

COLLEGE OF
THE ROCKIES

EMERGENCY PLANS AND PROCEDURES CRANBROOK CAMPUS

Kootenay Centre
Pinnacle Hall
Summit Hall
Patterson Hall
The Place Where People Gather
Purcell House
5 New Residence Buildings (The Village)
Kids on Campus

(Currently Under Revision)

FIRE SAFETY PLAN

**ACCEPTED BY THE COLLEGE
OF THE ROCKIES**

Fire Chief
Reviewed on behalf of the Fire
Department, City of Cranbrook

Allan Knibbs
Fire Safety Director

UNDER REVISION

UNDER REVISION

COLLEGE OF THE ROCKIES

<u>Facility</u>	<u>Address</u>	<u>Postal Code</u>
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CRANBROOK BC CAMPUS:

KOOTENAY CENTRE (including the Mt. Fisher Building)	2700 College Way V1C 5L7	
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SUMMIT HALL (Academic Building)	2 – 2700 College Way	
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PINNACLE HALL (Trades Building)	3 – 2700 College Way	
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THE PLACE WHERE PEOPLE GATHER (aka ABORIGINAL GATHERING PLACE)	4 – 2700 College Way	
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PATTERSON HALL (Trades Building)	5 – 2700 College Way	
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PURCELL HOUSE RESIDENCE	10 – 2700 College Way	
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RESIDENCE BUILDING #1	2904 College Way	
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RESIDENCE BUILDING #2	2908 College Way	
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RESIDENCE BUILDING #3	2912 College Way	
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RESIDENCE BUILDING #4	2916 College Way	
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RESIDENCE BUILDING #5	2900 College Way	
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KIDS ON CAMPUS DAYCARE	2700A College Way	
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PART 1**1. Directors & Objectives of the Emergency Evacuation Plan**

Fire Safety Director: ***Facilities Director***
Deputy Fire Safety Director: ***Vice President Finance and Corporate Services***

FIRE SAFETY DIRECTOR

Allan Knibbs, Facilities Director

Office Address: Room 245A3, 2700 College Way, Cranbrook
Telephone: 250-489-8227

DEPUTY FIRE SAFETY DIRECTOR

Dianne Teslak, Vice President Finance and Corporate Services

Office Address: Room S209, Summit Hall, 2-2700 College Way, Cranbrook
Telephone: 250-489-8204

Objectives of the Emergency Evacuation Plan

The two-fold objectives of the Emergency Evacuation Plan are:

- Fire Prevention** (1) to prevent the incident of fire by the control of fire hazards in the buildings and the maintenance of the building facilities provided for the safety of the occupants;
- and
- Emergency** (2) to establish a systematic method of a safe and orderly evacuation of areas and buildings, by and of its occupants, in case of fire or other emergency.

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PART 2**2. Description of Buildings and Safety & Communications Systems****Fire Safety Systems**

The Cranbrook campus is protected from fire by a live sprinkler system covering all areas with one exception. This exception is:

1. The main electrical distribution room (Electrical Room No. 1), which is protected by rate of heat rise detectors.

In addition to the sprinkler system, the Learning Resources Centre, computer wing and shops offices and classrooms also have a rate of heat rise detection system.

All fire safety systems are connected to a main fire alarm panel located in Electrical Room No. 1. This panel indicates the location of any problem, activates both audio and visual alarms, and automatically summons the Fire Department via a dedicated telephone line. In addition, there is a remote for each facility that is located in the main entrance of that facility. These panels also indicate the location of any problem. The alarms can be silenced and reset at both panel locations. The alarm system is two staged. During the first stage, the bells ring slowly; Facilities Staff check the panels and de-activate the system in the event of a false alarm and the corridor fire doors close. Occupants shall start to evacuate the facility during this stage. During the second stage, the bells ring at a faster rate and voice activated instructions may be given. The Fire Department is summoned. Occupants shall move quickly out of the building during this stage.

In addition to bell alarms, there are red strobe lights located in washrooms and in areas of high noise levels; i.e. mechanical shop, welding shop, auto body shop, grinding room and lecture theatre. Each building is on a separate, individual alarm system.

Summit Hall (Academic Building) is on a separate Alarm from the Kootenay Centre (main building). It is, however, linked by a firewalled link-way. The Alarm System is separate from Kootenay Centre.

Pinnacle Hall (Trades Building) is on a separate Alarm from the Kootenay Centre.

Patterson Hall (Trades Building) is on a separate Alarm from the Kootenay Centre.

The Place Where People Gather (aka AGP) is on a separate Alarm from Kootenay Centre

Purcell House Student Residence and the 5 New Student Residence Buildings are on separate Alarms from the Kootenay Centre.

Kids on Campus (Daycare Building) is on a separate Alarm from the Kootenay Centre

Emergency Systems

In the event of a power interruption, the Cranbrook campus has an emergency generating system which will maintain power to the fire alarm and the emergency lighting systems. **Telephones will not operate with the exception of the designated power failure locals.**

In other College facilities, fire alarms and emergency lights will operate on a battery pack in the event of a power interruption. Telephones should not be affected.

Fire Extinguishers

Hand held fire extinguishers are available in all College facilities, generally in the corridors and in high fire risk areas such as the labs and shops.

Smoke Ventilating Equipment

In the event of an evacuation alarm in the Cranbrook campus, mechanical systems, including all air circulating fans automatically shut down. Smoke can be vented by manually operating fans in the forum and in the main electrical room. There is no provision for fan shut down or smoke evacuation in the other College facilities.

Inspection and Maintenance of Facilities

The College shall maintain and inspect the College facilities for the safety of the occupants.

Scheduling Fire/Evacuation Drills

The College will carry out scheduled and unscheduled evacuation drills.

PART 3**3. RECEPTIONIST ROLES/DUTIES****IN FIRE ALARM SITUATION**

- Collect (Fire) Emergency Kits
 - Do not answer switchboard
 - **Report to the South West Corner of the South Parking Lot by the Bike Racks (referred to throughout document as “Reporting Station”)**
 - Await further instruction from Fire Safety Director or Fire Department
 - When directed, blow air horn to signal “all clear” and re-enter building
-

IN AN EMERGENCY 222 CALL**First Aid / Security**

- Determine – Where the person is
 - What the injury is
 - How many people involved
 - Request assistance from back-up staff
 - Call FA @ 9-250-489-0514
 - Direct Back up staff to call FA Attendant
 - Provide direction to FA Attendant

First Aid Attendant reports back to Receptionist

IN A BOMB THREAT CALL

Respond as per Bomb Threat Procedure Section 7, Appendix “A”

IN A LOCKDOWN SITUATION

Respond as per Facilities Emergency Lockdown procedure in Section 8, Appendix “F”

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PART 4.**4. INSTRUCTIONS TO OCCUPANTS****IF YOU DISCOVER A FIRE ...**

1. PROCEED TO THE NEAREST SAFE EXIT. ISOLATE THE FIRE BY CLOSING DOORS BEHIND YOU. STAIRWAY DOORS MUST NOT BE PROPPED OPEN
2. ACTIVATE THE FIRE ALARM PULL STATION LOCATED NEAR THE EXIT.
3. EVACUATE THE BUILDING VIA THE NEAREST SAFE EXIT.
4. ASSEMBLE CLEAR OF THE BUILDING AND ANY ARRIVING FIRE APPARATUS, AT LEAST 50 METERS FROM THE BUILDING.
5. DO NOT RE-ENTER THE BUILDING UNTIL THE "ALL CLEAR" HAS BEEN INDICATED BY AN AIR HORN BLAST.

ALARM SYSTEM ...

1. **STAGE ONE ALARM** – upon hearing slow chime, gather personal items close by and start walking out of facility
2. **SECOND STAGE ALARM - EVACUATE**
OCCUPANTS MUST EVACUATE

EVACUATION PROCESS...

- Take personal belongings that are close by; e.g., coat, purse, backpack.
DO NOT GO BACK TO YOUR LOCKER OR OFFICE
- Follow instructions of the Floor Wardens/Fire Safety Officials/Security Staff
- CLOSE ALL DOORS (do not lock), PARTICULARLY STAIRWELL DOORS NOT BEING USED
- **EXIT BUILDING VIA THE NEAREST SAFE EXIT-- DO NOT RUN – DO NOT USE ELEVATORS**
- Assemble clear of the building and any arriving fire apparatus, at least 50 meters from the building
- **DO NOT RE-ENTER UNTIL INSTRUCTED TO DO SO** (normally by air horn signal)

FOR FIRST AID, VIOLENT ACT OCCURRING & IMMEDIATE RESPONSE TEAM
Call 222 or 9-911

CONTRACTORS WORKING IN COLLEGE BUILDINGS:

Contractors who happen to be working on site during an evacuation should immediately leave their work and exit the building through the nearest safe exit. They should then proceed to the South Parking Lot Muster Point (bike racks) where they would find and check in with the Receptionist/Reporting Station who would be the person wearing a safety vest and carrying a clipboard and an air horn. They would not enter the building until the Receptionist has blown the airhorn in an all-clear.

During a lock down contractors should enter the first available room, close and lock the door, turn out the lights, and stay away from all windows until the lock down has ended.

DISABLED PERSONS:

(Disabled persons should be informed of the procedures below when they start attending the College)

DISABLED PERSONS REQUIRING ASSISTANCE WHEN EVACUATING FROM THE SECOND FLOOR CLASSROOMS SHOULD:

- a. PROCEED DIRECTLY TO THE NEAREST SOUTH OR EAST CLEAR EXIT, OR
- b. PROCEED DIRECTLY TO ONE OF THE TWO STAIRWELLS/LINKWAYS IN THE SOUTH WEST CORNER OF THE BUILDING TO AWAIT RESCUE BY THE FIRE DEPARTMENT.

The Floor Warden shall report to the reporting station immediately, and shall also notify reporting station attendant if a disabled person is waiting in a designated "safe" stairwell, or within the linking passage between Kootenay Centre and Summit Hall.

PART 5**5. FLOOR WARDENS AREAS & DUTIES****Daytime****Kootenay Centre:*****Level 1 Linkway Warden******Level 2 Linkway Warden******Enrollment Services Level 2******Student Services / International Department/Forum & Lounges Level 2******Administration Wing Level 2******Health & Cook Training Wing Level 2******Facilities Wing / Health Coordinator Office 229H / Washrooms by 228A Level 2******Gymnasium, Weight Room (Level 3), Washrooms / Changerooms Level 2******Trades Wing Level 2******Hair Salon Program / Classrooms Level 3******Production Support Centre / Classroom / Lab Wing / Lecture Theatre Level 2******Learning Resources Centre & Classroom / Lab Wing Level 1******IT Services / Idea Lab Level 1******Bookstore / Forum Level 1******Computer Labs / Classrooms Level 1*****Mt. Fisher Building****Summit Hall:*****Level 1 Linkway******Level 2 Linkway******Level 1******Level 2*****Pinnacle Hall****Patterson Hall*****Level 1******Level 2*****Evenings, Saturdays, Sundays****Kootenay Centre:*****Evening Shop Attendants******Cafeteria Services Cashier******Registration Staff******Curriculum Lab Attendant/Evening Learning Resources Staff******Gymnasium Attendant******Computer Lab Instructors******Security / Facilities Attendant******Bookstore Staff*****Summit Hall: - Evenings, Saturdays, Sundays: Normally closed****When open: Instructors and staff present**

Pinnacle Hall: Evenings, Saturdays and Weekends: Normally closed
When open: Instructors and staff present

Patterson Hall: Evenings, Saturdays and Weekends: Normally closed
When open: Instructors and staff present

PLEASE NOTE: Floor Warden Areas are identified starting on Page 16

DAILY FIRE PREVENTION DUTIES OF FLOOR WARDENS

The College will provide training for Floor Wardens. Floor Wardens will check their buildings, floor, or area daily for:

- (a) Accumulation of combustible material, rubbish or flammable liquids in excess of quantities allowed by permit.
- (b) Dangerous ignition sources, i.e. worn extension cords, oily rags, overheating equipment.
- (c) Exit lights in good order and adequate lighting in public corridors and stairwells.
- (d) Fire and exit doors and their self-closing hardware in good operating condition. (Doors should not be wedged under any condition.)
- (e) Roadways and Access/Exit routes unobstructed. (especially South roadway)
- (f) Fire hose and portable extinguishers not obstructed, in good order, and ready to use.

As well as these daily duties, Floor Wardens will ensure that a laminated copy of their specific area within this document is laminated and posted within their area. There should be at least 3 Floor Wardens per area, and provide those names to the Fire Safety Director. Floor Wardens should assign designates for vacation. The names of the designates should be given to the receptionist for their reference.

DUTIES OF FLOOR WARDENS DURING AN EMERGENCY EVACUATION

Upon hearing a Fire Alarm, put on your Safety Vest, and

DIRECT ALL OCCUPANTS TO DESIGNATED EXITS

ENSURE THAT ALL ROOMS ARE EVACUATED:

- a) If locked door: Assume evacuated, shout "Please evacuate building immediately"
- b) If unlocked door: Confirm evacuated - particularly public rooms and those rooms containing children and disabled persons

CLOSE ALL DOORS AND LEAVE UNLOCKED (except for security considerations)

GO DIRECTLY TO THE REPORTING STATION AND REPORT TO WARDENS/FIRE SAFETY OFFICIALS:

- a) unchecked/inaccessible areas
- b) unevacuated individuals/areas
- c) area cleared

Keep staff and students away from the building and clear of any arriving fire apparatus (at least 50 meters from the building).

Also, keep staff and students from re-entering the building until the ALL Clear has been announced by air horn signal.

6. AREAS OF RESPONSIBILITY

SWITCHBOARD OPERATOR / REPORTING STATION

LOCATION: Level 2 Enrolment Services/Reception

DESIGNATED EXITS (safety permitting):

Main Front Entrance, South Hallway leading to South Entrance or Corridor East between Gymnasium and Cafeteria

SPECIAL INSTRUCTIONS (Safety Permitting):

During Stage 1:

- PUT ON YOUR SAFETY VEST
- DO NOT ANSWER SWITCHBOARD

During Stage 2:

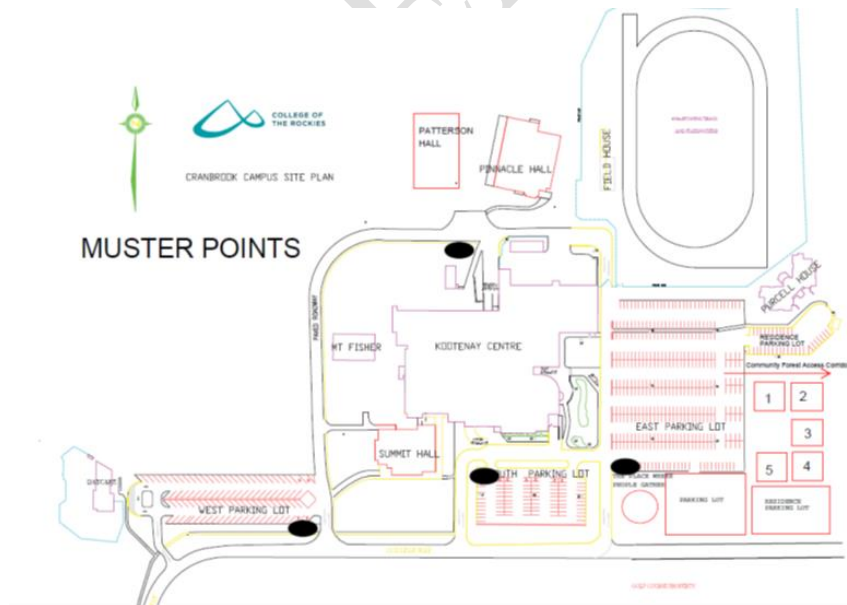
- Direct all occupants to designated exits.

Floor Wardens to report to the reporting station immediately once areas are cleared.

ASSEMBLY AREA: SOUTH WEST CORNER OF SOUTH PARKING LOT (BIKE RACKS)

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

NOTE: The Switchboard Operator will put on their safety vest, take clipboard and air horn, and proceed directly to designated reporting station. Floor Wardens from all areas will proceed to reporting station to report that their area has been cleared.



LINK WAY WARDENS

LOCATION: Kootenay Centre Level 1

LOCATION: Kootenay Centre Level 2

SPECIAL INSTRUCTIONS (Safety Permitting):

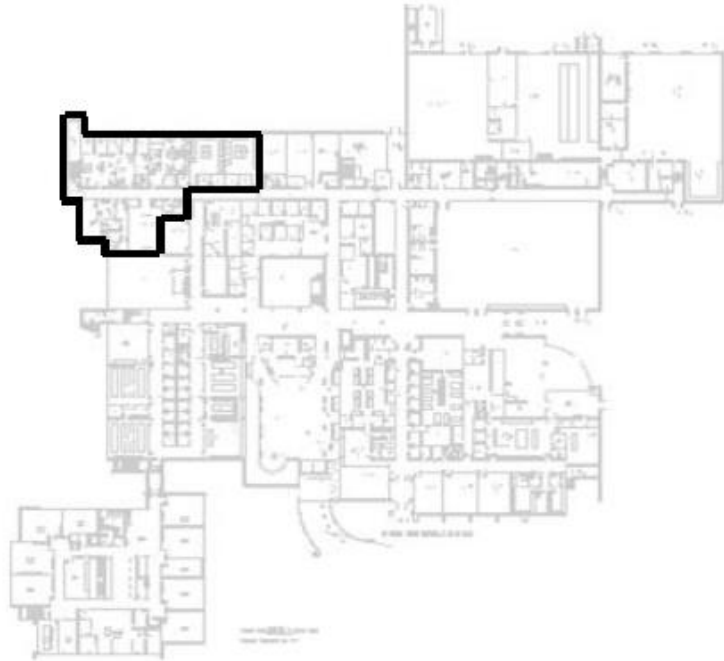
1. In the event that the link-way warden “crosses over” to the other building and realizes that both buildings are in alarm, the link way warden would then, evacuate, and check in with Reporting Station so that you can be accounted for.
2. In the event that the link way warden “crosses over” to the other building and realizes that it is only one building in alarm, the link way warden would then remain at the link way for the duration of the alarm.
 - Put on safety vest
 - Stand on Summit Hall side of the closed linkway to keep people from crossing into Kootenay during an alarm in Kootenay Centre

LOCATION: Summit Hall Level 1

LOCATION: Summit Hall Level 2

SPECIAL INSTRUCTIONS (Safety Permitting):

- Put on safety vest
- Stand on Kootenay Centre side of the closed linkway to keep people from crossing into Summit Hall during an alarm in Summit Hall

**ADMINISTRATION WING**

LOCATION: Level 2
Administration Wing (College Admin, President's Office 246, Deans' Offices 245B, Department Heads' Offices 246B, Human Resources 243, Staff Washrooms, 245 Office areas, Faculty Offices 236A – 236D, OFAD Room 236, Testing Room 239, Boardroom 244)

DESIGNATED EXITS (safety permitting):

Corridor to Northwest Emergency Exit

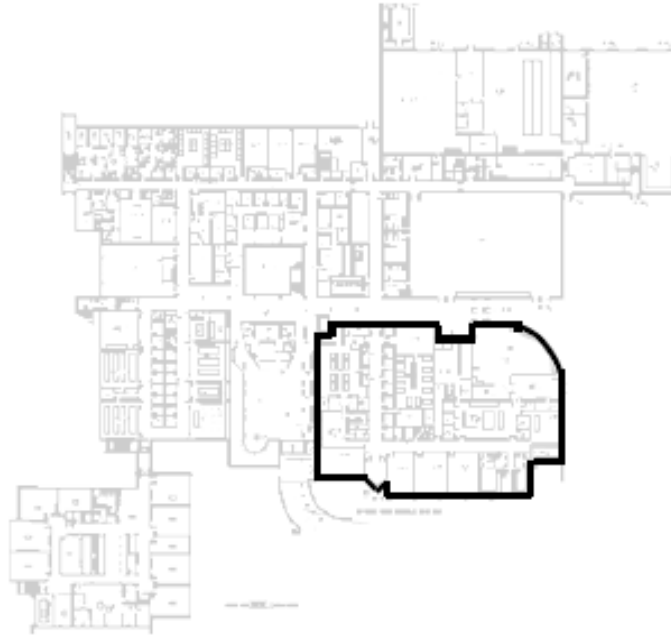
SPECIAL INSTRUCTIONS (Safety Permitting):**Office Administration**

- instructors will gather class attendance lists during alarm stage 1, instruct students where to evacuate and muster and check attendance following evacuation

The Floor Warden designate will report to the reporting station immediately after areas are cleared.

