



## Health and Safety Policy

Discovery Community College is committed to providing a healthy and safe working and learning environments for all employees and students. The policy applies to all Discovery Community College employees and students.

Included in Health and Safety policy are the following areas of preparedness:

- Fire Safety
- Earthquake Safety
- Inclement Weather
- Extreme Heat
- Gas Leak
- Power Outage
- Medical / Mental Health Emergencies
- Critical Incidents
- Active Shooter
- Lockdown
- Hold-and-Secure
- Bomb Threat
- Hazard Specific
- Protests and Demonstrations
- Public Health Emergencies

### Procedure for Fire Safety

- The Regional Onsite Manager or designate ensures that adequate fire suppression equipment is available as needed throughout the campus and is inspected by a qualified inspector at least annually.
- The Regional Onsite Manager or designate ensures that all employees receive training in the operation of the fire suppression equipment and in the school fire evacuation procedures.
- The Regional Onsite Manager or designate is responsible for preparing/posting emergency exit instructions route maps in each classroom at the campus with the exit from that room specifically noted in a colored highlight.
- In the event of a fire emergency, the Regional Onsite Manager or designate will dial 9-1-1, advising the fire department of the school's location, providing details of the type of fire (if known) and location of the fire.
- The Regional Onsite Manager or designate will advise all employees to evacuate the campus and be the last person to leave the campus after first checking all rooms including washrooms.
- The Regional Onsite Manager or a qualified employee may attempt to extinguish the fire with a fire extinguisher only if it safe to do so.
- Instructors will direct their students to walk out of the classroom single file, close the classroom door when all students have exited and then escort them to the designated assembly location. At

the assembly location the instructor will check the students present against the list of students in attendance that day and will immediately notify the Regional Onsite Manager or designate if anyone is missing.

- The Regional Onsite Manager or designate will act as a liaison between fire officials and students/employees during the emergency. If necessary, the Regional Onsite Manager or designate will authorize school closure.
- No student or employee will re-enter the campus until the fire officials have authorized re-entry.

### Procedure for Earthquake Safety

- The Regional Onsite Manager or designate ensures that adequate precautions are taken throughout the campus to ensure that injury due to falling or unstable items during an earthquake is limited. This may include securing file cabinets to walls and providing lipped shelving for books or binders that are located at or above head-level.
- The Regional Onsite Manager or designate ensures that all employees receive training in college earthquake evacuation procedures.
- The Regional Onsite Manager or designate is responsible for preparing and posting emergency instructions and exit route maps in each classroom at the campus with the exit from that room specifically noted in a colored highlight.
- In the event of an earthquake emergency, all staff and students will take cover and remain under cover until the shaking stops. Windows are to be avoided.
- When it is deemed safe to do so, the Regional Onsite Manager or designate will advise all employees to evacuate the campus and be the last person to leave the campus after first checking all rooms including washrooms.
- Instructors will direct their students to walk out of the classroom single file, close the classroom door when all students have exited and then escort them to the designated assembly location. At the assembly location the instructor will check the students present against the list of students in attendance that day and will immediately notify the Regional Onsite Manager or designate if anyone is missing.
- The Regional Onsite Manager or designate will act as a liaison between rescue officials and students/employees during the emergency and will authorize school closure if necessary.
- No student or employee will re-enter the campus until the Regional Onsite Manager or designate has authorized re-entry.

### Procedure for Inclement Weather

- In the event of inclement weather (extreme cold, snow or flooding), Discovery Community College may decide to close the campus and reschedule in person classes to online.
- Discovery Community College typically follows the same inclement weather policies as public post-secondary institutions, as well as that of the local school district.
- Decisions about campus closure are made in the early morning, in some instances, the night before.
- The Regional Onsite Manager will notify program educators of campus closures by 6:00am.
- Program educators will in turn notify instructors, who will then inform their students that in person classes will be moved to online. Students will be provided with a link to join the class if there is not already one in place.
- Please be aware that morning classes being cancelled does not always necessitate that afternoon and evening classes will also be cancelled. Please follow-up with the campus by 11:00am for updates.

