P14 Emergency response and evacuation

Effective date: November 1, 2026.

Purpose and Scope

This policy provides students with clear instructions on how to respond to emergencies and evacuations at Canadian Aviation College (CAC). The goal is to ensure students' safety during critical incidents, including fires, medical emergencies, natural disasters, or security threats.

This policy applies to all students enrolled in CAC's Career and Recreational Programs.

Emergency Contact Reporting

In an emergency, call 911 immediately.

Notify CAC Dispatch or any Instructor as soon as it is safe to do so.

Notify Dispatch for the current naloxone kit location and trained assistance during an overdose incident.

General Emergency Procedures

Remain calm and follow the instructions of CAC staff.

Evacuate the building promptly when instructed or when alarms sound.

Assist others if safe to do so.

Do not re-enter the building until declared safe by emergency personnel.

Evacuation Routes Assembly Points

Primary Assembly Point: Ford Road Parking Lot by the CAC Pedestrian Gate.

Emergency exit routes are posted in all classrooms, hangars, and common areas.

Students should familiarize themselves with the nearest exit from each location.

Fire Emergency Procedures

Leave the fire area immediately.

Activate the nearest fire alarm.

Alert others on your way out.

Proceed to the Primary Assembly Point.

Medical Emergency Procedures

Call 911 and provide the exact location.

Notify CAC Dispatch or staff immediately.

Provide first aid if trained and it is safe to do so.

Security Threat Procedures

If safe, move to a secure area and lock doors.

Silence mobile devices.

Remain hidden and quiet until law enforcement arrives or an “all-clear” is given.

Accountability and Roll Call

Once at the Assembly Point, report to your instructor or designated staff.

CAC will conduct a roll call to ensure all students are accounted for.

Student Responsibility

Familiarize yourself with emergency exits and procedures.

Follow staff instructions promptly.

Report on unsafe conditions to Dispatch or the CFI.

Policy Review

This policy will be reviewed annually and updated as necessary to ensure alignment with CAC’s Critical Incident Management Policy and safety best practices.

For questions regarding emergency procedures, contact Bote Sha, CFI, at sha@cacbc.ca.

Alano coordinates operational updates to emergency instructions. Bote incorporates current procedures into student orientation and coordinates student follow-up.