



Emergency Procedures Manual

25 August 2025
(Replaces all previous versions)

Pearson College Emergency Procedures

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Copies of the Emergency Procedures manual are in the following locations

Location	Name of Employee(s) Responsible
Head of College Office	Jason McBride
Head of College Residence	Jason McBride
Executive Assistant to Head of College Office	Candice Hall
Front Desk	Donna Grunder
Deputy Head of College-Operations	Ty Pile
Deputy Head of College-Education and Learning	Arno Dirks
Dean of Students Office	Angela Gatarai
Operations Manager Office	Deanna Cuthbert
Maintenance Office	Oliver Munro/Jeff Spears/Bruce Webber
Emergency Supplies Sea Container	Director of Operations/Maintenance Technicians
Safety Officer Office	Devin Mitchell
Seafront and Race Rocks	Greg Dickinson, Richard Taggart
Health Centre	Catherine Oliver, Manager – Health and Wellness
ŦÁ,WEN, House	Houseparents – ŦÁ,WEN, House
QOL,EW House	Houseparents – QOL,EW House
ŦEKI, House	Houseparents – ŦEKI, House
HENEN, House	Houseparents – HENEN, House
STOKI, House	Houseparents – STOKI, House
Aramark Office	Christina Sturgeon (Food Services Director)
Max Bell Double Guest Room	Lam Nguyen/Andy McIntosh
Max Bell Quad Guest Room	Lam Nguyen/Andy McIntosh
Metchosin Fire Dept. (sections 1, 4, 5 only)	Deanna Cuthbert/Jeff Spears

Emergency Telephone Numbers

From an internal phone:	Police, Fire, Ambulance	9 1 1
From an external phone	Police, Fire, Ambulance	9 1 1

Non-Emergency Numbers		Other Emergency Numbers	
		Pearson College Emergency #: 250-478-2818	
Police	250-474 - 2264	Marine Emergency	1-800-567-5111
Metchosin Fire	250-478 - 1307	BC Nurse Line	1-866-215-4700
Langford Fire	250-478 - 9555	Youth Crisis Line	250-386-8255
Ambulance	250-474 - 2264	Poison Control	1-800-567-8911
Metchosin Emergency Operations Centre 250-474-3108		Provincial Emergency Program Earthquake, flood, tsunami, dangerous spills 1-800-663-3456	
National Defense (Rocky Point) 250-363-5170		Bear, Cougar reporting 1-800-663-9453	
William Head Institution 250-391-7000		Pedder Bay Marina 250-478-1771	
Fortis Gas 1-800-663-9911		Maintenance Office 778-730-2191	
Diver's Alert Network 1-919-684-4DAN (4326)		Rescue Coordination Centre, Emergency Numbers (24 hr) 1-800-567-5111 Cellular: #727	
BC Hydro: 1 888 POWERON (1-888-769-3766) to report outage. Our site location ID is: 0001495487		EMBC - Vancouver Island Region Block A - Suite 200, 2261 Keating Cross Road Saanichton B.C., V8M 2A5, Tel: 250-952-5848 Fx: 250-952-4304, EMBC.VIRAdmin@gov.bc.ca	

Roles and Responsibilities (Crisis Team)

Note: In a crisis at least one Houseparent shall remain in each house.

Roles	Person(s) Assigned 2023-24
Command, Control and Coordination Oversee operations and make key decisions during an emergency	Jason McBride/Ty Pile/Arno Dirks
Search & Rescue Oversee a team to locate injured or missing people	Oliver Munro, Jeff Spears, Bruce Webber, Greg Dickinson, Richard Taggart, Mike White, Michelle Luiz, Garth Irwin, Arno Dirks
First Aid & Health Responsible for 1 st Aid response and liaison w/ emerg med svcs	Catherine Oliver, Natasha Chretien
External Communications & Media Responsible for responding to inquiries from external media organizations	Dan McIntosh Jason McBride Ty Pile Arno Dirks
Internal Communications Contact employees at home and relay instructions	Deanna Cuthbert Donna Grunder, Karen Frank, Lam Nguyen
Transportation Responsible for coordinating transportation needs (land and water)	Land: Oliver Munro Jeff Spears Bruce Webber Water: Greg Dickinson Richard Taggart Mike White
Security & Roll Call Ensures that safety of students and faculty/staff are adequately provided for and that all students and faculty/staff are accounted for	Jason McBride Ty Pile Deanna Cuthbert Arno Dirks/Angela Gatari
Facilities Responsible for structures and services on campus, (gas and water lines)	Deanna Cuthbert Oliver Munro Jeff Spears Bruce Webber
Shelter & Food Responsible for ensuring that students, staff have adequate shelter and are provided with food and water	Oliver Munro Jeff Spears Bruce Webber
Recovery Provide guidance and direction to resume normal operations after the crisis has passed.	Jason McBride Ty Pile Arno Dirks

