



EMERGENCY PROCEDURES

LOOK, LISTEN, AND RESPOND





SAFETY FIRST

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PROVIDING THE SAFEST POSSIBLE ENVIRONMENT FOR OUR STUDENTS, STAFF AND VISITORS.

IT'S A RESPONSIBILITY THAT KEYANO COLLEGE TAKES VERY SERIOUSLY.

This brochure is one of the many strategies in place to ensure the safety and security of the college community. It gives you easy-to-reference guide that focus on identifying, preparing for, and responding to a variety of major emergencies.

Along with the simple steps to follow, we have included information on how Keyano Ctollege will be responding to emergencies and how this affects you.

We encourage you to review this brochure on a regular basis and have it close by in the event that we do experience a serious emergency event.

If you encounter an emergency, call:

911 Police, Fire, Ambulance then contact Security Services **780-791-4911**



CRIME AND SUSPICIOUS ACTIVITY

CRIME AND SUSPICIOUS ACTIVITY

If you witness a criminal act, or if you see suspicious activity or individual(s), do not physically confront the person(s) responsible.

- 1 Call Security Services at 780-791-4911
- 2 Provide the following information:
 - Location and details of the incident,
 - Your name and contact number.

PERSONAL SAFETY

Reduce your vulnerability to crime with these simple tips.

- 1 Be alert and aware of your surroundings. Make sure you are aware of and/or use the Safewalk program. Call Security at **780-791-4911**.
- 2 Secure your belongings:
 - Do not leave valuables in the car,
 - Use approved anti-theft locks on lockers and bikes.
- 3 Secure your vehicle:
 - Close windows and lock doors,
 - Takes valuables with you; don't leave them in the vehicle.

Know the location of campus Emergency Red Phones, which connect directly to Security.

A photograph of two paramedics in dark uniforms attending to a patient lying on a stretcher. The scene is dimly lit with a blue tint. The paramedics are focused on the patient, and the overall atmosphere is professional and urgent.

MEDICAL EMERGENCY

MEDICAL EMERGENCY

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health. If you encounter a medical emergency:

- 1 Call 911 immediately and direct someone else to call Security at 780-791-4911
- 2 Provide the following information:
 - location of the victim (building, room number, department),
 - nature of the medical emergency,
 - your name and contact number.
- 3 Do not move the victim unless they are in imminent danger.
- 4 Perform first aid
- 5 Stay with the victim until emergency personnel arrive.



EVACUATION

EVACUATION

Building evacuations may be necessary for emergencies such as fire, smoke, bomb threat, or floods. If it is necessary to evacuate the building, an announcement will be made over the public address system, or instructions to evacuate will be given by Security personnel or floor wardens.

- 1 Listen and follow instructions.
- 2 Leave the building using the closest safe exit. If you require assistance to evacuate or relocate, go to the nearest stairwell exit and ask others who are evacuating to assist and/or advise emergency personnel of your location. Do not obstruct stairwell access while waiting for assistance.
- 3 Do not use the elevators.
- 4 Go to a Muster Point outside. This is a predetermined assembly point where people gather during an emergency.
- 5 Notify emergency personnel of people not evacuated.
Do not re-enter the building until all clear is announced.



SHELTER IN PLACE

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To shelter in place is to seek immediate shelter and remain there during an emergency rather than evacuate the area; leaving the building may put you at greater risk than staying. You are better protected by remaining in your classroom, office, residence room or other location.

Situations that may require you to shelter in place include a hazardous spill from an external industrial or transportation accident, severe weather (such as a tornado), or a hostile situation outside the building.

If sheltering in place is necessary, an announcement will be made over the public address system or in person by Security personnel.

- 1 Stay indoors.
- 2 Close all windows and doors.
- 3 Listen to the public address system for all additional instructions.
- 4 Remain in place until the all clear is announced.