ASSEMBLY AREAS: EXIT VIA NORTH WEST CORNER OF THE BUILDING TO WEST SIDEWALK;
ASSEMBLY AT SOUTH EAST CORNER OF WEST (SUMMIT HALL) PARKING LOT

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN



HEALTH & COOKS TRAINING WING

LOCATION: Level 2
 Dental Labs 203, Nursing Ward 204B, 204C,
 Faculty Offices 202A – 202K
 Classrooms 204, 205, 206
 Cook Training Program, Classrooms 208, 210, 214, Locker Rooms,
 Cafeteria/Dining Room/Class Act, Washrooms

DESIGNATED EXITS (safety permitting):

- Dental Labs, Nursing Ward Classrooms 204, 205, 206 Faculty Offices	Level 2 South Exit
- Cook Training Program Classrooms 208, 210, 214 Faculty Offices 207A – 207C Locker Rooms and Washrooms	Emergency Exit Doors and South East Corner Exit
- Cafeteria/Dining Room Kitchen, Storage Areas	Emergency Exit Doors East

SPECIAL INSTRUCTIONS (Safety Permitting):

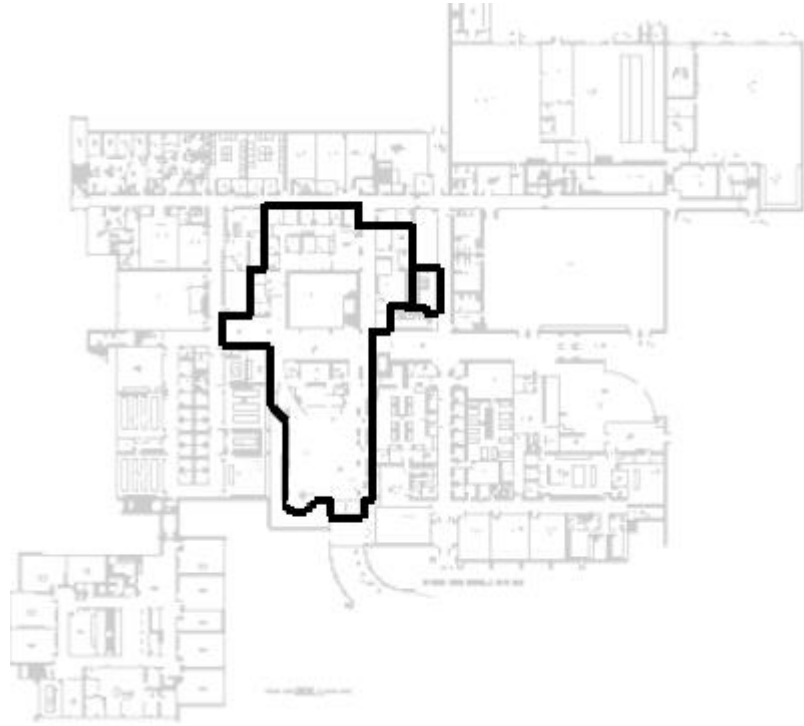
Dental/Nursing/Cook Training

- instructor will gather class attendance lists during alarm stage 1 and evacuate classrooms and clinic areas and take attendance following evacuation

The Floor Warden designate to report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: EAST (UPPER) PARKING LOT, SOUTH WEST CORNER/
 SOUTH PARKING LOT, SOUTH WEST CORNER (BIKE RACKS)

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

**ENROLLMENT SERVICES/STUDENT SERVICES/INTERNATIONAL DEPARTMENT WING**

LOCATION: Level 2
Registration, Student Services, International Department, Forum & Lounges,
248/248A Office

DESIGNATED EXITS (safety permitting):

Main Front Entrance

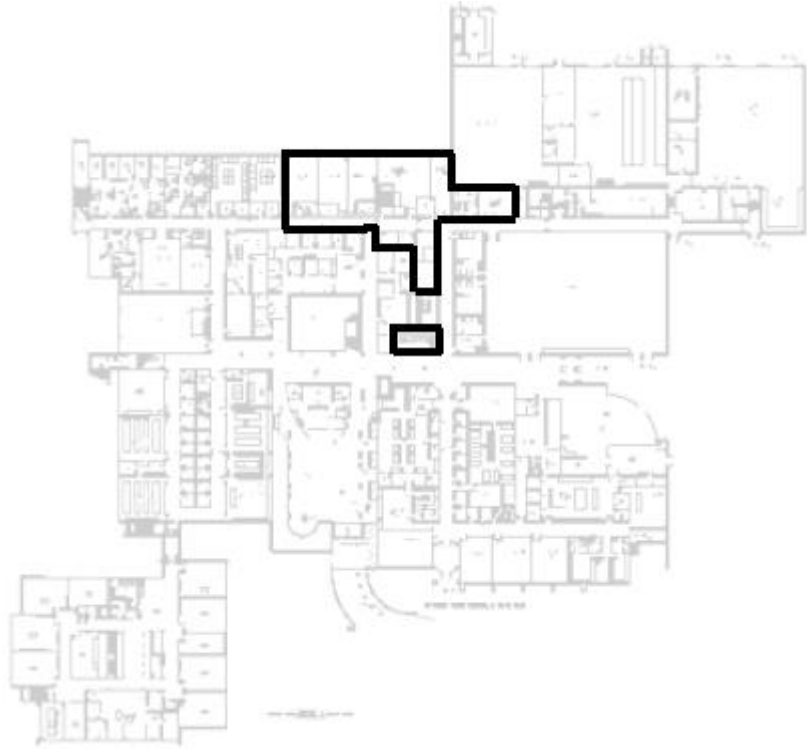
SPECIAL INSTRUCTIONS (Safety Permitting):**Registration Office**

- cashier will lock the cash register and keep the keys in her possession
- log off from computer terminal at Stage 1
- evacuate facility

The Floor Warden designate to report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: SOUTH PARKING LOT SOUTH WEST CORNER (BIKE RACKS)

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

**FACILITIES WING****LOCATION:****Level 2**

Classrooms 235 & 232, Offices 232A & 235A, Staff Lounge 234, Mail Room 234A, Facilities Shop 227A, Shipping & Receiving 227, Purchasing 227C, Office 229H, Control Room 229J, First Aid Room 226, CORFA Office 226A, Equipment Room 225, Facilities Admin Offices 228 and 228-1, Conference Room 228A, Men's and Ladies Washrooms.

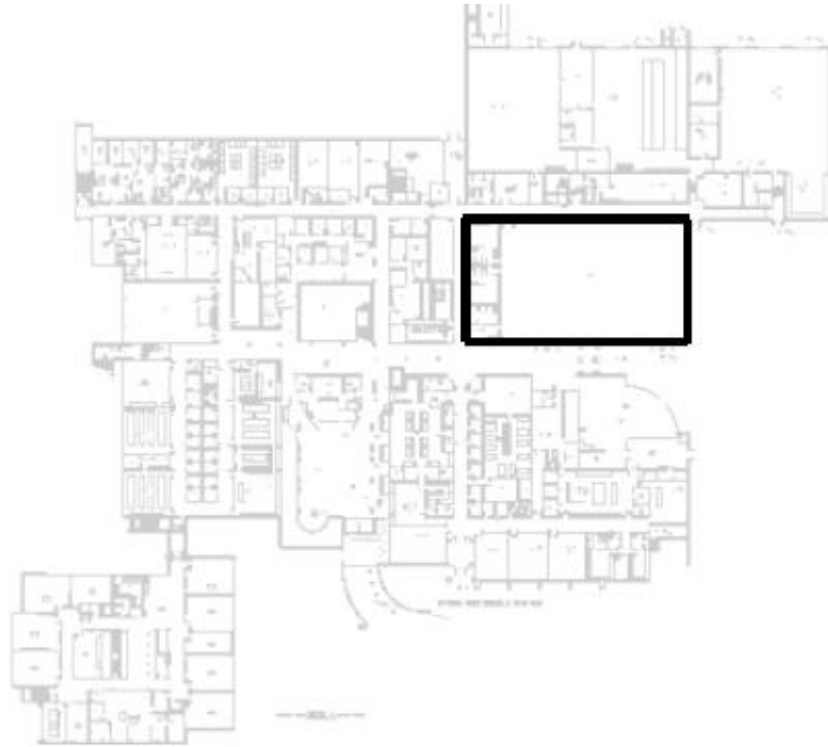
DESIGNATED EXITS (safety permitting):

East Entrance by Cafeteria and Gym

The Floor Warden designate to report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: EAST (UPPER) PARKING LOT, SOUTH WEST CORNER

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

**GYMNASIUM WING**

LOCATION: Level 2
Gymnasium (200) and Weight Room (310), Washrooms / Locker Rooms

DESIGNATED EXITS (safety permitting):

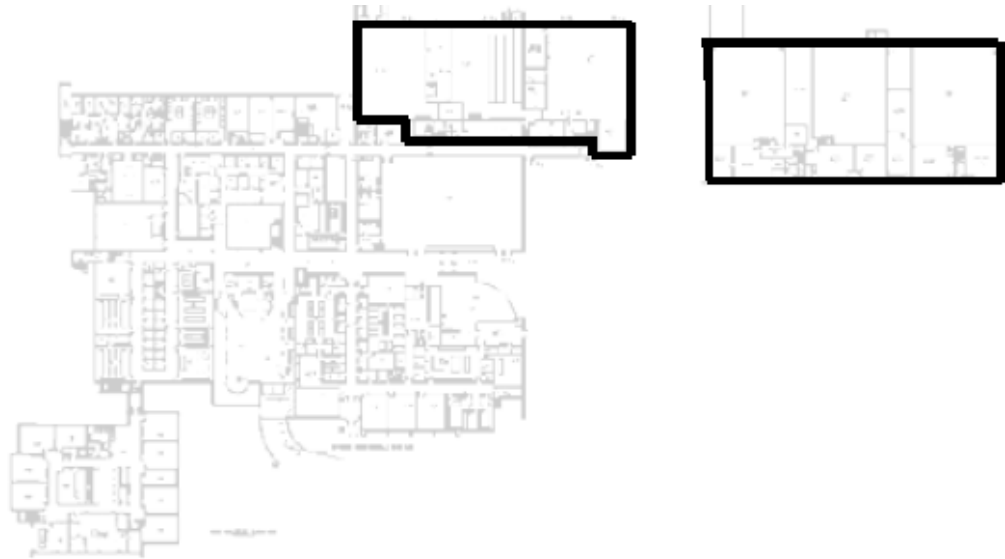
Gymnasium Area

Corridor East Between Cafeteria
and Gym
Emergency Exit Doors

The Floor Warden designate to report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: EAST (UPPER) PARKING LOT, SOUTH WEST CORNER

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN



TRADES WING

LOCATION: Level 2 and Level 3 Floors
 Welding Shop, Carpentry Shop, Plumbing/Pipefitting Shop, Tool Crib, Faculty Offices, Locker Rooms / Washrooms, 'Mezzanine' Level,
 Classrooms 317, 318, 319, 320, 321, 323, Hair Dressing Program (322)

DESIGNATED EXITS (safety permitting):

Welding, Plumbing/Pipefitting and Carpentry	North Rear Exit
Locker Rooms	Corridor East Between Shops & Gym
Mezzanine Level	Corridor East (upper)

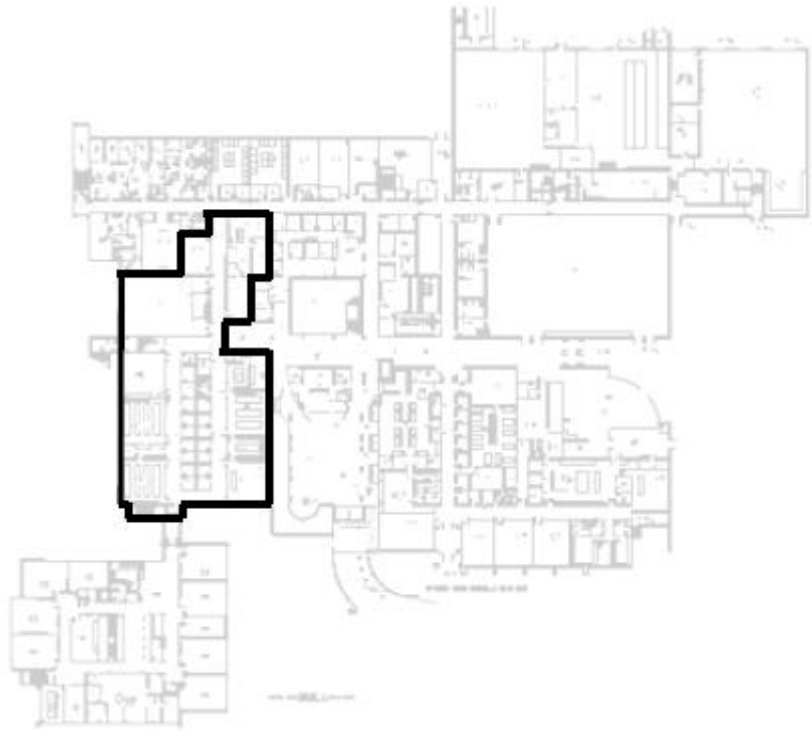
SPECIAL INSTRUCTIONS: (safety permitting)

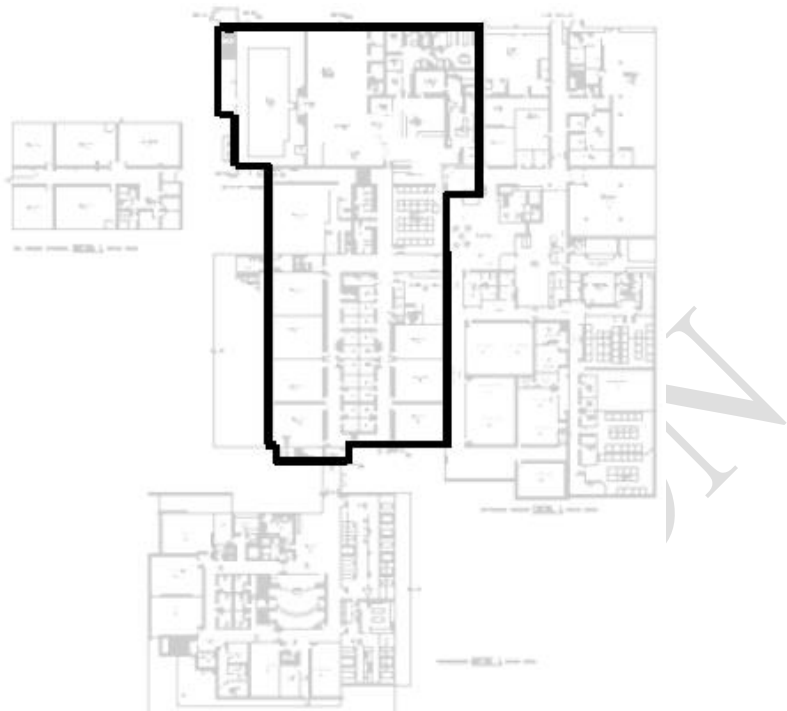
- instructors will gather class attendance lists during alarm stage 1, instruct students where to evacuate and muster and check attendance following evacuation
- turn off overhead fans
- open compound gate
- deputy floor wardens will announce fire over the PA system
- deputy floor wardens are to check washrooms and grinding room, etc., to make sure everyone has been evacuated
- deputy floor wardens are responsible for the normal shutdown procedures in the auto body, welding and mechanics shops.

The Floor Warden designate shall report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: EXIT VIA NORTHEAST CORNER
 ASSEMBLE BEYOND COMPOUND TO EAST (UPPER) PARKING LOT
 (well away from combustible storage areas)

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGNS

**CLASSROOM / LAB WING LEVEL 2****LOCATION:****Level 2****Lecture Theatre 250, Science Lab Wing 252 – 256 & 260 - 264, Classroom 247,
Faculty Office 249, Production Services Centre/Marketing 231,
Faculty Offices 261A – 263F & 253A – 255F****DESIGNATED EXITS (safety permitting):****Corridor South to Southwest Stairs****SPECIAL INSTRUCTIONS (safety permitting):****Science Labs - instructors will turn off gas supply****The Floor Warden designate shall report to the reporting station immediately once areas are cleared.****ASSEMBLY AREAS:****SOUTH PARKING LOT - SOUTH WEST CORNER (BIKE RACKS)
WEST (SUMMIT HALL) PARKING LOT - SOUTH EAST CORNER****AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN**



LEARNING RESOURCE CENTRE & CLASSROOMS / LAB WING LEVEL 1

LOCATION: Level 1
Learning Resource Centre 120, Computer Lab 120G, Computer Lab 131, Fine Arts Classroom 136, Office 138, Washrooms, Classrooms 145 to 147, Classrooms 151 to 154, Student Association Office 144, Office 140, Faculty Offices 150B – 150J & 140A – 140J

DESIGNATED EXITS (safety permitting):

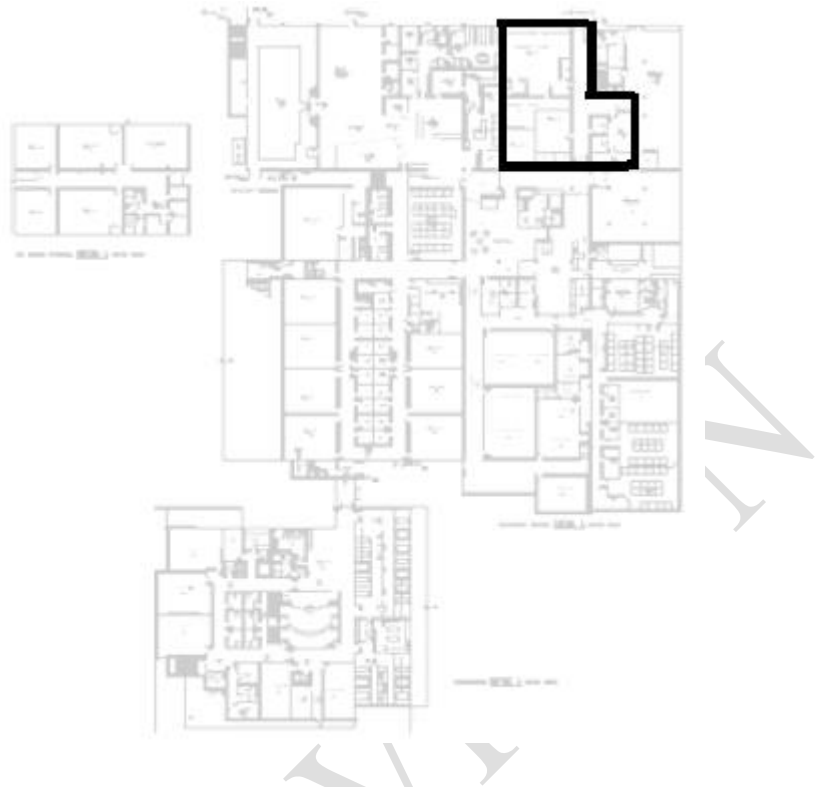
LRC Stacks & Storage Room (lower level):	North & South Emergency Exits
LRC Public Area:	North Emergency Exits
LRC Offices and Work Room:	North Rear Exits
Computer Lab 120G, Computer Lab 131,	
Fine Arts Classroom 136, Office 138,	
Offices 140A – 140J:	West Exit
Student Association Office 144 & Office 140:	West Exit
Classrooms 145 – 154 & Offices 150B – 150J:	Corridor South

SPECIAL INSTRUCTIONS (safety permitting):

The Floor Warden designate shall report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: WEST (SUMMIT HALL) PARKING LOT SOUTH EAST CORNER

AT LEAST 50 METERS FROM THE BUILDING

**IT SERVICES/ INSPIRE CENTRE**

LOCATION: Level 1
IT Services 109, Idea Lab 104, Faculty Offices 110A, 110B, Classrooms 110, 111;
Meeting Room 110C

DESIGNATED EXITS (safety permitting):

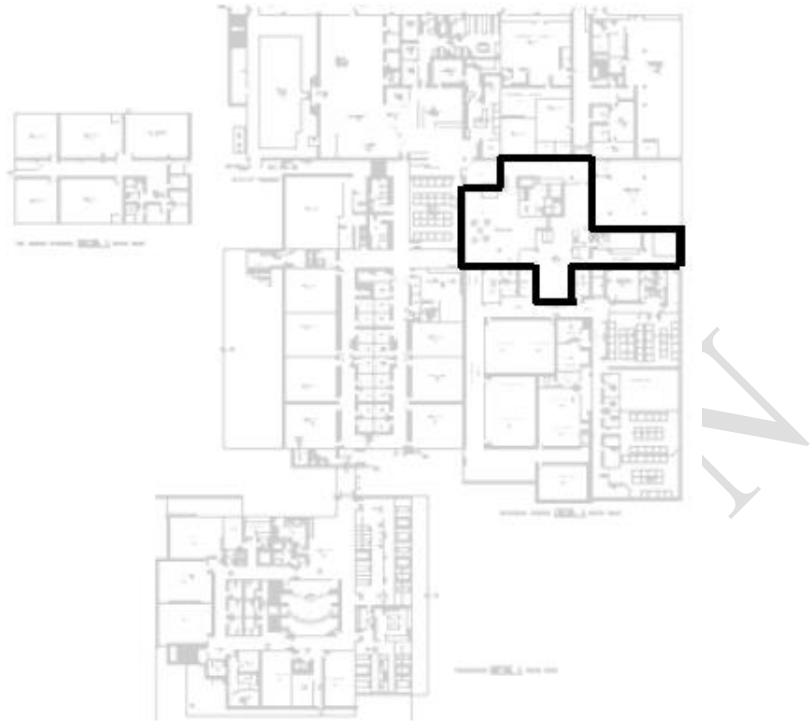
NORTH MAIN EXIT

SPECIAL INSTRUCTIONS (safety permitting):

The Floor Warden designate shall report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: NORTH PARKING LOT

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

**BOOKSTORE / FORUM**

LOCATION: Level 1
Forum Area, Bookstore

DESIGNATED EXITS (safety permitting):

Lower South Exit to Courtyard (by 190s Classrooms)

SPECIAL INSTRUCTIONS (safety permitting):**Bookstore**

- staff will lock the cash register and keep the keys in his/her possession, only removing the cash, etc., if reasonable.

The Floor Warden designate shall report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: SOUTH PARKING LOT SOUTH WEST CORNER (BIKE RACKS)

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

**COMPUTER LABS / TEACHERS EDUCATION PROGRAM / CLASSROOMS**

LOCATION: Level 1
Computer Labs 182 & 183, Classroom 180/181, Classrooms 187-195
Washrooms, Faculty Offices 180B, 185 – 186, Lounge Areas

DESIGNATED EXITS (safety permitting):

Lower South Exit to Courtyard (by 190s Classrooms)

The Floor Warden designate shall report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: SOUTH PARKING LOT SOUTH EAST CORNER (BIKE RACKS)

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

**MT. FISHER BUILDING**

LOCATION: Mt. Fisher Building (Portables)
Classrooms, Daycare Rooms, Offices and Washrooms

DESIGNATED EXITS (safety permitting):

Exit doors at either end of the hallway

SPECIAL INSTRUCTIONS (safety permitting):

- instructors will gather class attendance lists during alarm stage 1, instruct students where to evacuate and muster, and check attendance following evacuation
- DO NOT ENTER THE MAIN BUILDING

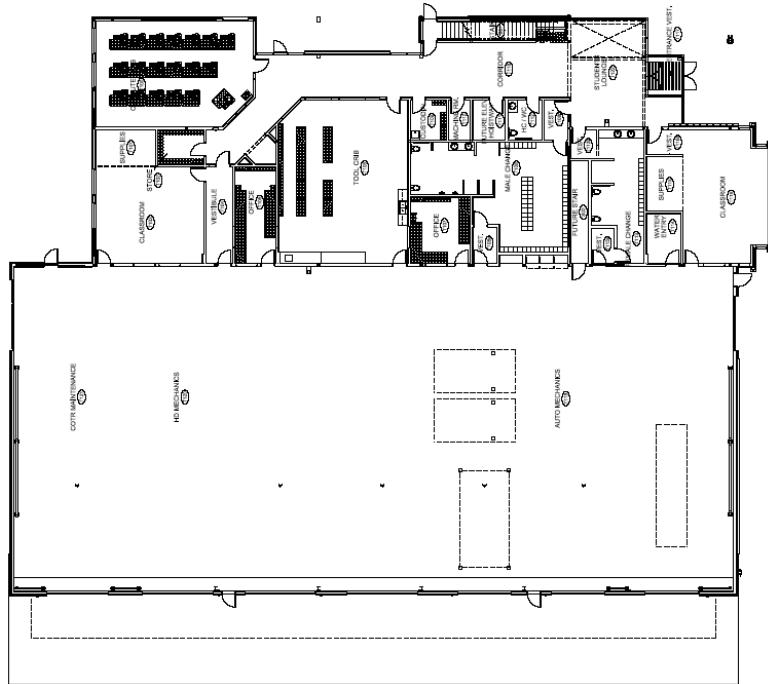
The Floor Warden designate shall report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: WEST (SUMMIT HALL) PARKING LOT SOUTH EAST CORNER

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

NOTE:

If a fire is detected in this building, a signal will transmit to the Main Building Fire Alarm System.



PINNACLE HALL (Trades Facility)

LOCATION: Pinnacle Hall – Trades Facility
Garage/Training Bays; Tool Crib
Classrooms, Offices, Washrooms

DESIGNATED EXITS (Safety permitting):

North, East, South exit doors
West Exit doors

SPECIAL INSTRUCTIONS (Safety permitting):

- instructors will gather class attendance lists during alarm stage 1, instruct students where to evacuate and muster, and check attendance following evacuation.
- Floor Warden is to report to the Fire Department or Fire Safety Director upon arrival and await their instruction
- Floor Warden is to sound the air horn to re-enter the building when directed.

