



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

Building Emergency Response Plan

Walter C. Koerner Library

1958 Main Mall
Vancouver, BC

*To be updated annually
Or as needed to include personnel
And/or facility changes*

Last Revision Date: December 2019

Risk Management Services
www.riskmanagement.ubc.ca

Table of Contents

Emergency Telephone Numbers	3
Non-Emergency Telephone Numbers	4
Objectives	5
Life Safety Systems and Building Features.....	6
Contacts - Building Emergency Directors and Floor Wardens.....	8
Occupants with Disabilities - Locations.....	10
Responsibilities	11
Building Emergency Director	11
Building Floor Wardens	11
Building Occupants.....	12
In the Case of a Building Fire	13
Building Emergency Directors - Instructions.....	13
Building Floor Wardens - Instructions.....	14
Building Occupants – Instructions	15
In the Case of an Earthquake.....	16
Emergency Directors - Instructions	16
Building Floor Wardens – Instructions	19
Building Occupants – Instructions	21
In the Case of Hazardous Material Releases, Spills, Explosions or Fires	23
Explosion or Fire due to Hazardous Materials.....	23
Gas Leaks	23
Chemical, Biohazard, or Radiation Spills.....	24
Material Safety Data Sheets (MSDS)	24
In the Case of a Bomb Threat	25
In the Case of a Lockdown	26
Lockdown Procedures.....	26
Upon Alert to Lockdown	26
Actions to Avoid.....	26
Following the Lockdown	27
Fire Evacuation Drills – Procedures and Records	28
Record of Fire Drills.....	28

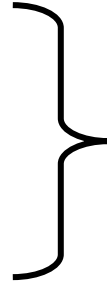
Appendix 1: Emergency Procedures Key Plans29
Appendix 2: Building Site Plan.....30
Appendix 3: BC Fire Code Excerpt31
Appendix 4: Operating a Fire Extinguisher.....35
Appendix 5: List of Contributors36

Emergency Telephone Numbers

Fire

Police/RCMP

Ambulance



911

Campus First Aid

(Faculty and Staff only – students call 911)

604.822.4444

Hazardous Material Response

911

Hospital Urgent Care Department

(UBC Site)

604.822.7662

Poison Control Centre

604.682.5050

Campus Security

604.822.2222

Risk Management Services

(Environment Spills, Disasters, Fires, Bomb Threats, etc.)

604.822.2029

Non-Emergency Telephone Numbers

Access & Diversity Office	604.822.5844
Ambulance (E-Comm Non-Emergency)	604.872.5151
AMS SafeWalk	604.822.5355
Campus Security	604.822.2222
Fire Prevention (City of Vancouver Inquiry Line)	311
RCMP (E-Comm Non-Emergency , University Detachment)	604.224.1322
Risk Management Services (General Inquiries)	604.822.2029
• Biosafety	604.822.9527
• Chemical Safety	604.822.2273
• Environmental Services	604.822.9280
• Occupational Hygiene	604.822.6098
• Radiation Safety	604.822.7052
Trouble Calls (Building Operations)	604.822.2173

Objectives

The objectives of the Building Emergency Response Plan are:

1. To ensure the safety of the building occupants through:

Fire Prevention

To reduce and prevent the incidence of fire by controlling fire hazards in the building and by maintaining the building facilities (*see page 10 "Responsibilities of Building Emergency Directors and Floor Wardens"*);

And,

Emergency Evacuation

To establish a systematic method of safe and orderly evacuation of an area or building, in case of fire, bomb threat or earthquake.

2. To provide a checklist of procedures for responding to, and reporting, an emergency.

3. To assist with recruiting and training of Building Emergency Directors and Building Floor Wardens.

The Building Emergency Response Plan has been designed and produced for distribution to all building occupants.

A priority in any emergency situation is to **save lives, minimize injuries, and reduce damage to property.**

Life Safety Systems and Building Features

Building Name: Walter C. Koerner Library

Building Address: 1958 Main Mall

Life Safety Systems in the building consist of the following:

( Please check all that apply)

- Automated External Defibrillators (AED)
- Emergency exits
- Emergency lighting
- Emergency power
- Fire alarm system
- Fire extinguisher(s)
- Fire hose cabinets & standpipes
- Fire hydrant(s)
- Fire pump
- Sprinkler system

(Modify or remove the following information as necessary to correctly reflect the status of your building. If necessary, add additional information.):

Automated External Defibrillators (AED) (if applicable)

In the event where an individual experiences cardiac arrhythmia (irregular heartbeat), an Automated External Defibrillator (AED) can be used in conjunction with CPR to help with resuscitation. Proper AED training should be provided to individuals who intend to use AEDs. AED training is currently a part of the Occupational First Aid Level 1 (OFA 1) course. Registration for the OFA 1 course is available via www.riskmanagement.ubc.ca. The Automated External Defibrillators (AEDs) are located at areas in the building, as indicated on **APPENDIX 1: Emergency Key Plans**.

Emergency Exits

Emergency exits are located throughout the building and marked by lighted signs and placards. Maintenance of lighted emergency exit signs is handled by UBC Building Operations. Refer to **APPENDIX 1: Emergency Key Plans** indicating the building evacuation routes and exits.

