



WALES YOUNG
INSTITUTE

SAFETY, SECURITY AND RISK MANAGEMENT



EMERGENCY CONTACTS

IN A POTENTIALLY LIFE-THREATENING SITUATION, CALL 911 FIRST. THEN, NOTIFY CLASSROOM SECURITY ABOUT THE EMERGENCY.

Before you call, be ready with the following information

- ❖ Type of emergency
 - Fire, major chemical spills = Fire
 - Criminal acts = Police
 - Serious injuries = Ambulance
 - Minor and serious injuries = First Aid
- ❖ Number of people involved
- ❖ Your name and classroom address

New Westminster classroom address:	604 Blackford Street Unit 204 New Westminster BC
Contact no.:	(778) 927-2343

Emergency:	911
Poison Control Centre:	1-800-567-8911

FIRST AID

IN A POTENTIALLY LIFE-THREATENING SITUATION, CALL 911 FIRST. THEN, NOTIFY CLASSROOM SECURITY ABOUT THE EMERGENCY.

Wales Young Institutes maintains an Occupational First Aid Program in compliance with WorkSafeBC regulations. Contracted First Aid Officers are certified in First Aid, AED, and CPR “C” on behalf of the College and are responsible for administering first aid.

New Westminster classroom:	(778) 927-2343
Emergency:	911

If You Need First Aid:

When requesting first aid, provide as much information as possible and stay on the line. An officer will be dispatched to your location, and Security will contact 911 emergency responders if necessary.

If emergency care is required, Security will arrange for an officer to meet emergency responders and direct them to the location of the emergency. Security also remains in contact with 911 dispatchers to provide updates on the situation.

All emergency care is transferred to BC Ambulance or Fire crews upon their arrival.

ACCIDENT & INJURY REPORTING FOR STUDENTS

Accident and Injury Reporting and Investigation Process:

The Injury/Illness Investigation Form—a worker's report of injury or occupational disease to the employer—must be completed by college students involved in unpaid practicums or experiential learning. This applies to all work-related accidents, injuries, or incidents, including near misses, in British Columbia.

Injury/Illness Investigation Process:

1. The Injury/Illness Investigation Form must be completed by the First Aid Attendant, Student, or Student's Instructor and submitted to Human Resources within one day of the injury or incident.
2. The injured/ill person reports to First Aid.
3. First Aid (Security) completes an Incident Investigation Form and submits it to Safety, Security & Risk Management (SSRM) at safety@walesyoung.com.
4. SSRM forwards the form to the injured/ill person's supervisor.
5. The supervisor completes the form and sends it back to SSRM.

STUDENT EMPLOYEES WORKING ALONE OR IN ISOLATION

Working Alone or in Isolation – Check-In Procedure

In compliance with WorkSafeBC regulations, any employee working alone or in isolation must have a written check-in procedure established by their supervisor/manager in consultation with the worker.

Check-In Requirements:

Employees traveling alone for work assignments, conferences, or workshops must check in with their supervisor (via email or phone) to confirm:

Safe arrival at their destination.

Safe return after the trip.

To implement a check-in procedure for employees working alone, please review and complete the steps outlined in the following three documents.

For assistance or questions, please contact us.

THREAT ASSESSMENT (1/3)

Wale Young Institute has established a multi-disciplinary Threat Assessment Team (TAT) to determine how best to intervene and support an individual whose behaviour has or may become violent, and ensure the safety of members of the campus community. The TAT will conduct a Violence Threat Risk Assessment (VTRA) to assess, investigate and determine an appropriate level of response to reports of behaviours of concern including threats with the potential to result in harm to one or more members of the campus community. The TAT works collaboratively with the College's Behaviour Intervention Team (BIT), and where a VTRA indicates a person is a low level of risk for violence, the case may be referred to the BIT for College supports, monitoring and case management.

Threat Assessment & Violence Risk Management

Wale Young Institute has established a multi-disciplinary Threat Assessment Team (TAT) to evaluate and intervene in situations where an individual's behavior has the potential to become violent. The TAT's primary goal is to support the individual while ensuring the safety of the campus community.

Violence Threat Risk Assessment (VTRA):

The TAT conducts a Violence Threat Risk Assessment (VTRA) to:

- **Assess, investigate, and determine an appropriate response to reports of concerning behavior.**
- Address threats that could lead to harm to one or more members of the campus community.

