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Intent

Olds College is committed to supporting the welfare of its students, staff and visitors. The purpose of the Olds College Emergency Response Plan is to ensure human safety, minimize damage to property, and assure rapid and responsive communication to all parties involved. This plan has been created to address, in a coordinated and systematic manner, all types of potential emergencies affecting Olds College.

This plan will establish processes and procedures for appropriate responses to major emergencies, and assign roles and responsibilities for the implementation and execution of the plan. The guidelines shown in this plan are intended to keep the students, staff and visitors of Olds College prepared should the Campus become unsafe.

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 the Administrative Services Committee, and submitted to the Board of Governors for approval in October of each year.

Rationale

Sound effective emergency response requires the anticipation of emergencies, the planning and coordination 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.

Olds College is committed to having the structures, plans, and resources in place for effective emergency response management by means of optimal co-operation with service providers, emergency responders and other key stakeholders.

Our emergency response priorities are:

1. Safety of the College community and the public.
2. Animal and Environmental protection.
3. Asset protection.
4. Restoration of College essential services.
5. Restoration of College business operations.
Emergency Response Structure

The Olds College emergency response system is designed to manage all emergency response activities on Olds College property. It is composed of the following response teams:

- Crisis Response Team (CRT)
- Emergency Operations Response Team (EORT)

This structure will be mobilized to the extent necessary to effectively deal with the situation.

Crisis Response Team (CRT)

The Crisis Response Team is the first line resource for all levels of emergency operations on College property. The team may be called upon to respond to off-site incidents involving the College as required Appendix 1.

The Crisis Response Team will coordinate the first response activities, personnel and communications at the emergency site.

The Crisis Response Team is the first level of decision-making within the College's emergency response plan and is responsible for all first line activities related to an emergency on College property. They coordinate College resources present at the scene of an emergency or from the (virtual) Incident Command Post. The College CRT will also coordinate with municipal emergency services personnel, mutual aid partners and contract emergency response resources.

Emergency Operations Response Team (EORT)

The Emergency Operations Response Team (EORT) is the primary resource for supporting the College Crisis Response Team in an emergency. The EORT will be activated by the CRT Appendix 2

The Emergency Operations Response Team in conjunction with the Crisis Response Team have the following functions:

- Evaluate and prepare for the impact of the emergency on the overall operation of the College;
- Minimize the effect of the emergency on the rest of the College;
- Communicate with municipal authorities;
- Deal with regulatory agencies;
- Manage all communications with media and public;
- Long term planning for the emergency operation;
- Plan for and initiate post incident recovery operations;
- Facilitates decision making and communication;
- Maintain documentation on all decisions and actions as well as acting as the archive for all documentation related to the individuals responding on-site at the emergency; and
- Operationalize the strategic decisions.
Initiation of Emergency Alert for All Emergencies

1. If evacuation is required activate the nearest Fire Alarm pull station
2. Call 911 in the event of an emergency
3. Call security at 403-556-8225 or 8225 internally
4. Activate the Emergency Alert App (CRT only)

Emergency Communication

Internal Communications

Communication in an emergency situation may come to the College campus community through a variety of resources.

- **OC Emergency Alert App**: The OC Emergency Alert App delivers alerts and updates that can save lives and prevent injury. Get the App today [http://oldscollege.ca/ocemergencyapp](http://oldscollege.ca/ocemergencyapp)
- **Web Site**: Emergency information on the Olds College Website at [http://oldscollege.ca/ocemergencyapp](http://oldscollege.ca/ocemergencyapp)
- **Email**: Alerts on e-mail to all campus community members with a @oldscollege.ca address.
- **Twitter**: Olds College may provide twitter alerts and updates during emergency situations. [https://twitter.com/oldscollege](https://twitter.com/oldscollege)
- **Facebook**: Olds College may provide Facebook alerts and updates during emergency situations. [https://www.facebook.com/olds.college/](https://www.facebook.com/olds.college/)

The Crisis Response Team and the Emergency Operations Response Team are responsible for all aspects of media relations and internal communications during an emergency. They employ strategic communications to inform the campus community of any danger to safety of individuals and to maintain the image and reputation of the College.

External Communications

- **Media Communications**: All media inquiries should be forwarded to the Vice President of Research and External Affairs & CBO. The Vice President of Research and External Affairs & CBO (or designate) will identify the College spokesperson(s), answer media inquiries, write news releases, and organize news conferences and the Media Centre, where applicable.
- **Local TV and radio networks**: Where appropriate, the Vice President of Research and External Affairs & CBO (or designate) will forward emergency bulletins to local TV and Radio networks.
- **Others**: The Vice President of Research and External Affairs & CBO is the main liaison with the communications personnel of municipal response agencies which arrive at the incident site to coordinate public information activities.
Employees who have not received media training and are not designated 
spokespersons must politely decline to respond to media inquiries while at the same time 
offering to arrange for a representative of the College to contact the media representative.