Emergency Lighting (if applicable)

In the event of a power failure, emergency lighting may be available to cover all common corridors, stairwells and exit signage. Maintenance of emergency lights is handled by UBC Building Operations.

Emergency Power (if applicable)

A power generator may be available for your building and is located at the south west corner of the building exterior. In the event of a power failure, this unit provides power to emergency lighting, exit signage, elevators and all related emergency equipment.

Fire Alarm System

There are fire alarm pull stations and smoke detectors throughout the building. The fire alarm system is monitored by Vancouver Fire & Rescue Services through the 911 dispatch centre (E-Comm). Fire alarm system maintenance is handled by UBC Building Operations. The locations of fire alarm pull stations are indicated on **APPENDIX 1: Emergency Procedures Key Plans**.

Fire Extinguisher(s)

There are portable fire extinguishers placed strategically (i.e. visible and accessible) throughout the building. Refer to **APPENDIX 1: Emergency Procedures Key Plans** for locations of portable fire extinguishers.

Fire Hydrant(s)

Refer to **APPENDIX 2: Building Site Plan** for locations of fire hydrants located near the building.

Fire Pump (if applicable)

A fire pump may be installed in this building and is designed to increase and maintain water pressure in the standpipe during fire-fighting operations. It is located in the sprinkler room or (other location). The location of the fire pump is: **room 181**

Sprinkler System (if applicable)

A sprinkler system may be installed in this building. The main control valves are located in the sprinkler room at: **room 181**

Contacts - Building Emergency Directors and Floor Wardens

The pre-determined meeting locations for Building Emergency Directors and Building Floor Wardens are:

1. Grassy area between Chemistry and Main Mall
 - a. Building Emergency Director
 - b. Wardens for level 7 and offices on south side of the building (rooms 680, 383, 266, 283, 218, 202, 200)
2. In front of the Millennial Time Machine Sculpture
 - a. Deputy Building Emergency Director
 - b. Wardens for offices on north side of the building (rooms 651, 244, 219)

The designated evacuation assembly areas for building occupants are:

3. Grassy area between Chemistry and Main Mall
 - a. Occupants in the south side of the building (offices in rooms 680, 383, 266, 283, 218, 202, 200)
4. In front of the Millennial Time Machine Sculpture
 - a. Occupants in the north side of the building (offices in rooms 651, 244, 219)

***NOTE:** The two meeting points will communicate with walkie-talkies held by Emergency Director, Deputy Director, warden for room 383, and warden for room 219. Walkie-talkies are tuned to channel 18/ 2.

POSITION	PHONE NUMBER	EMAIL
Building Emergency Director Name: Anne Olsen	604-882-3018	anne.olsen@ubc.ca
Deputy Building Emergency Director Name: Shauna Barry	604-822-8629	shauna.barry@ubc.ca
Level 1 n/a no offices on this floor		
Level 2- Library IT (room 200 and 283) Name: Darko Separovic <i>Alternate:</i> Gary Liu	604-822-5266 604-822-6778	darko.separovic@ubc.ca gary.liu@ubc.ca
Level 2- BCIRDC (room 202) Name: Lee Grenon <i>Alternate:</i> Cheryl Fu	604-822-0263 604-822-0263	bci.rdc@ubc.ca bci.rdc@ubc.ca
Level 2- ILL (room 218) Name: Leanne Koch <i>Alternate:</i> Debbie Lim	604-822-6596 604-822-2073	leanne.koch@ubc.ca debbie.lim@ubc.ca
Level 2- HSSD (room 219) Name: Keith Bunnell Name: Aprille McCauley	604-822-3748 604-822-6351	keith.bunnell@ubc.ca aprille.mccauley@ubc.ca

Level 2- Mail Room (244) Name: Bob Hill	604-822-1828	bob.hill@ubc.ca
Level 2- cIRcle (room 266) Name: Julia Thompson <i>Alternate:</i> Tara Stephens	604-827-3923 604-822-6577	julia.thompson@ubc.ca tara.stephens@ubc.ca
Level 3- Borrower Services (383) Name: Linda Wensveen <i>Alternate:</i> Rowan Hougham <i>Alternate:</i> Shauna Barry	604-822-2639 604-822-0855 604-822-9692	linda.wensveen@ubc.ca rowan.hougham@ubc.ca shauna.barry@ubc.ca
Level 4 n/a (no offices on this floor)		
Level 5 n/a (no offices on this floor)		
Level 6- Office of the Provost (651) Name: Kate Carr <i>Alternate:</i> Norysca DeSouza	604-822-1288 604-822-1261	kate.carr@ubc.ca norysca.desouza@ubc.ca
Level 6- Office of the VP Finance (680) Name: Carolina Cerna <i>Alternate:</i> TBD	604-822-6317	carolina.cerna@ubc.ca
Level 7- Office of President Name: Jackie King <i>Alternate:</i> Connie Chan	604-822-8300 604-827-3022	jackie.king@ubc.ca connie.chan@ubc.ca

Occupants with Disabilities – Locations

There are currently no occupants in the building with disabilities.

NAME	OFFICE AREA	PHONE NUMBER	ASSISTANCE REQUIRED
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			

NOTE: To respect personal privacy, please obtain consent from each of the individuals indicated on the table above prior to posting a public copy of the Building Emergency Response Plan on a safety or information board within your building. If full consent is not available, please remove this page prior to posting.

