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Emergency Communication and Evacuation

YOUR FIRST PRIORITY IS TO ENSURE THE SAFETY OF THE PERSON

Upon hearing or being informed of an incident please follow the procedures below:

- Remain calm, ask for assistance if required
- Note the time and date of incident
- Evacuate the area if required
- Call for first aid, ambulance, police (what is required)
- Monitor the situation; make notes on arrival times, etc.
- Pass on pertinent medical information to ambulance or first aider if you are aware.
- Make note of person refusing first aid
- In case of fatality, do not move body without prior approval of RCMP
- Dispatch resources if required
- Inform other employees that need to be informed
- Gather names of witnesses and contact information
- Gather all documents statements (signed and witnessed), and first aid reports.
- Take pictures if required
- Be available to discuss the incident
- Complete the incident form (see sample)
- Attach all statements, reports etc
- Send out communication, outlining incident and any required follow up.


(Do not take extraordinary Risks in administering help)

Documents Check off List

- ____: Insurance Incident Form(First Aid room)
- ____: First Aid Form- (First Aid rooms)
- ____: Witness Statements (written)

Communication List

- ____: VP- Education and Students, VP - Administration or President (N. Coburn, M. Dion and/or A. Graeme)
- ____: Dean of the School involved or Director of the Department
- ____: Safety Coordinator (Ruby Chambers)
- ____: School Chair (if applicable)
- ____: Campus Management (Holly Shively)
- ____: Human Resources (Gary Leier and/or Arleen Gallo)
- ____: Registrar (Cathy Mercer)
- ____: Marketing Manager (Joanne Brookes)

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Emergency Contact Numbers

Police-Fire-Ambulance 911
RCMP Direct Lines (Non- Emergency)
Castlegar 250-365-7721
Nelson 250-352-2156
Trail 250-364-2566
Poison Control Center 1-800-567-8911

First Aid Contact per Campus

- Ruby add in this information for me (Thanks)