



pacific design academy

**STUDENT HANDBOOK**  
**2018-2019**

# Pacific Design Academy

## Student Handbook

Welcome to the Pacific Design Academy. We are happy to have you with us and extend our congratulations to you for deciding to pursue an education in the design arts.

Our commitment is to provide a program that is challenging and worthwhile; that is in step with the demands of industry; that will, most importantly, stimulate the joy of learning in all. Meeting these commitments necessitates some expectations of you. We want you to work passionately and professionally. Be respectful of the Academy's staff, resources and the needs of your fellow students. Lastly, do your part to sustain a creative, collegial, and constructive environment that balances work with humour.

It is crucial that during your career at PDA you concentrate on developing the skills that will make you highly demanded in the workforce. For those who work hard, meeting these standards will, in time, seem to come almost naturally. These students will grow in self-confidence and complete the program entirely prepared for exciting careers in design.

In the coming months, you will recognize what a wonderful area of study you have embarked upon, and what an especially talented group of people with whom you have the pleasure and good fortune to study. Again, welcome to the Pacific Design Academy. Good luck to all of you.

*Oliver Drew*  
Director

## Mission Statement

*"The Pacific Design Academy is at the forefront of a new kind of education in the design arts. We strive to provide affordable programs with curriculums that move, change, and respond to the dynamic needs of industries.*

*Our students develop marketable skills while fostering individual ability in a comfortable, collaborative, and creative environment."*

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# 1 REGULATIONS

- 1.1 Admissions
- 1.2 Acceptance
- 1.3 Enrolment Contracts, Tuitions & Fees
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- 1.5 Book Store

Acceptance to any PDA program is based on a first-come, first-served basis for qualified applicants. All required documents, including, if necessary, a TOEFL or IELTS examination, must be received together with a \$200.00 (\$300.00 for international students) non-refundable application fee before consideration can be given. Failure to submit one's application promptly and in accordance with all regulations may render an applicant ineligible. Interviews with department heads may be arranged only after the Registrar has received *all* documentation.

Prior to accepting any student with a profound disability, the school requires the student to provide proof of funding (private or public) for accommodating the student's disability for the duration of the program.

## 1.1 Admissions

Students are accepted on an annual basis and must submit an application form each year. Acceptance to Pacific Design Academy (PDA) programs is based upon meeting the minimum admission requirements, which are required and cannot be waived.

- Completed application form
- Proof of grade 12 education
- Copy of valid photo ID
- Letter of intent which details your background, desire for the subject, goals and why you feel you will be a successful student.
- Non-refundable application fee \$200 (\$300 for international students)
- English as a Second Language (ESL) students wishing to attend the Pacific Design Academy must prove English

language proficiency by writing a letter of intent and interviewing with the Registrar. If the Registrar feels that English proficiency will be an issue she will request proof of a TOEFL score of 52 or IELTS score of 4.0 before accepting a ESL student.

- Prior to accepting students with a profound disability, the school will require the student to provide proof of funding for accommodating the disability for the duration of the program

Space is limited to eighteen students per class and qualified applicants are accepted on a first come first served basis.

All required documents must be received with the non-refundable application fee before consideration will be given. Incomplete applications or late applicants may be deemed ineligible.

## 1.2 Acceptance

Once a completed application is received by the Registrar the applicant is considered for acceptance to the program based upon the following criteria:

- Is the applicant suitable for the program?
  - Based upon English fluency, maturity and desire expressed through the letter of intent.
- Is the applicant likely to succeed in the program of study?
  - Criteria are based upon transcripts, letter of intent and a thorough application.
- Will the program meet the students needs and help them achieve their goals
  - Assessed based upon meetings and the letter of intent.

An interviews with program department head may be arranged only after the Registrar has received all documentation. If the Registrar is satisfied that these criteria are met by the applicant, a letter of acceptance will be issued.

The acceptance letter will include a greeting, a copy of the application, date of

orientation and fee due dates.

The acceptance letter may be used by the potential student to request funding.

### 1.3 Enrolment Contracts, Tuitions, & Fees

As per PTIB by-laws, students sign a contract for each individual school year. This contract applies only to the year in which it is signed and in the case of a two-year program, does not guarantee acceptance into future years of a program.

On Orientation Day, each student is required to complete a Student Enrolment Contract. This information is used as official student contact information. If contact information changes, please inform the Registrar.

