

# **Emergency Response Plan**

## **Olds College, Olds Campus**

This Plan is reviewed and revised at least annually and is considered to be in effect unless superseded by an authority higher than the President of Olds College.

*Approved: January 27, 2011*

# Olds College Emergency Response Plan Policy and Procedures

*This document is in effect unless superceded by a higher authority than the President of Olds College.*

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# **Emergency Response Plan Olds College, Olds Campus**

## **Policy and Procedures**

### **Policy Statement**

Olds College shall provide prompt and appropriate Emergency Response. The primary focus of emergency response shall be the protection of individual and group health, safety and welfare. The secondary focus shall be the mitigation of damage to property.

The Board of Governors of Olds College approves this Plan.

It will be reviewed and revised annually as necessary by the Occupational Health and Safety Committee, and resubmitted to the Board of Governors for approval in October.

### **Rationale**

Sound effective emergency response requires the anticipation of emergencies, the planning and co-ordination of actions to effectively address them, and the practical application of the plan to ensure its effectiveness.

Although no organization can be fully prepared for every possible emergency, Olds College has prepared an Emergency Response Plan to enable effective timely response to an emergency that may occur at the Olds campus, based on an assessment of known college activities, as well as external factors. For those emergencies not specifically addressed in this Plan, procedures can be successfully modified to accomplish Plan objectives.

In addition to responsibility for Emergency Response on campus, in Olds the College also functions as a key evacuation site under the Mountain View Regional Emergency Response Plan. Olds College procedures for the Disaster Services Reception Centre appear at the end of the College's Emergency Response Plan.

### **Definition of Emergency for the Purposes of this Plan**

An **EMERGENCY** is an unexpected situation that requires prompt action to prevent loss of life, injury or significant property damage.

## Identification of Potential Emergencies

### *Specific Emergencies anticipated at the College and addressed in this Plan*

include in alphabetical order:

- Animal Emergency
- Armed Intruder/Hostage
- Assault
- Bomb Threat
- Chemical Spill/Toxic Fumes
- Entrapment
- Environmental Spill
- Explosion
- Fatality
- Fire
- Gas Leak
- Major Crime
- Missing Persons
- Personal Injury/Serious Illness
- Structural Failure
- Suicide-Attempted
- Suicide-Threatened
- Transportation Emergency: Road Closure, Train Derailment, Plane Crash
- Utility Failure
- Weather Emergencies

**GENERAL PROCEDURES FOR EMERGENCY RESPONSE  
OLDS COLLEGE, OLDS CAMPUS  
EMERGENCY OPERATIONS PLAN**

In the event of a **FIRE ALARM** all personnel **MUST EVACUATE** the building

**DISCOVERER**

1. In case of fire, activate the alarm by pulling the pull box and dial 911. Exit the building through the closest safe door.  
AND  
Dial 8225 from a College phone  
OR  
Dial 403-556-8225 from an outside phone.
2. In all other emergencies, dial 8225 from a College phone  
OR  
Dial 403-556-8225 from an outside phone  
OR  
Use the building's emergency telephone.
3. Describe the exact location and problem.
4. Stay at the scene if it is safe to do so and/or if the Site Controller advises you to leave.
5. Remain calm.

**EMERGENCY OPERATOR**

1. Contact appropriate College and/or External Emergency Services
2. Contact appropriate Site Controller
3. Remain in communication with Discoverer if possible

**FIRE, RCMP, AMBULANCE**  
(External Emergency Services)

Goes to the scene and takes charge of the emergency

**CAMPUS SECURITY, FIRST AIDERS, OLDS COLLEGE FIRE MARSHALL**  
(Olds College Emergency Services)

Goes to the scene and takes charge of the emergency until External Emergency Services arrive or until the emergency is resolved

**SITE CONTROLLER**  
(Olds College Designate)

Goes to the scene and takes charge of the emergency until External Emergency Services arrive or until the emergency is resolved  
  
Manages all College personnel or other resources to deal with the emergency

Communicates with the Executive and the Development & Corporate Communications Department, as appropriate

# Procedure

## 1. *Initiation of Emergency Response*

### **Alarm:**

In the case of fire, pull the Fire Alarm via a pull station, leave the building by the closest safe exit and dial 911. If a smoke detector is sounding an alarm, leave the area by the closest safe exit and dial 911.

Alarm for all other emergencies shall be in the form of a phone call to the Emergency Operator at 8225, or use of the emergency phone which automatically calls the Emergency Operator.

The Emergency Operator will summon assistance internally and contact external agencies as required.

**IF no answer at the Emergency Operator line**, and the emergency mandates immediate outside response, dial 911. If 911 is called directly, the caller **must ALSO** notify the Emergency Operator at 8225 that external emergency services have been called.

**Reporting an Emergency** will involve a call to either:

- In case of Fire:** Dial **911** and
- Emergency Operator:** **8225** from a College phone;
- Emergency Operator:** **403-556-8225** from off Campus;
- Emergency Operator:** **Emergency Call Button** located in some buildings on campus (wait for response); or
- Campus Security:** By radio

## 2. *Assessment of Emergency:*

### **Initial:**

Whoever is first aware of the emergency must determine the **nature** of the emergency. First priority is the preservation of human life, health and safety, then animal, environmental and property damage.

Report the emergency using one of the alternatives provided above. The fire pull station is to be used only to evacuate the building in the case of a fire. When reporting the emergency, communicate the **nature of the emergency, the location, and the cause if known**, by phone to emergency responders. The caller should return to the scene only when the Emergency Operator indicates that he/she has all of the information required and advises when emergency services will arrive. The caller should return to the scene only if it is safe to do so. The Emergency Operator will contact a Site Controller, if it is appropriate to do so.

### **Ongoing:**

The Site Controller must maintain an ongoing assessment of the status of the emergency and decide accordingly what actions to implement.

**3. Determination of Level of Response Required**

The level of response will be dictated by current and potential involvement of human life and safety, and the nature of the emergency. The Emergency Operator will determine the appropriate level of response and summon the appropriate resources.

**4. Emergency Response Activities and Management**

***Duties of the Site Controller:***

- To supervise all operations and actions at the site related to the emergency in the best interests of the College, with first priority being given to life, the health and safety of all occupants and second priority being given to the environment and preservation of property.
- A Site Controller may request assistance from College personnel, but shall not require it. The life and safety of College personnel will not be placed at risk.
- The Site Controller shall surrender site control to civil authorities as requested, but shall remain available to assist.
- In an emergency, a Site Controller shall have the authority to do whatever is necessary to respond to the emergency without further approval.
- As the situation unfolds, the Site Controller must be careful not to speculate verbally on causes, fault, or outcomes, with anyone and will try to ensure other staff or students do not do so either.
- Contact the Executive and the Development & Corporate Communications Department to have representatives at the site as soon as possible. Brief them (in private, if possible) on arrival so they can deal with enquiries.
- Refer all media inquiries to the Executive or the Communications Coordinator. The Site Controller is not authorized to provide information to the media.

***Site Control:***

If the emergency requires it, site control will be assumed by the Site Controller who shall be one of the following, or his/her designated alternate, depending on the nature of the emergency:

Nature of Emergency	Priority Site Controller	Phone	Residence Phone	Designated Alternate	Designated Alternate Phone	D/A Residence Phone
<b>Student</b>	Supervisor, Campus & Residence Life	8352	Doug Wagstaff 403-507-2599 403-586-3684 (cell)			
<b>Employee</b>	Director, Human Resources	8364	Marie McMullen 403-556-4027 403-556-4565 (cell)	Irene Zarelli	8363	403-343-1353 403-896-1353
<b>Facilities</b>	Director, Campus Facilities	8304	Kevin Chenger 403-507-8708 403-559-6925 (cell)	Les Krause	8388	403-556-4027 403-556-4565 (cell)
<b>Animal</b>	Supervisor, Farm Services	4796	Trevor Hamilton 403-556-4099 403-556-0210 (cell)	See Annexes for specific animal emergencies		

***First Aid:***

The Emergency Operator phones or radios for the assistance of the Coordinator, Student Health Services, who is the primary contact for all issues requiring first aid. The Emergency Operator contacts a first aider who is near to the incident. A list of the Campus First Aid Team is posted on the OH&S bulletin boards located in buildings across campus. The list identifies the First Aid Team member(s) in each building. A current list of the First Aid Team is located at the end of this Plan. The Emergency Operator can be contacted at **8225** to have the nearest first aider summoned. All Campus Security officers have first aid training.

The role of the First Aid Team is to prevent loss of life, stabilize, reassure the casualty and prevent the condition from becoming worse until outside assistance arrives.

## **General Evacuation Procedures**

1. In any situation requiring evacuation call the Emergency Operator. In the case of a fire, sound the Fire Alarm and dial 911. Staff of Campus Facilities and/or Campus Security may respond prior to external emergency response.
2. Designated Fire and Evacuation Wardens (F.E.W.s) may don high visibility clothing and may evacuate the building with the help of Campus Facilities and/or Campus Security personnel.
3. In case of fire, all persons evacuating from the building should **close windows and doors BUT NOT LOCK THEM**. Lock up sensitive files, cash etc. appropriately in the office space if it is safe to do so. Take personal valuables and coats, then evacuate by the nearest safe exit, and converge outside the building exits. Wait for further instruction.
4. F.E.W.s, Campus Facilities and/or Campus Security personnel do a complete sweep of the building from top floors to bottom floors, where it is safe to do so.
5. Supervisors and instructors from the building are responsible for meeting and ensuring all personnel and students in their department or classroom are accounted for. They are expected to find and report to the F.E.W.s all known missing persons. F.E.W.s relay this information to officials but **DO NOT RE-ENTER** the building.
6. No personnel may remain behind in an evacuation other than those with disabilities who cannot be physically removed safely. They remain in the designated rescue area, which is a room with an exterior window and access to a telephone, where this is possible. Instructors and others must inform the F.E.W.s of such individuals, the number and the locations where they are waiting for removal by emergency personnel.
7. Those who can be safely removed will be assisted out by emergency personnel once other personnel have evacuated and as soon as it is safe to do so.
8. The Fire Department, RCMP, Campus Security or the Site Controller relay further instructions to the F.E.W.s who relay it to building occupants.
9. If a lengthy period outside the building appears likely, F.E.W.s will be advised to have gathered personnel report to a designated assembly site indoors pending the 'All Clear' or further instructions.
10. The Site Controller or authorities announce 'All Clear' and F.E.W.s inform occupants they may return to the building.
11. F.E.W.s may assist the Site Controller to prepare appropriate documentation for submission to the Chair of the Occupational Health and Safety Committee.

