

Ashton

FACULTY & STAFF  
**EMERGENCY RESPONSE**  
PROCEDURE MANUAL



August 2011 Edition

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# EMERGENCY MANUAL

ASHTON COLLEGE FACULTY & STAFF  
EMERGENCY RESPONSE PROCEDURES

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## Introduction

Emergency, disasters, accidents, and injuries can occur any time without warning.

This guide summarizes the more critical information to help you deal with emergencies. The more prepared people are, the better they can act and minimize panic when an emergency arises.

### What can I do?

- Think before acting. **DO NOT PANIC.**
- Remain calm to minimize the effect of the emergency.
- Be familiar with the contents of this emergency manual and know the procedures involved in case of an emergency.
- Be familiar with the floor plan. Know where the fire extinguishers and fire alarm stations are located (See Appendix 1).
- Know your designated assembly area. Ensure that fellow workers and students know where to meet following or during an emergency.

### Reporting of Hazardous Conditions and Incidents

As an employee of Ashton, it is your responsibility to report any hazardous conditions or incidents that you are aware of to the **Emergency Wardens**.

## In Case of Fire

1. If you detect fire, **immediately sound the fire alarm** by activating the nearest pull station. Please refer to Appendix 1 for the **Fire Extinguisher and Fire Alarm Stations**.

Call **911** and report the location of the fire. For example, *“I’m calling from Ashton College on the third floor of 1190 Melville Street. There is a fire in the student lounge.”*

2. **The fire alarm must always be obeyed.**
3. Close all doors after leaving each room. The **Emergency Wardens** and the Fire Marshall will ensure all students, Faculty, and staff have been evacuated to the designated meeting place.

### SunLife Plaza Meeting Place

**1100 Melville Street**

(Corner of Melville and Thurlow)



If possible, faculty should take a class list and do a head count.

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4. If you are trapped:

- Place fabric or clothing around/under the door to prevent smoke from entering;
- Retreat; be prepared to signal from a window, but do not break glass.

5. If you are caught in smoke:

- Drop to your knees and crawl; hold your breath for as long as possible;
- Breathe shallowly through your nose. Use clothing over your face as a filter.

6. If forced to move through flames, hold your breath; move quickly, cover your head/hair; keep your head down and eyes closed as much as possible.

7. If your clothes catch fire:

## Stop, Drop, and Roll.

8. Prepare yourself in advance:

- Know the location of the nearest fire extinguisher and fire alarm stations;
- Know your **Emergency Wardens**;
- Know where to go and how to get there;
- Know in advance how many doors you will have to pass along your evacuation route to reach your designated exit;
- Keep in mind that exit signs may be camouflaged by smoke and you may be crawling or have your eyes partially closed.

## Evacuation Procedures

1. When you hear an alarm, **WALK** to the nearest stairwell to exit the building. **DO NOT RUN.**

2. **DO NOT USE ELEVATORS.**

3. If the exit is blocked, follow the instructions of the **Emergency Wardens**.

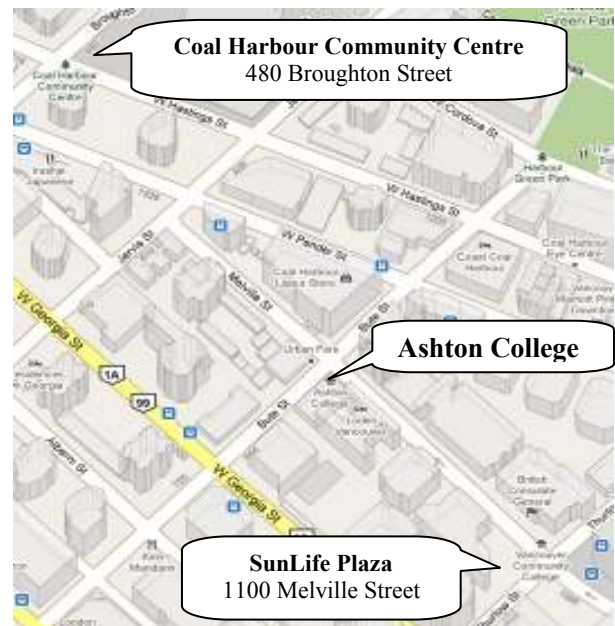
4. When exiting the building, move away from the doorways and building quickly.

5. If you are with a class, move with the class to the meeting place as quickly as possible.

6. If you sounded the fire alarm, be sure to inform both **Emergency Personnel** and **Emergency Wardens** with this information.

