duck, cover and hold. When the shaking has stopped, evacuate the building if the building has been damaged or the alarms are sounded. Be aware of broken pipes, and falling debris from the building, power lines, and trees. Assemble outside with your students at the Designated Assembly Area (DAA). Keep away from the building. Be prepared for aftershocks.
• Other situations requiring evacuation will be directed by college personnel or the local Police Departments. Their instructions must be followed immediately.

AFTER EVACUATION

• Attempt to account for the students in your class.
• Notify Fire, Police or Safety & Security personnel at the scene if you have information about the emergency situation, if you are aware that some individuals remained in the building [e.g. in refuge areas, or who are injured), or if you know that some individuals are unaccounted for.
• If you have evacuated some distance from your department's Designated Assembly Area, try, if possible, to inform your department of your location and situation.
• Keep roads/walkways clear for emergency vehicles. Do not make telephone calls (on cellular or pay phones) unless they are necessary to save a life. [14]

EARTHQUAKE PREPAREDNESS & RESPONSE

BE PREPARED BEFORE THE EARTHQUAKE OCCURS

• EMERGENCY PLANS AND PROCEDURES - Learn them in advance.
• PLANNING AND PREPARATION - involve all concerned in the planning and preparation for handling emergencies.
• SAFE SPOTS IN EACH ROOM - know where they are - against inside walls, under sturdy tables or desks.
• DANGER SPOTS - know where they are - near windows, mirrors, hanging objects, and tall unsecured furniture.

• PRACTICE DRILLS - hold drills by physically placing yourself in safe locations.
• MEETING PLACE - establish a meeting place in advance of a disaster.
• FIRST AID AND CPR -learn these in advance of a disaster.
• EMERGENCY NUMBERS - keep a list handy, preferably posted near telephones.
• KNOW HOW TO CALL FOR HELP - ensure you know how to report an emergency.
• BREAKABLE OR HEAVY OBJECTS - keep these on bottom shelves to avoid injury during an earthquake.
• HANGING OBJECTS AND HEAVY PICTURE FRAMES OR MIRRORS - secure these permanently to the wall with screws or other strong holders.
• FLAMMABLE OR HAZARDOUS LIQUIDS - keep in proper storage areas.
• EMERGENCY SUPPLIES - keep a supply of non-perishable food, drinking water and other supplies including a flashlight, portable battery-operated radio, extra batteries, medicines, first aid kit, clothing, blankets, toiletries, candles and matches}.
• DRINKING WATER - keep fresh water in a container and change the water every two weeks.

WHAT HAPPENS DURING A MAJOR EARTHQUAKE? WHAT TO EXPECT:

• Rattling and shaking of furniture and fixtures.
• Considerable noise.
• Severe motion and swaying of the ground. People are often thrown uncontrollably off-balance.
• Failure of services and equipment including lights, telephones, elevators, heat and air conditioning.
• Breakage of some exterior windows causing shattered glass and strong drafts.
• Toppling of free-standing cabinets and bookshelves, and falling of mounted objects such as clocks and artwork or anything not firmly secured to walls and ceilings (suspended ceiling components, light fixtures, mechanical diffusers and sprinkler heads).

HOW DOES IT START?

• A gentle shaking may occur and hanging plants and light fixtures may sway. Objects may wobble on shelves.
• A violent jolt (similar to a sonic boom) may be heard and felt; or
• A low to very loud rumbling noise may be heard.

HOW LONG WILL IT LAST?

The shaking may last only a minute or two. There may be a number of after-shocks (over several days/ weeks/months). A second or two following the start of the earthquake, ever-

increasing shaking will be experienced, by which time it will be difficult to move from one place to another.

DURING THE EARTHQUAKE

• REMAIN CALM and TAKE COVER underneath a desk or table.
• IF NO COVER IS AVAILABLE move to the closest interior wall.
• PROTECT YOUR HEAD AND NECK - kneel with back to wall; cover sides of head with elbows and clasp hands firmly behind neck.
• STAY AWAY FROM windows and objects which could fall or areas storing hazardous materials.
• STAY WHERE YOU ARE. DO NOT RUN OUTSIDE - falling debris may cause injury.
• DO NOT USE ELEVATORS - If you are trapped in an elevator, the elevator will not fall down the shaft, and nothing heavy can fall on you. If power fails, the elevator will stop, and lights will go off. Be patient. Each car will be contacted as quickly as possible and you will be advised on how rescue will occur. Take directions from emergency response personnel.
• IF OUTDOORS - STAY IN AN OPEN AREA. Do not enter buildings.
• IF DRIVING - pull the vehicle to the side of the road and stop. Avoid bridges, overpasses, buildings or power lines. Remain inside the vehicle until the shaking is over.