Location of Emergency Equipment:

The schools AED (Automatic External Defibrillator):	Woodward Building, Nurse's office – lobby Admin Building – Receptionist Desk
First Aid kits:	<ul style="list-style-type: none">• Admin building (Reception)• Maintenance Building (woodshop)• Floating building (Shore Master room)• Woodward building (Health Centre - office lobby)• Vessels (Pedder Explorer, Hyaku)• Max Bell (Emergency Supplies Sea Container)• Molson Pool Bldg
Satellite phone:	<ul style="list-style-type: none">• Max Bell (Emergency Supplies Sea Container)

Media/External Relations:

During or after an emergency/crisis, effective and accurate communication is essential and must be handled by staff who are trained and experienced.

All media enquiries shall be directed to the Communications Manager, Dan McIntosh.

If members of the media contact you for information about an incident at Pearson College: Refer to them to Pearson College's spokespersons:

- Dan McIntosh
- Jason McBride
- Ty Pile
- Arno Dirks

Response to an Emergency

Emergency Action Principles¹

CHECK

The Scene

Check for danger to yourself or the patient.

The Casualty

Tap, gently shake and shout, "Are you okay?"

If responsive (conscious: alert)

Call an ambulance if necessary (phone: 9-1-1)

Check for bleeding/deadly bleeding and begin a secondary survey.

If unresponsive (unconscious: no reaction to voice or touch)

CALL for HELP...YELL for HELP

Send someone to call an ambulance. (If alone, you call the ambulance)

Ask someone for assistance. (Call for the Nurse, PCERTs). Notify Command, Control and Coordination team (Jason McBride/Ty Pile/Arno Dirks/Angela Gatari/Deanna Cuthbert)

CARE (A,B,Cs) - for conscious or unconscious patients

Airway

Open the airway by tilting the head back and lifting the chin.

Breathing

Look, Listen and Feel for effective breathing for no more than 10 seconds.

Circulation

Check for signs of circulation: movement, effective breathing, coughing, appropriate colour of the skin, and presence of a pulse.

Infant: brachial artery (upper arm); Adult/child: carotid artery (neck)

Begin compressions. After 30 compressions, check breathing by opening the airway

Deadly Bleeding

Search from head to toe for bleeding.

Fire

If you discover a Fire

Activate fire alarm (red pull box by every exit door)

Warn others while evacuating the building, **yell “FIRE, FIRE, FIRE”.**

Call **911**

If you hear the Fire alarm

Evacuate the building immediately and warn others while exiting

Call **911**

Where to assemble (Muster Station)

PCERTs proceed immediately to Health Centre for assignment

All students, faculty, staff, residents and guests proceed immediately to the Tennis Court and join assigned group for muster

Command Team (Head of College, Deputy Head(s) or Designate, 1 Maintenance Technician and PCERT Leader) muster at Emergency Sea Container (Command Post), Max Bell Parking Lot. College Nurse/Adult Roll Call at Tennis Court.

During silent hours, Head of College or Designate, 1 Maintenance Technician (on arrival), PCERT Leader and Designated Resident muster at Command Post

What to do during a fire

Remain at your muster station to be identified and accounted for. Do not leave muster station until directed to do so by Command Team or until you hear **All Clear** signal and are directed to move

Command Team – establish radio communications with College Nurse, Adult Roll Coll and PCERTs at Tennis Court; prepare to meet and direct Fire/Emergency vehicles; coordinate First Aid

What to do after a fire or false alarm

Once safe to do so, Command Team will sound **All Clear** (one long blast on air horn – repeated at Tennis Courts) and announce **All Clear** via 2-way radio

All students, faculty, staff, residents and guests are to follow directions from the Command Team and PCERTs

Fire Safety Reminders...

