

Emergency Response Plan Reference Guide

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OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY

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1. EMERGENCY MANAGEMENT ORGANIZATION AND ACTIVATION

Olds College Emergency Management Organization

The Emergency Response plan serves as a strategic framework and operational guideline for managing an effective and coordinated response to any emergency situation impacting the College. This plan is a living document, and shall be updated on a regular basis to reflect current professional thinking, direction, evolving hazards and threats within the College and surrounding communities.

The Olds College 'Emergency Response Team (OCERT) has been created to ensure the College is prepared to respond effectively to any emergency situation, safeguarding the health, safety and well-being of our students, faculty, staff and visitors.

Olds College's emergency response framework is aligned with the Incident Command System (ICS), designed to manage the incident and emergency response and recovery in order to:

- Protect life safety and the health of the Olds College community and the public.
- Minimize the impact of the incident on the environment.
- Minimize the damage to Olds College property and assets and to that of College neighbors.
- Minimize economic and financial impacts to Olds College.
- Minimize damage to Olds College's brand and reputation.
- Restore normal business functions.

1.1 Definition of an Emergency

An Emergency is defined as “an event, which threatens the health, safety and/or property of Olds College staff, faculty, students or animals, and requires the prompt coordination of action.”

1.2 Initial Incident Assessment and Notifications

Who: On-call security, OCERT commander

When: Upon receipt of the alarm, call or other notification of incident or emergency.

What:

- Receive incident/event notification.
- Call 911 if required or confirm that such a call has been made.
- Ensure the personal safety of responders.
- Assess the level of emergency.
- Manage the emergency at the incident site/location.
- Track incident information and begin reporting as appropriate.

2. EMERGENCY CLASSIFICATIONS

For the purpose of emergency response and planning, Olds College has adopted the same three-level grading system that is used by the majority of our partner agencies and peers such as the Mountain View Regional Emergency Management Agency, Red Deer Polytechnic, University of Calgary, University of Alberta and the Town of Olds.

In ascending order of severity level I is the least serious type of emergency and level III is the most serious type. The level of the emergency can be scaled in consultation with the OCERT based on the principles of the Incident Command System.

2.1 Emergency Level I

A situation exists that represents a low impact on the operations of the College and a possible requirement for some key departments to respond to the incident.

- Minor injuries to College community members.
- Minor damage to College property.
- Minor harm to the environment.
- Little or no media attention to the incident.
- No political attention to the incident.
- Limited disruption to services.
- No requirement for mutual aid.

Examples of a Level I Emergency include, but are not limited to:

- Small isolated fire.
- Short-term interruption of utilities.
- Small confinable spill.

Emergency Level II

A serious event or multiple events resulting in considerable risk to the health and safety of the College community or posing a significant risk of damage to its property or assets (including animals).

There is an identifiable and unusually serious risk whereby one or more of the following may occur:

- Serious injuries to College community members.
- Serious damage to College property.
- Moderate damage to the environment.
- Attracting news media and regulatory attention.
- Significant disruption of services.
- Local political attention to the incident.
- A requirement to request mutual aid from other supportive agencies.
- May require a shut down of key services within the College for a short time.
- A need for evacuation.

Examples of a Level II Emergency include, but are not limited to:

- Chemical release/spill.
- Utility loss for an extended period.
- Multiple animal loss.
- Life-threatening/life altering injury to a member of the College community.

Emergency Level III

A serious event or multiple events affecting the health and safety of the College community or causing significant damage to property or assets (including animals) involving:

- Fatalities
- Mass casualties
- Building destruction

Examples of a Level III Emergency include, but are not limited to:

- Active shooter/assailant
- Life-threatening pandemic outbreak
- Explosion
- Tornado strike

2.2 Potentially Serious Incident (PSI)

A PSI is any event where a reasonable and informed person would determine that under slightly different circumstances, there would be a high likelihood for serious injury to a person.

An Emergency Level I, II or III incident could be classified as a PSI depending on the POTENTIAL of the incident to have a high likelihood for serious injury.

Identifying a PSI

A potentially serious incident (PSI) is reportable when:

- The incident had a likelihood of causing a serious injury or illness, AND
- There is reasonable cause to believe that corrective action may need to be taken to prevent reoccurrence.

An incident is classified as a PSI only if the incident involves a worker and/or could have happened to a worker, and it resulted from work activities at the work site (faculty and staff).

Under OHS legislation, an individual is not considered a worker if they are:

- A student engaged in their studies without any payment.
- The owner, their family member or an unwaged person working on certain farming and ranching operations.
- A person doing work for themselves around their home.

Post secondary student(s) would be considered workers of the Government of Alberta ONLY during such time as they are actively participating in a practicum as part of the regular course curriculum. A student involved in an incident would only be reported as a PSI event if it occurs within the time the student is actively engaged in the practicum, regardless of whether or not the student receives compensation.

When determining whether an incident is a PSI, the following factors should be taken into consideration:

- Actual circumstances of the incident (person, place, time, work practices being followed).
- Hazards present at the time of the incident.
- Appropriate controls in place at the time of the incident.
- Slightly different circumstances (timing, distance, body position, etc.) that may have resulted in a serious injury.

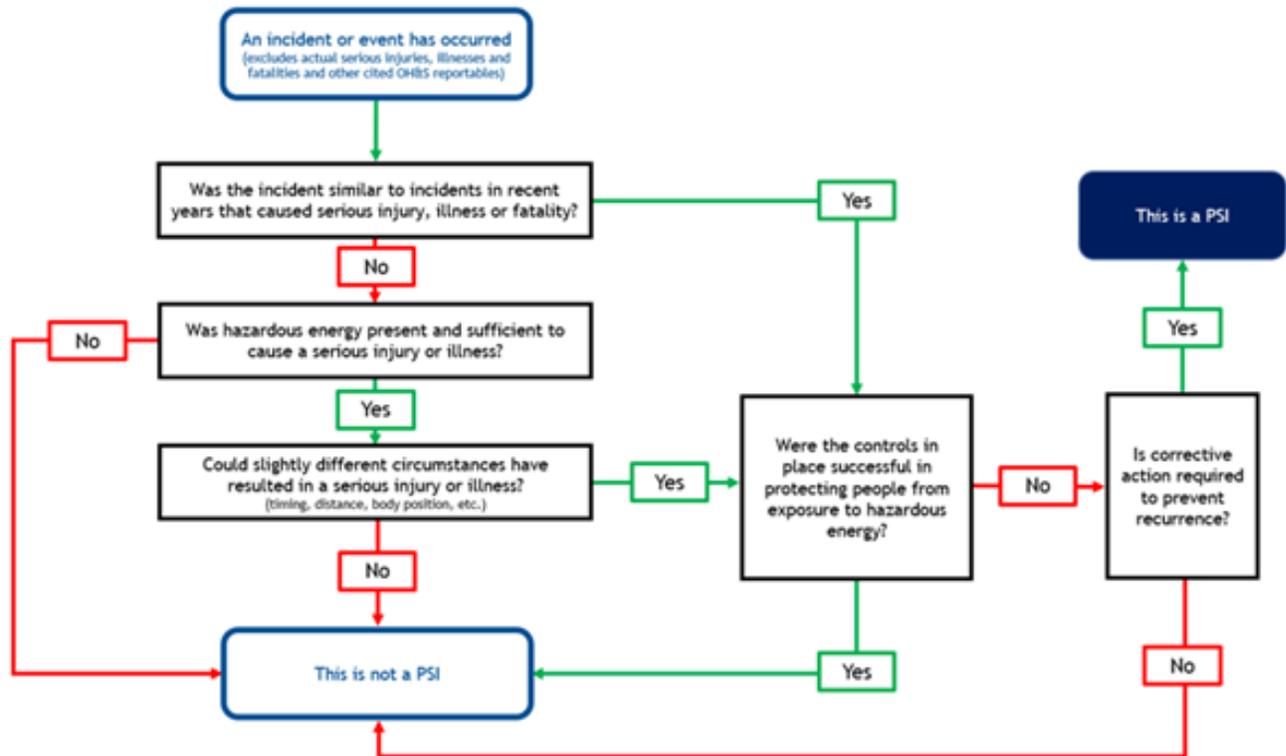


Figure 1. PSI Identification Decision Tree*
 *Jurisdictional variation may apply

3. EMERGENCY CONTACTS

3.1 External Emergency Contacts

NAME	TELEPHONE NUMBERS
POLICE, FIRE, AMBULANCE	911
Town of Olds (on call)	Utilities - 403.993.1376 Public Works - 403.994.3500
ATCO Gas Emergency 24 hour line	1.800.511.3447
EPCOR Energy	1.800.332.1002
Town of Olds Fire Hall (NON-EMERGENCY)	403.507.4850
RCMP Olds Detachment (NON-EMERGENCY)	403.556.3323
Ambulance AHS (NON-EMERGENCY)	403.586.0032
Olds Hospital (Alberta Health Services)	403.556.8441
Alberta Health Services - Mental Health	403.507.8174
TELUS	611
FORTIS	310.9473
XA Security Dispatch	403.489.1717
Alberta Environment (Environmental Emergency)	1.800.222.6514
Occupational Health and Safety Contact Centre	1.866.415.8690
WCB	1.866.427.0115

