Building Emergency Response Plan

CEME Laboratories
Rusty Hut - including EERF & HHL
2275 East Mall
Vancouver, BC
V6T 1Z4

To comply with the *Freedom of Information and Protection of Privacy Act* (FIPPA), the information within this document should only be retained as long as required, should only be used for the authorized purpose it was collected for, and access should be restricted to a needs only basis (i.e. only those staff and faculty of a particular building that the Building Emergency Response Plan was developed for should have access to it).

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

THE UNIVERSITY OF BRITISH COLUMBIA

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Emergency and Safety Contacts

EMERGENCY:

911

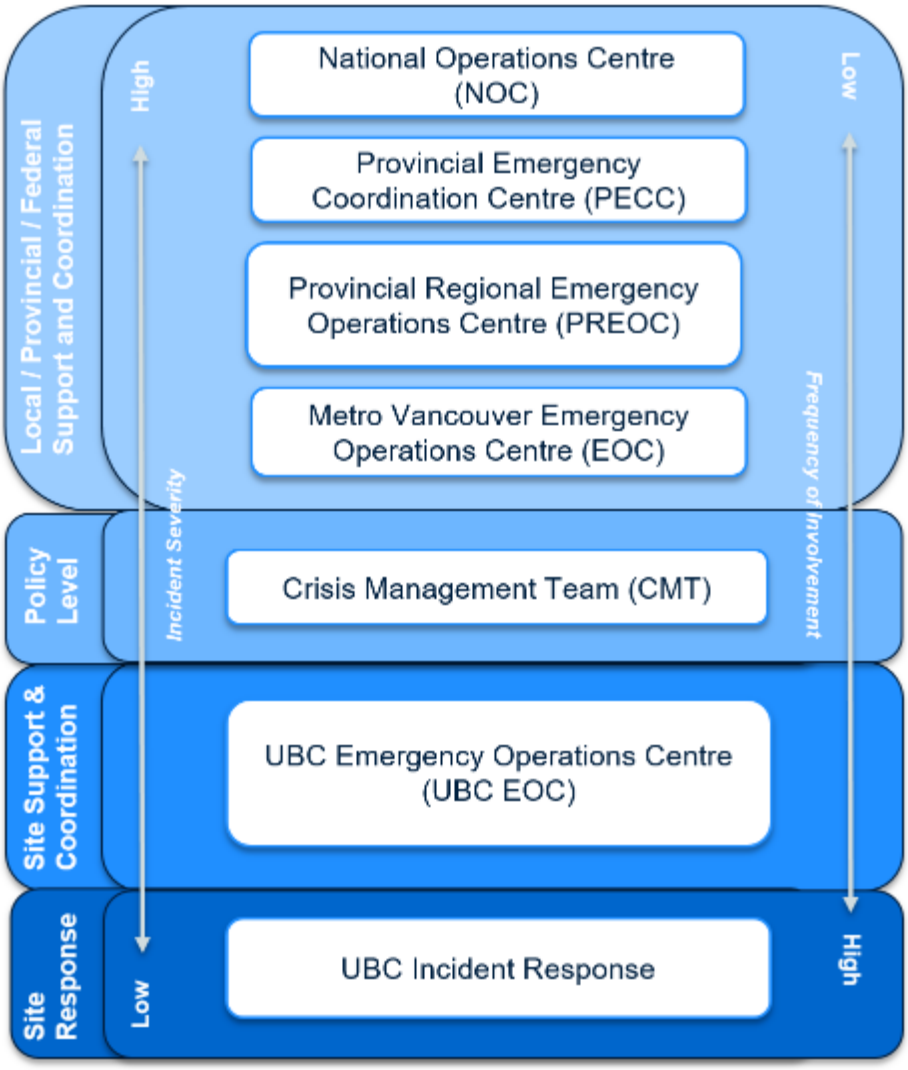
Police | Fire | Ambulance | Hazardous Spill

NON-EMERGENCY	
RCMP	604 224 1322
Vancouver Fire and Rescue	604 665 6010
BC Ambulance Service	604 872 5151
SECURITY & PERSONAL SAFETY RESOURCES	
Campus Security (Vancouver)	604 822 2222
AMS SafeWalk	604 822 5355
FIRST AID RESOURCES	
Closest Automated External Defibrillator	CEME Lobby -6250 Applied Science Lane, Vancouver
UBC Faculty, Staff, and Student Workers	604 822 4444
UBC Students	911 or Student Health at UBC Hospital
Visitors	911 or Urgent Care at UBC Hospital (604.822.7662)
SAFETY RESOURCES & SAFETY RISK SERVICES CONTACTS	
AMS Sexual Assault Support Centre	604 827 5180
Asbestos Safety	604 822 8772
Biological and Radiation Safety	604 822 4353
Chemical Safety	604 827 3409
Emergency Management & Business Continuity	604 822 1237
Environmental Services	604 822 9280
Health and Safety- Faculty of Medicine	604 827 1982
Health and Safety- Student Housing and Hospitality Services	604 827 2671
Health and Safety- Building Operations	604 822 1885
Report an Accident or Incident	www.cairs.ubc.ca
Safety Risk Services	604 822 2029
Safety Programs	604 822 6513
Student Health	604 822 7011
Equity and Inclusion	604 822 6353
Counseling Services	604 822 3811
Ergonomics	604 822 9040
Occupational Hygiene	604 822 6098

