

NORTH ISLAND COLLEGE



# EMERGENCY PREPAREDNESS AND RESPONSE

# Emergency Contacts

In the event of an emergency, please refer to NIC’s website ([nic.bc.ca](http://nic.bc.ca)) for updates.

**Police – Fire – Ambulance..... 9 – 1 – 1**

**Poison Control.....1 – 800 – 567 – 8911**

**Provincial Emergency Program (24 Hours) \*.....1 – 800 – 663 – 3456**

\*This is for biological and chemical spills required to reported to the province

## Facilities

Director of Facilities, Safety, and Security

Cell Phone.....250 – 218 - 1603

Facilities Operation Manager

Cell Phone.....250 – 207 – 5485

Health and Safety Manager

Cell Phone.....250 – 218 - 6508

# Campus Locations & Contact Phone Numbers

## Courtenay Campus

2300 Ryan Road, Courtenay, BC V9N 8N6

Main Switchboard.....	1 – 800 – 715 – 0914
Security.....	250 – 334 – 7206
First Aid.....	250 – 897 – 8811
Facilities.....	250 – 334 – 5039
Health and Safety.....	250 – 923 - 9727

## Campbell River Campus

1685 South Dogwood Street, Campbell River, BC V9W 8C1

First Aid.....	250 – 202 – 5941
Facilities.....	250 – 202 – 3154

## Port Alberni Campus

3699 Roger Street, Port Alberni, BC V9Y 8E

First Aid.....	250 – 735 – 0626
Facilities.....	250 – 207 – 8856

## Tebo Campus

4757 Tebo Ave, Port Alberni, BC V9Y 8A9

## Port Hardy Campus

8950 Granville Street, Port Hardy, BC V0N 2P0

Facilities.....	250 – 949 – 7912 ext. 2811
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## Ucluelet










1636 Peninsula Road, Ucluelet, BC V0R 3A0

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## Response Goals

-  Ensure the health and safety of all responders during emergency situation
-  Save Lives
-  Reduce Suffering
-  Protect Public Health
-  Protect the College's Infrastructure
-  Protect the College's Property
-  Restore the College's Operations
-  Protective the Environment
-  Reduce the Economic and Social Losses

## North Island College Response Priorities & Objectives

-  Mitigate and Reduce Human Suffering
-  To Protect NIC Culture, Property, and Environment
-  To Reduce Economic Losses
-  To Enhance a Resilient Institution

# Emergency Management Program

## Emergency Operation Centre (EOC)

During certain emergency situations the emergency operation centre (EOC) will be activated to coordinate site support as well as manage all non-site activities. The EOC; if needed, will assemble at the Courtenay campus (CV) and will primarily be responsible for the follow duties:

- Notifying emergency responders as well as coordinating activities with various departments and other organizations.
  - These activities will be essential to responding and working in order to recover from an emergency event.
- Provide policy direction
  - Support Incident Commanders and onsite personnel
- Acting as the information hub, by collecting as much information as possible on the emergency event
- Verifying the information the EOC is receiving, then prioritizing and evaluating steps needing to be taken.
- Establishing priority steps to be taken based on the verified information the EOC is receiving. Then further developing a plan of action that corresponds with the emergency event taking place at the site.
- Obtaining and coordinating additional resources as needed for supporting the site.
- Communication emergency information as well as warnings to the public
  - Developing and distributing information as needed to the public

## Incident Command Centre (ICC) at Campus Level

The incident Command Centre (ICC) will be located on the site or immediate vicinity of the impacted campus. The ICC will be in control for all on-scene tactical operations.

In larger emergencies where additional support from emergency agencies and policy directions is required, the Emergency Operation Centre (EOC) will be activated and at that point the ICC will directly report to the EOC.

# Personal Preparedness

It is a good idea to be personally prepared for an emergency type situation by having an emergency plan developed for your family. A good resource to make your home emergency plan is through [Make an emergency plan \(getprepared.gc.ca\)](https://www.getprepared.gc.ca). This resource will help make a personalized home emergency plan to include the following information:

- Safe exits from your home and neighbourhood
- Meeting places to reunite with family or those living with you
- A designated person to pick up any children should you be unavailable
- Contact person both locally and out of town
- Health and insurance information
- Safe places for pets to stay
- Location of fire extinguishers, water valves, electrical panel, gas valve, and floor drain

Ensure that all members of the family, especially children, are aware of the emergency plan. Review with each family member how to properly shut off utilities: such as gas, water, and electricity.

Put together an **Emergency Kit for your Home**, which should include though not limited to:

- Water – 2 liters per person per day
- Food – that will not spoil such as canned food, energy bars, and dried foods (**Ensure that all food supplies are replaced at least annually, and/or inspected to ensure they are still within expiry dates and usable**)
  - Infant/Toddlers – Ensure there is enough infant formula and baby food; as well as other supplies such as disposable diapers, wipes, etc.
  - Pets – Ensure there is dry and canned pet food for each pet in the household. As well as ensure there are other supplies such as leashes/carriers, food and water bowls, pet medications, and copy of vaccination records if possible.
    - Cats – Extra litter box and litter
- Wind up or battery powered flashlight (with extra batteries)
- Manual can opener
- First aid kit
- Important family documents
  - Such as identification, insurance papers, and bank records
- A copy of your family Emergency Plan
- Prescription medications and medical equipment required



- Candles and matches/lighter
- Change of clothes and footwear for each member of the family
- Toiletries and personal hygiene items
- Household bleach and/or water purifying tablets
- Hand sanitizer, toilet paper, and garbage bags

Put together an **Emergency Kit for your Vehicle**, which should include though not limited to:

- Water – in plastic water bottles.
  - Replace every six (6) months
- Food
  - That will not spoil such as energy bars
  - Replace every six (6) months
- Blanket
- Extra Clothing and Shoes
- First Aid Kit
- Seatbelt Cutter
- Wind up or Battery-Operated Flashlight (with Extra Batteries)
  - Ensure to check and replace batteries every six (6) months
- Candle in glass jar with lid
  - Matches (waterproof recommended) and/or lighter
- Small Shovel
- Snowbrush with Scraper
- Whistle
- Jumper Cables

## Office Preparedness

There are many advantages to not only preparing your family and home for an emergency, though also preparing at work and specifically your work area in the event of an emergency. Through preparing your workspace you may come across hazards that you had not previously recognized that need addressing. There are several things to consider when preparing your office or workspace for an emergency:

- Making sure that your exit routes are clear of debris and/or hazards
- Review where your desk or workstation is positioned
  - Try to avoid being near potential hazards such as broken windows/glass or items that could fall on you
- Ensure the space under your desk/workstation is clear
  - Therefore, providing you a safe space to ‘drop, cover, and hold on’ on the event of an earthquake
- Ensure that bookcases are securely fastened to the wall
  - Position heavy items such as books, binders, and plants on lower shelves therefore ensuring they do not fall from overhead.
  - Consider having a railing placed in front to prevent heavy item to prevent falling off shelving
- Keep file drawers and cupboard doors closed as often as possible
- Anchor computers, printers, and all heavy office equipment whenever possible
  - If that is not possible, ensure that an anti-slip mat is placed under items to prevent them from sliding about

# Classroom Emergency Preparedness & Response

In the event of an emergency, it is likely that students will look to their instructors for direction. Below is information outlining how to prepare for an emergency, what to do during an emergency situation, as well as response after an emergency.