3.2 Internal Emergency Contacts

NAME	TELEPHONE NUMBERS
CAMPUS SECURITY	EMERGENCY LINE: 403.556.8225 Non-emergency: 403.556.8224
Bob Lambert, Director, Ancillary Services and Security, OCERT Commander	Office - 403.507.7992 Cell - 403.831.1202
Cori Thiessen, Health and Safety OCERT Assistant Commander	Office - 403.556.8365 Cell - 403.585.5355
Debbie Thompson, President	Office - 403.556.8302
Melissa Zembik, Manager, Marketing and Communications	Office - 403.507.7953
Joe Guenther, Director, Information Technology	Office - 403.507.7923
Leanne Malick, Facilities Manager	Office - 403.507.7755
David Fullerton, Director, OCCI	Office - 403.559.7025
Sean Thompson, Director, TAC	Office - 403.556.8314
Leanne Malick, Facilities Manager	Office - 403.507.7757
Akhilesh Prasad, Manager, Residence Services	Office - 403.507.7989
Breanna Houlton, Assistant Manager, Smart Farm	Office - 403.507.7709
CLC Facility Manager	Office - 403.556.8359
OCERT Members:	
Bob Lambert, Cori Thiessen	
Joe Guenther, Sean Thompson	
Paul Blankestijn , Noah Bradley, Melissa Maschke	
Leanne Malick , Stephanie Bibault (<i>Fire Chief, Town of Olds</i>)	

4. CAMPUS-WIDE RESPONSE PROTOCOLS

4.1 Evacuation Procedures (General and Campus-Wide)

All Olds College building fire alarms are monitored by Campus Security and the Olds Fire Department. When any building on the College's campus goes into alarm, a notification is instantly sent to both. The fire alarm system may be used for evacuations other than fire and all evacuation alarms should be treated as "real" with proper evacuation procedures conducted.

Campus Security and the Olds Fire Department will respond to the alarm by physically attending the building.

All occupants of a building in alarm should immediately evacuate the building through the nearest and safest Emergency Exit and proceed to their designated Assembly Point. Occupants should exit to the exterior of the building and avoid use of building connectors/tunnels to get to the Muster Point.

Building Evacuation

- Building evacuation will occur when a building alarm (fire alarm) sounds and/or upon notification by Campus Security and/or Emergency Wardens.
- When the fire alarm is activated during an emergency, use the nearest and safest route to evacuate the building and alert others on the way out.
- In case of fire or earthquake, do not use the elevators.
- Once outside, proceed to a safe area at least 20 meters away from the affected building, ensuring that the area is clear and the people are able to move further out if needed.
- Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Ensure you know the alternate evacuation route in case the primary exit is blocked or not usable for some reason.
- Do not return to an evacuated building unless told to do so by OCERT, Campus Security and/or Emergency Warden(s).

Campus Evacuation

- Evacuation of all or part of the campus will be announced via the OC Emergency App and/or the Emergency Warden(s).
- All persons are to vacate immediately the area of campus in question and relocate to another part of the campus grounds or off campus as directed by Emergency Wardens.

4.2 Emergency Buddy Program and Persons with Disabilities

The Emergency Buddy Program can reduce the risk during evacuations for persons with a disability by pairing them with a “buddy” who can assist them. The program ensures that first responders, like Campus Security and the Olds Fire Department, know where to find and help a person with a disability, making evacuations safer and more efficient.

Who may need an Emergency Buddy?

Any persons with temporary or permanent disability, including:

- Mobility
- Visual
- Hearing

Also consider the following:

- Someone with asthma may need help walking long distances or with stairs, especially if there is smoke, dust, fumes or chemicals in the air.
- An employee may have a condition such as arthritis or a temporary disability (e.g., a broken leg) that may make it difficult to move quickly down stairs.
- An employee with an impairment that limits manual dexterity may not be able to pull a fire alarm.
- A person with a speech impairment may need an alternate mode of communication in an emergency.
- A person with a mental health condition may experience anxiety, panic or stress in an emergency.

Who would be a suitable Emergency Buddy?

The following general criteria will be useful in the selection of an Emergency Buddy and a Backup Emergency Buddy. These criteria, along with other factors, suggest that a high level of trust be established in this relationship; therefore, the person with a disability should take great care in choosing an appropriate Emergency Buddy.

- The person with a disability and the Emergency Buddy should be located on the same floor of the building and know each other's room number(s).
- The person with a disability should feel comfortable enough to inform the Emergency Buddy of any schedules such as regular work hours, holidays, class schedules, study locations, etc.
- The Emergency Buddy should be physically able to assist the person with a disability in egress to an Emergency Exit and stairwell landing.

Persons With Disabilities

BEFORE AN ALARM:

- Choose an appropriate Emergency Buddy and a Backup Emergency Buddy.
- Provide your Emergency Buddy with the following information:
 - Your name, building, room number, telephone number, type of disability and any special evacuation requirements, your Backup Emergency Buddy's name, building, room number and telephone number.
- Update your Emergency Buddy of any change to the above information.
- Obtain information from the emergency management website regarding both primary and secondary emergency egress routes for all frequently used areas.

DURING AN ALARM:

1. Alert your buddy.

If applicable, knock on the door of the person with a disability and raise your voice to let them know about the evacuation.

Evacuate along the primary emergency egress route:

- Along designated hallway and out nearest and safest Emergency Exit for occupants on ground level floors.
- Along designated hallway and into nearest and safest Emergency Exit stairwell landing for occupants on upper floors.
- If there is an emergency situation along the primary emergency egress route or if you are located on an upper floor and there is smoke in the stairwell, evacuate along the secondary emergency egress route.
- If your primary Emergency Buddy is not present, your secondary or tertiary Emergency Buddy is expected to take action.
- Use the OC Alert app or any telephone to contact Campus Security at 403.556.8225 and inform them of your name, location and any special evacuation requirements.
- If you have evacuated into a stairwell, wait there until Campus Security and/or the Olds Fire Department can assist in your evacuation or it is confirmed that the building is safe to re-enter.
- Confirmation that the building is safe to re-enter may come from the Emergency Warden(s), Campus Security or the Olds Fire Department, or by an announcement on the OC ALERT app.

2. Assist with evacuation, but DO NOT attempt to carry anyone.

- Ground floors: Help your buddy exit along designated hallways to the nearest and safest emergency exit.
- Upper Floors: Help your buddy along designated hallways to the emergency exit stairwell landing.

3. Use a backup route.

- If the primary route is blocked, use the secondary emergency route.

4. Contact Emergency Warden(s), Campus Security and/or the Olds Fire Department.

Advise the Emergency Warden(s), Campus Security and/or the Olds Fire Department and share the name, location and any special evacuation requirements of the person with a disability:

- Call 403.556.8225.
- Ask another occupant evacuating to inform the Emergency Warden(s), Campus Security and/or the Olds Fire Department.
- If the above fails, evacuate yourself and inform the Emergency Warden(s) or the Olds Fire Department outside.

5. Stay with your buddy.

If you're in a stairwell, stay with the person with a disability until help from Campus Security or the Olds Fire Department arrives, or you're told the building is safe to re-enter by the Olds College Emergency Warden(s), the Olds Fire Department or by an announcement via the OC ALERT app.

6. Can't find your buddy?

Evacuate immediately and inform the Emergency Warden(s), Campus Security and/or the Olds Fire Department of the name, room number, usual routes and any special needs of the person with a disability.

4.3 Shelter In Place (Severe Weather/Hazardous Materials)

Building occupants may be directed to shelter for situations such as severe weather or an outside hazardous material spill. The nature and location of the incident will determine the extent of shelter-in-place actions.

In all instances, be prepared to evacuate the building or relocate to another area within the building. Listen for instructions via OC ALERT app, and follow the direction of Emergency Warden(s) or first responder personnel.

Severe Weather

- If safe to do so, close blinds and curtains on exterior windows.
- Move away from exterior windows.
- If possible, seek shelter in a lower-level interior room with no windows, restroom or a designated shelter area.

Hazardous Materials (outside)

- Stay inside.
- Close doors and windows.
- Seal doors and windows with plastic sheeting and tape if available. Tape the gaps around doors and windows, cover any vents or recessed fans and tape over electrical outlets. If possible, go to an interior room without windows.
- Minimize air flow by turning off all furnaces, air conditions, fans and heaters, or any place that air can come in from outside.