Emergency Alert App
http://oldscalgcollege.ca/ocemergencyapp

Evacuation

If a College fire alarm is sounded or the direction to “EVACUATE” is given via the Emergency 
Alert App, all occupants of a building are expected to evacuate the building immediately. All staff 
and students are expected to know their Assembly Points for evacuating from the buildings in 
which they work, go to class or study. Appendix 3

Specific Assembly Points and Alternate Assembly Points are posted on the back of the doors in 
each building on the Emergency Procedures Summary Sheet. Appendix 4

General Evacuation Procedures

1. In the case of a fire, sound the Fire Alarm and leave the building via the nearest safe exit. 
Once you are out of the building and in a safe place, dial 911, and call the Emergency 
Operator at 403-556-8225.

2. Use stairs to Evacuate, DO NOT USE ELEVATORS.

3. Designated Fire and Evacuation Wardens (F.E.W.s) will don high visibility clothing and will 
evacuate the building with the help of Campus Facilities and/or Campus Patrol personnel, 
where appropriate. Appendix 5

4. A message will be sent via the Emergency Alert App requesting the status of all persons. It 
is the responsibility of Olds College students, staff and visitors to respond to the question 
via the app. The CRT and the EORT will manage the responses and alert emergency 
personnel of any person in distress.

5. The Fire Department, RCMP, Campus Patrol will communicate with the members of the 
Crisis Response Team. The CRT/EORT will relay further instructions to the building 
occupants via the Emergency Alert App and campus email.

6. Subsequent to the evacuation / emergency, 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, as required

7. Should all buildings of the College be evacuated, the Mountain View Regional Emergency 
Response Plan is in effect, and the RCMP/Fire Department will assume responsibility for 
further direction.
Shelter in Place

Shelter in Place procedures will be implemented as a security measure to deal with emergency situations as identified by the Crisis Response Team or as otherwise deemed appropriate. The decision to Shelter in Place will be based on the emergency situation, on-site assessment of the situation, and advice of Emergency Service Personnel. Once the decision to go to Shelter in Place is made, the Shelter in Place order may be issued for specific floors / areas within a facility, one or more facilities, or the entire Campus. The direction to “SHELTER IN PLACE” will be given via the Emergency Alert App.

The following actions are to be taken upon receiving an order to Shelter in Place. During a Shelter in Place everyone must move into the closest classroom(s) and/or office(s) as quickly as possible and lock the door.

1. Seek shelter in the nearest room, closet or hallway. If there are other employees/students/visitors to the campus with you or in the vicinity tell them to Shelter in Place. Stay away from outside walls, windows and doors.

2. Secure and seal the room, lock the door, where possible, move/use furniture to barricade the door. Close the blinds and shut off all lights.


4. A message will be pushed out through the Emergency Alert App requesting the status of all persons. It is the responsibility of Olds College students, staff and visitors to respond to the question via the app. The CRT and the EORT will manage the responses and alert emergency personnel of any person in distress.

5. If you hear the fire alarm, stay put unless you see fire, smell smoke or you are directed to evacuate via the emergency Alert App.

6. Stay in the room until directed to do otherwise by emergency personnel. If you hear a knock on the door, do not open it, you will be rescued by staff who have keys and legitimate access to your location. If you or a member of your party suffer a medical emergency utilize 911 and give as much detail regarding your location as possible such as room number building name etc. unless the person knocking identifies themselves as emergency response personnel or you receive a message via the Emergency Alert App.
Fire

In the case of fire, pull the Fire Alarm via a pull station, leave the building by the closest safe exit, and dial 911. When that call is completed, report the fire to the College Emergency Operator at 403-556-8225 from an external phone or 8225 from an internal phone, Campus Patrol then alerts the CRT. Fire Procedures and Evacuation procedures have been developed for all College buildings. All personnel should be aware of what immediate actions they should take and how they should evacuate from the specific building and where they should assemble. Campus buildings with sprinkler systems that are activated in case of fire include the following:

- Brawn Family Arena
- Land Sciences Centre
- Bell e-Learning Centre
- Learning Resource Centre
- Student Alumni Centre
- Shirley McClellan Arena
- Ralph Klein Centre
- Fine Arts and Multimedia Centre

All other buildings use fire extinguishers for fire suppression.

Locations of fire hydrants, standpipes, Siamese connections, 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 firefighters or building inhabitants.
**Armed Assailant**

In the event that you are the first to witness an Armed Assailant on Campus, go to a safe place and dial 911 from an available phone and immediately report the incident to the College Emergency Operator at 403-556-8225 from an external phone or 8225 from an internal phone. CRT will then activate the emergency app and issue a shelter in place notification.

**Be Prepared:** Designate two places to hide in your building or outside in the event of a lockdown; assess the security of your hiding places, does your door have a lock?

Shelter in Place an emergency procedure intended to secure and protect occupants who are in the proximity of an armed intruder. This procedure is used when it may be more dangerous to evacuate a building than to stay inside.

The possibility of an armed assailant on campus is extremely remote but there are things you should consider for your personal safety.

Be aware of your environment, plan, know your exits, assess the situation, and react quickly.

In the event of an emergency as a result of an armed assailant, staff, students and visitors of Olds College will be notified if they should evacuate or Shelter in Place via the Emergency Alert App.

