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## Vancouver Film School Safety and Risk Management

Vancouver Film School (VFS) is committed to providing a safe, healthy and secure environment for all students, employees and visitors. We value the physical and emotional well-being of all individuals in the VFS community.

VFS takes all reasonable measures to prevent life-safety incidents and risks to the safety and security of persons and property. This includes identifying and mitigating any conditions or circumstances that may compromise the safety and security of the school, and preparing the school to respond effectively to threats and other emergencies.

VFS requires that all members of the VFS community conduct themselves in a manner that does not endanger themselves or others, or pose a risk to the school facilities, equipment, other physical assets, or other persons' property.

All members of the VFS community are encouraged to promote a learning and working environment characterized by encouragement, integrity, mutual respect, professionalism, recognition of achievement and social responsibility.

To meet these standards, VFS will maintain a safe and healthy working environment, and working conditions, that meet or exceed legislated requirements for WorkSafeBC and Occupational Health & Safety.

### Protocols

1. VFS will identify situations that may be unhealthy or unsafe for employees and students, and will respond to those situations.
2. VFS has developed, maintains and enforces procedures to deal with emergencies, including:
  - Accidents
  - Injuries
  - Fire
  - Earthquake
  - Hazards
  - Unwelcome visitors
  - Individual threats to safety
  - Pandemic planning
  - Unacceptable behaviours
  - Hazardous materials and safe handling
  - Harassment including sexual harassment
  - Building access and monitoring

It is the responsibility of all members of the VFS community to be aware of the VFS safety and security practices and to take individual and collective responsibility for their implementation and practice.

These responsibilities include the following:

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- Being aware of and complying with VFS policies and regulations regarding safety, security and personal conduct.
  - Being aware of conditions in their environment that may compromise their own safety and security of others, and responding appropriately.
  - Reporting to the departmental administration, Security or Guest Services representative:
    - Any conditions or practices that may compromise the safety or security of persons or property in their area of work or study, or elsewhere but on VFS property.
    - Any security-related incidents, injuries, intimidating behaviour, violence or threats of violence.
  - Distressed persons – concern with statements made by, or the behaviour of students, employees or visitors.

At VFS, the safety and welfare of all students enrolled is a top priority. VFS monitors attendance to ensure the well-being of students. In the event of an emergency, including a facilities emergency or in the event that students have unaccounted absences from the program for an extended period of time, the Administration may deem it necessary to contact the students' authorized emergency contacts or family members.

### **Communicable Disease Policy**

To ensure the ongoing health and safety of all VFS community members, including students, staff, and contractors/visitors, VFS requires that those who are feeling any signs or symptoms of communicable illness remain at home, and not come to VFS for work or classes. The following measures are in effect and any violations of these may result in disciplinary action.

Everyone entering VFS premises must complete the BC COVID-19 Self-Assessment Tool and be ready to provide evidence of having completed the self-assessment every day when they enter VFS premises.

### **General Safety & Security Information**

Please report all incidents which threaten your personal safety, your possessions, or school equipment directly to Guest Services, the Security Officer on guard, or call extension 3058 from any VFS phone.

All VFS Guest Services representatives have Occupational First Aid Level 2 or higher. Security Officers have Standard First Aid and have First Aid kits.

### **Emergency Response Procedure**

All instances of injury must be reported to the Guest Services or Security Officer on patrol.

**Minor Injury:** If you are present when a VFS community member incurs a minor injury, take the following actions:

- Ensure that one person remains with the injured party. DO NOT leave the injured party unattended at any time.

- Tell another person to report the injury to the nearest staff or faculty member. This person should tell the staff the exact location and nature of the injury.

**Serious Injury or Illness:** If you are present at the time a VFS community member experiences a serious injury or illness, take the following actions:

- Assess and determine that the injured or ill party is in stable condition.
- Immediately call for emergency assistance by dialing 911. Ensure that you advise the emergency operator of the exact building and room location for the injured party. Call 3058 from any VFS phone to inform Guest Services or Security.
- Ensure that one person remains with the injured party. DO NOT leave the injured party unattended at any time.
- Tell another person to report the injury to the nearest staff or faculty member. This person should tell the staff the exact location of the injured party and the nature of the injury.
- If the person appears to be having a seizure, do not attempt to move or restrict their movement. Ensure the area around the injured party is clear of any objects. When the seizure has ended, ensure the injured party is kept comfortable and warm, but do not attempt to move them.

### Fire or Building Evacuation

If you hear the fire alarm in your building, immediately walk to the nearest marked exit. Remain calm. Leave the building's vicinity and gather at your campus' designated assembly areas (detailed below). DO NOT stop to save your work or gather personal belongings.

#### Designated Assembly Areas:

198 W. Hastings – Victory Square

400 W. Hastings – Victory Square

420 Homer – Victory Square

151 Cordova – Victory Square

142 Water – Victory Square

88 E. Pender – The Chinese Cultural Centre

1248 Franklin – The north side of Franklin Street, opposite campus

### Earthquakes

In the event of an earthquake, remain in the building and take cover under the strongest fixed piece of furniture within your immediate proximity. If no suitable furniture is available, crouch down in the nearest corner with your back against the wall and your head down. DO NOT leave the building. Wait until a Floor Warden provides you with further direction.