4.4 Lockdown (Human Threat / Active Shooter)

Lockdown (Threat Outside)

A lockdown may be ordered for a human threat such as an active shooter. In a lockdown situation, all exterior doors into buildings are secured and occupants are expected to remain inside.

- **Stay calm.**
- Remain in classrooms or offices. If in a common area, stay away from windows and doors.
- Lock doors and barricade them if possible.
- Do not allow anyone access once the doors are locked as this may compromise the safety of those inside.
- Do not allow anyone to talk their way inside as he/she may be the suspect or may be coerced by the suspect outside of your view.
- Wait for further instructions and do not allow anyone to leave until given the “all clear” signal or message.
- If you are unable to find a secure room, consider self-evacuation from the building.
- Individuals who may be on the outside of buildings during a lockdown should move away from the affected area (indicated by the presence of emergency personnel and equipment).

When law enforcement arrives:

- Keep your EMPTY hands raised and visible.
- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officers to arrive will not respond to or aid those who are injured; they will go directly to the shooter.

Active Shooter/Hostage

Active shooter incidents are unpredictable and evolve quickly. A shooter will not stop firing until his/her objectives have been met or he/she is engaged by law enforcement. Each situation is different and will change rapidly. Staff, faculty, and students must be responsible for their own safety until additional law enforcement and first responders are available to provide assistance.

Law enforcement officers responding to the incident will first focus on containing/eliminating the threat.

The first person to identify an active shooter situation, when it is safe to do so, should:

- **Call 911.**
 - Calling 911 will connect you directly to police dispatch. Use the Olds College ALERT App.
- Call Olds College Campus Security at 403.556.8225. Give dispatcher as much information as known regarding:
 - Location of the active shooter.
 - Number of shooters.
 - Physical description of shooters.
 - Number and type of weapons held by shooters.
 - Number of potential victims at the location.

If an active shooter is in a location nearby and you are able to escape, RUN.

REMAIN CALM and, when it is safe to do so, call 911 and Campus Security at 403.556.8225.

- Leave the area if it is safe to do so, moving away from the shooter's location.
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Help others escape, if possible.
- Keep your hands visible.
- Prevent people from entering an area where an active shooter may be.
- Call 911 as soon as it is safe to do so.

If an active shooter is in a location nearby and you are not able to escape, HIDE.

- Warn other people to take immediate shelter.
- Hide in an area out of the shooter's view and behind large items that provide concealment and protection from gunfire.
- Block entry to your hiding place and lock the doors.

Shooter situations are unpredictable and may escalate quickly. Remember: **RUN. HIDE. FIGHT.**

RUN	<ul style="list-style-type: none"> • Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. • Call 911 when you are safe and if possible, have someone else call Campus Security at 403.556.8225. • Describe each shooter, their locations and weapons.
HIDE	<ul style="list-style-type: none"> • If you cannot get away safely, find a place to hide. • Get out of the shooter’s view and stay very quiet. Silence your electronic devices and make sure they won’t vibrate. Lock and block doors, close blinds and turn off the lights. Do not hide in groups – spread out along walls or hide separately to make it more difficult for the shooter. • Try to communicate with police silently – like through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you the all clear.
FIGHT	<ul style="list-style-type: none"> • Your last resort when you are in immediate danger is to defend yourself. • Commit to your actions and act aggressively to stop the shooter. • Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.

4.5 Hold and Secure (Threat in Vicinity)

A ‘Hold and Secure’ event occurs when there’s a threat in the general vicinity of the College. Examples might include a crime in progress, police pursuit or a search in the same neighborhood as the campus for an offender or escaped inmate.

As a result of the ongoing situation outside, in the interest of community safety a direction to ‘Hold and Secure’ may be given via the OC Alert app. In this eventuality, Olds College requires all persons to remain in the building. All movement out of the college building(s) is restricted – exterior doors are closed and entry is monitored electronically by Security. People inside the building need to remain there. Exterior facing windows should be covered if possible and lights dimmed. Otherwise, normal operations may continue inside the building.

- All movement into and out of the College building(s) is restricted. Main exterior doors are monitored electronically by Security and other doors will be locked.
- Security and the Emergency Warden(s) will advise community members that it is not safe to leave the building. People inside the building need to remain there.
- Exterior facing windows should be covered if possible and lights dimmed.
- Campus Security will check to ensure that all exterior doors are locked electronically.
- Emergency Wardens within the building will ensure windows are closed, where possible.

During a period of 'Hold and Secure' all normal operations and activities inside the building can continue. The only exception is that movement into and out of the affected building(s) is restricted until an 'All Clear' is communicated by Olds Emergency Services (Fire/Police), OCERT, Campus Security, Emergency Warden(s) or via the OC Alert app.

Remember the following:

- During a "Hold and Secure", the danger is outside.
- To keep you safe, you need to be inside with exterior doors and windows closed and locked.
- If you are outside, return indoors.
- If you have opened exterior doors (such as exits out of shops), exterior overhead doors or hangar doors, close them.
- Close windows and window coverings.
- You may continue with regular activities provided that you stay indoors until the "Hold and Secure" is canceled. Listen for the announcement ending the alert.

4.6 Dangerous Subject/Intruder Protocols

Everyone is asked to assist in making the campus a safe place by being alert to suspicious people and situations.

Promptly notify Campus Security at 403.556.8225 or use the OC Alert app to report any criminal or suspicious incidents, include the following:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.
- Assist the officers when they arrive to include supplying them with additional information as applicable.

4.7 Fire Safety and Extinguisher Operation

If you discover a fire or smell smoke:

- Sound the alarm by activating a fire alarm pull station and evacuate the building.
- If there is no alarm in the building, notify other occupants by knocking on doors and shouting "FIRE" as you leave the building.
- As soon as you can, and when it is safe to do so, call 911.
- If the fire is small and you are comfortable and trained doing so, use a fire extinguisher to put it out.

If you encounter smoke:

- Find another exit if possible.
- Stay low under the smoke, and keep your nose and mouth covered.
- Do not open doors that are hot to the touch.
- When evacuating, stay with the group from your area.
- Once outside, stay clear of emergency vehicles and personnel.
- Do not go back into the building for any reason until advised by the Emergency Warden(s) and/or Security that it is safe to do so.

If you cannot evacuate or are trapped:

- Close doors between you and the fire and/or smoke.
- Seal door cracks and cover vents to keep out smoke.
- Wet towels or clothing may be placed under the doorways if available
- Call 911. Tell the dispatcher the location where you are trapped.
- Signal firefighters from a window, if possible.

If your clothes catch fire:

- Stop where you are.
- Drop to the ground and cover your face with your hands.
- Roll over and over to smother the flames.

If a fire alarm is sounding:

Fire alarms will be treated as actual emergencies until officially determined otherwise. When the fire alarm sounds:

- Stay calm.
- Evacuate the building at once by moving quickly, but in an orderly manner, to the nearest exit.
- Move at least 50 meters away from the building.
- Do NOT use elevators.
- Move away from the building(s) as quickly as possible.
- Assist people with disabilities who may need help evacuating.

If you encounter smoke:

- Find another exit if possible.
- Stay low under the smoke, and keep your mouth covered.
- Do not open doors that are hot to the touch.
- Stay with the group from your area during evacuation.
- Once outside, stay clear of emergency vehicles and personnel.
- Do not go back into the building for any reason until advised to do so by Emergency Wardens.

Fire Extinguisher Operation

Use a fire extinguisher to put out a fire **ONLY** if:

- The fire is no larger than a trash can.
- There is an extinguisher nearby.
- You feel confident about using a fire extinguisher to put out the fire.

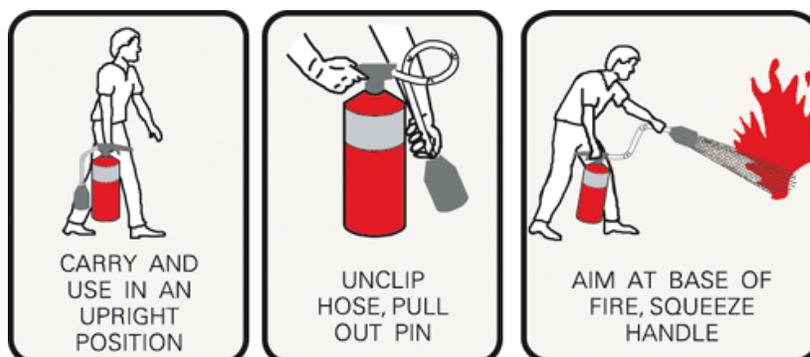
How to use an extinguisher (small fires only):

- Check the fire extinguisher to make sure it is appropriate for the type of fire. Class A-B-C extinguishers, located throughout the Olds College campus, are suitable for most fires.
- Check the pressure gauge. The needle should be in the GREEN section of the gauge.
- Remove the extinguisher from its cabinet or bracket.