### Procedure for Extreme Heat

- If a heat warning has been issued, take additional steps to stay safe. Prepare your home, be aware of the coolest part of your residence and focus on keeping that one location cool. Be aware of cooling spaces and centres in your community (libraries, community centres, shopping malls, movie theatres, religious centres, parks and other shaded green spaces).
- The following website is a valuable resource.  
<https://www2.gov.bc.ca/gov/content/safety/emergency-management/preparedbc/know-your-hazards/severe-weather/extreme-heat>
- All Discovery Community College locations have air conditioning.
- In the event that Discovery Community College decides to close the campus and reschedule in person classes to online, students will be notified by their instructor. **Students will be provided with a link to join the class if there is not already one in place.**

### Procedure for Gas Leak

While natural gas leaks are extremely rare, it is important to keep safety in mind. In the event that you smell a potential gas leak:

- Stop what you are doing.
  - Do not use your cellphone or landline, don't smoke, light matches or operate electronic switches or create any other source of ignition
- Go outside
  - The Regional Onsite Manager or designate will advise all employees and staff to evacuate the campus and be the last person to leave the campus after checking all rooms including washrooms.
  - Instructors will direct their students to walk out of the classroom single file and escort them to the designated assembly location.
  - As you exit, leave the door open behind you as well as any windows that may already be open.
  - At the assembly location instructors will check the students present against the list of students in attendance that day and will immediately advise the Regional Onsite Manager or designate if anyone is missing.
- Once outside, call:
  - 9-1-1, or
  - FortisBC emergency line (1-800-663-99-1-1)
  - The building/property manager
- The Regional Onsite Manager or designate will act as a liaison between first responders and students/employees during the emergency. If necessary, the Regional Onsite Manager or designate will authorize school closure.
- No student or employee will re-enter the campus until the first responders have authorized re-entry.

### Procedure for Power Outage

While most power outages last minutes or hours, some can last days or even weeks. In the event of a power loss:

- Check to make sure students and staff are safe.
- Check circuit breakers and fuses to make certain that the outage is not being caused by issues in your facility. If yes, attempt to reset the circuit breaker. If that does not restore power, contact the property manager.

- If it's a BC Hydro outage:
  - Call 1-800-BCHydro (1-800-224-9376), or
  - Visit their website at [www.bchydro.com/outages](http://www.bchydro.com/outages)
- Computers, electrical equipment and appliances should be turned off. Power restoration could cause a surge that would result in damage to electronics.
- Carefully exit the impacted area.
- Follow emergency lighting to the exits.
- Carefully use the stairs (emergency lighting, flashlights or cell phone lights), elevators will be unavailable.
- If the outage is not temporary, a decision may be made to move classes online and have staff work from home.

### **Procedure for Medical/ Mental Health Emergencies**

- If personnel trained in first aid are not available, call 9-1-1
- Provide the following information:
  - Nature of the medical emergency
  - Location of the emergency (address and room number)
  - Your name and phone number from which you are calling
- Follow directions as per 9-1-1
- For medical emergencies, do not move the victim unless absolutely necessary.
- For mental health emergencies, relocate the individual to a private setting (office, empty classroom)

### **Procedure for Critical Incidents**

Discovery Community College is committed to ensuring a safe and secure learning and working environment for all employees and students. Part of this commitment involves being prepared to handle critical incidents appropriately and efficiently.

College emergencies vary greatly, in terms of the likelihood of occurring as well as the potential consequences. The nature of the emergency combined with the risk to student and staff safety will determine the appropriate response. College lockdown and hold-and-secure are two strategies that may be used to mitigate risk.

A lockdown is conducted when it is determined that the safest response to a threat to physical safety is to have students and staff remain in a secure location until either the emergency is resolved, or circumstances change, and direction is given to evacuate and relocate.

Emergencies are dynamic in nature. The exact location or the seriousness of the threat may not be confirmed and may move or change without warning. Having students and staff remain in a secure area mitigates risk by reducing their exposure to danger. Evacuations conducted in the absence of reliable information may result in a loss of student supervision and unnecessarily expose students to danger.

### **Critical Incident Reporting**

- Critical incidents should be reported as soon as possible to the Regional Onsite Manager, designate or a college staff member.
- Police, fire and medical emergencies should be reported immediately by dialing 9-1-1.

- As much information as possible should be collected about the incident to assist with providing a timely and appropriate response.
  - Primary response: an immediate response is required, including evacuation, relocation, lockdown, hold-and-secure, and calling for police, fire, ambulance or paramedics.
  - Secondary response: for students or staff affected by the incident, either as victims or witnesses, and who may benefit from access to resources and support services.