Students are responsible for the timely payment of all fees. For students *not* paying fees with student loans, bursaries or scholarships, please note the following:

- The payment of lab fees and at least half of a program's total tuition fee must be paid one month prior to the commencement of the first term.
- The remaining balance is due one month prior to the middle of the year.
- Students are reminded by PDA staff of the due dates of these fee payments.

For students paying with student loans, bursaries or scholarships, please note the following:

- Student Loans disburse monies after the start of terms one and two. Payment amounts are determined on a case-to-case basis with the Registrar.

Students will not graduate unless all fees are paid in full. Lab fees cover computers, software, printing equipment, and students' print credit from which their print jobs are drawn.

### 1.4 Course Content & Cancellation

Outlines are prepared in advance and are subject to change at the discretion of instructors or the Director. PDA reserves the right to adjust schedules and merge or cancel any class or program in the event of insufficient enrolment. Previous training and education are not accepted as substitutions for requisite courses at Pacific Design Academy.

### 1.5 Bookstore

The school provides a limited supply of textbooks and offers some supplies on-demand. Please keep in mind that some textbooks are ordered in bulk and may, therefore, require a few weeks for delivery. Texts and supplies not provided by PDA are available through third party publishers or distributors. Please speak with your instructor for more information on obtaining the required and recommended texts.

## 2 HOUSEKEEPING

- 2.1 Food & Beverages
- 2.2 Breaks
- 2.3 No Smoking
- 2.4 Lost and Found
- 2.5 Damage to School Property
- 2.6 Cell Phones
- 2.7 Phone Calls
- 2.8 Computer Labs
- 2.9 Visitors
- 2.10 Pets
- 2.11 Holidays
- 2.12 Transportation
  - 2.12 (a) Bicycles
  - 2.12 (b) Cars
  - 2.12 (c) Walking

### 2.1 Food and Beverages

Please keep all work areas clear of food, beverages, and discarded materials. Beverages in sealed containers are allowed in the lounge and open work areas only. *Food and beverages of any kind are prohibited from the computer labs under all circumstances.* Vending machines are available in the basement-level student lounge area.

### 2.2 Breaks

We encourage students to leave their classrooms and the school during their breaks to relax. If students wish to prepare a hot beverage or meal, cookware and utensils are available in each lounge area (located on the basement level and third floor) as well as a stove, microwave, refrigerator, and toaster. Students are expected to be respectful of the lounge

areas, the amenities and other students' use of these spaces.

### 2.3 No Smoking

All premises of the Pacific Design Academy are non-smoking environments. Smoking is not permitted inside or in front of the school. Please respect local merchants and restrict all smoking to Reeson Park.

### 2.4 Lost and Found

Please turn in all found articles to the Registrar. PDA will hold these items for up to 30 days.

### 2.5 Damage to School Property

Students who damage school property are expected to acknowledge such damages and take responsibility for any necessary repairs. At PDA we expect students and staff to have a professional attitude and treat the tools and space with respect.

### 2.6 Cell Phones

All cell phones should be turned off or left in lockers while students are in class. As the computer labs are equipped with wireless communication devices, please ensure that cell phones and other personal wireless devices are turned off while in the labs.

If a cell phone disturbs an instructor while class is in session, you may be asked to excuse yourself or the cell phone will be temporarily confiscated.

### 2.7 Phone Calls

Telephones for personal use are located in the third floor and basement lounges. These lines are long-distance restricted.

### 2.8 Computer Labs

The computers at PDA are shared units as well as school property. Any damage to these devices hinders PDA's capacity to teach its students.

It is prudent to back-up all work; computer crashes and technical failures are not acceptable excuses for late or incomplete work.

### 2.9 Visitors

Visitors are welcomed at PDA but are only allowed to enter classrooms by invitation from instructors. We welcome you to tour your friends or family but please make arrangements with the Registrar. Visitors are not permitted to enter the computer labs during "lab time." If you wish to invite visitors to meet with you at the school, they must remain in the front foyer until you are available to personally welcome them.

### 2.10 Pets

Animals, other than those used for assistive purposes, are not permitted within PDA premises.

### 2.11 Holidays

PDA observes the following statutory holidays: New Year's Day, Good Friday, Victoria Day, Canada's Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and Family Day. There is an extended break during the Christmas season. All holidays are announced at the beginning of each school year.