Emergency Response Plan

The Emergency Response Plan (ERP) provides the University of British Columbia Vancouver (UBC-V) campus with a management framework to prepare, respond and recover from emergencies affecting the entire UBC-V community. The ERP incorporates as its foundation for response, the British Columbia Emergency Management System (BCEMS) as seen in Figure 1.

Figure 1: BC Emergency Management System Response Structure



UBC Vancouver's emergency response structure is divided into three levels—Site Response, and Site Support and Coordination, and Policy Level (governance and oversight). During any incident, communication flows both up and down the structure.

To respond to an emergency at the site level, Building Emergency Directors, Building Floor Wardens, Safety Risk Services, First Responders and other resources work together. The Building Emergency Response Plan (BERP) details site response procedures for various emergencies.

Objectives

The objectives of the Building Emergency Response Plan (BERP) 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 pages 10-11 "Responsibilities" for both the Building Emergency Director and the Building Floor Warden responsibilities);

   And,

   Emergency Evacuation
   To establish a systematic method of safe and orderly evacuation of an area or building, in case of fire, bomb threat, earthquake, explosions, fires, gas leaks, or release of hazardous materials

2. To provide 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:
   1) Save lives
   2) Minimize injuries
   3) Reduce Damage to Property

Responsibilities

Building Emergency Director

The Building Emergency Director supervises and maintains the BERP.

The Building Emergency Director ensures each floor has enough floor wardens to properly evacuate the building. Having one (1) alternate for each position (Building Emergency Director and Building Floor Wardens) is required; however, having two (2) alternate is recommended. In addition, the Building Emergency Director is responsible for ensuring the Building Floor Wardens are trained to perform their duties in fire prevention and emergency evacuation of the building. All Building Emergency Directors and Building Floor Wardens should take the Floor Warden Training course available through Safety Risk Services via www.srs.ubc.ca or request a building specific in person floor warden training from SRS (604 822 6513).

The Building Emergency Director maintains proper records of:

- Current Building Floor Wardens
- Evacuation times of fire drills,
- Fire and emergency incidents in the building
- Fire prevention activities
- A list of regular building occupants with impairments.

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 Building Operations Service Centre at 604 822 2173.

Responsibilities

Building Floor Wardens

The Building Floor Wardens MUST be familiar with their assigned areas to ensure a safe and orderly evacuation. The role of a Building Floor Warden is to lead the evacuation of building occupants within their designated area. They are responsible for recording the names and locations of areas of concern. (e.g. locked doors, missed areas, people who are unable or refuse to evacuate) These concerns must be reported directly to the Building Emergency Director. The Building Emergency director reports all information to the Fire Chief. If the Building Emergency Director is unavailable, the Building Floor Wardens shall their report to the Fire Chief or any member of the Fire Department.

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).
- Hazardous equipment such as portable heaters must never be left unattended. One must ensure heat emitting equipment is not next to cardboard boxes, paper, or any combustible materials.
- 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 (means of egress) are unobstructed.
- Fire hose and portable fire extinguishers are not obstructed, in good order and ready to use.
- Emergency Response Key Plans are correct.

All fire hazards that are discovered must be reported to the Building Emergency Director immediately for corrective action.

Building Occupants

Building Occupants **MUST be familiar with this plan** and know all the locations of the building evacuation route(s) and exit(s). During an evacuation, Building Occupants MUST follow instructions of Building Floor Wardens and/ or the Building Emergency Director.

If you require assistance during an evacuation, please notify Building Emergency Director and Building Floor Wardens right away to facilitate a Personal Evacuation Plan (See Appendix 5: Personal Evacuation Plan)

Life Safety Systems and Building Features

Building Name: **Civil Engineering and Mechanical Engineering building (CEME building)**

Building Address: 2275 East Mall, Vancouver, BC Canada V6T1Z4

Life Safety Systems in the building consist of the following:

Click on check box to indicate that the Life Safety System is present in the building

☐ Automated External Defibrillators (AEDs)
☒ Emergency exits
☒ Emergency lighting
☐ Emergency power
☒ Fire alarm pull station
☒ Fire extinguisher(s)
☒ Fire hose cabinets & standpipes
☒ Fire hydrant(s)
☐ Fire pump
☐ Sprinkler system
☐ Area(s) of Refuge

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

Automated External Defibrillators (not applicable)

Automated External Defibrillators (AEDs) provide quick response in the event of a cardiac arrest and can increase the chance of saving someone's life.