## Preparing for an Emergency (Before)

Be aware of your surroundings and make note of the evacuation route not only out of the classroom though also out of the building. Ensure that when you are calculating your egress that you are not using elevators. Identify where the fire extinguishers are and make note of the closest one to you. Know where the nearest area of refuge is to be able to direct anyone with mobility impairments in the event of an emergency.

## During an Emergency

### Fire

In the event that you see a fire or hear the fire alarm, all personnel are to evacuate the building immediately and assemble outside at designated muster stations with your class. During this type of situation, the Fire Chief has overall authority.

### Earthquake

In this type of emergency, stop what you are doing, get under cover, and hold on. Further explanation will be outlined Severe Weather Conditions: Earthquakes.

### Evacuation

In the event of an emergency where evacuation is necessary, you will be directed by NIC Facilities, Police, or Fire Personnel. Any instructions from Facilities, Police, or Fire Personnel are to be followed immediately.

## After an Evacuation

Notify Fire, Police, or NIC Facilities if you have knowledge of any individual who is injured or has mobility impairment and is located in an area of refuge.

# Building Emergency Procedures

In an emergency NIC will let occupants know what steps need to be taken, likely that will be either to evacuate the building or shelter in place/hold and secure.

## Evacuation of Persons with Disabilities

Any person with a disability will likely require assistance evacuating the building. Ensure that anyone that needs assistance evacuating the building is given so to ensure safe evacuation of the building.

## Persons with Visual Impairments

If the person has a visual impairment, explain to them the nature of the emergency and offer to guide them as directed per the emergency. As you walk ensure that you are talking to the individual and advising them of obstacles. In the event of an evacuation, accompany the person down the stairs and out of the building while constantly talking to them and explaining the obstacles etc.

Once you both are outside and in a safe location be sure to orient the person to where they are. Determine if they need further assistance by asking them if they would like you to stay with them till other assistance arrives.

## Persons with Hearing Impairments

If the person has a hearing impairment, you will need to be aware that they may not hear emergency warning signals such as alarms. Therefore, you likely will need to find other methods of communication to make them aware of the emergency.

One of the ways to communicate is to write the information down on a piece of paper. An example of this may be by writing 'Fire – go to the nearest exit down the hall, door on the left, NOW'.

Another way would be to turn the lights off and on to get their attention and then gesturing or in writing explaining what the emergency is and what they need to do.

## Persons with Mobility Impairments

If the person has a mobility impairment, accompany those in a wheelchair as well as those that are unable to descend stairs to the Area of Refuge. Instruct them to wait there until they can be assisted down the stairs by emergency personnel. DO NOT use elevators to evacuate.

## Areas of Refuge

According to the Government of Canada's Planning for Safety page, an area of refuge is a safe, fire-protected area connected to accessible routes where a person who needs evacuation assistance can wait safely until help arrives.<sup>1</sup>

These areas will have accessibility signage and will be labelled on all emergency evacuation procedure/maps. All areas of refuge on NIC's campuses will be identifiable by the following signage:



## Fire Drills on Campuses

Fire drills offer us an opportunity to practice building evacuation procedures. These drills occur on an annual basis to prepare NIC's community effectively how to evacuate buildings during an emergency situation as well as to comply with legal requirements.

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<sup>1</sup> "Areas of refuge/rescue assistance," Planning for Safety, Government of Canada, Accessed June 21, 2024, [Planning for safety - Canada.ca](https://www150.ca.gov/planning-for-safety)

## Designated Assembly Areas

Please be aware that designated assembly areas may change over time, and it is your responsibility to ensure that you know where the closest designated assembly area is located.

Designated assembly areas will be distinguishable by the following signage displayed below:



# Active Threats/Personal Safety Procedures

An active threat is defined as one or more persons who seek to inflict death or grievous bodily harm either randomly or through a systematic approach in a target rich environment.

While rare on Canadian campuses these events generally involve guns though have also been known to involve knives, blunt object or even vehicles. Active threats are typically settled quickly as often individuals are stopped by law enforcement or injure themselves.

However, being that these situations are unpredictable, it is best to be prepared for the worst-case scenario.

**In any emergency or active threat situation, the first step is to remain calm.**

## Procedure

During an active threat, take action to protect your personal safety

### Run

If you see or hear an armed intruder in the area, evacuate if you are safely able to exit the area/building.

- Exit the area/building via the quickest and safest means possible.
- Leave belongings behind.
- Communicate with others in the vicinity to vacate the area/building.
- Assist others that need assistance evacuating the area/building.
- Warn others as you are leaving the area/building of the active threat and encourage them to vacate as well.
- Contact 911 – when safely able to do so.
  - Follow up with contacting Health and Safety/Facilities to invoke emergency procedures.

### Hide

If you are unable to safely evacuate the area/building follow lock down procedures as followed:

- Take shelter
  - Classroom/Office – stay where you are.
  - Corridor – go to the nearest room (classroom, office, or study room) that is not already locked.
- Lock all doors and barricade with furniture

- Shut all windows and draw all curtains and blinds to reduce visibility from windows.
- Turn off all of the lights
- Ensure that **Everyone** turns their cellphones onto silent mode (this even includes not putting cellphones on vibrate) All cellphones need to be on complete silence.
- Keep low and away from windows and doors
- Contact 911 – when safely able to do so.
  - Follow up with contacting Health and Safety/Facilities to invoke emergency procedures.
  
- **If the Fire Alarm is activated, remain where you are and await instructions from emergency personnel.**
  - Often people triggering an active threat will pull fire alarms to entice people to come out of safe hiding locations.
- **Do Not open the door for anyone unless that person has validate their identity as an emergency responder**

### Take Action/Fight

If you are unable to evacuate or hide your last resort is to take action to protect yourself through attempting to overcome the attacker with force. **Only YOU can make this choice to fight.**

- Commit to other actions first such as delay and block the threat.
- Look for objects that can be used as tools to be used in self-defense
- Work with other people around you
- Do what is needed to stay alive, commit to the fight and use force if necessary to protect yourself





## When Police Arrive

Police/RCMP are training in de-escalating active threat situations. Their priority is to secure the campus and neutralize the threat on site. They will then work with NIC's facilities and security teams to assist others. Emergency responders and Police/RCMP will identify themselves as they approach barricaded rooms. Here are some steps to follow when Police/RCMP start identify themselves on scene:

- DO NOT run to emergency responders or police/RCMP unless you are directed to do so.
- Remain calm and follow their instructions.
- Remain available when directed to do so, so the emergency responders can follow up for questions.

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<sup>2</sup> "Active Shooter Response: Learn How To Survive a Shooting Event," Depositphotos, Accessed June 17, 2024, <https://depositphotos.com/vectors/active-shooter.html?qview=103551830>

# Lockdown

A lockdown procedure is an emergency response to secure and protect all occupants on the campus from an immediate threat. Through controlling the entry and exit points and the movement within the buildings the emergency personnel are better able to contain and handle any threats. **It is essential to everyone's safety that everyone complies with the instructions of emergency personnel.**

Upon Alert to Lockdown – Typically this will be announced over the PA system and a message will be sent through the Regroup App

## Find a Safe Place to Hide

- If you are in a room (such as classroom, office, meeting room, study room) stay where you are and secure the doors and windows.
  - If there is no lock on the door, barricade the door with furniture in the room to the best of your ability.
- Close all window coverings if available
- Stay away from doors and windows
- Stay low and out of sight as much as possible
- Ensure that **Everyone** turns their cellphones onto silent mode (this even includes not putting cellphones on vibrate) All cellphones need to be on complete silence.
  - Avoid making unnecessary calls
  - Only call 911 if safely able to do so

## Follow Instruction of Emergency Personnel

- **If the Fire Alarm is activated, remain where you are and await instructions from emergency personnel.**
  - Often people triggering an active threat will pull fire alarms to entice people to come out of safe hiding locations.
- For their own safety, emergency personnel must initially consider all individuals as potential threats
  - Therefore, it is important to always follow directions from emergency responders (Police/RCMP) to avoid harm and ensure the best possible response for everyone.