- When evacuating, proceed directly out of the building via nearest fire exit.
Do not stop to open doors, but close all doors behind you as you leave

- If your exit is blocked by fire, return to the room you were in. Close the door and seal it with a blanket to block smoke. Place a large white sheet at or outside your window to notify firefighters of your presence and await rescue. Leave through a window or alternate exits only if safe to do so
- Never re-enter a building on fire

Earthquake

When the SHAKING starts - DO NOT PANIC!

If indoors, stay there. Get under a desk or table or stand in a structurally solid part of the building, such as a strong doorway or corner of a room. Stay away from windows.

Drop, Cover, and Hold On: Drop to the ground, take Cover under a table or desk, and Hold On to it (stay down for at least 60 seconds)



If outdoors, get away from buildings and move into a more open area such as a pathway or roadway.

After the SHAKING stops.

Count to 60 to allow time for objects to fall before moving

Evacuate all buildings and move to Emergency assembly point (see below)

Check for injuries and remove injured from hazardous areas

Follow directions of the Command Team/person in charge

Do not enter buildings unless directed to do so

Report any suspected gas leaks to the person in charge

Telephones should only be used for emergency communications

Where to assemble:

Students and Houseparents – muster at the Max Bell Parking Area (next to Emergency Supplies Sea Container), organize yourself by House for roll call as per fire drill. PCERT inform Command by radio or send runner with list of missing students to Head of College, Dep Head(s) of College or Designate at Command Post (Emergency Supplies Sea Container, Max Bell). Runner or assigned designate to attend hourly meetings and report back to house group as required.

All other Employees and guests – muster at the Max Bell Parking Area (next to the Emergency Supplies Sea Container) for roll call as per Fire Drill. Relay missing persons to Command via PCERT.

Command Team – Head of College, Deputy Head(s) or Designate, College Nurse, 1 x Maintenance Tech and Senior PCERT will muster at Emergency Supplies Sea Container (Max Bell) and establish communications with PCERTs. Maintenance Tech to open Sea Container.

During silent hours, Head of College or Designate, College Nurse, PCERT Leader and Designated Resident muster at Command Post

Once persons are accounted for or if necessary for safety, Head of College, Deputy Head(s) or Designate will provide direction on subsequent muster location(s) for shelter, warmth, food etc.

Recovery:

Head of College, Deputy Head(s) or Designate will delegate team leaders to organize work teams in the following areas: First Aid, Fire Control, Search and Rescue, Structural Safety Assessment, Shelter, Food, Communications and Transportation/Evacuation.

All groups must remain in contact with Head of College, Deputy Head(s) or Designate who will be stationed at the Command Post. Meetings will be called on an hourly basis on the hour to disseminate information.

Shelter in Place (Tsunami, Storms, Wildlife)

“Shelter in Place” procedure is used to protect personnel from an environmental or weather-related situation where it is necessary to keep all occupants inside a building. Examples include extreme weather conditions or wildlife. Special instructions for Tsunami are located at the end of this section.

Notification:

Head of College, Deputy Head(s) or Designate will notify community by best, most rapid means possible. Due to campus geography and number of buildings, PCERTs will be activated to inform community. Health Services [Catherine] (contacted by phone, 2-way radio or runner) will coordinate PCERTs. Secondary means of contact includes notification via telephone and LBP email from Head of College, Deputy Head(s) or Designate.

Where to assemble:

Students gather in Dayroom or designated area for roll-call.

Remain in dayroom until “all clear” is sounded.

Employees, residents and guests move inside your work/living space or nearest accessible building until the “all-clear” is sounded.

After all students are accounted for in houses...

Houseparents report roll call to Head of College office/Head of College/Reception (778-401-2689/778-401-7002/250-391-2411).

In the event phones are not working due to a power outage, Head of College, Deputy Head(s) or Designate will send runner to collect roll call information from each house. Head of College, Deputy Head(s) or Designate will assess the situation and provide direction. Once the crisis has passed, “all-clear” will be sounded.

Tsunami

In the case of Tsunami, students will move from houses to the Max Bell theatre where they will assemble by house and await further instructions from the Head of College, Deputy Head(s) or Designate.

Employees, guests and residents shall also assemble in the Max Bell theatre. Deputy Head(s) and/or 1 x Maintenance Tech to open and prepare Emergency Supplies Sea Container.

