



**CNC**  
**Prince George**  
**campus**



Emergency  
preparedness  
and response

## Emergency contact numbers

Please be ready with the type of emergency, number of people involved, your name, and location.

### Police – Fire – Ambulance 911

### CNC Security (24 hours) Emergency

- Local 200 or 250-561-5827.
- Pressing the “S” button on the payphones will connect to Security.
- Red security phones have direct access to Security.
- Emergency call stations in the parking lots have direct access to the Security answering service.

#### CNC Security

(calling from off campus)  
250-561-5827

#### First Aid (CNC Security)

Local 200 or 250-561-5827

## Emergency first aid procedures

**CNC Security is also First Aid. Call Security at local 200 or 250-561-5827.**

Be ready to report exact location of patient and nature of injuries.

Call 911 if an ambulance is needed and then call local 200.

**Ensure accident scene is safe** — no further danger to injured person or self.

**Do not move patient** — unless there is a high risk of further injury or death. Keep calm and do not leave the patient unattended unless doing so creates an imminent risk.

**Be prepared to assist** if requested by the First Aid Attendant.

#### Facilities Services

(8 am to 4 pm Monday to Friday)  
250-561-5821

#### CNC Prince George

3330- 22nd Avenue  
Prince George, BC V2N 1P8  
250-562-2131

## Emergency commands

In the event of an emergency, you will hear one of these two commands: **evacuate** or **lock down**. This may be either in person or through the emergency audible system.

### Lock down

One of the instructions you may be given in an emergency is to lock down. This is aimed at keeping you safe while remaining indoors. Lock down means immediately taking refuge inside a secure area/room of the building; do not stay in open/common areas.

If a lock down is advised for a CNC building, all persons in the affected building will be told that CNC is preparing to lock down, please proceed to a secure area and lock the door behind you. When CNC Security or external authorities announce the decision to lock down, you should follow their directions.

**Remember:** Do not leave the building until authorized to do so by CNC Security or external authorities.

### Evacuate

#### Emergency evacuation at the sound of the fire alarm bell

- Leave the building immediately via the nearest exit. If the situation permits, close doors and windows, disconnect laboratory power equipment, secure safes and cash registers, and take personal belongings with you if they are readily available.
- **Do not** use elevators under any circumstances.
- Assist persons in wheelchairs to the nearest fire exit stairwell (assisted evacuation area). Ensure the facilities staff or fire personnel are aware that someone needs help to evacuate. Assisted evacuation areas are located on the third floor (700 block main stairwell), or the secondary location on the third floor (100 block north stairwell). The second floor evacuation area is located in the 700 block main stairwell by the library. Internal assisted evacuation areas are for those who need assistance to evacuate.



## Emergency numbers + first aid / Emergency commands

## Evacuation cont'd

- Follow the directions of emergency evacuation and security personnel.
- Once outside move to the closest assembly area located in the various parking lots. These areas are identified with signs. Please do not block exit doors or impede the movement of others leaving the building.
- Notify fire, police and security personnel at the scene if you are aware that some individuals remain in the building (i.e. in evacuation areas, or who are injured), if you know that some individuals are unaccounted for, or if you have specific urgent information about the emergency situation.
- Keep roads and walkways clear for emergency vehicles.

## Evacuation of persons requiring assistance

### 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 a safe location, orient the person to where he/she is.
- Ask if any further assistance is needed. Do not leave them alone until further assistance arrives.

## Abusive or threatening behaviour

The following procedures are meant as a guideline for dealing with abusive or threatening behaviour.

- Security will respond to abusive or threatening situations and assess the situation. Call local 200 or 250-561-5827
- Security may deal with the situation or request assistance from Counselling and Advising, or another department, as appropriate to the situation.
- If the situation is unruly or escalating then Security will call for immediate backup of additional security guards or the police.
- Police intervention may be required for incidents of a serious nature. Call 911 if necessary.

## Bomb threats

All threats to CNC will be treated seriously and investigated immediately by Security and Facilities Management.