Should all buildings of the College be evacuated, the Mountain View Regional Emergency Response Plan is in effect, and the RCMP assume responsibility for further direction.

***Frank Grisdale Hall Residence Evacuation (During Academic Year)***

For additional details refer to the internal Security Procedures maintained by the Supervisor, Campus and Residence Life.

***Frank Grisdale Hall Residence Evacuation (During Conference Season)***

Following the academic year, the conference season begins. Evacuation of the Residence at this time will be the responsibility of Conference Services and Campus Security. Additional help may be available from caretakers and/or the Conference Event Coordinator.

Conference Services staff and Campus Security must be advised of any guests with small children, and/or of disabled guests and the nature of their disability. Guests with disabilities are responsible for advising the Conference Assistants the nature of the assistance they would require in case of an emergency, the nature of their disability, their room number and whether they have an attendant with them.

1. During an evacuation, guests unable to safely evacuate by the stairs must be located in a designated room near the fire exit stairs but not directly at the fire exit stairwell. The room must have an exterior window and access to a telephone, where this is possible.
2. When Emergency Response personnel arrive, notify them immediately of disabled guests unable to evacuate, and their location(s) in Residence.
3. Other guests are evacuated to the outside of the building using all available exits.
4. A full top to bottom sweep of the building is done by Campus Security and helpers to ensure every person able to do so is evacuated, and those unable to do so are safely secured and noted. Rooms checked and empty rooms are chalk marked.
5. All evacuated guests, and guests attending any activities, are directed to the Alumni Centre where they are separated by floor. A roll call is taken to ensure all are accounted for.
6. When the 'All Clear' is given by the Site Controller, RCMP or the, Campus Security ensures an orderly return to the building.

Designated Assembly areas for all Campus Buildings are outside the building at exits.

<b>Building</b>	<b>Fire Evacuation Wardens</b>
<b>Ag. Mechanics Building</b>	
<b>Animal Science Building</b>	Bill Harper
<b>Beef Centre</b>	
<b>Bell e-Learning Centre</b>	Pat Bidart Mike Wareman
<b>Cafeteria</b>	Doug Wagstaff
<b>Campus Facilities</b>	Les Krause Gary Pauly
<b>Composting Centre</b>	
<b>Dr. Robert Turner Building</b>	
<b>Duncan Marshall Place</b>	Marie McMullen Irene Zarelli                      Frank Pike (evenings)
<b>Equine Enterprise</b>	
<b>Farm Shop</b>	Trevor Hamilton
<b>Farrier/Equine Breeding</b>	
<b>Foaling Barn</b>	
<b>Frank Grisdale Residence</b>	Doug Wagstaff                      Mike Tarney
<b>Grounds Shop</b>	Leona Megli Gary Pauly
<b>Gymnasium</b>	Doug Wagstaff
<b>Industry Training Centre</b>	
<b>James Murray</b>	Mary Jane Block                      Tara Lloyd Lisa Simpson Anne Woods
<b>John Deere Training Centre</b>	
<b>Land Sciences Centre</b>	Jack Berggren                      Wendy Daley Kim Goddard                      Ken Moore Bonnie Rice Noel Wideman
<b>Landscape Construction Pavilion</b>	Jack Berggren
<b>Learning Resource Centre</b>	Robin Minion Paulette Tester
<b>Livestock Centre</b>	
<b>McClellan Arena (North)</b>	
<b>Metals Building</b>	
<b>Ralph Klein Centre</b>	Chris Bellamy Jason Heistad
<b>Riding Arena (South)</b>	
<b>Student Alumni Centre</b>	
<b>Townhouse Residence</b>	Doug Wagstaff

**Rescue:**

Under no circumstance should a rescuer place him/herself at risk to affect a rescue. In situations involving personal injury or entrapment, rescue will be performed by Fire, RCMP and /or Ambulance personnel, with *assistance* by Olds College staff as requested by the rescue personnel.

***Notification / Communication:*****Alarm**

Building Fire Alarm serves as the communication to evacuate the building immediately in the case of fire only.

**Emergency Telephone Boxes*****Land Sciences Centre:***

The Emergency telephone box is located on the second beam on the north/west side of the atrium facing east. The wording is “in case of emergency push emergency (red) button and speak.” On the bottom right hand corner there is a button with the wording “Emergency Assistance” above the button and the wording “push red button” below the button.

***Ag. Mechanics Building:***

The Emergency telephone box is located at the south/west entrance. The wording is “in case of emergency push emergency (red) button and speak.” On the bottom left hand corner there is a black button with the wording “campus safe walk” above the button. When the safe walk button is pressed it rings at 8224, Campus Security.

***Animal Science Building:***

The Emergency telephone box is located just north and to the left of the south/west entrance. The wording is “in case of emergency push emergency (red) button and speak.”

***LRC (Learning Resource Centre):***

The Emergency telephone box is located on the south wall outside of Duplicating. The wording is “in case of emergency push emergency (red) button and speak.”

***South Arena:***

The Emergency telephone box is located on the north/west wall across from the riding arena. The wording is “in case of emergency push emergency (red) button and speak.” On the bottom left hand corner there is a black button with the wording “campus safe walk” above the button. This button rings at 8224, Campus Security.

***DMP (Duncan Marshall Place):***

The Emergency telephone box is located on the west wall of the upstairs student lounge (by the stairs). The wording is “in case of emergency push emergency (red) button and speak.”

***JMB (James Murray Building):***

The Emergency telephone box is located on the north/west wall across from the south/east entrance to the James Murray Building. The wording is “in case of emergency push emergency (red) button and speak.”

***Telephones for use in Emergencies******RKC (Ralph Klein Centre):***

The Emergency telephone is located just north of the main west doors, on the north east wall, left of the reception desk. In case of an emergency, dial 8225. The local is 6818.

*McClelland Arena (North Arena):*

The Emergency telephones are located in the meeting/lunch room and on the desk in the north east office. In case of emergency, dial 8225. The local is 8346.

*Livestock Centre:*

The Emergency telephone is located by the west wall of the central common area. In case of emergency, dial 8225. The local is 8354.

**Panic Button:**

‘Panic Buttons’ are located in the labs in the Ag. Mechanics building. Pressing a panic button shuts off the power running to the wall outlets in the lab. The buttons are in the following locations:

Motors Lab, room 456	East wall north of tool room East wall south of lab entrance, near parts wash tub
Machine Lab, room 459	South wall of machine lab East wall north of paint shop South wall west of classroom door West wall south of lab entrance, behind shelving
Structures Lab, room 460	East wall north of stairway East wall south of lab entrance West wall south of lab entrance
Power Trains, room 449	East wall north of overhead door South wall west of overhead door

**‘All Clear’:**

Approval to return to an evacuated area or building is the responsibility of the Site Controller at the incident and/or the external Emergency Services personnel. No person shall return to an evacuated area or building unless the ‘All Clear’ has been given. The ‘All Clear’ will be communicated to F.E.W.s, Campus Security or Designated Residence Assistants by the Site Controller or external Emergency Response Personnel.

**Debrief and Recording:**

Following any emergency occurrence or exercise, all involved personnel should debrief, reviewing what happened, why, what went well, what could have been improved, and what changes would improve the Plan. The Site Controller or a Lead Investigator should conduct an Incident/Accident Inquiry following completion of the internal procedure.

**Record Keeping**

Campus Facilities and/or the Human Resources Department will maintain detailed records of all emergencies, response and drills by the department for:

- 3 years for drills; and
- 10 years for emergencies involving personal injury or property damage.

All occurrences will be reported to the Occupational Health and Safety Committee at the meeting following the occurrence. The records will be reviewed and analyzed by the Occupational Health and Safety Committee or its’ designates for hazard identification and remediation purposes, and to improve emergency response practices at the College. All such incidents will be investigated following the procedure for Incident/Accident Inquiry with a view to preventing recurrence, improving response, and learning from the incident.

## Priority Notification List

Other than emergency responders notified at the initiation of Emergency Response, the following must be notified in sequence for all emergencies at the College, where applicable:

Name and Position	Notify if: fatality, multiple or serious injury, property loss over \$200,000	Notify if: personal injury, criminal act, bomb, civil, reputation damaging	Internal Phone, Radio	External phone (residence, cellular)
President: H.J. (Tom) Thompson	✓	✓	8301	403-507-8899 403-438-0038(cell)
<b>AND</b>				
V.P., Academic & Research: Bob Wilson	✓	✓	8337	403-556-7635 403-507-6790 (cell)
<b>OR</b>				
V.P., Student and Support Services: Stewart MacNabb	✓	✓	8302	403-556-8667 403-438-0115 (cell)
<b>OR</b>				
V.P., Advancement: Jordan Cleland	✓	✓	7707	403-507-8198 403-559-6779 (cell)
<b>AND</b>				
Communications Coordinator: Rick Overwater	✓	✓	7717	403-586-4888 (cell)

### ***Communication to personnel not directly involved in Emergency Response:***

Communications will be relayed via F.E.W.s to the evacuees for their building. Cellular phones, radios and/or runners will be used to contact F.E.W.s where appropriate.

### ***Internal Radio System - Communication among personnel directly involved in Emergency Response:***

The internal radio system/cellular phones will be used to facilitate communications with and between emergency responders. Other means of communications among responders will include direct messages conveyed from the Site Controller, hand signals where appropriate and necessary due to hearing impairment from personal protective equipment, or noise in the area of the emergency.

### ***Personal Protective Equipment (PPE) for Emergency Responders:***

Personal protective equipment, suitable for protection from any harmful substances or agents that might be encountered in the response to an emergency and training in its use and care will be provided to all College emergency responders.

Such PPE will include high visibility clothing and hats for F.E.W.s and other key personnel, boots, gloves, face shields, respirators for chemical spills, etc.

Under no circumstances will the College endorse response to an emergency where the responder knowingly places him/herself at risk due to lack of availability of appropriate personal protective equipment. In such instances, response shall always be deferred to professional Emergency Response Personnel from the Fire Department, the RCMP or others who have the appropriate equipment and training.