## Actions to Avoid

- **DO NOT** open the door for anyone once it is secured

- Until you have been given the 'all clear' or are certain and verified it is emergency personnel at the door.
- **DO NOT** travel down corridors or stay in large open areas (such as cafeterias or student common areas)
  - Find the first available rooms and barricade yourself inside
  - Do not leave the room for any reason, including though not limited to going to use a washroom.
- **DO NOT** contact 911 unless you have immediate information that concerns your safety, the safety of other, or you have critical information that will assist emergency responders

### After a Lockdown has been Lifted

Follow the directions of the emergency responders, specifically Police/RCMP to assist in evacuating the area/building in an orderly and safe manner. Proceed to the closes exit and assemble at designated area as advised. Police/RCMP may require individuals to remain on scene and available for questioning following a hold and secure emergency procedure.

# Hazard/Incident Reporting

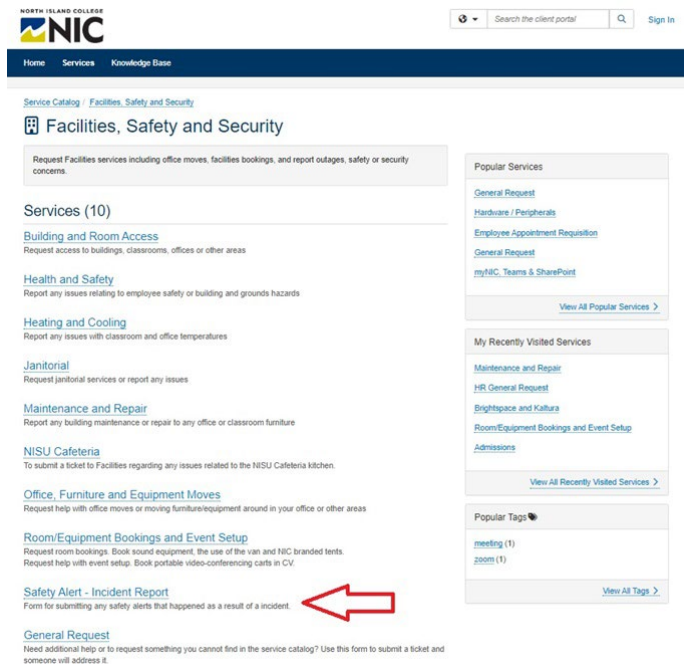
As a member of NIC’s community, it is your responsibility to ensure that all hazardous conditions, near misses, and incidents are reported to the Health and Safety department within a timely manner.

A **Near Miss** is defined as potential hazard or incident where there was no property damage or personal injury through there was the potential if there had been a slight shift that there could have been property damage or injury.

A **Hazardous Condition** is defined as a condition or combination of factors that could result in creating a substantial risk of danger resulting in personal injury or property damage.

## Reporting

All hazard and incident reporting should immediately as safely able to do so on the Service Desk through myNIC.



To find the Safety Alert – Incident Report, please look under Facilities, Safety, and Security.

Note: All information sent through incident reporting is confidential and will only be viewed by the Health and Safety Department.

# Fire Prevention and Control

## Prevention

Fire prevention is one of the best ways to help keep yourself and those you care about safe from a fire. There are many ways to do this, and your facilities/health and safety teams work continuously to ensure that all fire prevention and suppression tools are maintained and well serviced. There are also things that you can do to help with fire prevention:

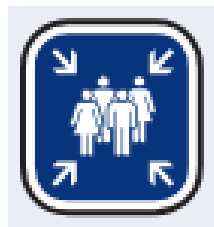
- Keep you work areas neat and clean
- Understand how to use a fire extinguisher
- Be alert to potential fire hazards
  - Report concerning fire hazards to the Health and Safety department through incident and hazard reporting
- Use caution when working with flammable liquids or explosive gases

## If You Discover a Fire

If you come across a fire either in any of NIC's buildings or on any of their campuses, as soon as safely able to do so **contact 9-11** and **then contact Facilities (778-585-5591)** and report the fire. Be very specific when reporting as to the location of the fire, the size, and if possible what type of materials are burning.

If the fire is small, use a fire extinguisher by following the steps outlined on the poster on the following page.

Proceed to the nearest exit and pull the fire alarm as you are exiting the building. Remain calm and assist others if needed. If you are on an upstairs level, proceed to the nearest stairwell exit. **DO NOT USE AN ELEVATOR.** If safe to do so, close all doors and windows. Proceed to the nearest Assembly Area, which are marked with the following symbol, and await further instructions:



**DO NOT Re-Enter the Building** for any reason, until emergency personnel have given the clear directions to be allowed to do so.

## How to Properly Use a Fire Extinguisher



While the specifics may vary depending on the model you own, most fire extinguishers operate the same basic way. Stand six to eight feet away from the fire and remember to **PASS**:

**P**<sub>ULL</sub>



1. Pull the pin at the top to break the tamper seal.

**A**<sub>IM</sub>



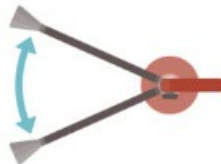
2. Aim the extinguisher low, pointing the nozzle at the base of the fire. Do not aim at the flames themselves.

**S**<sub>QUEEZE</sub>



3. Squeeze the handle to release the extinguishing agent.

**S**<sub>WEEP</sub>



4. Sweep the extinguisher from side to side, continuing to aim at the base of the fire until it appears to be out.

3

### If you Hear a Fire Alarm

If you hear a fire alarm, proceed to the nearest exit. Remain calm and assist others if needed. If you are on an upstairs level, proceed to the nearest stairwell exit. **DO NOT USE AN ELEVATOR.** If safe to do so, close all doors and windows. Proceed to the nearest Assembly Area, which are marked with the following symbol, and await further instructions:

<sup>3</sup> “How to Properly Use a Fire Extinguisher,” Be Prepared: How to Properly Use a Fire Extinguisher, Safewise, Accessed June 25, 2024, [How to Properly Use a Fire Extinguisher | SafeWise](#)



**DO NOT Re-Enter the Building** for any reason, until emergency personnel have given the clear directions to be allowed to do so.

### If You Cannot Evacuate During a Fire

If you are unable to evacuate, if you can, proceed to the nearest stairwell area of refuge.

If you are unable to leave the room you are in, shut the door and remain where you are. If safely able to do so, open a window and signal to people outside that you are stuck in that room and need rescue.

Call 911, and report where you are located and cannot get out.

# Severe Weather Conditions

## Shelter-In-Place Procedures

Shelter in place emergency procedures are enacted when there is an immediate environmental threat within the vicinity of one of NIC's campuses. Specifically, this is used when it is safer to stay in the buildings than it is to evacuate. **It is essential to everyone's safety that everyone complies with the instructions of emergency personnel.**

### Upon Alert to Shelter in Place

**Remain Calm and ensure you are listening to the instructions of emergency personnel.**

#### *Seek and Share Shelter*

Due to the nature of this emergency response being to an environmental emergency there is no requirement to lock doors for safety.