### 2.12 Transportation

Due to our location in the heart of historic Victoria, parking nearby can be difficult. Please consider using alternative modes of transportation. PDA is a short walk from the Douglas Street transit hub. ([www.bctransit.com/regions/vic](http://www.bctransit.com/regions/vic)).

#### History@1252



*The S.S. Amelia and S.S. Olympian dock at the rear port of the 1252 Wharf Street lot (pictured to the left), ca. 1900.*

**April 1, 1902, 1252 Wharf Street, then 90 Wharf Street, became the home of Turner, Beeton & Company, Ltd. Turner & Beeton specialized in the sale of wholesale goods, liquors and cigars, the import and canning of salmon, and the manufacturing of textiles. One of its illustrious owners, John H. Turner (pictured above), also served as BC Finance Minister, BC Premier, and the provincial ambassador in London.**

## 2.12 (a) Bicycles

There are several bicycle corrals in the general vicinity. There are bike racks at Reeson Park and in front of the school. In cases of bad weather, covered bike stockades can be found on the first floor of the Yates Street parkade and outside of the Mountain Equipment Coop on the corner of Government and Pandora.

## 2.12 (b) Cars

There are private parking compounds in close proximity to the school. Parking is available at Capital Iron Parking on Store Street as well as several alternative lots within walking distance to the school.

## 2.12 (c) Walking

Consider your personal safety. If you are leaving the school at a late hour, please "buddy walk" or call a taxi service to meet with you outside of the school.

# 3 GRADING

- 3.1 *Late Assignments, Tests, and Exams*
- 3.2 *Grades and Graduation*
- 3.3 *Standards of Academic Progress*
- 3.4 *Student Assessments*
- 3.5 *Special Considerations*
- 3.6 *Student Work for Displays*
- 3.7 *Grading Breakdown*

Students should receive a course outline on the first day of each class, each term. This outline will detail course objectives, materials required, and how students will be assessed.

## 3.1 Late Assignments, Tests, and Exams

All projects must be submitted on or before the specified deadline to the appropriate instructor or teacher's assistant. Late projects without supporting documentation (doctors note) are not accepted without academic penalty:

- **Projects** submitted within one week of the due date have 25% of their mark deducted.

- Projects submitted later than one and within two weeks have 50% of their mark deducted.
- If an assignment is more than two weeks late it is no longer acceptable for submission and receives a 0%.
- **Tests** missed during the term are marked 0% without supporting documentation. With documentation, the student can arrange a time with the instructor and Registrar to write the test outside of class time.
- **Final projects / Exams** not handed in or missed are marked 0% without supporting documentation. With documentation, an appropriate extension may be given by the instructor for projects. Missed written exams follow the same procedure as missed tests during the term.

## 3.2 Grades and Graduation

Classes are assigned a credit value equivalent to their duration on a weekly basis. For example, a class of three hours per week is worth three credits and is weighted accordingly. Term and year-end grades are determined by averaging these classes according to their weighted values. Credits are awarded credit with a class average of 60% or better.

In order to pass a year of studies, students must have a yearly program average of 60% or better and earned at least 54 out of 60 credits. Students who have received an overall grade below 60%, but hold an attendance record of no less than 75%, receive a letter of attendance.

Students finishing with a yearly program average of 90% or greater will graduate with honours.

Interior Design students that finish their internships before September 1st (after graduation) will receive a diploma with "NKBA Kitchen & Bath Specialization."

## 3.3 Standards of Academic Progress

Students who fall behind in assignments or fail to learn the curriculum taught in any course or program will be called

upon to meet with their instructor(s) and/or department head. Failure to do so renders a student vulnerable to academic penalties, including dismissal.

### 3.4 Student Assessments

Students are given the occasion for the assessment and evaluation of their academic performance. They may request this information at any time. The opportunity to evaluate each individual instructor and course is provided during the middle of each term. There will be an opportunity to meet with the Administration as a class at the end of each term to discuss your program.

### 3.5 Special Considerations: Absenteeism, Grade Disputes, Project Re-Evaluation

A student who has been or will be away for an extended period and wishes to complete their studies at a later time must arrange a meeting with the Director and department head to discuss possible options.

If a student wishes to dispute a mark for an assignment, he/she is required to follow the same protocol as in dispute resolution (5.2).

Any re-assessment of projects by a required third party incurs a fee of \$100.00.

### 3.6 Work Experience

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as would an employee, but with an emphasis on the learning aspects of the experience. Students should view work experience as a way to increase their employability.