Warning: Do not go to the shoreline to watch a Tsunami. When you can see the wave, you are too close to escape.

Evacuation

The following events are considered *potential* community hazards within the District of Metchosin and surrounding areas which may require mandatory evacuation (list is not exhaustive and events are not listed in any particular order of risk):

- severe windstorm
- earthquake / tsunami
- hazardous materials spill
- snow/ice storm with power outage
- heavy rain, flooding
- rupture of vessel or piping containing propane, natural gas or other volatile materials under pressure
- forest fire / wildfires

Preparation to Evacuate

In the event the College need to be evacuated, the Head of College, Vice President or Designate will issue a "**prepare to evacuate**" order.

Students, staff/faculty and residents are to follow fire drill procedures - **proceed to Tennis Court** and await further instructions.

PCERTs are to conduct muster and report roll call results to Command.

During summer when students are off campus, muster will be led by Operations Manager and College Reception (Day) and by Head of College or Designate (resident) and resident College Nurse (Silent Hours).

PCERT and First Aid responders shall muster at the Tennis Court
If necessary, runners will be used to notify all persons on campus that College will be evacuated.

Where to assemble:

Evacuation by land – Tennis Court

Evacuation by water – Dining Hall

Evacuation by land...

Vehicles and drivers will be coordinated by Maintenance Techs.

Students and community members will be transported in College vehicles to a safe evacuation location as determined by District of Metchosin [Emergency Program](#) authority (Fire Chief on behalf of Mayor).

Once a safe location or locations is/are confirmed, the Head of College, Deputy Head(s) or Designate may direct staff, faculty, residents (and their family members) and guests not assigned duties to evacuate by personal vehicle.

Evacuation by water...

Boats will be organized by Director of Operations (Deanna Cuthbert) and Seafront/Race Rocks Coordinator (Greg Dickinson) with assistance from SVOP-qualified operators (Richard Taggart, Jeff Spears, Bruce Webber, Mike White), and Seafront Activity Instructors Garth Irwin and Mark Wheen. PCERTs organize students by House and load boats in an orderly fashion (room by room). One staff/faculty will be assigned to each student boat. Additional boats may be provided by Pedder Bay and/or DND Rocky Point.

Once safe location(s) by District of Metchosin is/are confirmed, students and residents with children will be shuttled to safe location(s) – i.e. CFAD Rocky Point (Navy) Jetty or Pedder Bay Marina. Residents, staff, faculty and guests follow.

Muster/roll call for students, employees and guests will be conducted at Dining Hall or water evacuation departure point by PCERTS.

During summer, muster and roll call will be conducted by Operations Manager and College Reception (Day) and by Head of College or Designate (resident) (Silent Hours).

Transportation of community members to a safe reception area for food and shelter will be coordinated by Head of College, Deputy Head(s) or Designate in conjunction with District of Metchosin Emergency Program authorities.

Communications

Communications Manager will liaise with District of Metchosin Emergency Program authorities to coordinate information and messaging and ensure emergency notification of NOK and families are completed as soon as possible.

Internal Call-out: Seafront Emergency

An Internal Call-Out is used to notify and assemble resources in the event of a seafront emergency to lend assistance and to prevent or manage incidents on the water.

During an Internal Call-out, seafront faculty members shall support student efforts in the Shoremaster (SM) office and in vessels dispatched to scene of an incident. Their leadership is essential for the conduct of safe operations.

To initiate an Internal Call-Out, the air horn shall be sounded under the direction of the Seafront Manager. If in doubt, Shoremaster shall sound the internal Call-Out. A secondary air horn can be sounded from the Health Centre - **one long blast in each cardinal direction North, South, East and West, then repeat. Seafront Staff to notify Coast Guard/Police rescue and Pedder Bay Marina as required.**

Where to Assemble

Qualified vessel operators, Seafront Faculty and PCERT First-Aiders assemble at lower level of the Marine Centre, Floating Building.

What to Do

Seafront Staff will notify Coast Guard (Ch. 16) as appropriate, notify Pedder Bay Marina and coordinate and assign vessel operators, incident record keepers and SAR report (Shore Master logbook). One PCERT First-Aider will be assigned to each boat. If additional faculty members are available, they may be assigned to a boat crew. Seafront staff will coordinate search plan, provide instruction to boat crews and check safety equipment and conduct radio check with each vessel operator. Radio operators are to keep communications short and precise.