- Take shelter
  - Classroom/Office – stay where you are.
  - Corridor – go to the nearest room (classroom, office, or study room) that is not already locked.
  - Outside – go inside to the nearest building
- Avoid rooms that have window and therefore access to the elements
- Do not unnecessarily overcrowd a room.
  - Use multiple rooms if available

#### *Seal Exterior Doors and Windows*

In some circumstances ventilation systems, HVAC, furnaces, air conditioners, and/or exhaust systems may be shut off.

#### *Stay*

Remain where you are in a secure location until directed otherwise from either emergency personnel or NIC's Facilities or Health and Safety management team.

## Wildfire

Wildfires are uncontrolled burns in wildland vegetation, which have been seen in forest lands within British Columbia. Being that NIC has a lot of forest land attached to each of their campuses, the college has at their forefront the concern in ensuring their preparation and prevention in the event of a wildfire.



NIC does an annual assessment of all their forest land area and takes preventative measures through selective landscaping, pruning, and limbing of trees.

In the event of finding a fire in the forest areas on any of NIC's campuses, immediately call 911 and then report the fire to the Health and Safety & Facilities department. NIC will then take immediate action from there to correct the issues and act for the safety of all employees, faculty, student, and visitors on NIC's campus.

## Earthquake

In the event of an earthquake, remain calm and follow the DROP, COVER, and HOLD ON rule.

**Drop** – Take cover under a desk, study table, or other large stable piece of furniture. If taking cover under furniture is not possible, get yourself into a corner against an interior wall facing outwards. In a crouched position with your knees pulled up against your chest.

**Cover** – Protect your head and neck by clasping your hands on the back of your neck and having your elbows at the side of your head. (As pictured below.) This will protect your neck and head from potential falling debris and flying glass.

**Hold On** – Hold onto whatever furniture you have taken cover underneath.



Stay where you are during an earthquake. Avoid being near windows, areas with hazardous chemicals, or somewhere that overhead items may fall on top of you.

Be prepared that there may be several aftershocks that may occur.

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<sup>4</sup> "Drop! Cover! Hold On!" Great Shake Out: Earthquake Drills, Shakeout.org, Accessed June 27, 2024, [https://www.earthquakecountry.org/library/Drop\\_Cover\\_Hold\\_On\\_ENG\\_Blue\\_Orange\\_RGB.png](https://www.earthquakecountry.org/library/Drop_Cover_Hold_On_ENG_Blue_Orange_RGB.png)

## Earthquake – Outdoors

If you are outdoors when an earthquake occurs, ensure that you stay in an open area away from trees and powerline that could potentially come down.

### **DO NOT ENTER BUILDINGS**

## Earthquake – Driving

If you are driving when an earthquake occurs, pull over to the side of the road and stop your vehicle. **DO NOT GET OUT OF YOUR VEHICLE.** Avoid stopping your vehicle on a bridge, overpasses, buildings, or near power lines.

## After an Earthquake

Wait until the shaking has stopped. Stay calm and take your time before moving. Be prepared for aftershocks that may force you to take cover again. Check your surroundings before leaving cover, as items will likely have shifted or fallen during the earthquake creating obstacles to be aware of.

Assist those that are injured. Do not attempt to move them unless they are in immediate danger.

Do not use cell phones unless necessary to contact emergency personnel to make them aware of a fire or medical emergency.

Wait for response from NIC emergency response team to instruct as to next steps. If instructed to evacuate a building, do not use the elevator.

**Do not risk becoming a casualty by being careless or acting independently.**

## Trades Shops/Laboratories Operations After a Major Earthquake

After an earthquake, particularly in trade shops and laboratories, be cautious of objects that may have shifted during the shake that may present unexpected obstacles or hazards.

Students are to follow the direction of their instructor in both the trades workshops and science labs following a notably sizable earthquake.

In the event of a major earthquake resulting in chemical spills and structural damage, remain calm and check your surroundings before leaving cover. When safe to do so follow emergency procedures to evacuate the building. Leaving via the closest emergency exit and do not use elevators. Assist others as needed while evacuating the building.

**Do not go back into the building for anything until directed it is safe to do so from NIC emergency response.**

## Winter Weather Preparation

As Fall turns to Winter it is important to remember to be prepared as winter storms can lead to personal safety issues if not prepared. By following the weather forecasts and ensuring you are personally prepared you can prevent impacts to yourself. When travelling on highways, it is a good idea to be in the habit of checking the weather and highway reports before you leave.

### Closures Due to Inclement Weather

If a weather event occurs overnight, decisions regarding campus or college-wide closures are made by 6:30am and will be posted to the [NIC homepage](#) shortly after.

In the event of deteriorating weather conditions during the workday, the same decision-making and notification process are followed. In addition, an email will be sent from the Associate Director of Community and Public Affairs, or designate, to all members of the college community impacted by a closure decision. Decisions regarding evening classes and activities will be made prior to 2pm.

Weather varies significantly within the college region. While a campus or the college may be open, employees and students are expected to make their own decisions with respect to commuting given the weather and travel conditions in the areas in which they reside.

Should employees decide not to come to work, they are requested to contact their supervisor, Dean, or Director to make alternative arrangements. Students who choose not to attend their classes should contact their instructor.

### Closure Procedure

The following procedures are to be used if the college or specific campuses must be closed, or classes and activities cancelled due to weather conditions or other emergency situations:

- Before a decision is made to cancel classes and/or activities due to snow or severe weather conditions, the Director of Facilities, or designate, will contact the local weather station, the RCMP, BC Transit and other weather and road information sources for reports.
- The decision to close the college, or a specific campus is that of the VP Finance & College Services, VP Academic, and VP Students & Community Engagement, in consultation with NIC Facilities Department and Regional Campus Administrators, and will be communicated to the Associated Director of Community and Public Affairs.

- The Associated Director of Community and Public Affairs, or designate, will then implement NIC's communication protocols to the broader internal and external communities.

Once a decision had been made to close a campus or the college, the Associated Director of Community and Public Affairs, or designate, posts a specific closure message on the college's website, student and staff portal and places a closure message on all applicable college phone systems, and contacts all applicable primary media outlets in the region.

Media outlets may include:

- CBC Radio – Victoria
- Radio EAGLE 97.3 FM – Comox Valley, Campbell River, Port Alberni
- Radio THE PEAK 93.3 FM – Port Alberni
- Radio 98.9 JET FM – Comox Valley
- Radio 2DAY 99.7 – Campbell River
- Radio Coast 1240 AM – Port Hardy
- Radio Longbeach Radio – CHMZ 90.1 Tofino, CIMM 99.5 Ucluelet

### *Winter Driving tips*

The following are tips for winterizing your vehicle and to do prepare for winter driving conditions:

- If you are travelling on the highway, ensure you check the road and highway reports.
  - [Drive BC](#)
  - [Weather Network](#)
- Ensure that your vehicle's service is up to date
- Ensure there is an emergency kit in your vehicle in the event of becoming stuck or stranded in your vehicle
  - Examples of items to have in this emergency kit are included in personal preparedness.
- Ensure that you have anti-freeze and a de-icing solution for the windshield washer tank
- Ensure wiper blades are in good condition. Wiper blades that are leaving streaks or not working well should be replaced.
- Ensure that good quality winter tires have been installed on your vehicle
  - Good winter tires provide better traction and control in winter conditions of snow and sleet and are better able to flex and prevent snow from gumming up tires.