AFTER THE EARTHQUAKE

• BE PREPARED FOR AFTERSHOCKS.
• REPLACE TELEPHONE HANDSETS that have been shaken off their cradles.
• DO NOT TRY TO USE THE TELEPHONES EXCEPT to report fires or medical emergencies. (Even if they do still work, they will be needed for emergency communications.)
• WAIT FOR AND FOLLOW INSTRUCTIONS from Emergency Response Teams. Use a battery-powered radio to obtain information.
• GIVE FIRST AID to injured personnel. DO NOT MOVE THEM UNLESS ABSOLUTELY NECESSARY.
• ALERT EMERGENCY RESPONSE TEAM to anything needing their attention.
• BE PREPARED TO EVACUATE if instructed by the Emergency Response Team.
• BE PREPARED TO STAY ON CAMPUS overnight and perhaps longer.
• DO NOT TRY TO USE THE ELEVATORS.
• DO NOT LEAVE THE FLOOR until authorized to do so.
• DO NOT RISK BECOMING A CASUALTY by being careless or acting independently.
• IF THE WATER IS OFF use emergency water from water heaters, toilet tanks, melted ice cubes or canned vegetables.
• IF THE POWER IS OFF use food from a freezer (if available) before it spoils. (A full home-size freezer will keep food for 48 hours.)

WHEN CAN YOU GO HOME?

• AFTER THE GOVERNMENT AUTHORITIES SAY YOU MAY DO SO.
• PERMISSION WILL BE GIVEN AFTER the worst fires are under control and the streets have been cleared. This may happen quickly, or it may take some time (perhaps 72 hours or more).

OFFICE EARTHQUAKE PREPAREDNESS

• Where is your desk placed? Try to avoid the hazard of breaking glass (windows and pictures) and make sure your exit route is clear.
• Keep the space under your desk clear so you can duck, cover and hold.
• Position file cabinets so that if they fall over, they will not block your exit from the office.
• Keep heavy items such as heavy books, binders and plants, on the lower shelves of bookcases so that they do not have as far to fall.
• Make sure the bookshelves are securely fastened to the wall, either into studs or with drywall anchors.
• Consider a moving railing which can be placed in front of the books to prevent them from falling off
• Keep file drawers and cupboard doors closed at all times
• If possible, anchor computers, printers, fax machines. If it is not possible to anchor them use a gripper/no slide mat under the equipment.
• Back up important computer files and take the disks home with you. Periodically test that your backed up information will run. This is an important personal and Departmental issue. Departments must consider the options available for storage of backed up information. For further information on mainframe and microcomputer backups contact Computer Resources.
• Keep some or all of the following in your office:
- Food (granola bars, dried fruit, etc.) and water
- Prescription medicines
- A whistle (another one on your key ring is also a good idea)
- A flashlight and batteries
- Quarters for the pay phones (which may be the first to be functional)
- An emergency blanket (small silver ones)
- Heavy but comfortable shoes (suitable to walk over broken glass and to walk home in)

LABORATORY EARTHQUAKE PREPARATION

The following questionnaire checklist is designed to help Department Heads, Safety Committees, Instructors and labs Personnel perform a self-assessment for their areas of

responsibility. Use this list of questions to help identify situations that may pose a problem in case of on earthquake.

• *If an earthquake occurred right now, where would you go for protection?*
-Locate both safe and dangerous spots in your area. Decide if you would go under a desk or table in a safe corner or out of the lab against a corridor wall.
-Consider flying glass hazards from windows and glassware and falling hazards from light fixtures, books, pictures and equipment when selecting safe spots.
• *Do you know the evacuation routes from your building?*
-Do not leave the building until the tremors have stopped.
• *Do you know the designated assembly area (DAA) for your department or work unit? Is there an alternate assembly point in case your first emergency evacuation site happens to be downwind of a chemical or gas release or otherwise unusable?*
• *Are gas cylinders well secured in an upright position?*
-Are pressure regulators removed and cylinder caps in place on cylinders not in use?
• *Are chemicals stored properly?*
-Are chemicals recapped and returned to their storage cabinets immediately after use?
-Are chemical storage cabinets closed and latched?
-Are chemical storage cabinets secured to prevent tipping or movement?
-Are chemical storage shelves equipped with lips or restraints to keep chemicals and glassware in place?
-Are waste chemicals removed regularly?
-Are chemicals stored in secondary containment trays or tubs?
• *Are fume hood sashes closed as far as possible to contain spills while still maintaining adequate ventilation rates?*
• *Are heavy objects located on, or near, the floor and are they secured to reduce hazards* and damage?
• *Is heavy equipment and furniture that might block exit routes secured? Are exits and aisle ways maintained free and clear of obstructions?*
• *Do you have equipment and/or processes that could be damaged or pose a fire or health hazard if power was suddenly lost? What contingencies have been made to provide backup or emergency power to maintain critical systems?*
• *Are safety systems (i.e. fire extinguishers, safety showers, eye washes) accessible and in proper operating condition? Does everyone in the lab know how to operate them?*
• *Is spill containment equipment available and accessible?*

LAB OPERATIONS AFTER A MAJOR EARTHQUAKE

Depending on the time and circumstances of the earthquake, you may be asked to stay out of the building for a few minutes to a few days or indefinitely.