### **Procedure for Active Shooter**

An active shooter is an individual actively engaged in attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### ***How to Respond to an Active Shooter***

#### **1. Evacuate**

- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering an area where the active shooter may be
  - Keep your hands visible
  - Do not attempt to move wounded people
  - Call 9-1-1 when you are safe
  - Follow the instructions of any police officers

#### **2. Hide out**

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Your hiding place should:
  - Be out of the active shooter's view
  - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
  - Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
  - Lock the door
  - Block the door with heavy furniture
- If the active shooter is nearby:
  - Lock the door
  - Silence your cell phone
  - Turn off any source of noise (i.e., radios, televisions)
  - Hide behind large items (i.e., cabinets, desks)
  - Remain quiet
- If evacuation and hiding out are not possible:
  - Remain calm
  - Dial 9-1-1, if possible, to alert police to the active shooter's location
  - If you cannot speak, leave the line open and allow the dispatcher to listen

#### **3. Take action against the active shooter**

- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
  - Acting as aggressively as possible against him/her
  - Throwing items and improvising weapons
  - Yelling
  - Committing to your actions

### ***Encounters with Police***

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

Police officers entering a college that has reported an active shooter will critically evaluate everyone they encounter as a potential threat. Therefore, for their safety, students and staff should be trained to respond in the following manner if they meet with police in the building during a lockdown.

- Stop moving immediately
- Remain calm
- Put down any items in your hands (purses, backpacks, jackets)
- Place your hands where they can be seen
- Follow directions quickly and precisely

The first officers to arrive on scene are tasked to end the incident, and they will 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 be held in that area by the police until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until the police have instructed you to do so.

### ***Information to Provide to Police or 9-1-1***

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

### ***Procedure for Lockdown***

Actions taken to conceal students in a secure location in response to a threat of violence inside the college. A lockdown may be initiated for a variety of reasons including, but not limited to, the following:

- A violent, or potentially violent, incident inside the college
- An unauthorized visitor with unknown intent

### ***Initiating Lockdown***

The Regional Onsite Manager or designate will normally be responsible for deciding when lockdown or hold-and-secure will be initiated; however, if neither is not immediately available, any staff person with training should be given the authority initiate a lockdown. Speed in initiating lockdown is essential to minimize the risk of injury. Once the decision is made, the person in charge will use the most expedient means to initiate the lockdown.

### ***What to do During a Lockdown***

- 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 college staff or emergency personnel only.
- If the fire alarm is activated, if safe remain where you are and await further instructions from college staff or 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.

### ***Terminating Lockdown***

Terminating lockdown shall be communicated to each classroom individually by the Regional Onsite Manager, designate and/or the police.

### ***Encounters with Police***

Police officers entering a college that has reported a dangerous person will critically evaluate everyone they encounter as a potential threat. Therefore, for their safety, students and staff should be trained to respond in the following manner if they meet with police in the building during a lockdown.

- Stop moving immediately
- Remain calm
- Put down any items in your hands (purses, backpacks, jackets)
- Place your hands where they can be seen
- Follow directions quickly and precisely

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 be held in that area by the police until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until the police have instructed you to do so.

### ***Procedure for Hold-and-Secure***

Actions taken to control access and egress to the college in response to a safety concern external to the college. A hold-and-secure may be initiated for a variety of reasons including, but not limited to, the following:

- A fight outside the college
- An animal threat
- A police action in the neighbourhood
- A hazardous substance release outside the college

### ***Initiating Hold-and-Secure***

The Regional Onsite Manager or designate will normally be responsible for deciding when lockdown or hold-and-secure will be initiated; however, if neither is not immediately available, any staff person with training should be given the authority initiate a hold-and-secure. Once the decision is made, the person in charge will use the most expedient means to initiate the hold-and-secure.

Hold-and-secure is characterized by restricting students to remain in the classroom, or in the building, but not necessarily to cease other activity. Students and staff outside the building are to re-enter immediately.

Exterior building doors are secured. Staff are assigned to prevent students and staff from exiting the building and allow students and staff to enter the building. Depending on the reason for initiating a hold-and-secure, it may be appropriate to close window blinds and turn off lights

### ***Terminating Hold-and-Secure***

The Regional Onsite Manager or designate will consult with the lead emergency response agency prior to terminating the hold-and-secure if it was initiated in response to a call from police or fire. Terminating hold-and-secure may be done by means of a general announcement (cell phone, email, Teams).

### ***Procedure for Bomb Threat***

All threats are taken seriously and handled as if an actual explosive device is on campus. If you receive a bomb threat (phone, text, email, letter), contact the police immediately (9-1-1).