The Interior Design and Landscape Planning and Design programs require two weeks (80 hours) of work experience to be completed each year. Students in these programs will not graduate without completing the mandatory work experience hours.

Before beginning an unpaid work experience students should understand the following terms and conditions:

- Student will source an appropriate company they are interested in.

- PDA will arrange the work experience placement if the student is unable.

- Research the company and prepare for your work placement
- Be open minded, positive and professional during your placement
- Sign off on the PDA and company Non-Disclosure agreements.
- If any problems occur the school must be notified immediately.
- Evaluate your work experience and present PDA with feedback on your experience.
- Prepare a brief presentation to your classmate, which includes the company name, types of work and highlights of your Work Experience; your greatest learning and biggest disappointment. The idea is to give your classmates a snapshot of the company you worked with and share what you learnt.

### 3.7 Student Work for Displays

PDA reserves the right to copy and/or retain students' projects for use as display items. Student work used for this purpose may not be removed without permission of PDA staff. Projects not used for display must be removed from the school after final grades are received. Abandoned materials and possessions left at the school after graduation are not the responsibility of the Pacific Design Academy.

### 3.8 Grading Breakdown

DESCRIPTOR	GRADE	PERCENTAGE
Excellent	A+	95-100
	A	90-94
	A-	85-89
Good	B+	80-84
	B	75-79
	B-	70-74
Satisfactory	C+	65-69
Poor	C	60-64
Fail	D	< 59
Incomplete	I	0

(incomplete assignments or below 75% attendance)



# 4 STUDENT CONDUCT

- 4.1 Professional Standards
- 4.2 Attendance
- 4.3 Dismissal
- 4.4 Support Services
  - 4.4(a) Financial & Academic Assistance
  - 4.4 (b) Health & Well-Being

## 4.1 Professional Standards

Students are expected to behave in a responsible and courteous manner. This includes, but is not limited to, acting in accordance with school policies, such as ensuring exemplary attendance records, complying with direction from faculty and staff, not knowingly contributing to acts of dishonesty, cheating or plagiarism, and behaving in a generally acceptable and cordial manner with instructors, staff, and fellow students. Where any student fails to live up to these expectations, PDA reserves the right to take appropriate action in search of an amenable resolution, which may include suspension or dismissal.

## 4.2 Attendance

If a student is absent from or late to any class, he/she should inform the instructor ahead of time or contact the Registrar.

Students who are absent from lectures are responsible for obtaining any missed information.

Attendance is recorded precisely, with how late a student arrives or how early a student leaves class noted in 15 minute increments. Excessive absenteeism from program hours without supporting documentation is formally reprimanded and results in dismissal (see 4.3). Absenteeism in excess of 25% of any one class results in an incomplete grade (0%) in that class.

If you are having difficulties attending class for excusable reasons, please speak with your instructor(s). For serious difficulties, including illnesses or other personal matters, please discuss the issue(s) with the Registrar so allowances or arrangements can be made. It is the student's responsibility to make PDA aware of resolvable issues within a reasonable amount of time. You will receive an email from the Administration notifying you if your absences become a problem. Please ensure the school has an up-to-date contact information (including email) for you at all times.

## 4.3 Dismissal

Students receive a verbal and written warning if they are at risk of being dismissed with the exception of cases of violence, unsafe conduct or plagiarism where PDA reserves the right to dismiss a student immediately. Some reasons for dismissal are as follows:

- **Absenteeism or consistent truancy**  
Excessive absenteeism, without supporting documentation, results in dismissal.
1. Any student who misses two consecutive calendar weeks of study is considered withdrawn by PDA and StudentAidBC. If the student holds a loan through StudentAidBC, his/her loan is cancelled. This occurs when a student has attended no classes for the 2 consecutive weeks; those weeks are defined as being from Sunday to Saturday.

## History@1252

In the mid to late 19th Century, Wharf Street was styled after classic West Coast American towns with their strips of two-and-three story basic brick structures, exposed store frontages and Italianate ornament. This Californian character of Victoria's architecture was akin to designs then prevalent in such cities as San Francisco. The presence of brick and stone buildings, such as Mr. Samuel Yates 1252 Wharf Street structure, was a sign of considerable investment and confidence in future development and prosperity. The city's annual review for the year 1882 makes mention of Mr. Yates' recently erected Wharf Street building as a sign "of significant progress" in Victoria.