- Check tire pressure regularly during winter months
  - When temperatures drop, tire pressure will drop as well
- Check the battery
- Inspect brakes for wear
- Check headlights and all signal lights
- Ensure that defroster and heaters are working and in good condition
- Ensure that you are not using cruise control when driving in winter conditions
- Slow down in winter conditions; especially when going around curves and corners
  - Accelerate smoothly and be sensitive to how the vehicle is handling and steering
  - Be careful when applying brakes
  - Steer smoothly

### *If You are Stranded*

If you become stranded in your vehicle during winter conditions, there are a few things to do to ensure your health and safety:

- 1) Stay in your vehicle
  - a. Do not attempt to go and seek help.
- 2) Do not run your vehicle for extended periods of time
  - a. If you are running the vehicle for warmth, ensure that you turn over the engine and run for no shorter than 20 minutes to warm up the vehicle and then turn off.
    - i. Running the vehicle for 20 minutes ensures that the alternator has time to replenish the energy used by the starter motor to turn on the vehicle and prevent depleting the battery.
    - ii. Ensure when the vehicle is off that all electrical components are off to ensure there is no draw on the battery
      1. This includes turning off headlights and not resting your foot on the brake. As pressure on the brake will turn on the rear brake lights.
- 3) A candle in an emergency kit can help with warmth
  - a. Ensure a window is open slightly
- 4) Ensure that you have warm clothing available in the event of becoming stranded, which as a jacket, hat, and gloves
- 5) Ensure that you have food and water in your vehicle's emergency kit.
  - a. Avoid the consumption of alcohol as this will hasten the process of the body losing heat.

# Wildlife

## Bear and Cougar Sightings

From time to time, there are bears and cougars sightings on NIC's campuses. Facilities generally notify staff and faculty of a sighting via an email. However, it is important to travel in groups and pay attention to your surroundings. **Please report any sightings or encounters to Facilities.**

### Bears

Remember: Most bears prefer to avoid human interaction, and any bear you see is likely just as frightened as you are. Remain as composed as possible and follow the following simple guidelines:

- Travel in groups and make a lot of noise by talking and rattling keys.
- Pay attention to your surroundings. **Do not concentrate on your phone.**
- If you see a bear, back away slowly, preferably in the direction you came. Walk, do not run, and keep your eye on the bear so you can see how it will react. In most cases, the bear will flee.

### Cougars

Remember: most cougars will normally avoid confrontation. Remain as calm/composed as possible and follow the following simple guidelines:

- Never approach a cougar. Always give it an avenue for escape.
- Pick up small children and/or small pets off the ground immediately.
  - Children and small pets are easily frightened, and their quick movement may provoke an attack.
- **Do Not Run.** Try to back away from the cougar slowly. Sudden movement or flight may trigger an instinctive attack.
- **Do Not turn your back on the cougar.** Face the cougar and remain upright as possible.
- Do all you can to make yourself appear as large as possible. Do not crouch down or attempt to hide.
  - Pick up sticks or branches and wave them about.

## Wildlife Driving Awareness



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Above is an example of some of the wildlife warning signs that drivers will encounter while driving in British Columbia (BC). BC is blessed with many different types of wildlife within our beautiful province. Unfortunately, this does present difficulties when driving at certain times during the year; and this is something that drivers need to be constantly aware of while driving.

Employees that are commuting or travelling to work at other campuses need to be aware of wildlife that live near the highways and have an understanding/awareness of their behaviour. Most of the animals you will encounter on the road are herd animals such as deer and elk. Employees need to be aware that these animals are attracted to the road for various reasons over the course of the year and need to understand how to react when wildlife are on or near the highway.

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<sup>5</sup> "Reducing Wildlife Collision." British Columbia: Wildlife in B.C. Highways, Accessed July 29, 2024, <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/traveller-information/routes-and-driving-conditions/wildlife>



Employees and students should be aware of diamond shaped yellow warning road signs and proceed while being aware of their surroundings. Wildlife may present themselves on the shoulder of the highway and/or in the ditch beside the highway. **All drivers need to be aware that wildlife may act erratically around the highway, especially regarding moving vehicles.**

### Wildlife Accident Prevention

There are several things that a driver can do to prevent a collision with wildlife on the highway. First and foremost, you need to make sure that your vehicle is in good repair and working order, this means that windows and lights are clean and in good repair. You should also ensure that you are always wearing a seatbelt.

Below is a list of things you can do to avoid a collision with wildlife:

- First, be aware of the surroundings of the vehicle and wildlife that are near the roadway.
- Make sure that headlights and windows are clean and in good repair
- Ensure that you are using the correct lighting when driving

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<sup>6</sup> “Bigger than you think!” British Columbia: Wildlife on B.C. Highways, Accessed July 29, 2024. <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/traveller-information/routes-and-driving-conditions/wildlife>





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If a collision with an animal is unavoidable there are steps that you need to take to protect yourself and your vehicle; as well as steps that need to be followed after striking an animal.

Below are some suggestions if a collision with an animal is unavoidable:

- Drive towards the spot that the animal has come from, not the way that the animal is travelling.
  - It is less likely that the animal will turn around and travel back where it came from to avoid a collision.
- Look in the direction that you want to go and not at the animal.
  - You are more likely to drive to the spot that you are looking at and therefore avoid colliding with the animal.
- If you cannot avoid hitting the animal; brake firmly and steer to hit the animal on an angle
  - Let up the brakes just before hitting the animal on an angle, this prevents the animal from coming up and through the windshield.

If an animal is struck while driving, there are steps you need to take:

- Stop and safely pull over, check for damage to your vehicle as well as check to see if the animal is dead or injured
  - If the animal is injured; **DO NOT APPROACH the animal**, as it may act viciously because of being hurt/injured and therefore could be dangerous.
    - Contact the RCMP (9-11) to deal with the dead or injured animal

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<sup>7</sup>“How Can Drivers Reduce the Change of Having a Wildlife Vehicle Collision?” Wildlife Collision Prevention Program, Accessed July 29, 2024. <https://www.wildlifecollisions.ca/prevention/safety-tips.htm>

## Utility Failure

### Power Outage

In the event of a power outage, please take a moment to assess where you are and the situation. If power does not immediately come back, turn off computers, and other voltage sensitive equipment.

If you are in a science lab, secure your experiments and shut off all gases.

Emergency lighting will illuminate emergency exit routes. Move cautiously to an emergency exit and evacuate the building going to the nearest designated Assembly Area. **Elevators will not operate in a power outage.** Ensure that you are helping all personnel that require assistance evacuating a building.

Once you have evacuated the building, **DO NOT** re-enter the building until you are directed to do so by NIC's Health and Safety/Facilities team or Emergency Personnel.

### Gas Leak

If you smell a gas leak, contact Facilities immediately.

If you are instructed to do so, evacuate the building and pull the fire alarm on your way out to a designated Assembly Area. Ensuring that as you are evacuating the building you are assisting any personnel that may require assistance exiting the building. Also **DO NOT** use the elevator ensure that you are using the stairs.

Once you are outside the building, **NEVER** re-enter a building until you have been given all clear from emergency personnel.