Responsibilities

Building Emergency Director

The Building Emergency Director supervises and maintains the Building Emergency Response Plan.

The Building Emergency Director recruits the Building Floor Wardens. Having one (1) backup for each position (Building Emergency Director and Building Floor Wardens) is required, however having two (2) backups is recommended. In addition, the Building Emergency Director is responsible for the training of Building Floor Wardens to perform their duties in fire prevention and emergency evacuation of the building. All Building Emergency Directors and Building Floor Wardens should attend the Floor Warden Training course available through Risk Management Services via www.riskmanagement.ubc.ca.

The Building Emergency Director maintains proper records of current Building Floor Wardens, number and evacuation times of fire drills, fire and emergency incidents in the building, fire prevention activities, and a list of handicapped regular occupants of the building. Full inspection and maintenance of the fire safety equipment is the responsibility of UBC Building Operations.

However, if *any* occupant or Building Floor Warden notices fire safety equipment in need of repair, they must notify the Building Emergency Director, who will contact UBC Trouble Calls at 604.822.2173.

Building Floor Wardens

Building Floor Wardens **MUST** be familiar with their assigned areas to ensure a safe and orderly evacuation of building occupants.

Building Floor Wardens should check their floor or area* regularly for:

- Accumulation of combustible material, rubbish, or flammable liquids in excess of quantities allowed by permit.
- Dangerous ignition sources (e.g. worn extension cords, oily rags, overheating equipment).
- Exit signs in good order and adequate lighting in public corridors and stairwells.
- Fire and exit doors and their self-closing hardware in good operating condition (Doors should not be wedged open under any conditions.)
- Exit routes unobstructed.
- Fire hose and portable extinguishers not obstructed, in good order and ready to use.
- Emergency Procedures Key Plans are correct.

Any and all fire hazards that are discovered must be reported to the Building Emergency Director immediately.

**According to WorkSafe BC, The OHS Regulation, section 3.3(b) requires formal OHS programs to include "provision for the regular inspection of premises, equipment, work methods and work practices, at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions found.", inspection duties can be shared amongst the Local Health & Safety Committee Members, Building Emergency Directors and Building Floor Wardens. The recommended minimum inspection interval is once a month for low-risk areas (e.g. administrative office areas).*

Building Occupants

Building occupants MUST be familiar with their building evacuation route(s) and exit(s). During an evacuation, building occupants MUST follow instructions of Building Floor Wardens. Please notify Building Floor Wardens or your Local Health and Safety Committee members ahead of time if you require assistance during an evacuation.

In the Case of a Building Fire

Building Emergency Directors - Instructions

If you discover a fire or explosion in the building:

- Immediately activate the closest fire pull alarm.
- Evacuate occupants in the area(s) that are assigned to you.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- To help contain the fire, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.
- Use the stairway to evacuate; DO NOT use the elevator(s).
- If possible, assist anyone having difficulty evacuating. If needed, assist occupants that are unable to evacuate or cannot negotiate the stairs to the nearest designated Area of Refuge. The designated Areas of Refuge are:
 1. Levels 3-7: northwest and southwest stairwells
 2. Levels 1-2: southwest stairwell
- Upon exiting the building, ask evacuated occupants to proceed to the designated Evacuation Assembly Area (muster station). The designated assembly areas are:
 1. Grassy area between Chemistry and Main Mall
 2. In front of the Millennial Time Machine Sculpture

Call 911

- State your name.
- Give the address where the fire is and the nearest intersection. The address of your building is: 1958 Main Mall.
- Provide information about the fire: what floor, how fast fire is spreading, people trapped etc.
- Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building) and wait for Building Floor Wardens to report information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is:
 1. Grassy area between Chemistry and Main Mall
 2. In front of the Millennial Time Machine Sculpture
- Ensure all evacuation information reported by the Building Floor Wardens is relayed over to the Fire Chief on-site. (*NOTE: Stay on scene until the Fire Department arrives.)
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.

Building Floor Wardens - Instructions

If you discover a fire or explosion in the building:

- Immediately activate the closest fire pull alarm.
- Evacuate occupants in the area(s) that are assigned to you.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- To help contain the fire, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.
- Use the stairway to evacuate; DO NOT use the elevator(s).
- If possible, assist anyone having difficulty evacuating. If needed, assist occupants that are unable to evacuate or cannot negotiate the stairs to the nearest designated Area of Refuge. The designated Areas of Refuge are:
 - Levels 3-7: northwest and southwest stairwells
 - Levels 1-2: southwest stairwell
- Upon exiting the building, ask evacuated occupants to proceed to the designated Evacuation Assembly Area (muster station). The designated Evacuation Assembly Area is:
 1. Grassy area between Chemistry and Main Mall
 2. In front of the Millennial Time Machine Sculpture
- Call 911
 - State your name.
 - Give the address where the fire is and the nearest intersection. The address of your building is: 1958 Main Mall.
 - Provide information about the fire: what floor, how fast fire is spreading, people trapped etc.
- Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building) and report information about the evacuation or about the building to the Building Emergency Director as required. (*NOTE: Stay on scene until the Fire Department arrives.) The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is:
 1. Grassy area between Chemistry and Main Mall
 2. In front of the Millennial Time Machine Sculpture
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.