THREAT ASSESSMENT (2/3)

Collaboration & Case Management:

The TAT works closely with the College's Behaviour Intervention Team (BIT). If a VTRA determines a low risk of violence, the case may be referred to BIT for:

- Ongoing support
- Monitoring
- Case management

This approach ensures a proactive and collaborative response to campus safety concerns.

THREAT ASSESSMENT (3/3)

BIT-TAT Flow Chart

Behaviors of concern may suggest an individual is at increasing risk of harm to themselves or others. Identifying and addressing these behaviors early helps ensure safety and appropriate intervention.

Examples of Concerning Behaviors

These behaviors may indicate an increased risk of harm and should be taken seriously. Examples include, but are not limited to:

- Acts of violence or threats
- Stalking or intimidation
- Excessive or violent themes in artwork, writings, videos, blogs, or conversations
- Homicidal or suicidal expressions, actions, or gestures
- Possession of weapons (or replicas) on campus or recent acquisition of firearms
- Obsession with violence or weapons
- Approval of violence as a solution to conflict
- Excessive references to workplace/campus violence or mass killings
- Uncontrolled anger, outbursts, or deep resentment
- Expressions of extreme anger towards self, peers, staff, or the institute
- Sudden irrational beliefs or paranoia
- Hatred towards specific groups
- Sense of marginalization with elaborate revenge plans
- Excessive blaming of others; fixation on past injustices
- Social withdrawal and isolation
- Drastic changes in behavior, mood, hygiene, or performance
- Substance abuse
- Frequent conflicts with peers, staff, or supervisors
- History of exposure to or involvement in violence or bullying

Early recognition and intervention are essential in maintaining a safe and supportive environment.

EMERGENCY MANAGEMENT (1/2)

Emergency Management at Wales Young Institute

Emergency Management focuses on minimizing the impact of disasters through the strategic organization and management of resources and responsibilities. It consists of four key phases:

1. Mitigation – Reducing the risk and impact of potential disasters.
2. Preparedness – Planning and training for emergency situations.
3. Response – Taking immediate action during an emergency to ensure safety.
4. Recovery – Restoring normal operations after a crisis.

In the unlikely event of a fire, gas leak, violent intruder, or other urgent situation, the safety of students and employees is our top priority. Wales Young Institute is committed to providing the necessary resources and procedures to respond effectively to any emergency.

Emergency Management Response Structure

Wales Young Institute is dedicated to maintaining a safe and secure working and learning environment. Our emergency response structure aligns with the British Columbia Emergency Management System (BCEMS) to achieve the following goals: Ensure the health & safety of responders, Save lives, Reduce suffering, Protect public health, Protect infrastructure, Protect property, Protect the environment, and Reduce economic and social losses.

By following these principles, we aim to provide an effective and coordinated response to any emergency.

EMERGENCY MANAGEMENT (2/2)

Wales Young Institute's response structure is organized into a three-tiered system.



BUSINESS CONTINUITY PLANNING

Wales Young Institute's Emergency Management is responsible for developing, maintaining, exercising, and implementing Business Continuity plans. These plans ensure that essential critical functions continue during crises or disasters, whether small or large in scale. They outline recovery actions to restore essential business operations following interruptions to normal college functions.

Located within the Cascadia Subduction Zone, the institute recognizes the potential for large-scale disasters, along with various other risks that may impact the Greater Vancouver Region. Possible scenarios include earthquakes, severe weather, wildfires, pandemics, cyber threats, active shooter events, and civil unrest. Additionally, given the institute's international field schools, emergency events can also arise beyond the local region.

PERSONAL PREPAREDNESS (1/2)

Planning ahead before disasters strike is essential. Having a well-prepared emergency plan not only enhances personal safety but also reduces anxiety and allows first responders to prioritize those in critical need. In a major emergency, first responders may be overwhelmed and could take up to 72 hours to arrive.

To ensure readiness, consider these key steps in developing a strong emergency preparedness plan:

Step 1: Identify Hazards in Your Area

British Columbia's diverse landscapes—mountains, rainforests, deserts, rivers, lakes, and beaches—come with a variety of natural hazards. These include earthquakes, tsunamis, severe weather, landslides, floods, power outages, and wildfires. Use the interactive hazard map on the Emergency Management BC website to learn about the risks specific to your location.

Step 2: Prepare an Emergency Kit

Having an emergency kit ready in advance ensures you're prepared when disaster strikes. Assembling a home emergency kit doesn't have to be complicated or expensive. Focus on the essentials: water, food, and shelter, along with personal necessities like prescription medications and photocopies of important documents (e.g., passport). Store your kit in an accessible location and replace expired items regularly.

