



Pacific Life Bible College

Emergency Reference Guide

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Contact Front Office

If you require assistance, contact PLBC office 604 597 9082

Sarah ext.: 101

Liza ext.: 105

Matthew ext.: 102

Introduction

Staff, students and visitors to Pacific Life Bible College have the right to learn, work and be present in a safe and secure environment. However, the possibility of a major emergency is a reality which cannot be overlooked. Everyone who spends any amount of time at PLBC on a regular basis needs to know how to protect themselves in the event of a major incident or threat of school violence. Creating a safe and secure learning environment for all is a top priority of Pacific Life Bible College.

911 Instructions & School Address

CALL 911 THEN CONTACT PLBC OFFICE 604 597 9082

All college staff are authorized to initiate a “911”

Tell the dispatcher:

WHERE: **Pacific Life Bible College 15030 66A Avenue, Surrey BC V3S 2A5**
Give specific location of emergency (main building: MC, A-frame building, upper/lower floor, north south east west, gym, cafeteria)

WHAT Nature of the incident: What is happening? Injuries: Type, extent of injuries.
If a suspicious person: Is the suspect still present?

WHEN: Is the incident in progress? Did it happen in the past? What time?

WHO: NAME and AGE of injured persons. Give a full description.

WEAPONS: If present, give specific type and quantity

Admin Phone Numbers

“I’m dealing with a critical incident. I need to speak with _____ immediately.”

IF YOU REQUIRE POLICE/ FIRE/AMBULANCE, CALL 911 FIRST
PLBC 604 597 9082

Sarah Klager	604 830 6066	Liza Jordan	778 986 1711
Matthew Delblanc	2502034263	Kasandra Pride	236 886 4124
Aaron Nanku	778 938 5084	Barry Witmer	778 808 3511

Local Phone Numbers

CALL 911 IF YOU REQUIRE POLICE/FIRE/AMBULANCE
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Surrey Police Service Headquarter	604 599 0502
Surrey Memorial Hospital	604 581 2211
Surrey Urgent Care	604 572 2610
BC Hydro	1 800 224 9376
Fortis BC	1 888 224 2710
Drug and Poison Information Centre	604 682 5050
Fraser Health Unit	604 572 2600

Bomb Threat

IN ALL CASES: CONTACT PLBC OFFICE 604 597 9082

CAUTION: DO NOT USE RADIOS, CELLULAR PHONES OR PAGERS

As they may trigger an electronic detonator.

Do not touch a suspicious device or assume that these is just one device.

1. Notify PLBC office 604 597 9082
2. If written communication is found, handle it with care
3. Initiate EVACUATION PROCEDURE
4. Use FIRE ALARM and evacuate away from the threat area
5. Police will lead the search
6. Do not re-enter until "ALL CLEAR" is given

Medical Emergencies

CALL 911 FIRST
THEN CONTACT PLBC OFFICE 604 597 9082

1. DO NOT MOVE the individual unless there is immediate danger
2. DO NOT LEAVE ALONE send someone else for assistance
3. CALL 911 identify age, sex, injury, medical alerts, then NOTIFY PLBC OFFICE
4. WITNESSES-identify any witness for more details
5. HEALTH RECORDS-determine pre-existing medical conditions or allergies
6. NOTIFY parent/spouse
7. COMMUNICABLE diseases are to be reported to the Fraser Health Unit 604 572 2600
8. MENTAL HEALTH: Do not argue with patient, decrease disturbing stimuli/move to quiet room, check for pre-existing conditions/medications/therapist

Lock Down/Hold and Secure

IF YOU SEE A POTENTIAL THREAT: CONTACT PBC OFFICE 604 597 9082

Lockdown will be activated if there is a potential *threat INSIDE the school building*.

- **PA ANNOUNCE** *Attention Please: This school is now in a lockdown.
Stay in your classroom or go to the nearest safe area now.
Follow all lockdown procedures (REPEAT)*
- **HALLWAY** check for passing students or staff. **GATHER** all students into nearest safe classroom
- **LOCK** doors, no one admitted in or out
- **LIGHTS** out, **BLINDS** (to outside) closed
- **HIDE** out of immediate sight line, away from doors + windows
- **ATTENDANCE:** Write down names of everyone in the room
- **NO TALKING:** Remain silent, do not move
- **NO CELL PHONES:** Power cell phones off, no vibrate, no text, no glowing lights
- **POLICE** will self-identify if access is needed; **PRINCIPAL** has keys for access if needed
- **WAIT** for instructions from police

Hold & Secure will be activated if there is a potential threat or emergency situation *OUTSIDE* the school building, such as a police incident.