Building Occupants – Instructions

If you discover a fire or explosion in the building:

- Immediately activate the closest fire pull alarm.
- Follow instructions of Building Floor Wardens during evacuation.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- To help contain the fire, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.
- Use the stairway to evacuate; DO NOT use the elevator(s).
- Proceed to the designated Area of Refuge if you have difficulty negotiating the stairs or if you need assistance in evacuating. The designated Areas of Refuge are:
 - Levels 3-7: northwest and southwest stairwells
 - Levels 1-2: southwest stairwell
- Upon exiting the building, proceed directly to the designated Evacuation Assembly Area (muster station) and wait for further instructions from the Building Emergency Director. The designated Evacuation Assembly Area is:
 1. Grassy area between Chemistry and Main Mall
 2. In front of the Millennial Time Machine Sculpture
- Call 911
 - State your name.
 - Give the address where the fire is and the nearest intersection. The address of your building is: 1958 Main Mall.
 - Provide information about the fire: what floor, how fast fire is spreading, people trapped etc.
- DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so.

In the Case of an Earthquake

Emergency Directors - Instructions

If you are indoors:

During the shaking

- **DROP, COVER AND HOLD ON.**
- Stay inside until the shaking stops.
- Stay away from windows, shelves and heavy objects which may fall.
- **DROP** under heavy furniture such as a table, desk or any solid furniture.
- **COVER** your head, face and torso to prevent being hit by falling objects.
- **HOLD ON** to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
- If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.
- Stay away from an exterior wall, as it is more likely to sustain damage during an earthquake.

After the shaking stops

- Count to 60 to allow debris to finish falling.
- Assess your immediate surroundings for dangers.
- Proceed with Building Floor Warden Evacuation Procedures.
 - Evacuate occupants in the area(s) that are assigned to you.
 - Urge people to stay calm, and to evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
 - Do not allow building occupants to use the elevator(s).
 - If possible, assist anyone having difficulty in getting out, or if needed, help them to a safe area (e.g. Area of Refuge). The designated Areas of Refuge are:
 - Levels 3-7: northwest and southwest stairwells
 - Levels 1-2: southwest stairwell
 - Upon exiting the building, ask evacuated occupants to proceed to the designated Evacuation Assembly Area (muster station). The designated Evacuation Assembly Area is:
 1. Grassy area between Chemistry and Main Mall
 2. In front of the Millennial Time Machine Sculpture
 - Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building) and wait for Building Floor Wardens to report

information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is:

1. Grassy area between Chemistry and Main Mall
2. In front of the Millennial Time Machine Sculpture

- Ensure all evacuation information reported by the Building Floor Wardens is relayed over to 1st Responders on-site (e.g. Fire, Police or Ambulance).
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so. When ok, give the “all clear” to allow building occupants to re-enter the building.
- If an aftershock occurs during evacuation and you are still inside the building, repeat DROP, COVER, AND HOLD procedure before resuming evacuation.

If you are outdoors:

During the shaking

- Stay outside.
- Do not enter your building to evacuate occupants.
- Go to an open area away from buildings.
- Stay away from lamp posts, overhead power lines and heavy overhead objects that may fall on you.
- If you are in a crowded area, take cover where you won't be trampled.

After the shaking stops

- Count to 60 to allow debris to finish falling.
- Assess your immediate surroundings for dangers.
- Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building) and wait for Building Floor Wardens to report information about the evacuation or about the building as required. The pre-determined meeting locations for Building Emergency Directors and Building Floor Wardens are:

1. Grassy area between Chemistry and Main Mall
2. In front of the Millennial Time Machine Sculpture

- Ensure all evacuation information reported by the Building Floor Wardens is relayed over to 1st Responders on-site (e.g. Fire, Police or Ambulance).
- DO NOT ALLOW ANYONE TO ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so. When ok, give the “all clear” to allow individuals to enter the building.

Post-earthquake instructions:

If available post-earthquake:

1. Monitor www.ubc.ca for information and updates regarding the event.
2. For individuals who have updated their personal contact information in their CWL accounts, monitor your landline phones, cell phones and email mailboxes for voicemail messages, text messages and emails for information and updates regarding the event.
3. Emergency Response Personnel or Volunteers may be deployed to areas across campus to disseminate pertinent information in response to the event.

****NOTE:** Progress is currently being made by the University to address the area of Emergency Social Services (ESS) for the campus community. While the University is taking additional measures to help prepare the campus for disasters such as earthquakes, we also strongly encourage staff, faculty, residents and students to be personally prepared (e.g. having 72 hours emergency preparedness kits). Additional ESS related information will be provided once available.**

Building Floor Wardens – Instructions

If you are indoors:

During the shaking

- **DROP, COVER AND HOLD ON.**
- Stay inside until after the shaking stops.
- Stay away from windows, shelves and heavy objects which may fall.
- **DROP** under heavy furniture such as a table, desk or any solid furniture.
- **COVER** your head, face and torso to prevent being hit by falling objects.
- **HOLD ON** to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
- If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.
- Stay away from an exterior wall, as it is more likely to sustain damage during an earthquake.

