

Fort St. John Campus

Emergency Response Plan

A quick reference for
Fort St. John Campus
and Administration

Take this guide with you
if you have to evacuate

Campus Administrator
Phone: 250-787-6240
Cell: 250-263-8691

**Health, Safety, and
Environment Advisor**
Cell: 250-261-8046

Security
Weekdays 8:30am-3am
Weekends 4pm-3am
Cell: 250-261-4119

**Duty Manager
(After Hours Contact)**

- 4:30pm-8:30am Monday to Friday
- 24 Hours a Day on Saturday, Sunday, and Statutory Holidays

Phone: 250-784-7610

Northern Lights College
Fort St. John Campus
9820-120 Avenue,
Fort St. John, BC V1J 8C3

**Community Emergency and
Extreme Weather Event Shelter Locations:**

- Student Housing
- In case of complete campus evacuation by Campus Administrator, Health and Safety Advisor or FSJ Fire Department, the emergency shelter is Bert Ambrose School
- If there is an issue at Student Housing, the emergency shelter is the main campus building



Northern Lights
College

Last updated January 2025



Fort St. John Campus

Emergency Evacuation Muster Locations

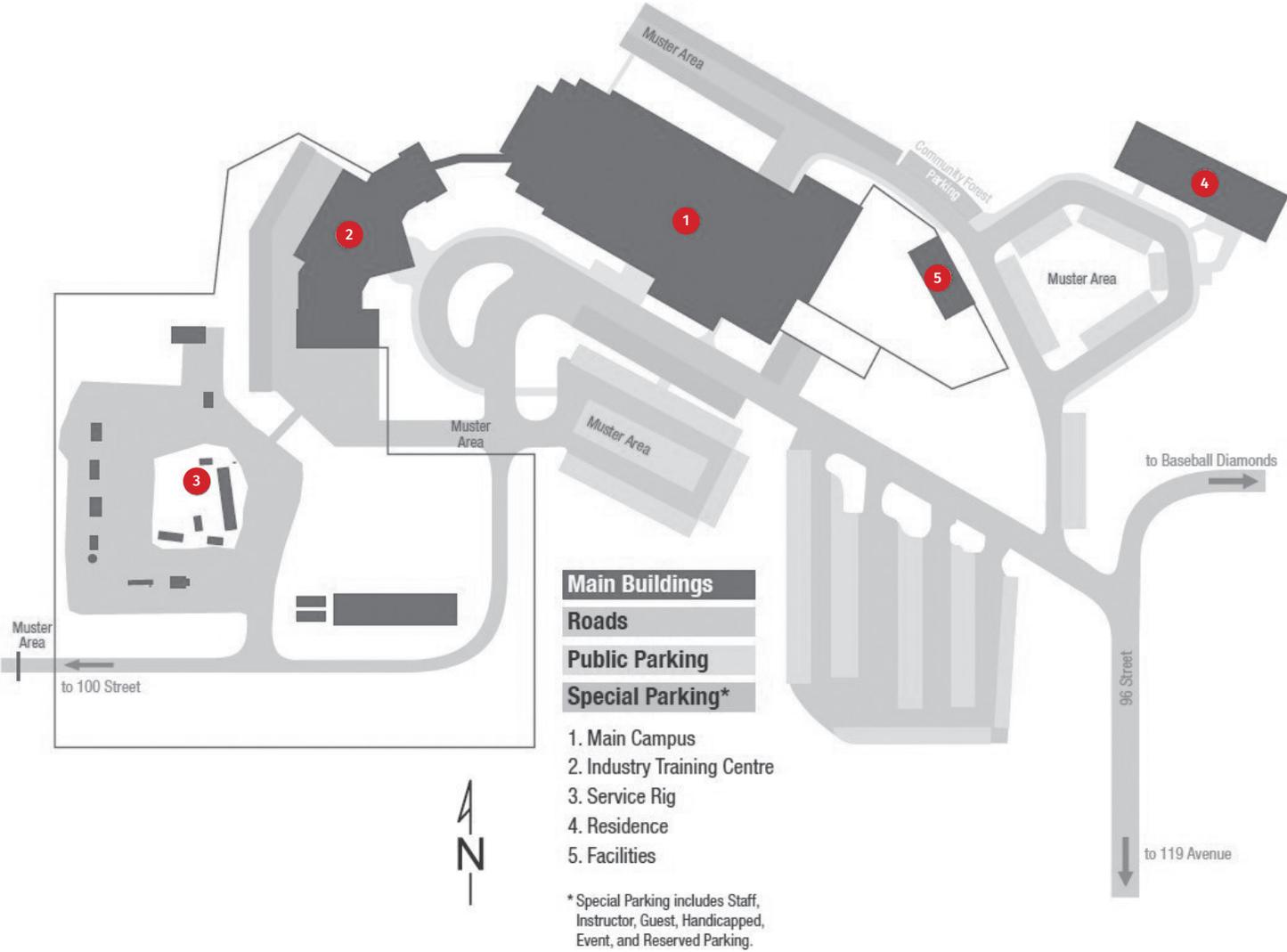


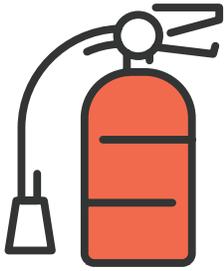


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Fire

1. Evacuate the building, proceed to the nearest muster area, and take this guide with you!

- If it is safe to do so, place the garbage can outside the door in the hallway; this will indicate to the Fire Department that the room has been cleared.

2. Move to the nearest muster area ([see maps page 32, 33, 34, 35](#))

- **Instructors:** Ensure all individuals are accounted for.
- In the event of a muster area being inaccessible due to smoke or other hazards, use the **alternate muster area** for your building.
- Wait for instruction from the Fort St. John Fire Department.

3. If required, have all students and staff meet at the appropriate emergency shelter.

4. Dial 9-911 through the on-campus phone system



- or **911** from your cell phone to summon emergency services.
- Our address is **9820-120 Avenue**.

5. Call the **duty manager at 250-784-7610 and advise them of the situation.**



- If the duty manager cannot be reached, contact the main switchboard.
- **FSJ Switchboard ext. 2000 or 0 from any on-campus phone or 250-785-6981 from your cell phone.**