7. **Do not go back into the building for any reason until you have been advised to do so by Emergency Personnel.**

## Evacuation Map



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## Duties of the Emergency Wardens

1. Post procedures in appropriate locations.
2. Ensure that staff on your floor are aware of the procedures.
3. Know who is in your area to assist you in conducting a head count.
4. Familiarize yourself with the nearest Fire Alarm Pull Stations and Emergency Exits.

## During An Emergency Evacuation

1. Put on an emergency vest for identification.
2. Supervise the orderly evacuation of your area via the designated emergency exits. Enlist someone to hold open the stairwell door.
3. Check the exit stairwells to ensure that they are clear for evacuation. If the exit is blocked by smoke or fire, choose an alternate route.
4. Close all doors along your exit route behind you, **including stairwell doors**.
5. Ensure that people have moved away from the building to the **SunLife Plaza at 1100 Melville Street**.
6. For the purpose of a fire drill, conduct a head count and note those unaccounted for. Check with instructors to ensure that all students are present.
7. In the event of a real emergency, everyone who has evacuated will meet at the designated location.

8. Wardens will then take a head count and report missing people to the authorities.

## Bomb Threat

A bomb threat is usually received by telephone. Most threats are made by callers who want to create an atmosphere of general anxiety or panic.

All bomb threats are assumed to be real. If another tenant in the building has received the threat, follow the evacuation procedures:

1. Flag down a colleague for assistance;
2. Get your assistant to go to the nearest pull station to set off the fire alarm for evacuation;
3. As soon as the alarm is sounded, follow evacuation procedures. If no assistance is available, pull the alarm yourself;
4. Ask the caller a lot of questions (See bomb threat report);
5. Permit the caller to say as much as possible without interruption;
6. Follow evacuation procedures;
7. Meet emergency personnel when they arrive to give them the Bomb Threat Report.

## Bomb Threat Report

### Questions to ask:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?

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4. What will cause the bomb to explode?
5. Did you place the bomb?
6. Why?
7. What is your name?

### Exact wording of the threat:

- |         |           |                  |
|---------|-----------|------------------|
| 1. Sex  | 2. Accent | 3. Estimated Age |
| 4. Time | 5. Date   | 6. Remarks       |

### Caller's Voice: Circle all that apply:

Accent	Deep	Laughter	Rapid
Angry	Deep Breathing	Lisp	Raspy
Calm	Disguised	Loud	Slow
Clearing Throat	Distinct	Nasal	Slurred
Cracked Voice	Excited	Normal	Soft
Crying	Familiar	Ragged	Stutter

If the voice is familiar, whom did it sound like? \_\_\_\_\_

### Background Sounds:

Animal Noises	House Noises	Office Machinery	DID or Watts
Booth	Local	PA System	Factory machinery
Clear	Motor	Static	Other: _____
Music	Street Noises	Voices	

### Threat Language:

Foul	Irrational	Taped
Incoherent	Message Read	Well spoken

## Suspicious Visitors

Visitors and people who do not belong wander around the building. They may appear lost and/or suspicious. Give people the benefit of the doubt. Follow these procedures:

1. If you are suspicious of a visitor's intentions and you are comfortable speaking to him/her, ask if he/she needs assistance;
2. If you are still suspicious of the person's intentions, report his/her behavior to

Reception, **Emergency Wardens**, or the Vice-President;

3. If you are not comfortable speaking to a suspicious visitor, find the nearest staff member to assist you;
4. If you believe your personal safety is at risk, call **911**.

## Threats

If, in your opinion, you or a co-worker is at risk, leave the area of the threat immediately. If circumstances permit, dial 911 and request assistance. Report the threat to your supervisor, and / or an **Emergency Warden** as soon as possible.

## Crime in Progress

1. Do not attempt to apprehend or interfere with the perpetrator.
2. If you can, get a good description of the perpetrator. Note the person's:

Height	Sex	Approximate Age	Weapons
Weight	Hair & Skin Colour	Clothing	

3. Call **911**, Reception, and the **Emergency Wardens**.

## First Aid

Ashton College has a **Certified Level 1 First Aid Attendant**. If you require First Aid, please report to the nearest **Staff** or **Faculty Member**, or report directly to **Student Administration** in Room 410. If necessary, they will:

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- Evaluate the injury or illness;
- Administer first aid;
- Stay with you until an ambulance arrives;
- Ensure that you have a ride to the hospital or home;
- File an injury report.

The First Aid Kit is located at Reception in Student Administration, Room 410.

## Earthquake Guide

Where is your desk placed? Try to avoid the hazard of breaking glass 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, on the lower shelves so they do not have as far to fall.

