

## **Critical Incident Quick Reference**

**A guide for staff of the Centre**

**1515 Kingfisher Ave.  
Kitimat B.C.  
V8C 3S5**

**Phone 250 632 3144  
Fax 250 632 3120  
[kcdckit@telus.net](mailto:kcdckit@telus.net)**

This is a guide of what to do. These steps do not take the place of first aide or C.P.R. training. Additional information on first aide in emergencies can be found in the front section of our Telus phone books, The BCMA and St.John's Ambulance.

**Emergency and Resource Numbers  
Kitimat**

I am dealing with a critical incident. I need to speak with \_\_\_\_\_ immediately.

**Police 632-7111**

**Fire 632-9111**

**Ambulance 632-5433**

Poison Control 1 800 567 8911

24 hour crisis line 1 888 562 1214

Provincial Emergency Response 1 800 663 3456

School Board Office 635 4931

PNG 632 4811

BC Hydro 1 888 769 3766

Kitimat Health Centre (hospital) 632 2121

Kitimat Health Unit 632 3181

MCFD 632 7256

Other Emergency Numbers: \_\_\_\_\_  
\_\_\_\_\_

**Emergency and Resource Numbers  
Kitimat**

## **FIRE**

If you detect fire or smoke, carry out the following procedures:

1. Investigate the source quickly and quietly
2. Pull the fire alarm.
3. Call the Fire Department at **639 9111**
4. Assist in evacuation of the building.
5. Unless otherwise directed or immediate danger
  - i. Close windows and doors as you clear an area
  - ii. Use available fire extinguishers to fight fire. (without endangering yourself)

If your clothes catch on fire... remember STOP DROP and ROLL.

Our pre-determined meeting place is the School District Maintenance Shop.

Remember heat, smoke and toxic fumes rise. Drop to the floor, crawl, take short breaths. Feel closed doors to see if they are hot.

**Fire**

Always Think Safety First

**Upon the detection of smoke and/or fire, follow the R-A-C-E plan described below.**

**Rescue** - Rescue/Remove person(s) from the immediate fire scene/room.

**Alert** - Alert personnel by activating the nearest fire alarm pull station, then Call the Kitimat Fire Department at 632 9111.

**Confine** - Confine fire and smoke by closing all doors in the area.

**Extinguish** - Extinguish a small fire by using a portable fire extinguisher or use to escape from a large fire.

**Evacuate the building.**



## **Evacuation Plan**

1. When an alarm is called Staff are to evacuate the building by their nearest exit.
2. Staff are responsible for evacuation of the clients they are working with.
3. Administrative staff take the Health and Safety Manual which contains the staff list and telephone numbers. As they exit the building they take note of the staff sign in board and count the number of staff that should be evacuated.
4. Pre-school staff take their class registration list.
5. Staff and clients are to go to the School District Maintenance building, if safe to do so.
6. Administration staff is responsible for counting all staff and if any discrepancy is noted to inform emergency personnel.
7. Pre-school staff are responsible for counting their pre-school class, informing emergency personnel if any discrepancies, and then informing parents/guardians for picking up of children if necessary.
8. Staff are not to leave until all clients are gone, a debriefing occurs or we are advised to do so.

## **EVACUATION PLAN**

### **Serious Illness/ Accident/Suicide**

Call Ambulance 632 5433                      Police                      632-7111  
Inform Executive Director or Designate.

A communication plan for staff, the Board of Directors, clients and the media will be prepared.

A debriefing session and support will be arranged. ( i.e Victims Assistance)

Further information is attained from Ministry of Education, Responding to Critical Incidents: A Resource Guide for Schools.

Remember of confidentiality responsibilities and speaking with the media/public policy.

Take charge  
Call for help  
Assess hazards  
Make area safe  
Identify yourself and offer to help  
Assess the casualty for life threatening conditions.

If stopped breathing, severe bleeding or unconscious administer appropriate first aide.

Send for help    AMBULANCE 632-5433  
                          FIRE                      632-9111  
                          POLICE                      632-7111

### **Serious Illness/ Accident/Suicide**

## **Building Closure/Inclement Weather/Power or Furnace Outage**

Consult with the Executive Director or designate.

If it is after day time hours call – Margaret 250 638-1739 ( home numbers)  
Mary at 632-6035  
Maryann at 632-4186

### **Expectations for School Closure.**

It is expected the Executive Director or designate and all Program managers will be at the Centre or make arrangements by telephone to inform their staff. It is important for safety of staff and any clients that may show up to have a staff member at the Centre.

For inclement weather and closures the KCDC has set up a telephone tree where program managers phone staff.

For staff this is a day of work and there is an expectation they will come in if possible. If they cannot due to safety concerns there must be contact with their program manager, ensure clients are notified, and determine if work can be completed from home.

*It is expected staff use their judgement of safety and determine if a closure is warranted, or if clients or staff should go home early because of deterioration of road conditions.*

## **Centre Closure/Inclement Weather/Power Outage**

## **Power Failure**

Staff are to follow the following guidelines if there is a power failure.

1. When the power goes out, look to your emergency lighting. If it is not working please evacuate that area and inform administration of your decision.
2. When an informed decision is made by the Executive Director or designate programs will be cancelled and the building evacuated. It is not an automatic closure of our services.
3. If the power is out for a significant time and the heating is starting to be lost then the decision to close will be made.

## **Power Failure**

## ***Earthquakes***

### **Bomb Threats**

In the event of a bomb threat the KCDC will respond in the following manner.

1. The staff who takes the call will keep the caller talking as long as possible, and follow the bomb threat telephone procedure. See the Critical Incident Quick Reference. Once the conversation is terminated, hang up, get a dial tone, and press 857. This will activate a trace.
2. Immediately inform the Executive Director or designate of the call.
3. The Executive Director or designate will call the RCMP  
632- 7111
4. The Executive Director will call the Fire Department and inform them of the call and that the fire alarm will be pulled to evacuate the building.

**Bomb Threats**

## **Handling of Hazardous Materials.**

### **Poisonous leaks. Ammonia**

Emergencies will be initiated by the R.C.M.P, the fire department or the office of the Mayor.

All Centre clients and staff will be instructed to gather in the pre-school area. Leaving the building will be done after attendance is taken and instructions received from emergency personnel.

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Notes

**Handling of Hazardous Materials.**