Samuel Yates (ca. 1865), above, and the original structure of 1252 Wharf Street, 1882

2. Any student that drops below 60% of a full time course load for three consecutive calendar weeks is considered withdrawn by PDA and StudentAidBC and, if holding a loan with StudentAidBC, has his/her loan cancelled. With a 20 hour week, this translates into a student attending less than 12 hours of class per week for three consecutive weeks
3. Students who are absent for a total number of hours as to render them unable to pass their courses or program of study will be dismissed. Any class in which a student misses more than 25% of the total course hours will result in an incomplete grade (0%).

- **Disruptive behaviour and/or harassment of fellow students or instructors**  
PDA believes in the basic right of students and instructors to enjoy an atmosphere free of disruptive behaviour, harassment, or abuse of any kind. Any behaviour that limits an instructor's ability to teach or a student's ability to learn is considered a violation of these rights and is dealt with accordingly. Such behaviour may include, but is not limited to, insulting an instructor, staff member or student; disruptive behaviour in or outside of class; written material that is offensive or abusive; and violations of basic human rights.
- **Plagiarism**  
It is extremely important that students cite the sources of research materials used in their work. Students must not knowingly contribute to acts of dishonesty, cheating, or plagiarism. Failure to comply with these policies result in dismissal. If the use of citations is unclear, please discuss the matter with your instructor(s) beforehand. If a student appears to have committed plagiarism, that student will be responsible for explaining discrepancies.
- **Unpaid tuition or fees**  
It is important that students make their

payments as outlined in the student contract in a timely manner. Payments are due three weeks before the start of the first and second term. Students will be subject to suspension or dismissal if payments are in arrears and no arrangements have been made.

- **Course/Program Cancellation**  
Students may be dismissed in the case of course or program cancellation.

#### 4.4 Student Support Services

PDA is committed to nurturing a professional and supportive learning environment. Should a student encounter difficulties at any point during his or her studies, academically or otherwise, the following supports are in place:

- PDA employs teaching assistants to aid students dealing with academic problems. Please see the appropriate TA or your instructor(s) if you find you are having difficulty with the material and/or assignments.
- No instructor may decline to meet with a student to discuss academic matters. It is imperative that students work *with* PDA staff as soon as difficulties arise.
- All students have access to the Registrar and the Director should they need additional support. These conversations are subject to absolute confidentiality.
- Referrals to other community agencies that provide personal assistance (for financial assistance or counselling, for example) can be provided upon request.
- Contacts for various organizations and associations can be found below (organizations are not exclusive arbiters or aides; provided lists are not exhaustive; organizations and associations are not necessarily affiliated with PDA):

#### 4.4 (a) Financial & Academic Assistance

##### Housing

local housing options  
<http://www.padmapper.com>

### **StudentAid BC, Ministry of Advanced Education**

250 – 387 – 6100  
<http://www.aved.gov.bc.ca/studentaidbc>

### **Human Resources and Social Development Canada**

Canada Student Loans and Grants  
<http://www.hrsdc.gc.ca/>

### **Ministry of Education, Province of British Columbia**

1 – 888 – 879 – 1166  
<http://www.gov.bc.ca/bced>

## **4.4 (b) Health & Well-Being**

### **Vancouver Island Health Authority**

1 – 877 – 370 – 8699  
250 – 370 – 8699  
[info@viha.ca](mailto:info@viha.ca)  
<http://www.viha.ca>

### **Island Sexual Health Society**

250 – 592 – 3479  
<http://islandsexualhealth.org/>

### **Capital Mental Health Association of Victoria**

250 – 389 – 1211  
[cmha@miravictoria.ca](mailto:cmha@miravictoria.ca)  
<http://www.miravictoria.ca>

### **Need Crisis and Information Line**

Talk Line: 250 – 386 – 6323  
Youth Line: 250 – 386 – 8255  
<http://www.needcrisis.bc.ca>

### **United Way of Greater Victoria**

250 – 385 – 6708  
[questions@uwgv.ca](mailto:questions@uwgv.ca)  
<http://www.unitedwayvictoria.bc.ca>

# **5 WITHDRAWAL POLICY**

*5.1 Withdrawal Policy*

*5.2 Refund Policy*

*5.3 Dispute Resolution*

*5.4 Student Records & Privacy*

## **5.1 Withdrawal Policy**

A student wishing to discontinue his or her studies at PDA must submit to the Registrar a letter expressing the intention to withdraw. Failure to submit written notification results in a failing grade and no refund of paid tuition or other fees (where applicable).