- **If unavailable, call regional switchboard ext. 1210 from any on-campus phone or 250-782-5251 from your cell phone.**

6. Advise the Campus Administrator or designate as soon as possible.





Power Outages



1. Call **FSJ Switchboard at 250-785-6981 ext. 2000 or 0.**
2. After hours, contact the **duty manager: 250-784-7610**
 - Switchboard or duty manager will call BC Hydro 1-800-224-9376.
3. During a power outage, phones in the college will remain in operation for only a brief time.
4. Termination of operations and classes are at the discretion of the Vice President of Academics and Research or the Vice President of Finance and Corporate Services.
5. **Advise Campus Administrator or designate as soon as possible. Further direction will be provided by Campus Administrator or designate as it comes available.**

- The use of cell phones for communication may be required, dependent on the length of the outage.
- If power interruption occurs in the winter months, most buildings can expect that the heating systems will fail.







Propane or Natural Gas Leak

1. Evacuate the building, proceed to the nearest muster area, and take this guide with you!

- If it is safe to do so, place the garbage can outside the door in the hallway; this will indicate to the fire department that the room has been cleared.

2. Move to the nearest muster area ([see maps page 32, 33, 34, 35](#)).

- **Instructors:** Ensure all individuals are accounted for.
- In the event of a muster area being inaccessible due to smoke or other hazards, use the **alternate muster area** for your building.
- Wait for instructions from the For St. John Fire Department.



3. Call FSJ Switchboard at 250-785-6981 – 0. Switchboard will forward the phone accordingly. After hours, call the **duty manager at 250-784-7610.**



4. Call 911 (our address is 9820-120 Avenue). Wait for instructions from the Fire Department

5. If required, have all students and staff meet at the appropriate emergency shelter.

6. Under no circumstances should you re-enter the building until instructed to do so by your immediate supervisor.

7. Advise the Campus Administrator or designate as soon as possible.



Absolutely no smoking

Open flames or sparks must be prevented in and around the facility.