An AED is a portable unit that provides a life-saving shock to a person in sudden cardiac arrest. Sudden cardiac arrest is when the heart unexpectedly and abruptly stops beating. This is usually caused by an abnormal heart rhythm called ventricular fibrillation.

Once applied, the AED analyzes a patient's heart activity and determines if a life-saving shock is required. The AED cannot deliver a shock unless the person is in cardiac arrest.

AEDs are now available at a number of publicly accessible buildings across UBC's Vancouver campus (if there is no AED in your building, see **Appendix 1: Automated External Defibrillator Locations** to find the nearest AED to you). If the location of the AED is not indicated on your Building's Emergency Key Plans, use the contact information provided in **Appendix 2: Emergency Response Key Plans** to obtain an updated EKP that lists this information.

The portable AED devices are located in a white cabinet and have an AED sign above the unit. In the event of an emergency, when a defibrillator is required, 9-1-1 dispatchers can also provide direction to the nearest AED. The nearest AED is located in the CEME Lobby at 6250 Applied Science Lane.

Life Safety Systems and Building Features

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 2: Emergency Response Key Plans to find out how to obtain EKP for your building.

Emergency Lighting (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 (not applicable)

A power generator is not available in this building. However, emergency lighting and exit signage will be illuminated in the event of an emergency.

Fire Alarm System

Fire alarm pull stations and smoke detectors are located throughout the building. 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 2: Emergency Response Key Plans.**

Fire Extinguisher(s)

Portable fire extinguishers placed strategically (i.e. visible and accessible) throughout the building. Refer to **Appendix 2: Emergency Response Key Plans** for locations of portable fire extinguishers.

Fire Hydrant(s)

Refer to **Appendix 3: Building Site Plan** for locations of fire hydrants located near the building.

Fire Pump (not applicable)

A fire pump is not installed in this building.

Sprinkler System (not applicable)

A sprinkler system is not installed in this building.

Life Safety Systems and Building Features

Area of Refuge (not applicable)

Please note, Rusty Hut, the High Head Lab, and the Earthquake Engineering Research Facility have no Areas of Refuge. Area(s) of Refuge are predesignated locations in a building to hold occupants during a fire and/or other emergency or when evacuation may not be safe or possible. Area(s) of Refuge must: not be moved, remain in place, and never block any Means of Egress.

It is not standard for new buildings to have Area(s) of Refuge. In these buildings, occupants who require assistance must be placed in a safe location that is away from the hazard. The location of these occupants must be reported to the Emergency Responders (Fire Department) through the Building Emergency Directory and/or Building Floor Wardens *immediately*.

Contacts – Building Emergency Directors and Building Floor Wardens

1. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is: on the east side of the RHUT building across East Mall by the Health Sciences Parkade.

The Predesignated Meeting Area for Building Occupants is: on the east side of East Mall by the Health Sciences Parkade.

Rusty Hut/EERF/HHL - Building Emergency Directors					
Responsibility	**Name**	**Activities:**	**Office**	**Phone**	**Email**
Co-Director Rusty Hut	Scott Jackson *Civil*	Co-Director - Corresponds with Fire Dept, liaises with other Co-Directors and Floor Wardens Floor Wardens - Emergency Fire Duties, check assigned areas in emergency/fire drill, report to Co-Directors	RH 124	604-822-4143 604-655-4911	scottj@civil.ubc.ca
Co-Director Rusty Hut	Doug Hudniuk *Civil*		RH 146	604-822-4414	dhudniuk@civil.ubc.ca