Use the acronym **PASS** to operate:

- P - Pull** the safety pin, breaking the plastic tab, and discard it.
- A - Aim** the nozzle at the base of the fire.
- S - Squeeze** the handle to discharge the dry chemical powder.
- S - Sweep** the nozzle back and forth across the base of the fire.

- Use the entire contents of the fire extinguisher. If the fire does not go out after emptying the extinguisher, evacuate immediately.
- When the fire appears to be out, back away as it may flare up again. Do **NOT** turn your back to a fire.



4.8 Weather Emergencies (Winter Storms/Tornado/Flood)

This information can help provide direction in the event of severe weather on Olds College property. Severe weather can include high winds, thunderstorms, lightning, hail, floods, extreme heat or cold, blizzards, or other weather events that have the potential to create safety hazards or cause property damage. Staff, faculty and students should monitor weather conditions and take appropriate precautions as necessary.

Weather Emergency - Winter Storm

If sheltering in place for an imminent severe weather event:

- Do not leave a hardened structure. If in a modular, prefabricated or temporary structure, get to the closest hardened structure immediately.
- Move away from windows and toward interior rooms. Take cover in a designated shelter area if available.

If a designated shelter area is not available, seek cover in a space that:

- Is located in the interior of a hardened structure.
- Is on the lowest level of the building.
- Does not have windows or skylights.
- Is not in a long corridor spanning the structure (wind tunnel effect).

In addition, avoid using landline telephones; use the Olds College ALERT App instead. Remain in the building until the storm passes.

Weather Emergency - Tornado

Tornado Watch:

Environment and Climate Change Canada will issue a tornado watch when weather conditions are favourable for possible formation of tornadoes.

- Facilities staff will check to be sure that shelter areas are accessible should the tornado watch evolve into a tornado warning.
- Students, staff and faculty should remain alert for approaching storms and monitor radio and television for current weather information.
- Anyone located in a temporary or modular building on campus should consider moving into a permanent structure until the threat has passed.

Tornado Warning:

Environment and Climate Change Canada will issue a tornado warning when a tornado has been sighted in the area or is indicated by weather radar. Take shelter immediately.

Tornado Event:

- Follow directions issued by the College through its emergency notification systems.
- Do not leave a permanent structure. People in modular, prefabricated or temporary structures should immediately move to the closest permanent structure.
- Move away from windows, doors, exterior walls, hallways and open areas.
- Evacuate upper levels and lobby areas.
- Stay away from lobbies, walkways, other large glassed-in areas and large open areas with a long roof span such as auditoriums.
- Move to an interior room or hallway on the lowest level of the building. Avoid long corridors that span the structure. If possible, get under a sturdy piece of furniture.
- Provide assistance to people with functional impairments or disabilities.
- Close fire doors in hallways.
- Remain in place for at least 15 minutes until the threat has passed.

If you are outside and a tornado is approaching:

- Get out of your vehicle. Do not stay in your vehicle and NEVER try to outrun a tornado.
- Move into a permanent building if there is time to do so safely.
- If you cannot reach a building, lie flat in a nearby ditch or depression until the tornado has passed.

After a Tornado:

- If the building has suffered structural damage, evacuate immediately. If you cannot evacuate or are trapped, call 911 and Campus Security at 403.556.8225.
- Follow directions of College officials and emergency responders.
- Stay clear of damaged areas.
- Beware of fallen debris, exposed electrical lines, downed power lines and gas leaks.
- Stay with your group and account for everyone.
- Administer first aid to the injured.

Flood

Leaving campus during flood conditions:

- Avoid areas subject to flooding, including dips in the road, low spots and washouts.
- Do not attempt to cross flowing streams or flooded roadways. The roadbed may not be intact beneath floodwaters. Turn around and go another way. Never drive through flooded roadways.
- If your vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and sweep it away.
- If water on the roadway is ankle-deep or greater, turn around and find another route, or wait in a safe location until flooding subsides.

Flooded building on campus:

- Call 911 and Campus Security at 403.556.8225.
- Relocate to an upper floor and await instructions from emergency personnel.
- Assist those with functional impairments who may need help.
- If time allows, move records and equipment off the floor onto shelves or tables to prevent damage from minor flooding.
- If the building is evacuated, do not return until notified by Emergency Warden(s).

After a flood:

- Verify that electrical equipment has been checked and dried before returning it to service.
- Facilities personnel will use flashlights, not candles or open flames, when examining buildings.
- Facilities personnel will report damaged utilities to appropriate authorities.
- Use bottled drinking water until the water supply system has been inspected and is operating normally.
- Restock any emergency supplies used.

4.9 Environmental and Utility Hazards (Gas Leak, Spill, Outage)

Gas Leak

- **Pull** the fire alarm to evacuate the building.
- **Do not** use a cell phone or radio, as they may cause a spark.
- **Do not** rush to help others who may have been overcome by gas. You may also be affected and unable to assist. Your priority is to alert emergency services.

If a gas leak is suspected or evident:

- Contact Campus Security via a landline at 403.556.8225.
- Security will inform Campus Facilities, who will investigate and/or contact ATCO.
- Await instructions from Emergency Wardens and/or via the OC Alert App.
- Occupants may be required to evacuate via stairwells.
- **Do not use elevators.**
- Leave lights and electrical appliances as they are (i.e. on or off) to avoid creating a spark.
- Close building doors if the break is outside the building. Security will electronically lock entrances where possible.
- Campus Facilities staff and/or the Emergency Wardens for the building(s) will ensure the doors are controlled and/or signage is in place so that personnel do not re-enter the building(s).
- All personnel are to remain at least 25 feet from the point of the suspected or actual gas leak.

ATCO Gas is responsible for securing broken lines and will wear appropriate personal protective equipment, including breathing apparatus.

- No College personnel are permitted in trenches where a line is broken.
- The Fire Department will be notified of any gas line break.
- Staff, students and visitors may only re-enter the building(s) when the “All Clear” message has been sent out via the OC Alert App or the 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/Release

In agricultural, animal and chemistry labs, follow Safety Data Sheet (SDS) and WHMIS protocols to manage the spill. For any other release of a hazardous material

- Call 911.
- Call Campus Security at 403.556.8225 or through the OC Alert App.
- Call Campus Safety at 403.585.5355.

Basic principles of spill/release handling:

Only properly trained personnel are to clean up spills of hazardous chemicals on campus.

- If appropriate and necessary, activate the nearest Fire Alarm pull station to evacuate the building.
- Stay clear of the spill or away from the toxic fumes.
- Isolate drains, contain the spill and clean up if you are qualified and can safely do so; otherwise, call Campus Security at 403.556.8225.
- If the risk comes from 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. Give serious consideration to leaving the building.
- Alert others in the area and the supervisor, if appropriate.
- Make note of the name of the product, the approximate amount spilled and its hazard if known.
- Ensure all personnel leave the immediate area if the fumes are hazardous or if there is a fire.
- Take or have someone take the SDS binder on their way out of the area.

- Close the internal doors to contain the spill/release and to keep others away.
- If spill clean-up is to be conducted, utilize the correct PPE and equipment and know the product you are handling along with its side effects and potential harm.

Report any incident involving hazardous materials on or near the Olds College campuses immediately. Provide as much information as possible to include:

- Location of the incident.
- Material involved (if known) or identifying placards or shipping labels.
- Amount of hazardous material involved.
- How many people may have been affected.
- Whether the area has been evacuated.

Campus response procedures for a hazardous material incident will vary according to the location of the incident, the quantity and type of chemical involved, time of day, day of the week and weather conditions.

Depending on the nature and extent of the incident, students, staff and faculty may be directed to:

- Evacuate the building.
- Relocate to another location within the building or to another building.
- Remain inside the building until the situation is stabilized.
- Evacuate the campus.

In the event of evacuation, staff, faculty and students will be directed to the safest evacuation route based on:

- Wind direction.
- Chemical runoff.
- Traffic congestion.
- Time of day.
- Day of the week.

When evacuating because of a hazardous materials incident:

- Remain upwind of the incident and monitor shifts in wind direction.
- Do not enter the hazardous or contaminated area for ANY reason, including rescue.
- Secure the scene if you can safely do so to keep others out of the hazardous area.
- Avoid contact with spilled hazardous materials or empty containers.
- Avoid inhalation of fumes, smoke and/or vapours, even if no dangerous materials are known to be involved, or gasses or vapours appear harmless.
- Assist those with functional impairments.

Outages (Extended Outage/Power Failure)

If there is a power outage during class, have students stay in their seats and wait for the power to return. If the power does not return in 5 minutes, evacuate the classroom or laboratory.