The Floor Warden designate shall report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: SOUTH WEST CORNER of the EQUIPMENT COMPOUND

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN



SUMMIT HALL (Academic Building) – Level 1

LOCATION:

Nursing Lab/Classrooms
Offices, Classrooms, Lounge Area
Tiered Classroom, Washrooms

DESIGNATED EXITS (Safety permitting):

Exit Doors at the South West
Exit Doors Centre Entrance (by Room S119)
Exit Doors at the North Linkway

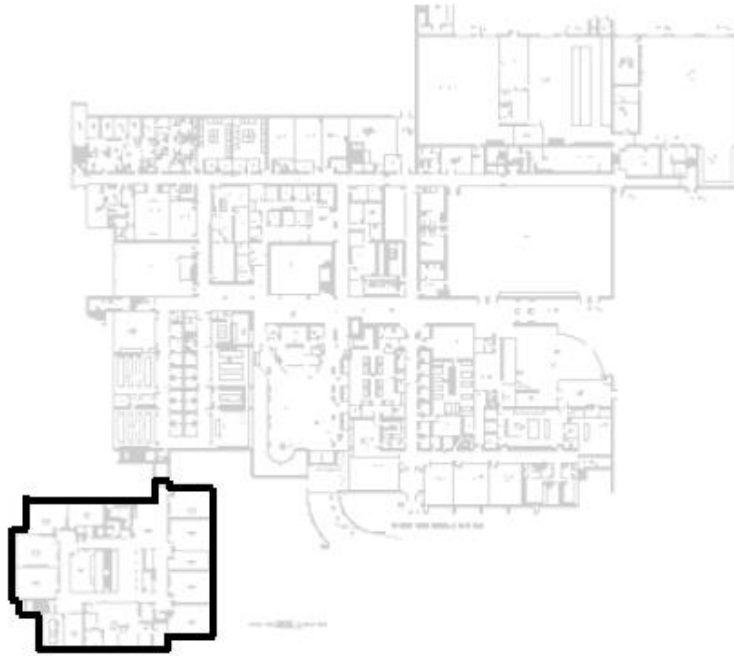
SPECIAL INSTRUCTIONS (Safety permitting):

- instructors will gather class attendance lists during alarm stage 1, instruct students where to evacuate and muster, and check attendance following evacuation.
- **DO NOT ENTER SUMMIT HALL FROM KOOTENAY CENTRE!!**

The Floor Warden designate shall report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: WEST (SUMMIT HALL) PARKING LOT SOUTH EAST CORNER

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

**SUMMIT HALL (Academic Building) – Level 2**

LOCATION: Vice President Finance and Corporate Services
Financial Services
FOI/Risk Mgmt/Health Svcs
Classrooms, Offices, S220 Conference Room

DESIGNATED EXITS (Safety permitting):

Exit Doors South West Stairway
Exit Doors North exit to linkway

SPECIAL INSTRUCTIONS (Safety permitting):

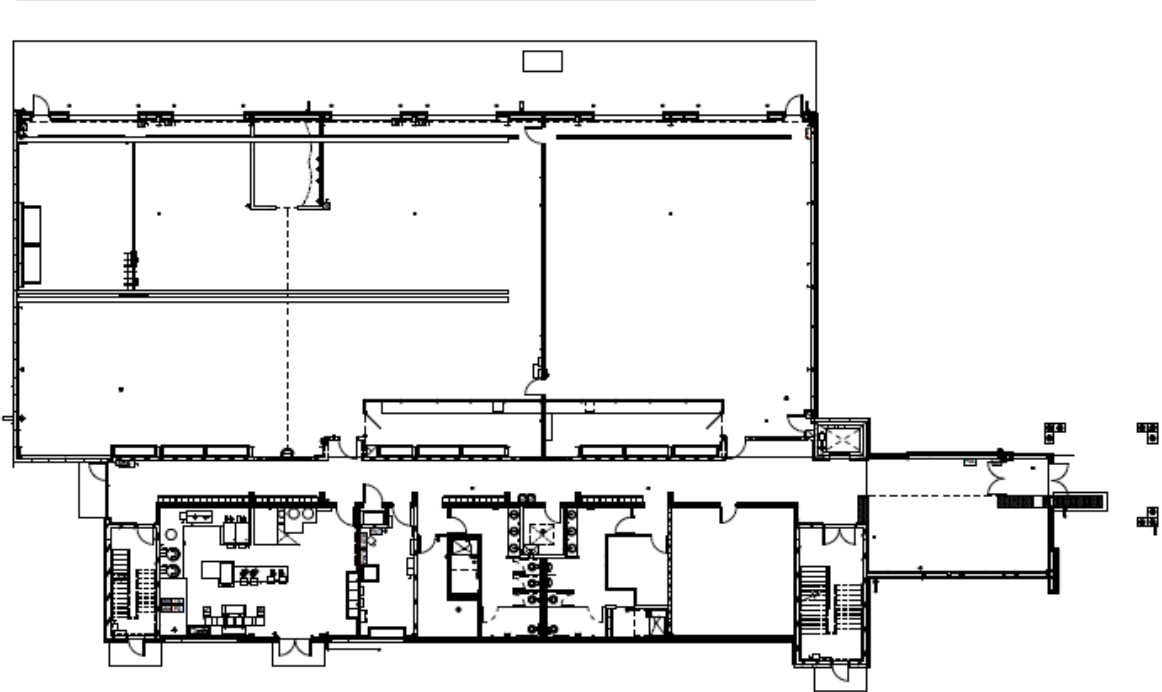
- instructors will gather class attendance lists during alarm stage 1, instruct students where to evacuate and muster, then evacuate and check attendance following evacuation.

DO NOT ENTER SUMMIT HALL FROM KOOTENAY CENTRE!!!

The Floor Warden designate shall report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: WEST (SUMMIT HALL) PARKING LOT - SOUTH EAST CORNER

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN



PATTERSON HALL (Trades Facility) – Level 1

LOCATION: Patterson Hall – Trades Facility
Electrical Program Bay, Millwright Program Bay
Classrooms, Offices, Washrooms, Lounge Space

DESIGNATED EXITS (Safety permitting):

North, East, South exit doors
West Exit doors

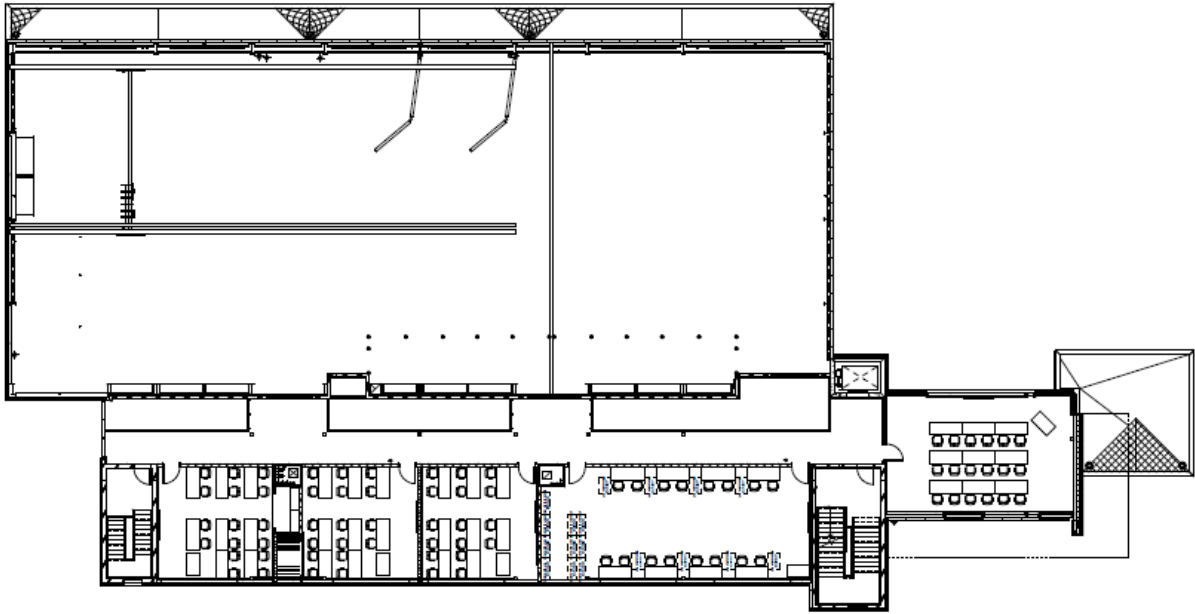
SPECIAL INSTRUCTIONS (Safety permitting):

- instructors will gather class attendance lists during alarm stage 1, instruct students where to evacuate and muster, and check attendance following evacuation.
- Floor Warden is to report to the Fire Department or Fire Safety Director upon arrival and await their instruction
- Floor Warden is to sound the air horn to re-enter the building when directed.

The Floor Warden designate shall report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: SOUTH WEST CORNER of the EQUIPMENT COMPOUND

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

**PATTERSON HALL (Trades Facility) – Level 2**

LOCATION: Patterson Hall – Trades Facility
Classrooms, Lounge Space

DESIGNATED EXITS (Safety permitting):

North, East, South exit doors
West Exit doors

SPECIAL INSTRUCTIONS (Safety permitting):

- instructors will gather class attendance lists during alarm stage 1, instruct students where to evacuate and muster, and check attendance following evacuation.
- Floor Warden is to report to the Fire Department or Fire Safety Director upon arrival and await their instruction
- Floor Warden is to sound the air horn to re-enter the building when directed.

The Floor Warden designate shall report to the reporting station immediately once areas are cleared.

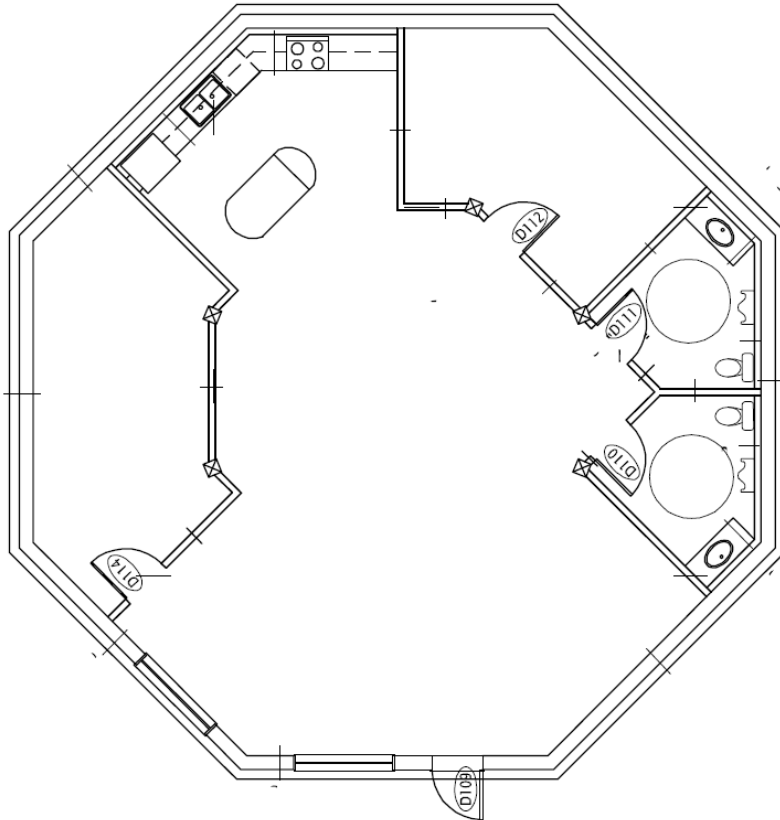
ASSEMBLY AREAS: SOUTH WEST CORNER of the EQUIPMENT COMPOUND

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN



North Exit Door
West Exit doors

ASSEMBLY AREAS: AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN



THE PLACE WHERE PEOPLE GATHER aka THE GATHERING PLACE – Level 1

LOCATION: Open Classroom/Meeting Room Space
Washrooms, Kitchen, Breakout Rooms/Offices

DESIGNATED EXITS (Safety permitting):

Door

SPECIAL INSTRUCTIONS (Safety permitting):

This building is not connected to the main alarm system, but in case of an evacuation of all buildings, staff working/teaching in the PWPG should usher all occupants out of the building, after checking to make sure that all rooms in Levels 1 and 2 are vacant, shutting the doors behind you. All occupants should retreat to an area in the parking lot at least 50 meters from all buildings, and wait there until the All Clear has been sounded (air horn). One staff member should report to the Switchboard officer who will be located by the bike racks in front of the main entrance. They will be wearing a safety vest, and carrying a clipboard and air horn.

The Floor Warden designate shall report to the reporting station immediately once areas are cleared.

ASSEMBLY AREAS: AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

FACILITIES STAFF – SPECIAL INSTRUCTIONS**In the event of a fire alarm signal (Kootenay/Summit/Pinnacle):**

Lead Facilities Personnel will immediately put on safety vest and then assign the following tasks to the Facilities staff members on site:

- Go to the Enunciator Panel and determine point of origin of alarm.
- Assess whether alarm is false or not. In the event the alarm is determined to be “real” check fire site. Extinguish fire, if it can be done with **no risk.**
- **Stand by at Main Entrance to direct and assist fire department crews** - Inform them of location
- **Contact Fire Safety Director or Deputy Fire Safety Director** - Inform them of location
- **When directed by the fire department:**
 - Unlock shipping/receiving room door, inside doors to main electrical and mechanical rooms, and outside door to main electrical room.
 - Shut off main gas valve as appropriate
 - Silence Alarms when directed by Fire Department
 - Reset Intrusion panel in Electrical Room as directed
 - Reset F.A. Panel
 - Ensure Work order raised to repair/replace component as required

NOTE: If it can be determined **with absolute certainty** that the alarm is due to tampering, system malfunction, or an accidentally tripped sprinkler head, then:

- shut off water flow **ONLY** to portion of sprinkler system affected
- DO NOT TURN THE ENTIRE SYSTEM OFF

INSTRUCTORS**LOCATION: VARIOUS****FLOOR WARDEN: ALL INSTRUCTORS****DESIGNATED EXITS (safety permitting):****NEAREST EXIT****SPECIAL INSTRUCTIONS (Safety Permitting):**

Instructors will gather class attendance lists during alarm stage 1 and instruct students where to evacuate and muster, then evacuate in a calm and orderly fashion.

Instructors will instruct their students not to return to the building until after the air horn has been sounded.

Instructors will be responsible for their class control.

Instructors or designates will report “all clear” or “assistance for disabled person required” to their Fire Warden who will immediately report or arrange for reporting/call for assistance, to the main reporting station (Bike Racks).

It is recommended that someone be designated to stay with the disabled person until the fire department arrives to remove them.

DISABLED PERSONS REQUIRING ASSISTANCE WHEN EVACUATING FROM THE SECOND FLOOR CLASSROOMS SHOULD PROCEED DIRECTLY TO THE NEAREST SOUTH OR EAST CLEAR EXIT, OR PROCEED DIRECTLY TO ONE OF THE TWO STAIRWELLS (Fire-walled) IN THE SOUTH WEST CORNER OF KOOTENAY CENTRE BUILDING TO AWAIT RESCUE BY THE FIRE DEPARTMENT.

ASSEMBLY AREAS: AS DESIGNATED

UNDER REVISION

7. SATURDAY, SUNDAY & EVENING OPERATIONS

EMERGENCY EVACUATION PROCEDURES FOR: SATURDAY, SUNDAY AND EVENING OPERATIONS

During the evening and weekend operations the **Security Guard** and/or the following staff positions are designated as Floor Wardens when on duty:

FLOOR WARDENS:

Shop Attendant

Recreation Assistant

Curriculum Lab Attendant/Evening Learning Resources Staff

Registration Staff

Bookstore Staff

Cafeteria Contractor - Cashier/Evening Cashier

Computer Lab Instructor

Security/Facilities Attendant

All **College staff** are requested to be fully familiar with the Emergency Plans and are asked to cooperate in the efforts to evacuate the building and to minimize damage. **Instructors** are responsible for ensuring that their students exit the building and remain outside the building until the air horn sounds. Instructors shall clear or work together to clear their specific wing and report (or designate) a student to report to the 'muster' station.

The **Security Guard or Facilities Attendant** will be responsible for checking the enunciator panel and relaying information to the Fire Department.

The **Gymnasium Attendant** shall obtain the Room Usage Schedule, check list, vest and air horn from the Reception area and proceed to the main reporting station (bike racks) to check off cleared areas. Upon notification from **Security, Facilities Attendant, or Fire Department** that it is safe to return to the building, the **Gymnasium Attendant** will sound the air horn.

The **Floor Wardens** will, during an emergency evacuation:

- a) Supervise the orderly evacuation of your building, floor, or area to a predesignated assembly area(s) outside.
- b) Check the exit stairwells to see that they are clear for evacuation and choose an alternate route should exits be blocked by fire or smoke.
- c) Proceed to the main reporting station (bike rack) and report that your floor is evacuated or not, and the disposition of any handicapped persons who may need assistance.
- d) Do not allow anyone to go back into the building under any circumstances until the air horn has been sounded.

FIRST AID SERVICE

During Saturday, Sunday and evening operations call the Security Guard (local 222) or Facilities Attendant for first aid assistance. If the Welding or Mechanics shop is in operation, an industrial first aid attendant is normally on duty and should be called.

EMERGENCY EVACUATION PROCEDURES

IF YOU DISCOVER A FIRE:

ACTIVATE THE NEAREST ALARM PULL STATION

IF SAFE, ATTEMPT TO EXTINGUISH OR CONTROL THE FIRE

ISOLATE THE FIRE BY CLOSING DOORS

EXIT THE BUILDING

EVACUATION INSTRUCTIONS:

Stage One Alarm (chimes at a slow rate):

Stage Two Alarm (chimes at a fast rate and a voice message is heard):

EVACUATION PROCESS

TAKE IMMEDIATE PERSONAL BELONGS - **DO NOT GO TO YOUR LOCKER**

In Labs, turn off gas - leave power on

CLOSE ALL DOORS - DO NOT LOCK

EXIT BUILDING in an orderly manner -- FOLLOW DIRECTIONAL ARROWS

DO NOT USE ELEVATORS

Assemble at least 50 meters from the building

DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY THE FIRE DEPARTMENT

The Fire Department is electronically notified in the event of a Fire alarm occurring in any of the College Facilities.

General Remarks:

It is absolutely essential that stairway doors be kept closed at all times (except, of course, when the stairway is actually being used or held open by an electrical magnet). One door propped or held open could mean that the entire stairway would be useless as a means of exit.

All personnel shall close all doors behind them as they leave the building.

A full copy of the Emergency Evacuation Plan will be given to all Floor Wardens, a condensed version will be given to all instructors and all other staff, and a copy will be posted in each facility.

Those persons on and above the floor involved in the fire are in the most immediate danger and should be the first to be considered. Those people on the floor below the fire may not be in any immediate danger. **Also, it may be necessary to take disabled persons into one of the two stairwells in the Southwest corner of Kootenay Centre or to the nearest South or East clear exit to await rescue by the Fire Department. (Currently these areas have chairs stored in them. There should not be any flammable items stored in shelter areas.)**

LOCATION: LEVELS 1 & 2

FLOOR WARDEN: SECURITY GUARD(S)

SPECIAL INSTRUCTIONS (Safety Permitting):

Security Guards will, during an emergency evacuation:

- a) Supervise the orderly evacuation of the building.
- b) Check the exit stairwells to see that they are clear for evacuation and choose an alternate route should exits be blocked by fire or smoke.
- c) Report to the Fire Department that the building is evacuated, and the disposition of any disabled persons who may need assistance.
- d) Do not allow anyone to go back into the building under any circumstances until the Fire Chief or other officer has given permission to do so.

ASSEMBLY AREA: Clear of the building and any arriving fire apparatus.

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

LOCATION: VARIOUS

FLOOR WARDEN: *ALL INSTRUCTORS (Evenings and Weekends)*

SPECIAL INSTRUCTIONS:

Stage One Alarm (slow rate): Locate class list and instruct students where to evacuate and muster, and

Stage Two Alarm (fast rate): Evacuate

Instructors will gather class attendance lists during alarm stage 1 and ensure that all students in their classroom are evacuated from the College.

Instructors should instruct their students not to return to the building until after the air horn has been sounded.

Instructors or designates shall report “all clear” or “assistance for disabled person required” to their Fire Warden who will immediately report or arrange for reporting/call for assistance, to the Reporting Centre attendant.

It is recommended that someone be designated to stay with the disabled person until the Fire Department arrives to remove them. (Cranbrook Fire Department’s Fire Safety Officer suggested that it would be better if once the disabled person has been installed in the designated area, the person designated to stay with them exit the building and let the Fire Department know where they are located)

ASSEMBLY AREA: AS DESIGNATED

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

LOCATION: Welding Shop, Carpentry Shop, Plumbing Shop,
Locker Rooms, 'Mezzanine' Level, Washrooms,
Classrooms

DEPUTY WARDENS: *Evening and Weekend Shop Attendants*

ASSISTANT: *Instructors*

DESIGNATED EXITS (Safety Permitting):

Welding Shop	North Rear Exit
Plumbing Shop	
Carpentry Shop	
Locker Rooms	Corridor East Between Shops and Gymnasium
'Mezzanine' Level	Corridor East (upper)

SPECIAL INSTRUCTIONS (safety permitting):

Shops:

- instructors will gather class attendance lists during alarm stage 1, instruct students where to evacuate and muster, and check attendance following evacuation
- turn off overhead fans
- open compound gate
- deputy floor wardens will announce fire over the PA system
- deputy floor wardens are to check washrooms and grinding room, etc., to make sure everyone has been evacuated
- deputy floor wardens are responsible for the normal shutdown procedures in the auto body, welding and mechanics shops.

The Floor Warden designate to report to the reporting area immediately once areas are cleared.

ASSEMBLY AREA: EAST (UPPER) PARKING LOT

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

LOCATION: Learning Resources Centre - Late Opening
Mt. Fisher Building

DEPUTY WARDEN: *Evening and Weekend LRC Staff*

DESIGNATED EXITS (Safety Permitting):

- | | | |
|----|--|---|
| a) | LRC Stacks
& Storage Room (lower level) | North & South Emergency Exits |
| b) | LRC Public Area | North Emergency Exits
South LRC Doors to Corridor
West Exit |
| c) | LRC Offices
& Work Room | North Rear Exits |
| d) | Mount Fisher | Nearest Available Exit |

SPECIAL INSTRUCTIONS (Safety Permitting):

Floor Warden designate to report to the Fire Department/Fire Director/Security Staff and await instructions.

ASSEMBLY AREA: SOUTH PARKING LOT – SOUTH WEST CORNER (BIKE RACKS)

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

LOCATION: **Gymnasium and Weight Room**

FLOOR WARDEN: ***Gymnasium Staff - Late Openings and Weekends***

DESIGNATED EXITS (Safety Permitting):

Emergency Exit Doors

SPECIAL INSTRUCTIONS (safety permitting):

The **Recreation Assistant** shall obtain the Room Usage Schedule, check list, vest and air horn from the Reception area and proceed to the main reporting station (Bike Racks) to check off cleared areas. Upon notification by **Security, Facilities Attendant, or Fire Department** that it is safe to return to the building, the **Recreation Assistant** will sound the air horn.