After the shaking stops

3. Count to 60 to allow debris to finish falling.
4. Assess your immediate surroundings for dangers.
5. Proceed with Building Floor Warden Evacuation Procedures.
 - a. Evacuate occupants in the area(s) that are assigned to you.
 - b. Urge people to stay calm, and to evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
 - c. Do not allow building occupants to use the elevator(s).
 - d. If possible, assist anyone having difficulty in getting out, or if needed, help them to a safe area (e.g. Area of Refuge). The designated Areas of Refuge are:
 - Levels 3-7: northwest and southwest stairwells
 - Levels 1-2: southwest stairwell
 - e. Upon exiting the building, ask evacuated occupants to proceed to the designated Evacuation Assembly Area (muster station). The designated Evacuation Assembly Area is:
 - i. Grassy area between Chemistry and Main Mall
 - ii. In front of the Millennial Time Machine Sculpture
 - f. Meet the Building Emergency Director at the pre-determined location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building) to give any additional information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is:
 - i. Grassy area between Chemistry and Main Mall

ii. In front of the Millennial Time Machine Sculpture

- g.** DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.
- 6.** If an aftershock occurs during evacuation and you are still inside the building, repeat DROP, COVER, AND HOLD procedure before resuming evacuation.

If you are outdoors:**During the shaking**

- Stay outside.
- Do not enter your building to evacuate occupants.
- Go to an open area away from buildings.
- Stay away from lamp posts, overhead power lines and heavy overhead objects that may fall on you.
- If you are in a crowded area, take cover where you won't be trampled.

After the shaking stops

- 7.** Count to 60 to allow debris to finish falling.
- 8.** Assess your immediate surroundings for dangers.
- 9.** Meet the Building Emergency Director at the pre-determined location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building) to give any additional information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is:
- I. Grassy area between Chemistry and Main Mall
 - II. In front of the Millennial Time Machine Sculpture
- 10.** DO NOT ALLOW ANYONE TO ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so. When ok, give the "all clear" to allow individuals to re-enter the building.

Building Occupants – Instructions

If you are indoors:

During the shaking

- **DROP, COVER AND HOLD ON.**
- Stay inside until after the shaking stops.
- Stay away from windows, shelves and heavy objects which may fall.
- **DROP** under heavy furniture such as a table, desk or any solid furniture.
- **COVER** your head, face and torso to prevent being hit by falling objects.
- **HOLD ON** to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
- If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.
- Stay away from an exterior wall, as it is more likely to sustain damage during an earthquake.

After the shaking stops

- 11.**Count to 60 to allow debris to finish falling.
- 12.**Assess your immediate surroundings for dangers.
- 13.**Proceed with evacuating the building.
 - a.** Follow instructions of Building Floor Wardens during evacuation.
 - b.** Remain calm, and evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
 - c.** Do not use the elevator(s).
 - d.** Proceed to the designated Area of Refuge if you have difficulty negotiating the stairs or if you need assistance in evacuating. The designated Areas of Refuge are:
 - Levels 3-7: northwest and southwest stairwells
 - Levels 1-2: southwest stairwell
 - e.** Upon exiting the building, proceed directly to the designated Evacuation Assembly Area (muster station) and wait for further instructions from the Building Emergency Director. The designated Evacuation Assembly Area is:
 - i.** Grassy area between Chemistry and Main Mall
 - ii.** In front of the Millennial Time Machine Sculpture
 - f.** DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so.
- 14.**If an aftershock occurs during evacuation and you are still inside the building, repeat DROP, COVER, AND HOLD procedure before resuming evacuation.

If you are outdoors:

During the shaking

- Stay outside.
- Do not enter your building to evacuate occupants.
- Go to an open area away from buildings.
- Stay away from lamp posts, overhead power lines and heavy overhead objects that may fall on you.
- If you are in a crowded area, take cover where you won't be trampled.

After the shaking stops

- 15.** Count to 60 to allow debris to finish falling.
- 16.** Assess your immediate surroundings for dangers.
- 17.** Proceed directly to the designated Evacuation Assembly Area (muster station) and wait for further instructions from the Building Emergency Director. The designated Evacuation Assembly Area is:
 - i.** Grassy area between Chemistry and Main Mall
 - ii.** In front of the Millennial Time Machine Sculpture
- 18.** DO NOT ENTER ANY BUILDINGS until the Fire Department and the Building Emergency Director gives permission to do so.

If you use a wheelchair:

- 19.** If you are able, take cover under a sturdy table or desk.
- 20.** If you are unable to take cover underneath a table or desk, move towards an interior wall or an inside corner of the room (or an open area if you are outside), lock the wheels and cover your head and neck with your arms.
- 21.** Stay away from windows, shelves and heavy objects that may fall.
- 22.** Stay away from an exterior wall, as it is more likely to sustain damage during an earthquake.