### Elevator Failure

In the event of an elevator failure use the elevator telephone or alarm button to call for help.

**DO NOT** attempt to pry doors open, or the overhead hatch in a stopped elevator. Such actions will likely result in injuries to people that are not trained in how to do so.

Emergency personnel will be dispatched with the right equipment to safely rescue personnel trapped in a stuck elevator.

### Plumbing Failure/Flooding

In the event of a plumbing failure or flooding, contact Facilities immediately!

**DO NOT** walk through flood/pooling water if possible as it could be electrically charged or contaminated.

If you are able to do so, shut off power to the affected area and move all hazardous chemicals as well as vulnerable equipment up to higher counter tops.

# Bomb Threats and Crimes in Progress

## Threatening Phone Call

Receiving a threatening or concerning phone call can be unsettling. Therefore, it is important to have a clear understanding of the information that's needs to be gathered in the event you receive one of these calls.

NIC's primary concern is the safety of the college's community and therefore takes all threats towards any of their campuses extremely seriously and all threats will be investigated.

**If you receive a threatening phone call notify Health and Safety/Facilities management immediately. Treat the information discreetly. NIC's Health and Safety management will immediately assess the threat and take the appropriate action.**

## Threatening Phone Call Received

If you receive a threatening phone call, **remain calm and speak in an even and pleasant tone.**

Let the caller know that you are cooperative and ensure that you are listening carefully and making note of the following:

- The nature of the threat
- Caller's identity
- Origin of the call
  - Such as the caller's phone number
  - The time of the call

Try and keep the caller on the phone to learn as much information as you can. If the caller is agreeable to further conversation, ask as many questions as you can to gather as much information as possible. Such questions as:

- How do you know so much about this threat?
- Why are you calling to let us know?
- Where are you calling from?
- What is your name?
- Where are you located?

## Bomb Threat

Bomb threats are generally received via telephone though they can also be received online, text message, letter, note or email.

NIC's primary concern is the safety of the college's community and therefore takes all threats towards any of their campuses extremely seriously and all threats will be investigated.

**If you receive a bomb threat, immediately as safely able to do so, contact Police/RCMP (911) and then contact NIC's Health and Safety/Facilities.**

### Bomb Threats Received by Telephone

If you receive a phone call making you aware that there is a bomb on one of NIC's campuses, **remain calm and speak in an even and pleasant tone.**

Let the caller know that you are willing to cooperate and listen to what they have to say. Gather as much information as possible from the caller by asking question, such as:

- Where is the bomb?
  - What does it look like?
  - What type of bomb is it?
- When is the bomb going to explode?
- Did you place the bomb there?
  - If so, why?

Take notes of everything that is said and all the information that you receive, such as though not limited to:

- The phone number the call came in from
- The time the call was received
- Background noises

Information about the caller:

- Voice of caller
  - Estimated age
  - Whether they have an accent
  - Whether the voice sounds familiar
  - State of mind (Agitated, Angry, Crying, or Calm)

If possible, get a co-worker to contact Police/RCMP while you continue to speak to the caller.

## Following Receiving a Bomb Threat

Survey your immediate work area to see if there are any new/suspicious packages or foreign objects that should not be there or are in an unusual place. **DO NOT** touch these items.

Assess where the nearest evacuation exit is and advise all personnel in the area to vacate the area/building as well. Once you are outside and safely able to do so, contact the Police/RCMP (911) and inform them of the details. Contact NIC's Health and Safety/Facilities management team to make them aware as well.

Proceed to follow instructions provided by emergency personnel or NIC Health and Safety/Facilities management team.

## Suspicious Object/Package

It is good to be aware of what a suspicious object/package might look like and the procedure to take in the event of coming across one. If you do come across a suspicious package/object on any of NIC's campuses **DO NOT TOUCH OR INTERACT WITH IT**. Contact NIC's Health and Safety/Facilities management team immediately.

Look for something that is out of the ordinary for the package. A package of concern will likely have several of the following features:

- **Something looks wrong:**
  - There is too much postage
  - The return address is missing or foreign
  - Your name or address is not correct or not spelled correctly
- **Something feels wrong:**
  - The letter or package feels too heavy
  - You can feel wiring or powder inside
- **What else?**
  - The letter or package is dirty, stained or leaking
  - There is too much tape or string
  - There is a funny smell or noise coming from it

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If you find or receive a suspicious package/object, leave it where it is and do not open the package. Clear everyone out of the area. If you are in a building, clear everyone out of the

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<sup>8</sup> "When should I be worried about a letter or package?" What to do about a Suspicious Letter or Package, Government of Canada, Accessed June 24, 2024, [What to do about Suspicious Letters or Packages - Canada.ca](#)

room and shut the door. Contact NIC's health and safety/facilities management team and they will contact the emergency responders.

## Crime in Progress

NIC's primary concern is the health and safety of all occupants on its campuses. In the event of a crime in progress or police/RCMP involvement on campus **DO NOT** attempt to interfere or apprehend the perpetrator.

If you are safely able to do so, get a good description of the perpetrator and the event that transpired. This would include though not limited to:

Perpetrator:

- Person's height
- Approximate age
- Gender
- Hair colour
- Clothing description
- Any weapons possessed

Event:

- Direction they are travelling
- Method of transportation
  - Vehicle license plate
  - Vehicle make and model
- Outstanding characteristics

Contact 911 and make them aware of the situation. Once that is complete and you are safely able to do so, complete a Safety Alert – Incident Report through Service Desk to make NIC's Health and Safety Department aware.

# Acts of Human Nature

## Political Protest/Encampments

Contact Facilities to make them aware. When contacting Facilities; please be as detailed as possible as to the location and if there are any hazards.

Facilities will work with Senior Leadership as to the next steps taken.

## Unhoused Persons on Campuses

Contact Facilities to make them aware. When contacting Facilities; please be as detailed as possible as to the location and if there are any hazards.

Facilities will work with Senior Leadership as to the next steps taken.

## Removal of Refuge/Garbage on Campuses

All garbage and refuge removal on campuses should be left to trained staff members.

If you come across refuge/garbage on campuses; please contact facilities to have it removed safely.

## Site Hazard Assessment

When approaching a refuse/garbage removal site it is important to do a risk and hazard assessment as you approach the site to ensure your own safety before starting to dismantle and remove refuse/garbage. **Always ensure you are wearing the proper personal protective equipment (PPE) when approaching a site that may have biological, chemical, or drug paraphernalia.**

### *SITE RISK ASSESSMENT*

As you approach the site look and check to see if there are hazards that present risk to dismantling and cleaning up the area. A list of hazards based upon category is listed below.

If there is biological, chemical, or drug paraphernalia on the site, ensure that you don the correct PPE before cleaning up the area.

If at any point, there is a risk to your health and safety when dismantling and/or cleaning up a refuse/garbage site. Contact the Manager, Facilities Operation; and if you are unable to get a hold then contact Director of Facilities, Security, and Safety.



## HAZARD IDENTIFICATION

### Location

1. Surroundings; such as presence of water, vegetation, or level of ground
2. Wildlife & Insects
3. Weather conditions

### Biological

1. Needles
  - a. Including though not limited to drug paraphernalia
2. Medication
3. Human waste

### Chemical

### Dirt and Debris

## Encampment and Refuse/Garbage Removal

If you come across an abandoned encampment or refuse or garbage contact Facilities immediately, they will arrange to have the site cleaned up and refuse/garbage removed.