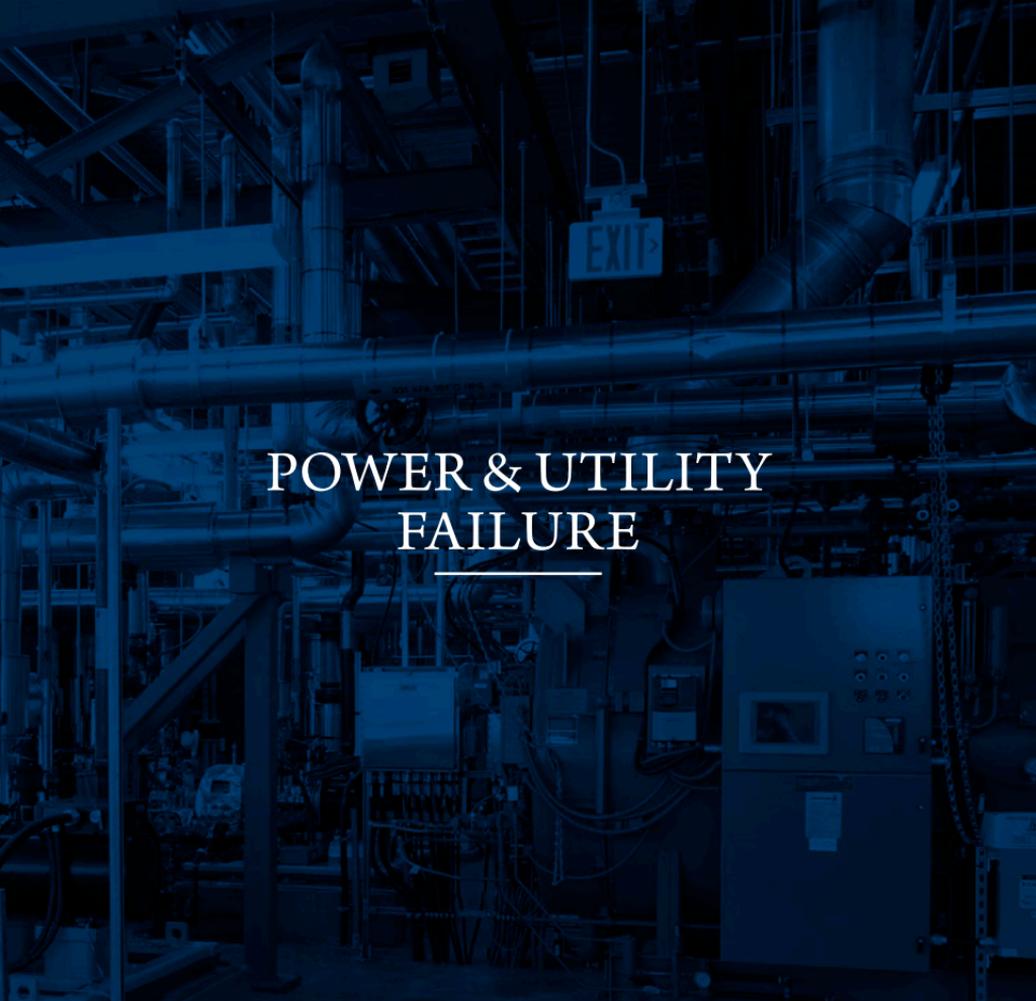
LOCKDOWNS

LOCKDOWNS

Lockdowns are put in place when a hostile or armed intruder is believed to be on the premises and it is necessary to minimize the exposure of the occupants to risk. Lockdowns also require immediate intervention and response by law enforcement.

A lockdown is put in place when it is safer to stay in an area that can be secured than it would be to move through the building where you may encounter the potential threat. Instruction to lock down will be given over the public address system or from Security personnel.