ASSEMBLY AREA: **EAST (UPPER) PARKING LOT**

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

LOCATION: Registration - Late Openings

FLOOR WARDEN: *Registration Staff*

DESIGNATED EXITS (Safety Permitting):

South Main Entrance

SPECIFIC INSTRUCTIONS (safety permitting):

- cashier will lock the cash register and keep the keys in her possession
- log off from computer terminal

Floor Warden or an alternate are to report to the Fire Department/Fire Director/Security Staff and await further instructions.

ASSEMBLY AREA: SOUTH PARKING LOT – SOUTH WEST CORNER (BIKE RACKS)

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

LOCATION: Bookstore - Late Openings

FLOOR WARDEN: *Bookstore Staff*

DESIGNATED EXITS (Safety Permitting):

Lower South Exit to Courtyard (by 190s Classrooms)

SPECIFIC INSTRUCTIONS (safety permitting):

- cashier will lock the cash register and keep the keys in her possession, removing cash, etc., only if reasonable

Floor Warden or an alternate are to report to the Fire Department/Fire Director/Security Staff and await further instructions.

ASSEMBLY AREA: WEST PARKING LOT

AT LEAST 50 METERS FROM THE BUILDING – AT MUSTER POINT SIGN

UNDER REVISION

8. APPENDICES

APPENDIX 'A'

A. BOMB THREAT - TELEPHONE PROCEDURES

The safety of occupants is the first concern that must be addressed in case of a bomb threat.

Basic Emergency Procedures:

1. Upon receipt of a bomb threat,:
 - a. Listen
 - b. Pay attention to caller ID
 - c. Be calm and courteous
 - d. Do not interrupt the caller
 - e. Obtain as much information from caller and record it.
 - f. Initiate call trace action (where available) while the call is ongoing.
 - g. Using a pre-arranged signal, have someone call: Phone police (9-911) and Facilities Director (Ext: 3227; Cell: 250-581-1454) or a Dean.
 - h. Complete the Bomb Threat form
2. If the caller indicates that detonation is immediate, evacuate the building, utilizing the fire alarm system to notify others to evacuate at least 50 m (approximately the distance to the back of the parking lots).
3. Upon their arrival, the R.C.M.P. will assume full control of the situation.
4. The recipient of the bomb threat, the Facilities Director or designate, if not on site, should present themselves to the R.C.M.P. upon their arrival.
5. **REMEMBER:**

Treat all Bomb Threats as Real and Serious

Cooperate Totally and Completely with the R.C.M.P.

DO NOT PANIC - - KEEP CALM

BOMB THREAT REPORT

Details of Bomb Threat to be Recorded:

Date:
Time (include am or pm):
Duration of the Call:
Exact wording of the Threat:

Questions to ask:

What time will the bomb explode?	
Where is it?	
What does it look like?	
Where are you calling from?	
Why did you place the bomb?	
What is your name	

Identifying characteristics of the Caller

Sex:	Male	Female	Not Sure	
Estimated Age				
Accent:	English	French	Other	
Voice:	Loud	Soft	Other	
Speech:	Fast	Slow	Other	
Diction:	Good	Nasal	Lisp	Other:
Manner:	Emotional	Calm	Vulgar	Other
Background Noise (specify)				
Voice was familiar (specify)				
Caller familiar with area (specify)				

BOMB THREAT SEARCH & EVACUATION INSTRUCTIONS

IF YOU DISCOVER OR SUSPECT A BOMB:

Contacts:

RCMP:	9-911
Facilities Director:	250-489-8227 or 250-581-1454
Campus Manager: <i>insert applicable number</i>	

Precautions:

1. Do not touch or remove it.
2. Notify RCMP and Facilities Director or Campus Manager
3. Do not assume that this is the only one.

Search Guidelines:

1. Search your immediate area
2. Do not touch anything – report any suspect objects to Facilities Director or RCMP upon their arrival on site
3. Unlock drawers, cabinets, etc., for the search crew and identify any strange or unfamiliar objects.

Evacuation Guidelines:

1. Remain calm.
2. Follow instructions of RCMP, supervisor or evacuation wardens.
3. Take your personal property with you (e.g., briefcase, purse, lunch container)

B. CARBON MONOXIDE - SHOPS WING EVACUATION**Instructions to Occupants**

This area is monitored by First Alert CO detectors that will sound an alarm at a Warning Stage and an Alarm Stage, at the presence of Carbon Monoxide.

WARNING STAGE: *Yellow light flashes; alarm sounds every 3 seconds up to 4 minutes.*

Follow the instructions of Shop Attendants and/or Instructors and prepare to evacuate.

ALARM STAGE: *Red light flashes; alarm sounds continuously.*

EVACUATE THE TRADES WING IMMEDIATELY.

Follow instructions of the Shop Attendants and/or Instructors carrying out the evacuation.

Move at least 100 m from entrances and ensure that access/egress roads are not blocked. Do not re-enter the building until the Fire Department gives the 'All Clear'.

Instructions for Trades Shop Attendants and Instructors

WARNING STAGE:

1. Immediately get fresh air into the building (e.g., ensure that all exhaust fans are turned on and doors opened to allow complete exchange of air.
2. Determine source and remove/turn off source of contaminant (Safety Permitting).

ALARM STAGE:

1. **Evacuate personnel immediately**
2. **Call 222** to access the Fire Department to determine if gas is still present and when it is safe to enter the building.
3. Get fresh air into the building.
4. Determine and turn off the source of Carbon Monoxide **only if 'masked' and it is safe to do so.**

Tool Crib attendants shall check and test Carbon Monoxide Detectors weekly and immediately following a warning or alarm. The date//time/results and signature of the individual doing the check/test shall be recorded.

APPENDIX 'C'

C. EARTHQUAKE

INDICATORS . . .

The first indication of an earthquake may be:

- a low or loud rumbling noise
- a sudden violent jolt
- a shaking and moving of objects.

AT THE FIRST SIGN OF AN EARTHQUAKE . . .

- **MOVE AWAY FROM WINDOWS**, shelves, and heavy objects that may fall;
- **TAKE COVER** under a table or desk, in a corner or doorway, facing away from windows;
- **ASSUME "CRASH" POSITION** on knees, head down, hands clasped on back of neck or head covered with book or jacket;
- **COUNT ALOUD to 60**; earthquakes rarely last longer than 60 seconds and counting is calming.

NOTES:

- In halls, stairways, and other areas where no cover is available move to an interior wall, kneel with back to wall, place head close to knees, clasp hands behind neck, cover side of head with arms.
- In the library, move away from where books and bookshelves may fall, take cover.
- Stay inside; the most dangerous place is usually just outside where building debris may fall.
- In labs and shops, extinguish all burners, if possible, before taking cover; stay away from hazardous chemicals that may spill.

EVACUATION . . .

- SIGNAL EVACUATION IMMEDIATELY AFTER ALL SHAKING HAS STOPPED BY PULLING THE NEAREST FIRE ALARM SWITCH
- EVACUATE QUICKLY, FOLLOWING INSTRUCTIONS OF THE FLOOR WARDENS

KEEP CALM WEAR SHOES DO NOT USE AN ELEVATOR

- GO TO THE PRE DESIGNATED ASSEMBLY AREA -- DO NOT GO BACK INTO THE BUILDING FOR ANY REASON

D. EMERGENCY CLOSURE OF FACILITIES

Total closure of the College campus may be required as a result of an emergency situation. A decision to close the main campus will be made by:

- 1. The President, Senior Instructional Officer, Fire Safety Director or the Facilities Director

Prior to any public announcement of closure, the R.C.M.P. and the Fire Department may be called to assist traffic control and other assistance as deemed necessary to deal with the situation in an orderly manner.

TELEPHONE NUMBERS

Emergency	9-911
Non-emergencyR.C.M.P.	9-250-489-3471
Fire Dept.	9-250-426-2325
Ambulance	9-250-426-8944

E. FIRST AID PROCEDURES

First aid services are provided by Security staff, and College staff members holding Industrial First Aid Certificates and who are contracted as First Aid Attendants by the College.

1. The employer must keep up-to-date written procedures for providing first aid at the worksite including:
 - a. The equipment, supplies, facilities, first aid attendants and services available,
 - i. First aid room
 - ii. First aid jump kits in tool cribs and in ETV
 - iii. ETV keys in carpentry, mechanics and welding tool cribs.
 - b. The location of, and how to call for first aid:

Phone 222

- c. **How the first aid attendant is to respond to a call for first aid:**

On pager alert contact reception for directions (situation and location of incident)

- d. Who is calling for transportation for the injured worker, and the method of transportation and calling (if transported to hospital)
 - i. Transport with: - Shop truck (driven by attendant)
 - ETV (driven by attendant)
 - Taxi (called by reception and paid by COTR)
 - Ambulance (called by Reception)
2. The employer must post the procedures conspicuously in suitable locations throughout the workplace or, if posting is not practicable, the employer must adopt other measures to ensure that the information is effectively communicated to workers.
3. The first aid attendant and all other persons authorized to call for transportation for injured workers must be trained in the procedures.

FIRST AID ATTENDANTS

COMPLETE LIST AT RECEPTION

Attendant - Evening/Weekends/As Scheduled

COMPLETE LIST AT RECEPTION

WHAT TO DO IF YOU DISCOVER A MEDICAL EMERGENCY

1. Contact the Receptionist by dialing **222**. The Receptionist will then contact a first aid attendant and ambulance (if necessary).
If no answer, call **9-911**.
2. During evenings and weekends call the security guard at local **222**.
If no answer, call **9-911**.

E. FIRST AID**INSTRUCTIONS TO FIRST AID ATTENDANTS****1. TREATMENTS**

- FOLLOW WCB DIRECTIVES

2. EXTERNAL ASSISTANCE

Following assessment by the attendant, or at the request of the patient, one of the following actions may be taken:

- the ambulance will be called (The ambulance will also be called if the attendant is in doubt concerning the medical assistance required.)
- a relative or friend of the patient will be called to transport the patient off campus
- a taxi will be called at the patient's expense to transport the patient off campus

3. USE OF FIRST AID ROOM

- for assessment of injury or illness;
- for first aid treatment of injury or illness;
- as a holding station while awaiting arrival of transportation to obtain qualified medical assistance; etc.
- for recuperation when the patient does not require first aid treatment or medical assistance.

APPENDIX 'F'

G. FACILITY EMERGENCY LOCKDOWN

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used during an actual violent event e.g. a situation involving an individual armed with a knife, gun or other weapon. It may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle threats.

PROCEDURES

1. If you discover a situation involving a weapon or that may require an Emergency Lockdown or Response, **IMMEDIATELY DIAL 222:**

Remain calm, and provide as much information as possible.

*Note: Kootenay Centre Summit Hall and Pinnacle Hall are to be locked down simultaneously.

2. **LOCKDOWN (CRANBROOK MAIN CAMPUS)-THREAT INSIDE THE BUILDING**

A notification to lockdown may be sent by the Receptionist, Campus Security or Administrative Managers.

The College authority shall announce the following:

"LOCKDOWN – LOCKDOWN – LOCKDOWN"

- A. Reception shall contact the RCMP immediate upon hearing a "Lockdown" signal at **9 – 911** and inform them of lockdown in process at the College of the Rockies 2700 College Way. Immediately contact the Facilities Director and the President and inform them briefly of the situation.
- B. **AT THE LOCKDOWN SIGNAL**, College occupants shall:
 - a. Exit all common and open areas (including cafeteria and Library)
 - b. Take shelter in the nearest office, classroom, room and lock all doors and windows (barricade doors if not able to lock)
 - c. Close windows and window treatments
 - d. Turn off lights
 - e. Silence cell phones
 - f. Be as invisible as possible – on floor, crouch down, away from doors and windows
 - g. Remain quiet and keep clear of hallways or common areas
 - h. Designate someone to take 'attendance' of those within the lockdown room/area
 - i. Not open the door to anyone
 - j. Disregard any fire alarm signal unless in immediate danger. A perpetrator may attempt to have individuals evacuate from their secured rooms by pulling the fire alarm
 - k. Do Not Exit Until the "All Clear" signal is heard

Actions to avoid:

- a. Do not open the door once it has been secured until you are officially advised “all clear, all clear, all clear”.
- b. Do not use or hide in washrooms
- c. Do not travel down long corridors
- d. Do not assemble in large open areas (e.g. cafeteria or Library)
- e. Do not use your cell phone
- f. Do not call 911 unless you have immediate concern for your safety or safety of others.

LOCKDOWN CLEAR (Cranbrook Main Campus)

An announcement of “All Clear, All Clear, All Clear” will be given to indicate the end of Lockdown.

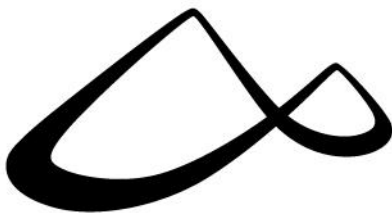
- a. Emergency Officials or a College official will conduct a door to door confirmation of this announcement
- b. Cooperate with emergency personnel to assist in an orderly evacuation
- c. Proceed to the designated assembly area if advised
- d. The police may require individuals to remain available for questioning following a lockdown
- e. COLLEGE OF THE ROCKIES may assist with activation of Employee Assistance Program and RCMP Victim Services.

APPENDIX ‘G’**H. KIDS ON CAMPUS EMERGENCY PROCEDURES**

Kids On Campus Parent and Staff Handbook states the following emergency procedures:

- a. College of the Rockies is one of the designated sites in Cranbrook's Emergency Plan. In the event of a community emergency we will relocate to Friendship Forest in room 109 at the College of the Rockies and contact parents with instructions.
- b. If the College is deemed unsafe and we have to evacuate (forest fire, gas leak) we will walk the children to the Kinsmen Water Park.

I. PURCELL HOUSE EMERGENCY PROCEDURES



COLLEGE OF
THE ROCKIES

**Emergency Plans and
Procedures**

Fire Safety Plan

Reviewed on behalf of the Fire Department
City of Cranbrook

accepted by
College of the Rockies

Dated: _____

FIRE SAFETY PLAN

PART 1: IDENTIFICATION

Fire Safety Plan for Purcell House Student Residence
2700 College Way, Cranbrook, BC V1C 5L7

PART 2: TABLE OF CONTENTS

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	Floor Plan	
	BC Fire Code	

Part 3: APOINTMENT OF THE FIRE SAFETY DIRECTOR

Fire Safety Director:

Residence Supervisor

Deputy Fire Safety Director:

'On Duty' Resident Advisors

Part 4: OBJECTIVES OF THE FIRE SAFETY PLAN

The two-fold objectives of the Fire Safety Plan are:

Fire Prevention:

To prevent the incident of fire by the control of fire hazards in the residence and the maintenance of the building facility to maximize the safety of the occupants; and

Emergency:

To establish a systematic method of a safe and orderly evacuation of areas of the building, by and of its occupants, in case of fire or other emergency.

PART 5: GENERAL DESCRIPTION OF THE BUILDINGS AND THE OPERATION OF THEIR SAFETY AND COMMUNICATIONS SYSTEMS

Fire Safety Systems

For the personal safety of the occupants, the emergency exit doors at each end of the building on Level 2 are locked and egress is restricted. However, in the event of a power outage or a fire alarm sounding, the doors will automatically release allowing occupants to exit.

The residence is protected by a wet sprinkler system throughout the building (except in the bathrooms, showers and closets). In addition each pod and the main corridors have smoke detectors.

In the event of an alarm, the building must be evacuated in the prescribed manner. The Fire Department will automatically be called. Strobe lights have been installed in the hallways of each pod to signal to a deaf resident that the alarms have been sounded.

In the event an occupant detects a fire prior to either the sprinkler or smoke detection system being activated, manual pull stations are located throughout the building.

Emergency Systems

In the event of a power interruption, the residence's emergency lights located in the main corridors and stairwells will operate on a battery pack. After 10 minutes telephones will not operate with the exception of the designated power failure local in the Residence Supervisor's office.

Fire Extinguishers & Standpipes

Six hand held fire extinguishers are available on each floor. They are located in fire extinguisher cabinets and in each kitchen. The cabinets are installed in the main corridors of each floor, one in each wing.

Sandpipes have been installed in the end stairwells on each floor for use by the fire department. No fire hoses are provided within the residence.

PART 6: FIRE SAFETY DIRECTOR

Section 6.1 - Name

Pam Catsirelis

Section 6.2 - Title of Position

Residence Supervisor

Section 6.3 – Contact

Purcell House Residence
2700 College Way, Cranbrook

Telephone: 250-489-8282

Cell: 250-919-1040

Section 6.4- Duties

The Fire Safety Director is responsible for the formulation, administration and maintenance of the Fire Safety Plan that meets all the measures contained in Section 2.8 of the current National Fire Code of British Columbia (see copy attached).

The Fire Safety Director is required to produce a schedule at the beginning of each semester detailing floor assignments for each Deputy Fire Safety Director, instruct the Deputy Fire Safety Directors on the plan and their responsibilities and to post appropriate emergency evacuation notices in the building.

PART 7: DEPUTY FIRE SAFETY DIRECTOR

Section 7.1 -Name

Resident Advisors

Section 7.2- Title

Resident Advisors

Section 7.3 –Contact

Purcell House Residence
2700 College Way, Cranbrook

List of resident advisors names and telephone numbers to be provided to Fire Department immediately as changes occur.

Section 7.4 - Duties

The Deputy Fire Safety Directors are responsible for assisting the Fire Safety Director and performing the duties of the Fire Safety Director in his/her absence.

PART 8: SPECIFIC DUTIES OF THE FIRE SAFETY DIRECTOR AND DEPUTY FIRE SAFETY DIRECTORS

Fire Safety Director or designated Deputy Safety Directors will check the residence, floor, or area daily for:

1. Accumulation of combustible material, rubbish or flammable liquids.
2. Dangerous ignition sources; i.e. worn extension cords, oily rags, overheating equipment.
3. Exit lights in good order and adequate lighting in public corridors and stairwells.
4. Fire and exit doors and their self-closing hardware in good order, and ready to use. (Stairwell doors should not be wedged open under any condition).
5. Exit routes unobstructed.
6. Fire extinguishers not obstructed, in good order, and ready for use.
7. All fire hazards that are discovered must be dealt with immediately by the Fire Safety Director with assistance from the designated Deputy Fire Safety Directors.

PART 9: SPECIFIC DUTIES OF FIRE SAFETY DIRECTOR AND DEPUTY FIRE SAFETY DIRECTORS DURING AN EMERGENCY

The Fire Safety Director and the Deputy Fire Safety Directors will, during an emergency evacuation:

1. Supervise the orderly evacuation of the residence to a location 100 feet from the building.
2. Ensure all disabled occupants have been assisted in leaving the building.
3. Check the exit stairwells to see that they are clear for evacuation and choose an alternate route should exits be blocked by fire or smoke.
4. Deputy Fire Safety Directors are to report to the Fire Safety Director that their floor(s) are evacuated or not, and the disposition of any disabled persons who may need assistance.

Do not allow anyone to go back into the building under any circumstances until authorized by the Fire Department.

PART 10: RESIDENT EMERGENCY EVACUATION PROCEDURES**IF YOU DISCOVER A FIRE**

1. IMMEDIATELY SOUND THE FIRE ALARM BY ACTIVATING THE FIRE ALARM PULL STATION
2. EVACUATE THE BUILDING
3. PHONE **9 – 1 - 1**
 - a) State your Name
 - b) Give the Address of the building involved
 - c) Give Information about fire ie. what floor, how fast the fire is spreading, people trapped etc.
4. If the fire is small, attempt to control the fire with available fire equipment.
5. If you cannot control the fire, isolate it by closing the door then get out by the nearest exit.
6. DO NOT USE AN ELEVATOR TO EXIT THE BUILDING.
7. WALK . . . DO NOT RUN. SHUT ALL DOORS BEHIND YOU AND PROCEED ALONG CORRIDORS AND DOWN STAIRWAYS IN A QUIET AND ORDERLY MANNER. WHEN YOU LEAVE THE BUILDING, MOVE AWAY FROM THE DOORWAY TO ALLOW OTHERS TO EMERGE FROM THE EXIT.

DO NOT GO BACK IN THE BUILDING FOR ANY REASON

ONLY RETURN WHEN YOU HAVE BEEN ADVISED TO DO SO BY THE FIRE DEPARTMENT

RESIDENT EMERGENCY EVACUATION PROCEDURES

TAKE IMMEDIATE PERSONAL BELONGINGS - DO NOT RETURN TO YOUR ROOM CLOSE ALL DOORS - DO

NOT LOCK

EXIT BUILDING in an orderly manner - FOLLOW DIRECTIONAL ARROWS

DO NOT USE ELEVATORS

Assemble at least 100 feet from the residence

DO NOT RE-ENTER THE RESIDENCE UNTIL INSTRUCTED BY THE RESIDENT ADVISOR TO DO SO

PART 11: RESIDENT ADVISOR EMERGENCY EVACUATION PROCEDURES

!!! TAKE THE TIME TO THINK !!!

Under no circumstances will you silence a fire alarm.

DO NOT silence alarms unless you have permission from the Fire Department.

Fire Alarms

1. If the alarm is sounding, the fire department will respond automatically - they do not have to be called. The Resident Advisor on duty will receive a call from the security company on the "on-duty phone." It can be difficult to hear the cell phone ringing when the alarm is sounding so please listen for the ring.
2. If an alarm is sounding the Resident Advisor on duty should go directly to the Residence office.
3. The Resident Advisor on duty should pick up the key for the fire alarm panel which is attached to a clip on the computer monitor in the Residence office.
4. Insert the key into the lock to check that the panel will open. Reclose the panel, leaving the key in the lock so the Fire Department has access.
5. The Resident Advisor on duty should meet the Fire Department at the main entrance to assist as a resource person.
6. The other Resident Advisors should evacuate their areas and join the RA on duty at the control panel.
7. The affected area will be indicated on the panel by a blinking light.
8. If it is safe, then continue clearing the building by ensuring all residents have evacuated the building.
9. Anyone refusing to leave the building will receive a fine and a point.
10. The Fire Department (and only the Fire Department) will advise the Resident Advisor on-duty when it is safe to reset the fire alarm panel and allow residents back into the building.

Other Alarms

- Always notify the Residence Supervisor. If the Residence Supervisor is not available, please notify the Facilities Director as posted on the Emergency Contact list or as labeled on the office telephone.
- If the alarm is pulled for reasons other than a fire, take the time to assess the situation before silencing the alarm. The building may need to be evacuated if the alarm is due to a gas leak.
- Alarms can also be the result of water/sprinkler problems.

PART 12: GENERAL REMARKS

It is most important and absolutely necessary that stairway doors be kept closed at all times (except, of course, when the stairway is actually being used). One door propped or held open could mean that the entire stairway would be useless as a means of exit.

All Deputy Fire Safety Directors should close all doors behind them as they leave the residence.

A copy of the Fire Safety Plan will be given to all Deputy Fire Safety Directors and a copy will be posted in the residence.

Those persons on and above the floor involved in the fire are in the most immediate danger and should be the first to be considered.

A Deputy Fire Safety Director should remain with a disabled person until that person is safely taken out of the building as long it is safe to do so.

All Deputy Fire Safety Directors shall be instructed as to the location and use of the fire equipment extinguishers.

DO NOT DISENGAGE THE SPRINKLER SYSTEM UNTIL AFTER THE FIRE DEPARTMENT HAS INSPECTED THE RESIDENCE.

PART 13: NOTICE TO BE POSTED THROUGHOUT THE RESIDENCE AND PROVIDED IN THE STUDENT HANDBOOK.

