



## **Emergency Procedures**

### **IN CASE OF A CRITICAL EMERGENCY:**

#### **➤ DIAL 911 FROM ANY AVAILABLE PHONE**

**\*\*IF using a school phone, dial '9' then 911\*\***

#### **➤ Provide the following exact information:**

- Nature of emergency  
(Who is injured and what is the problem?)
- Location:

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- Life-threatening injuries from a fall, head trauma, severe burns, uncontrollable bleeding, persistent or sudden chest pain, breathing difficulty and/or unconsciousness ALL REQUIRE 911 TO BE CALLED.

### **ONCE THE SITUATION IS UNDER CONTROL:**

- Call the parents/guardians/emergency contact to inform them of the situation and advise them exactly where to meet you.
- Fill out an incident report form and make a copy if ambulance is on the way to give to paramedics.
- Call Canada SCORES Office:
  - Susie Bakajic (Program Coordinator): 604-802-4874
  - Kevin Yang (Executive Director): 778-871-6316

## FOR NON-LIFE-THREATENING EMERGENCY SITUATIONS:

### ➤ FIRST AID/MEDICAL:

- Ensure the accident scene is safe and that there is no further danger to you or the injured person. If possible, bring student to a quiet, calm location. Reassure them that they will be taken care of.
- Administer any first aid that is needed such as:
  - Cuts and scrapes should be cleaned with cleaning wipes or soap and water, then place a bandage if bleeding persists.
  - Sprained joints or strained muscles can be treated by elevating the injured area and applying ice that is wrapped in a small cloth or paper towel.

### ➤ SECURITY:

- If you need help or feel threatened, take the following actions (as required):
  - Dial 911 for police and notify your supervisor.
  - If the person is hostile, retreat and get the attention of others - YELL!
  - Put distance between yourself and the other person.
  - Be friendly but assertive and use strong body language.
  - Take only reasonable measures to protect yourself and others, do not endanger yourself or escalate the matter.

### ➤ FIRE:

- If you discover a fire:
  - Activate the nearest fire alarm, alert others and move everyone away from the area of the fire, closing doors behind you.
  - Dial 911 and report location.
  - If trained and safe to do so, attempt to extinguish or control the fire with appropriate firefighting equipment.
- When a fire alarm is activated:
  - Evacuate the building; never open a closed door without checking it first for heat.
  - Once outside, proceed to a safe area so that a head count can be taken.