Record as much information as possible about the bomb threat call, including:

- Telephone number on which the call was received.
- Time the call was received.
- Exact words of the person making the call.

## Hearing-impaired persons

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 (e.g. "Fire – go out the rear door to the right and down, NOW!")
- Or: Turn the light switch on and off and gain attention, 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 assisted evacuation area until they are assisted down the stairs by fire or facilities personnel. Assisted evacuation areas are located on the third floor (700 block main stairwell), or the secondary location on the third floor (100 block north stairwell). The second floor evacuation area is located in the 700 block main stairwell by the library. Internal assisted evacuation areas are for those who need assistance to evacuate.
- If you have mobility impairments but are able to get down the stairs unassisted, wait in the assisted evacuation area until the stairwell is clear and then proceed down.

- 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.).

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), name of caller.
- Call Security 250-561-5827 or in-house at local 200; provide all details obtained, speaking calmly and deliberately to the Security Officer.
- Quickly look around your area for suspicious objects but touch nothing. If you notice suspicious objects in your area inform Security at local 200.
- If the threat is received by note or letter, take it to Security immediately.

The RCMP publishes a "Bomb Threat Telephone Procedures" brochure to assist persons receiving bomb threat calls on how to record relevant information. Check out

- [www.rcmp-grc.gc.ca/tops-opst/cbdc-ccdb/telephone-procedure-eng.htm](http://www.rcmp-grc.gc.ca/tops-opst/cbdc-ccdb/telephone-procedure-eng.htm)

## Suspicious objects

- Do not touch any suspicious objects.
- Call CNC Security at 250-561-5827 or in-house at Local 200.



# Abuse / threats / Bomb threats

## Classroom emergency preparedness and response

All CNC employees are responsible for demonstrating leadership before and during any emergency by being informed about the processes and sharing that information with students. Most students will look to their 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 Evacuation Plans posted in hallways.** If you are teaching in areas with no windows, or at night, be prepared to evacuate in darkness if any of the emergency exit lighting has failed.
- Know the outside assembly area for your classroom, identified on the Evacuation Plan and campus map.
- Further information including assisted evacuation areas is available in the Evacuation Plan. Internal designated evacuation areas are marked on each plan with a sticker and are located on the third floor (700 block main stairwell), or the secondary location on the third floor (100 block north stairwell). The second floor evacuation area is located in the 700 block main stairwell by the library. Internal designated evacuation areas are for those who need assistance to evacuate.
- Contact Facilities Services for information or if you have questions or concerns regarding evacuation.

### During an emergency

- **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:** Remain calm and take cover underneath a desk or table and hold on. Keep away from windows. Stay in place. Do not go outside. Be prepared for after shocks. Wait for and follow instructions from Emergency Response Teams.
- **Other situations** requiring evacuation will be directed by Security and Facilities personnel or local police or fire departments. Their instructions must be followed immediately.

### After evacuation

- Account for the students in your class. If you have evacuated some distance from your department's outside assembly area, try to inform your department of your location and situation if possible.
- Notify Fire, Police and Security Personnel at the scene if you have information about the emergency situation, if you are aware that some individuals remain in the building (i.e. in evacuation areas, or who are injured), or if you know that some individuals are unaccounted for.
- Keep roads/walkways clear for emergency vehicles.

## Crime in progress

Do not attempt to stop or interfere with a crime in progress. 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 CNC Security at 250-561-5827 or in-house at Local 200. Give your name, location, and department. Advise them of the situation and remain where you are until contacted by Security.

Call Security (Local 200 or 250-561-5827) if you observe any of the following suspicious signs:

- A scream or call for help
- A broken window
- An unfamiliar person doing any of the following:
  - Loitering on or about campus
  - Trying to break into a car
  - Repeatedly driving on or about campus
  - Driving on the grass or other inappropriate areas
  - Breaking into a locker, office or other secure area (such as bike compound)



## Classroom emergency / Crime in progress

## Fire

### Fire in the workplace

Alarm bells, emergency audible messaging or strobe lights could signal a real fire, a bomb threat, leaks of noxious gases, other emergencies or a fire evacuation drill. Alarms are activated in two ways:

- By someone who notices a fire and pulls the nearest alarm (normally located in corridors of buildings);

**or**

- Heat or smoke causing the activation of heat and smoke detector sensors.