- 1 If it is safe to do so, exit the building immediately, move away from the immediate path of danger and call 911.
- 2 If a safe exit is not possible, go to the nearest room and:
 - Close, lock and barricade the door,
 - Close window shades,
 - Turn off lights,
 - Turn off cell phones, radios and computers,
 - Stay quiet and out of sight,
 - Do not open the door,
 - Remain in a place until the all clear is given by the RCMP.



POWER & UTILITY FAILURE

POWER AND UTILITY FAILURE

In the event of a utility or power failure, (e.g., electrical, telecommunications, elevators, heating, ventilation, air conditioning) you should:

- 1 Call Security at 780-791-4911
- 2 Provide the following information:
 - location of the outage (building, room number, department),
 - your name and contact number.
- 3 Turn off all electrical equipment, such as computers and printers, to protect from electrical surges when power is restored
- 4 Move cautiously to an area where there is natural lighting
- 5 In the event of a prolonged utility failure, you will be advised on what to do, such as leaving the building or going to an assigned assembly area



HAZARDOUS SPILLS

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HAZARDOUS SPILLS

Hazardous materials include chemicals, bio-hazardous waste and radioactive material.

If you encounter any incident or spill involving hazardous material, you should:

- 1 Alert people in the area to evacuate immediately.
- 2 Isolate the area and prevent anyone from entering.
- 3 Call Security at 780-791-4911 immediately from a safe location.
- 4 Provide the following information:
 - Location of the spill (building, room number, department),
 - Any injuries,
 - Name of the chemical / substance released,
 - Your name and contact number.



TOXIC OR FLAMMABLE GAS RELEASE

TOXIC OR FLAMMABLE GAS RELEASE

Any uncontrolled release (including a leak) of a toxic or flammable gas or vapor is considered to be a gas release.

If you encounter a gas release, you should:

- ❶ Do not pull the fire alarm.
- ❷ Do not unplug or switch off machinery or equipment – small sparks could cause an explosion.
- ❸ Evacuate the building/area.
- ❹ Call 911 and Security at 780-791-4911 from a safe location. Provide the following information:
 - location of the gas release (building, room number, department),
 - any injuries,
 - your name and contact number.

SEVERE THUNDERSTORMS AND TORNADOES

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SEVERE THUNDERSTORMS AND TORNADOES

Summer storms can bring heavy rain, high winds, hail, intense lightening and even tornadoes, all of which can damage property and threaten lives.

WATCH VERSUS WARNING

Watch: A tornado or severe thunderstorm watch means severe weather may be approaching storms and be prepared to seek shelter if necessary.

Warning: A warning means threatening conditions are imminent or have been indicate by Environment Canada's Doppler radar or reported by storms spotters. If severe weather is about to threaten the campus, warning announcements will be made over the public address system.

- 1 Listen to and follow instructions over the public address system.
- 2 Go immediately to the basement, an interior room or hallway.
- 3 Do not use the elevators.
- 4 Stay away from all windows and doors.
- 5 Crouch into a fetal position and use your arms to protect you head and neck.
- 6 Remain in the sheltered area until the all clear announcement is given.

EMERGENCY

IMPORTANT CONTACT NUMBERS

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IMPORTANT CONTACT NUMBERS

IF YOU ENCOUNTER AN EMERGENCY, CALL:

Police, Fire, Ambulance	911
Keyano Security.....	780-791-4911
Keyano Health Services.....	780-791-4808
Keyano Safety Advisor.....	780-838-4152
SOS (24hour).....	780-743-8605
Poison Centre	1-800-332-1414
Mental Health Help Line	1-877-303-2642
Sexual Assault Centre.....	780-791-6708
Unity House Crisis Line (Women's Shelter).....	780-743-1190
Victims Services	780-788-4250
Kid's Help Phone	1-877-303-2642
Health Link Alberta	1-866-408-5465
Hearing Impaired Line	1-860-232-7215
24 Hour Crisis Line	780-743-1190

Dial 911
Police, Fire, Ambulance

Security Services
780-791-4911