If the threat is received by telephone, try to stay calm and gather as much information as possible. If possible, have another staff member call 9-1-1 while the caller is still on the line.

### ***What to do***

Take notes on what the caller said and on your observations.

- Exact words of the person making the call
- Assumed gender of caller
- Assumed age
- How the threat was received (phone call, text, email)
- Time of call
- Date of call
- Length of call
- Caller's voice
  - Calm, angry, laughing, crying, slow, slurred, loud, soft, stutter, familiar, accent, disguised, distinguishing characteristics, electronically produced
- Background sounds
  - Voices, music, street noise, traffic, vehicles, animals, machines, equipment
- Threat language
  - Articulate, foul language, irrational, incoherent, agitated, taped, message read by threat maker
- Survey your immediate surroundings. If you see a suspicious object, do not touch it. Report it to the police

### ***Questions to Ask***

- Where is the bomb right now?
- When is the bomb going to explode?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- Let the caller say as much as possible without interruption

### ***What to do After the Threat***

Call the police immediately (9-1-1). Follow directions given by emergency personnel. They will advise if an evacuation is necessary.

### ***Procedure for Hazard-Specific***

Hazardous materials include controlled products and chemical, biological or physical agents that, for reason of a property that the agent possesses, are hazardous to the safety or health of a person exposed to it.

### ***What to do in the Event of a Hazardous Material Release Inside the Building***

- Evacuate the immediate area.
- 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, room number)
  - Any injuries
  - Chemical Name (if known)
  - Quantity (if known)
- Do not hang up until the 9-1-1 operator directs you to do so.
- Wait for emergency personnel outside the main entrance of the building.

### ***What to do in the Event of a Hazardous Material Release Outside the Building***

The Regional Onsite Manager or designate will normally be responsible for deciding when a hold-and-secure will be initiated; however, if neither is not immediately available, any staff person with training should be given the authority to initiate a hold-and-secure. Once the decision is made, the person in charge will use the most expedient means to initiate the hold-and-secure.

Hold-and-secure is characterized by restricting students to remain in the classroom, or in the building, but not necessarily to cease other activity. Students and staff outside the building are to re-enter immediately.

Exterior building doors are secured. Staff are assigned to prevent students and staff from exiting the building and allow students and staff to enter the building. Turn off the ventilation system and begin sealing all entrances with appropriate materials.

The Regional Onsite Manager or designate will consult with the lead emergency response agency prior to terminating the hold-and-secure if it was initiated in response to a call from police or fire. Terminating hold-and-secure may be done by means of a general announcement (cell phone, email, Teams).

### **Procedure for Protests and Demonstrations**

The safety and security of students, staff and visitors to the campus is Discovery Community College's primary concern.

If a demonstration or protest is blocking access to the campus, we advise that you do the following:

- Report the incident to the Regional Onsite Manager. If the Regional Onsite Manager is not available, report the incident to another staff member.
- Look for another way to enter or exit the campus if it is safe to do so.
- Avoid provoking the protestors/demonstrators.

The Regional Onsite Manager or designate will:

- Monitor the situation.
- Work with all participants to ensure everyone's safety.
- Place signage providing information to those entering and existing the campus.
- Contact authorities if deemed necessary.

### **Procedure for Public Health Emergencies**

A pandemic is an outbreak of infectious disease that occurs over a wide geographical area and that is of high prevalence. A pandemic generally affects a significant proportion of the world's population, usually over the course of several months.

Whether an epidemic is classified as a pandemic is based not on the severity of the disease, but rather 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.

In the event of a pandemic, Discovery Community College will adhere to the guidelines put forth by the World Health Organization (WHO) and the Provincial Health Officer (PHO). Measure could include, but are not limited to, the following:

- Campus closures.
- Transition to online learning.
- Onsite protocols:
  - Sign in sheets.
  - Do not come onto the campus if unwell.
  - Limiting the number of people in classrooms, offices and other areas.
  - Maximum capacity numbers for each room are posted.
  - Maintain physical distancing of two arm lengths (2 metres/ 6 feet) in all areas, including office space, classrooms, reception, labs, common areas.
  - Do not shake hands, avoid physical contact.
  - Take turns to enter stairwells, elevators, hallways and restrooms.
  - Students and staff take staggered breaks.
  - Keep all personal items with you.
  - Personal items should not be shared (stationary items, eating and drinking utensils).

- Do not share food, drinks, clothing items, umbrellas).
- Masks in all areas.
- Enhanced cleaning and sanitization.
- Wipe down chairs and desktop prior to use.