



Vancouver TESOL Training Centre - VTTC

Safety Policy

Date 20/11/2015

Implementation Date

Principal & Director of Studies

Position(s) Responsible for Administering this Policy

Policy:

Vancouver TESOL Training Centre is committed to providing a safe environment for students, instructors and employees. Vancouver TESOL Training Centre makes every effort to ensuring all machinery and equipment are properly maintained and any required safety devices are in working order. Any concerns or issues must be reported to principal or the director of studies.

What to do during an emergency

1. Remain calm, use common sense, and provide aid. Take time to think before acting.
2. Always evacuate the building immediately when you hear an audible alarm or see a visible alarm, when directed by authorities, or when the building becomes life-threatening, e.g., smelling natural gas.
3. Proceed to the emergency gathering point for further instructions.
4. Do not enter elevators during an emergency. If stuck in an elevator do not attempt to force open stalled elevator doors, use the emergency phone to contact Public Safety.
5. Know the location of all marked exits from your working area.