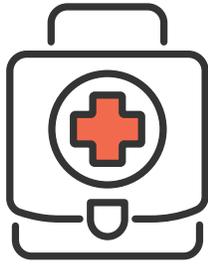




Chemical Poisoning or Burns

1. Ensure no further danger.
2. If possible, identify poison and container.
3. Dial **9-911 through the on-campus phone system** or **911** from your cell phone (our address **9820-120 Avenue**).
4. Call **FSJ Switchboard at 250-785-6981** or 0 to dispatch first aid or after-hours call the **duty manager at 250-784-7610**.
5. Meanwhile, call the **Poison Control Centre at 1-800-567-8911** and follow directions provided by the centre or the safety data sheet (SDS).
6. **If it is safe to do so**, send the container and contents with the victim to the hospital. If possible, provide the SDS for the product.
7. **Advise the Health, Safety, and Environment Advisor at 250-261-8046**.
8. **Advise the Campus Administrator or designate as soon as possible**.





Medical Emergencies

Campus First Aid Attendants are available during regular business hours (Monday to Friday 8:30am–4:30pm)

1. Ensure there is no further danger.

2. To summon First Aid during regular hours there are 3 options:



a. From any campus phone

- Dial **9999**
- Select option 1 for DC or 2 for FSJ



b. From any outside phone

- Call **1 -877- 774- 5651**
- Select option 1 for DC or 2 for FSJ

c. If you have the NLC Safety App on your personal phone

- Open the App
- Push the “Medical Emergency” button
- Select option 1 for DC or 2 for FSJ



3. To call 911

- Dial **9-911 through the on-campus phone system** or **911** from your cell phone.
- Our address is **9820-120 Avenue.**

4. If possible, assess the situation e.g. (airway, breathing, circulation).

5. Ensure the injured person is covered and kept warm.

6. Remain with the injured person until help arrives.

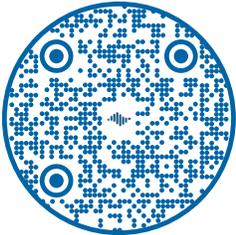
7. **Advise the Health, Safety, and Environment Advisor at 250-261-8046.**

8. **Advise the Campus Administrator or designate as soon as possible.**

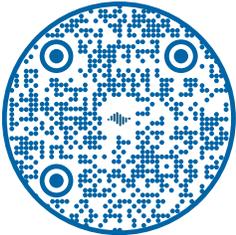




Personal Safety While Working Alone



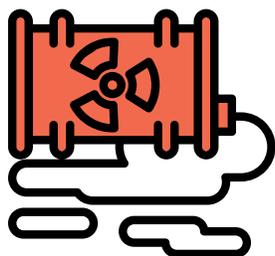
Working Alone or in Isolation Policy



Working Alone Procedures



1. Arrange scheduling to minimize the likelihood of someone working alone. If this is not feasible, make appropriate campus security arrangements.
2. If you anticipate working alone or are asked to work alone by your supervisor, make a check-in plan with your supervisor ahead of time.
 - Refer to NLC's [Working Alone or in Isolation Policy](#) or scan the QR code on the top left.
 - Use the form [Working Alone Procedures](#) provided on the NLC website or scan the QR code on the bottom left.
3. If working alone, or with limited staff after hours, notify campus security (250-261-4119) and arrangements will be made to check on you.
4. If at any time you feel compromised, call **campus security** at **250-261-4119** to request assistance. 8:30am-3am on Weekdays; 4pm-3am on weekends.
5. If you feel a situation has escalated, call **911** to request assistance. Our address is **9820-120 Avenue.**
6. Do not put your personal safety in jeopardy.
7. If you have called security or **911** on someone and they try to leave, do not block their way. Be prepared to give police and campus security (if applicable) a description of the subject and all available information.
8. Advise your supervisor of the incident.



Chemical / Laboratory Spills

1. Secure the scene and ensure there is no further danger.
 - **DO NOT TOUCH anything.**
 - Leave everything as it is at the time of the spill.
 - Keep others out of the area.
2. Exit the room and close the door tightly.
 - If possible, identify the substance and volume of the spill.
-  3. Call FSJ Switchboard 250-785-6981 – 0 or after-hours **Duty Manger – 250-784-7610, you may be directed to call 911.**
-  4. Advise the Health and Safety Advisor as soon as possible at 250-261-8046.
5. Advise the Campus Administrator or designate as soon as possible.





Biological Hazards

Definition: Biohazardous materials are infectious agents (virus, bacteria or fungus) or hazardous biologic materials (contaminated tissues, blood, saliva, mucus, or other body fluids) that present a risk or potential risk to the health of humans, animals, or the environment.

