

1. Purpose

The purpose of this policy is to provide a structured and efficient response to critical incidents and crisis situations that may occur at or involve the VFC. This policy ensures that staff, students, and other stakeholders are prepared for, and can respond effectively to emergencies, ensuring the safety and wellbeing of all involved.

2. Scope

This policy applies to all members of the VFC, including students, faculty, staff, and visitors. It covers incidents such as medical emergencies, natural disasters, violent acts, accidents, and other critical situations requiring immediate intervention.

3. Policy Statement

VFC is committed to providing a safe and secure environment. The VFC will engage in planning, training, and response activities that aim to manage and mitigate incidents that could threaten the safety and well-being of all involved.

4. Crisis Management Team

The crisis management team is responsible for coordinating the response to the incident, ensuring communication, and managing resources.

CMT Leader - Chief Flight Instructor

Michael Schlievert (mschlievert@flyvfc.com) is responsible for overall coordination and decision-making.

Facility Operations Manager

The VFC Facility Operations Manager is responsible for logistics, such as evacuations, crowd control, and safety measures.

5. Building Evacuation Routes

- Exit points are marked within the building.
- All personnel are trained on evacuation routes to ensure a swift, organized response in an emergency.

6. Occupational Health & Safety

Employee Responsibilities:

- Comply with safety policies and WorkSafeBC regulations.
- Report hazards immediately to supervisors.
- Use safety equipment correctly and responsibly.
- Never work under the influence of alcohol, or drugs, or when fatigued.

7. Emergency Situations

- Employees and students are instructed in safety protocols specific to their areas (e.g. classrooms, maintenance, dispatch).
- Immediate response steps include providing first aid and contacting emergency services when necessary.
- In the absence of trained first-aid personnel, dial 911 immediately.

8. Fire Emergency

- Pull the fire alarm, call 911, and evacuate using the nearest safe exits.
- Close doors as you exit.
- Proceed to designated assembly areas (known by all staff).
- Do not re-enter the building unless the “All Clear” has been given by the Fire Department.
- The Facility Operations Manager ensures complete evacuation, assisting individuals who need help.

9. Gas Leak

Some signs of a natural gas leak inside your workplace include the following: a) Distinctive “rotten egg” odor. b) Hissing or blowing sound.

Procedure:

- Do not try to find the source of the natural gas leak.
- Do not operate any electrical or mechanical devices (including phones or computers).
- Do not start any vehicles.
- Leave the building, removing all occupants.
- Call the utility company and follow their directions. Do not re-enter the building or return to the area until the utility company employee says it is safe.

10. Weather and Emergency Response

- Inclement Weather: If severe conditions (e.g., snow, flooding) affect the VFC, classes may be moved online.
- VFC Closure: Decisions will be made early, and communicated via email or social media (Instagram, Facebook).
- Natural Disasters: If a disaster occurs, the VFC will close and move classes online.

11. Earthquake Safety

- If you are indoors, stay there.
- If you are in danger: Get under a sturdy table or desk.
- Brace yourself in an inside corner away from windows.
- Move to an inner wall or corridor. (A door frame or the structural frame or inner core of the building are its strongest points and least likely to collapse. They will also break the impact of any falling objects).
- Choose a shelter which will provide airspace if it collapses. If your furniture shelter moves, stay under it and follow it around.
- Watch for falling objects – plaster, bricks, light fixtures, etc.
- Stay away from tall shelves, cabinets, and other furniture, which might slide or topple over. h) Stay away from windows and mirrors.
- Grab anything handy (newspapers, box, etc.) to shield your head and face from falling debris and splinting glass.
- Do not be alarmed if the fire alarm or sprinklers go off.
- Do Not Rush Outside. Stay on the same floor that you are on.

12. Imminent Hazard or Imminent Harm Emergency Situation

Lockdown Procedures

- Full Lockdown: Used when there is a threat within or near the VFC (e.g., violence/active assailant). Staff, faculty, and students follow lockdown protocols.
 - Facility Operations Manager: Notify staff, and lock classrooms and doors. Concurrent call to 9-1-1 to activate police response.
 - Faculty: Cease activities, secure students, and avoid opening doors. Turn off classroom

lights and pull down the blinds. Record the names of all who are in the classroom if it is possible. Do not use the classroom or office computers.

- Note: the last destination of missing students. Record names of extra students present.
- Administrative Response: Lock offices and remain out of sight. Await clearance instructions from law enforcement.
- Do not respond to anyone at the door. No one is to leave the room. The room will be cleared by law enforcement when it is safe to do so.
- Hold and Secure: Used when danger is outside the VFC. Doors are locked but the VFC remains in operation. Staff and students are notified, and the exterior doors are monitored. When the Hold and Secure situation is over, notify staff and students.

13. After the Incident

Immediate Post-Event Actions

Incident reports are completed by the VFC Health & Safety Committee, including details of the situation and police involvement. Communication will be sent out to staff and students to outline the situation to ensure that accurate information goes home to support students and their families.

Student safety tips

- In a potentially life-threatening situation, call 911 first, then call 250-656-2833 to notify them of the emergency on campus.
- Know your closest emergency exits and assembly areas.
- Follow VFC on Social Media for Emergency Notifications. Follow to receive important notifications regarding emergencies on campus and advisories regarding campus closures (for example, due to heavy snowfall).
- Know the VFC's Emergency Procedures. Review all Emergency Procedures, including the College's Lockdown Procedure noted above.
- Know the VFC number and save it on your phone.