Choose Action over Fear while considering the three main options.

1. **Run** - if you are in close proximity to an armed assailant, run away from the subject
2. **Hide** - if you cannot flee, or do not know the location of the active assailant, hide in a locked or barricaded room and turn out the lights. Silence your phone.
3. **Fight** – if confronted by the active assailant, as a last resort, fight for survival. Improvise weapons to disarm and incapacitate the armed assailant.

**Actions to Avoid:**

DO NOT open the door once it has been secured you will be rescued until you are officially advised “all clear” via the Emergency Alert App or are certain it is emergency response personnel at the door.

DO NOT travel down long corridors.

DO NOT assemble in large open areas (e.g. cafeterias or assembly points)

It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by emergency personnel at all times. For their own safety, emergency personnel must initially consider all individuals as potential threats. The following link will further explain the Run/Hide/Fight protocol:

[https://www.youtube.com/watch?v=zQ3U9boa6Xg](https://www.youtube.com/watch?v=zQ3U9boa6Xg)
Acts or Threat of Violence

The threat of violence from an individual may be an implied or perceived threat, and may infer a physical or verbal threat to an individual or to the institution as a whole. The act of violence is a physical act creating bodily harm.

Violence on campus is never acceptable.

One can be faced with the threat or act of violence in many different scenarios, these are some basic actions that you can take to reduce and/or possibly mitigate any harm.

**Immediate risk of immediate violence.**

1. If you feel unsafe and at risk of immediate physical violence call 911 & Seek a place of safety that is well lit and has other people close by, ideal locations could include restaurants, libraries or coffee shops.
2. If you cannot talk on the phone leave the line open, the 911 operator and the police will do everything they can to find you.
3. Attempt to alert others to your predicament. Ask them for help.

**Threat received, no immediate risk.**

1. Tell someone, for example a friend, colleague, manager or security team member.
2. If the threat is written i.e. via email or Facebook do not delete it.
3. If it was verbal ensure you keep witness details of persons who observed the threat.
4. Never under-estimate a situation, take action to make yourself safe.
5. Contact Campus Patrol at 403-556-8225.
Weather Emergencies

These may take the form of blizzards, hailstorms, tornados, severe thunderstorms, high winds, heavy snow, snow squalls, flooding, heavy rains and freezing rain. Because of location and climatic factors, severe storms of varying types are possible in all seasons in Olds.

When a weather emergency does appear imminent, all staff, student and visitors will be notified via the Emergency Alert App. Those who can safely leave campus will be permitted to do so. Those who cannot will be given instructions as to what to do via the Emergency Alert App.

Any decision to close the College will be made by the Crisis Response Team and communicated through the Emergency Alert App.

Weather emergencies fall under the auspices of the Mountain View Regional Emergency Response Plan.

A "tornado watch" means conditions are favourable for the development of tornadoes within the areas and times specified in the watch.

A "tornado warning" means one or more tornadoes are occurring in the area specified. The expected direction, development, and duration will be given in the warning.

**DURING A TORNADO / SEVERE WINDSTORM**

<table>
<thead>
<tr>
<th>If you are in:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)</td>
<td>Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.</td>
</tr>
<tr>
<td>A vehicle, trailer, or mobile home</td>
<td>Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.</td>
</tr>
<tr>
<td>The outside with no shelter</td>
<td>Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. You are safer in a low, flat location.</td>
</tr>
</tbody>
</table>
Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.

Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

**AFTER A TORNADO / SEVERE WINDSTORM**

- Be aware of new safety issues created by the disaster. Watch for washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.
- Inform the crisis response team via the Emergency Alert App about health and safety issues, including chemical spills, downed power lines, washed out roads, smoldering insulation, and dead animals.
Gas Leak

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

**DO NOT** rush to help others who may have succumbed to the effects of poisoning, you are their best hope for survival by being able to alert emergency services.

Where a gas leak is suspected or evident, contact Campus Patrol via a landline at 403-556-8225 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. Await instructions from the CRT via the Emergency Alert App.

A notice to evacuate the affected building(s) will be sent through the Emergency Alert App if deemed to be required by the Crisis Response Team.

1. Lights and electrical appliances are to be left as they are (i.e. on or off) so as not to create a spark.
2. Building doors should be closed if the break in the line is outside of the building. Campus Patrol will lock all entrances to the building(s), where possible.
3. Employees of Campus Patrol, Campus Facilities and/or the Fire Emergency Wardens for the building(s) will ensure the doors are manned or signage is in place so that personnel do not re-enter the building(s).
4. All personnel are to remain at least 25 feet from the point of the suspected or actual gas leak.
5. ATCO Gas is responsible to squeeze off all broken lines and are to wear appropriate personal protective equipment, including breathing apparatus when doing so.
6. No College personnel are to be in the trench where the line is broken.
7. The Fire Department will be notified when there is a gas line break.
8. Staff, students and visitors may only re-enter the building(s) when the “All Clear” message has been sent out via the Emergency Alert App or the Fire Emergency Wardens indicate that it is safe to re-enter the building. The decision to give the ‘All Clear’ will be made in association with ATCO Gas and if necessary, the Fire Department.
Hazardous Spill

Where a hazardous spill has occurred:

- **DO** get to a place of safety, this may mean being upwind, outside of any blast radius or away from direct contact with any contaminant.
- **DO NOT** rush to help others who may have succumbed to the effects of poisoning, you are their best hope for survival by being able to alert emergency services.
- If there is a fire, or if the fumes are toxic Dial 911 and then have someone call the College Emergency Operator at 8225 or 403-556-8225 from an external phone, CRT to activate the Emergency Alert App if needed.