In both cases, the alarm is received by an external monitoring agency that calls the Fire Department and alerts security personnel.

When an alarm sounds – it must be treated as a real emergency.

### Fast steady ring coupled with an audible message – get out!

- A fast steady ringing fire alarm indicates a fire in the area.
- Everyone is to evacuate the building **immediately** by the nearest exit.
- **Do not use elevators.**
- Individuals requiring assistance should stay in the assisted evacuation areas. Someone will assist.
- Move well away from all buildings.
- Do not re-enter the building until advised to do so by Facilities personnel.

### Slow intermittent ring – warning

This is a warning only. It indicates a fire in another area of the building. Be prepared to evacuate.

### If in doubt – get out!

Familiarize yourself with the location and operation of fire extinguishers and alarm pull stations in your immediate work area.

Never attempt to fight a fire larger than a wastebasket. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help.

## Hazardous conditions/incidents

A hazardous condition could be a tripping hazard, misplaced manhole cover or any condition that could cause an accident. If you are aware of a hazardous condition please report it to the supervisor of that area or to the Facilities Services Department.

Note: All imminent hazards (conditions that will result in serious injury if left unattended) should be immediately reported to the Facilities Services Department, and the department supervisor so corrective action can be taken without delay.

## Utility failure

### Power outage

- Facilities Services will contact BC Hydro for failure information. This will be passed on via the Executive Committee through the Emergency Audible System, word of mouth and posted notices.
- If the failure is estimated to last less than one hour, college operations will continue as per usual provided lighting levels are adequate.
- If the failure is estimated to last more than one hour, college operations may be cancelled by a member of the Executive Committee until further notice. The building will remain open but regular operations will cease.
- If evacuation is necessary, follow the direction of emergency personnel.
- Turn off electrical equipment with manual switches (e.g. computers etc).
- Unplug other electrical equipment to protect from possible power surges when the power returns.
- Wait for further instructions.

### Elevator failure

- Do not use elevators during a fire, earthquake, or power outage.
- Use the elevator telephone or alarm button to call for help if you become stuck in an elevator – Facilities personnel and/or Security will respond immediately.
- Do not attempt to pry open the doors or overhead hatch of a stopped elevator. Remain calm; use the elevator telephone or emergency button to call for help. Facilities personnel and/or security will respond immediately.

### Gas leak

Contact Security at 250-561-5827 or Local 200. Avoid lighting matches or turning on lights or any electrical equipment. Personnel specifically trained in gas shutoff procedures will respond immediately. Facilities personnel will recommend response procedures to Security once they have confirmed the leak. If evacuation is necessary, follow the direction of emergency personnel.

### Plumbing failure/Flooding

Report problem to Facilities Management at local 5821 immediately – avoid any contact with electrical equipment or lines.



