Emergency Procedures - W.A Ranches

Building Name: 

Assembly Point: 

Building Evacuation
- Take coat, keys and wallet if immediately available
- Evacuate building through the nearest safe exit
- Close all doors along your exit route
- Move outside, away from the building and proceed to the muster point
- Ensure everyone has been accounted for at the muster point
- Determine the reason for evacuation and assess if 9-1-1 should be called for assistance; then Campus Security at 403-220-5333
- Do not re-enter the building until you have received the "ALL CLEAR" from a Supervisor/Manager

Medical Emergency
- Ensure a certified first aider provides treatment to the patient to assess the injury and determine if additional medical attention is required.
- First aid kits are located in the ranch office kitchen, the workshop and the machine shed. Other kits are available in fleet vehicles and other main buildings.
- Dial 9-1-1 for all life-threatening injuries; then call Campus Security at 403-220-5333. Ask someone to watch for the ambulance and wave them own to location. Ask paramedics where they are taking the employee.
- If the patient requires medical treatment, transport them to the Cochrane Community Health Centre in a fleet vehicle. A first aider should accompany the patient to continue care during the trip. A first aider cannot be the driver of the vehicle.
- Advise the Ranch Manager of the injury and location of patient so notifications can be made to emergency contacts.
- Initiate and complete an OARS report

Fire
- Remove anyone from the immediate danger
- Close all doors to contain smoke and fire (if possible)
- Evacuate via your nearest safe exit
- Immediately dial 9-1-1 then Campus Security at 403-220-5333 when you arrive at muster point

Hazardous Materials Spill
- Contact Campus Security at 403-220-5333 in the event of a spill that results in a release to ground or water
- Do not clean up a spill unless you are properly trained and have correct cleanup materials including PPE
- Initiate and complete an OARS report

Infrastructure Repair Requests
- Identify type of utility outage (electrical, heating, water, natural gas etc.). These are high priority issues and should be addressed immediately
- Contact the utility provider
- During normal business hours (Mon-Fri 8:30-4:30), contact Facilities Customer Care at 403-220-7555 and advise them of your location and nature of problem
- After hours contact Campus Security 403-220-5333; describe the problem and request facilities on-call worker to be contacted
- Take photos of damage
- Assist others in your immediate work area

Adverse Weather
- A flash to bang time of thirty (30) seconds or less dictates the immediate suspension of outdoor activities. Seek shelter immediately.
- Stay away from large unsecured objects and protect your head from flying items

Flood
- If possible, call Facilities Customer Care at 403-220-7555 and advise them of your location and nature of problem or Campus Security at

Important Numbers
- Campus Security 403-220-5333, 24 hours
- Customer Care Centre (Facilities) 403-220-7555, Regular Business hours
- Ranch Manager – Jonny Bennett 403-542-4469
- Director (Teaching and Research) – Ed Pajor 403-991-7975
- Sr. Director (Ancillary Services) – Shane Royal 403-220-3102
- EHS Consultant – Michelle Moore 403-612-4413
- WA Ranches main address AB (51.3423941,-114.3776040) or 274237 Range Road 34, Rockyview County

Workplace Violence & Armed Assailant on Campus
- Attempt to distance yourself from the person if possible
- Dial 9-1-1 and report all information as soon as safely possible
- Contact Campus Security at 403-220-5333 as soon as possible and follow directions provided
- Be aware of your environment, plan, know your exits, assess the situation, and react quickly
- Choose action over fear while considering the three main options
- Get Out - if you are in close proximity to an armed assailant, run away from the subject
- Hide - if you cannot flee, or do not know the location of the assailant, hide in a locked or barricaded room and turn out the lights
- Fight – if confronted by the assailant, as a last resort, fight for survival

Threatening Calls (including Bomb Threats)
- Listen and remain calm, do not interrupt the caller
- Record/document as much information as you can while the call is in progress
- Signal someone to call the RCMP at 9-1-1 or Campus Security at 403-220-5333

Suspicious Items
- If in doubt of contents DO NOT TOUCH, MOVE, OPEN OR DISTURB THE ITEM
- Clear all personnel from immediate area
- Immediately contact RCMP at 9-1-1 or Campus Security at 403-220-5333
- Wait a safe distance away from the area for Campus Security or emergency services to arrive