The following **Hold & Secure** procedures will apply:

- Movement within the school will be limited; students and staff are to remain in their classrooms or offices.
- All exterior doors will remain locked; **NO ENTRY** signs will be placed on entrance doors.
- No one will be permitted to leave the school until the school administration announces that hold & secure is over.
- Use of phones and laptops **may** be permitted.

Shelter in Place when personal safety is in danger if anyone leaves the building. Usually associated with an environmental hazard outside such as a gas leak, chemical spill, or wild animal near the building. Typically, normal activities continue within the school buildings.

Bring everyone inside and remain indoors.

- Secure exterior doors and windows. Close exterior window blinds/drapes
- Turn off all ventilation systems (situation dependent)
- Staff designates will monitor access to the school via the main entrance
- Access may be denied if a risk exists that jeopardizes the safety of occupants

Fire Drills/Fire Response

FIRE DRILLS ARE ONLY INITIATED BY THE OFFICE

If you come across a fire, immediately INITIATE fire bell by pulling alarm
In case of Fire or Fire Drill:

- **EVACUATE** safely & promptly, NO TALKING
- **LIGHTS OFF:** close classroom door + turn lights off
- **PROCEED** to designated marshalling area – the NORTH grass field (in front of PLBC offices)
- **ATTENDANCE** to be reviewed with faculty and staff to confirm students' attendance/location
- **FIREFIGHTERS:** Staff advises firefighters of any UNACCOUNTED for students or staff

Earthquake

- **DROP - COVER** under a desk or sturdy table - **HOLD ON** and wait for the shaking to stop
- **COUNT** seconds OUT LOUD during the duration of the quake to help students focus/calm
- **WHEN SHAKING STOPS** (or all clear is given), count to 60 out loud
- **ASSESS** yourself and others for injuries + any potential falling debris

- **AFTER SHOCKS:** If these occur, crouch (don't kneel) to avoid debris, DROP, COVER, and HOLD ON again. WAIT until aftershocks stop.
- **IDENTIFY** safe evacuation routes & a safe marshalling area
- **DECIDE** if it is safer to evacuate or remain indoors. If evacuating, do not use the elevator. Do not pull the fire alarm.
- **PROTECT HEAD** with bag or book if possible
- **ASSEMBLE** in our marshalling area: the NORTH grass field (in front of PLBC offices). Determine any unaccounted-for students or staff
- **FIRES** check for possible fires, leaks, hazardous material spills
- **AWAIT** instructions from emergency officials including entering the building

Suicide Prevention Protocol

IN ALL CASES: CONTACT PLBC OFFICE 604 597 9082

Suicidal ideation (suicidal thoughts) are thoughts or ideas centred around death or suicide. Experiencing suicidal ideation can be a warning sign that someone is contemplating committing suicide.

It is essential to approach students in crisis with *empathy* and a *non-judgmental attitude*, maintaining confidentiality but also prioritizing the student's safety.

- When a student opens up to you, do not offer solutions. Just listen. This delivers two critical messages-that we take them seriously and we care.
- **LISTEN** for feelings behind the words and be alert for phrases like "I'd rather die, I can't take it anymore", "everyone would be better off if I wasn't here."
- **ASSESS SUICIDAL RISK**
 "Are you thinking of killing yourself?" If yes...
 "What method have you thought of to kill yourself?"
 "Do you have the means (gun, pills)?"
 "When do you think you'll do this?"

- **ACT:** Immediately inform the PLBC office. The office will initialize communication with admin.
- **GET HELP** If you have identified a student who may be at risk of suicide or someone has told you about a potentially suicidal student, **DO NOT ATTEMPT TO DEAL WITH IT ON YOUR OWN. GET HELP. DO NOT LEAVE THEM ALONE. STAY UNTIL HELP ARRIVES.**