1. Secure the scene and ensure there is no further danger.

- **DO NOT TOUCH ANYTHING OR ATTEMPT TO CLEAN UP**
- Leave everything as it is
- Keep others out of the area
- Ensure the hazard is contained



2. Call **FSJ Switchboard at 250-785-6981 or 0 to dispatch first aid** or after-hours call the **duty manager at 250-784-7610**.

- Advise switchboard of:
 - a) Your Location
 - b) Nature of biohazard
 - c) If first aid is required



• After hours call the **duty manager at 250-784-7610**.

3. If safe, remain in the area of the biohazard until help arrives.

- a. If you cannot remain in the area until help arrives, secure the door and post signage to warn others of the hazard.
- b. Ensure you decontaminate yourself before leaving the scene to avoid transfer to other areas.



4. **Advise the Health, Safety, and Environment Advisor at 250-261-8046.**

5. **Advise the Campus Administrator or designate as soon as possible.**





Earthquake

1. DROP to your hands and knees.

- If you are inside, stay inside.

(DO NOT run outdoors or to other rooms)



2. COVER your head and neck.

- Assume a “crash” position on knees, head down, hands clasped on the back of neck or head and take shelter under a sturdy piece of furniture.
- If there is no shelter nearby, crawl to the interior corner, or wall, while continuing to protect your head and neck with your arm, to prevent being hit by falling objects.
- If you cannot get under something strong, or if you are in a hallway, flatten yourself or crouch against an interior wall.
- If you are in a wheelchair, lock the wheels and protect the back of your head and neck.
- Stay clear of any windows, bookshelves and other heavy objects that may fall.

(DO NOT try to run to another room just to get under a table)

3. HOLD ON to the object that you are under so that you remain covered.

- Count aloud for 60 seconds after the tremor stops. If there are no more after 60 seconds, evacuate.
- After a major earthquake, immediately leave the building to a designated muster point ([see maps page 32, 33, 34, 35](#)).

(TAKE THIS GUIDE WITH YOU!)

- Beware that the building may be damaged, power lines and utility mains may be severed. Ensure all individuals are accounted for. **DO NOT** re-enter the area until advised it is safe to do so.
- Call **the duty manager at 250-784-7610 or main switchboard ext. 2000 or 0 from any on-campus phone.**
- **Advise the Health and Safety Advisor – 250-261-8046.**
- **Advise the Campus Administrator or designate as soon as possible.**



Bomb Details – If possible, ask the caller about the bomb. More details tend to lend credibility to the call.			
Where is the bomb? _____		When will it be detonated? _____	
Bomb type (pipe, chemical, etc.) _____		How big is the bomb? _____	
ATTEMPT TO COMPLETE THE REMAINING INFORMATION DURING THE CALL OR AS SOON AS POSSIBLE			
Caller's Identity – from the sound of their voice and speech manner can you differentiate:			
<input type="checkbox"/> Adult	<input type="checkbox"/> Male	<input type="checkbox"/> Unsure	
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Female	timate Age: _____	
Call Details – Can you tell where the call is from? Does the call display reveal:			
<input type="checkbox"/> Internal (NLC local)	<input type="checkbox"/> Local number	<input type="checkbox"/> Long distance	
Call display details: _____			
Time: _____ AM/PM Duration: _____ (minutes) Your local: _____			
Voice Characteristics – Listen to the caller carefully, check as many that apply			
<input type="checkbox"/> Loud	<input type="checkbox"/> Slurred	<input type="checkbox"/> Fast	<input type="checkbox"/> Lisp
<input type="checkbox"/> High pitch	<input type="checkbox"/> Soft	<input type="checkbox"/> Distinct	<input type="checkbox"/> Slow
<input type="checkbox"/> Raspy	<input type="checkbox"/> Deep	<input type="checkbox"/> Stutter	<input type="checkbox"/> Distorted
<input type="checkbox"/> Nasal	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Intoxicated	ther: _____
Was the voice familiar? Yes No Who did it sound like? _____			
Language Skill – Listen to the caller carefully. Do they use English properly? Do they use and pronounce words correctly?			
<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Accent/Nationality: _____ Any peculiarities: _____			
Manner – How was the caller's speech? How did they respond to your responses?			
<input type="checkbox"/> Calm	<input type="checkbox"/> Quiet	<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional
<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing	<input type="checkbox"/> Vulgar	Other: _____
Background Noises – Were there any discernable noises you could detect?			
<input type="checkbox"/> No Noise	<input type="checkbox"/> Crowd noises	<input type="checkbox"/> Voices	<input type="checkbox"/> Music
<input type="checkbox"/> Train Horn	<input type="checkbox"/> Mixed	<input type="checkbox"/> Office	<input type="checkbox"/> Animals
<input type="checkbox"/> Industrial	<input type="checkbox"/> Airplane/airport	<input type="checkbox"/> Party	<input type="checkbox"/> Traffic
Other distinguishable/specific sounds: _____			
Callers Exact Words: (Try to recall as much as possible)			