- Evacuate via nearest stairwell or street/grade level exit.
- Report outages and equipment failures (e.g. elevators) to the Campus Security.
- If an emergency exists, Call 911 and Campus Security at 403.556.8225
- Elevators will not be operational during an electrical outage. If trapped in an elevator, use the elevator's emergency telephone to call Campus Security or activate the elevator's emergency alarm button.
- If evacuation of a building is necessary, use the stairs, walk quickly to the nearest available exit that can be reached safely, alert others to do the same, and help persons requiring assistance with their permission.
- After exiting the building, go to the nearest evacuation area and remain in the evacuation area until notified the emergency has been resolved. Evacuation area maps are posted in each building.

4.10 Civil Disturbance and Suspicious Mail

Civil Disturbance (Riots)

- Call 911.
- Call Olds College Campus Security at 403.556.8225.

Depending on the nature and extent of the incident, students, staff and faculty may be directed to:

- Evacuate the building.
- Relocate to another location within the building or to another building.
- Remain inside the building until the situation is stabilized.
- Evacuate the campus.

Demonstrators are not authorized to hold any demonstrations on College-owned property.

Actions in violation of policies and procedures include but are not limited to:

- Demonstrations inside buildings.
- Blocking stairways, walkways, entrances and exits from buildings; blocking roadways; or otherwise restrict free movement on any of the campuses.
- Disruption of, or interference with, instructional activities, other College business and/or campus events.
- Actual or threats of physical violence, or other forms of harassment, or destruction/defacement of property.
- Interference with free entry to or exit from College facilities and free movement by individuals.
- Interference with the rights of other members of the College community to freedom of speech or assembly or other rights.

Suspicious mail or other packages

This information will provide direction in the event of suspicious packages or letters on Olds College property.

Olds College Shipping and Receiving is the first point of review for any letter or package received at the campus. However, all staff and faculty members who handle mail should be familiar with the indicators of a suspicious package or letter. Everyone should be diligent in reviewing mail for anything suspicious or harmful such as explosives, chemical or biological agents.

- Call 911. Calling 911 will connect you directly to police dispatch.
- Call Olds College Campus Security at 403.556.8225
- **DO NOT OPEN, SHAKE, HANDLE OR INVITE OTHERS TO EXAMINE THE ITEM.**
- Move away from the item and call 911.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any possible contaminant.
- Campus authorities or emergency personnel will assess the situation and determine subsequent actions to be taken, to include requesting a Hazardous Materials team if necessary.

Suspicious package indicators:

- Unexpected delivery from someone unfamiliar to you or from a foreign country.
- No return address, or one that cannot be verified as legitimate.
- No postmark (may indicate hand delivery).
- Marked with restrictive endorsement such as "Personal," "Confidential," or "Do Not X-ray."
- Postage irregularities including excessive postage, no postage or unusual stamps.
- Badly typed, misspelled, or poorly written addresses and markings.
- Protruding wires or aluminum foil.
- Strange odors.
- Discolouration or oily stains.
- A city or province in the postmark that does not match the return address.
- The item is of unusual weight given its size, lopsided or oddly shaped, rigid, uneven, soft spots, or bulges.
- Crystals, powder or powder-like substance leaking from the package.
- Ticking or other unusual sound.
- Marked with threatening language.
- Inappropriate or unusual labeling.
- Excessive packaging material such as masking tape and string.
- Misspelling of common words.
- Addressed to someone no longer with the College or outdated.
- Incorrect titles or titles without a name.
- Not addressed to a specific person.

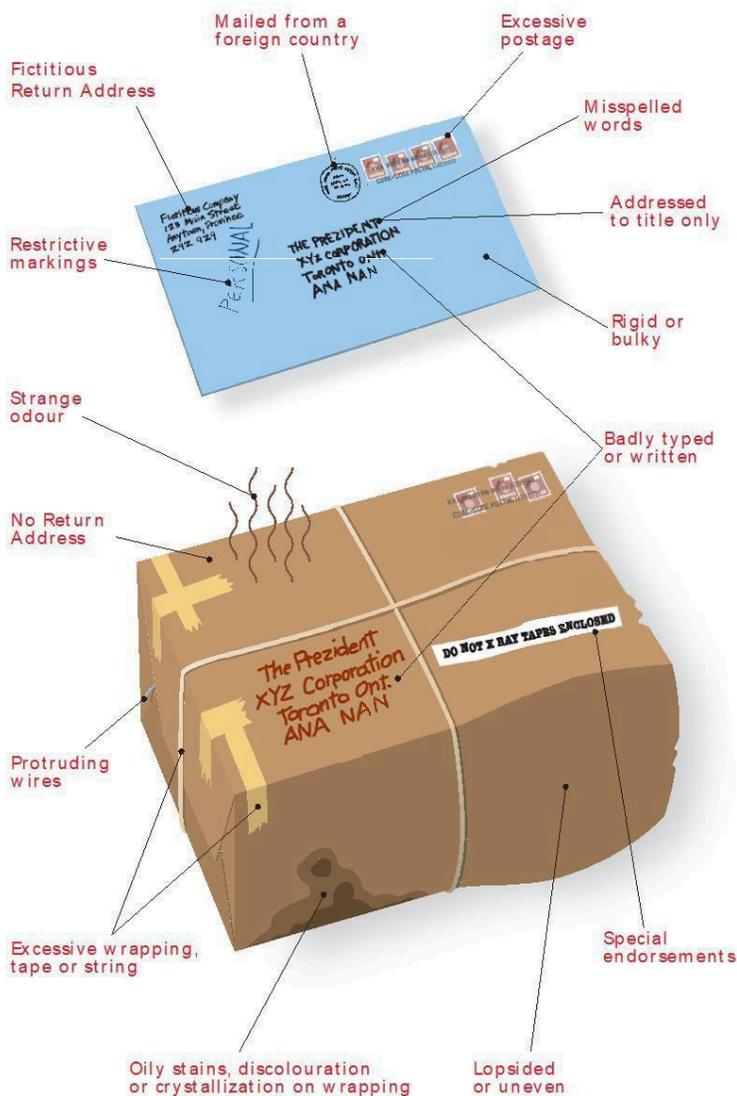
Suspicious Mail Alert



From anywhere... to anyone

If you receive a suspicious letter or parcel

(A COMBINATION of the following may constitute a suspicious mail item)



1 Immediately advise local emergency services of the situation.

2 Do not handle, shake, smell, or taste the suspicious article.

3 Isolate the article, and evacuate the immediate vicinity.

4 Anyone who has handled the article should immediately wash their hands with soap and water.

If a letter or parcel is open and/or a threat is identified

For a Bomb:

- Evacuate area immediately
- Call local emergency services

For Biological or Chemical:

- Isolate – do not handle
- Evacuate area immediately
- Wash your hands with soap and warm water
- Call local emergency services

For Radiological:

- Limit exposure – do not handle
- Evacuate area immediately
- Shield yourself from object
- Call local emergency services

Corporate Security

www.canadapost.ca

4.11 BOMB THREAT (Protocols and Checklist)

Notification of a Bomb Threat

The person receiving a bomb threat call should remain calm, listen carefully and attempt to obtain as much information as possible from the caller. Record exactly what the caller said and record all information immediately using the "Bomb Threat Checklist" in this section.

Bomb threats occur in several ways:

- Information received from another agency.
- A telephone call made to Olds College personnel.
- Someone sends a written notice/note about a bomb on campus.
- Information received from students, staff or an outside source.
- Regardless of the source, all information regarding a bomb threat should be taken seriously.
- If a written message is received, keep track of. Who found it? Who else was present? When and where was it found? How was it delivered? Who touched it?

Call 911. Calling 911 will connect you directly to police dispatch. Call Campus Security at 403.556.8225 or via the OC Alert app.

Bomb threat received via telephone:

- Call 911.
- Call Campus Security at 403.556.8335 or via the OC Alert app.
- Enter all aspects of the call on the "Bomb Threat Checklist".
- Security will notify appropriate College administrators and continue with Bomb Threat Standard Operating Procedures if a threat is determined to be credible.
- Students, staff and faculty may be ordered to evacuate the building in the event of a credible threat.

Bomb threat received via text message or social media:

- Call 911.
- Call Campus Security at 403.556.8335 or via the OC Alert app.
- Read the bomb threat message to the dispatcher exactly as written.
- Report the identity of the sender, the date and time the text message or e-mail was received, who the message is intended for, who received carbon copies and the subject line from the email.
- Do not respond to the sender.
- Do not delete the bomb threat message.
- Print a copy of the bomb threat message, if possible.
- Meet with responding police officers to provide any additional information or answer any questions they may have regarding the email.
- Employees and students should follow the directions of emergency response personnel regarding necessary announcements or evacuations.

Evacuation

Any evacuation ordered due to a bomb threat is mandatory. All occupants of the area being evacuated shall immediately move towards a safe exit and remain outside the area until emergency responders determine it is safe to re-enter.