PERSONAL PREPAREDNESS (2/2)

Step 2: Build an Emergency Kit (con't.)

Emergency Kit Essentials:

Food (Ready to Eat) and Water, Manual Can Opener for Canned Goods, Flashlight or headlamp with spare batteries (w/ Extra Batteries), AM/FM Radio, Medications, Seasonal Clothing (Waterproof Outer Layer), Blanket, Duct Tape, Pen and Notepad, Cell Phone and Device Charger, Personal Toiletries, Small First Aid Kit, Extra Pair of Glasses or Contacts, Local Map, Whistle, Contact Card, and Copies of Important Documents.

Since emergencies can happen anywhere, consider assembling smaller kits for your workplace and vehicle. If you prefer a ready-made kit, organizations like the Canadian Red Cross and Mountain Equipment Co-op offer pre-packed options.

Step 3: Create a Home Emergency Plan

An emergency plan serves as a guide for how you and your household will respond in a crisis. Just like studying for an important exam, planning ahead reinforces key steps and reduces anxiety when disaster strikes. Ensure everyone in your home understands the plan.

Visit the [Emergency Management BC website](#) for easy-to-use templates to help you create your customized home emergency plan.

EMERGENCY PROCEDURES

Emergency Preparedness at Wales Young Institute

In the rare event of a fire, gas leak, violent intruder, or other urgent situation, our highest priority is the safety of all students and staff.

To learn more about how Wales Young Institute responds to emergencies—and what actions you can take—refer to the resources on the right.

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| <ul style="list-style-type: none">• Bomb threat• Classroom closures• Chemical spills• Crime & violence prevention• Earthquakes• Emergency supplies• Emotional distress | <ul style="list-style-type: none">• Fire/building evacuation• Gas leak• Hold & secure• Power failure• Shelter-in-place• Violent intruder |
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BOMB THREAT

Treat all bomb threats seriously.

If the threat is received by telephone, stay calm and courteous, listen, and do not interrupt the caller. Ask as many questions as possible, and take notes.

If the Threat is Received by Phone:

1. Stay calm and listen carefully.
2. Do not interrupt the caller.
3. Ask key questions and take notes:
 - When will the bomb explode?
 - Where is the bomb located? What does it look like?
 - Did you place the bomb? Why?
 - What will cause it to explode?
 - What is your name? Where are you calling from?
4. Observe and document details about the caller:
 - Voice characteristics (e.g., accent, tone, age, gender)
 - Background noises (e.g., traffic, music, conversations)
 - Exact wording of the threat

If the Threat is Received in Writing:

- Do not handle the note excessively.
- Take it directly to security personnel.

If You Notice a Suspicious Object:

- Do not touch or move the object.
- Ask others if they know anything about it.
- Clear the area immediately.
- Post warning signs (e.g., “Keep Out”).
- Call 911 and follow police instructions.

By following these steps, you help ensure a swift and effective response.

CAMPUS CLOSURES

College Closure Notification

The Wales Young Institute acknowledges that certain situations—such as severe weather, building emergencies, or safety concerns—may necessitate the closure of the College.

The decision to close the building rests with the Senior Educational Administrator (SEA) and/or the Director of Safety, Security, and Risk Management. Every reasonable effort will be made to notify students and employees in advance.

How to Stay Informed:

- Visit the Wales Young Institute website for the latest updates.
- Call the Urgent Information Line at (778) 927-2343.
- Sign up for the College's Urgent Communication System, which sends alerts via text, voice, and email

For more details, please refer to the College Closure Policy.

CRIME & VIOLENCE PREVENTION

Criminal Incidents

- Crimes such as theft, vandalism, or assault may occur on campus. If you witness a crime:
- **Do not approach or interfere** with the perpetrator unless necessary for self-defense.
- Observe from a **safe distance** and take note of important details.
- Call **911** immediately and report the incident.
- Contact the College's **Urgent Information Line** at **(778) 927-2343**.

Crime Prevention Tips

- Keep a notepad and pen near the phone for quick note-taking.
- Maintain a tidy work area and promptly report suspicious objects or missing items.
- Report suspicious individuals to security and provide a detailed description.
- If working alone, keep doors locked and inform the Senior Educational Administrator (SEA) of your location and departure time.
- Always lock your car and avoid leaving valuables in plain sight.
- When leaving late or on weekends, have someone accompany you to your vehicle and check the backseat before entering.