Basic principles of spill handling

1. Stay clear of the spill or away from the toxic fumes.
2. If indoors and the fumes are toxic create ventilation by opening windows and doors to the outside ONLY, do not vent into other parts of a building.
3. Alert others in the area and the supervisor, if appropriate.
4. Make note of the name of the product, the approximate amount spilled, and its hazard if known.
5. Ensure all personnel leave the immediate area if the fumes are hazardous or if there is a fire.
6. Take or have someone take the MSDS binder on their way out of the area.
7. Close the internal doors to contain the spill and to keep others away.
8. Activate the nearest pull station to evacuate the building if necessary.
9. If spill clean-up is to be conducted utilize the correct PPE and equipment such as an “Alberta Spill kit” and know the product you are handling along with its side effect and potential harm.

Special procedures are described for the following types of spills:

- **Biohazardous Materials**
  - Biohazardous Spills and Decontamination Procedures - Biosafety and Procedures Manual
- **Hazardous Materials**
  - Spill Response Procedures (pdf) - Revised: March 11, 2014
- **Environmental Release**
  - Environmental Release Standard (pdf)
- **Radioactive Materials**
- **Mercury**
  - Mercury Spill Clean-up Kit and Procedure - Mercury Abatement Program - pgs 9-10

Guidelines for reporting a spill in Alberta Reporting a spill
**Bomb Threat**

Receipt of a bomb threat is usually by telephone. While a threat may be received by mail or e-mail or on social media, it is very uncommon.

**Immediate Actions**

1. Listen.
2. Be calm and courteous.
3. Do not interrupt the caller.
4. Obtain as much information as possible.
5. Using a pre-arranged signal, notify someone while the call is ongoing to call 911.
6. Call 8225 or 403-556-8225 from a different phone line. A member of the CRT will be immediately informed and consideration to activate the Emergency Alert App will be given.
7. Do NOT hang up or end the call.
8. Complete this form.

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**Canadian Bomb Data Centre**

Centre canadien de données sur les bombes

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**Bomb Threat Telephone Procedures**

Appels à la bombe

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**When a bomb threat is received:**

1. Listen.
2. Be calm and courteous.
3. Do not interrupt the caller.
4. Obtain as much information as possible.
5. Initiate call trace action (if available) while the call is ongoing.
6. Using a pre-arranged signal, notify your supervisor while the call is still ongoing. Your supervisor should contact the local police service.
7. Complete the form provided below and give it to your supervisor.

---

**Telephone trace number:**

Pour dépter l'appel, appelez :

---

**Details to be recorded:**

Renseignements à consigner :

- **Date**
- **Time - Hour**
- **Duration of call - Durée de l'appel**
- **A.M. □**
- **P.M. □**

---

**Exact wording of the threat:**

Terres exacts de l'appel :

---

**Questions to ask:**

- **What time will the bomb explode?**
- **A quelle heure la bombe doit-elle éclater?**
- **Where is it?**
- **À quoi ressemble-t-elle?**
- **What does it look like?**
- **De quel endroit appelez-vous?**
- **Why did you place the bomb?**
- **Pourquoi a-t-on placé cette bombe?**
- **What is your name?**
- **Qui est votre nom?**

**Identifying characteristics:**

- **Sex**
- **Male Homme**
- **Female Femme**
- **Not sure Incertain**
- **Estimated age: Age approximatif:**

- **Accent**
- **English Anglais**
- **French Français**
- **Other Autre**

- **Voice Voix**
- **Loud Forte**
- **Soft Douce**
- **Other Autre**

- **Speech Debit**
- **Fast Rapide**
- **Slow Lent**
- **Other Autre**

- **Pronunciation Pronunciation**
- **Good Bonne**
- **Nasal Nasillarde**
- **Lisp Zézée**
- **Other - Autre**

- **Manner Manières**
- **Emotional Nerveuses**
- **Calm Calmes**
- **Vulgar Vulgaires**
- **Other - Autre**

---

**Voice was familiar (specify)**

La voix est familière (préciser)

**Caller was familiar with the area (specify)**

L'appelant semble connaître les lieux (préciser)
Animal Emergency

The safety of staff, students and the public comes first followed by the safety of animals. An animal emergency is one in which animals are involved in a situation resulting in risk or injury. In addition to following standard emergency response procedures, a senior representative of the college involved in animal welfare will be responsible for overseeing the safe handling of all Animals.

Each area of the College that houses animals is responsible for ensuring the safety of the animals in the event of an emergency.

Animals should be evacuated to the next available safe pen or area on campus deemed appropriate by the farm manager until further instructions are made available.