In the Case of Hazardous Material Releases, Spills, Explosions or Fires

Building Occupants - Instructions

Explosion or Fire due to Hazardous Materials

1. Immediately activate the closest fire pull alarm.
2. Only attempt to use a fire extinguisher if you are confident and it is safe to do so.
3. Follow instructions of Building Floor Wardens during evacuation.
4. Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
5. To help contain the fire, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.
6. Use the stairway to evacuate; DO NOT use the elevator(s).
7. Upon exiting the building, proceed directly to an area that is at a safe distance outside the main entrance of the building and wait for the Building Emergency Director and the Fire Chief. Provide the Building Emergency Director and the Fire Chief with information on hazardous materials involved (e.g. Material Safety Data Sheets (MSDS)).
8. Call 911
 - a. State your name.
 - b. Give the address where the fire is and the nearest intersection. The address of your building is: 1958 Main Mall.
 - c. Provide information about the fire: what floor, how fast fire is spreading, people trapped etc.
9. Call Campus Security at 604-822-2222.
10. Inform your supervisor or department head.
11. DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so.

Gas Leaks

1. DO NOT pull fire alarm as this can cause an explosion.
2. DO NOT Call 911 from inside the building; this can cause an explosion.
3. If time permits, shut down equipment.
4. Urge people to stay calm and evacuate in a quick and orderly manner.
5. Close doors on your way out, but ONLY DO SO IF IT IS SAFE.
6. Upon exiting the building, proceed directly to the designated Evacuation Assembly Area and wait for further instructions from the Building Emergency Director.
7. When you are OUTSIDE, Call 911

- a. State your name.
 - b. Give the address where the gas leak is and the nearest intersection.
 - c. Give information about the gas leak: what floor, intensity of gas leak, people trapped etc.
8. Call Campus Security at 604-822-2222.
 9. Inform Supervisor or Department Head.
 10. DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so.

Chemical, Biohazard, or Radiation Spills

Any uncontrolled release of hazardous materials is considered a spill and these procedures must be followed:

1. Evacuate immediate area. If time permits, shut down equipment.
2. Isolate area and notify others in the area to prevent re-entry.
3. Urge people to stay calm and evacuate in a quick and orderly manner.
4. Close doors on your way out, but ONLY DO SO IF IT IS SAFE.
5. Upon exiting the building, proceed directly to an area that is at a safe distance outside the main entrance of the building and wait for emergency personnel. Provide emergency personnel with information on hazardous materials involved (e.g. Material Safety Data Sheets (MSDS)).
6. Call 911
 - a. State your name.
 - b. Give the address where the spill is and the nearest intersection.
 - c. Provide information about the spill:
 - i. Injuries
 - ii. Chemical Name
 - iii. Quantity
 - iv. Hazards (Information on Material Safety Data Sheets (MSDS))
7. Call Campus Security at 604-822-2222.
8. Inform Supervisor or Department Head.
9. DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so.

Material Safety Data Sheets (MSDS)

- Must be readily available at the worksite
- Always refer to MSDS prior to handling any hazardous material.
- Hazardous products must be properly labeled.
- www.ccohs.ca can be utilized as a resource for MSDS information.

In the Case of a Bomb Threat

Building Occupants - Instructions

Bomb Threats can be received by telephone, note, letter, email, text message, or in person etc. All bomb threats must be taken seriously and handled as though an explosive is in the building. If you receive a bomb threat, call 911 (RCMP) immediately, and then UBC Campus Security (604-822-2222).

In the event of a bomb threat, the Building Emergency Director will treat it as a genuine emergency.

If you receive a bomb threat by telephone, follow these steps:

1. Stay calm and speak to the caller with a pleasant tone. Let the caller know that you are willing to cooperate by listening to what they have to say. Ask the caller if there is anything you can do to help. DO NOT upset the caller. Keep the caller on the line.
2. By indicating your willingness to cooperate, you may be able to keep the caller on the line for a longer duration so that you may be able to ask the following questions:
 - Where is the bomb?
 - When is it going to go off?
 - What kind of bomb is it?
 - What does it look like?

Permit the caller to say as much as possible without interruption.

3. Take notes on everything said and on your observation about background noise, voice characteristics, language, etc.
4. If the bomb threat is received via a UBC land line phone, record the phone number and the time which the call was received and notify Campus Security. Campus Security may be able to trace the call through UBC IT Services.
5. Call 911 (RCMP) and Campus Security (604-822-2222) as soon as the threatening call has ended. If possible, get a co-worker to call emergency personnel while you continue talking to the caller. The purpose of not disrupting the phone conversation is to assist in identifying or tracing the caller.

When there has been a bomb threat:

1. Survey your immediate work area. If you see a package or a foreign object in an unusual place—don't touch it.
2. Call 911 (RCMP) and advise them of the details. You will be advised if evacuation is necessary. Follow instructions given by emergency personnel.
3. An explosion of any type must be reported immediately to the Fire Department—call 911.

In the Case of a Lockdown

Building Occupants – Instructions

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats.

Lockdown Procedures

A notification to occupants to lockdown may be sent by Campus Security, emergency personnel, or from an academic or administrative head. As each building on campus is unique, individuals may receive notification to lockdown through various means.

It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by emergency personnel at all times.

Upon Alert to Lockdown:

- If you are in a classroom, room or office, stay there, secure the door and windows and await further instructions (or an escort from emergency personnel).
- If the door does not lock, barricade the door with tables and chairs.
- If you are in a corridor, go into the closest office not already secured and lock or barricade the door and windows.
- Close curtains or blinds where possible.
- Stay away from windows and doors.
- Stay low and quiet.
- Cell phones should be put on quiet or vibrate mode. Do NOT make non-essential calls.
- Follow instructions from emergency personnel only.
- During a lockdown, if the fire alarm is activated, remain where you are and await further instructions from emergency personnel.
- If possible, monitor www.ubc.ca for updates. Media reports may be unreliable.
- For their own safety, emergency personnel must initially consider all individuals as potential threats. It is important to follow instructions from police at all times to avoid harm and ensure the best possible response.