***Visual Identification of Emergency Response Personnel:***

All Emergency Response personnel are identifiable by the red vests and red hard hats they wear, if they are able/available.

***Security:***

Campus Security is responsible for handling security issues during an emergency.

***Accommodation of Evacuees:***

Olds College is a designated Disaster Services Reception Centre for the Mountain View Regional Emergency Response Plan for those emergencies requiring the use of the facilities for food and shelter. The Frank Grisdale Hall Residence and food services will be the first option of choice with other options at the discretion of the Site Controller.

**Emergency Facilities, Resources, and Equipment**

Material resources and campus personnel will be available to assist in an emergency at the request of the Site Controller. External material and resource personnel will be available by telephone request of the Site Controller.

Operating procedures for Emergency Equipment are located with the equipment as well as the list of operators trained in its use.

**Fire Protection**

Campus buildings with sprinkler systems that are activated in case of fire are:

- the Arena
- Land Sciences Centre
- the Bell e-Learning Centre
- the Learning Resource Centre
- the Alumni Centre
- McClellan Arena
- the Ralph Klein Centre
- the Fine Arts and Multi-Media Centre

All other buildings use fire hose cabinets and/or extinguishers for fire suppression.

All campus buildings **except** Frank Grisdale Hall are single stage alarmed for fire and evacuation. The fire alarm rings simultaneously in Campus Facilities and Campus Security, both of which may respond to investigate prior to external emergency response. The Director, Campus Facilities is the College Fire Marshall.

To report a fire, pull the alarm via the pull station and dial 911. When that call is completed, contact the College Emergency Operator at 403-556-8225 from an external phone or 8225 from a College phone.

Locations of fire hydrants, standpipes, siamese connections, building fire hoses, fire alarms, panic buttons, fire doors, separations, and fire exits are noted on the Emergency Schematic maintained in Campus Facilities. Each department should be aware of the presence of hazardous chemicals, agents and substances that could pose problems for fire fighters or building inhabitants.

## **Post Traumatic Stress Debriefing (PTSD)**

Following any emergency where there is the potential for the development of Post Traumatic Stress, all employees, students, or College personnel involved in the emergency will participate in Post Traumatic Stress Debriefing.

The Coordinator, Student Health Services and/or the Director, Human Resources will arrange with the College Employee and Family Assistance Providers, to provide group and individual PTSD as required to mitigate the potential negative impacts of the emergency on the people involved. PTSD will occur as soon as possible following the emergency but within the week following. Attendance at initial sessions may be mandatory.

# **ANNEXES**

# Animal Emergency

An animal emergency is one in which animals have been/are involved in a situation resulting in risk or damage to personnel, to the property or to the livestock. In addition to following standard emergency response procedures, a senior representative of the college involved in animal welfare should be involved at the earliest opportunity.

Where injuries or illness require same, institute quarantine as soon as practicable. Maintain records of all contacts and interactions between the affected stock and other individuals. Practice appropriate methods of protection pending 'All Clear'.

## ANIMAL HEALTH TECHNOLOGY FACILITY (AHT)

### CONTACTS:

Misty Clouston	Office Phone number	8355
	Home Number	403-556-7992
Becky Taylor	Office Phone Number	8264
	Home Number	403-556-2070
Dr. Corinne Eliason	Office Phone Number	8262
	Home Number	403-556-6860

### EVACUATION PROCEDURE

Animals should be evacuated through the east doors into Parking Lot L or other designated safe area. If these doors are inaccessible, evacuate through the west doors of the Animal Science building into the area between Duncan Marshall Place and the Animal Science building.

**Cats:** should be placed in carriers for evacuation. Cardboard carriers are located above the kennels in the Cat Ward. Additional carriers are stored in the Inventory Room, 657.

**Dogs:** should be leashed. Leashes are located along the east run wall in the Canine Ward. If necessary, dogs can be tied to trees in the safe area.

**Exotics:** can be evacuated in their cages. Exotics housed in large enclosures should be placed in carriers.

The wards which should be checked for animals are:

- Canine Ward, Room 653
- Feline Ward, Room 656
- Isolation Ward, Room 652
- Outside Dog playpen (outside of Room 637)
- Exotic Wards, Room 617 (old AHT area)
- Canine Quarantine, Room 613A (old AHT area)
- Feline Quarantine, Room 613 (old AHT area)

If necessary, due to inclement weather, all animals can be placed in AHT staff or student vehicles until another safe area is designated.

### ACCIDENT/TRAUMA PROCEDURE

Do not move the animal unless necessary. If the animal must be moved, cover with a blanket or towel and carry to a safe place. For large dogs, leash prior to moving. If dog is unable to walk, slide onto a large blanket and slide animal to safety. Injured animals may bite, if animal cannot be

handled safely DO NOT TOUCH OR MOVE THE ANIMAL! Inform one of the contacts as soon as possible.

***QUARANTINE***

Quarantine will be determined by one of the contacts. Animals that are potentially contagious will be housed in the Isolation Ward, Room 652.

**ANIMALS UNDER ANESTHETIC**

- All students will evacuate the area. The supervising veterinarian and AHT will remain to evacuate the animal.
- The attending veterinarian, will assess the situation and determine whether the animal can be evacuated or should be humanely euthanized if safe evacuation is not possible.
- If deemed necessary by the attending veterinarian the animal will be evacuated under anesthetic by means of the portable oxygen tank and anesthetic machine. The attending staff will ensure that the emergency drug kit accompanies the animal.

**OLDS COLLEGE FARRIER LAB**

***CONTACTS:***

Dr. Marion Anderson

Office 8369  
Home 403-227-3983

Pioneer Veterinary Service

Office 403-638-3774

***WHAT TO DO UNTIL THE VETERINARIAN ARRIVES:***

Keep the animal quiet. Apply pressure to the wound if the animal has received a laceration.

***EVACUATION OF FARRIER LAB:***

All horses should be evacuated from the Farrier Lab using the large east entrance doors to the Farrier Lab and placed in the holding pens located at the east end of the building, well clear of the building. If structural damage or fire is located at the east end of the Farrier Lab, the west end door can be used by exiting one horse at a time. After all horses and students have evacuated the Farrier Lab, all doors leading into the lab must be closed. This will prevent horses from reentering.

## SHIRLEY MCCLELLAN ARENA

### ***CONTACTS:***

Team Leader or Chore Team Leader

Phone numbers are posted on white board on east side of barn aisle beside instructors tack room in arena.

Cathy Chalack

Office 8263  
Home 403-337-5881  
Cell 403-669-9108

Joanne Wright

Office 8376  
Home 403-556-8002

Lauren Basford

Office 7984  
Home 403-559-6456

### ***EVACUATION OF BARN:***

All horses must go out the east or west exit and they will all go into the outside sand ring to the south of the building.

Halters are all on the horses' stall doors. Leave halters on while outside. Horses can go out two at a time.

### ***ACCIDENT TRAUMA:***

If possible leave the animal and get help by calling the contacts above. If the horse is to be caught and moved, halters are on stall fronts and pen gates. Move the horse into a safe pen or stall, and inform either the Team Leader or one of the above contacts.

## SOUTH ARENA

### ***CONTACTS:***

Team Leader or Chore Team Leader

Phone numbers are posted on white board on east side of barn aisle beside instructors tack room in arena.

Ross Hanson

Office 8263  
Cell 604-842-1471

Lauren Basford

Office 7984  
Home 403-559-6456

### ***EVACUATION OF BARN:***

All horses must go out the south exit and they will all go into the outside sand ring. If going out the north exit they will all go into the front round pen.

Halters are all on the horses' stall doors. Leave halters on while outside. Horses can go out two at a time.

***ACCIDENT TRAUMA:***

If possible leave the animal and get help by calling the contacts above. If the horse is to be caught and moved, halters are on stall fronts and pen gates. Move the horse into a safe pen or stall, and inform either the Team Leader or one of the above contacts.

## **PRODUCTION BARN/FOALING BARN**

### ***CONTACTS:***

Team Leader or Chore Team Leader

Phone numbers are posted on white board on south wall of hallway in the production barn

Dr. Marion Anderson

Office 8369  
Home 403-227-3983

Lauren Basford

Office 7924  
Home 403-559-6456

Joanne Wright

Office 8376  
Home 403-556-8002

### ***EVACUATION OF BARNS:***

Horses in either the Production or Foaling Barn can be removed from their stall as soon as possible and placed in the pens to the north of the Production Barn. These are the B pens and are labeled B1 through to B9. Halters to put on the horses will be located outside of the horses' stall in both barns.

### ***ACCIDENT/TRAUMA:***

If possible, leave the horse and get help by calling one of the contacts above. If the horse is to be caught and moved, additional halters are in the staff tack room on the south wall of the Production Barn. Move the horse into one of the B pens and ensure that the Team Leader or Dr. Anderson has been contacted.

### ***QUARANTINE:***

Any one of the contacts determines quarantine. The quarantine areas are the far east Paddocks G9 and G10.

## **OLDS COLLEGE HERITAGE BARN**

### ***CONTACTS:***

Trevor Hamilton

Office 4796  
Home 403-556-4099  
Cell 403-556-0210

Andrea Rutherford

Home 403-556-1059  
Cell 403-556-0456 (Farm cell)

### ***EVACUATION OF BARN:***

All animals must exit through the West doors into the corrals.

### ***ACCIDENT/TRAUMA:***

If possible, leave the animal and get help by calling one of the contacts above. If one of the above contacts cannot be reached, contact Pioneer Veterinary Services at 403-638-3774.

### ***EMERGENCY SUPPLIES:***

The fire extinguisher is located at the main door on the east side of the building.

## **OLDS COLLEGE LIVESTOCK CENTRE**

### ***CONTACTS:***

Trevor Hamilton

Office 4796  
Home 403-556-4099  
Cell 403-556-0210

Andrea Rutherford

Home 403-556-1059  
Cell 403-556-0456 (Farm cell)

### ***EVACUATION OF BARN:***

All animals must exit through the north or south overhead doors. Animals should be returned to original pens if possible, or into sorting pens to the southeast of the facility.

### ***ACCIDENT/TRAUMA:***

If possible leave the animal and get help by calling one of the contacts above. If one of the above people cannot be reached then contact Pioneer Veterinary Services at 403-638-3774.