**Fire / Power outage /  
Flood / Elevator / Gas leak**

## Violent incident action plan

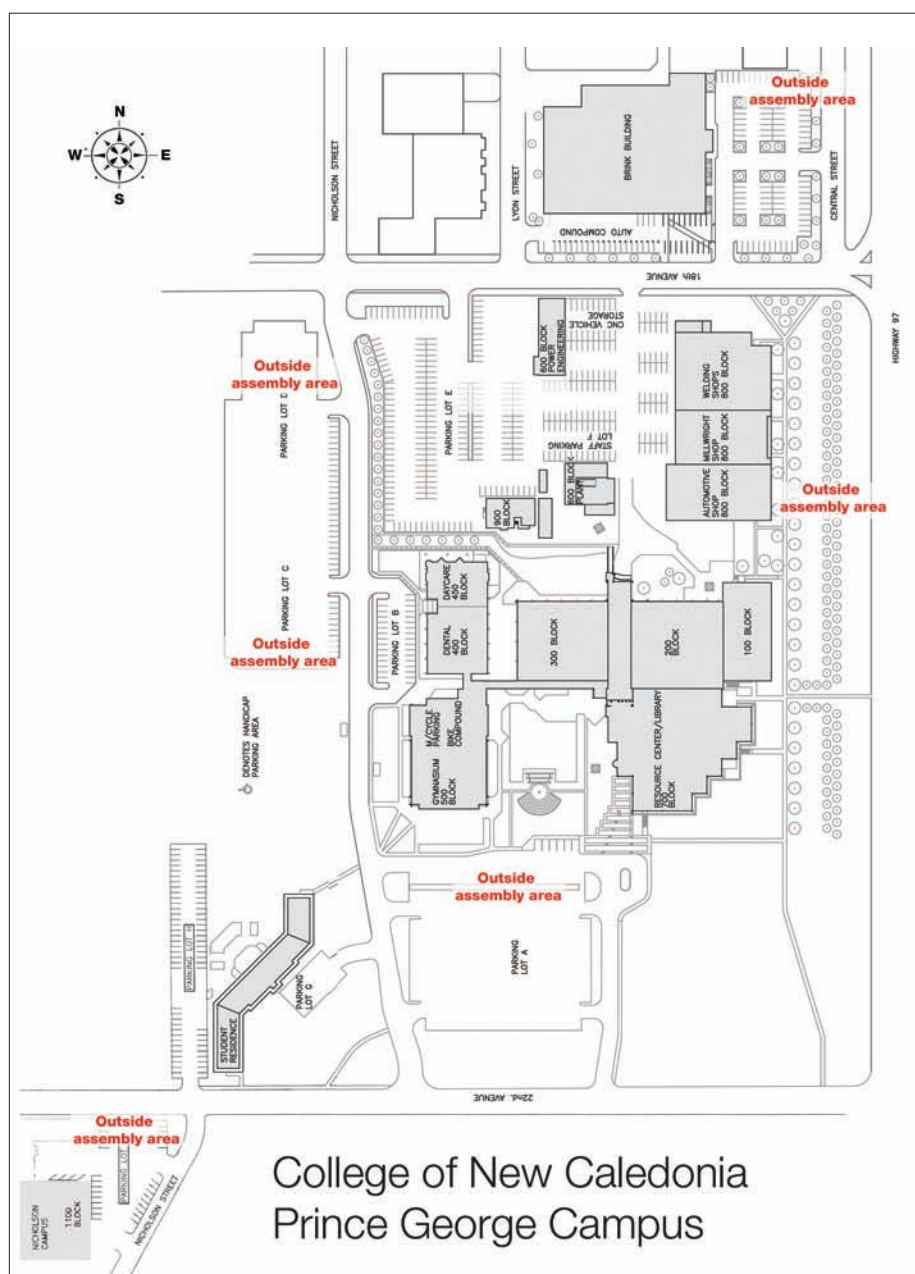
If you hear gunfire or see someone with a gun or weapon.

- Take cover in an area where you cannot be seen.
- Lock and barricade doors.
- Turn off lights.
- Turn off audio equipment and silence cell phones.
- Close blinds or curtains.
- Keep calm, quiet, and out of sight.
- Take cover behind concrete walls, furniture, etc., to protect you from bullets.
- Keep the classroom or office secure until the police or security and facilities personnel arrive and give directions. Follow the directions precisely as given.
- Call 911 if you feel it is safe to do so.

## Additional safety tips

If you are caught in an open or exposed area and you cannot get into a classroom or office, then the following course of action can be taken:

- Hiding – look for a safe and secure hiding area. Once in place, try to remain calm. Stay hidden until you can make contact with emergency personnel.
- Running – If you decide to run, do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.
- Playing Dead – If an intruder is causing death or physical injury to others and you are unable to run or hide you may choose to assume a prone position and lay as still as possible.
- If you are caught by the intruder, obey all commands and avoid eye contact with the intruder.



## Violent incident action plan / Campus map