Seafront staff shall contact Head of College/Deputy Head(s) and provide details of emergency. Head of College/Deputy Head(s) will maintain communications and coordinate media involvement with Advancement and External Relations (Dir of Comms). Head of College or Designate will determine when Internal Call-Out has ended and signal by radio and "All Clear" (one long air horn blast) from Marine Centre and Health Centre.

When to start an internal call-out...

When requested to do so by vessel in trouble.

When instructed by Seafront Coordinator or seafront faculty member.

If radio contact is lost with a vessel and relay messages are unsuccessful, the vessel is considered overdue.

Gas Leak

Many buildings on campus are fitted with gas lines. In the unlikely event of a rupture or gas leak, evacuation may be required. Evacuation procedures during a gas leak are different from those during a fire, so it is important to familiarize yourself with the procedures before a leak occurs.

IN THE EVENT OF A GAS LEAK:

- **Do NOT pull fire alarm.**
- **Get out fast!** Leave the building, leave the door open and any windows that may already be open.
- **Do NOT use cellphone or landline, do NOT smoke, light matches, operate electrical switches, or create any other source of ignition.**
- Contact Maintenance (**778-730-2191**) and Command Team immediately (Head of College, Vice President(s), Operations Manager, Health Services (nurses), Maintenance Technician)
- Get to a nearby phone and call the Fortis BC 24-hour Emergency Line at **1-800-663-9911, or 911.**
- Assist in building evacuation, communicating by word-of-mouth.
- Once outside, move to a safe location and do not re-enter unless directed to do so by emergency personnel.

Detection (Smell): Mercaptan is a gas that smells like rotten eggs.

Mercaptan is added to natural gas to make leaks easier to detect.

Power Outage

Power outages on campus are most often the result of heavy winds during winter storms but may also be caused by equipment failure or other emergencies such as earthquakes. They can last from a few minutes to several days.

In the event of a power outage:

- Notify BC Hydro at 1-888 POWERON (**1-888-769-3766**) to report the outage. Pearson site location ID is 0001495487 and Maintenance contact number is **778-730-2191**
- Turn off computers and other voltage-sensitive equipment.
- If safety is a concern, evacuate building. Move cautiously to an illuminated emergency exit.

- In student houses, distribute back-up flashlights and chemical glow sticks and ensure no open flame devices are used in student rooms.

Command Team will follow the power outage checklist procedure, provide updates from BC Hydro/Emergency crews (normally via email) and provide direction on power outage protocols regarding daily routine and employee work schedules.

Hazardous Materials Spill

WHAT SHOULD YOU DO?

If the spill is beyond your capability to safely manage:

- Contact Maintenance **778-730-2191** / Command Team **250-391-2411** and Safety Officer (Devin) **778-900-4568**
- In case of serious injuries, also call **911** for ambulance
- Secure the area and warn others
- If there is a spread of toxic materials and/or fumes, evacuate and secure the building
- Remain near the scene in a safe location

If you and others can safely manage the spill:

- Call for assistance/notify Maintenance and Safety Officer
- Never rush in or work alone
- Clearly assess the situation before starting clean up and use proper protective equipment. **If in doubt, wait for Safety Officer**
- Use departmental spill clean-up equipment if available. There are spill kits in each of the Chemistry and Biochemistry laboratories as well in the Science Preparation room. Additional spill kits may be obtained from Seafront Manager
- Collect waste in an approved container and request disposal from Occupational Health, Safety and Environment.

SUSPICIOUS OR VIOLENT SITUATION:

Suspicious or violent situations are unpredictable. Call **911** and Command Team (Head of College, Vice President(s)) for direction and assistance.

IN THE EVENT OF A SUSPICIOUS OR VIOLENT SITUATION:

- Do NOT try to be brave - do NOT confront a violent or potentially violent person. Always seek help.
- Student safety and your safety are paramount at all times.
- Do NOT touch or disturb a suspicious object. Call **9-1-1**

- Trust your instincts.
- If necessary, follow **Shelter in Place procedure**

Campus Closure

In the event the college has to be closed due to inclement weather or power outages, information will be passed to employees by one or more of the following:

- Email to LBP
- Calls (as required)
- **Decision to close will be made by the Head of College or designate no later than 0700.**