

Important phone numbers

Emergency calls to Security Services (NWC/DLC)

Local 2400 or Emergency Phones where available.

Training Centre Emergency
Call 911

Security Services (non-emergency)
604-527-5405 (New Westminster Campus)
604-777-6254 (David Lam Campus)

Counselling Services
604-527-5486 (New Westminster Campus)
604-777-6185 (David Lam Campus)

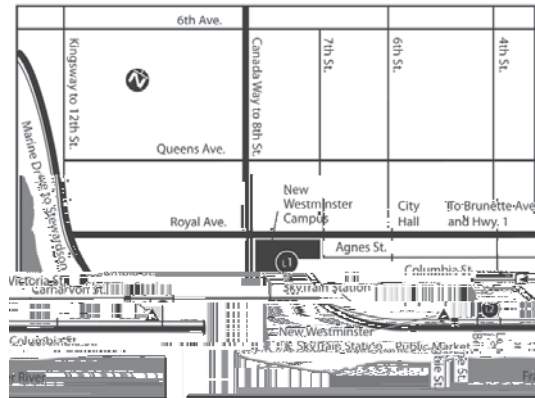
Director of Marketing and Communications
604-527-5327

Occupational Health and Safety Coordinator
604-777-6337

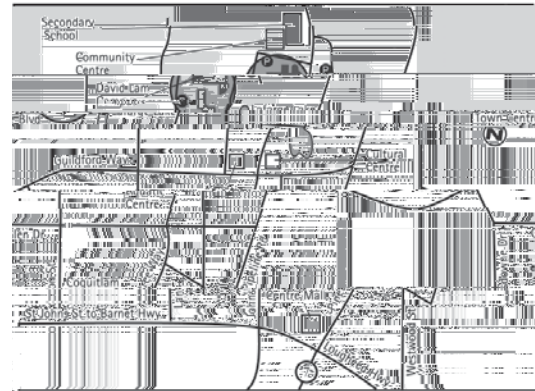
Director of Safety, Security and Risk Management
604-527-5828

Campus Maps

New Westminister Campus
700 Royal Avenue, New Westminister



David Lam Campus
1250 Pinetree Way, Coquitlam



Mailing Address
PO Box 2503
New Westminister, BC
Canada V3L 5B2

Are you
ready
for an
emergency?

**DROP!
COVER!
HOLD ON!**

Are you prepared for an emergency in your class?

This brochure contains a crisis-response checklist and important information that could help you and your students in the event of an on-campus emergency.

An emergency or crisis can take many forms. This checklist will help you feel prepared and ready to act in case of emergency.

Personal Awareness Checklist

I leave my schedule with a family member. I include specific information about the times and locations of my courses and how to reach me in an emergency.

I am aware of the location of fire extinguishers in my work area.

The emergency procedures booklet is posted nearby for easy reference.

At New Westminster and David Lam Campuses, I know to call local 2400 to report an on-campus emergency (medical, security, safety) to Security Services or use an emergency phone (if available). At Training Centres I know to call 911.

For each classroom/lab where I teach, I know the location of the nearest emergency phone (where available).

Emergency phones are located in parking lots and designated locations at the New Westminster Campus and throughout the David Lam Campus. These emergency phones connect directly to the Campus Security Kiosk.

If I am teaching in a lab, I know the location and proper use of safety equipment, and have checked each piece to ensure it is in working order.

For each room where I teach, I know and communicate to my students the nearest emergency exit and a different exit to use if that is blocked.

I know the procedures for safe building evacuation and re-entry.

1. My students and I know the nearest emergency exit for each class/lab where I teach.
2. I will advise students not to use elevators or parking facilities during a building evacuation.
3. I will await proper clearance from authorized personnel for re-entry.
4. During an earthquake my students and I will drop, cover and hold on.

If I have students with disabilities such as hearing, vision or mobility impairments, I have preplanned assistance and identified the best exit for them. I know to advise the door warden of the location of any students who must use a stairwell area of refuge.

I am aware of who is trained in CPR and/or First Aid and could help in a crisis (eg. Security).

I will ensure all activities are immediately terminated in the event of an alarm.

I am aware of and have subscribed to DC Alerts so that I may receive urgent notifications from the College. I have advised my class of DC Alerts

I keep a personal emergency preparedness kit at work containing a flashlight, non-perishable food, bottled water, walking shoes and other items.

I, the instructor, will refer to the proper Douglas College services if a student voices difficulty with a personal issue unrelated to the course (family crisis, job termination, etc).

Student Services offers free counselling to students in crisis or emergency situations. Call 604-527-5486 (New Westminster Campus) or 604-777-6185 (David Lam Campus) to access this service.

I know at least one member of Douglas College's counselling staff by name to make a referral or contact for a student having problems.

I have received training in conflict resolution, negotiations, crisis intervention or critical-incident debriefing.

I have distributed the standards of conduct brochure to students in my classes.

I am aware of Douglas College policies such as:

- € Violence Prevention
- € Sexual Harassment
- € Personal Discrimination
- € Standards of Conduct

Policies can be found at:
douglascollege.ca/about/policies

I am aware that Douglas College has a threat assessment team and I know how to report a concern.