### ***QUARANTINE:***

In the event that an animal has to be quarantined, the pens to be used are the sorting pens on the south east corner of the building.

### ***EMERGENCY SUPPLIES:***

The fire extinguishers are located in the centre of the building beside the overhead door.

## **OLDS COLLEGE BEEF CENTRE**

### ***CONTACTS:***

Trevor Hamilton

Office 4796  
Home 403-556-4099  
Cell 403-556-0210

Andrea Rutherford

Home 403-556-1059  
Cell 403-556-0456 (Farm cell)

### ***EVACUATION OF BARN:***

All animals must exit through the NE door in front of the chutes or if this is blocked then the East door. Animals will be returned to original pens if possible, or into the alleyway behind the Steer a Year pens.

### ***ACCIDENT/TRAUMA:***

If possible, leave the animal and get help by calling one of the contacts above. If one of the above contacts cannot be reached, contact Pioneer Veterinary Services at 403-638-3774.

### ***QUARANTINE:***

In the event that an animal has to be quarantined the pens to be used are the sorting pens on the south side of the building.

### ***EMERGENCY SUPPLIES:***

The fire extinguisher is located at the main door on the north side of the building.

## **SOUTH SHEEP FACILITY**

***CONTACTS:***

Trevor Hamilton

Office 4796  
Home 403-556-4099  
Cell 403-556-0210

Andrea Rutherford

Home 403-556-1059  
Cell 403-556-0456 (Farm cell)

***EVACUATION PROCEDURES:***

Animals will be herded from the building exit that is the safest at the time and closest to available penning or pasture.

***ACCIDENT/TRAUMA PROCEDURE:***

Do not move injured animal more than absolutely necessary. If one of the above contacts cannot be reached, contact Pioneer Veterinary Clinic at 403-638-3774.

# Armed Intruder/Hostage

**Olds College has developed detailed procedures pertaining to a Shelter-in-Place incident which would come into effect if there were an armed intruder or a hostage situation on campus. These procedures are attached to this plan.**

## **DISCOVERER**

1. Dial or have someone call the Emergency Operator at the 8225 number when it is safe to do so.
2. If there are other staff/students with you or in the vicinity tell them to go to their office/classroom/lab/residence room. Note: any students who are in the library, cafeteria, washroom, or other areas far from their classroom will have to remain at that location (see below).
3. Follow the direction of your supervisor/instructor. He/she may ask for your assistance.
4. Where appropriate and necessary, provide instruction and special assistance to people with disabilities and visitors.

## **ALL STAFF, STUDENTS & VISITORS TO CAMPUS**

1. Once everyone is inside the supervisor/instructor will take attendance.
2. If staff/students are not all in the office/classroom/lab take a quick look outside the door and tell them to come inside. Note: staff/students that are in the library, cafeteria, washroom, or other areas far from the classroom will have to remain at that location (see instructions below).
3. Lock the door, where possible.
4. Move/use furniture to provide some added protection.
5. Close blinds.
6. Shut off lights.
7. Move everyone out of sight of windows.
8. Move behind furniture for protection, if possible.
9. Keep quiet.
10. Shut off cell phones.
11. Provide necessary assistance to persons with disabilities and special needs.
12. Stay in the room until directed to do otherwise.
13. If you hear a knock on the door do not open it unless the person knocking identifies themselves and you recognize them.
14. If you hear the fire alarm still stay put unless you see fire, smell smoke or you are directed to evacuate.

## **FOR THOSE CAUGHT IN AN AREA AWAY FROM THEIR CLASSROOM OR OFFICE (such as a hallway, stairwell, washroom, cafeteria, etc.)**

1. Move to the nearest safe place.
2. If there are others with you tell them to move to a safe place with you.
3. If you are beside a classroom or office with an open door move inside.
4. If in the washroom – remain in there.
5. If in a hallway – move to the nearest washroom or stairwell and remain in there.
6. If in a stairwell – remain in there and move away from the doors.
7. If in the cafeteria – remain in there.
8. If you are outside the building – move far away from the building.
9. Provide necessary assistance to persons with disabilities and special needs.
10. Follow the procedures outlined above.

**VICTIM**

1. Obey the intruder's orders and let the intruder know you will obey orders.
2. Tell the intruder about any possible surprises, such as reaching for something or someone else being in the vicinity.
3. Stay calm.
4. Do not argue with the intruder.
5. Do not fight.
6. Do not use weapons.
7. Do not chase or follow the intruder.  
(Reference: Working Alone Safely, Alberta Human Resources and Immigration)

**EMERGENCY OPERATOR**

1. Notify the RCMP and ambulance if necessary. Stay on the phone until advised you are no longer needed.
2. Notify Campus Security to assist the RCMP.
3. Notify the appropriate Site Controller:
  - a) Student related – Supervisor, Campus and Residence Life.
  - b) Staff related – Director, Human Resources.

**SITE CONTROLLER**

1. Arrive at the scene to assist the RCMP.
2. Notify the Vice President, Student and Support Services and/or President.
3. Notify the Communications Coordinator.
4. Ensure that support services (eg. counseling and first aid) are available for individuals affected by the situation.

**VICE PRESIDENT, STUDENT AND SUPPORT SERVICES**

1. Notify the Executive and appropriate Chairs/Directors.

# Assault

## **DISCOVERER**

1. Dial or have someone call the Emergency Operator at the 8225 number when it is safe to do so.
2. Take steps to ensure your own safety.
3. Intervene only if there is no weapon and the perpetrator has left or is calm.
4. Do not attempt to move the victim.

## **EMERGENCY OPERATOR**

1. Notify Campus Security.
2. Notify the RCMP and ambulance if necessary. Stay on the phone until advised you are no longer needed.
3. Notify the appropriate Site Controller:
  - a) Student related – Supervisor, Campus and Residence Life
  - b) Staff and guest related – Director, Human Resources

## **SITE CONTROLLER**

1. Arrive at the scene to assist Campus Security and/or the RCMP.
2. Assess the situation.
3. Notify the Coordinator, Student Health Services, or a first aider and arrange for other support services such as counselling, if required.
4. Notify the Vice President, Student and Support Services.
5. Notify the Communications Coordinator, if appropriate.

# Bomb Threat

**DO NOT** use the fire alarm, a cell phone or radio as they can detonate a device.

## **BOMB THREAT PHONED IN:**

### **DISCOVERER**

1. Remain calm and courteous. Do not interrupt the caller.
2. Listen carefully and write down as much of the following information as possible:
  - a) The gender of the caller
  - b) Estimated age
  - c) Exact time
  - d) Words used
  - e) The nature of the voice: loud, soft, excited, controlled, fast, slow, accent
  - f) Diction: good, nasal, lisp, other
  - g) Manner: emotional, calm, vulgar, other
  - h) Background noises
  - i) Whether voice was familiar
  - j) Whether the caller was familiar with area
  - k) The telephone number on which the call was received
  - l) Any other details.
3. Ask the following questions:
  - a) What time will the bomb explode?
  - b) Where is it?
  - c) What does it look like?
  - d) Where are you calling from?
  - e) Why did you place the bomb?
  - f) What is your name?
4. Dial the Emergency Operator at the 8225 number.

### **EMERGENCY OPERATOR**

1. Notify the RCMP.
2. Notify Campus Security.
3. Notify the Director, Campus Facilities who is the Site Controller.
4. Notify the Supervisor, Campus and Residence Life if a residence building is involved.

### **CAMPUS SECURITY**

1. Assist in evacuating all occupants from the noted building, if possible.
2. Direct Emergency Vehicles if necessary.
3. Control scene until the arrival of the Site Controller.

### **SITE CONTROLLER**

1. Evaluate the threat.
2. Request building occupants to search their immediate area; do not touch anything; report any suspect objects; unlock drawers, cabinets, etc. for search crews; identify any strange or unfamiliar objects; and take personal property such as briefcases, purses and lunch containers with them if building occupants are being evacuated.
3. Notify the Vice President, Student and Support Services.
4. Notify the Communications Coordinator.

**BOMB THREAT IN MAIL:** (Very Rare)

A bomb threat received by mail can be in either a parcel or an envelope. Such mail bombs usually have one of the following characteristics:

- a) Bear restricted endorsements such as: "Personal" or "Private", especially when the addressee does not usually receive private mail at the College;
- b) May be marked Rush or Fragile;
- c) Addressee's name or title may be fictitious;
- d) Return address may be fictitious;
- e) May reflect distorted handwriting or name and address may be prepared with homemade labels or be cut-and-paste;
- f) May have protruding wires, aluminum foil, or oil stains, and may smell peculiar;
- g) Cancellation or postmark may show different location than return address,;
- h) May have excessive postage;
- i) May feel rigid or be lopsided, irregularly shaped, have soft spots or bulges; or
- j) May be poorly wrapped with several combinations of tape.

#### **DISCOVERER**

1. **DO NOT OPEN** suspicious packages.
2. Isolate the parcel or envelope and open windows in the area.
3. Evacuate the immediate area.
4. Contact the Emergency Operator at 8225.

#### **EMERGENCY OPERATOR**

1. Notify the RCMP.
2. Notify Campus Security.
3. Notify the Director, Campus Facilities, who is the Site Controller.

#### **SITE CONTROLLER**

1. Evaluate the threat.
2. Request building occupants to search their immediate area; to not touch anything; to report any suspect objects; to unlock drawers, cabinets, etc. for search crews; and, to identify any strange or unfamiliar objects.
3. Notify the Vice President, Student and Support Services.
4. Notify the Communications Coordinator.

# Chemical Spill/Toxic Fumes

## **DISCOVERER**

1. Alert others in the area and the supervisor if appropriate.
2. Dial or have someone call 911 if there is a fire.
3. Dial or have someone call the Emergency Operator at the 8225 number from a safe location if assistance is required, if the spill is over 5 litres, if there is a fire, or if the fumes are toxic.
4. Inform the Emergency Operator of the name of the product, the approximate amount spilled and its hazard.
5. Remain on the phone until the Emergency Operator has had all questions answered.
6. Ensure all personnel leave the immediate area if the fumes are hazardous or if there is a fire.
7. Take or have someone take the MSDS binder on their way out of the area.
8. Close the door to contain the spill and to keep others away.