Instructions to Occupants ...

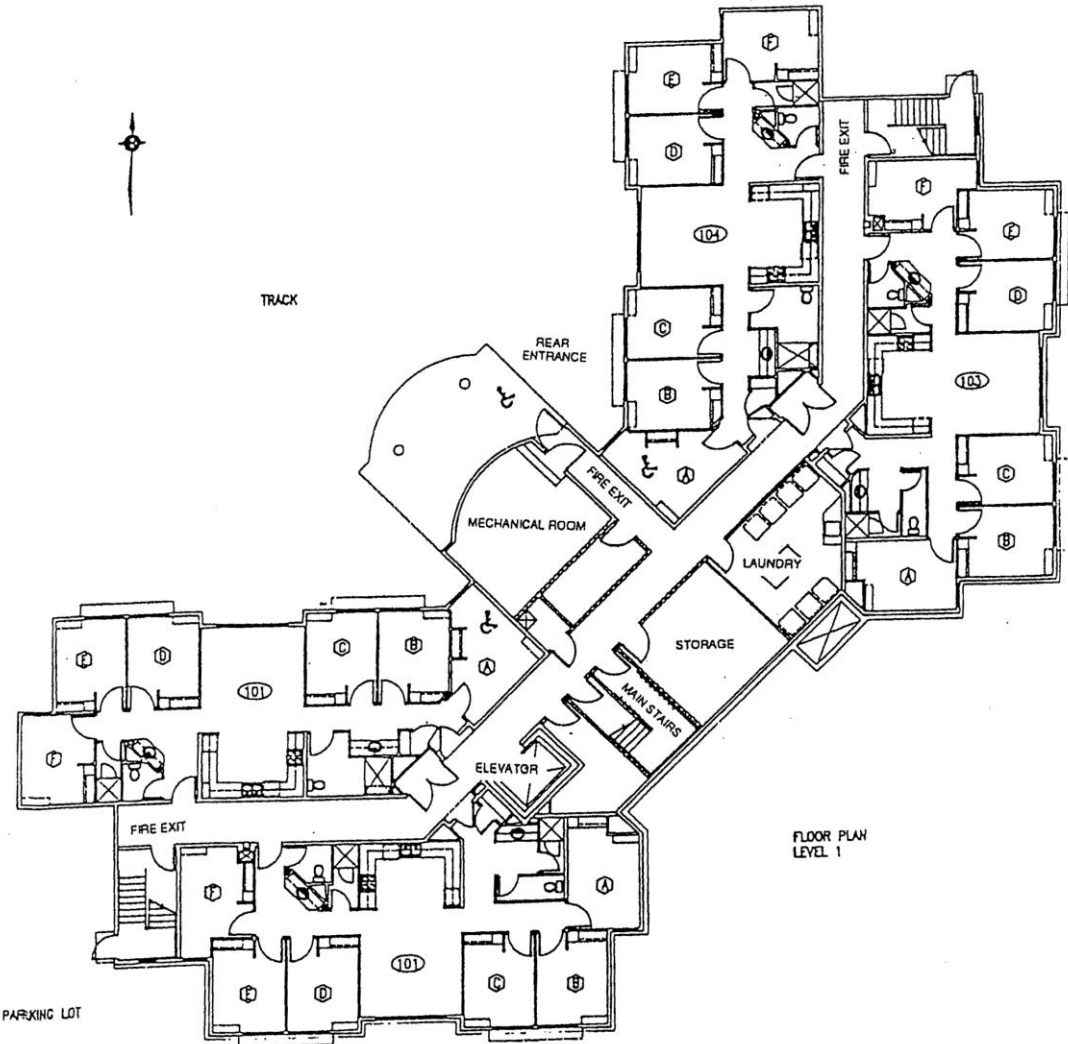
- follow instructions of Resident Supervisor and Resident Advisors
- close all doors, particularly stairwell doors not being used
- do not lock doors
- exit building-- do not run-- DO NOT USE ELEVATOR
- DO NO RE-ENTER UNTIL INSTRUCTED TO DO SO

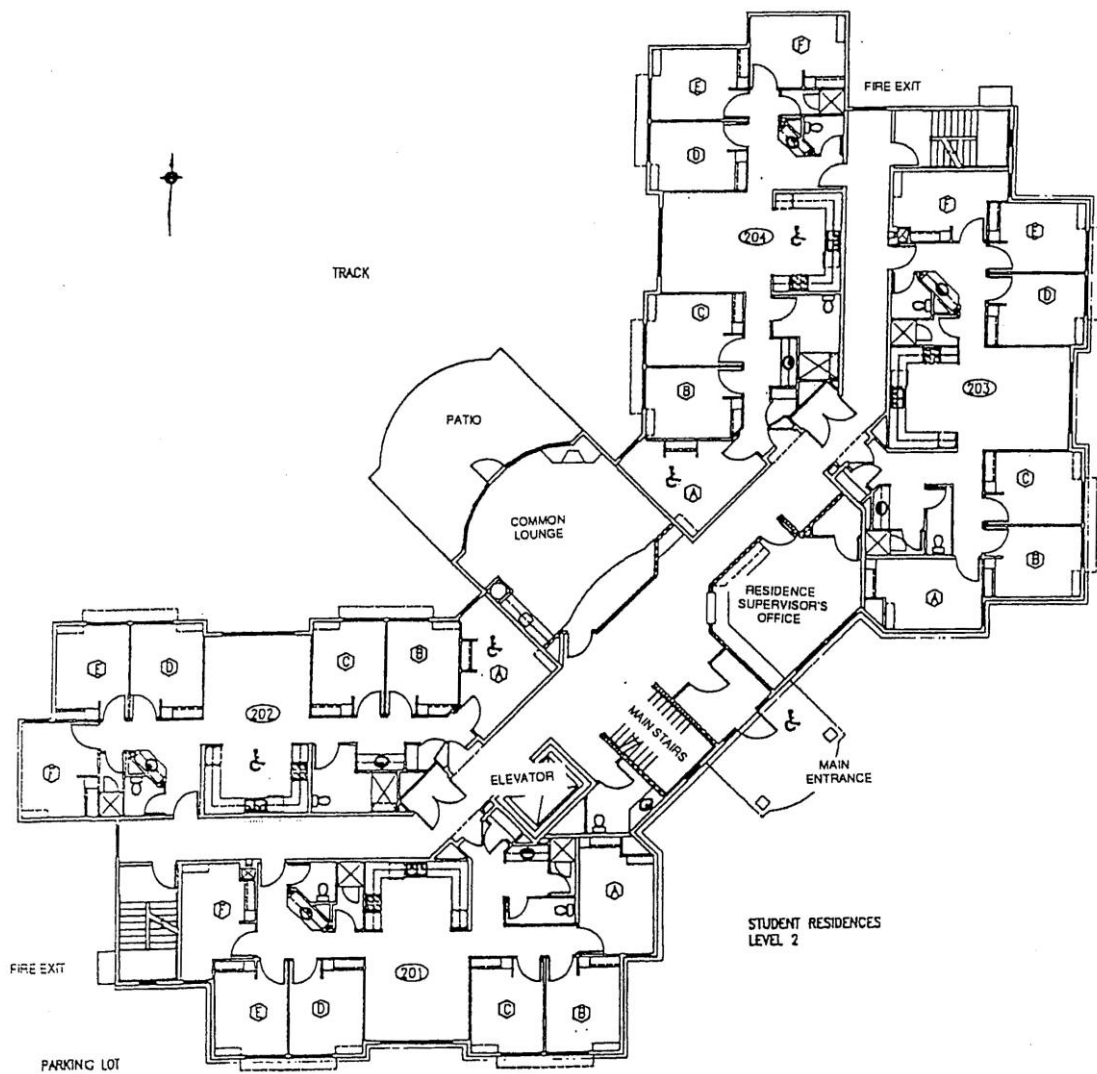
Instructions to Resident Advisors ...

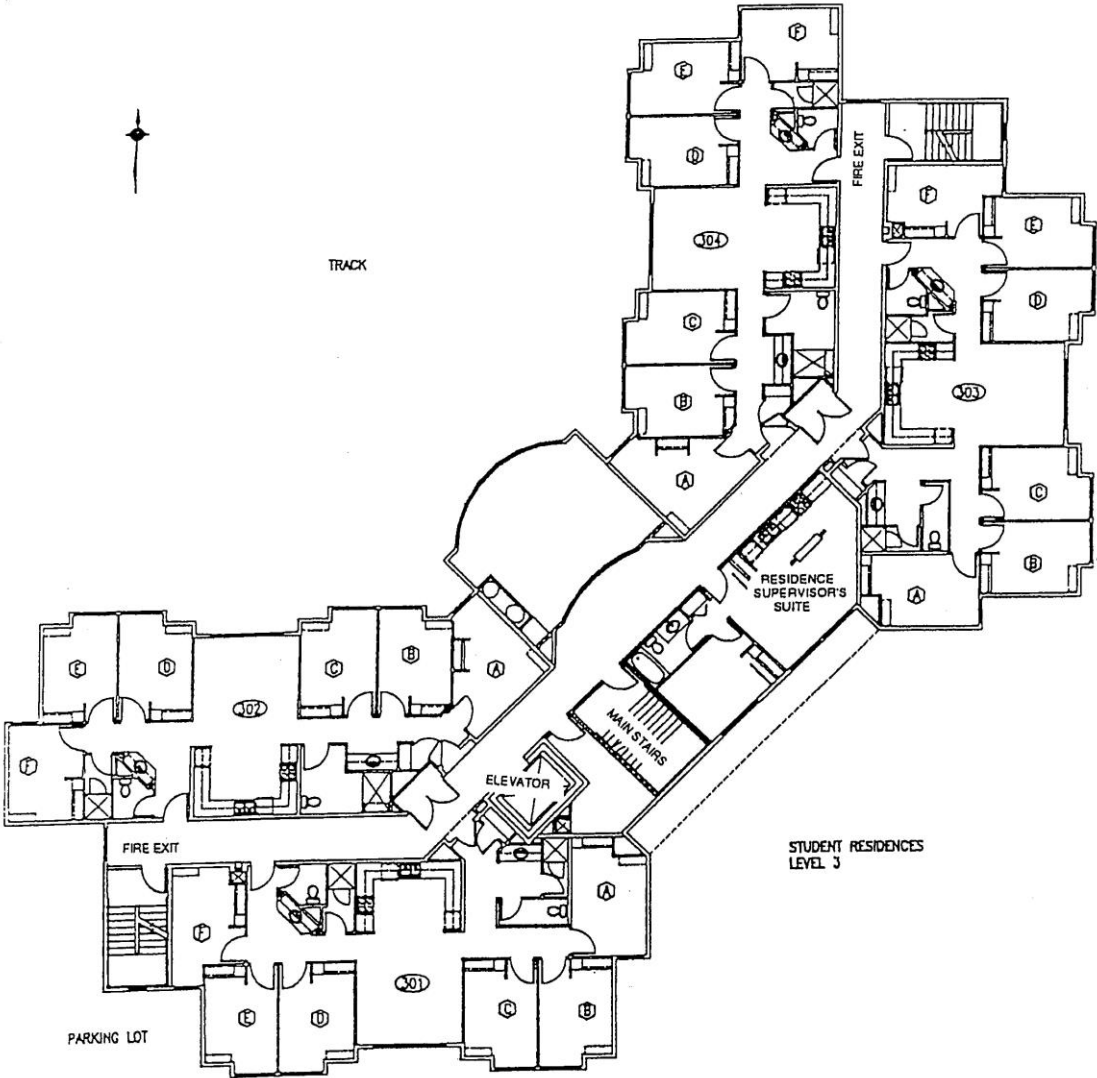
1. direct all occupants to designated exits
2. ensure that all rooms are evacuated
3. locked doors: assume evacuated "Shout"
"PLEASE EVACUATE BUILDING IMMEDIATELY"
4. unlocked doors: confirm evacuated, particularly those
rooms housing disabled persons
5. close all doors and leave unlocked (except for security considerations)
6. leave the building and report to the Fire Safety Director (Residence Supervisor)
7. advise of any unchecked/inaccessible areas
 - un-evacuated individuals/areas
 - unchecked/inaccessible areas
 - area cleared

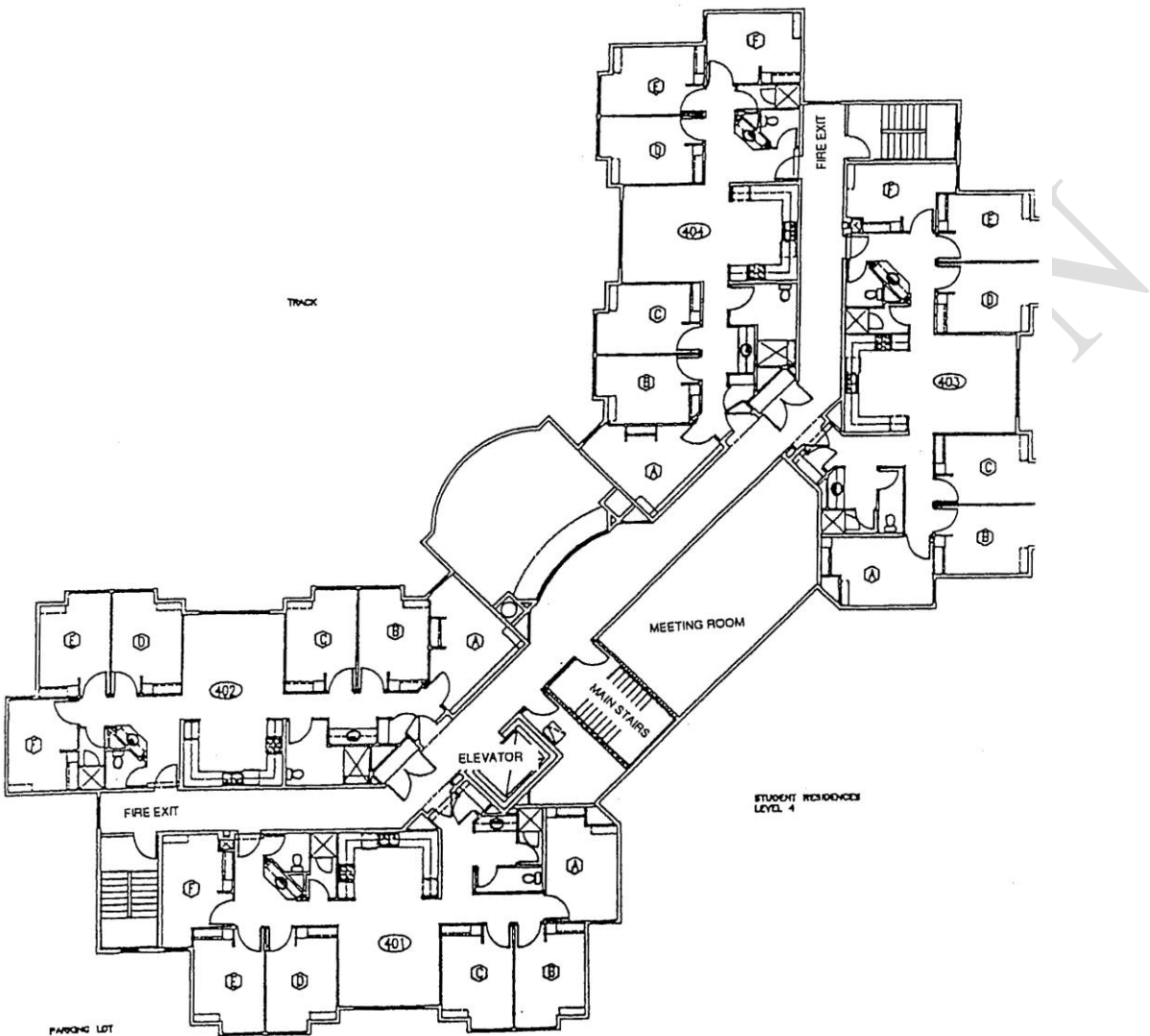
PART 14: APPENDICES

1. Plan for each floor of the residences with exits and fire equipment indicated.
2. Section 2.8 Emergency Planning, British Columbia Fire Code.









Alarm Panel

The Alarm Panel shown below is what the system looks like when it is normal.



Step 3

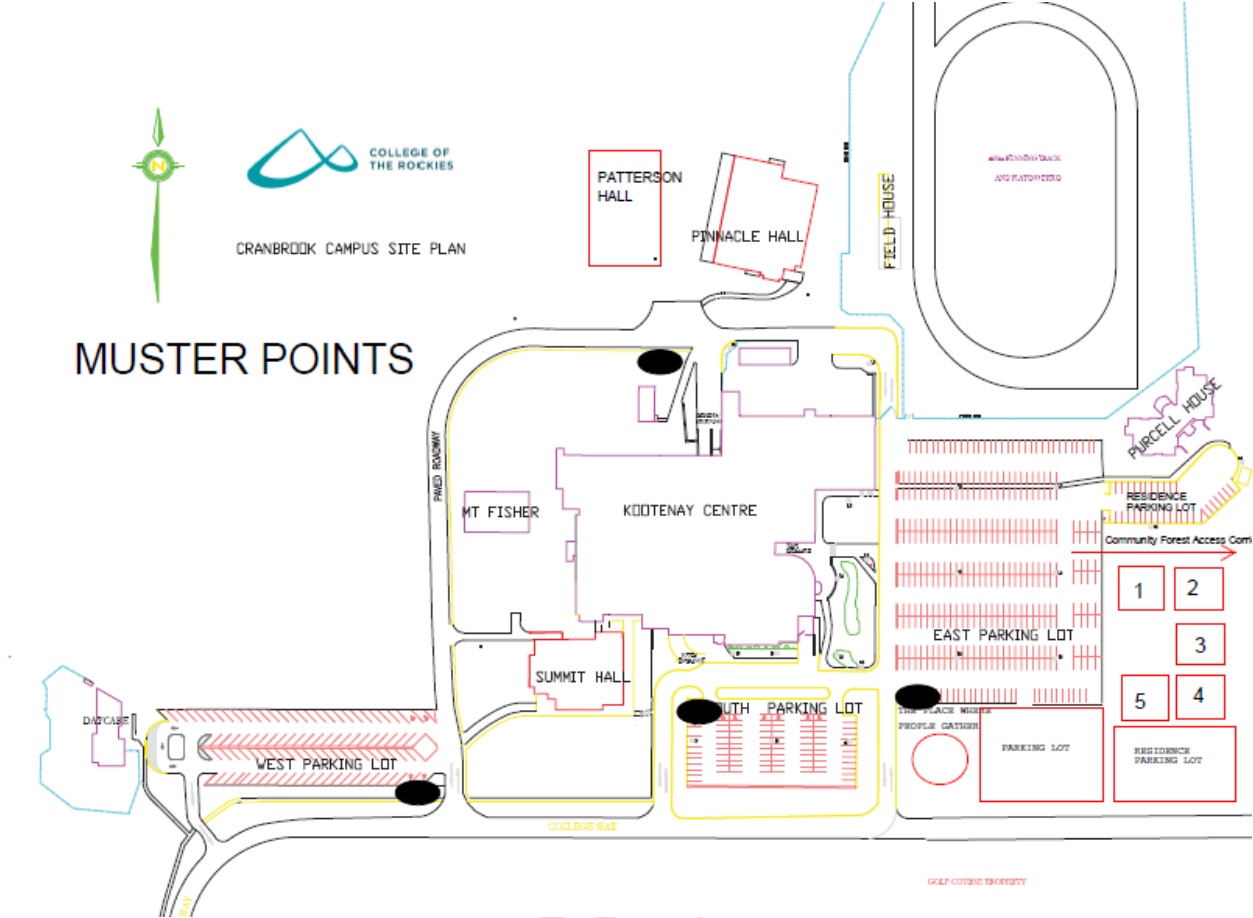
How to Silence or Reset the Alarm Panel

Below are step by step directions on how to operate the Alarm Panel.
Notice that each of the 5 steps listed below are labeled on the picture above.

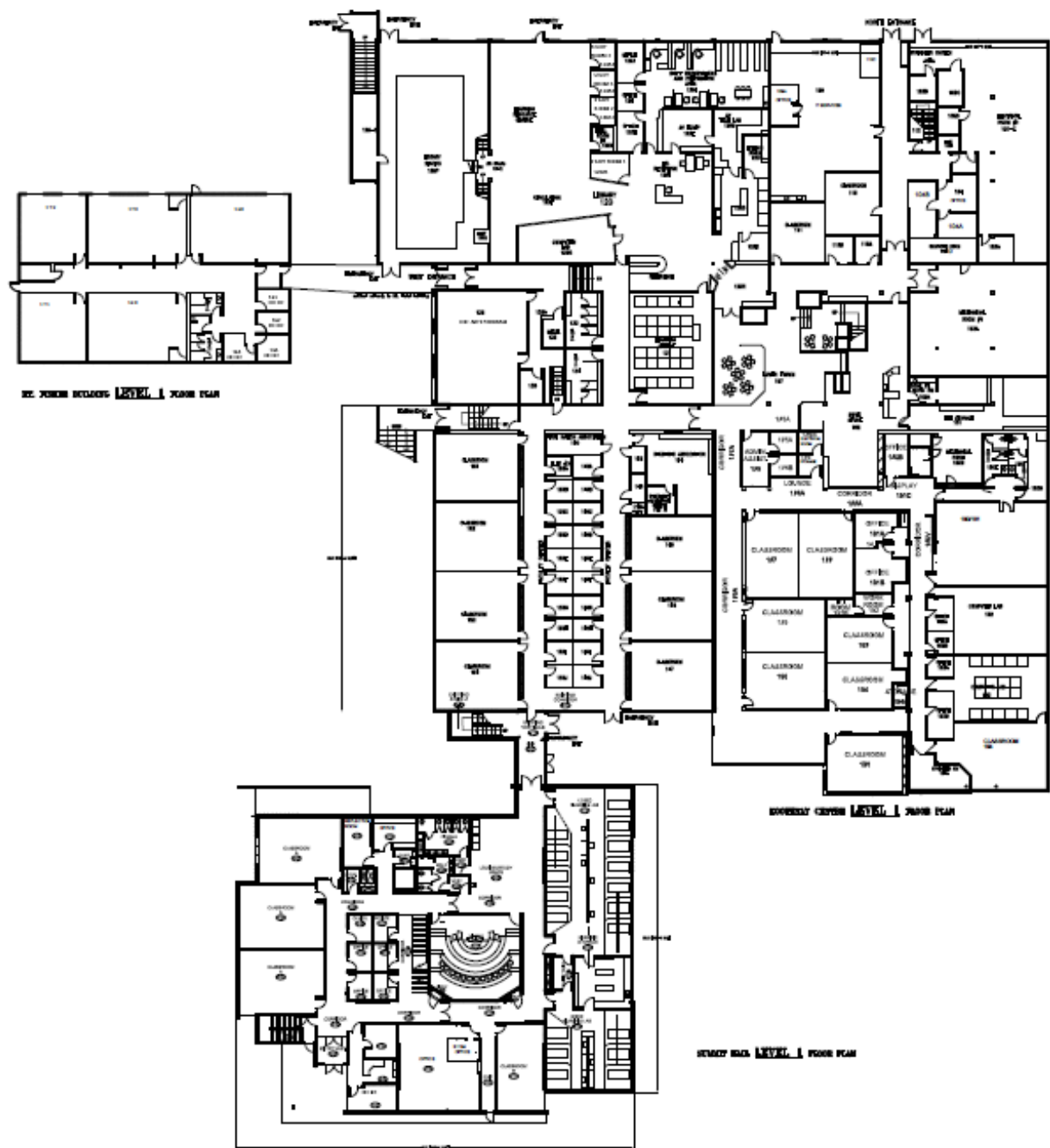
1. Press Menu.
2. Scroll down (using arrow keys) to #3 Login. Press Enter (labeled on Alarm Panel).
3. Enter password 3333. Note: It is written on the Alarm Panel. Press Enter (labeled on Alarm Panel).
4. To Silence the alarm, press the button Alarm Silence.
5. To Reset the alarm, **hold down** the System Reset button until the alarm resets itself.

