



POLICY

Emergency Response - Individual Incident Response

It is the responsibility of each member of the Yukon College community to assist in the safe and efficient resolution to incidents that might arise in the day-to-day business of the College. These incidents may vary from threatening situations, to damage to property, to full-scale emergency situations.

Such assistance shall include person intervention when it is safe to do so, and the reporting of the incident in accordance with the

BOARD GOVERNING POLICIES

General Executive Constraint - “The President shall not allow any practice.....in violation of commonly accepted business and professional ethics....”

GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

OH+S Act

College Act

Anti Violence Policy

Emergency Response Policies

- AS-19 Emergency response authority
- AS-20 Evacuation
- AS-21 Communication
- AS-22 Incident reporting

PROCEDURES

Individuals discovering an emergency or potential emergency must deal with the situation in the safest manner possible. Personal intervention in the incident should only be attempted when reasonably safe to do so.

If necessary (and possible), emergency assistance should be summoned (9-911). As well in the event of an injury to a person, the local first aid attendant should be summoned by calling 9-668-PAGE(7243) – pager number 675. Leave a message about where, when, and what has happened.

Revised: October 13, 2006

Original date: 02/28/03

Next Review: October 2008

Policy Holder: Director, Administrative Services

Page 1 of 2



**AS-23 EMERGENCY RESPONSE
INDIVIDUAL INCIDENT RESPONSE
ADMINISTRATIVE SERVICES**

In addition, or in the event that is not possible to summon emergency assistance, the focus should be on ensuring the safety of people by:

- taking cover if possible (local area event)
- securing the area if possible (locking door, windows, etc...)
- triggering a Campus-wide evacuation (pulling fire alarm)
- attempting communication with persons who might be able to assist (computer, fire warden radio, personal safety devices – screamers, etc)
- assisting any injured persons until assistance arrives.

In the event of a violent or other serious threat the incident must be immediately reported to the appropriate Dean or Director, and then:

- the Main Reception (**668-8800**),
- or the Secretary, President’s Office (**668-8892**),
- or Executive Support Officer (**668-8704**),
- or the Director of Administrative Services (**668-8702**)

DO NOT LEAVE A VOICE MAIL. In the event that none of the above is available contact the custodian on staff (668-7243 – pager 510).

In all instances an Incident Report must be completed and sent to the Secretary, President’s Office.

AUTHORIZATION

Approved by President _____ (signature)

On _____ (date).

B. FORM (attached)