## **EMERGENCY OPERATOR**

1. Notify Campus Security.
2. Notify the Director, Campus Facilities, who is the Site Controller.
3. Call the Fire Department if requested by the Site Controller.
4. Call Hazco Environmental Services 1-800-667-0444 or Canutec at 1-613-996-6666 to assist with the clean up or to offer advice if requested by the Site Controller.
5. Notify the Coordinator, Student Health Services and first aiders if instructed to do so. First aid is only administered once the Site Controller or Fire Department indicates it is safe to do so.

## **SITE CONTROLLER**

1. Ensure the chemical spill kits and required PPE are available. Kits should be located in every area where a chemical spill may occur.
2. Work with employees in containing the spill and cleaning up, if it is safe to do so. PPE indicated in MSDS must be worn and waste disposed of according to MSDS instructions.
3. Arrange to have power shut off to all fans and air circulators, if possible.
4. Ask the Fire Department to assist if not able to contain or clean the spill. The Fire Department needs to be aware of the product, the amount spilled and the PPE available.
5. Advise employees/students when it is safe to re-enter the work site.
6. Notify the Vice President, Student and Support Services, if necessary.
7. Notify the Communications Coordinator, if appropriate.

## **Campus Security**

1. Secure the immediate area.
2. Work with F.E.W.s to vacate the building if directed to do so by the Site Controller.
3. Lead Emergency Services to the site if necessary.

# Entrapment

## **A. CONFINED SPACE**

General Safety Regulations in Alberta define a confined space as a restricted space which may become hazardous to a worker entering it because of an atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosivity or toxicity; a condition or changing set of circumstances within the space that presents a potential for injury or illness; or the potential or inherent characteristics of an activity which can produce adverse or harmful consequences within the space.

A confined space has limited or restricted means of entry or exit that may complicate the provision of first aid, evacuation, rescue or other emergency response service.

Only those trained in Confined Space Entry may enter a confined space at Olds College. An Attendant, who completed the Confined Space training, must always be present.

If a worker is trapped or appears to be disabled in a confined space as defined above, the Attendant must attempt removal by using the attached lifeline. If the Attendant is unsuccessful, the Attendant must not enter the confined space.

### **ATTENDANT**

1. Dial or have someone call the Emergency Operator at the 8225 number or radio for assistance.
2. Advise the Emergency Operator that someone is trapped in a confined space. Give the specific location. Request that both the Fire and Ambulance services be called.
3. Remain on the line with the Emergency Operator until all the questions from the 911 operator are answered.
4. Maintain verbal contact with the person in the space even if there is no apparent response.
5. Continue to repeat atmosphere readings every 5 – 10 minutes.
6. Assist the Fire Department and Ambulance and provide them with the atmosphere readings.
7. Conduct the accident inquiry with other personnel as per the procedure on the occurrence.

### **EMERGENCY OPERATOR**

1. Notify Campus Security.
2. Notify the Director, Campus Facilities, who is the Site Controller.
3. Call emergency services at 911 requesting both the Fire Department and Ambulance.
4. Notify the Coordinator, Student Health Services and first aiders if instructed to do so. First aid is administered only when the Site Controller or Emergency Services indicate it is safe to do so.

### **SITE CONTROLLER**

1. Ensure Fire and Ambulance Services have been notified if necessary.
2. Ensure Confined Space Procedures are followed.
3. Notify the Vice President, Student and Support Services.
4. Notify the Communications Coordinator.

### **CAMPUS SECURITY**

1. Secure the immediate area.
2. Lead Emergency Services to the site if necessary.

## **B. ELEVATOR**

### **DISCOVERER**

1. Call the Emergency Operator at the 8225 number.
2. Reassure the trapped person and speak calmly to him/her until rescued or until the Coordinator, Student Health Services, or a first aider arrives.

### **EMERGENCY OPERATOR**

1. Contact Campus Facilities.
2. Contact the Coordinator, Student Health Services or a first aider.
3. Notify the Director, Human Resources for employees or the Supervisor, Campus and Residence Life for students, if the situation requires it.

# Environmental Spill

Only those persons trained in chemical and environmental spills response should attempt to remediate an environmental spill.

Like a chemical spill, the first priority is to know the potential risks. Treat ALL environmental spills as a major chemical spill.

1. Call the Fire Department.
2. **Report immediately to Alberta Environment at 1-800-222-6514** and obtain information from the MSDS, shipping documents, and/or from **Canutec** (Canadian Emergency Chemical Information Resource) **1-613-996-6666** as to the appropriate course of action. Follow explicitly.
3. When safe to do so, contain and/or clean up the spill with dyking, adsorption, absorption or other means to prevent entry into a watercourse.
4. Use the appropriate spills kit for the chemical involved. Chemical Spills kits and supplies are located in Land Sciences, and Ag. Mech.

# Explosion

An explosion is any chemical compound or mechanical mixture which by fire, friction, impact percussion or detonation may cause a sudden release of gases of such pressure as to be capable of producing destructive effects in adjacent objects or destroying life and limb. An explosive is considered a hazardous material under the Occupational Health and Safety Act.

## **DISCOVERER**

1. Pull the Fire Alarm if there is a fire. Dial 911 from a safe location.
2. Vacate immediately.
3. Dial or have someone call the Emergency Operator at the 8225 number from a safe location.
4. Inform the operator of the nature of the emergency and the exact location.
5. Stay on the line until advised you are no longer needed.

## **EMERGENCY OPERATOR**

1. Notify Campus Security.
2. Notify the Director, Campus Facilities who is the Site Controller.
3. Call the Fire Department if this has not already been done and if requested by the Site Controller.
4. Notify the Coordinator, Student Health Services and first aiders if instructed to do so. First aid is only administered once the Site Controller or Fire Department indicates it is safe to do so.

## **SITE CONTROLLER**

1. Cordon off the scene of the explosion and post watch at a safe distance to keep people out of the area.
2. Ensure the area is isolated until further investigation by authorities.
3. Contact other emergency services as required.
4. Ensure no further danger before permitting rescue or entry into the area.
5. Notify the Vice President, Student and Support Services.
6. Notify Alberta Human Resources and Immigration, Workplace Health & Safety at 1-866-415-8690.
7. Notify the Communications Coordinator.

## **CAMPUS SECURITY**

1. Assist the F.E.W.s in vacating building or work site, when possible.
2. Secure the immediate area and assist in keeping people at a safe distance.
3. Lead Emergency Services to the site if necessary.

# Fatality

The Olds College policy titled “Death of a Student” (D1) in the Policy and Procedures Manual should be referred to, if appropriate. Human Resources will provide procedures for reference in the death of an employee.

## **A. DEATH OF A STUDENT/EMPLOYEE**

### **DISCOVERER**

1. Dial or have someone call the Emergency Operator at the 8225 number from a safe location.
2. Do not move the casualty.
3. Cordon off the scene and remain at the scene until relieved by the Site Controller or the RCMP, if it is safe to do so.
4. Do not disturb the scene.

### **EMERGENCY OPERATOR**

1. Notify Campus Security.
2. Notify the RCMP.
3. Notify the Site Controller who is the Supervisor, Campus and Residence Life for students or the Director of Human Resources for employees.

### **SITE CONTROLLER**

1. Notify the Vice President, Student & Support Services.
2. Notify the Communications Coordinator.
3. Notify the Director, Student and Library Services/Registrar to seal the student record.
4. Ensure the area is cordoned off.
5. Do not disturb the scene.
6. Do not move the casualty.
7. Notify the Coordinator, Student Health Services if necessary.
8. Remain at the scene and assist outside authorities as requested.
9. Remain during the investigation, if appropriate.

## **B. WORK-RELATED FATALITIES**

### **DISCOVERER**

1. Dial or have someone call the Emergency Operator at the 8225 number from a safe location.
2. Cordon off the scene if it is safe to do so.
3. Remain at the scene until the Site Controller or the RCMP arrives.
4. Ensure no one disturbs the scene until help arrives.

### **EMERGENCY OPERATOR**

1. Notify Campus Security.
2. Notify the Director of Human Resources who is the Site Controller.

### **SITE CONTROLLER**

1. Ensure the area is cordoned off as above.
2. Notify the Vice President, Student and Support Services.
3. Notify the Communications Coordinator.
4. Ensure that Alberta Human Resources and Immigration, Workplace Health & Safety is notified at 1-866-415-8690.
5. Act as the Lead Investigator of the accident or designate one of the site controllers to assume the responsibility..
6. Remain at all investigations being conducted by outside authorities.
7. Do not disturb the scene until authorized by Alberta Human Resources and Immigration, Workplace Health & Safety and/or the RCMP.
8. Take or authorize the taking of photographs and/or video recording of the site as soon as possible and before the scene is in any way disturbed. If objects are moved to reach the casualty replace them exactly as they were found and note that you have done so.
9. Keep a comprehensive record of all actions, all persons attending the site, samples taken and objects seized. These records may become evidence and are to be made available to all parties.

### **CAMPUS SECURITY**

1. Secure the immediate area.
2. Lead Emergency Services to the site.

### **VICE PRESIDENT, STUDENT AND SUPPORT SERVICES**

1. Notify the Executive.
2. Ensure the Olds College legal advisor is advised.

# Fire

1. As soon as a fire is discovered, activate the fire alarm via the pull station.
2. Dial 911 from a safe location.
3. Remove those in immediate danger, if it is safe to do so.
4. Ensure doors are shut but not locked and windows are closed.
5. Exit through the closest outside door and await further direction from the Olds College Fire Marshall.
6. Call the College 24 hour Emergency Phone Line at 403-556-8225 (external line) or 8225 (internal line).
7. Try to extinguish the fire if it is small enough and you are trained to do so. Notify the College Fire Marshall who will prepare a report.
8. Once the fire alarm sounds ALL people must evacuate the building. (See General Evacuation Procedures, Page 6).
9. Do not use the elevators.
10. Walk down the stairs in a calm and orderly manner.
11. Do not bring any items that could be a hazard if dropped.
12. Designated F.E.W.s for the affected building(s) put on identifying clothing (special hats and vests, if possible) and where possible, with Campus Facilities personnel, ensure the building is completely evacuated.
13. F.E.W.s will relay further instructions to all staff, students, and visitors as to removal to a safe collection point, where they must remain until additional instructions or the All Clear is given by the College Fire Marshall, the Fire Department, or the RCMP.

