

Section 10 – Critical Incident and Emergency Evacuation Policy

1. Policy Statement

Canadian Aviation College (CAC) is committed to the safety, well-being, and security of all students,

staff, and visitors.

This policy outlines CAC's procedures for responding to critical incidents, emergencies, and crisis situations in a timely, coordinated, and safety-focused manner.

All students share responsibility for:

- Following emergency procedures
- Complying with staff instructions
- Reporting safety concerns promptly

Failure to comply with emergency procedures may result in disciplinary action.

2. Scope

This policy applies to all students enrolled in CAC Career and Recreational Programs and covers:

- Critical incidents
- Emergency response
- Evacuation procedures
- Post-incident support and recovery

3. What Is a Critical Incident.

A Critical Incident is any traumatic, serious, or life-threatening event that may impact the safety or

well-being of individuals at CAC, including but not limited to:

- Medical emergencies
- Fires or explosions
- Natural disasters (earthquakes, floods)
- Criminal activity or threats of violence
- Overdose incidents

Missing people or serious student safety concerns

4. Emergency Contact & Reporting

Life-Threatening Emergencies

- Call 911 immediately

- Notify Dispatch, an instructor, or any CAC staff member as soon as it is safe to do so

Overdose Response

- Call 911 immediately
- Notify CAC staff
- Naloxone kits are available on site
- Anyone may administer Naloxone if required

5. CAC Crisis Management & Response

During or following a critical incident, CAC response may involve coordination between:

- Dispatch
- Instructors
- Student Services
- Senior Administration
- Emergency responders

CAC will prioritize:

- Immediate safety
- Clear communication
- Accountability of students and staff
- Support following the incident

6. General Emergency Procedures

Students must:

- Remain calm and follow staff instructions
- Evacuate immediately when alarms sound or are instructed
- Assist others only if safe to do so
- Never re-enter a building until cleared by emergency personnel

7. Evacuation Routes & Assembly Points

- Emergency exit routes are posted throughout classrooms, hangars, and common areas
- Students must familiarize themselves with the nearest exits in all areas

Primary Assembly Point

Ford Road Parking Lot by the CAC Pedestrian Gate

Once at the Assembly Point:

- Report to your instructor or designated staff member

- Participate in roll call procedures

8. Fire Emergency Procedures

In the event of a fire:

- Leave the fire area immediately
- Activate the nearest fire alarm
- Alert others as you exit
- Proceed directly to the Primary Assembly Point
- Do not re-enter until cleared by the Fire Department or CAC staff

9. Medical Emergency Procedures

- Call 911 and provide the exact location
- Notify Dispatch or CAC staff immediately
- Provide first aid only if trained and safe to do so

10. Security Threat Procedures

If a security threat is present:

- Move to a secure location if safe
- Lock doors where possible
- Silence mobile devices
- Remain quiet and concealed
- Follow law enforcement or staff instructions until an “all clear” is given

11. Missing Persons & Student Safety Concerns

- If a student is unaccounted for following an evacuation, report this immediately to CAC staff
- If you are concerned about a student’s well-being due to unexplained absence, lack of contact, or concerning behaviour, contact Student Services without delay.

12. Student Responsibilities

Students are responsible for:

- Following emergency and evacuation instructions
- Cooperating during drills and real incidents
- Keeping emergency contact information up to date in EMS
- Reporting hazards, concerns, or incidents promptly
- Understanding that unsafe behaviour endangers others

13. Post -Incident Support & Recovery

CAC is committed to supporting students affected by critical incidents through:

- Counselling referrals and wellness resources
- Academic accommodations, such as extensions or rescheduled training
- Assistance connecting with family or community supports, including for international students

All reports and support requests are handled with discretion and confidentiality.

Students are encouraged to contact Student Services for assistance following any critical incident.

Email: studentservice@cacbc.ca

Telephone: 604-299-7777 ext. 105

14. Policy Review

This policy is reviewed annually and updated as necessary to ensure alignment with:

- PTIRU requirements
- EQA standards
- IRCC expectations
- Transport Canada safety practices