If the words above are underlined, they have a button on the Alarm Panel that corresponds to the name.

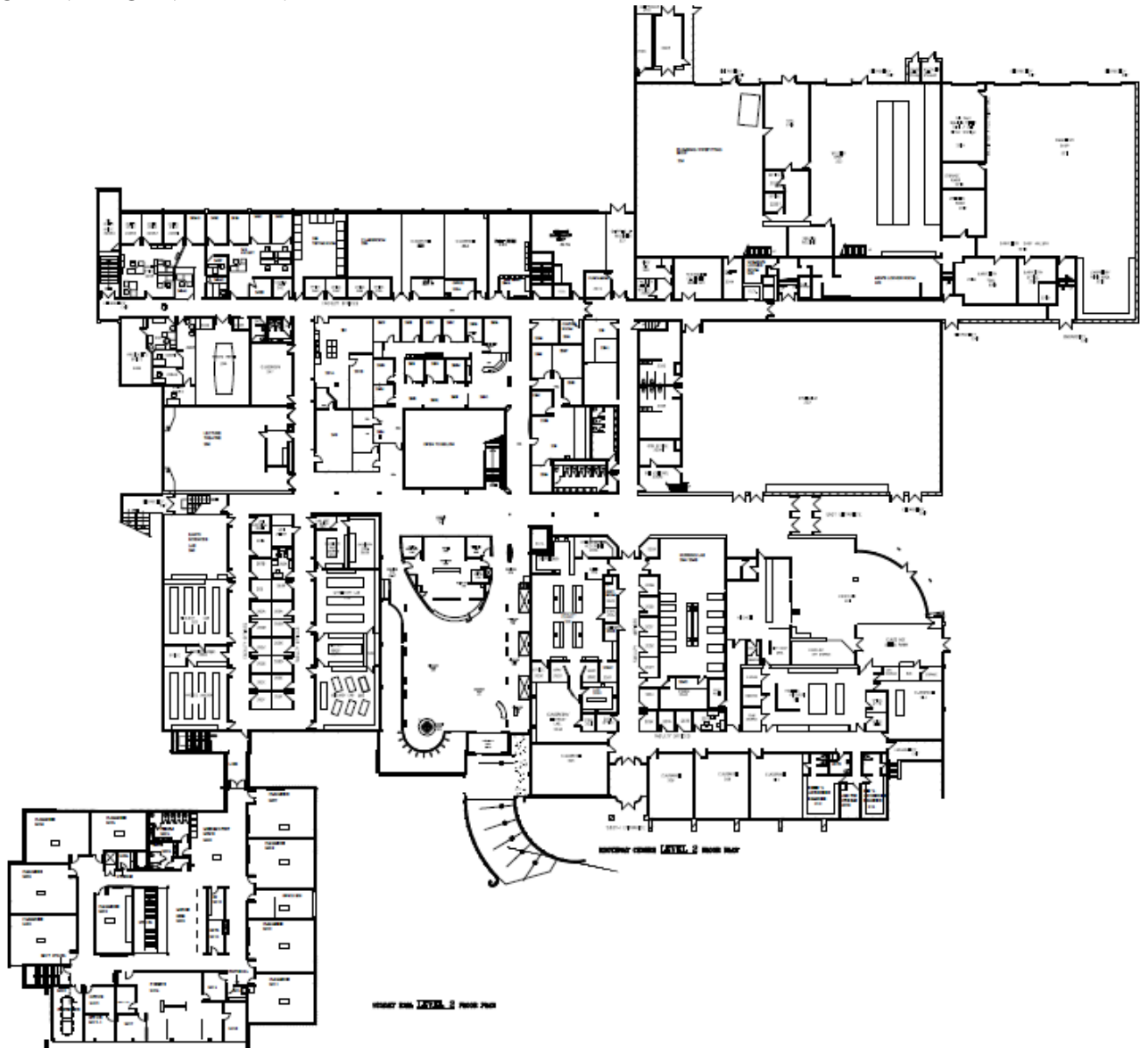
CRANBROOK CAMPUS SITE PLAN



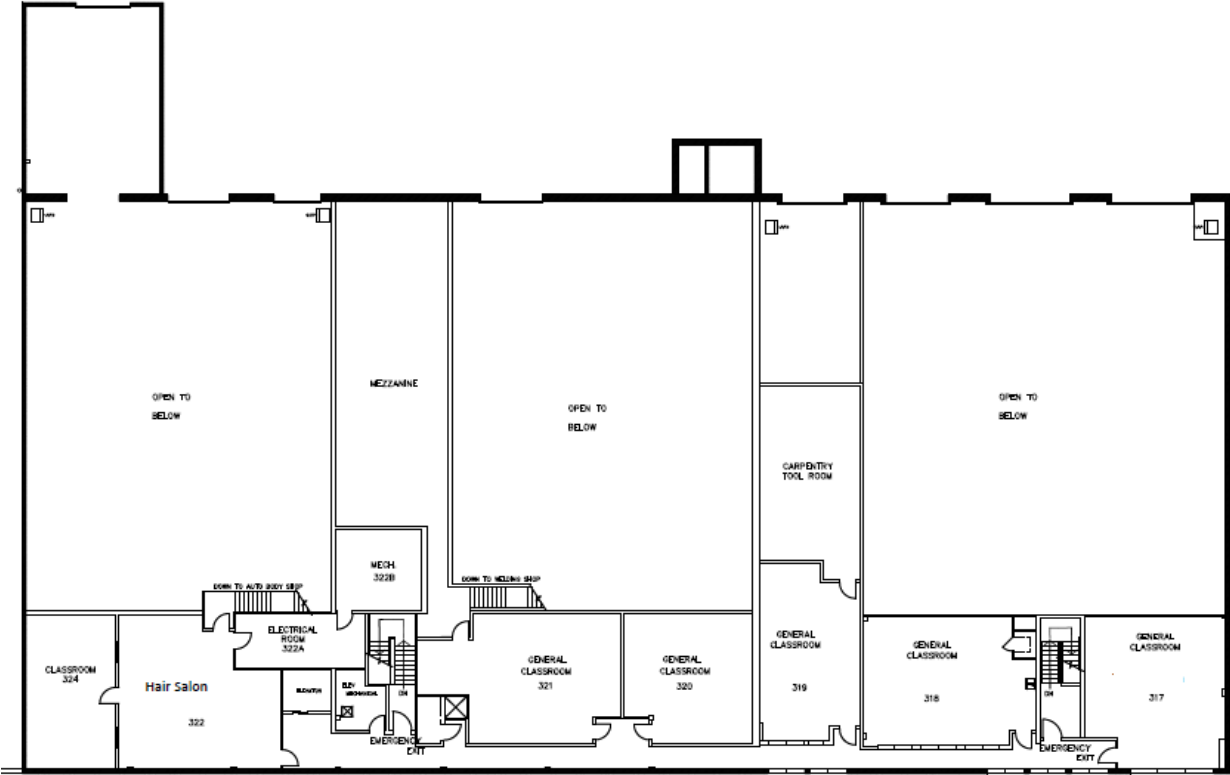
KOOTENAY CENTRE LEVEL 1 MAP



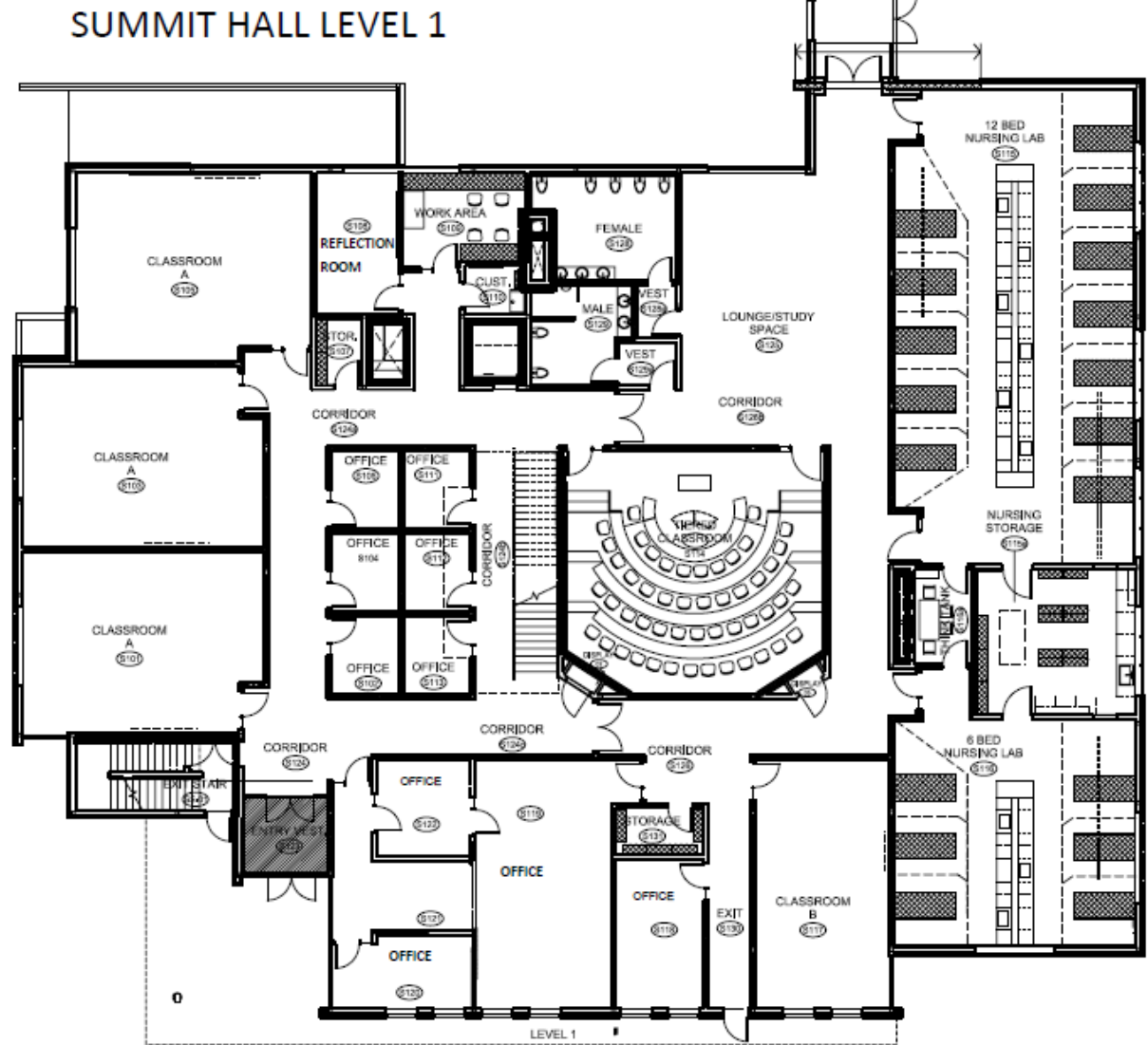
KOOTENAY CENTRE LEVE 2 MAP



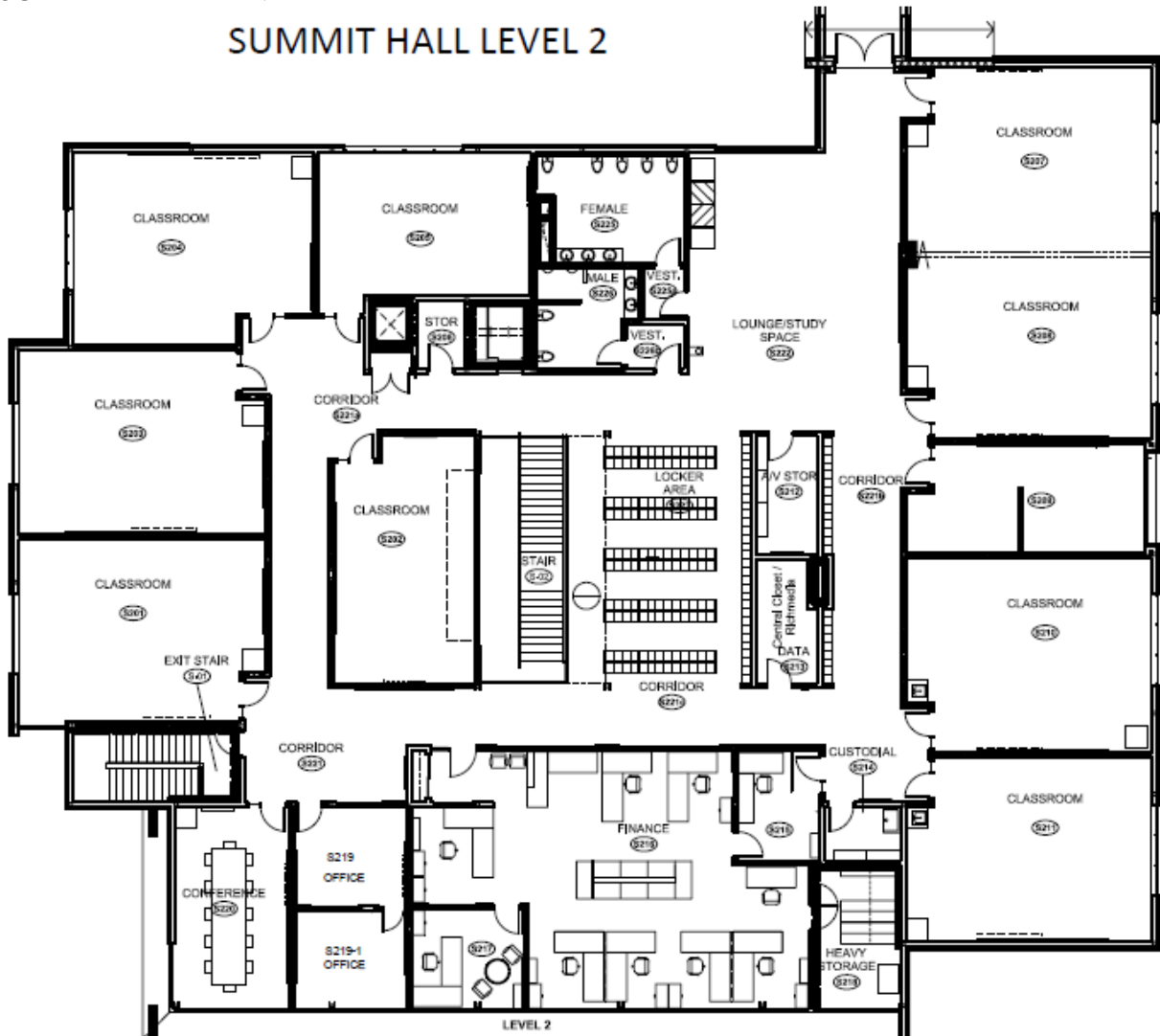
KOOTENAY CENTRE LEVEL 3 MAP



SUMMIT HALL LEVEL 1 MAP

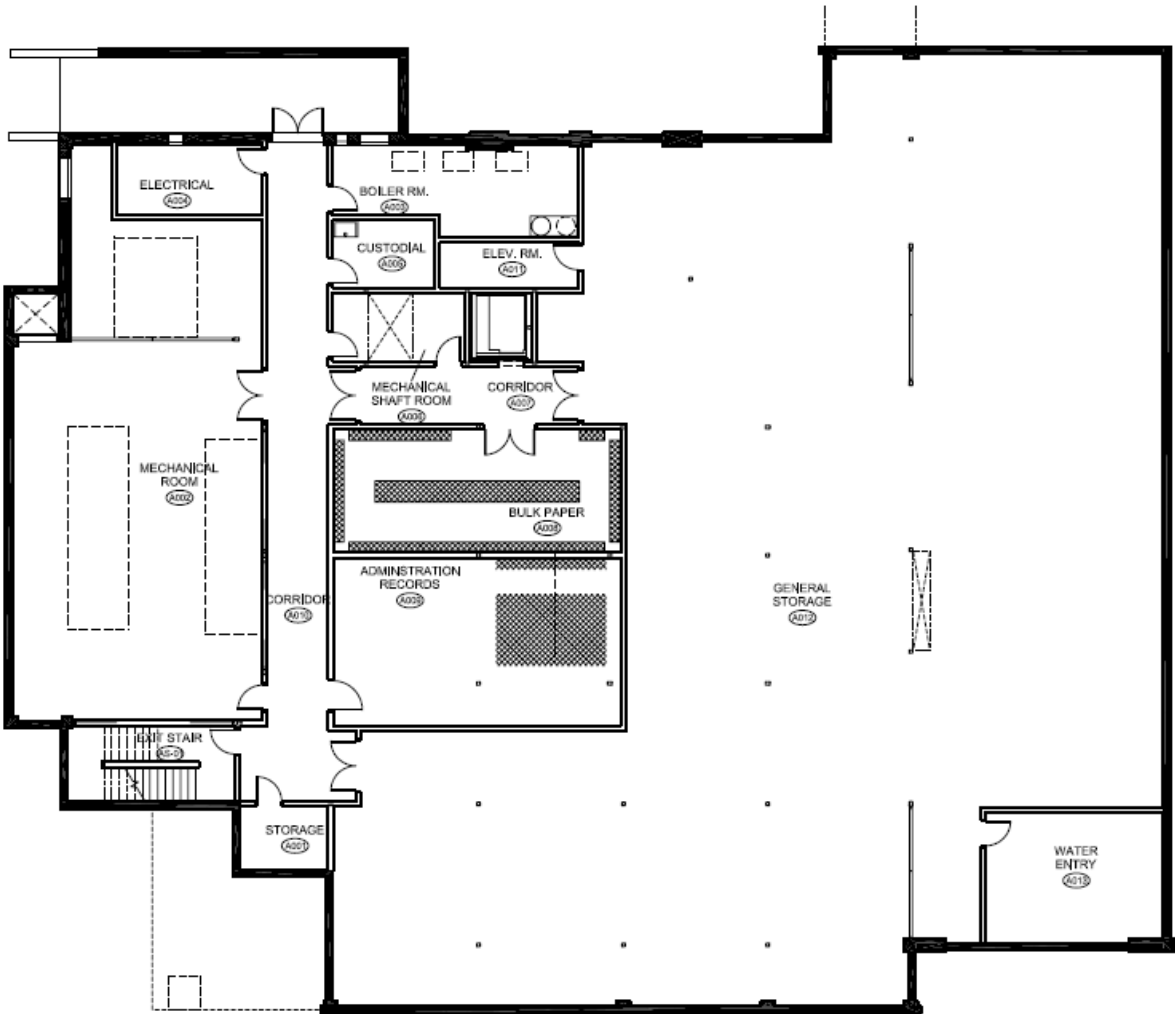


SUMMIT HALL LEVEL 2

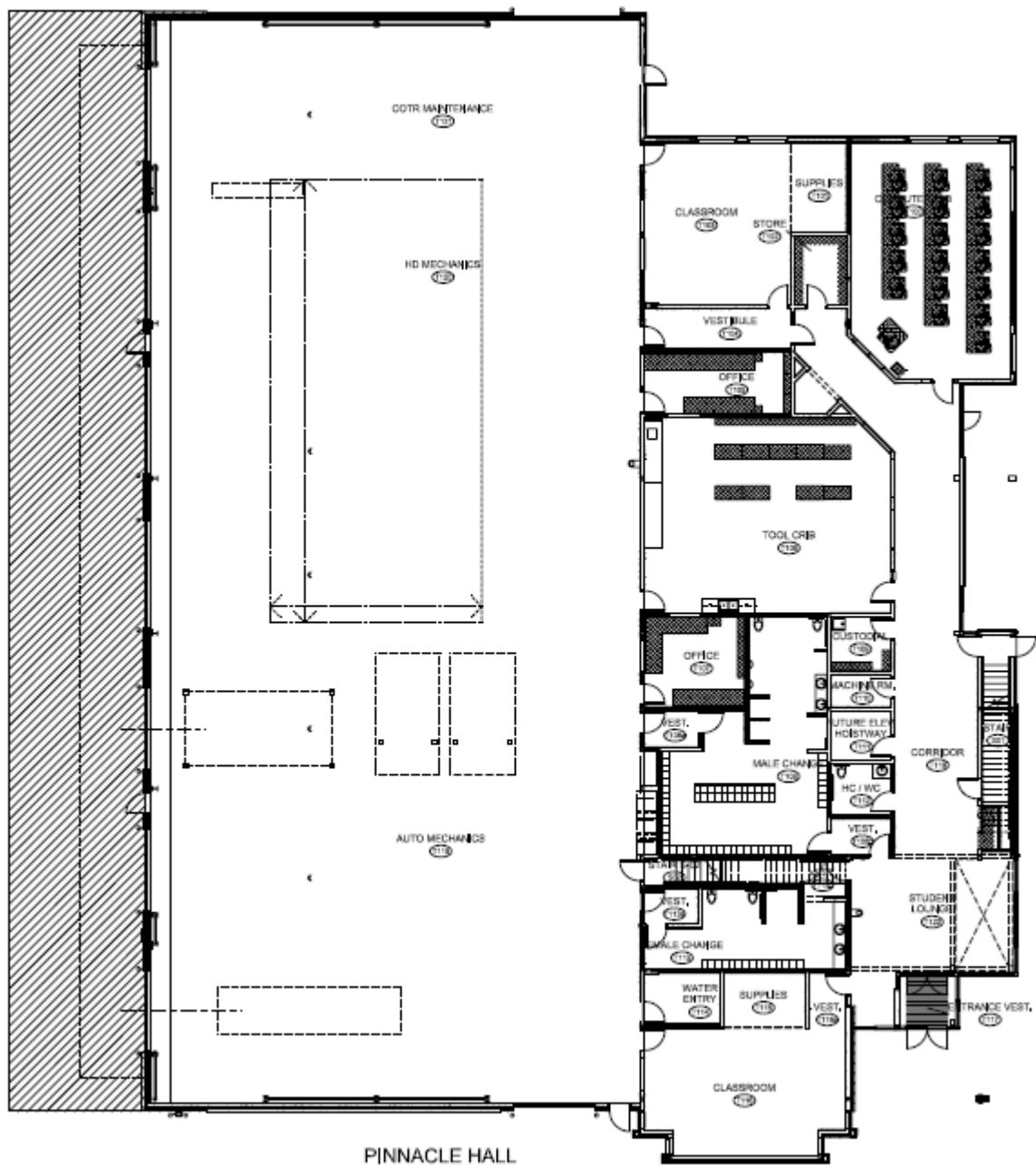


Updated Tuesday, February 13, 2024

