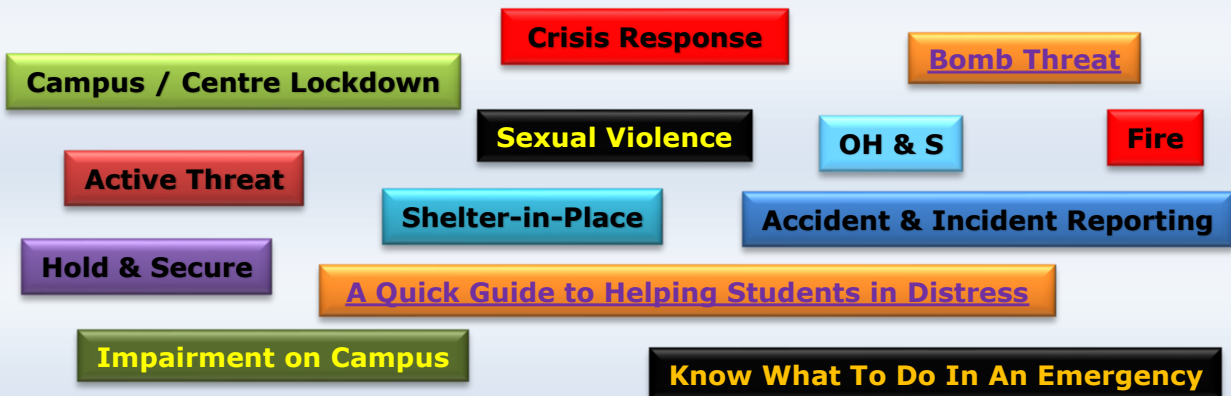



Institutional Safety Emergency Response Information

(last updated August 23, 2024)



The safety of students and staff is of the highest importance to Holland College. Knowing what to do in the case of an event that constitutes a **crisis** and or emergency is critical. The information contained on this page is intended to provide a one-stop source of emergency response information and links to additional safety information.

1. [OP-30-04-3-P3](#) Emergency Response Procedures

➤  **Fire** – In the event of a fire in any Holland College building, the following procedures shall be followed:

- An attempt to extinguish a fire should only be made if the person is trained and if it is safe to do so. Report the extinguished fire to the building supervisor immediately.
- The fire alarm must be activated for any fire that is not immediately extinguished.

- Call **911** and advise the nature and location of the fire and notify a College Official.
- Evacuate the building using the nearest safe exit. Close all doors and windows, if safe to do so.
- After exiting the building, gather at a location safely away from the facility.
- All persons are to follow instructions of the local authorities...POLICE, FIRE and or COLLEGE OFFICIALS.
- Do not return to the building until approved by the Fire Department.



Bomb Threats or Suspicious Packages

What to do when a bomb threat is received:

- Stay calm
- Obtain as much information as possible
- Take notes
- Call 911 or the Holland College Emergency Line at 902-626-2173 and provide as much detail as possible
- Notify a member of the [College Core Crisis Management Team](#)
- Do not pull the fire alarm

All Bomb Threats are to be considered serious. Centre(s)/buildings will be evacuated WITHOUT activating the fire alarm.

- Building/centre evacuation can be initiated using the Mass Notification System, by pressing the call button found on the "Emergency Station" or the Holland College Emergency Line at 902-626-2173.
- Evacuate the building.
- If they are readily available, take personal belongings as you leave.

- Close all windows and doors as you leave the room.
- Do not re-enter the building until approval is given by the Police.



Active Threat



An active threat is when:

- Shots have been fired at a College site or centre;
- An armed intruder has been spotted at a College site or centre;
- An Armed intruder has caused harm to another and or is threatening to cause harm to others;
- An individual has claimed to have, or there is reason to believe that the individual is in possession of a weapon.

All threats are to be treated as serious until proven otherwise. When you become aware of an active threat in the building you are in do one of the following:

- If safe to do so, immediately exit the building and move to a safe area away from the building.
- Seek shelter in a safe room or if unable to find a safe room, find shelter away from the danger or hide where you are.
- If you can lock/barricade doors, keep silent, keep away from windows and doors. Place cell phones in silent/vibrate mode.
- If it is safe to do so, and if a lock-down has not yet been initiated, call 911 and advise the operator of the situation and where you are located.

When you are in imminent danger from the threat and you are unable to find shelter or stay safe, use whatever means at your disposal to fight the threat. If required to fight, don't stop until you are sure it is safe to

do so. Take advantage of any opportunity to escape the threat.

Always follow instructions from police or other emergency officials.

Weapons on Campus ([30-04-3-MEC-D1](#))

Read about what is considered a weapon.



