

EMERGENCY & SAFETY PROCEDURE POLICY

NorthBridge College (NBBT College)

Website: NBBTCollege.ca

Location: Moncton, New Brunswick, Canada

Compliance: Private Occupational Training Act (P-16.1) and Regulation 84-207, New Brunswick

1. Purpose

NorthBridge College is committed to providing a safe and secure learning and working environment for students, staff, instructors, visitors, and other members of the College community.

The purpose of this policy is to establish clear procedures for responding to emergencies, minimizing risks to health and safety, and ensuring that students and staff understand their responsibilities during an emergency.

2. Scope

This policy applies to all students, instructors, employees, contractors, visitors, and other persons present at College premises or participating in College-authorized activities.

The policy applies to emergencies including, but not limited to:

- Fire, smoke, or suspected fire;
- Medical emergencies or serious injuries;
- Severe weather and environmental emergencies;
- Power failures or utility disruptions;
- Gas leaks or hazardous material incidents;
- Threats of violence or other security concerns;
- Building evacuation;
- Lockdown or shelter-in-place situations; and
- Any other situation that may pose an immediate risk to health or safety.

3. General Safety Responsibilities

All students and staff are expected to take reasonable precautions to protect their own health and safety and the safety of others.

Everyone on College premises must:

- Follow posted safety signs, emergency instructions, and evacuation procedures;
- Become familiar with emergency exits and evacuation routes;
- Keep hallways, stairways, exits, and emergency equipment unobstructed;
- Immediately report unsafe conditions, hazards, injuries, accidents, or emergencies to College staff;
- Follow instructions provided by College staff and emergency personnel;
- Refrain from behaviour that could create an unnecessary safety risk; and
- Never interfere with fire alarms, extinguishers, emergency exits, first-aid equipment, or other safety equipment.

4. Emergency Contact Procedure

In a life-threatening or immediate emergency, **call 911** for police, fire, or ambulance assistance.

When contacting emergency services, provide as much information as possible, including:

- The nature of the emergency;
- The College name and location;
- The specific location within the building, if known;
- The number of people affected or injured; and
- Any known hazards.

After contacting 911, notify a College staff member as soon as it is safe to do so.

Emergency contact information and relevant evacuation information will be made available or posted in appropriate locations on College premises.

5. Fire and Evacuation Procedure

If fire, smoke, or another condition requiring evacuation is discovered:

1. Activate the nearest fire alarm, where appropriate.
2. Call 911 when safe to do so.
3. Leave the building immediately using the nearest safe exit.
4. Do not use elevators during a fire emergency.
5. Do not stop to collect personal belongings.
6. Follow the directions of College staff, fire wardens/designated personnel, and emergency responders.
7. Proceed to the designated assembly area.
8. Remain at the assembly area until instructed otherwise.
9. Do not re-enter the building until authorized by emergency personnel or College administration.

Students and staff should familiarize themselves with posted evacuation routes and emergency exits.

6. Medical Emergency or Injury

In the event of a serious illness or injury:

- Call 911 when emergency medical assistance is required.
- Notify College staff immediately.
- Do not move a seriously injured person unless leaving them in place creates an immediate danger.
- First aid should be provided only by a person who is appropriately trained, where available.
- Keep the surrounding area clear so emergency responders can access the individual.
- Follow the instructions of emergency medical personnel.

All significant injuries, accidents, or medical emergencies occurring on College premises should be reported to College administration and documented as required.

7. Severe Weather and Environmental Emergencies

Severe weather may include significant snowstorms, freezing rain, flooding, extreme weather conditions, or other circumstances that could make travel or College operations unsafe.

The College may:

- Delay opening;
- Close the campus;
- Cancel or reschedule classes;
- Temporarily move instruction online where appropriate; or
- Provide other safety instructions based on the circumstances.

Students and staff are responsible for monitoring official College communications during severe weather or emergency conditions.

No student or employee should place themselves at unreasonable risk when travelling during dangerous conditions.

8. Power Failure or Utility Disruption

In the event of a significant power failure, water interruption, heating failure, gas leak, or other utility disruption:

- Remain calm and follow instructions from College staff.
- Do not use equipment that may create additional hazards.
- Use emergency lighting and designated exits where necessary.
- If evacuation is ordered, leave the building according to established evacuation procedures.

College administration will determine whether classes or operations can safely continue.

9. Security Threat, Violence, or Suspicious Activity

Any person who becomes aware of an immediate threat, violent behaviour, a suspicious person, or another serious security concern should:

- Move away from immediate danger where possible;
- Call 911 when there is an immediate threat to safety;
- Notify College staff when safe to do so; and
- Follow instructions from police, emergency responders, or authorized College personnel.

Students and staff should not attempt to confront a potentially dangerous person unless necessary to protect themselves from immediate harm.

10. Lockdown or Shelter-in-Place

A lockdown or shelter-in-place procedure may be initiated when remaining inside a secured location is safer than evacuating.

When instructed to lockdown or shelter in place:

- Remain in or move to the designated safe area;
- Secure doors where instructed and safe to do so;
- Stay away from windows and doors when appropriate;
- Silence mobile devices where circumstances require;
- Remain calm and quiet;
- Follow instructions from College officials or emergency responders; and
- Remain in place until an authorized all-clear instruction is provided.

Instructions may vary depending on the nature of the emergency.