Bomb Threat

1. Maintain a calm voice, do not put the caller on hold, and do not transfer the call.
2. Try to obtain as much of the information on the previous page as possible.
3. If possible, HAVE SOMEONE CALL 911 IMMEDIATELY!



4. **Have someone call FSJ Switchboard 250-785-6981 – 0 or the after-hours duty manager at 250-784-7610.**



5. **Advise the Campus Administrator or designate as soon as possible.**



FILL OUT THE FORM ON THE LEFT

Call Details – Can you tell where the call is from? Does the call display reveal:





Intruder Alert

When you hear the emergency notification system, or if you detect an active shooter on campus, you have three options:

RUN, HIDE, OR FIGHT



1. RUN

EVACUATE THE BUILDING IF YOU THINK YOU CAN ESCAPE.

(DO NOT try to persuade others that do not want to leave.)

Once you are clear of the building and safe:



- If you have not yet heard the emergency response system, call reception **(250-782-5251, 1-866-463-6652, local 1000)** and let them know there is a shooter on campus and ask to have the emergency response system activated. Tell them what campus you are on.
- Call 911.

If RCMP units have arrived on scene:

- Move toward any police vehicle when it is safe to do so and when instructed by the police.
- Keep your hands on top of your head.
- **Do exactly and immediately what the police tell you to do.**
- Once in a safe place, stay where you are and do not leave unless instructed by the RCMP.



2. HIDE

SHELTER IN PLACE

(If you are unable to evacuate the building)

Move to a nearby room that can be secured (classroom, residence room, office, etc.):

- Lock and barricade the door. Block the door using whatever is available: desk, tables, filing cabinets, other furniture, books, etc.



[Continued on next page](#)





Intruder Alert

- Close blinds, block windows, turn off radios and computers, silence cell phones, keep anyone else in the room calm and quiet.
- After securing the room, people should be positioned out of sight and behind items that might offer additional protection – walls, desks, filing cabinets, bookshelves, etc.
- If safe to do so, allow others to seek refuge with you.
- If you have not yet heard the emergency response system, call reception (**250-782-5251, 1-866-463-6652, local 1000**) and let them know there is a shooter on campus and ask to have the emergency response system activated. Tell them what campus you are on.
- Call **911** if it is safe to do so. Our address is **9820-120 Avenue**.
- If you are not alone, have another person in the room notify the **Campus Administrator (250-794-8212)** or designate. If no answer, notify the **duty manager (250-784-7610)**.
- Once in a safe place, stay where you are, do not leave unless instructed by the RCMP.



3. FIGHT

FIGHT FOR YOUR SURVIVAL (If you cannot RUN or HIDE)

Commit to decisive and aggressive action.

- There are no rules, your life and those of others are at stake.
- Group together if you can and improvise a plan to attack.
- Find nearby objects to use as weapons.
- Your goal is to incapacitate the shooter.
- Fight until the threat is neutralized, or the intruder is subdued.
- Hold the intruder down until the RCMP Arrive.

What happens when the RCMP arrive:

Role of the RCMP upon arriving at a scene with an active shooter:

- The RCMP's goal is to locate, contain, and stop the shooter.
- Everyone in the building is considered a suspect.



[Continued on next page](#)





Intruder Alert

What happens when the RCMP arrive:

- When the RCMP contacts you, do not run towards them.
- Keep your hands visible and respond to their command.
- The RCMP may engage with gunfire toward anyone who is armed or moves on them in what can be perceived as an aggressive manner.
- If you are near the suspect when officers make entry, the best thing to do is drop as low as you can and stay there with your hands visible until the team commands you to get up.