**DO NOT ATTEMPT TO CLEAN UP THE SITE AND/OR GARBAGE ON YOUR OWN AS THERE MAY BE UNSEEN HAZARDS WITHIN.**

## Abandoned Drug Paraphernalia

### **DO NOT TOUCH**

Contact Facilities immediately and make them aware as to where the abandoned drug paraphernalia is located. Facilities will then contact janitorial to remove and clean it up.

## Biological/Chemical Spill Procedure

The following chart list the quantity of chemical and/or biological spill that are required to be reported to **Provincial Emergency Program (1 – 800 – 663 – 3456)** , this contact number is available 24 hours a day.

<i>Spilled Substance</i>	<i>Class</i>	<i>SR Regulation</i>	<i>TDG Regulations</i>
Explosive	1	Any quantity that could pose a danger to public safety or 50 kg	See section 8.1 of the TDG Regulations
Flammable gas, other than natural gas	2.1	10 kg	Any quantity that could pose a danger to public safety or any sustained release of 10 minutes or more
Natural gas	2.1	10 kg, if there is a break in a pipeline or fitting operated above 100 psi that results in a sudden and uncontrolled release	
Non-flammable, non-toxic compressed gas	2.2	10 kg	
Toxic gas	2.3	5 kg	
Flammable liquid	3	100 L	
Flammable solid	4	25 kg	200 L
Oxidizing substance	5.1	50 kg or 50 L	
Organic peroxide	5.2	1 kg or 1 L	
Toxic substance	6.1	5 kg or 5 L	
Infectious substance	6.2	1 kg or 1 L or less if the waste poses a danger to public safety or the environment	Any quantity
Radioactive substance	7	Any quantity that could pose a danger to public safety and resulting in an emission level greater than established in section 20 of the Packaging and Transport of Nuclear Substances Regulations	
Corrosive substance	8	5 kg or 5 L	
Miscellaneous dangerous goods	9	25 kg or 25 L	
Waste containing dioxin	-	1 kg or 1 L or less if the waste poses a danger to public safety or the environment	-
Waste containing polycyclic aromatic hydrocarbons	-	5 kg or 5 L	-
Waste asbestos	-	50 kg	-
Waste oil	-	100 L	-
Waste containing a pest control product	-	5 kg or 5 L	-
PCB wastes	-	25 kg or 25 L	-
Waste containing tetrachloroethylene	-	50 kg or 50 L	-
Biomedical waste	-	1 kg or 1 L or less if the waste poses a danger to public safety or the environment	-
Other hazardous waste not listed above	-	25 kg or 25 L	-
Substance that can cause pollution, not listed above	-	200 kg or 200 L	-

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## Biological Spill

In the event of a biological spill such as blood, urine, or vomit; please contact Facilities and they will contact janitorial to have it cleaned up and disinfected.

## Chemical Spill

Please review the above chart for the list of quantities for a chemical spill that is required to be reported to The Ministry of Environment for the Province of British Columbia for both the science labs and trades workshops.

## Science Labs

Each science lab is equipped with an emergency spill kit to contain and clean up a spill as quickly as possible.

Bodily Fluids	Petroleum Based	Acids	Alkaline	Formalin/Formaldehyde
Mercury Spills				
Glutaraldehyde				
Water Based				



**Green Z**



**Petro - Lock**



**Acid - Lock**



**Alky - Lock**



**FSC - 1**



**\*1 oz → 1L spill for all above spill absorbers**

# Personal Hygiene

## Donning and Doffing Personal Protective Equipment (PPE)

### Gloves

Gloves do not protect you from sharp objects that could potentially go through the gloves and puncture skin. Handle objects with care.

**DO NOT TOUCH NEEDLES OR DRUG PARAPHERNALIA.**

#### Donning Gloves

- 1) Ensure that hands are clean and dry
- 2) Hold the glove in one of your hands, and start to put the other hand in. Inserting five fingers into the glove and pulling over the wrist.
- 3) Repeat with the other hand.

Checking for a secure fit; ensuring cuff is fitting snugly around wrist

#### Doffing Gloves

- 1) Use the hand that you write with to grab the cuff of the glove of the other hand. Avoid touching your wrist.
- 2) Pull the glove off, turning the glove inside out in the palm of your other hand.
- 3) Hold the removed glove in your still-gloved hand.
- 4) Slide a finger from your ungloved hand into the still-gloved hand.
- 5) Pull the glove off inside out into the previous gloved hand.



<sup>10</sup> "Disposable Gloves Donning Infographic," FreeP!k, FreeP!k Company S.L., May 29, 2024, [https://www.freepik.com/free-vector/disposable-gloves-donning-infographic\\_7745335.htm](https://www.freepik.com/free-vector/disposable-gloves-donning-infographic_7745335.htm)

<sup>11</sup> Ibid

- Creating an inside out bag for the contaminated gloves.
- 6) Discard the gloves.
  - 7) Wash and/or sanitize hands.

## N95 Respirator

N95's are respirators that protect the wearer from particle and liquid contaminate that could be either inhaled or ingested.

### Donning

- 1) Open both flaps of the N95 mask and bend the nose piece.
- 2) Use one hand to hold the respirator over your nose.
- 3) With your other hand, take the top strap and pull it over your head placing it on the crown of your head.
- 4) With the same hand as above, take the bottom strap and pull it over your head placing it at the nape of your neck under any hair.
- 5) Mold the nose piece around the bridge of the nose till comfortable. **DO NOT PINCH.**
- 6) Perform a negative and positive seal check.

### Positive and Negative Seal Checking

#### Positive Seal Check

- 1) Gently place your hands around the edge of the respirator.
- 2) Exhale gently.
  - a. If the respirator bulges outward there is no air leak and therefore a successful positive seal check.
- 3) If a leak is detected, reposition the respirator or readjust the straps. Then repeat the previous step until a successful positive seal check.
- 4) From there proceed to a negative seal check.

#### Negative Seal Check

- 1) Gently place your hands around the edge of the respirator.
- 2) Inhale gently.
  - a. If the respirator collapses slightly/pulls closer to your face there is no air leak and therefore a successful negative seal check.
- 3) If a leak is detected, reposition the respirator or readjust the straps. Then repeat the previous step until a successful negative seal check.

### Doffing

- 1) **DO NOT TOUCH THE FRONT OF THE RESPIRATOR**
- 2) Lean forward slightly.
- 3) Without touching the front of the respirator, pull the bottom strap up and over your head.

- 4) While still holding the bottom strap (if you are able), pull the top strap up and over your head.
- 5) Discard the respirator in a garbage bin.
- 6) Wash and/or sanitize your hands.

## HOW TO WEAR YOUR FILTERING FACEPIECE RESPIRATOR

For your filtering facepiece respirator (FFR) to work as effectively as possible, you must wear it correctly. This includes the process of putting it on (donning) and taking it off (doffing). FFRs must form a seal to the face. Fit testing is the best way to confirm that a respirator fits you.