11. Hazardous Materials or Gas Leak

If an unusual odour, gas leak, chemical spill, or potentially hazardous substance is identified:

- Do not touch or attempt to clean the substance unless trained and authorized to do so.
- Move away from the affected area.
- Notify College staff immediately.
- Call 911 if there is an immediate threat to health or safety.
- Follow evacuation or shelter-in-place instructions as directed.

12. Responsibilities of College Administration

College administration is responsible for taking reasonable measures to maintain a safe learning and working environment, including:

- Maintaining appropriate emergency and safety procedures;
- Making emergency information available to students and staff;
- Maintaining emergency exits, signage, and safety equipment as applicable;
- Arranging required inspections and maintenance;
- Ensuring appropriate first-aid arrangements are maintained;
- Coordinating with emergency services and building management, where applicable;
- Communicating emergency closures or safety instructions;
- Maintaining appropriate records of significant incidents; and
- Reviewing emergency procedures periodically and following significant incidents where appropriate.

13. Responsibilities of Staff and Instructors

Staff and instructors are expected to:

- Become familiar with College emergency procedures;
- Know the location of available emergency exits and designated assembly areas;
- Provide clear directions to students during an emergency when it is safe to do so;
- Assist with evacuation in accordance with established procedures;
- Report hazards and safety concerns promptly;
- Notify College administration of accidents and incidents; and
- Cooperate with emergency responders.

Staff should not undertake emergency response activities beyond their training or put themselves at unreasonable risk.

14. Responsibilities of Students

Students are responsible for:

- Following College safety and emergency procedures;
- Following instructions from College staff and emergency responders;
- Familiarizing themselves with emergency exits and evacuation routes;
- Reporting hazards, injuries, accidents, or unsafe conditions promptly;
- Participating appropriately in emergency drills;
- Refraining from tampering with emergency or safety equipment; and
- Avoiding conduct that may endanger themselves or others.

Failure to comply with safety instructions or deliberate misuse of emergency equipment may result in disciplinary action in accordance with applicable College policies.

15. Accessibility and Assistance During Emergencies

Students or staff who may require assistance during an evacuation or other emergency are encouraged to inform the College in advance where appropriate.

The College will take reasonable steps to plan for emergency assistance and coordinate available support, taking into consideration individual circumstances, building procedures, and applicable legal requirements. During an emergency, individuals should follow the directions of emergency responders and designated College personnel.

16. Emergency Drills

The College may conduct emergency evacuation or other safety drills periodically, as appropriate or required. All students and staff present on campus are expected to participate and follow instructions during drills. Drills may be reviewed to identify opportunities to improve emergency preparedness and response procedures.

17. Reporting Accidents, Incidents, and Hazards

Students and staff must promptly report:

- Injuries or accidents occurring on College premises;
- Unsafe conditions;
- Damaged safety equipment;
- Blocked emergency exits;
- Security concerns;
- Near-miss incidents that could have resulted in injury; and
- Other significant health or safety concerns.

Reports should be made to the designated College staff member or administration.

Where appropriate, the College will document, review, and follow up on reported incidents and take reasonable corrective action.

18. Emergency Communication

During an emergency or significant disruption, the College may communicate with students and staff through one or more available methods, such as:

- Email;
- Telephone or text message;
- Learning management system or student portal;
- College website;
- Notices at the campus; or
- Direct instructions from College personnel.

Students are responsible for maintaining current contact information with the College and checking official College communications.

19. Compliance

The College will maintain its emergency and safety practices in accordance with applicable New Brunswick legislation, regulations, building and fire safety requirements, occupational health and safety requirements, and other applicable standards.

This policy should be read together with other relevant College policies and building-specific emergency procedures.

20. Policy Review

This policy will be reviewed periodically and may be updated when:

- Applicable legislation or regulatory requirements change;
- College facilities or operations change;
- An emergency or safety incident identifies a need for revision; or
- College administration determines that changes are necessary to improve safety and emergency preparedness.

Emergency: 911

NorthBridge College (NBBT College)

Moncton, New Brunswick, Canada

Website: NBBTCollege.ca

Email: info@nbbtcollege.ca

Phone: +1-506-800-0851

Please remember in the case of an emergency call 911 and/or go to one of our local hospitals.

Moncton City Hospital: 135 Macbeath Ave, Moncton, NB E1C 6Z8

George Dumont Hospital: 330 Université Ave, Moncton, NB E1C 2Z3

The following is a directory of walk-in clinics:

After Hours Medical Clinic:	Mountain Road After Hours Medical Clinic:	Primacy-Moncton Main Medical Clinic	Medical Clinic
404 St. George St. Suite 201, (506) 854-2273	1789 Mountain Road, (506) 388-9355	165 Main St., (506) 854-8805	Dieppe, (506) 384-1110
For Telephone care: Call 811 Tele-Care is a free, confidential health advice and information line			

Food Banks

Peter McKee Food Bank	Second Mile Food Bank	Food Depot Alimentaire	Karing Kitchen
475 St. George St., (506) 383-4281	243 Lewisville Rd., (506) 857-9121	330 MacNaughton Ave., (506) 800-0803	75 Alma St., (506) 854-3837

Second Hand Clothing Stores

Guy's Frenchys 1567 Mountain Rd., (506) 860-6219	Habitat for Humanity 950 Mountain Rd., (506) 384-4664	The Salvation Army Thrift Store 300 Elmwood Dr., (506) 859-8305	Value Village 15 Plaza Blvd., (506) 382-3003
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