Injured Persons:

- As the first point above states, initial responding officers will not treat the injured or begin evacuation until the threat is neutralized.
- You must stay calm — only when the intruder is contained, will officers begin treatment and evacuation.

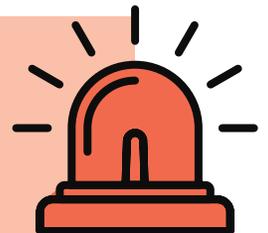
Evacuation:

- Safety corridors will be established by the RCMP; this may be time-consuming to set up.
- Remain in a secure area until instructed otherwise by a personal visit from a uniformed RCMP officer. An all-clear message will be posted on the NLC website and social media channels, but it is best to wait for the RCMP to provide additional instruction.
- You may be searched — leave your personal belongings behind
- You will be escorted out of the building by the police.

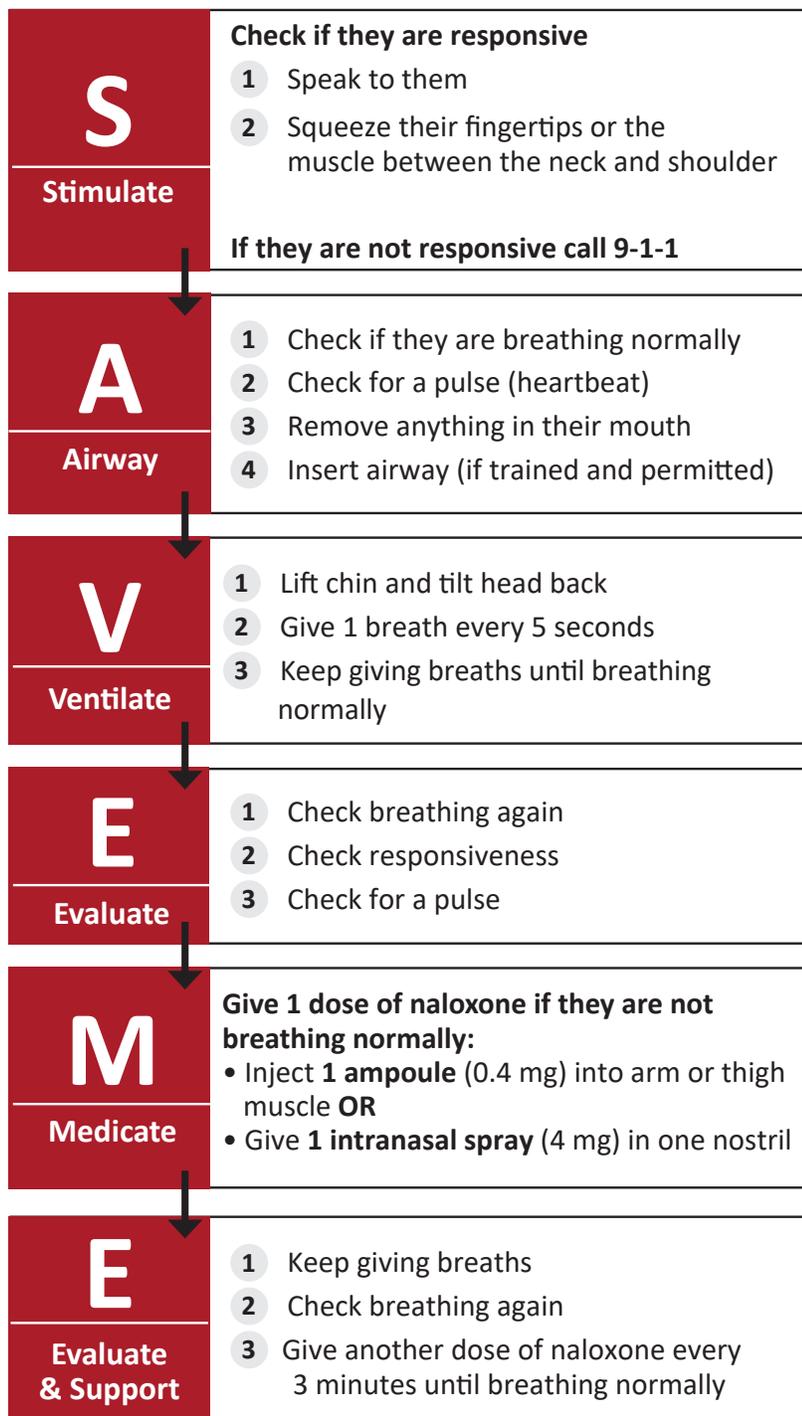
If you hear the fire alarm

DO NOT evacuate the building, unless:

- **Your life is in danger from smoke or fire.**
- **An emergency official has instructed you to do so.**



How to Respond to an Opioid Poisoning



Responsiveness means:

- Awake and alert **OR**
- Easy to wake up

Breathing normally means:

- Taking 12 or more breaths per minute **AND**
- No unusual breathing sounds (e.g. gurgling)

If at any time:

There is **NO PULSE**:

Start CPR with rescue breathing and compressions

They start breathing normally:

- Place them on their side
- Do not leave them alone
- Keep monitoring them
- Repeat SAVE ME if their breathing changes
- **STOP** giving naloxone when they are breathing normally – even if they are still unresponsive

Used with permission from <https://towardtheheart.com/naloxone-training>



Drug Poisoning Response

The following physical signs indicate a potential opioid poisoning.

- **Unconsciousness** – Cannot be woken up/not moving
- **If conscious** – Dizziness or disorientation
- **Breathing** – Slow or absent
- **Choking/coughing** – Gurgling or snoring sounds
- **Eyes** – Extremely small pupils
- **Lips/fingernails** – Pale or discolored (grey or blue)
- **Skin** – Cold and or clammy



1. Call 9-1-1 immediately (our address is **9820-120 Avenue**).

- If calling from a campus phone, dial **9-911**.
- Advise emergency services of any signs noted above
- Advise of your location (building/room number)
- If possible, send someone to meet them at the nearest muster point



2. Dispatch campus first aid

(during regular business hours only)

- Call FSJ switchboard at **250-785-6981** or
- Dial **“0”** from any campus phone
- Advise of your location (building/room number)

3. Use naloxone (kits are located in or near all campus AED cabinets)

- Locate nearest naloxone kit
- Follow instructions inside the kit or use the following page for reference

4. Protect yourself (use caution)

- Wear the kit provided PPE (latex gloves, pocket mask)
- Be aware that some individuals may exhibit aggressive behaviors when regaining consciousness.