1. Alert Campus Patrol to any animal emergency by calling 8225 from an internal phone or 403-556-8225 from an external phone.
2. CRT will notify farm manager and send out notifications via the Emergency App as deemed necessary.
3. Farm manager will notify appropriate staff and external personnel as needed and work with parties to safely manage animal evacuation.

***For specific animal evacuation procedures see: Appendix 7.
Appendix 1: CRISIS RESPONSE TEAM, POINT OF CONTACT SHEET

Primary POC
Manager, Investigations and Incident Response.
Michael Keeling.
403 586 6649

FIRST POC
Vice President, Corporate Services & CFO
Mustansar Nadeem
403 586 0679

SECOND POC
EMPLOYEE CRISIS
Director
Human Resources
Paul Williams (Acting)
403 396 0995

SECOND POC
STUDENT CRISIS
Registrar & Director Student Services
Peter Mal
403 443 1233

SECOND POC
FACILITY CRISIS
Director Facilities & Sustainability
Jen Donofrio
403 559 4703

THIRD POC
ALL CRISIS
Vice President Academic and Student Experience & CIO
Debbie Thompson
403 507 1279

FOURTH POC
ALL CRISIS
Vice President Research and External Relations & CBO
Tanya McDonald
403 559 8848

FIFTH POC
EMPLOYEE CRISIS
CynDee Walden - 403 556 9494
Rob Mehra - 403 497 6905

FIFTH POC
STUDENT CRISIS
Sandra Griffin - 403 506 9428
Jody Turnbull - 403 507 3091
Jennifer Fleckenstein - 403 586 0352

FIFTH POC
FACILITY CRISIS
Stephen Boyd - 403 586 1065
Les Krause - 403 556 4027
Mike Turney - 403 994 4021
Garnet Hammer - 403 994 1583
### Appendix 2: OLDS COLLEGE CRISIS RESPONSE TEAM

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mustansar Nadeem</td>
<td>VP Corporate Services &amp; CFC</td>
</tr>
<tr>
<td>Tanya McDonald</td>
<td>VP Research and External Affairs &amp; CBC</td>
</tr>
<tr>
<td>Debbie Thompson</td>
<td>VP Academic and Student Experience &amp; CIO</td>
</tr>
<tr>
<td>Bruce Kent</td>
<td>Director, Human Resources</td>
</tr>
<tr>
<td>Peter Mal</td>
<td>Registrar and Director, Student Services</td>
</tr>
<tr>
<td>Karen Henry</td>
<td>Director, Campus Facilities and Sustainability</td>
</tr>
<tr>
<td>Michael Keeling</td>
<td>Manager, Health Safety &amp; Security</td>
</tr>
</tbody>
</table>

### Appendix 3: EMERGENCY OPERATIONS RESPONSE TEAM

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blayne Meek</td>
<td>Director, Communications &amp; Marketing</td>
</tr>
<tr>
<td>Toby Williams</td>
<td>Director, Center for Innovation</td>
</tr>
<tr>
<td>Joe Guenther</td>
<td>Director, IT</td>
</tr>
<tr>
<td>TBD</td>
<td>Campus Patrol</td>
</tr>
<tr>
<td>TBD</td>
<td>Campus Nurse</td>
</tr>
<tr>
<td>TBD</td>
<td>Campus Counsellor</td>
</tr>
<tr>
<td>Dan Daley</td>
<td>Dean, Trades and Continuing Ed</td>
</tr>
<tr>
<td>Barb Mulholland</td>
<td>Dean, Agribusiness Land and Fashion</td>
</tr>
<tr>
<td>Dalin Bullock</td>
<td>Dean, Animal Science &amp; Hort</td>
</tr>
<tr>
<td>Emily Giugovaz</td>
<td>Manager of Housing and Residence Life</td>
</tr>
<tr>
<td>Paul Williamson</td>
<td>Human Resources Manager</td>
</tr>
</tbody>
</table>
### Appendix 4: ASSEMBLY POINTS