# Gas Leak

**DO NOT** use the fire alarm, a cell phone or radio as they can cause a spark which may detonate the gas.

1. Where a gas leak is suspected or evident, contact Campus Security and Campus Facilities who will investigate and/or contact ATCO Gas at their emergency line at 403-245-7222 or toll free at 1-800-511-3447.
2. Campus Facilities and/or the F.E.W.s will evacuate the affected building(s).
3. Lights and electrical appliances are to be left as they are (i.e. on or off) so as not to create a spark.
4. Building doors should be closed if the break in the line is outside of the building. Campus Security will lock all entrances to the building(s), where possible.
5. Staff of Campus Security, Campus Facilities and/or the F.E.W.s for the building(s) will ensure the doors are manned or signage is in place so that personnel do not reenter the building(s).
6. All personnel are to remain at least 25 feet from the point of the suspected or actual gas leak.
7. ATCO Gas is responsible to squeeze off all broken lines and are to wear appropriate personal protective equipment, including breathing apparatus when doing so.
8. No College personnel are to be in the trench where the line is broken.
9. The Fire Department will be notified when there is a gas line break.
10. Personnel may only reenter the building(s) when the College's Fire Marshall gives the 'All Clear'. The decision to give the 'All Clear' will be made in association with ATCO Gas and if necessary, the Fire Department.

# Major Crime

Major crimes include murder, group assault, arson, robbery, break and enter and theft, etc.

1. Call the Emergency Operator at the 8225 number who will notify Campus Security, the RCMP and arrange for ambulance dispatch for casualties, if any.
2. Do not disturb the scene.
3. First Aid, if necessary, will be provided when the Site Controller or the RCMP declares it is safe to do so.
4. The RCMP will assume responsibility for investigation. College personnel will be available as necessary to assist the RCMP.

# Missing Persons

A missing person may be an employee, a student or a conference guest who is unusually late for work, class or a conference activity.

## **DISCOVERER**

1. Advise an Olds College staff member of the situation.
2. The Olds College staff member will provide information about the missing person to:
  - Employee: the Director, Human Resources, or
  - Student: the Supervisor, Campus and Residence Life, or
  - Conference Guest: the Event Coordinator, Conference Services, or
  - Campus Security.

## **SITE CONTROLLER**

1. Notify the supervisor if it is an employee, the Program Coordinator if it is a student, or the Event Coordinator if it is a conference guest.
2. The Site Controller will ensure that the following activities have been completed, as appropriate:
  - Check with co-workers, other students and/or other conference guests to find out who has seen the person, when, where, etc;
  - Check whether there is a telephone message, an e-mail or a note from the person advising of their whereabouts;
  - Call the person's home, check their residence room or their home, if appropriate; and
  - Check whether the person has a vehicle and whether it is parked on campus, etc.
3. Gather information about the missing person including a description (height, weight, colour of hair, colour of eyes, distinguishing features, etc.), who may have seen the person last, where the person was last seen, what the person was wearing at that time, where the person lives, whether the person has a known medical condition of any kind, etc.
4. Arrange a search team to conduct an organized search of campus buildings and grounds.
5. Provide a picture of the person to the search team, if available.
6. Contact emergency numbers on file for the person, when appropriate.
7. Notify the Coordinator, Student Health Services, if appropriate.
8. Notify the Vice President, Student and Support Services if the RCMP are to be contacted.
9. Notify the Communications Coordinator.
10. If the search is not successful, contact the RCMP to request assistance in the search, when appropriate.
11. Assist the RCMP and/or Search and Rescue, as requested.

There may be occasions when other persons are missing and are believed to be on the Olds College campus. Campus Security should be advised of any search that is taking place on campus. Campus Security is to notify the Maintenance Coordinator, Campus Facilities that a search is taking place. Assistance will be provided to authorities, as requested.

# Personal Injury/Serious Illness

Contact the Emergency Operator at 8225 or use the building Emergency telephone for assistance.

**If there is no response**, dial 911. Stay on the phone until the emergency operator advises you that he/she has recorded all the information. Be prepared to give the exact location, the nature of the injury or illness, the number of people involved, your name and the current condition of the casualty(s).

**If you do contact 911 you must ALSO advise the College Emergency personnel at 8225 and wait for a response.**

The Emergency Operator will contact appropriate internal and/or external resources.

## Procedure

1. Call the Emergency Operator at the 8225 number from a College telephone or an Emergency telephone.
2. State your name.
3. Describe your location and the location where the incident occurred.
4. Describe what happened.
5. Inform the Emergency Operator of the number of casualties.
6. Describe to the best of your ability the types of injuries you observed. This may include if the casualty is conscious, and/or breathing and his/her approximate age.
7. Request the service you believe is required e.g. First Aid, Nurse, Campus Security, Ambulance, RCMP, or Fire Department. Once the Service has been called, the Emergency Operator will advise you as to the expected time of arrival of the service requested.
8. Stay on the line until the Emergency Operator advises you he/she no longer needs you.
9. Return to the scene of the incident and assist the First Aider as directed. Leave once the emergency situation is over.

# Structural Failure

1. Where structural failure of a building has occurred or is imminent, the primary responsibility is to prevent loss of life and injuries.
2. Evacuate the building immediately.
3. The Director, Campus Facilities, who is the Site Controller, may request assistance from College personnel, but shall not require it. The life and safety of College personnel will not be placed at risk. Under the Alberta Occupational Health and Safety Act, a worker has the responsibility to refuse work that poses an imminent danger to his/her health and/or safety, and the employer has the responsibility of not placing a worker in danger.
4. Contact the Emergency Operator at the 8225 number who will summon local Emergency Services (Fire Department, RCMP, etc.)
5. If casualties are trapped or pinned, summon an Ambulance as well.
6. Stand by for direction by authorities and be prepared to assist.
7. Place internal and external resources on notice for action if necessary.

# Suicide – Attempted

## **DEFINITION**

Olds College defines attempted/threatened suicide as any situation where an individual communicates verbally, in writing or by action that he/she may take his/her own life. Any threats or attempts at suicide must be taken seriously. The risk is greatly increased with the use of alcohol or drugs.

## **A. ATTEMPTED SUICIDE**

### **DISCOVERER**

1. Take steps to ensure personal safety, especially if a weapon is present.
2. Dial or have someone call the Emergency Operator at the 8225 number.
3. Return to the scene if it is safe to do so.
4. Remain with the person until the Coordinator, Student Health Services, or the Supervisor, Campus and Residence Life arrives.

### **EMERGENCY OPERATOR**

1. Call the appropriate Site Controller who will be the Coordinator, Student Health Services. In her absence, the Supervisor, Campus and Residence Life may be contacted for students and/or the Director, Human Resources for employees.
2. Notify Campus Security.
3. Notify the RCMP if a weapon is present.
4. Call an Ambulance if requested to do so.

### **CAMPUS SECURITY**

1. Direct emergency vehicle(s), if necessary.
2. Transport victim to clinic or hospital, if appropriate.
3. Notify the Coordinator, Student Health Services, or the Supervisor, Campus and Residence Life.

### **SITE CONTROLLER**

1. Inform employees about the Employee Family Assistance Program (EFAP) provider, Human Solutions (1-800-663-1142) who may be accessed through their offices in Calgary, Red Deer, Olds or other convenient centres.
2. Refer students to Alberta Mental Health in Olds (403-556-4204), daytime only or the hospital after hours (403-556-3381).
3. Notify the Director, Human Resources for employees or the Supervisor, Campus and Residence Life for students, if the situation requires it.

# Suicide – Threatened

## **B. THREATENED SUICIDE**

### **DISCOVERER**

1. Take steps to ensure personal safety, especially if a weapon is present.
2. Dial or have someone call the Emergency Operator at the 8225 number from an internal phone or 403-556-8225 from an external phone, if unable to assist the person.
3. If safe to do so, return to the scene and remain with the person until the Coordinator, Student Health Services, or the Supervisor, Campus and Residence Life arrives.
4. If appropriate and if safe to do so, ensure the Coordinator, Student Health Services is in her office and bring the individual to her office.

### **EMERGENCY OPERATOR**

1. Call the appropriate Site Controller who will be the Coordinator, Student Health Services. In her absence, the Supervisor, Campus and Residence Life may be contacted for students and/or the Director, Human Resources for employees.

### **SITE CONTROLLER**

1. Assess or notify a Site Controller to make an assessment. If there is any doubt about the assessment, the individual should be taken to the clinic or to Emergency. The Coordinator, Student Health Services should accompany the individual, where possible.
2. Arrange for immediate medical intervention if the individual cannot be calmed or is unchanged in feelings. The Coordinator, Student Health Services will take the individual to his/her family physician, where possible. If this is not possible, the Coordinator, Student Health will contact the Olds Hospital Emergency Department (403-556-3381) for direction.
3. Arrange for the person to be taken to the hospital, if required.
4. Notify the appropriate Chair if the person is a student and that he/she will be absent from class for an extended period.
5. Notify the Director, Human Resources for employees or the Supervisor, Campus and Residence Life for students, if the situation requires it.

### **CAMPUS SECURITY**

1. Transport the person to the clinic or to the hospital if required.
2. Direct emergency vehicles if required.
3. Administer first aid, if required.
4. Notify the Coordinator, Student Health Services, or the Supervisor, Campus and Residence Life.

# **Transportation Emergency: Road Closure, Train Derailment, Plane Crash**

The Town of Olds is on an aircraft flight path, near a major highway, and has rail lines within it. The Mountain View Regional Emergency Response Plan addresses emergencies involving any form of public transportation. The role of the College is to act as an Disaster Services Reception centre in the Regional Plan.

Any decision to close the College will be made at the Executive level and communicated through management, the Development & Corporate Communications Department and the Human Resources Department.

# Utility Failure

1. Power outages may occur on campus due to a number of causes. When a power failure does occur, notify Campus Facilities or call the Emergency Operator at the 8225 number.
2. Campus Facilities will identify the cause of the outage and determine probable duration.
3. If it appears the outage is widespread and /or will be long lasting, the President and Vice Presidents will make the decision regarding suspension or cancellation of classes.
4. Class Cancellation / work cessation notice will be communicated via the Communications Coordinator and the Human Resources Department.