Fort St. John – Main Campus



Campus
Centre

Fort St. John – Main Campus



Service Canada
TBD

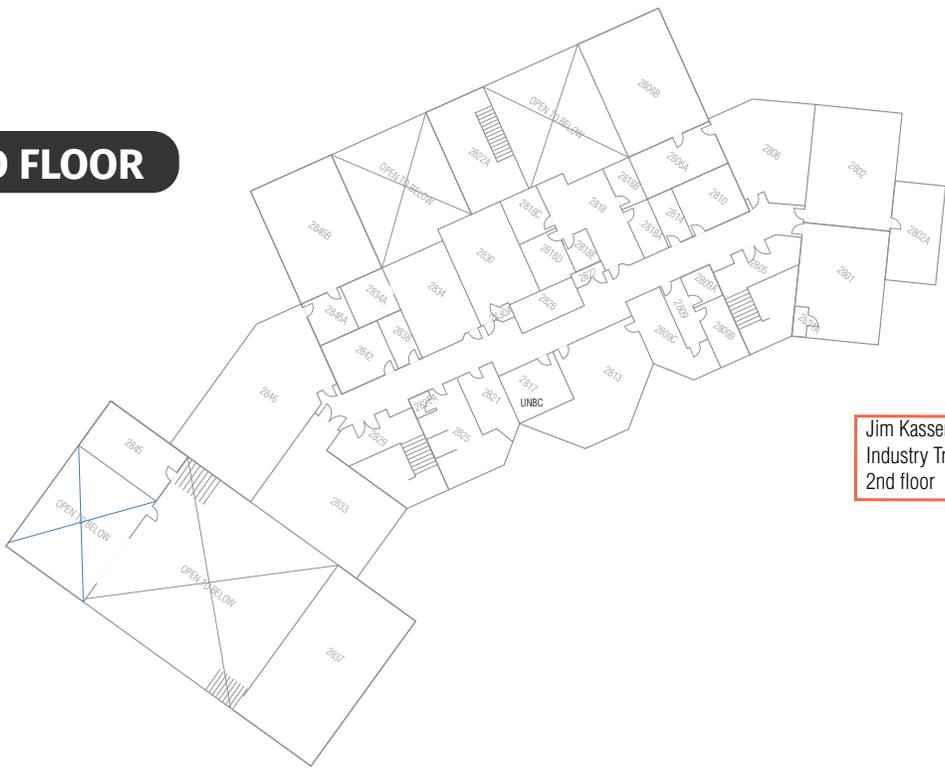
Industry Training Centre

FIRST FLOOR



Jim Kassen
Industry Training Centre
1st floor

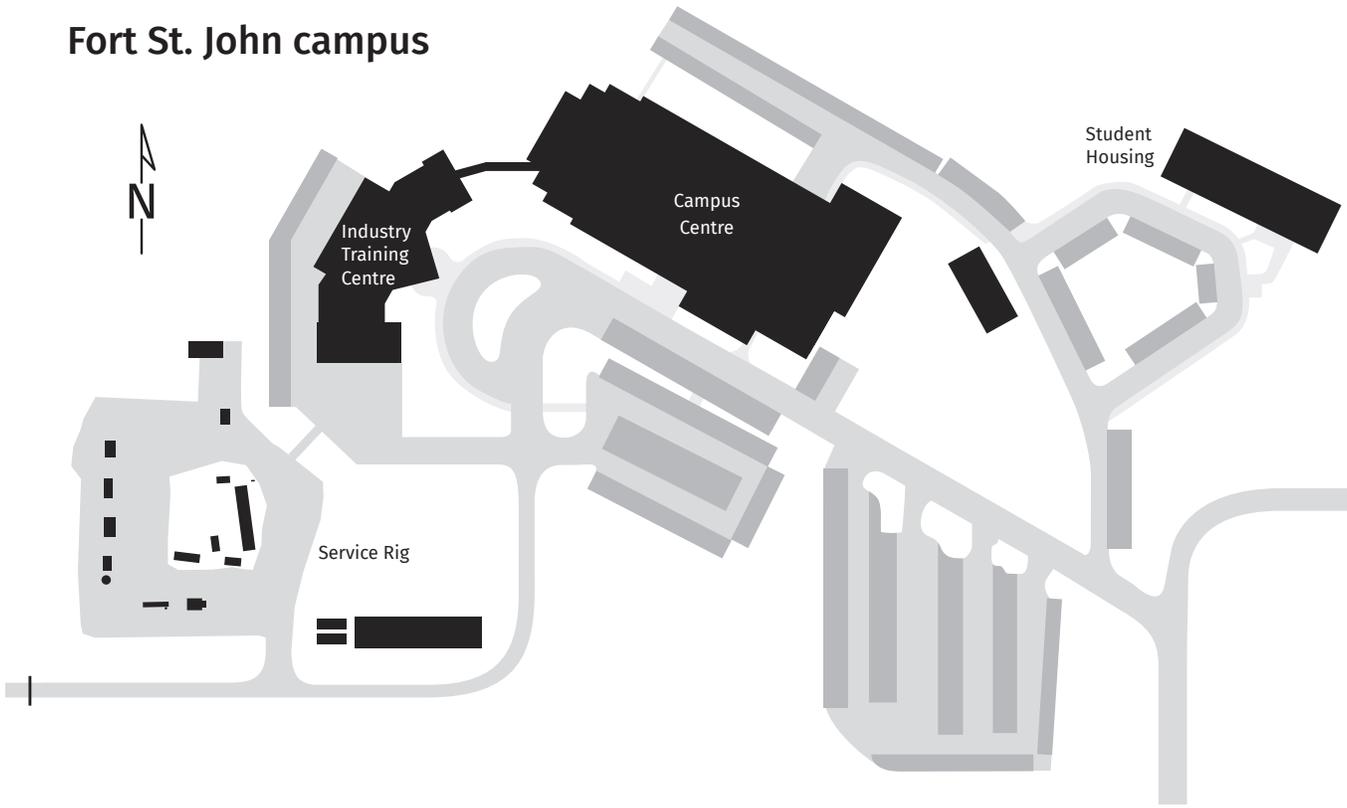
SECOND FLOOR



Jim Kassen
Industry Training Centre
2nd floor

FSJ Campus – Overview of Buildings

Fort St. John campus



Emergency Response Plan

Emergency Response Plan is a publication of the Northern Lights College Marketing and Communications Department



Northern Lights College

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