## **5.2 Refund Policy**

This policy applies in all cases where a refund may be issued including but not limited to student withdrawal, student dismissal or a course / program cancellation.

After acceptance and prior to the commencement of the program, the \$200.00 registration fee is not refunded while all paid tuition and lab fees will be fully recompensed.

Refunds after the program of study commences are based on a percentage of annual tuition fees and issued in accordance with the Private Training Institutions Branch (PTIB):

- If written notice of withdrawal is received by PDA or a student is dismissed after no longer than 10% of the program of study's duration, then 70% of the total fees under contract will be recompensed.
- If written notice of withdrawal is received by PDA or a student is dismissed after no longer than 30% of the program of study's duration, then 50% of the total fees under contract will be recompensed.
- If written notice of withdrawal is received by PDA or a student is dismissed after 30% of the program of study's duration, no refund of the total fees under contract will be allocated.

## **5.3 Dispute Resolution**

This policy governs questions, disputes, disagreements and complaints between a student and the Pacific Design Academy (including instructors, staff and operations).

In the event of a student concern, the following process is followed until an amenable solution is found:

- Discuss concerns with the instructor(s), who will attempt to address the concern immediately.
- Discuss concerns with the Head of the Department, who will consult with the instructor.
- Discuss concerns with the Registrar. If you feel like the instructor or Department

Head cannot resolve the situation please see Registrar first. (i.e. need guidance, uncomfortable situation, personal, or more significant).

- If these steps have failed to adequately address your concerns or you wish to submit a formal complaint, put your concerns in writing and submit this document to the Director in person or via registered mail (not email). If the Director is unavailable to accept your complaint submission or is named in the complaint, please submit it to the Registrar who will promptly forward it to the Director. The Director will meet with the instructors, department head, the administration, and then make a determination. This letter will include a decision, reasons and be communicated in writing within ten business days of the complaint submission. The Director is responsible for making the final determinations in respect to student complaints.

If the Directors proposal remains unsatisfactory, students may file a complaint with PTIB. Students and PDA may be represented by an agent or a lawyer throughout the complaint process.

#### **5.4 Student Records & Privacy**

Current student records are housed in a locked filing cabinet in the Registrar's office. All documents relating to individual students are maintained in his or her file. Archived records are maintained and stored electronically in a secured offsite location for a period of 55 years.

Current students may access individual files in the Registrar's Office on the main floor. Former students requesting copies of transcripts may do so in writing or in person. A fee of \$20.00 is charged for copies of all transcripts, letters, and diplomas.

Under the Personal Information Protection Act students are entitled to access their student file. The personal information collected will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student consents to other use.

## **6 HEALTH AND SAFETY**

- 6.1 Health and Safety Policy*
- 6.2 Scent-Free Policy*
- 6.3 Intrusions*
- 6.4 Earthquake*
- 6.5 Emergency Numbers*
- 6.6 Maps: Fire Exits*

### **6.1 Health and Safety Policy**

PDA acknowledges that health and safety is critical to professionalism, creativity, and intellectual and social growth. We are committed to developing and reviewing all health and safety procedures as part of our annual internal review process. PDA stresses that:

- Staff members ensure that safe and reasonable procedures be followed at all times
- All injuries must be reported and dealt with immediately
- All health and physical hazards be reported and dealt with immediately
- PDA complies with all legislated regulations and requirements pertaining to the health and safety of its students, staff, and visitors

First Aid Treatment and Health and Safety Manuals are available for all students in the main office.

### **6.2 Scent-Free Policy**

A fragrance-free environment helps create a safe and healthy workplace. In Canada today, more than one in four individuals suffers from respiratory disease. A full 40% of these individuals have allergic triggers to their disease.

The Pacific Design Academy is dedicated to providing a healthy, comfortable and productive work environment for our staff, students and visitors. Effective January 2, 2019 scented products are prohibited throughout school facilities.

- PDA expects that all spaces used by the staff, students and the visitors remain free of scented products
- Personal care products such as

## 6.2 Scent-Free Policy Cont...

cologne, perfume, aftershave lotions, scented lotions, fragranced hair products and/or similar products are not to be worn at 1252 Wharf St.

- Everyone is expected to be cognizant of any other scented products, and wherever possible to substitute those products with unscented alternatives. Items such as scented laundry detergents and fabric softeners are triggers.
- Use of air fresheners and candles are prohibited at all times.
- Staff and/or students may be asked to remove scented products or exit the premise.