# Weather Emergencies

These may take the form of blizzards, hail storms, tornadoes, severe thunderstorms, high winds, heavy snow, snow squalls, heavy rains and freezing rain. Because of location and climactic factors, severe storms of varying types are possible in all seasons in Olds. Weather Emergencies of the following types have been known to occur in this part of Alberta.

When a weather emergency does appear imminent, all personnel will be notified. Those who can safely leave campus will be permitted to do so. Those who cannot will be given instructions as to what to do and where they may take shelter.

Any decision to close the College will be made at the Executive level and communicated through the Development & Corporate Communications Department, management and the Human Resources Department. In addition, Campus Security or Switchboard will notify reception in each building during business hours. After hours, warnings will be issued to Caretakers via radio. The Caretakers will evacuate the building, where appropriate.

Weather emergencies fall under the auspices of the Mountain View Regional Emergency Response Plan. Olds College is an Disaster Services Reception centre for the region.

## ***Blizzards***

Blizzards are storms involving high winds and blowing snow. Travel visibility is reduced to unsafe levels, snowdrifts can block the highway and roads, and temperatures fall rapidly to subzero readings. The RCMP may decide to close roads prohibiting travel.

## ***Freezing Rain***

Storms involving freezing rain produce seriously unsafe driving conditions and walking conditions. Campus foot and road travel will be maintained by Campus Facilities as soon as it is safe and practical for them to do so. Campus personnel are requested to exercise caution in travel of any sort. Foot and vehicle travel on campus and off may be discouraged. The RCMP may decide to close roads prohibiting travel. Use of sand or sand/urea mixtures and flat, treaded outdoor winter footwear is strongly recommended.

## ***Hail Storms***

Hail Storms usually occur in summer. Hail storms present a hazard to personnel, livestock, building glass and vehicles. Travel during a hail storm is discouraged, either on campus or off. They are typically very short in duration and are heralded by progressively darkening skies on hot days. Lightning frequently accompanies hail storms and can be close and severe. Remain indoors until the storm passes.

## ***Heavy Rains***

Short bursts of extremely heavy rains are called cloudbursts. They reduce visibility temporarily to zero and are frequently accompanied by lightning strikes.

Long term heavy rains may result in flooding. Travel may be discouraged once flooding begins and the RCMP may decide to close roads for public safety.

## ***Heavy Snow***

Heavy snowfall can usually be predicted in advance, and severe weather warnings are issued by meteorological services via radio stations. Snowfall in excess of 8 to 10 centimeters over a 5-hour period is considered a heavy snowfall. Associated hazards are road transportation problems, as plows cannot keep roads clear. Campus sidewalks and roads will be cleared by Campus Facilities as soon as it is safe and practical for them to do so. Campus personnel are requested to exercise

caution in travel of any sort. Heavy snows often hide icy pavement or walkways beneath. When visibility is compromised or road travel becomes treacherous, the RCMP will close roads for public safety.

### ***High Winds***

High winds in excess of 70 km / hour or gusts in excess of 80 km / hour make road and foot travel hazardous. On campus, the presence of tall trees poses the risk of tree limb breakage and damage by winds. Travel on or off campus in high winds should be undertaken with caution.

### ***Severe Thunderstorms***

Severe thunderstorms often accompany hail or heavy rain. Lightning seeks a rapid means to reach ground and may select one of the campus trees to do so. Never seek shelter under a tree during a lightning storm. Where the time duration between the visible lightning and the sound of thunder is less than 5 seconds, remain within the building until the storm passes.

### ***Tornados***

#### *About Tornados*

Weather Warnings are issued for tornados when one or more tornados have been observed or are forecast for the area.

They form suddenly and are often preceded by hot humid weather and always produced by thunderstorms, although not every thunderstorm produces a tornado.

They are violent windstorms characterized by a twisting funnel shaped cloud, which forms at the base of cloudbanks and points toward the ground.

They move over the ground at 20-90 km/hour and often from the southwest to northwest. They are erratic and can change course suddenly.

May to September are prime tornado months.

They usually strike in the early afternoon to early evening, but have been known to strike at night.

They often strike too quickly to allow you to seek shelter.

Alberta is a high-risk area for tornados.

#### Warning signs:

- Severe thunderstorms with frequent lightning,
- Extremely dark sky highlighted by green or yellow clouds,
- A rumbling sound such as a freight train might make or a whistling sound like a jet aircraft might make; or
- A funnel cloud at the rear base of a thunder cloud, often behind a curtain of heavy rain or hail.

#### Action:

1. If a tornado warning is issued, take cover immediately.
2. Take shelter in a basement or small interior ground floor room such as a closet or hallway or protect yourself by taking shelter under a heavy table or desk.
3. Stay away from windows, outside walls and doors.
4. Avoid buildings such as gymnasiums and auditoriums with free span roofs. Roofs without centre support may collapse if struck by a tornado.
5. If no shelter is available, lie down in a ditch away from vehicles.
6. Expect the warning to extend for at least 30 minutes or longer. Tune a battery-operated radio in to any local station to provide current weather information.
7. Do not leave shelter until at least 10 minutes after an 'All Clear' is announced.
8. Instructors: interrupt class activity and advise the students to move to the safest area available. Encourage the students to remain in the safe area until the 'All Clear' is given.
9. Do not use an elevator.

### ***Damage to Trees***

Any of the above weather emergencies may result in damage to trees on campus which may create an imminent hazard to people or property.

#### Action:

1. Contact the Grounds Supervisor, the Director, Campus Facilities or Campus Security.
2. Secure the area to ensure staff, students and visitors maintain an appropriate distance from the area where the potential hazard is present.
3. Wait for appropriate personnel to ensure power is disconnected, where required.

No tree work should be undertaken except by individuals certified by the International Society of Arboriculture.

## Emergency Response Training

**All campus personnel** are trained in:

- How to report an emergency
- How to evacuate the building/area they usually work in
- The role of the F.E.W.s
- Location of assembly areas for their building
- Location of exits for their work area
- Location of Fire Fighting equipment and pull stations
- Location of emergency telephones and panic buttons in their building
- Location of First Aid Stations
- Location of building First Aid Team member
- Location of MSDS for area they work in
- WHMIS: how to read an MSDS for emergency information

**F.E.W.s** and back-ups for each building are trained in:

- The scope and contents of the Olds College Emergency Response Plan
- Their role as F.E.W.s
- Principles of fire safety
- How to systematically evacuate their building
- Location of exits for their building
- Location of fire fighting equipment and pull stations
- Location of emergency telephones and panic buttons
- How to deal with people who do not wish to leave the building
- Location of assembly point for people in their building
- Name of all supervisors for their building
- Location of nearest First Aider
- Location of MSDS for the areas in the building
- How to read an MSDS for emergency information
- Site control of assembled evacuees
- Emergency communications during an evacuation
- Types of fires and emergencies that may occur in their building
- Reporting on evacuations and drills
- Communications issues/responses

1. F.E.W.s are selected for each building.
2. F.E.W.s are provided with high visibility clothing to wear while fulfilling F.E.W. functions, if possible.
3. F.E.W.s are required to notify their back up when off campus so that the building has F.E.W. coverage.

**First Aid Team** is trained and members have current certificates in:

- Standard First Aid and CPR
- Communications issues/responses

**Campus Facilities Staff** members are trained, as appropriate in:

- Confined Space Entry
- Transportation of Dangerous Goods
- Communications issues/responses

**Site Controller(s)** is trained in:

- The Olds College Emergency Response Plan
- Location and quantity of all emergency response equipment
- Communications issues/responses
- The role of Lead Investigator: Incident/Accident Inquiry
- Site control in an emergency – priorities, responsibilities
- Record keeping

**Development & Corporate Communications Department** is trained in dealing with:

- Media
- Communications issues/responses
- Internal campus communications with students and employees
- Internal campus resources
- Record keeping

**Emergency Facilities, Resources, and Equipment  
Campus Resource Personnel for Emergencies (Internal)**

Name	Title	Area of expertise	Phone	Alternate phone
Abimbola Abiola	Chair, School of Innovation		4798	403-556-2075 403-556-0228
Marion Anderson	Coordinator, Equine Program	Equine emergencies	8369	403-227-3983
Pat Bidart	Associate Vice President, Academic Services		8365	403-227-3958 403-438-0070 (cell)
Dalin Bullock	Chair, School of Agriculture		8347	403-507-2468
Shawna Cevraini	Supervisor, IT Client Services		7929	403-556-2577 403-559-8941 (cell)
Kevin Chenger	Director, Campus Facilities	Facilities emergencies	8304	403-507-8708 403-559-6925 (cell)
Jordan Cleland	Vice President, Advancement		7707	403-507-8198 403-559-6779 (cell)
Connie Conley	Director, CLC & College Business Development	CLC issues	8359	403-335-8224 403-559-6137 (cell)
Wendy Crawford	Campus Security	Security (Daytime)	8224	403-507-2760 403-586-1148 (cell)
Tyler Gooch	Manager, IT	Telephone & Computer	4708	403-438-0482 (cell)
Trevor Hamilton	Supervisor, Farm Services	Animal Health	4796	403-556-4099 403-556-0210 (cell)
Tracey Joyes	Accounts Payable Supervisor	Insurance	8280	403-703-5899 (cell)
Les Krause	Maintenance Coordinator	Facilities emergencies	8388	403-556-4027 403-556-4565 (cell)
Greg Lendvay	Director, Health and Wellness	Athletics	7780	403-586-9355 (cell)
Stewart MacNabb	Vice President, Student & Support Services	All emergencies, as appropriate	8302	403-556-8667 403-438-0115 (cell)
Chris Maier	Campus Security	Security (Nights)	8224	403-224-2041 403-507-1713 (cell)
Terry Males	Chair, School of Business		4739	403-556-1696
Joanne McAdam	Human Resources Officer	Employee and Health & Safety	7927	403-275-0957 403-869-8910 (cell)
Marie McMullen	Director, Human Resources	Employee and Health & Safety	8364	403-556-4027 403-556-4565