<table>
<thead>
<tr>
<th>Map #</th>
<th>Building Name</th>
<th>Assembly Point</th>
<th>Map #</th>
<th>Secondary Assembly Point</th>
<th>Map #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Duncan Marshall Place</td>
<td>Student Alumni Centre</td>
<td>17</td>
<td>W.J. Elliot Building Trades Building</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>James Murray Building</td>
<td>Duncan Marshall Place</td>
<td>1</td>
<td>Student Alumni Centre</td>
<td>17</td>
</tr>
<tr>
<td>3</td>
<td>Dr. Robert Turner Building Olds College Centre for Innovation</td>
<td>Duncan Marshall Place</td>
<td>1</td>
<td>Student Alumni Centre</td>
<td>17</td>
</tr>
<tr>
<td>4</td>
<td>Wilson Hall Olds College Teaching Brewery</td>
<td>Land Sciences Centre</td>
<td>6</td>
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<tr>
<td>5</td>
<td>Pomeroy Inn and Suites at Olds College</td>
<td>Land Sciences Centre</td>
<td>6</td>
<td>Duncan Marshall Place</td>
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</tr>
<tr>
<td>6</td>
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<td>Greenhouse</td>
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<td>8</td>
<td>BMO Landscape Pavilion</td>
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<td>9</td>
<td>John Deere Training Centre</td>
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<td>10</td>
<td>W.J. Elliot Building Trades Building</td>
<td>Land Sciences Centre</td>
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<td>13</td>
<td>Lachlin McKinnon Building Animal Sciences</td>
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<td>14</td>
<td>National Meat Training Centre</td>
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<td>15</td>
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<td>Trades Building</td>
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<tr>
<td>24</td>
<td>Fine Arts &amp; Multimedia Centre</td>
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<td>17</td>
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<td>Trades Building</td>
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<td>25</td>
<td>Ralph Klein Centre</td>
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<tr>
<td>26</td>
<td>Chinook’s Edge Bus Maintenance Shop</td>
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<td>W.J. Elliot Building</td>
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<td>32</td>
<td>Equine Centre/Farrier Lab</td>
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<td>Area Location</td>
<td>Year</td>
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<tr>
<td>33</td>
<td>Foaling Barn</td>
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<td>Student Alumni Centre</td>
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<td>34</td>
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<td>Student Alumni Centre</td>
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<td>35</td>
<td>Caretaking Operations and Storage Facility</td>
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<td>17</td>
<td>W.J. Elliot Building Trades Building</td>
<td>10</td>
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<tr>
<td>A</td>
<td>Grounds Maintenance Office</td>
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<td>Student Alumni Centre</td>
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<td>B</td>
<td>Farm Office</td>
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<td>17</td>
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<td>C</td>
<td>Hay Shed Storage</td>
<td>Shirley McClellan Arena</td>
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<td>17</td>
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<td>D</td>
<td>Biofuel Technology Centre</td>
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<td>Student Alumni Centre</td>
<td>17</td>
</tr>
<tr>
<td>E</td>
<td>Composting Technology Centre</td>
<td>Shirley McClellan Arena</td>
<td>31</td>
<td>Student Alumni Centre</td>
<td>17</td>
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</table>
This is designed to guide activation of the OC Emergency app on campus

<table>
<thead>
<tr>
<th>Critical Alert</th>
<th>Information Alert</th>
<th>Test Alert</th>
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</thead>
<tbody>
<tr>
<td>Imminent Life Threatening</td>
<td>Be Aware and Be Prepared</td>
<td>Testing in Progress</td>
</tr>
<tr>
<td>DANGER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Critical Alerts:**

- Time critical alerts where lives may be in danger and need **IMMEDIATE** notification of emergency procedures

**Information Alerts:**

- Information that needs to be communicated with college population but as an **awareness** alert only. More information will be shared if alert heightens to critical

**Test Alert:**

- Testing of app only. **No action** to be taken.

**STOP, LISTEN, RESPOND**

**Critical Alerts** must be issued by a member of the CRT (Crisis Response Team) these alerts are time critical and must be communicated immediately (i.e. active assailant on campus, evacuation of building, fire, etc.)

**Information Alerts** must be issued by CRT these alerts are not as time sensitive but need to be sent as information to the general college population (staff and students) i.e. tornado watches and other weather related situations, air quality alerts from nearby fire, train accident in town district, etc.

**Test Alerts** strictly used for test purposes

As information is passed through Campus Patrol the decision to activate the app should be based on these three stages of alerts. All members of the CRT, EORT and Campus Patrol must be educated on the emergency app and the levels of alerts.
Emergency Response Procedures

In Case of Emergency

Step 1: Call 911
Step 2: Contact Campus Security 403.556.8225

Muster Point:
Designated Emergency Warden:

OC Emergency App: It is important to download the OC Emergency App to your phone. This is the Olds College campus lifeline, informing all users of emergencies and risks.

Controlled Evacuation
1. Secure hazardous materials.
2. Offer assistance to persons with special needs.
3. Calmly exit the building. Do not use elevators.
4. Move to the assigned Muster Point.
5. DO NOT re-enter the building until authorized by the responding emergency service.

Fire - Call 911
If you see a fire:
1. Pull the fire alarm.
2. Call 911 and have another person alert Campus Security.
3. If trained and safe to do so, use a fire extinguisher on the fire.

Lockdown
1. RUN to the nearest building or room quickly.
2. HIDE. Close, lock and barricade the door, turn off the lights and cover the windows.
3. Do not open the door to anyone. Have a plan to RIDE.
4. IF you are outside and not near a building;
   1. Quickly and quietly leave the campus.
   2. Tell anyone you see to evacuate.

Tornado
1. Proceed to areas in the lower level of the building and away from outside walls.
2. Avoid open areas with glass and potential debris.
3. DO NOT remain in hallways.
4. DO NOT use elevators.
5. Remain in a safe area until further direction is given.

Suspicious Package
1. Call Campus Security at 403.556.8225.
2. Notify your supervisor.
3. Move to a safe location.
4. DO NOT handle the package.

Hazardous Spill
1. Call Campus Security at 403.556.8225 and provide information on the spill.
2. Alert others to stay clear.
3. Wait for instructions.