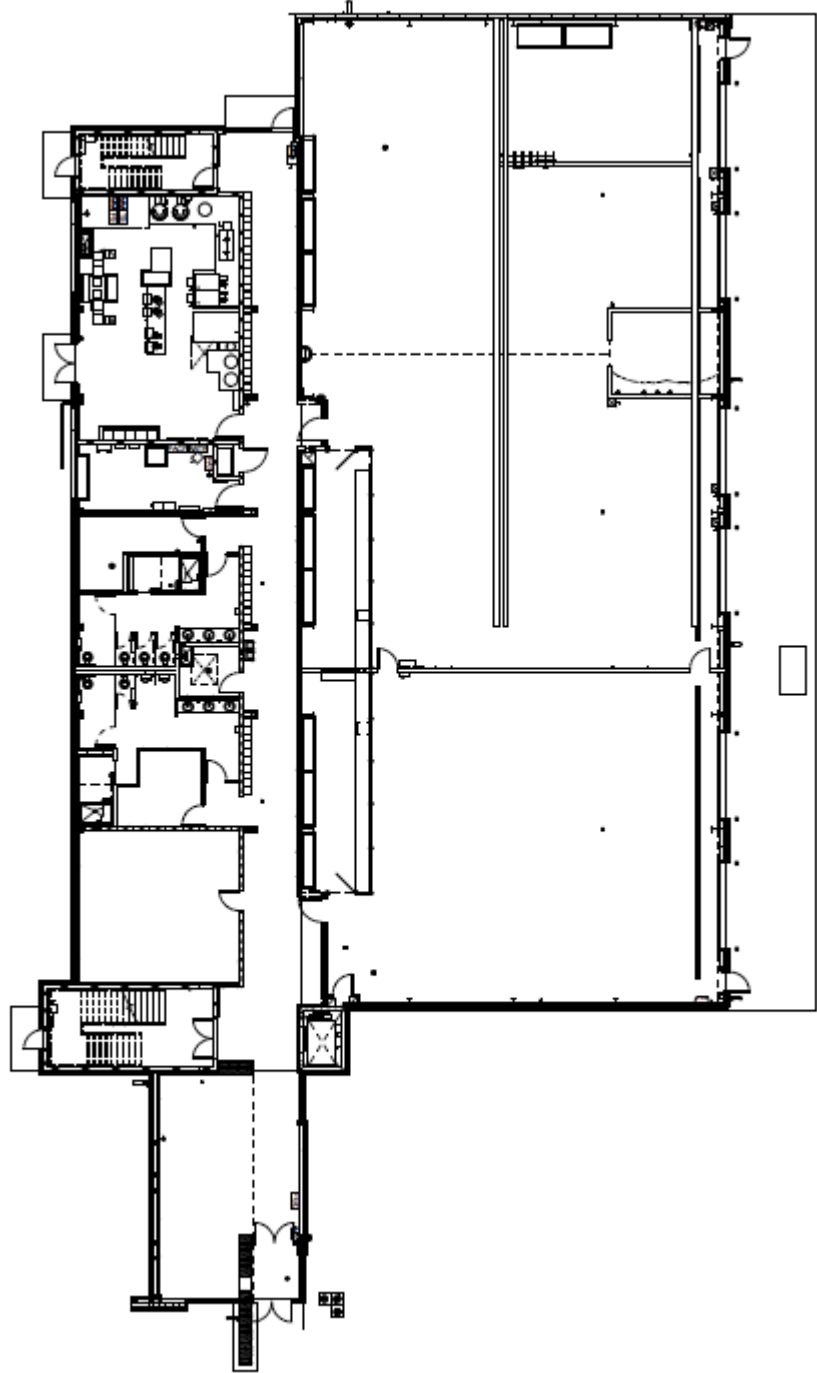
SUMMIT HALL BASEMENT MAP



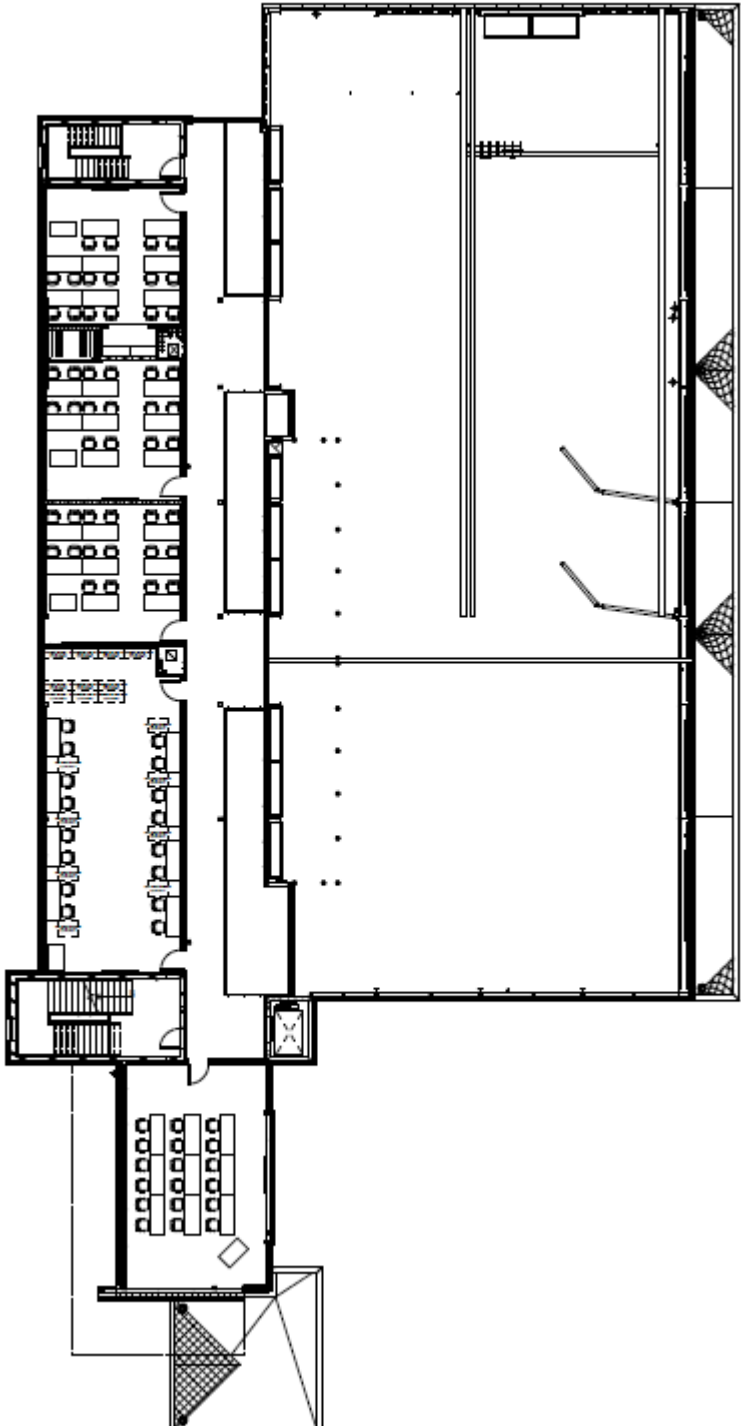
PINNACLE HALL MAP



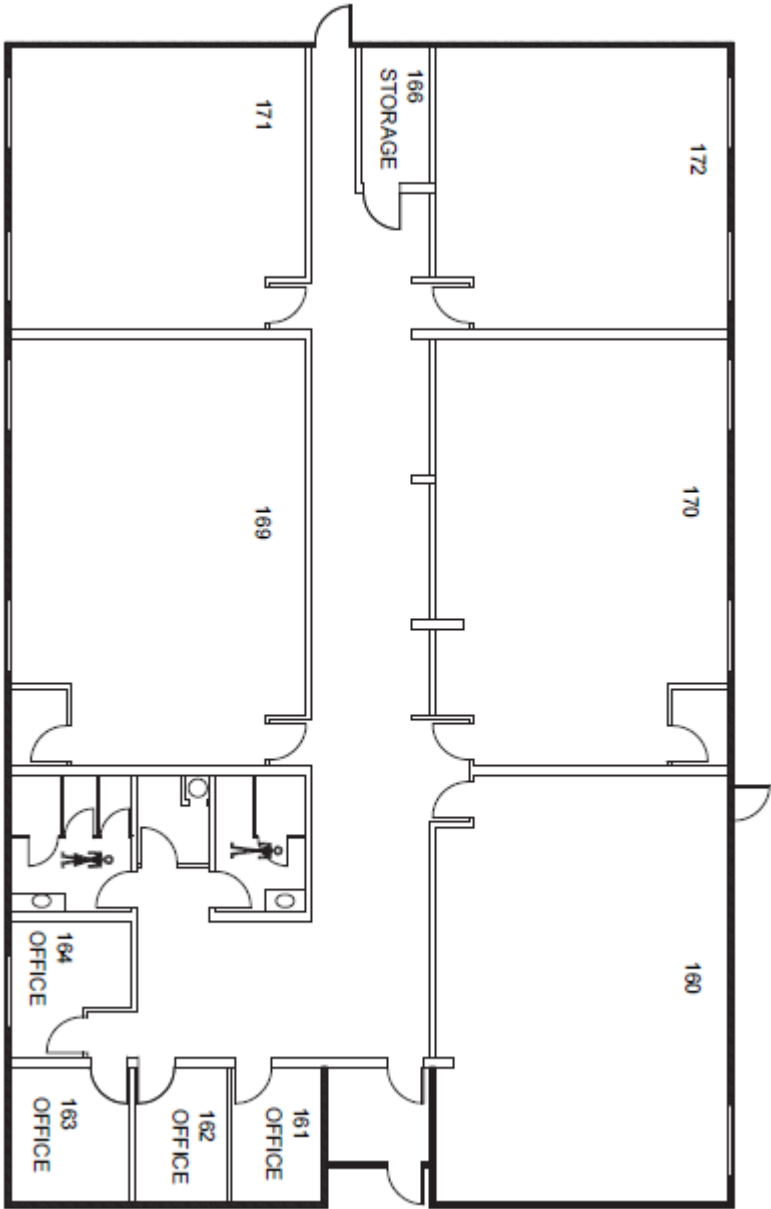
PATTERSON HALL LEVEL 1 MAP



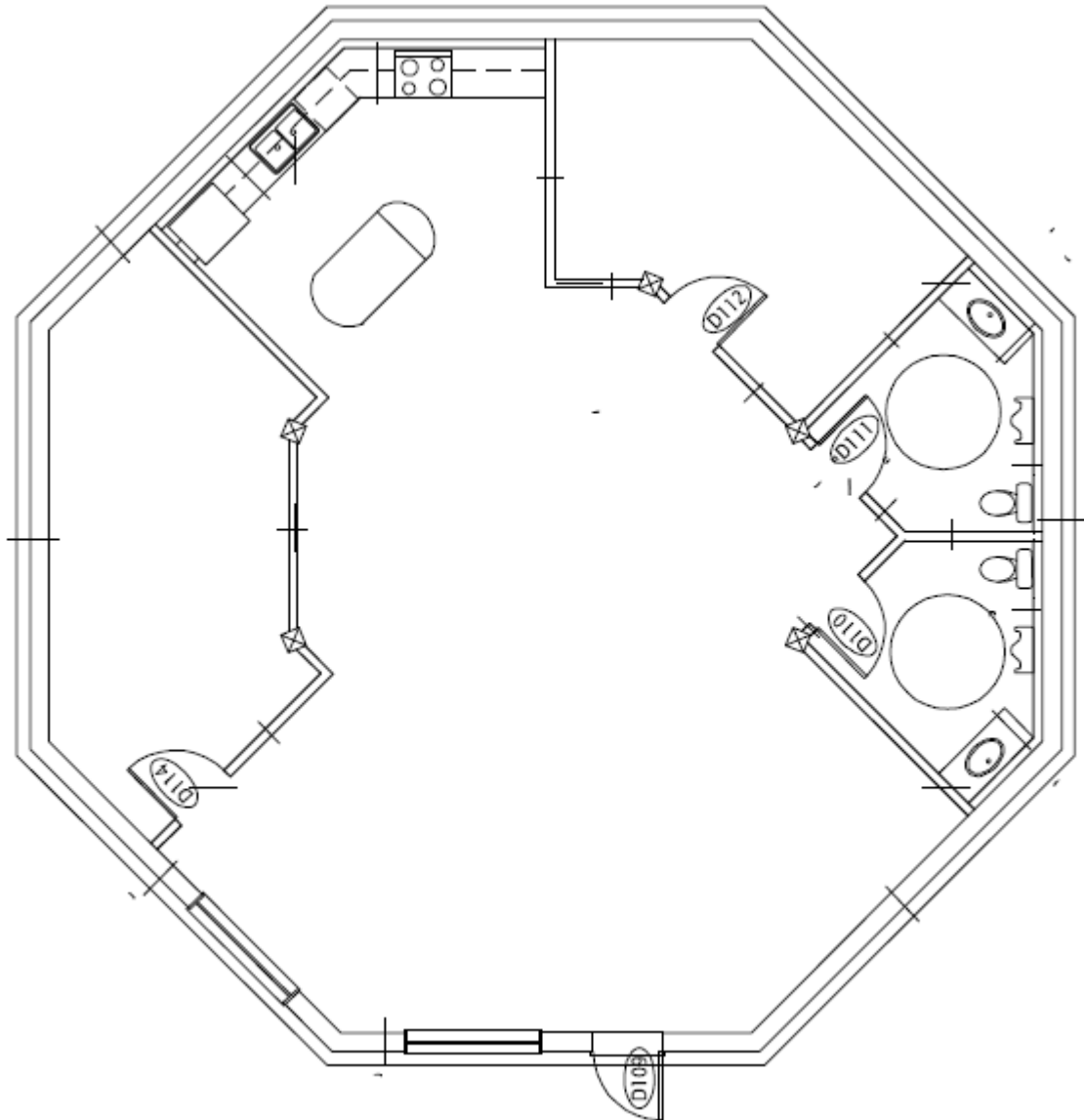
PATTERSON HALL LEVEL 2 MAP



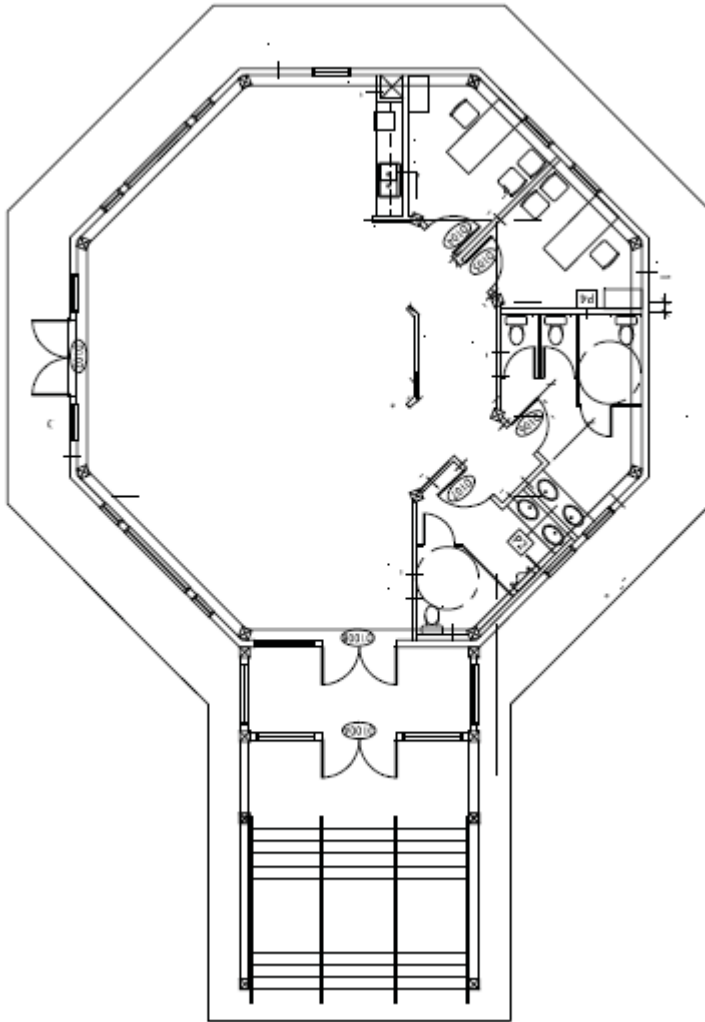
MOUNT FISHER BUILDING MAP



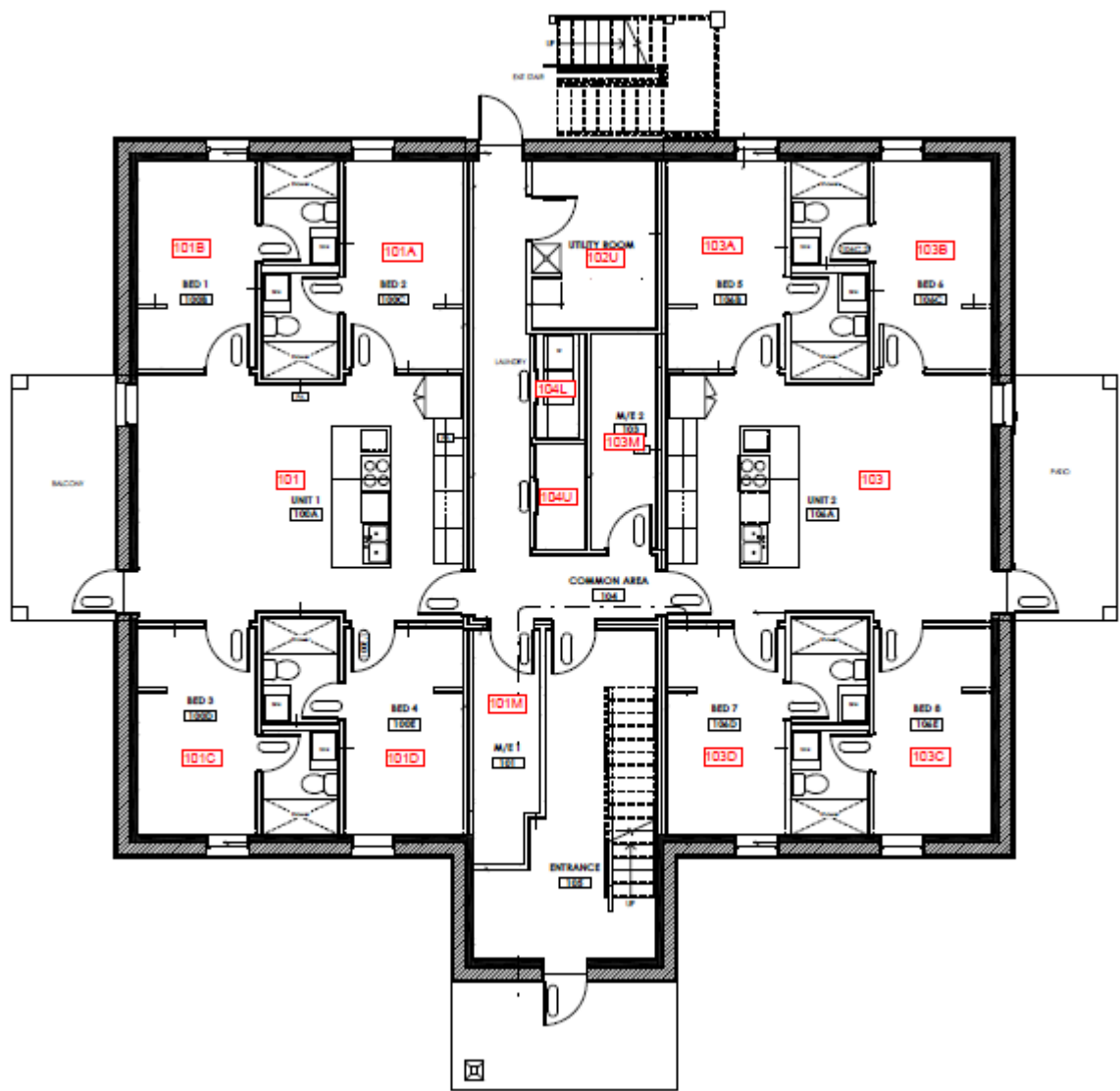
PLACE WHERE PEOPLE GATHER BASEMENT LEVEL (1) MAP



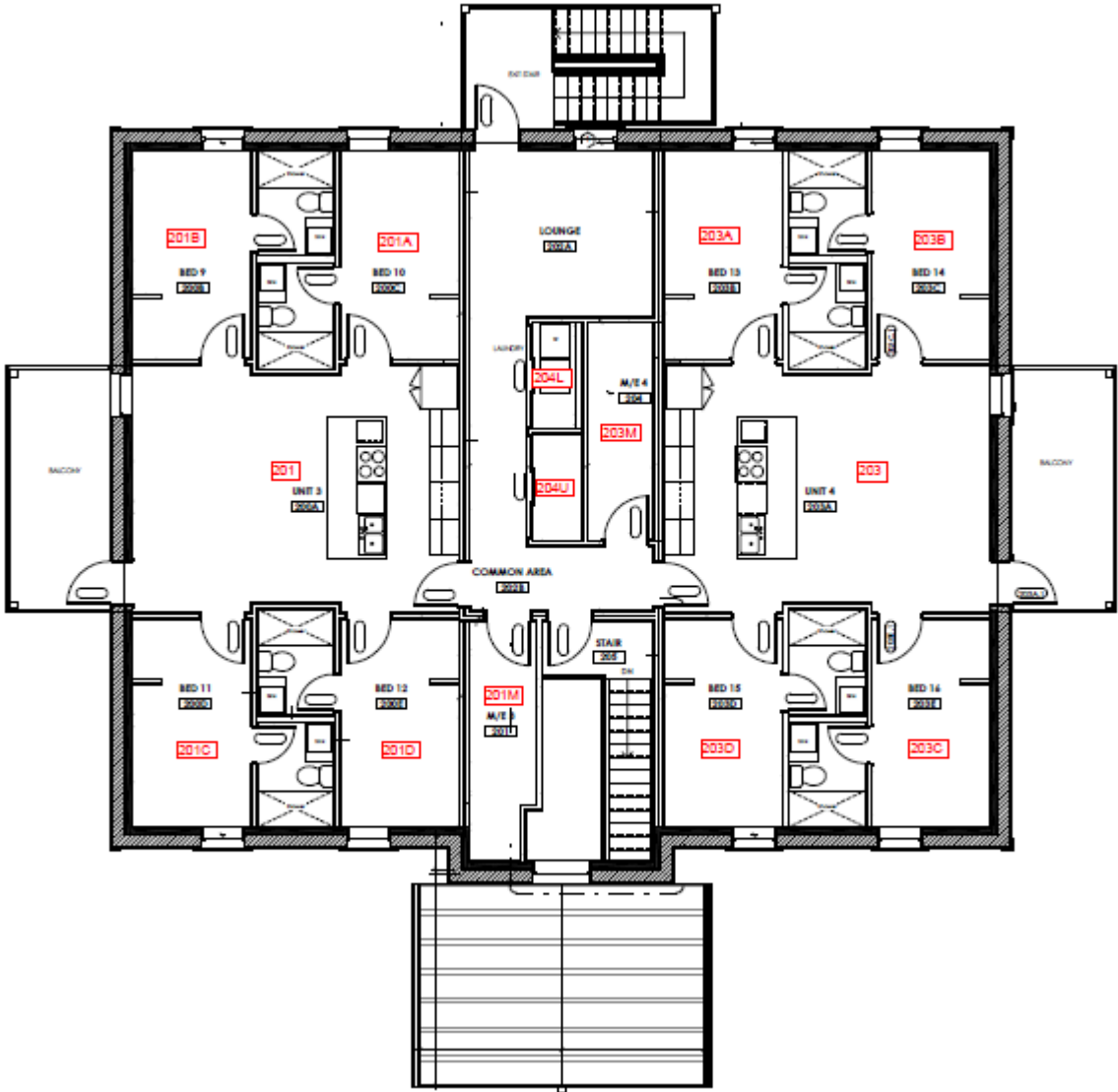
PLACE WHERE PEOPLE GATHER GROUND LEVEL (2) MAP