Actions to Avoid:

- Do NOT open the door once it has been secured until you are officially advised “all clear” or are certain it is emergency response personnel at the door.
- Do NOT use or hide in washrooms.
- Do NOT travel down long corridors.
- Do NOT assemble in large open areas (e.g. cafeterias).

- Do NOT call 911 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel in the response.

Following the Lockdown:

- Cooperate with emergency personnel to assist in an orderly evacuation.
- Proceed to the designated assembly area if advised.
- The police may require individuals to remain available for questioning following a lockdown.
- University staff may be present as you exit the building to provide additional information.

Fire Evacuation Drills – Procedures and Records

As per BC Fire Code (See APPENDIX 3, Section 2.8.3.2), fire drills **must** be conducted at least once per year. They are intended primarily to ensure that all building occupants know how to respond safely and effectively in the event of a life-threatening emergency.

It is the responsibility of the Building Emergency Director when arranging a fire drill to:

- a) Arrange the fire drill by calling UBC Trouble Calls at 604-822-2173.

Note: It is not necessary to contact the Fire Department when conducting a fire drill. UBC Trouble Calls will notify the Fire Department, who will attend if available.

- b) Advise the Safety Program Advisor via 604-822-6513 or paul.nakagawa@ubc.ca of the date and time of the drill and the total building evacuation time.

Record of Fire Drills:

Fire Drills were conducted on the following date(s):

Date / Time	Arranged by	Total Building Evacuation Time	Attended by VFRS? Yes/No

Please indicate on the Local Health and Safety Committee minutes any follow up items noted following a fire drill.

Note: You must maintain records of fire drills conducted and forward the results to paul.nakagawa@ubc.ca

Appendix 1: Emergency Procedures Key Plans

Emergency Procedures Key Plans should include the location of the following (if applicable):

- ❑ Fire extinguishers
- ❑ Emergency exits
- ❑ Fire alarm manual pull stations
- ❑ Hose cabinets and/or standpipes
- ❑ Sprinkler room
- ❑ Outdoor assembly area
- ❑ Emergency supply cabinets/containers
- ❑ Automated External Defibrillators (AED)
- ❑ Additional fire-fighting or emergency response equipment (e.g. generators)
- ❑ Area(s) of refuge

INSERT EMERGENCY PROCEDURES KEY PLANS HERE – Insert a copy of the Emergency Procedures Key Plan for each floor of your building on or after this page.

If you do not have a set of the Emergency Procedures Key Plans, contact Tariq Din, Building Operations at 604-822-1885.

Emergency Procedures Key Plans are posted on walls near emergency exits for each floor of every building.

It is recommended to have a set of the Emergency Procedures Key Plans posted on building safety or information boards for building occupants to reference.

Appendix 2: Building Site Plan

INSERT BUILDING SITE PLAN HERE – This is a map which shows the location of your building, nearest cross streets, location of fire hydrants, etc.

Appendix 3: BC Fire Code Excerpt

British Columbia Fire Code 2006, Section 2.8 Emergency Planning

2.8.1 General

2.8.1.1 Application

- 1) Fire emergency procedures conforming to this Section shall be provided for
 - a. Every *building* containing an *assembly* or a *care* or *detention occupancy*,
 - b. Every *building* required by the British Columbia Building Code to have a fire alarm system,
 - c. Demolition and construction sites regulated under Section 5.6.,
 - d. Storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5. and 3.3.2.9.,
 - e. Areas where *flammable liquids* or *combustible liquids* are stored or handled, in conformance with Article 4.1.5.5., and
 - f. Areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.

2.8.1.2. Training of Supervisory Staff

- 1) *Supervisory staff* shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. (See Appendix A.)

2.8.1.3. Keys and Special Devices

- 1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty *supervisory staff*.

2.8.2 Fire Safety Plan

2.8.2.1 Measures in a Fire Safety Plan

- 1) In *buildings* or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include
 - a. The emergency procedures to be used in case of fire, including
 - i. Sounding the fire alarm (see Appendix A),
 - ii. Notifying the fire department,
 - iii. Instructing occupants on procedures to be followed when the fire alarm sounds,

- iv. Evacuating occupants, including special provisions for persons requiring assistance (see Appendix A),
- v. Confining, controlling and extinguishing the fire,
- b. The appointment and organization of designated *supervisory staff* to carry out fire safety duties,
- c. The training of *supervisory staff* and other occupants in their responsibilities for fire safety,
- d. Documents, including diagrams, showing the type, location and operation of the *building* fire emergency systems,
- e. The holding of fire drills,
- f. The control of fire hazards in the *building*, and
- g. The inspection and maintenance of *building* facilities provided for the safety of occupants.

(See Appendix A.)

- 2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the *building*.

2.8.2.2. Care or Detention Occupancies

- 1) A sufficient number of *supervisory staff* shall be on duty in *care* or *detention occupancies* to perform the tasks outlined in a fire safety plan described in Clause 2.8.2.1.(1)(a).

