

Portage College's Emergency Response

Six Employee Responsibilities:

1. Know who your Emergency Response Manager, Incident Commander & Emergency Responders are for your area/campus.
2. Know the fire evacuation route from your office & classroom as well as any other areas you may be working in.
3. Know the lockdown drill procedures for your area/campus.
4. Fire & lockdown drills are scheduled twice per year. Be aware of the dates. Instructors please ensure you do not have exams scheduled for that day.
5. The College's Emergency Preparedness, Response, Recovery Plan is in a binder in your area & you should have a copy. Review your copy. (If you require a copy you can request a binder from our Security Supervisor Jim Henson. Ph#: 780-623-5587 or email jim.henson@portagecollege.ca)
6. Know the Pandemic Plan reporting email for your campus. Know & inform students of the College's response to H1N1 or other Infectious disease outbreak(s) that may occur.