• Post a short term evacuation checklist near the exit of your lab. This is a list of essential steps to take before leaving the building. These include, but are not limited to:
-Turn off gas burners
-Check quickly for fires, Fire hazards, or spilled chemicals
-Check for injured or individuals with a disability who might have trouble evacuating the building
-Bring emergency supplies (First aid kit, flashlights, etc.) to the emergency evacuation site. Close the lab door as you leave
-Report crucial items or hazards to the appropriate official at the emergency evacuation site.
• Do you have a long term plan in case you could not get back into your lab for at least a week?
-Which cell lines/experiments/data are your first priorities?
-Are provisions made for taking care of lab animals or making sure that you have enough liquid nitrogen for the freezers? (Remember that normal distribution systems will not work, so you should have your own supply.)
-Do you have backup copies of important data/research/lab notes (both disk and hard copies)?
-Do you keep them offsite? Do you test your backup information?

SUMMARY

Each of these issues and items could be critical for the health and safety of laboratory occupants. While this information is directed toward earthquakes, please remember that building fires and other natural or manmade disasters could have a similar impact on your laboratory space and staff. We encourage you to discuss these plans among yourselves and take whatever action is necessary to see that all issues are addressed.

It is a good idea to practice your disaster plans periodically to ensure that:
• The plans meet the requirements of current laboratory operations,
• All staff are familiar with both the overall plan and their specific role, and
• The emergency plan is successful in accounting for individuals in the laboratory and in reporting laboratory conditions to key department administrators.

PERSONAL EARTHQUAKE PREPAREDNESS

• Prepare emergency kits for home, car and office. Remember to include supplies for your pets.
• Develop a family emergency plan. Identify a family meeting place and out of province contact. Talk to your children about what to do if they are at home or at school or if the earthquake separates family members. Become familiar with the school's earthquake plan.

• Make sure each member of your family knows how to shut off the utilities: gas, electricity, and water. Do not shut off the gas unless there is a leak or fire. If the gas is turned off, do not attempt to turn it on again. This must be done by a qualified technician.
• Store 4 liters of water per person, per day, in a tight lidded, non-breakable container (at least 12 liters per person for a 3 day supply). Replace stored tap water at least every 6 months. Water can be made safe to drink by using 4 drops of liquid household bleach in 4.5 liters of clear water, or 10 drops in 4.5 liters of cloudy wafer.
• Brace your hot water tank. After an earthquake, if the water is still running, fill a bathtub as an additional source of water.
• Check for home hazards. Secure top heavy furniture. Put plywood up in the attic on joists around each chimney to help prevent bricks and mortar from coming through the ceiling.
• Locate beds away from chimneys, windows, heavy pictures, etc.
• Keep flammable items and household chemicals away from heat and store in secondary containers to contain spills.
• Check your earthquake coverage with your insurance broker.
• Tune into a local radio station for specific information regarding the campus.

DEPARTMENTAL BUSINESS CONTINUITY PLANNING

Business Continuity Planning (also known as planning for recovery) will help to get your Department up and running as quickly as possible after an emergency. This includes recovering from problems due to floods, fire, earthquake or numerous other reasons that make access to your usual working area impossible.

Assume that VC is "down" for two weeks and that normal operations are impossible (no supply deliveries, your building has not been cleared for entry, no classes held, some or most of your Department members are unavailable).
-Would your Department be able to operate at an alternate location?
-What basic equipment would you need?

To begin the process of planning for recovery, it would be helpful to get together with a group of people from your area and discuss the following issues:
• Consider the major functions or activities of your department/area and determine what essential functions would have to be done immediately after a major emergency.
• How long can your essential functions be down? What are the consequences if your area is non functional for a period longer than this? For faculty? Staff? Students?
• Would your Department be able to operate at an alternate location?
• What kind of equipment do you need to run your essential functions?
• Will you be able to access information which is essential to your operation?

• Some employees may be unavailable after an emergency. How many employees would you need to maintain your essential functions? Will you be able to contact the people you need?
• Do you provide a function/service to VC that could be met by an outside agency if required? Do you have alternate options/contingency plans?
• Does your Department/Area depend on supplies from off campus being delivered on a day to day or weekly basis? Do you rely on supplies from other VC departments? Consider how you would function without these supplies. Are there options for alternate suppliers if they are unavailable for any reason and are unable to fulfill their obligations to you.
• Do you have any hazardous materials in your area which require special inspection for spills or leaks?
• Do you have any valuable book, map, document or other collections which may require special preservation procedures to prevent further loss or damage?

Consideration of these issues will help to clarify your Area's needs with respect to recovery from emergencies.

Planning ahead of time will enable your Department or Area to recover quickly from unexpected incidents and emergencies.

DESIGNATED ASSEMBLY AREAS

Please refer to the Fire Escape Plan for further information on Designated Assembly Areas. In general, our Designated Assembly Area for the Community Services Building located at 99 Gorse Street is the front parking lot in the small manicured grassy area with flowers, under the tree across from the BC Ambulance Station on 99 Gorse Street.