- Students will take all personal property with them.
- Staff and faculty will inspect for, but not disturb, unusual objects as they depart classrooms and work areas.
- Notify emergency personnel of any suspicious or unusual object.
- Do NOT touch, move or tamper with any suspicious item.
- Students, staff and faculty will assemble at least 200 meters from the building, or at a designated location.
- Do NOT use cell phones or portable 2-way radios within 100 meters of a building suspected of containing an explosive device.
- Do NOT re-enter the building until notified by CERT or EOC personnel.
- If it is determined that a sweep for evidence/devices is necessary, employees may be asked to conduct a sweep (with authorized police personnel) in areas where they are most qualified to identify items that do not belong.
- Employees are most qualified to identify items that do not belong.

BOMB THREAT CHECKLIST					
Stay Calm. Be Courteous. Listen. Do Not Interrupt the Caller.					
YOUR NAME:		Time:		Date:	
CALLER'S IDENTITY:					
Male	Female	Adult	Juvenile	Approx. Age:	
ORIGIN OF CALLER:					
Local	Long Distance	Cellular Phone	Within Building		
EXACT WORDS OF CALLER <i>(Use extra sheets if necessary):</i>					
BOMB FACTS					
<i>Pretend Difficulty Hearing – Keep Caller Talking</i>					
<i>If Caller Seems Agreeable To Further Conversation, Ask Questions Like:</i>					
When will it go off?	Certain Hour	Time Remaining			
Where is it located?	Building	Area			
What kind of bomb?	What kind of package?				
How do you know so much about the bomb?					
What is your name and address?					
CALLER CHARACTERISTICS					
VOICE	SPEECH	MANNER	LANGUAGE	ACCENT	BACKGROUND NOISE
<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/> Calm	<input type="checkbox"/> Fair	<input type="checkbox"/> Local	<input type="checkbox"/> Office
<input type="checkbox"/> Soft	<input type="checkbox"/> Stutter	<input type="checkbox"/> Angry	<input type="checkbox"/> Foul	<input type="checkbox"/> Not local	<input type="checkbox"/> Animal
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Slurred	<input type="checkbox"/> Coherent	<input type="checkbox"/> Good	<input type="checkbox"/> Foreign	<input type="checkbox"/> Traffic
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Poor	<input type="checkbox"/> Race	<input type="checkbox"/> Music
<input type="checkbox"/> Raspy	<input type="checkbox"/> Slow	<input type="checkbox"/> Rational	<input type="checkbox"/> Excellent	<input type="checkbox"/> Regional	<input type="checkbox"/> Airplanes
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Fast	<input type="checkbox"/> Irrational			<input type="checkbox"/> Factory
<input type="checkbox"/> Nasal	<input type="checkbox"/> Lisp	<input type="checkbox"/> Deliberate			<input type="checkbox"/> Party
	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Emotional			<input type="checkbox"/> Voices
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

4.12 Explosion on Campus

- Immediately take cover under a table, desk, or other object that will give protection against falling glass or debris.
- After the immediate effects of the explosion and/or fire have subsided, call 911 and Campus Security at 403.556.8225.
- Give your name and describe the location and nature of the emergency.
- When the building evacuation alarm is sounded or when you are told by Campus Security, walk quickly to the nearest exit and advise others to do the same.
- Do not use elevators.
- Once outside, move to a clear area as far away as possible from the affected building.
- Keep streets and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building unless the “All Clear” is given by Emergency Wardens.
- Do not use the fire alarm to evacuate the building unless ordered to do so by Emergency Wardens. If the cause of the explosion was an explosive or incendiary bomb, another bomb may be tied to the fire alarms.

5. INDIVIDUAL RESPONSE PROTOCOLS

5.1 Medical Emergencies and AED Operation

Life-Threatening Emergency:

- **CALL 911.**
- Give your name and describe the nature and severity of the medical problem and the campus location of the victim.
- Be prepared to provide specific locations to the scene. Request available assistance from other persons present to aid responding EMS personnel get to the location as quickly as possible.
- Call Campus Security at 403.556.8225.
- Call Health & Wellness at 403.556.8239.
- Keep the victim still and comfortable.
- **Do not move the victim.**
- Ask the victim, "Are you OK"? and "What is wrong"?
- Continue to assist the victim until help arrives.
- If trained, provide First Aid.

Non-Life-Threatening Emergency:

- Call Campus Security at 403.556.8225 or through the OC Alert app.
- Call Health & Wellness at 403.556.8239 or through the OC Alert app.
- Give your name and describe the nature of the situation.
- Follow directions given by Campus Nurse/Health & Wellness.
- Remain calm.
- Reassure the injured party.
- Remain with the injured party until further help arrives or the individual is ready to resume regular activity.
- Follow all instructions given by the Campus Nurse/Health & Wellness staff.

DO NOT:

- Transport the injured party in a personal vehicle to hospital; nor allow any other individual to transport the injured party. If no ambulance is available and/or not needed, a taxi may be used to transport the injured party to hospital.
- In the event of loss of consciousness (even briefly), the individual **MUST** be examined by either the Campus Nurse or an external medical provider prior to participating in a sporting event, operating equipment and/or undertaking any safety sensitive task.
- In the event of a seizure, the individual **MUST** be examined by an external medical provider **PRIOR** to participating in a sporting event, operating equipment and/or undertaking any safety sensitive task.

AED (Automated External Defibrillator)

An automated external defibrillator or AED is an electronic device that delivers an electric shock to the heart of a person in cardiac arrest. The AED is a “smart” device and will only deliver a shock when it is needed. Anyone can use an AED since the device gives verbal instructions for each step of the process.

- An AED should be used when a person collapses or becomes unconscious, is unresponsive to shaking or shouting, has no pulse and isn't breathing.
- If a person is unconscious and unresponsive to shaking or shouting, send someone to call 911 and to retrieve the AED.
- Call Campus Security at 403.556.8225.
- Call Health & Wellness at 403.556.8234.
- Check the patient for respirations and pulse. If the patient is not breathing and has no pulse, begin cardiopulmonary resuscitation (CPR).
- Open the lid of the AED to activate the verbal instructions. Stay calm and follow the instructions until emergency medical personnel arrive.

Exposure to Hazardous Fluids/Vapours/Substances

Blood or bodily fluids

Blood or body fluids may contain infectious microorganisms that transmit disease. Exposure to blood or body fluids may occur through contact with the respiratory system, skin, eyes or mouth. Sources of exposure may include discarded hypodermic needles, syringes, condoms, contaminated surfaces, spilled biological materials or fluids. Always treat contact with any human blood or body fluids as potentially infectious.

If exposure occurs to skin, eyes or mucous membranes:

- Flush eyes or mucous membranes with water for 15 minutes; wash skin thoroughly with soap and water.
- If possible, identify the source of the blood or body fluid.
- Report the incident to your coordinator or supervisor.
- Call the Health & Wellness Centre on Campus at 403.556.8239 for a same-day appointment during regular business hours.
- For assistance outside of regular hours, go to the Emergency Room at Olds Hospital.

If a needle stick incident occurs:

- Encourage bleeding.
- Clean the puncture site thoroughly with soap and water.
- If possible, identify the source person of the blood or body fluid.
- Report the incident to your coordinator or supervisor.
- Call the Health & Wellness Centre on Campus at 403-556-8239 for a same-day appointment during regular business hours.

- For assistance outside of regular hours, go to the Emergency Room at Olds Hospital.

If a spill of blood or body fluid occurs:

- Contact Custodial Services at 403.556.8234.
- If the spill is toxic or hazardous please contact Campus Security on 403.556.8225.
- Place cones or other signage to reduce pedestrians entering the area of the spill.

Hazardous Vapours/Substances

In order for a chemical to become hazardous to a person's health, it must first contact or enter the body and the chemical must have some biological effect on the body. There are four major routes: inhalation (breathing), skin contact, digestive system (ingestion or eating) and injection.

Only properly trained personnel are to clean up spills of hazardous chemicals on campus.

Where a hazardous release has occurred, such as from an anesthetic gas in the animal hospital, cleaning solutions used by custodial services or from a train derailment that was carrying dangerous chemicals:

- DO get to a place of safety, this may mean being upwind and 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 the fumes are toxic, call 911 and then have someone call the Campus Security at 403.556.8225.

If respiratory symptoms are experienced:

- Evacuate the area.
- Report the incident to Campus Security at 403.410.1713 and Occupational Health & Safety at 403.476.2236.

If chemical comes into contact with skin, eyes or mucous membranes:

- Use an emergency wash device, such as an eyewash, drench hose or shower and flush the exposed area for at least 15 minutes with running water.
- Seek medical treatment, as needed, by making a same-day appointment with a family doctor or by going to the emergency room at Olds Hospital.