Violence Prevention

If you witness violence or are a victim:

- Call 911 and report the incident immediately.
- Contact the College's Urgent Information Line at (778) 927-2343.
- The Senior Educational Administrator (SEA) will take swift action.

Zero-Tolerance Policy

Any form of violence or threatening behavior is unacceptable and will not be tolerated. The College is committed to maintaining a safe and secure environment for all students and staff.

EARTHQUAKES (1/3)

A major earthquake can strike British Columbia at any time, making careful planning and preparation essential to reducing injuries, preventing panic, and facilitating rescue and recovery efforts. To stay prepared, it is important to have a well-thought-out plan both at home and in the workplace.

Discussing safety measures with family members and creating an emergency plan can help ensure everyone knows what to do in case they become separated.

Additionally, attending earthquake preparedness sessions offered by Health & Safety committees provides valuable guidance on how to respond effectively during such an event. Taking these proactive steps can make a significant difference in ensuring safety and resilience in the face of an earthquake.

Before an earthquake, it is essential to take precautionary measures to minimize risks and ensure safety. Potential hazards such as heavy, sharp, or pointed objects on high shelves, large hanging plants, and tall unsecured furniture or shelving units should be removed or properly secured.

Identifying a safe place to take cover, such as under a sturdy desk or table away from glass or objects that could become airborne, is crucial. Familiarizing yourself with the location of the Emergency Response cabinet and fire extinguishers will be beneficial in case of an emergency. Since the area could be isolated for some time following an earthquake, it is advisable to keep sturdy shoes and a jacket at your workplace. Additionally, having a 72-hour survival kit readily available at work, in your car, and at home will help ensure preparedness for any disruptions.

Planning ahead with your family is equally important. In the event of severe damage, you may need to remain at your workplace for up to 72 hours before returning home. Establishing an out-of-area contact and designating a meeting point with family members can provide an effective way to reconnect if communication lines are disrupted or travel is not immediately possible.

EARTHQUAKES (2/3)

During the earthquake

- Stay calm and DROP-COVER-HOLD to protect yourself.
- Drop to the floor.
- Take cover under your desk, a sturdy table or other piece of furniture.
- Hold on to whatever you are under.
- If there are no sturdy pieces of furniture available, get into a corner or against a wall, facing out, bring your knees up, cover the sides of your head with your elbows and clasp your hands firmly behind your neck.
- Stay away (and face away) from windows.
- Do not stand in a doorway, you will be exposed to flying debris and slamming doors.
- Stay away from anything that could shatter or fall on you.
- Do not try to run outside, you may be hit by flying debris.
- If you are in an elevator, stay there. The elevator will not fall down the shaft and help will be dispatched if the doors jam.
- Do not leave your shelter until at least 10 seconds after the shaking has stopped.
- Follow instructions from emergency personnel. Your floor warden will be in touch with security or the incident commander by radio phone for instructions.

EARTHQUAKES (3/3)

After the earthquake

- Stay calm, take your time, and think before you move.
- Be prepared for aftershocks. You may have to take cover again.
- In case of fire, activate the alarm if possible and warn others. Use a fire extinguisher, remembering to stay between the fire and the exit. If the fire is uncontrollable, everyone must leave the area, closing doors behind them. Shut off gas and electrical power if possible. Do not use any sources of flame or spark. No smoking.
- Injuries should be reported to the floor warden or directly to security. First aid should be initiated for serious injuries. Do not move victims unless absolutely necessary. Beware of broken glass, electrical hazards, and gas or chemical leaks. Replace any telephone handsets shaken off and do not use the telephone lines except to report fires or medical emergencies.
- Do not act independently. Wait for instructions from your floor warden. The incident commander or designate will assume control of the building and will advise wardens of the status of their floors. In case of major damage, the police chief is in charge of operations.
- You will be given directions as soon as the damage is assessed.
- Many areas of the College have emergency response cabinets containing emergency supplies, i.e., food, water, blankets, first aid supplies, radio, flashlights, hard hats, shovel, gloves, etc. to be used if you are unable to leave the building.
- An evacuation of your space will be ordered only if the building safety systems have been compromised, the structural integrity of the building has been compromised or the building is on fire. Exterior evacuation onto the street should be discouraged, as it is more dangerous outside the building following an earthquake than within it because of potential falling debris.