Wheelchair Assistance: If you are not on the ground level, go to the nearest stairwell and tell someone to report your location to the responding emergency services.

Non-Emergency Contacts

Campus Security (Non-Emergency) .................. 403.556.8224
Health, Safety & Security Manager .................. 403.556.8549
Campus Facilities .................................. 403.556.8218
CLC Manager .................................... 403.556.8539

Alberta Child and Family Services .................. 403.507.8035
Alberta Works ..................................... 403.556.8060
Olds RCMP - non emergency line .................. 403.556.3324
Olds High School .................................. 403.556.0110
## Appendix 5: FIRE EVACUATION WARDENS

<table>
<thead>
<tr>
<th>Building #</th>
<th>Building Name</th>
<th>Emergency Wardens</th>
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<tbody>
<tr>
<td>1</td>
<td>Duncan Marshall Place</td>
<td>Judy Evanochko, Bruce Kent, Frank Pike (evenings), Anne Wood, Lora Ibrahim, Angela Rosborough</td>
</tr>
<tr>
<td>2</td>
<td>James Murray Building</td>
<td>Laurie Checkel, Connie Burton, Katie King</td>
</tr>
<tr>
<td>3</td>
<td>Dr. Robert Turner Building</td>
<td>Tanya McDonald, Kelly MacKinnon, Ruth Elvestad, Cory Mossing, Karla Petersen</td>
</tr>
<tr>
<td>4</td>
<td>Olds College Brewery</td>
<td>Jason Popesku, Amanda Keiswetter</td>
</tr>
<tr>
<td>5</td>
<td>Pomeroy Inn &amp; Suites</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Land Sciences Centre</td>
<td>Kim Goddard, Noel Wideman, Karman DiLisio</td>
</tr>
<tr>
<td>7</td>
<td>Greenhouse</td>
<td>Wilma Vanden Dool</td>
</tr>
<tr>
<td>8</td>
<td>Landscape Construction Pavilion</td>
<td>Alan Berggren</td>
</tr>
<tr>
<td>9</td>
<td>W.J. Elliott Building (Trades)</td>
<td>Dan Daley, Lorne Code, Larry Eskesen, Matt Huffman, Deb Rockwell</td>
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<tr>
<td>10</td>
<td>Metals Building</td>
<td>Dan Daley, Kris Polson</td>
</tr>
<tr>
<td>11</td>
<td>Animal Science Building / AHT</td>
<td>Bill Harper</td>
</tr>
<tr>
<td>12</td>
<td>Lachlin McKinnon Building</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>National Meat Training Center</td>
<td>Brad McLeod</td>
</tr>
<tr>
<td>14</td>
<td>Industry Training Centre</td>
<td>Dan Daley</td>
</tr>
<tr>
<td>15 Upper</td>
<td>Learning Resource Centre (Library)</td>
<td>Mike Wareman</td>
</tr>
<tr>
<td>15 Lower</td>
<td>Learning Resource Centre (Lower Level)</td>
<td>Sandra Griffin, Lindsey Clausen, Josh Squire, Sandi Singh (RN) Elizabeth Schafer (RN)</td>
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<td>16</td>
<td>Student Alumni Centre (SAOC, The Crossing, &amp; Conference Services)</td>
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<td>ELearning Center &amp; Registries</td>
<td>Cindy Orr, Hannah Ayearst</td>
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<td>18</td>
<td>Frank Grisdale Hall</td>
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<td>19</td>
<td>Campus Facilities</td>
<td>Les Krause, Sam Lutz,</td>
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<td>20</td>
<td>Technology Access Center for Livestock Production</td>
<td>Shannon Argent, Kaley Segboer</td>
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<tr>
<td>21</td>
<td>CHOC Town houses</td>
<td>Andrew Smith, Russell Kendel, Steve Giugovaz, Joel Vanee</td>
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<td>22</td>
<td>CHOC</td>
<td>Andrew Smith, Russell Kendel, Steve Giugovaz, Joel Vanee</td>
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<tr>
<td>23</td>
<td>Fine Arts Building</td>
<td>Tom Christensen</td>
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<tr>
<td>24</td>
<td>Ralph Klein Centre</td>
<td>Connie Conley, Tom Christensen (OHS), Jan Haugen, Marina Wagstaff (CFS), Front Desk (ABHS), ? (AB Works)</td>
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<td>25</td>
<td>Chinook’s Edge Bus Maintenance</td>
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<tr>
<td>26 &amp; 27</td>
<td>Livestock Centre &amp; Cold Barn</td>
<td>Garnett Hammer, Holmes Boyd, Roger LeClaire, Jordan Ryrie, Shianne Hofer, Patricia Prest-Thomas</td>
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<td>28</td>
<td>Beef Centre</td>
<td>Garnett Hammer, Holmes Boyd, Roger LeClaire, Jordan Ryrie, Shianne Hofer, Patricia Prest-Thomas</td>
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<td>29</td>
<td>South Arena</td>
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<td>Wendy Johnston</td>
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<td>30</td>
<td>McClellan Arena (North)</td>
<td>Garnett Hammer, Tara Lambie</td>
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<td>31</td>
<td>Farrier/Equine Breeding</td>
<td>Garnett Hammer, Marion Anderson, Mike O’Neil, Bari Harris</td>
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<td>32</td>
<td>Foaling Barn</td>
<td>Garnett Hammer, Fallon Rice</td>
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<td></td>
<td>Farm Shop</td>
<td>Garnett Hammer, Holmes Boyd, Roger LeClaire, Jordan Ryrie, Shianne Hofer, Patricia Prest-Thomas</td>
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<tr>
<td></td>
<td>Composting Centre</td>
<td>Tanya McDonald, Kelly MacKinnon, Ruth Elvestad, Cory Mossing, Karla Petersen</td>
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<tr>
<td></td>
<td>Calgary Campus</td>
<td>Dalis Wynne, Lori Kemp, Robert Laflamme</td>
</tr>
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</table>
Appendix 6: FIRST AID TEAM