Campus / Centre Lockdown Procedure

What to do to initiate a Lock-down (Do Not Pull Fire Alarm):

- All threats are to be considered serious
- Activate emergency services by immediately:
 - calling **911**
 - Activating the Mass Notification System by pressing the call button found on the Emergency Station or call the Holland College Emergency Line at 902-626-2173
- The lock-down is to remain in place until otherwise advised by a Police Officer

[Holland College **Campus Lock-Down Info Sheet**](#)



Shelter-in-Place

- Environmental threats such as the release of hazardous material in the vicinity of the site/centre or severe weather related threats such as a



hurricane may require the site/centre to be placed in a condition of "Shelter-in-Place".

- All occupants in a building are to move away from windows and doors, seek shelter and wait for instructions from college or emergency officials.
- A "shelter-in-place" is initiated using the site/centre mass notification system.



Hold and Secure

- When a threat or incident occurs in the general vicinity of the campus/building and there is no immediate danger to occupants as long as they stay in the building.
- During a "hold and secure" assigned staff will monitor building entrances to ensure doors remain closed and locked.
- A "hold and secure" is initiated using the site/centre mass notification system.

2.



Crisis Management Response Plan (Includes phone numbers for Crisis Response Management Team & Centre Contacts)



3.



Know What to do in an Emergency

[Quick Reference - Holland College Emergency Procedures](#)



Are you ready? Prepare yourself.

- Watch UBC's training video for active shooter situations. <https://youtu.be/HXPhLCbVYQ>
- Visit the Alberta Post-Secondary Active Shooter Response Education website and learn more.

<https://www.ualberta.ca/vice-president-finance/protective-services/information-safety/active-shooter/index.html>

4. Sexual Violence



- If you have experienced sexual violence and need immediate help, please call 911, visit the nearest emergency department, or contact the [Student Wellness](#) Program online or at 1-833-549-3281. If you would like to speak with one of our counsellors to assist you by providing the resources and support you need, visit our website to book an appointment. [Counselling Services Office](#).
- It is often difficult to disclose and report incidents of sexual violence. It is entirely up to you if you choose to report the incident; however, we strongly encourage you to do so. A number of other resources are available to you, including:
 - a) Contact the Sexual Violence Response Team to ask questions or to initiate a report: report-sexual-assault@hollandcollege.com
 - b) If you are a College employee: Employee and Family Assistance Program (EFAP) through [ADP](#) or call 1-800-387-4765
 - c) More resources can be found on our website: [Student Support Services](#)
- For full details and information on Sexual Violence please check the following:
 - Board Policy [30-01](#) - Respectful Learning and Work Environment
 - Board Policy [30-02](#) - Sexual Assault and Sexual Violence Policy
 - Board Regulation [30-02-1](#) - Sexual Assault and Sexual Violence Protocol
 - Administrative Regulation [30-01-1](#)- Harassment & Discrimination

5. Accident & Incident Reporting



- PEI Workers Compensation 24 Hour Emergency Number for Reporting Workplace Accidents **(902) 628-7513**
- Holland College Reporting of Accidents & Incidents
[Quality Procedure A02](#) [Quality Procedure F01](#)
- Accident & Incident Report – Quality Form 023
{[QF023.pdf](#) or [023.docx](#)}
- Violent Incident Report – Quality Form 184
{[QF184.pdf](#) or [184.docx](#)}
- PEI Workers Compensation Reporting [Forms](#)
- [Reporting Procedures](#)



6. Impairment on Campus




- Holland College Board Regulation [30-04-8](#) (Impairment on Campus)
- Holland College Administrative Regulation [30-04-8](#) (Impairment in the Learning & Working Environment)
- Holland College Board Regulation [30-04-7](#) (Alcohol, Cannabis and Other Drugs on Campus)
- Quality Form [191](#) – Suspected Impairment Checklist

Crisis is any event including, but not limited to, medical or personal emergency, bomb threat, fire, explosion, armed intruder, environmental/natural or other disaster, or mechanical failure that

threatens the basic personal needs for safety and security. Examples could include sudden death (peer, staff, or significant other) or incident of violence in the college or community which results in the disruption of normal College functioning.

Health & Safety at Holland College

Legend: BP (Board Policy), BR (Board Regulation), AR (Administrative Regulation), OG (Operational Guideline), QP (Quality Procedure) and QF (Quality Form). 

- [BP-30-04](#) **Institutional Safety**
- [AR-30-04-1](#) **Occupational Health & Safety**
- [OP-30-04-1-P1](#) **Workplace Violence & Working Alone—Risk Assessment**
- [AR-30-04-3](#) **Crisis Management**
- [AR-30-04-3-MEC-D1](#) **Management Directive - Weapons on Campus**
- [QP-A02](#) **Student Accidents and Injuries**
- [QP-F01](#) **Reporting of Incidents and Staff Workplace Accidents**

[Holland College Occupational Health and Safety Information Page](#)

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