

## SCOPE

This guide is intended for any person visiting a non-public area of a BCIT Campus at the invitation and under the supervision of a BCIT employee. Contractors hired to perform work activities not supervised by a BCIT employee must meet the requirements and expectations outlined in the BCIT “Contractor Safety Orientation Guide”.

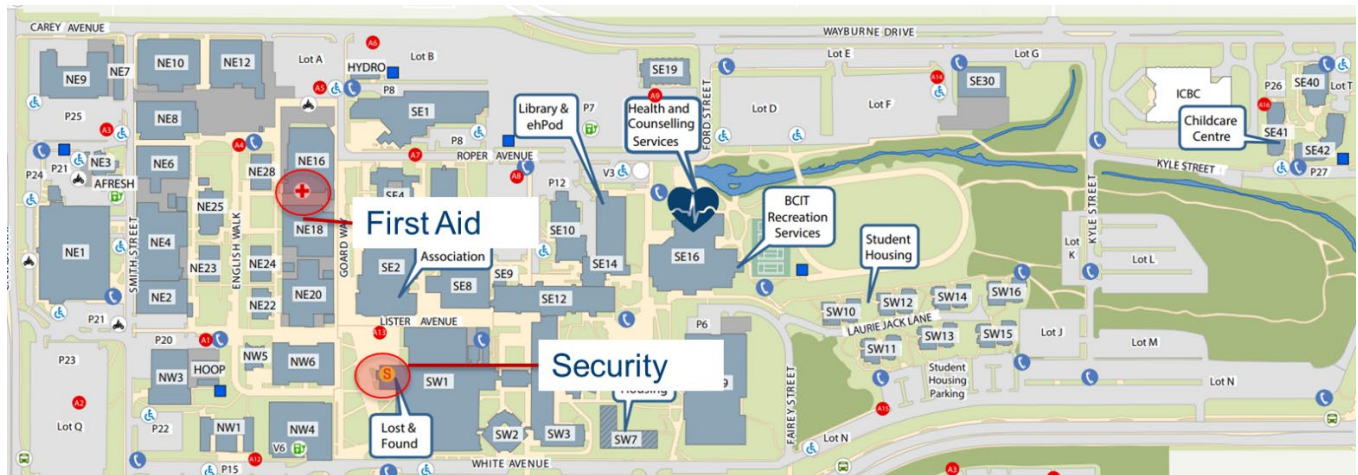
## SUPERVISION AND IMPORTANT CONTACT NUMBERS

Visitors must be supervised by a BCIT Employee. Please ensure you are provided with their contact information for your visit to the Institute.

**BCIT Security: 604-451-6856**

**First Aid: 604-432-8872**

## CAMPUS MAP



## FIRST AID TREATMENT

If you are injured while visiting BCIT and require first aid treatment:

- Tell the BCIT employee supervising your visit.
- Visit the First Aid Office (NE16) for treatment.
- Call the security of first aid number to have treatment come to your location if needed.

If it is an emergency and you feel that you need an ambulance, **call 911**. After calling 911, call security to notify them that emergency services have been called, and to receive first aid treatment until emergency services arrive.

## ALARMS AND EVACUATIONS

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If a fire alarm sounds in the building you are visiting, leave the building immediately following emergency exit signage or posted evacuation maps. Gather at one of the muster points (red dots on map above). Do not re-enter the building until given the all clear (3-air horn blasts, or otherwise told by security or fire department).

If you are unable to evacuate a building, go to the nearest area of refuge (typically a stairwell, review evacuation maps posted within the building you are visiting), and shelter in place.

## GENERAL SITE RULES

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- As a visitor, do not perform any work impacting building structure, materials, or Institute equipment or assets.
- Be aware of motor vehicles and active work areas at the campus.
- Do not enter any areas without the required mandatory Personal Protective Equipment, as required and indicated by posted signage or as directed by your supervising BCIT Employee.
- Report any hazards to a BCIT employee, or by contacting BCIT security.
- Follow directions given to you by a BCIT employee or BCIT security during your visit.

## SMOKING/VAPING

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Smoking/Vaping is prohibited within 6 meters (20 feet) of any doorway, window, covered area/walkway, patio area, or air intake at the Burnaby Campus.

Smoking is prohibited indoors and on any rooftops at the campus.