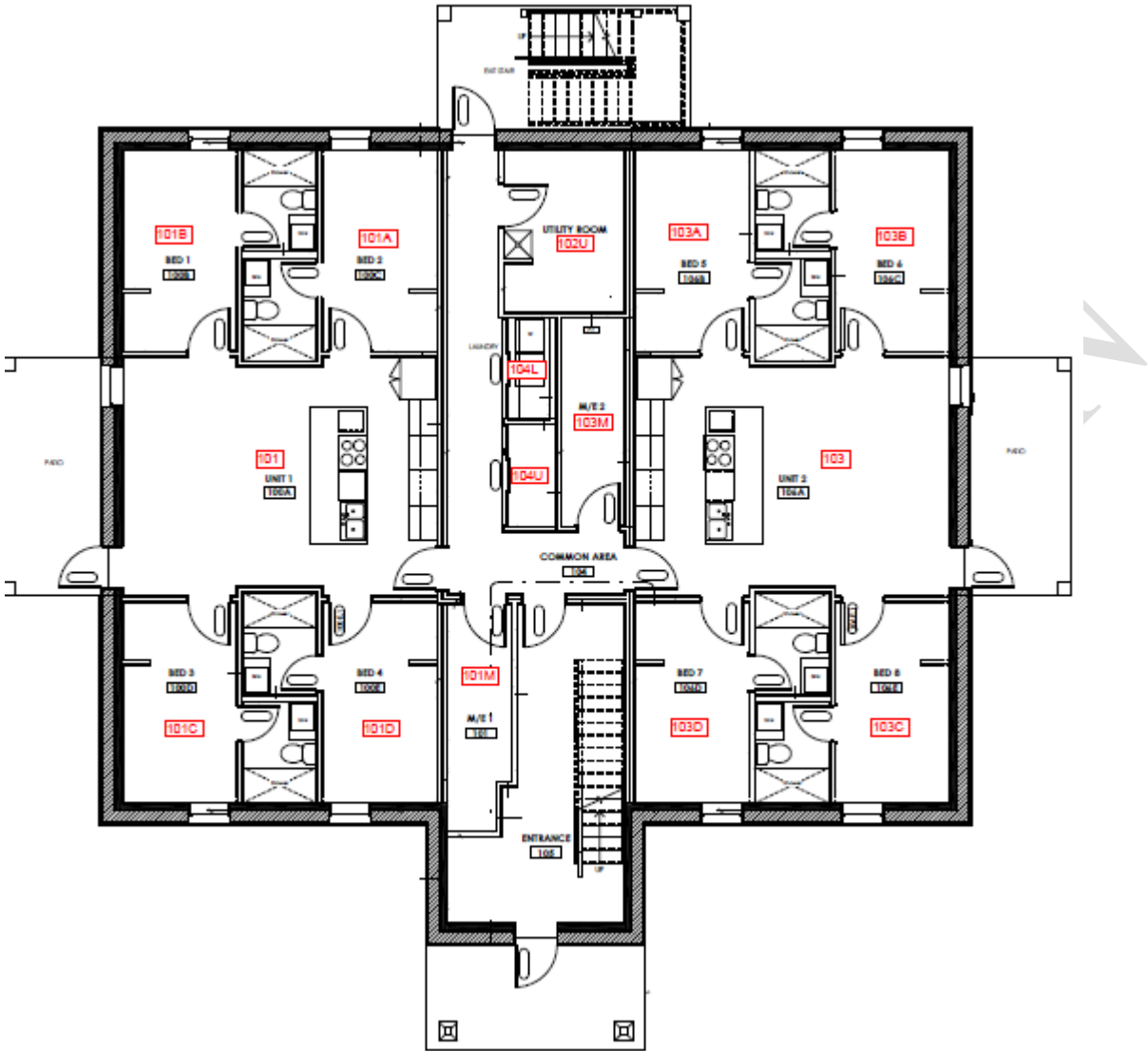
VILLAGE RESIDENCES MAPS
BUILDINGS 1 & 5 – LEVEL 1



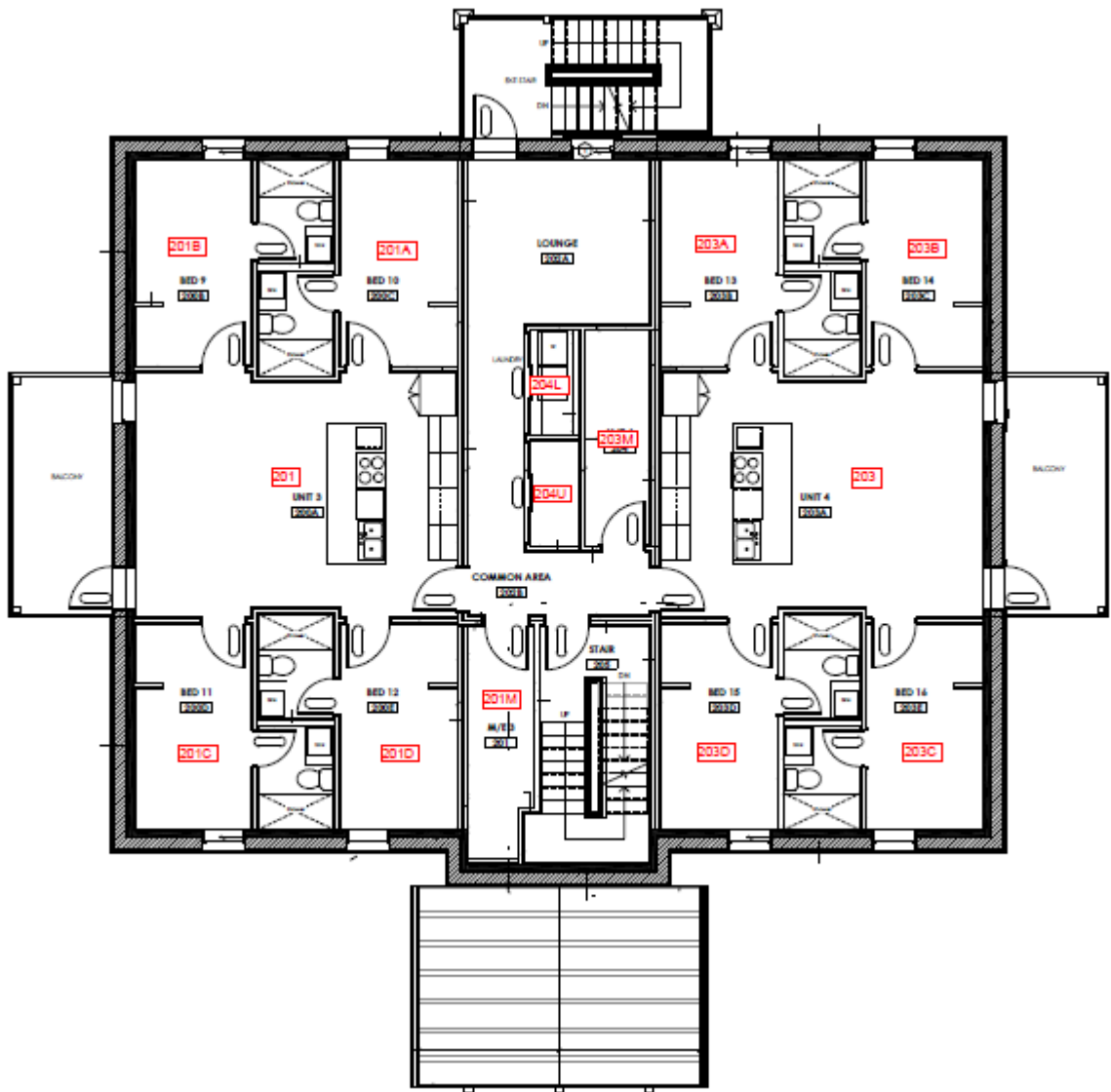
VILLAGE RESIDENCES MAP
BUILDING 1 & 5 – LEVEL 2



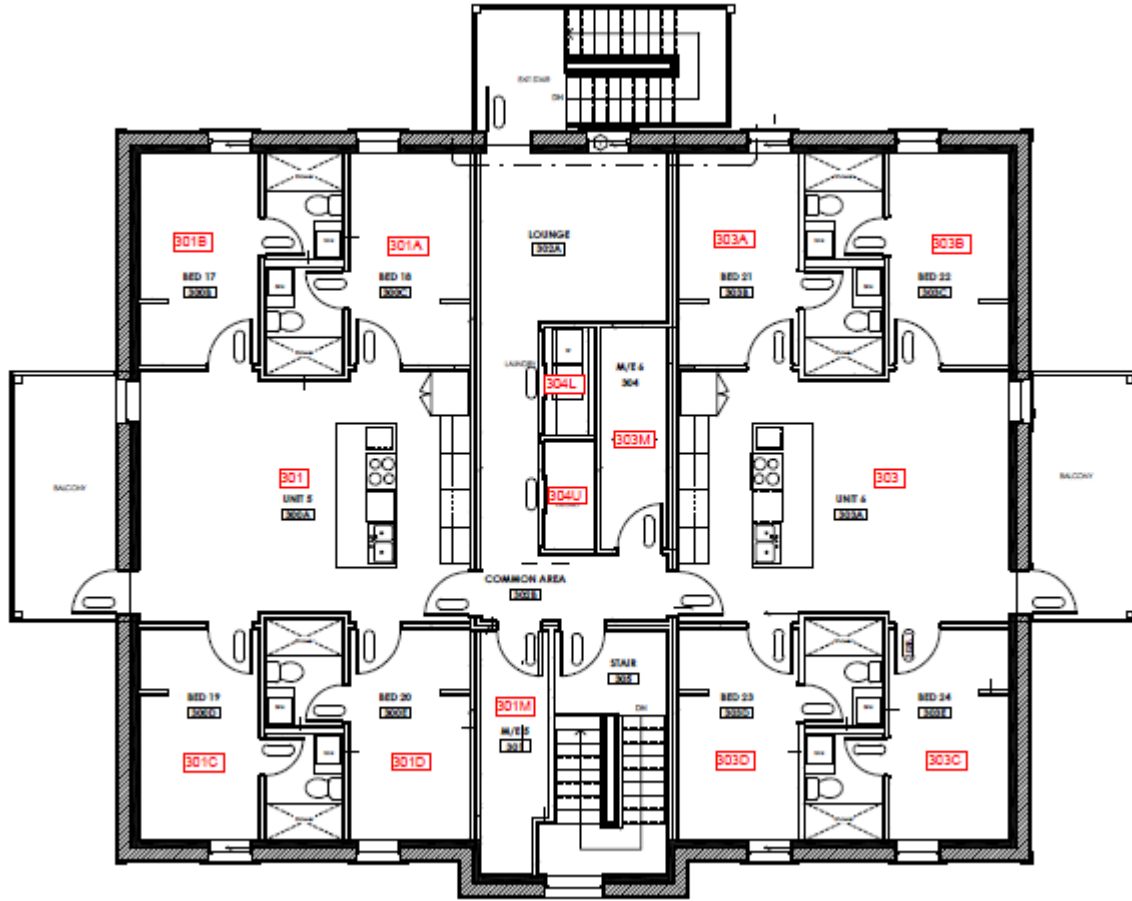
VILLAGE RESIDENCES MAP
BUILDING 3 & 4 - LEVEL 1



VILLAGE RESIDENCES MAP
BUILDING 3 & 4 – LEVEL 2



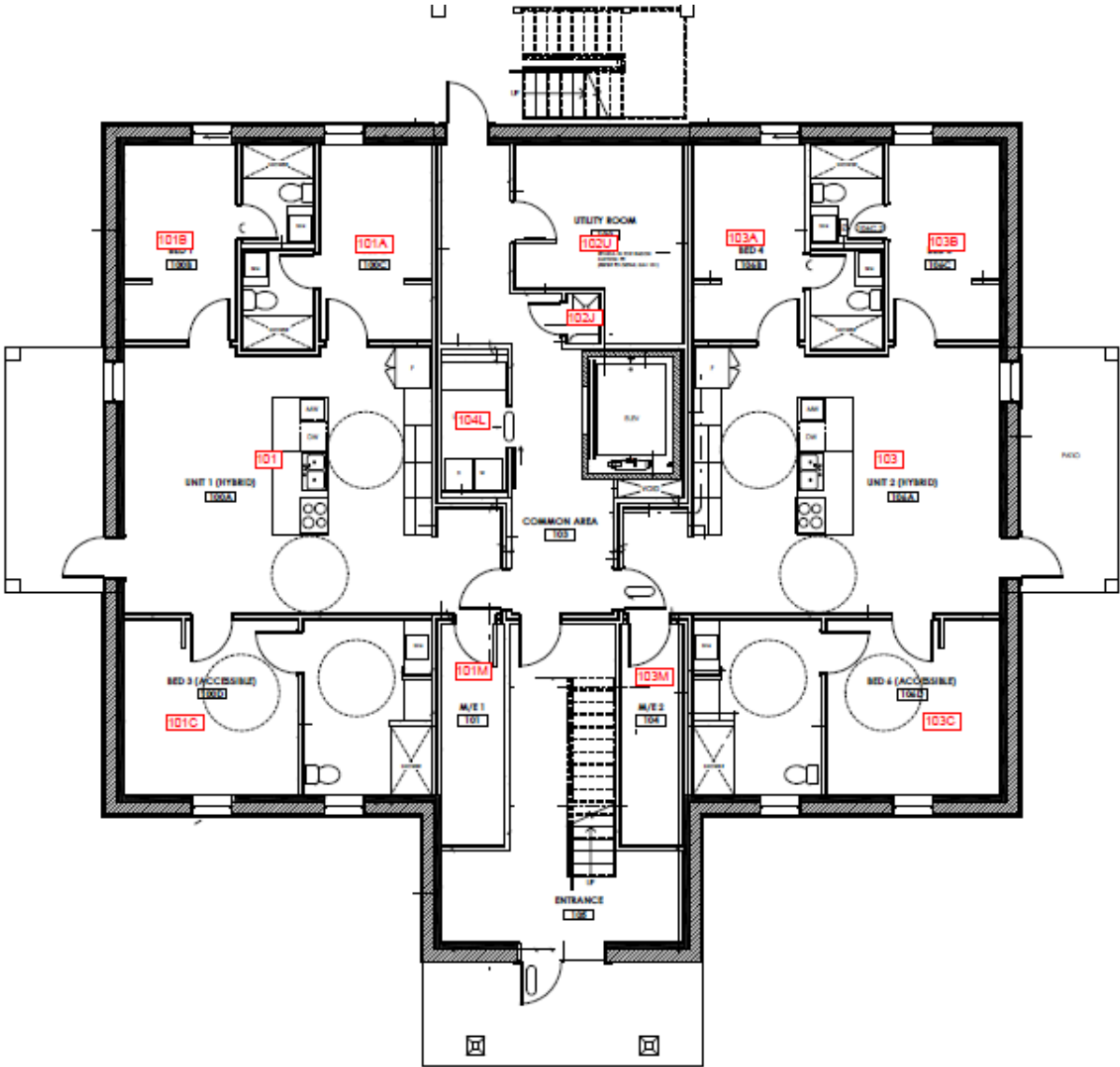
VILLAGE RESIDENCES MAP BUILDING 3 & 4 – LEVEL 3



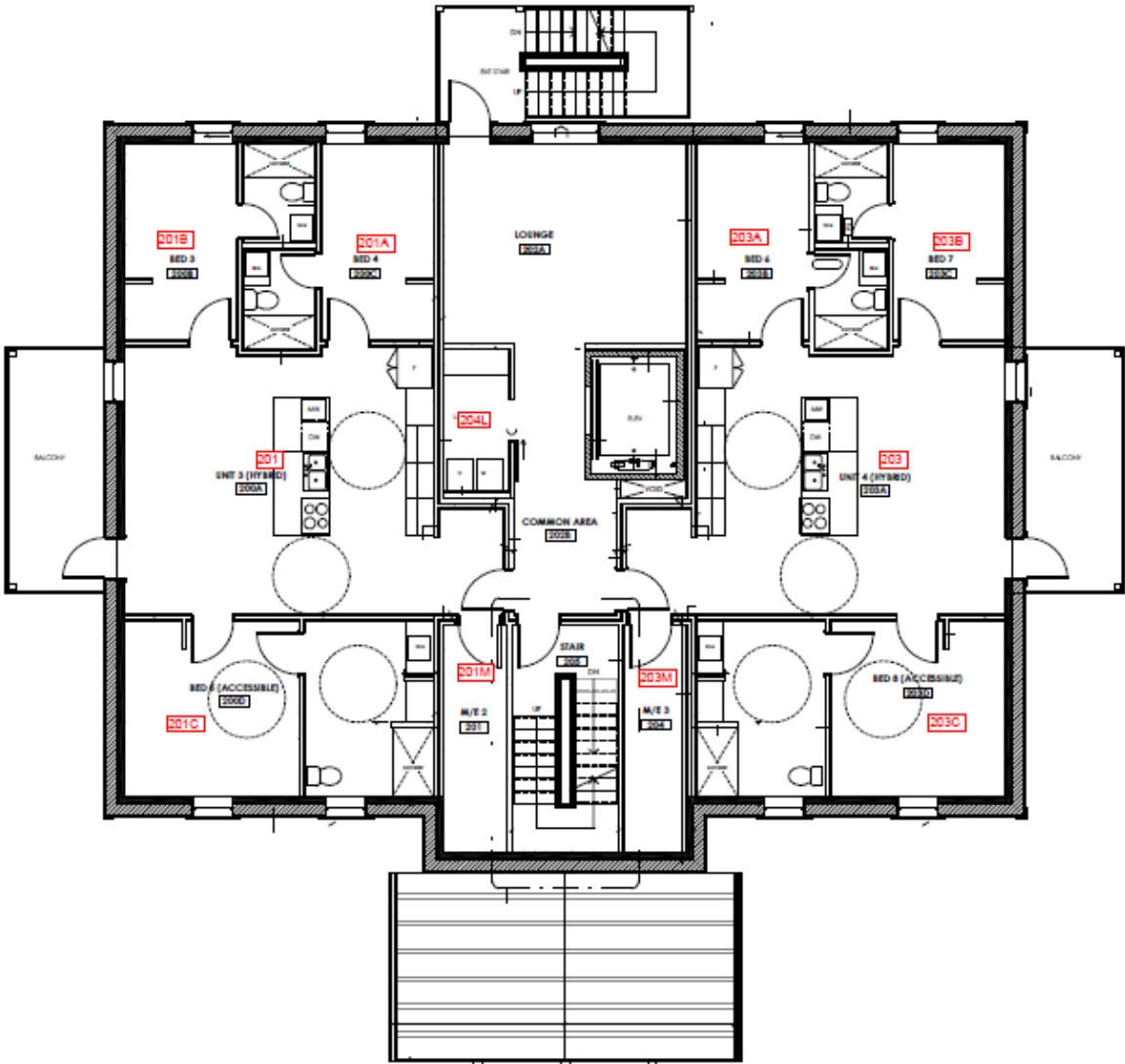
Currently Under Revision

Updated Tuesday, February 13, 2024

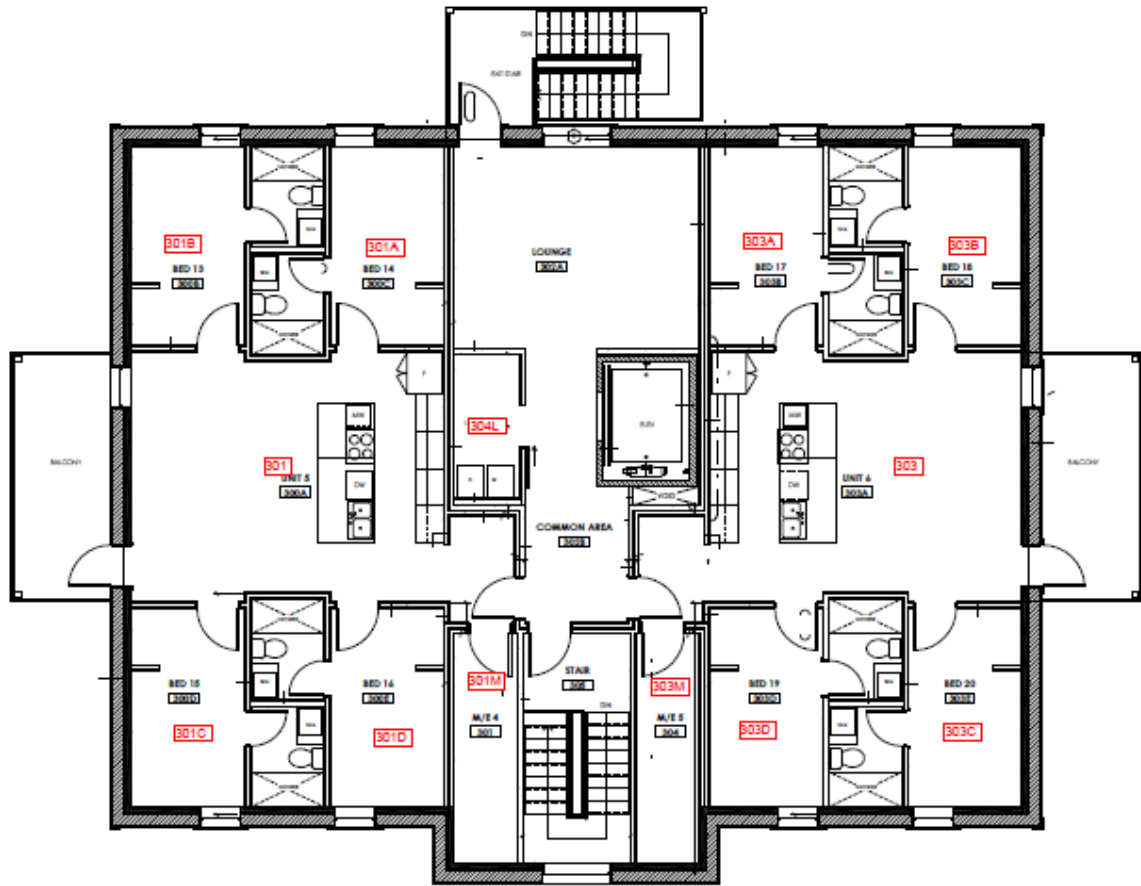
VILLAGE RESIDENCES MAP
BUILDING 2 – LEVEL 1



VILLAGE RESIDENCES MAP
BUILDING 2 – LEVEL 2



VILLAGE RESIDENCES MAP BUILDING 2 – LEVEL 3



KIDS ON CAMPUS MAP