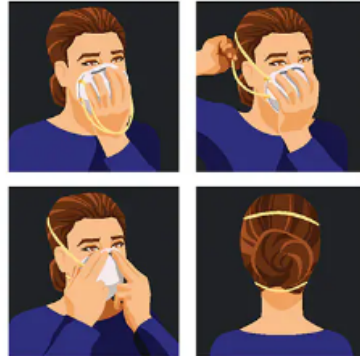
### Donning Your FFR

#### Before Donning

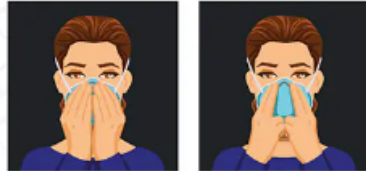
- Always use a new FFR.
- Clean and thoroughly dry your hands.
- Inspect your FFR. If it appears damaged, dirty, damp, or the straps are stretched, do not use it. Replace it with a new one.

#### Donning Step by Step

1. Hold the FFR in your hand with the nose piece bar (or foam) at your fingertips. (If you don't see a nose piece, check that the text is right side up.)
2. Place the FFR under your chin with the nose piece bar at the top.
3. Pull the top strap over your head, placing it near the crown and just above your ears. Then, pull the bottom strap over and place it at the back of your neck, below your ears. Make sure to lay the straps flat and that they are not twisted.
4. Place your fingertips from both hands at the top of the nose piece. Press down on both sides of the nose piece bar to mold it to the shape of your nose.
5. Perform a user seal check.



### User Seal Check\*



Positive  
Check

Negative  
Check

For a good seal, your breath must pass through your FFR and not around its edges. Doing a user seal check every time you wear an FFR tells you if gaps exist between your FFR and your face, which would allow contaminated air in. A user seal check can be a positive or negative pressure check.

#### Positive User Seal Check

To check for gaps with a positive pressure user seal check, gently place your hands over the FFR, covering as much as possible, then **breathe out**. If you feel air leaking out from the edges, or if you are wearing glasses and they fog up, the FFR is not snug. Adjust the FFR and try again.

#### Negative User Seal Check

To check for gaps with a negative pressure user seal check, gently place your hands over the FFR. **Breathe in** sharply and use the bottoms of your hands to block the paths where air could enter the facepiece. If the FFR is sealed tightly, the facepiece will slightly collapse under the negative pressure. If the facepiece does not collapse, or you feel air leaking beneath, the FFR is not snug. Adjust the FFR and try again.

### Doffing Your FFR

1. **Do not touch** the front of your FFR. It may be contaminated.
2. Remove by first pulling the bottom strap over the back of your head, followed by the top strap—all **without touching the respirator**.
3. Discard the used respirator in a waste basket.
4. Thoroughly wash your hands.




<sup>12</sup> “How to Wear Your Filtering Facepiece Respirator (2022),” NPPT Infographics, CDC The National Personal Protective Technology Laboratory (NPPTL), 2022, Accessed May 29, 2024, <https://www.cdc.gov/niosh/npptl/images/infographics/HowToWearYourFFR.jpg>

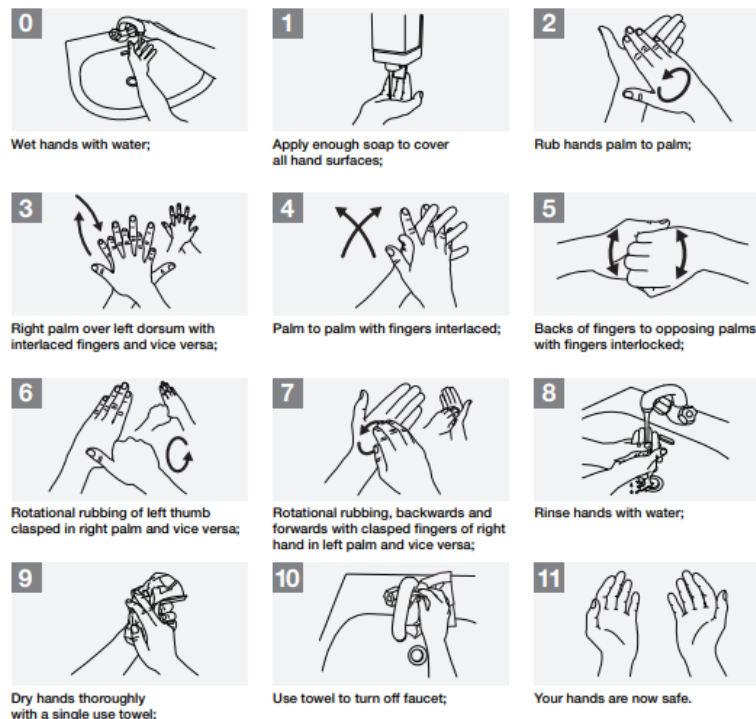
## Hand Washing

Ensure proper hand washing hygiene is the best way to prevent becoming sick and the transmission of infection.

# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds



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Hand washing should include washing for a minimum of 20 seconds with an alcohol based or antiseptic soap to remove bacteria and viruses from hands. One should always wash their hands after using the bathroom, coughing/sneezing, touching objects or surfaces that may be contaminated. Beware of shared surfaces that could have bacteria or viruses on them including though not limited to doorknobs, light switches, telephone, keyboards, and other such hard surfaces.

<sup>13</sup> “How to Handwash?,” Patient Safety: A World Alliance for Safer Health Care, Save Lives: Clean Your Hands, World Health Organization, May 2009 , Accessed June 6, 2024, [New\\_HandWash\\_Posters\(who.int\)](#)



Hand to face contact is another way to transmit influenza. It is recommended that you always wash your hands before eating, grooming, or other activities that involve hand to face contact.

## Coughing and Sneezing Etiquette

Ensuring proper coughing and sneezing etiquette can prevent the spread of communicable diseases. If you need to cough or sneeze; cover your mouth and nose with either a facial tissue or coughing and/or sneeze into your elbow. After discarding used facial tissues, ensure that you wash your hands.

### Cough and Sneeze Etiquette



----- **Cover coughs and sneezes with a tissue.**



----- **Throw the used tissue in the garbage and wash your hands or use an alcohol-based hand rub immediately.**



----- **If you don't have a tissue, cough and sneeze into your elbow, not your hand. Wash your hands or use an alcohol-based hand rub immediately.**



----- **Avoid touching your eyes, nose and mouth.**



----- **If you need to touch your face, wash your hands first.**

<sup>14</sup> “Cough and Sneeze Etiquette,”) [novascotia.ca/coronavirus](https://novascotia.ca/coronavirus), Government of Nova Scotia, Accessed June 7, 2024, [COVID-19-cough-and-sneeze-etiquette-poster-en.pdf \(novascotia.ca\)](#)



## Communicable Disease Prevention

Everyone should be aware and take an active part in staying healthy and preventing the spread of communicable diseases, such as influenza and Covid-19. Some of the ways to do that is to follow the recommendation as outlined above as well as the following:

- Go and get all your recommended vaccine from your healthcare provider including though not limited to an annual flu shot (as recommend by the British Columbian Centre for Disease Control – BCCDC)
  - Encourage all your friends and family to do the same
- Stay home if you are sick!
  - To prevent the spread of communicable diseases to friends, family, and coworkers it is recommended that you stay home till you no longer have a fever and your cough has improved or gone completely.
- Clean and disinfect frequently touched objects and surfaces
  - These items include though are not limited to: door handles, light switches, electronics such as tablets, phones, and computers, tables and counter tops, and children’s toys
- Practice good food-safe handling procedures
- Practice good hygiene



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<sup>15</sup> “Prevent the Spread of Infection,” CCOHS; Canadian Centre of Occupational Health and Safety,” Accessed June 10, 2024, [CCOHS: Prevent the Spread of Infections](#)