Keep file drawers and cupboard doors closed at all times.

Faculty members should acquaint students with emergency procedures and exits the first day of each module.

### What to expect.

An earthquake is often announced by a loud noise like a train or large truck passing by. When the earth tremors reach our building, the structure will sway, peak in 10 to 20 seconds, and subside within two minutes.

Things may fall and break; the motion may throw you to the ground. Lights, elevators, telephones, heat and air conditioning may stop working and windows may break, causing crumbled glass and strong drafts.

### During the earthquake, DON'T PANIC.

Earthquakes occur so quickly that there is seldom time to move very far. You may feel dizzy and incapable of walking easily.

However, you should attempt the following:

- Move away from exterior and interior windows, since they may break, crumble, or fall inwards;
- Take cover under a desk, workstation, or table, and hang on. If you can't get under something, stand in a doorway, and cover your head and neck with a large book, briefcase, or your arms;
- Furniture will shift; hold on with one hand and protect your head with the other arm;
- Stay where you are until the shaking stops. Faculty should instruct students to take cover under desks, not to face windows, and to count to 60 in the cover position;
- Upon leaving cover, the first response should be to assess the situation;
- Minor shakes may not warrant an evacuation. Evacuate with special care when a fire alarm starts during a quake. When in doubt, evacuate. Wait until the shaking ends and select the safest route;

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- The danger is not a building tipping over. Glass and debris can fall and sail outward a considerable distance. Danger declines with distance;
- The extreme danger zone is at least 30 feet from a taller building or beyond a distance of about half the building's height;
- Old masonry buildings also have walls that may tip all the way over (e.g., building across from us on Bute Street);
- If you are outside, stay in an open area. In the event of a major earthquake, all employees and students should report to:

## **Coal Harbour Community Centre Meeting Place**

(480 Broughton Street and West Hastings Street)



- Faculty, please report any missing students to an **Emergency Warden**.

**After the earthquake DON'T PANIC.**

- Be prepared for aftershocks.
- Check your co-workers for injuries. Send someone to notify the First Aid Attendant. Stay with the injured person.
- If there is no First Aid Attendant in your area, apply basic first aid if you are able to do so.
- Do not move seriously injured people.
- Check for fire. If you locate a fire, attempt to extinguish it and wait until the Fire Department arrives.
- The Fire Department may not arrive quickly or at all, so we must make every effort to manage fires with volunteer help.

### **Remember safety is always the highest priority.**

- Do not use matches or any form of flame until gas and electrical lines have been checked.
- Do not use water or flush toilets.
- Do not attempt a search and rescue on your own.
- Do not go home until Emergency Personnel have announced that it is safe to do so.
- Use phones only to report medical emergencies and fires.

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## Duties of the In-Charge Earthquake Team

1. Put on Emergency vest.
2. First ensure that you are safe, and then slowly and thoroughly search the floor to assess damage.
3. If possible, mark potential hazards.
4. Assess and know location of injured. If necessary, dial 911 for medical help. Direct the walking injured to safety.
5. Prioritize unstable areas for evacuation.
6. Assess the floor on an ongoing basis.
7. Each search must be timed to take no longer than 10 minutes, and re-assess.

## Appendix 1: Fire Extinguisher and Fire Alarm Stations

Fire Extinguisher Stations	
Campus	4th Floor
<ul style="list-style-type: none"><li>• North stairwell door beside elevators</li></ul>	<ul style="list-style-type: none"><li>• Suite 400 – Kitchen</li></ul>
<ul style="list-style-type: none"><li>• North hallway beside Room 2</li></ul>	<ul style="list-style-type: none"><li>• Suite 410 – Beside photocopier</li></ul>
<ul style="list-style-type: none"><li>• South hallway beside student lounge and emergency exit</li></ul>	
<ul style="list-style-type: none"><li>• South hallway beside Room 6</li></ul>	
<ul style="list-style-type: none"><li>• Inside student lounge beside the sink</li></ul>	
<ul style="list-style-type: none"><li>• Computer Room A – beside air conditioner</li></ul>	
Fire Alarm Pull Stations	
Campus	4th Floor
<ul style="list-style-type: none"><li>• North stairwell door beside the elevator</li></ul>	<ul style="list-style-type: none"><li>• North stairwell door beside elevators</li></ul>
<ul style="list-style-type: none"><li>• Emergency exit beside student lounge</li></ul>	<ul style="list-style-type: none"><li>• South stairwell door</li></ul>
<ul style="list-style-type: none"><li>• Emergency exit beside the ladies washroom</li></ul>	