SEPTEMBER 2017 - SEPTEMBER 2018

All of the following staff are certified in First Aid

Campus Patrol 8224
EMERGENCY OPERATOR 8225

ANIMAL SCIENCES
Misty Clouston - 8355
Bari Harris- 7966

LRC

BREWERY
Peter Johnston Berresford- 8380
Jason Popesku- 8290

CALGARY CAMPUS
Jesse Murphy - 6151

CAMPUS FACILITIES
Leona Megli - 4674

DUNCAN MARSHALL PLACE (DMP)
Sandra Prevost- 7961
Rann-Dean Savage- 8336

FARM
Mike O’Neill- 8251

LAND SCIENCES & LANDSCAPE PAVILION
Peter Johnston-Berresford - 8380
Charlene Scott - 4730
Laurie Newsham - 4750

Wendy Daley- 7926
Karman DiLisio- 7915
Gerard Fournier-4768
Elizabeth Kawahara-4771
Laurie Newsham- 4750

OCCI
Cory Mossing - 8253
Emily Johnstone
Hilke Beuck - 8315
Kelly MacKinnon - 7970
Karla Petersen - 8633
Paul Tiege- 7701
Ruth Elvestad- 4683

RALPH KLEIN CENTRE (RKC)
Brittany Ehmann - 7787
Michelle Everingham 7782

TRADES BUILDING
Cathy Scott- 4755
Mike Schell- 8284
Ric Acheson- 8298
Gord Ahner- 8296
Lorne Code- 7941
Dan Daley-8272
Bruce Brittain- 8249
Larry Eskesen- 8231
Mike Schell- 8284
Lyle Statham- 8391
Appendix 7: 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 must be involved at the earliest opportunity.

When injuries or illness occur, institute quarantine as soon as possible as required. 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  8355 \ Home  403-556-7992
Becky Taylor   Office  8264 \ Home  403-556-2070
Dr. Jaryn Scheck Office  7968 \ Home  780-632-9421

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, 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 employee or student vehicles if it is safe to do so until another safe area is designated. Do not leave vehicles running when animals are in vehicle.

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, therefore if animals cannot be handled safely DO NOT TOUCH OR MOVE THE ANIMAL, and 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 staff 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
Riverstone Veterinary Services Office 403-638-9541

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 re-entering.

SHIRLEY MCCLELLAN ARENA

CONTACTS
Team Leader or Chore Team Leader Phone numbers are posted on whiteboard on east side of barn aisle beside instructors tack room in arena.
Jill O’Neil Office 4684 \ Cell 250-643-0746
Joanne Wright Office 8376 \ Home 403-556-8002

EVACUATION OF BARN
All horses must go out the east or west exit and they will all go into the outdoor sand ring to the south of the building. Halters are all on the horse’s 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.
BRAWN FAMILY ARENA

CONTACTS
Team Leader or Chore Team Leader Phone numbers are posted on whiteboard on east side of barn aisle beside instructors tack room in arena.

EVACUATION OF BARN
All horses must go out the south exit and they will all go into the outdoor sand ring. If going out the north exit they will all go into the front round pen. Halters are all on the horse's 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 whiteboard on south wall of hallway in the production barn

Dr. Marion Anderson Office 8369 \ Home 403-227-3983
Joanne Wright Office 8376 \ Home 403-556-8002

EVACUATION OF BARN
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 horse’s 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
Farm Manager - Office 4796 \ Cell 403-556-0210

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 Riverstone Veterinary Services Office 403-638-9541

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

OLDS COLLEGE LIVESTOCK CENTRE

CONTACTS
Farm Manager Office
4796
Cell 403-556-0210

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 Riverstone Veterinary Services Office 403-638-9541

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

EMERGENCY SUPPLIES
The fire extinguishers are located in the center of the building beside the overhead door.

OLDS COLLEGE BEEF CENTRE

CONTACTS
Farm Manager - Office 4796 \ Cell 403-556-0210

EVACUATION OF BARN
All animals must exit through the north east 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 Riverstone Veterinary Services Office 403-638-9541

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
Farm Manager - Office 4796 \ Cell 403-556-0210

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 Riverstone Veterinary Services Office 403-638-9541.