Name	Title	Area of expertise	Phone	Alternate phone
Leona Megli	Horticulture Technician	Grounds	8381	403-507-8714
Robin Minion	Director, Student and Library Services/Registrar	Telephone and Computer	4602	403-227-3563 403-227-6252
Jody Nelson	Coordinator, Student Health Services	Health & safety student	8239	403-335-4813 403-559-4813 (cell)
Laurie Newsham	Instructor, School of Environment	Tree Care Consultant	4750	403-335-0057 403-994-1052
Rick Overwater	Communications Coordinator	Communications	7717	403-586-4888 (cell)
Gary Pauly	Grounds Supervisor Campus Facilities	Grounds, Tree Services	8381	403-556-7506
Doug Peters	Chair, School of Environment		4761	403-559-4246
Terri Phillips	Coordinator, Conference Services	Conference Guests, Food	8359	
Ken Risi	Director, Development		4641	403-507-8354 403-559-7722 (cell)
Jeff Suderman	Director, Student Recruitment		4757	403-507-4443 403-438-0512 (cell)
Mike Tarney	Supervisor, Caretaking	Caretaking	8234	403-556-1898 403-994-4021 (cell)
Becky Taylor	Coordinator, Animal Health Technology	Animal Health	8264	403-556-2070
Tom Thompson	President	Emergencies, as appropriate	8301	403-507-8899 403-438-0038 (cell)
Dick Thomson	Chair, School of Trades & Career Studies		8258	403-556-6865
Steve Verdi	Director, Chartwell Foods	Food	8241	403-200-3850 (cell)
Doug Wagstaff	Supervisor, Campus and Residence Life	Student, Residence	8352	403-507-2599 403-586-3684 (cell)
Bob Wilson	Vice President, Academic & Research	Emergencies, as appropriate	8337	403-556-7635 403-507-6790 (cell)
Irene Zarelli	Human Resources Officer	Employee and Health & Safety	8363	403-343-1353 403-896-1353 (cell)

## Campus Resources for Emergency Supplies, Equipment, Specialized Assistance (Internal)

A comprehensive list of all equipment and resources available on campus to address emergency needs is compiled and reviewed regularly but at least annually. This list is kept up to date for access and reference in an emergency.

Equipment/Resource	Location	Contact to obtain	Phone or Alternate
Ventilating blower for confined space	Campus Facilities	Campus Facilities	8218
Air monitor for confined space	Campus Facilities	Campus Facilities	8218
Respirators	Various locations across campus as required for work being performed	Appropriate operating area	Various
Chemical spills - kits and materials	Land Sciences Ag. Mech. Campus Facilities Various locations across campus as required for work being performed	Land Sciences Ag. Mechanics Campus Facilities Appropriate operating area	4668 8268 8218 Various
Water and Gas Keys for Shutoff	Campus Facilities	Campus Facilities	8218

### Operating procedures:

Operating procedures and a list of trained qualified operators are kept with the Master Emergency Response Plan located with each of the Site Controllers.

## Campus Resources for Emergency Supplies, Equipment, Specialized and Assistance (External)

Below is a list of suppliers who have agreed to provide equipment or services on short notice in emergency situations. A copy of the list is kept in the Master Emergency Response Plan located and accessible with each of the three (3) Site Controllers

Equipment/Resource/Service	Location	Contact to obtain	Phone or Alternate
Olds Town Office	Olds		403-556-6981 Emergency: 403-994-0850
Backhoe	Bowden	Ryrie Backhoe Service	403-994-2172 (cell) 403-224-2172 (residence)
Chemical /Environmental Spill	Calgary	Hazco	1-800-667-0444
Contracting & Heavy Equipment	Olds	Olds Contracting	403-556-8123
Contracting & Heavy Equipment	Olds	Saby Trucking and Loading	403-556-6357 (shop) 403-556-5516 (Greg's cell) 403-556-4930 (Dale's cell) Emergency: 403-556-6357
Contracting & Heavy Equipment	Olds	Richardson Brothers	403-556-6366
Crane	Olds	Finlay Crane Service	403-556-3411 403-556-6557 (residence)
Elevator	Calgary	ThyssenKrupp Elevator	403-259-4183
Natural Gas	Olds	ATCO Gas	Emergency: 403-245-7222
Natural Gas	Olds	Foothills Natural Gas Co-op (Supplies, Compost Centre & Farm Shop)	403-556-3007
Post Traumatic Stress Debriefing	Calgary	Human Solutions	1-800-663-1142
Power		Fortis	403-310-9473
Telephone communications		Bell	Service: 1-888-333-2811 24 hour repair: 1-888-784-2606
Tree Services	Didsbury	For Trees	403-335-8965
Tree Services	Calgary	Tree Frog & Tree Care	403-861-6013
Tree Services Arborist / Instructor	Didsbury	Laurie Newsham	403-335-0057 (residence) 403-994-1052 (cell)
Vacuum Truck	Penhold	Lindholm Vacuum Service	403-886-2211
Vacuum Truck	Didsbury	Quantz Sanisystems	403-335-3651

**FIRST AID TEAM**  
**SEPTEMBER 2010 - SEPTEMBER 2011**

**ALL EMERGENCIES (even minor ones)**

**CALL 8225 from a College Phone, OR PUSH emergency phone on wall in the building (Wait +/- 5 rings FOR A RESPONSE), OR DIAL 403- 556-8225 from other phones.**

<b>LAND SCIENCES &amp; LANDSCAPE PAVILION</b>			
Kathy Sanderson	8370/4668		
<b>EMERGENCY OPERATOR 8225</b>			
<b>DMP</b>			
Dennis McGee	8331	Riad Saad	7921
Erin Blom (here until Dec'10)	4735		
<b>JMB</b>			
Anne Woods	7933	Michelle Chauncey	4695
Tara Lloyd	8207	Heather McGuire	4611
<b>TRADES &amp; CAREER STUDIES</b>		<b>OCSI</b>	
Tracey Gleason	4613		
<b>CAMPUS FACILITIES</b>		<b>COMPOSTING CENTRE</b>	
Leona Megli*	8318	Shirley Lupino	4650
Ross Dalgetty	8218		
<b>ANIMAL SCIENCE</b>		<b>FARM</b>	
Christy Wahl	4759		
<b>LRC</b>		<b>BELL E-LEARNING</b>	
		Judy Buchholz	8344
<b>SAC</b>		<b>RALPH KLEIN CENTRE</b>	
		Bob Murray	7783
		Brittany Ehmann	7782
		Olivia Knight	6869
<b>RESIDENCE</b>			
Jody Nelson RN*	8239	<b>(FIRST AID TEAM LEADER)</b>	
<b>CARETAKERS</b>			
Lynda Woytuck* (days)	Barb Hingst*(days)	Patricia Perry* (days)	
<b>CAMPUS SECURITY*</b>		8225	
<b>(All Campus Security have St. Johns Standard First Aid)</b>			

\* = Radio

**NOTIFY/CALL:** Notify Jody Nelson for **all** emergencies requiring a first aider and/or an ambulance. Call Campus Security for transport of minor injuries to the clinic.

## **DISASTER SERVICES RECEPTION CENTRE**

Olds College is cited as a potential Reception Centre as part of the Town of Olds Disaster Services Plan, the Mountain View Regional Emergency Response Plan, as well as other regional and provincial disaster/emergency plans.

Depending on the nature of the disaster response, Olds College has the ability to serve as a reception centre for a small or large number of people on a short term basis (hours or days) or if necessary, for an extended period. Areas that may be utilized range from Frank Grisdale Hall, Gymnasium, Cafeteria, and Alumni Centre, to class room space, structures labs, mechanics shops, or arena. Various Olds College personnel and/or facilities may be required to support such services.

In the event the College is needed as a Reception Centre the following procedures will be followed:

1. A representative from Disaster Services will contact Campus Security to inform them that a Reception Centre is required at Olds College. Campus Security will record:
  - a) The nature of the disaster.
  - b) The expected number of individuals.
  - c) The estimated time of arrival.
  - d) The agency setting up the Reception Centre.
  - e) The name and number to contact Disaster Services to coordinate the set-up.
  
2. Campus Security will notify a designated Site Controller:

Name	Title	Area of expertise	Phone	Alternate phone
Doug Wagstaff	Supervisor, Campus and Residence Life	Student, Residence	8352	403-507-2599 403-586-3684 (cell)
Terri Phillips	Coordinator, Conference Services	Conference	8359	
Mike Tarney	Supervisor, Caretaking	Caretaking	8234	403-556-1898 403-994-4021 (cell)

3. The Site Controller will:
  - a) Contact the service agency requesting the reception centre.
  - b) Assemble a response team to assist with operational needs.
  - c) Contact Chartwells to notify of any immediate or potential food service needs.
  - d) Contact the Caretaking Department to assist with linen needed for bedding, if there is an indication that an overnight stay is needed, or there is a need for some private rooms.
  - e) Notify the Vice President, Student & Support Services.
  - f) Notify the Communications Coordinator.
  - g) Determine which Residence rooms/areas can be used, and if necessary, will be responsible for handing out any keys.
  - h) Maintain a registry of all affected individuals who report to Olds College including:
    - the names and address of all incoming individuals and the nature of any medical conditions.
    - a contact number for each party.

4. The Campus Security office/lounge (Room F1) will be used as a Command centre and an Inquiry centre.
  - a) The two phone lines located in this office are dedicated as emergency response lines.
    - 403-556-8384 intended to be used for calling out only.
    - 403-507-7999 intended for receiving calls. This is the number publicized with the Disaster Services agencies and should be released as the Reception Centre contact number.
  
5. The Site Controller will be responsible for:
  - a) Dealing with all aspects of the Reception Centre and coordinating operations with Disaster Services.
  - b) Communicating directly with Disaster Services.
  - c) Working directly with Emergency Services on-site.
  - d) Referring media inquiries pertaining to Olds College's role in the disaster to the Communications Coordinator.
  
6. A response team, under the direction of the Site Controller, will be responsible for:
  - a) Setting up beds or areas for reception. This includes moving mattresses, linen, or supplies and replacing same when they are no longer needed.
  - b) Providing assistance as requested by the Site Controller.
  
7. The Disaster Services Agency will be responsible for:
  - a) Setting up and coordinating coverage for Room F1 to be used as a Command centre.
  - b) Coordinating an Inquiry Service from the Command centre.
  - c) Working directly with Emergency Services prior to arrival.
  - d) Organizing non-college support services to assist with Reception Centre operations.
  - e) Arranging any non-college food services.
  - f) Media inquiries regarding the disaster/emergency.