Mental Health Crisis

Emergency situations may include those when a person is clearly and imminently suicidal, when a student threatens harm to self or others or when abuse of an individual is suspected.

Situations do sometimes arise where the student is not capable of making sound reasonable choices for themselves and others we must step in. In these instances, the student does not have a choice of future actions:

- Identify the reason for the 911 call and your location.
- Contact Health & Wellness or the Campus Nurse at 403.556.8239 (Monday to Friday 8:30 a.m. - 4:30 p.m.)
- Call Campus Security 403.556.8225.
- Do not leave the individual alone unless your safety is at risk.
- If you have been trained in Mental Health First Aid, employ your skills.

If you do not have training and/or feel overwhelmed, seek assistance from trained College staff and faculty members.

If the situation is of a less urgent nature, follow these basic principles:

- Talk in private, but not away from support for yourself.
- State the reason for your concerns, focusing on concrete behaviour and statements and avoid assumptions.
- Maintain clear and appropriate boundaries.
- Consult with Health & Wellness on campus.
- Maintain confidentiality unless there is a clear and present danger.

Dealing with a crisis can be very stressful. Please seek support for yourself from the appropriate professional if you are feeling the effects of being involved in a crisis and need someone to listen.

If you feel that your safety is in jeopardy, leave the scene, if you are able to do so, and call 911 immediately.

If a death has occurred or someone requires urgent medical attention, call 911.

Call Campus Security 403.556.8225 and Health & Wellness at 403.556.8239. Remain at the scene until the appropriate response agency has arrived and assumed control.

Assault/Sexual Assault

ACTIONS TO TAKE

Call 911 which will connect you directly to police dispatch. Call Campus Security at 403.556.8225.

If the suspected assailant is still in the area, get a physical description and provide it to police:

- Race
- Sex
- Height
- Weight
- Hair colour
- Identifying marks such as tattoos or scars
- Top clothing (jacket and/or shirt)
- Bottom clothing (pants, shorts, shoes, etc.)

If possible, also provide any vehicle description that may assist police with locating the suspect:

- Make
- Model
- Colour
- License plate province and number
- Identifiable decals or markings on the vehicle

Do NOT attempt to detain the suspected assailant.

Take the victim to a quiet area and ask him/her to remain until the arrival of police.

Assign a staff member to stay with the victim.

Calmly explain to the victim that showering or cleaning up before a police officer makes contact will compromise or destroy evidence.

Special Considerations

- Referral Contacts: Alberta's One Line for Sexual Assault:
- Toll free: 1.866.403.8000 (9 a.m. to 9 p.m. daily, 170+ languages)
- Text: 1.866.403.8000

STUDENT DISTRESS SITUATION RESPONSE MATRIX

EMERGENCY AND LIFE THREATENING SITUATIONS/CONCERNS						
911 and Campus Security						
NON-LIFE THREATENING STUDENT DISTRESS SITUATIONS						
ILLNESS/INJURY (non-life threatening)	MENTAL DISTRESS/ SUICIDAL THOUGHTS	DISRUPTIVE BEHAVIOUR	EMERGENCY HOUSING	EMERGENCY FUNDING	SEXUAL AND GENDER BASED VIOLENCE	THREAT TO SAFETY
Campus Health and Wellness Services (walk-in services) 8:15am-4:30pm Monday to Friday LRC Lower Floor 403.556.8230	Campus Health and Wellness Services (walk-in services) 8:15am-4:30pm Monday to Friday LRC Lower Floor 403.556.8230 Campus Security Services 24/7 403.556.8225	Campus Security Services 24/7 ELC 403.556.8225	Residence Services 8:15am-4:30pm Monday to Friday Centennial Village 403.507.7999	Student Funding and Awards (Office of the Registrar -ELC) 8:15am-4:30pm Monday to Friday	Campus Security Services 24/7 ELC 403.556.8225 Campus Health and Wellness Services (walk-in services) 8:15am-4:30pm Monday to Friday LRC Lower Floor 403.556.8230 Registrar Office of the Registrar	Campus Security Services 24/7 ELC 403.556.8225

6. ANIMAL EMERGENCY

Emergency Contacts

VETERINARY SERVICES

Veterinary Agri-Health Services 403 948 2253

ANIMAL HEALTH TECHNOLOGY LAB

Misty Clouston 403 556 8355

Dr. Jaryn Scheck Office 403 556 7968

EQUINE REPRODUCTION/FARRIER LAB

Dr. Marion Anderson 403 302 1811

Avery Stoddart 587 969 1534

Mackenzie Janes 709 533 7743

Breanna Houlton 403 586 4089

SHIRLEY MCCLELLAN ARENA (North)

Breanna Houlton 403 586 4089

Shianne Hofer 403 507 1249

Alex Baker 403 805 4225

BRAWN ARENA (South)

Breanna Houlton 403 586 4089

Shianne Hofer 403 507 1249

Alex Baker 403 805 4225

BEEF AND SHEEP

Assistant Farm Manager (1st Call)
 Breanna Houlton 403 586 4089

Farm Team Lead (2nd Call)
 Alex Baker 403 805 4225

TACLP Director (3rd Call)
 Sean Thompson 403 631 8316

Farm/Service Worker (4th/5th Call)
 Darrell Scheidt (4th) 403 556 0456
 Roger LeClaire (5th) 403 586 3114

INJURED WILDLIFE

Monday – Friday Alberta Fish and Wildlife

403 287 6423

(*8:15 a.m. – 4:30 p.m.)
 After Hours 1 800 642 3800

Emergency Evacuation

Animal Health Technology Lab

Animals should be evacuated through the east doors into Parking Lot L or other designated safe areas. If these doors are inaccessible, evacuate through the west doors of the Animal Health Education Centre (AHEC) into the area between Duncan Marshall Place and AHEC.

- 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 654
- Isolation Ward, Room 652
- Outside Dog Playpen (outside of Room 637)
- Exotic Wards, Room 656/657
- Canine Quarantine, Room 658A
- Feline Quarantine, Room 658A

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 the 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 a dog is unable to walk, slide onto a large blanket and slide the animal to safety.
- Injured animals may bite; therefore, **if animals 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 658A.

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.

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.

Accident/Trauma Procedure

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

Production and Foaling Barns

- Horses in either the Production or Foaling barn(s) can be removed from their stall as soon as possible and put into the pens to the north of the Production barn. These are the H Pens and labeled H1 - H10. Alternatively, the pens NW of the barns D1-D22 can be used.
- Halters to put on the horses will be located outside the horse's stall in both barns.

Accident/Trauma Procedure

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 H or D pens and contact the team leader or Dr. Anderson immediately.

Quarantine

Anyone listed as a contact person has the authority to determine if quarantine is required. The quarantine areas are the far east paddocks G9 and G10.

Shirley McClellan Arena (North)

- 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 Procedure

- 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 the Assistant Farm Manager.

Brawn Arena (South)

- 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 Procedure

- 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 the Equine Operations Coordinator.

Livestock Centre

- 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 Procedure

If possible, leave the animal and get help by calling one of the listed contacts. If none of the listed contacts can be reached, contact Veterinary Agri-Health Services 403.948.2253.

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.

Beef Centre

- 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 Procedure

If possible leave the animal and get help by calling one of the listed contacts. If none of the listed contacts can be reached, contact Veterinary Agri-Health Services 403.948.2253.

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.

South Sheep Facility

- 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

If possible, leave the animal and get help by calling one of the listed contacts. If none of the listed contacts can be reached, contact Veterinary Agri-Health Services 403.948.2253.

Heritage 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 listed contacts. If none of the listed contacts can be reached, contact Veterinary Agri-Health Services 403.948.2253.

7. Campus Maps, Muster Points and Equipment

Campus Map

Muster Points

In the event of an emergency, the following buildings on campus have the below muster points. Go to the muster point closest to you during an emergency.