## 6.3 Intrusions

Should a visitor appear suspicious, staff and students are expected to:

- Ensure that a safe distance be kept. Do not try to apprehend or stop the intruder.
- Report the suspicious person to an instructor or administrative staff member.
- If the intruder poses an immediate threat, go to the nearest phone, select any open line and dial 911.

## 6.4 Earthquake

Earthquakes strike without warning.

It is important to be familiar with safety procedures. Knowing what to do could save your life and the lives of others. Most injuries in earthquakes result from partial building collapse, falling objects, and debris such as ceiling plaster and light fixtures.

*Please ask administration for preparedness guides provided by the BC government.*

### Preparedness

- Know the safe spots:
  - Against inside walls
  - Under tables, desks or supported archways
- Know the danger spots:
  - Windows
- -Mirrors
  - Unsecured cabinets, bookcases
  - Outside wall

### During an Event

- If indoors:
  - Drop down, take cover under a desk or table and hold on
  - If there is no cover, stand in a corner, against an inside wall or under a supported archway
  - Keep away from the danger spots as listed above
- If outdoors:
  - Find a clear spot in the open away from buildings, chimneys, trees, powerlines, and overhead signs

### Following an Event

- Check for injuries. Apply first aid if you are trained
- Do not move injured persons unless they are in immediate danger
- Help ensure the safety of people around you
- For severe injury call 911 or send someone for help. Try not to tie up phone lines
- Check for damage. If the building is badly damaged leave it when advised to do so
- Be prepared for aftershocks
- Ensure all students and staff are clear of the area

## 6.5 Fire Safety

### **YOU DISCOVER A FIRE**

- ACTIVATE a fire alarm pull station
- PHONE 9-1-1 or to report a fire at your address.
- FIGHT the fire ONLY if it is SMALL and you are NOT alone.
- EVACUATE via the nearest safe exit. DO NOT use the elevator.
- ASSIST persons requiring assistance.
- PROCEED to the main entrance (outside) & Report to the fire department.

### **IF YOU HEAR A FIRE ALARM**

- EVACUATE via the nearest safe exit. DO NOT use the elevator.
- ASSIST persons requiring assistance.
- ASSEMBLE clear of the building and arriving fire apparatus.
- PHONE 9-1-1 or to report a fire at your

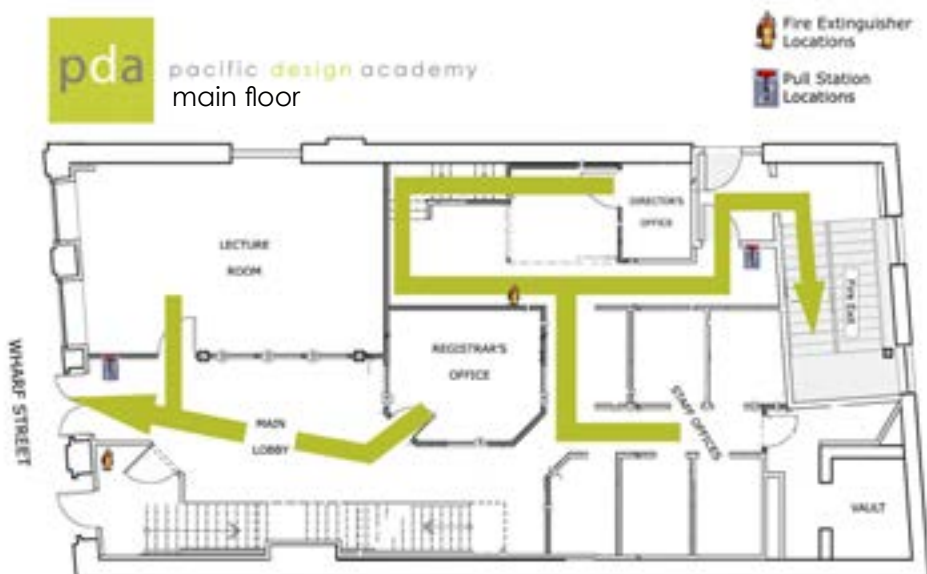
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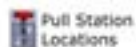
## 6.5 Emergency Numbers

Emergency <b>Only</b> :	9-1-1
Victoria Police:	995-7654
Fire Department:	385-5711
Poison Control	800-567-8911

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## 6.6 Maps: Pacific Design Academy







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