

# **Emergency Action Planning For Colbourne College**

The objectives of this Emergency Action Plan are to save life, avoid confusion, injury and property damage in the case of fire or other emergencies and disasters, and ensure that the workplace complies with emergency standards.

## **Emergencies**

Conditions requiring emergency actions in the hazard planning include: fires, explosions, floods, earthquakes, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances, and workplace violence.

## **Building Requirements and Personnel Training**

### **EXIT ROUTES**

The building has designated exit route assignments. These locations of exits are clearly marked with 'EXIT' posted above the doors. Staff and visitors are asked not to converge in these areas as exits are not assembly points. Staff are instructed that exits are to be always unobstructed and clear of debris.

The exit routes are marked and in well-lit areas. They are wide enough to accommodate effective evacuating of student and personnel in an organized way to deter confusion, injury, and property damage.

### **EQUIPMENT**

Equipment such as fire extinguishers and first aid kits are always available on site and in visible areas.

### **STAFF TRAINING**

Staff undergo training in how to use the equipment and evacuate in an emergency, specific evacuation procedures including routes, and exits, and procedures for assisting visitors and employees to evacuate, particularly those with disabilities. Staff training also includes workplace layout and various alternative escape routes if the primary evacuation routes become blocked. In this emergency preparation for the staff, they are locations where utilities (such as electrical and gas) can be shut down for all or part of the facility either by the designated employees or by emergency response personnel.

### **CHAIN OF COMMAND IN AN EMERGENCY**

The Bursar is authorized to order an evacuation or shutdown. When this staff is not present, this responsibility falls on the next in command. As part of the chain of command, established protocol are in place and pursuant to this safety literature, the conditions under which an evacuation would be necessary and when it may be better to shelter-in-place.

## **ROUTINE INSPECTIONS**

The fire department conducts routine drills to evaluate if the Office complies with emergency standards, ensures the necessary equipment are presently in working condition and the staff are suitably prepared.

## **When and how employees are to respond to different types of emergencies.**

### **TORNADO OR CHEMICAL SPILL**

Employees should assemble in one area inside the workplace if threatened by a tornado or a chemical spill on an adjacent highway.

### **Fire**

Move towards the clearly marked exit signs and evacuate to an exterior location during a fire.

## **PROCEDURES FOR ASSISTING VISITORS AND STUDENTS TO EVACUATE, PARTICULARLY THOSE WITH DISABILITIES**

- The responsible employee must determine whether total and immediate evacuation is possible for various types of emergencies. However, the recommended evacuation approach is immediate removal of all personnel when the evacuation alarm is sounded.
- The responsible employee will immediately designate a staff to call the fire or police department, depending on the emergency.
- In emergencies, all staff are designated Wardens for assisting visitors and students to evacuate, starting with those with disabilities. Their responsibility is to help move employees from danger to safe areas in the fastest time during an emergency.
- If the situation allows, the employees will remain after the evacuation alarm to shut down critical operations or perform other duties such as checking offices, bathrooms, and other spaces, turn off the utilities (such as electrical and gas) for all or part of the facility, before being the last person to exit an area.
- Locations where utilities (such as electrical and gas) can be shut down for all or part of the facility should be disclosed to the emergency response personnel (e.g. Police or Fire Fighters) who are assisting with the emergency.
- Following the emergency and evacuation, Students, Visitors, and Staff must be accounted for using the class register, visitor log, and staff daily attendance log.

To ensure the fastest, most accurate accountability of personnel on site, the Lecture Room downstairs is the designated assembly area inside the building because there is sufficient space to accommodate all employees and students. This assembly location within the building is the "areas of refuge."

On the outside of the building, personnel should gather in the open area of the parking lot outside because there is sufficient space to accommodate all employees and students, while keeping the gateway passages clear for quick exit if needed.

If, emergency crew needs to enter the compound, alternate assembly area must be selected beyond the compound (e.g. driveway of neighboring compound) to minimize the possibility of interfering with rescue operations.

### **METHOD FOR ACCOUNTING FOR STAFF, STUDENTS, AND VISITORS ON-SITE**

The Bursar or designated Staff Personnel will take a head count after the evacuation to ensure that all staff and students are accounted for:

- 1) Use the staff log-in book.
- 2) Use the class register
- 3) Identify the names and last known locations of anyone not accounted for and pass them to the official in charge.
- 4) In case the incident expands, the Staff Personnel leading the evaluation must be visible and engaged always in coordinating people safety first, but accessible where needed to the emergency crew, to give directives for the security of key operating processes, equipment, and access points.
- 5) The Bursar will make the decision and communicate it according, if employees and students are to be sent home.

### **Photos Included:**

- 1) Locations where utilities (such as electrical and gas) can be shut down for all or part of the facility.
- 2) Sign with the words 'Entrance and Exits'.
- 3) Floorplan Examples