2.8.2.3. Assembly Occupancies

- 1) In Group A, Division 1 *assembly occupancies* containing more than 60 occupants, there shall be at least one *supervisory staff* member on duty in the *building* to perform the tasks outlined in the fire safety plan in Clause 2.8.2.1.(1)(a) whenever the *building* is open to the public.

2.8.2.4. High Buildings

- 1) In *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1.(1), include
 - a. The training of *supervisory staff* in the use of the voice communication system,
 - b. The processes for the use of elevators,
 - c. The action to be taken by *supervisory staff* in initiating any smoke control or other fire emergency systems installed in a *building* in the event of fire until the fire department arrives,
 - d. Instructions to the *supervisory staff* and fire department for the operation of the systems referred to in Clause (c), and

- e. The procedures established to facilitate fire department access to the *building* and fire location within the *building*.

2.8.2.5 Retention of Fire Safety Plans

- 1) The fire safety plan shall be kept in the *building* for reference by the fire department, *supervisory staff* and other personnel.
- 2) The fire safety plan for a *building* within the scope of Subsection 3.2.6. of the British Columbia Building Code shall be kept at the central alarm and control facility.

2.8.2.6 Distribution

- 1) A copy of the fire emergency procedures and other duties for *supervisory staff*, as laid down in the fire safety plan, shall be given to all *supervisory staff*.

2.8.2.7 Posting of Fire Emergency Procedures

- 1) At least one copy of the fire emergency procedures shall be prominently posted on each *floor area*.
- 2) In every hotel and motel bedroom the fire safety rules for occupants shall be posted showing the locations of *exits* and the paths of travel to *exits*.
- 3) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signaling box requesting that the fire department be notified, and including the telephone number of that department.
- 4) All *buildings* served by one or more elevators shall have a permanently mounted fire safety sign or symbol on each floor level at each elevator entrance, which indicates that the elevator is not to be used in case of fire.
- 5) The sign or symbol required by Sentence (4) shall be at least 100 mm in height and width and shall be designed in accordance with NFPA 170 "Standard for Fire Safety Symbols."

2.8.3. Fire Drills

2.8.3.1 Fire Drill Procedures

- 1) The procedure for conducting fire drills shall be determined by the person responsible in charge of the *building*, taking into consideration
 - a. The *building occupancy* and its fire hazards,
 - b. The safety features provided in the *building*,
 - c. The desirable degree of participation of occupants other than *supervisory staff*,
 - d. The number and degree of experience of the participating *supervisory staff*,
 - e. The features of fire emergency systems installed in *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, and

- f. The requirements of the fire department.
(See Appendix A.)

2.8.3.2 Fire Drill Frequency

- 1)** Fire drills as described in Sentence 2.8.3.1.(1) shall be held at intervals not greater than 12 months for the *supervisory staff*, except that
 - a. In day-care centers and in Group B *major occupancies* such drills shall be held at intervals not greater than one month,
 - b. In schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms, and
 - c. In *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, such drills shall be held at intervals not greater than 2 months.

Appendix 4: Operating a Fire Extinguisher

The following instructions are applicable for most fire extinguishers. However, it is recommended that Fire Wardens take instruction in operating fire extinguishers. This is no longer done by the Vancouver Fire & Rescue Service or Risk Management Services and training must be arranged through a private contractor.

If Building Floor Wardens are not trained in fire extinguisher operation it is recommended that they not use one, and concentrate on a safe evacuation of their area of responsibility.

If you need to use a fire extinguisher, remember the word **PASS** –

Pull the pin – Fire extinguishers often have a pin, latch, or puncture lever that you need to release first.

Aim low – Aim the nozzle or hose of the extinguisher at the base of the fire.

Squeeze the handle – This releases the extinguishing agent.

Sweep from side to side – Move in close, and sweep across the base of the fire. Always back away and watch for rekindling of the fire.

Discharge the entire contents of the extinguisher. If possible, pull apart the burned area to get at hot spots.

Immediately contact UBC Trouble Calls at 604-822-2173 and arrange for the fire extinguisher to be recharged.

Note: Foam and water extinguishers require a slightly different technique. Always read the instructions on the label **before you need to use a fire extinguisher.*

Appendix 5: List of Contributors

The table shown below lists the UBC departments and external agencies that have contributed information as subject matter experts in the development of this document.

Department / Agency	
BC Ambulance Services (Station 262)	Gord Cross (Paramedic Unit Chief)
Royal Canadian Mounted Police (University Detachment)	Kevin Jones (S/Sgt., Detachment Commander)
Vancouver Fire & Rescue Services (UBC Fire Hall #10)	Rick Critchlow (Assistant Chief, Fire Prevention Services)
UBC Campus Security	Paul Wong (Acting Director)
UBC Risk Management Services	Ron Holton (Chief Risk Officer)
	Sheldon Tse (Director, Enterprise Risk Management & Continuity Planning)
	Bruce Anderson (Director, Occupational & Research Safety)
	Calvin Cheung (Emergency & Continuity Planner)
	Paul Nakagawa (Safety Program Advisor)
	Tariq Din (Manager, Health & Safety)
	Noga Levit (Manager, Environmental Services)