EMOTIONAL DISTRESS

Here are a few signs of emotional distress requiring immediate attention:

- Expressions of suicidal thoughts or intent
- Expression of violence towards others
- Severe loss of emotional control
- Bizarre behaviour or gross impairment in thinking ability

Helpful community agencies who provide counselling for people in distress:

B.C.-wide toll-free: 1-800-SUICIDE (1-800-784-2433)

Mind check

Mind check offers access to mental health and addictions information for youth and young adults and includes information about anxiety, depression, substance use, psychosis and other mental health and addictions issues that challenge young lives.

FIRE/BUILDING EVACUATION (1/2)

Sounding of the fire alarm means you must evacuate the building immediately.

Even if the alarm stops after a short while, evacuation must continue until emergency response personnel give an all-clear signal.

As you evacuate the building, move to the designated assembly areas as directed by floor wardens. Please do not stop and gather immediately outside the building exits as this causes congestion as masses of students and employees attempt to evacuate behind you.

Remember:

- Quickly gather your personal belongings
- Leave calmly using routes designated on emergency evacuation maps, closing doors behind you
- Use the stairs (persons with mobility impairment(s), see below) Follow the instructions of the floor warden to the nearest stairwell/exit and exit out of the building to the assembly areas
- If you are in your car during a fire alarm, turn engine off, leave car and exit the area
- In smoke, stay close to the floor; breathe shallowly through nose, using a shirt as a filter
- Do not exit onto balconies; assemble in groups at street level, in designated assembly areas, away from the building and the danger of shattering glass.
- Stay with your group and inform others if you decide to leave the site
- Report missing persons to instructor or your floor warden
- Do not re-enter the building for any reason until the ALL CLEAR signal is given by emergency response personnel

FIRE/BUILDING EVACUATION (2/2)

If you discover a fire:

- Warn others to evacuate the room or area immediately
- Activate the red alarm pull station (located at all exits from the building)
- Close any doors behind you
- The fire department will be notified automatically
- Call the fire department to 911 of the exact location and nature of the fire

Things to remember:

- Follow instructions from emergency personnel.
- Check doors for heat before opening. If you need to open a closed door and you suspect that a fire condition may be present, feel the door with the back of your hand first to see if it is hot. If it is hot to the touch, do not open that door.
- Proceed down the nearest safe stairwell and out to the assembly area.
- Do not run.
- If you encounter heavy smoke, keep low (crawl, if physically able), use the wall to guide you to the nearest exit.

Be prepared! Employees should be familiar with the location of fire extinguishers in their immediate work area and should read the operating instructions before an emergency situation occurs. Enroll in a fire extinguisher training session offered by your health and safety committee.

POWER FAILURE

In the event of a power failure:

- Stay calm and remain in your area unless notified to leave the building.
 - Switch off electrical equipment with manual switches and unplug other equipment to avoid power surge damage.
 - If you are directed to leave the building, lock your office/work area, shout to contact everyone in the area, and leave as a group. Keep comfortable walking shoes and a sweater or jacket at the College for emergency use.
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VIOLENT INTRUDER (1/2)

Learn how to be prepared in the case of a violent intruder.

Escape

- If you feel you are able to leave the building upon the first indication of a violent intruder, do so
- If safe to do so, help others to escape with you
- Leave the building and put as much distance between you and the danger as possible. When safe to do so, call 911 to provide police with any information you have

Lockdown if unable to escape

- Stay in or quickly go to the nearest office or classroom, and quickly warn others nearby
- Immediately lock and barricade all doors
- If safe to do so, close and lock windows, close blinds/cover windows
- If safe to do so, turn off lights and audio equipment
- Move away from doors and windows and stay low
- Silence your cell phone, including vibrate mode, or turn it off
- Quickly collect improvised weapons and make a plan of attack in case you need it
- Stay quiet and try to remain calm, maintain a survivor mindset
- Stay in your secure place until advised by Police/College Authorities that it is safe to leave

VIOLENT INTRUDER (2/2)

Defend

- Fight for your life. If this is the only option open to you, you must commit fully and aggressively to incapacitate the assailant. Consider items around you as weapons of opportunity to fight with.
- Scream, scatter, throw items at the intruder to create chaos and distraction
- Work with the people around you to ambush and overpower the intruder
- Use improvised weapons, like scissors, furniture, fire extinguishers, and keys

Cooperate

- Law enforcement's first priority is to take the violent intruder into custody. Follow police instructions and keep your hands visible and empty.
- If you come across a suspicious individual, note a detailed description and make a report to staff.