A Land Sciences Centre (6)
AA Dr. Robert Turner Building - OCCI (3)
B Duncan Marshall Place - North (1)
 Werklund Agriculture and Technology Centre (2)
C Duncan Marshall Place - South (1)
D Industry Training Centre (13)
 Learning Resource Centre (14)
 Student Alumni Centre (15)
 E-Learning Centre (16)
E Teaching Brewery & Retail Store (4)
 Pomeroy Inn & Suites (5)
FF Centennial Village Residence (21)
G College Court Townhouses - West (20)
 Frank Grisdale Hall (17)
GG College Court Townhouses - East (20)
H College Court Townhouses - South (20)
I Greenhouse (7)
J Landscape Pavilion (8)
 W.J. Elliott Building/Trades (9)
K Metals Building (10)
L Animal Health Education Centre (11)
 Meat Retail Store (12)
M Campus Facilities (18)
N Fine Arts & Multi-Media Centre (22)
 Ralph Klein Centre (RKC) (23)
Q Grounds Shop
 Equine Centre/Farrier Lab (30)
 Foaling Barn (31)
R Technology Access Centre for Livestock Production (19)
 McClellan Arena (29)
S Brawn Arena (28)
 Beer Centre (27)
T Livestock Centre (25)
 Cold Barn (26)
 Chinoock's Edge Bus Maintenance (24)
U Smart Farm Operations Centre
V Compost Centre

Shelter In Place Locations

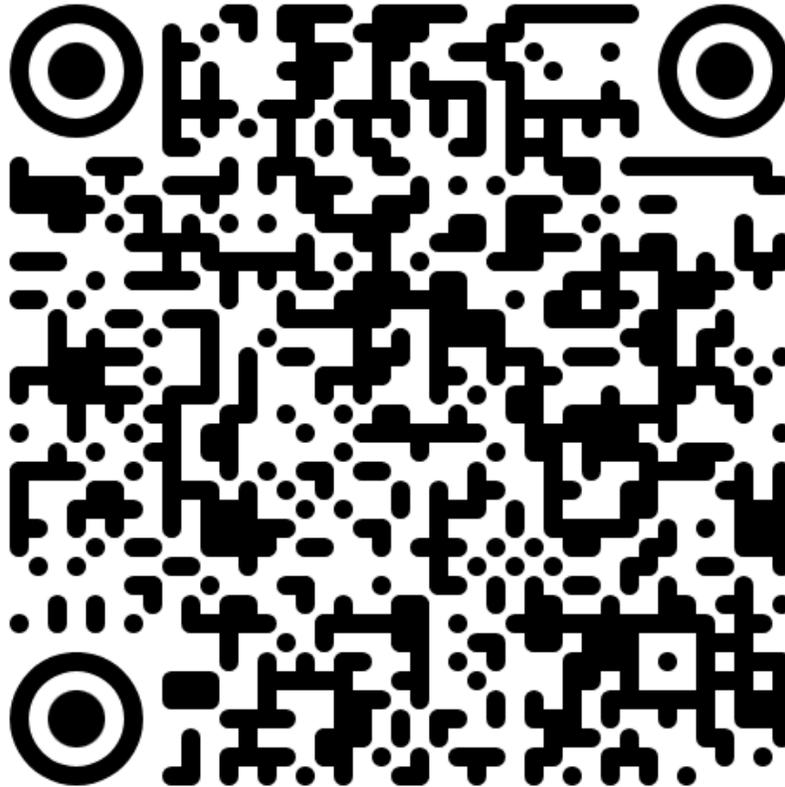
MAP LOCATION	BUILDING NAME	PRIMARY SHELTER IN PLACE LOCATION	ALTERNATE SHELTER IN PLACE LOCATION
A	Land Sciences Centre	Basement Foyer (in front of elevator)	Basement Storage Area(s)
AA	Robert Turner Building (OCCI)	Interior Hallway	Washroom(s)
B/C	Duncan Marshall Place	South Wing Hallway	Lecture Theatre
B	Werklund (WATC)	Lecture Theatre	Washroom(s) NE Corner
D	Industry Training Centre	SW Corner	AHEC
D	Learning Resource Centre	Foyer - Lower Level	Health & Wellness
D	Student Alumni Centre	Foyer - Lower Level	Health & Wellness
D	E Learning Centre	The Crossing	Rooms 954/955
E	Teaching Brewery and Retail Store	Pomeroy Hallway	
FF	Centennial Village Residence	1st Floor Hallway	FGH Cafeteria
G/GG/H	College Court Townhouses	TH Unit Basement	
G	Frank Grisdale Hall	Gymnasium	East Wing Hallway
I	Greenhouse(s)	Carpentry Lab	Landscape Pavillion
J	Landscape Pavilion	Carpentry Lab	
J	WJ Elliot - Trades	S Wall of Lab Area (Temporary location)	
K	Metals	Shop Area(s)	
L	AHEC	West Hallway (In front of changerooms)	Metals Lab(s)
L	NMTC	Interior Classroom	Processing Area
M	Campus Facilities	Hallway Washrooms	Plumbing Shop
N	Fine Arts & Multi-Media Centre	Theatre	RKC Gymnasium
N	Ralph Klein Centre	Gymnasium	Foyer (In front of Gym)
N	RKC – Fitness Centre	Back Hallway (Adjacent to Bronco's changerooms)	RKC Gymnasium
O	Grounds Shop	Washroom(s)	Mechanical Room
O	Equine Centre / Foaling Barn / Farrier Lab	Hallway (In front of Farrier Instructor Offices)	
R	TAC / Caretaking Building	TAC Lunchroom	TAC Boardroom
R	McLellan Arena	Boardroom	Wash Bay
S	Brawn Arena	Bleachers	Washrooms
S	Beef Centre	Washroom(s)	Storage Room
T	Livestock Centre	Washroom(s)	Storage Room
U	Smart Farm Operations Centre	Washroom(s)	Shop Area Foyer
V	Compost Centre	Storage Closet	Against North Wall
	Netook Crossing	Classrooms	

Building Location Addresses

Number	Building	Muster	Civic Address
1.	Duncan Marshall Place	C (South) B (North)	4500 50th Street
2.	Werklund Agriculture and Technology Centre (WATC)	B	4534 49th Street
3.	Dr. Robert Turner Building, OC Centre for Innovation (OCCI)	AA	4533 48th Street
4.	Teaching Brewery and Retail Store	Hotel	4601 46th Avenue
5.	Pomeroy Hotel	Hotel	4601 46th Avenue
6.	Land Science Centre	A	4470 48th Street
7.	Greenhouses	I	4477 47th Street
8.	BMO Landscape Pavillion	J	4433 47th Street
9.	W.J. Elliott Building (Trades)	J	4850 43rd Avenue
10.	Metals Building	K	4902 44th Avenue
11.	Animal Health Education Centre	L	4951 44th Avenue
12.	National Meat Training Centre	L	5032 44th Avenue
13.	Industry Training Centre	DD	5082 44th Avenue
14.	Learning Resource Centre	DD	5150 44th Avenue
15.	Student Alumni Centre	D	5250 44th Avenue
16.	Bell E-Learning Centre	D	4450 53rd Street
17.	Frank Grisdale Hall	G	4550 53rd Street
18.	Campus Facilities	M	4951 44th Avenue
19.	Technology Access Centre for Livestock Production (TACLP)	R	5290 43rd Avenue
20.	College Court Townhouses (East)	GG	4301 53rd Street
20.	College Court Townhouses (West)	G	4451 53rd Street
21.	Centennial Village Residence	FF	4501 53rd Street

22.	Fine Arts and Multi Media Centre	F	5303 56th Avenue
23.	Ralph Klein Centre	F	5601 45th Avenue
24.	Chinook's Edge Bus Maintenance		4201 57 Street
25.	Livestock Centre		5701-5703 42nd Avenue
26.	Cold Barn		5701 42nd Avenue
27.	Beef Centre	S	5503 42nd Avenue
28.	Brawn Arena (South)	S	5550 42nd Street
29.	McClellan Arena (North)		5201 43rd Avenue
30.	Equine Centre / Farrier Lab		5101 42nd Avenue
31.	Foaling Barn		5101 42nd Avenue
32.	Smart Ag Innovation Centre (SAIC)		4550 49 Street
	Caretaking Operations and Storage		5350 44th Avenue
	Smart Farm Operations Centre		3791 50th Street
	Grounds Maintenance Storage		4001 50th Street
	Composting Technology Centre		3421 50 Street
	Heritage Barn (North/South)		4190 50 Street
	Hay Storage		3721 50 Street
	Trades Shed		4848 43 Avenue

Safety Data Sheets (SDS)



Emergency Response Equipment



AED Locations

LAND SCIENCE (#7)

Located across from First Aid Station, next to the elevator on the main floor by exit door #1069

OCCI (#3)

Located beside the First Aid Station, south of washrooms and double doors in the east/west hallway

TRADES (#9)

Located next to the First Aid Station, outside of Lab B doors

DMP (#1)

Situated outside the HR office on ground floor

ANIMAL SCIENCE (#12)

Located in the main North South hallway across from the washrooms

ALUMNI CENTRE (#16)

Located with the Level 3 First Aid kit outside of Ladies washroom

FGH (#18)

Located outside of kitchen in hallway near managers offices

CAMPUS SECURITY VEHICLE (#between 18&22)

Can be brought to any location – call 403-556-8224

CAMPUS HOUSING (#22)

Located in the North West Corner of the Centennial Village lobby

NORTH ARENA (#30)

Located inside the main doors to the left, beside the alarm panel

HIGH SCHOOL (#24)

Located outside the main gym doors on the North wall & Fitness Centre desk



WiFi Locations - Town of Olds