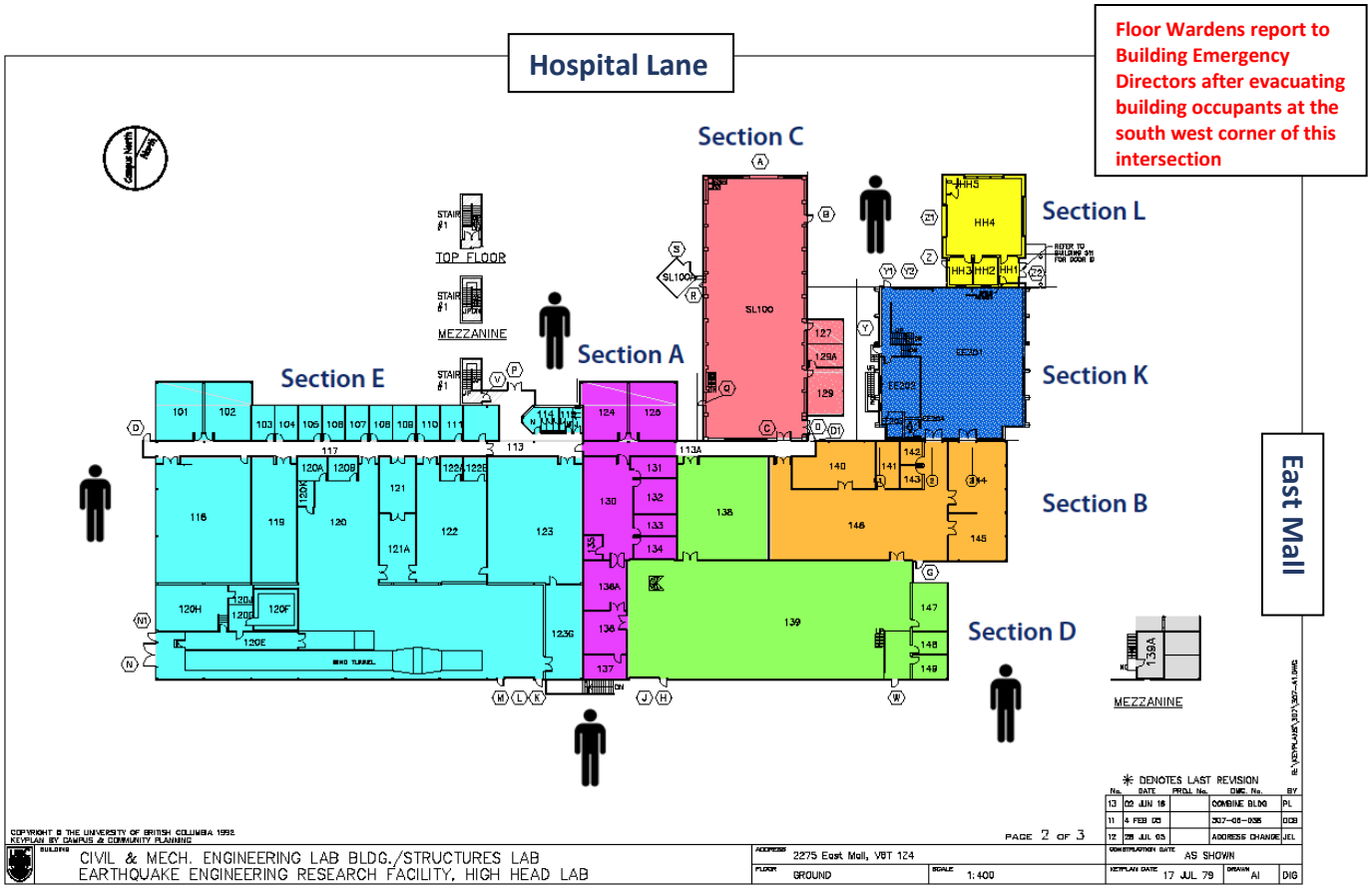
RHUT including EERF & HHL - Building Floor Wardens

CIVIL WEST						
Section	***Name***	***Responsibility***	***Assigned areas / rooms:***	***Office***	***Phone***	***Email***
A	Scott Jackson	Floor Warden	Electronic shops & grad. Geotech including rooms 124, 125, 130, 131, 132, 133, 134, 135, 136A,136,137, North Entrance Door P	RH 124	822-4143	scottj@civil.ubc.ca
	John Wong	Alternate Floor Warden		RH 125	822-3032	johnw@civil.ubc.ca
CIVIL RUSTY HUT WORKSHOPS						
Section	***Name***	***Responsibility***	***Assigned areas / rooms:***	***Office***	***Phone***	***Email***
B	Sylvain Picard	Floor Warden	Civil machine shop including 140, 141, 142, 143, 144, 145,146	RH 146	822-4414	sylvainp@civil.ubc.ca
	Arthur Mak	Alternate Floor Warden		RH 146	822-4414	arthur.mak@civil.ubc.ca
NORTH EAST SECTOR						
Section	***Name***	***Responsibility***	***Assigned areas / rooms:***	***Office***	***Phone***	***Email***
C	Doug Hudniuk	Floor Warden	Structures Lab including SL100 and offices 127, 129 and 129A	RH 146	822-4414	dhudniuk@civil.ubc.ca
	Sylvain Picard	Alternate Floor Warden		RH 146	822-4414	sylvainp@civil.ubc.ca
RUSTY HUT SOUTH EAST HYDRAULICS						
Section	***Name***	***Responsibility***	***Assigned areas / rooms:***	***Office***	***Phone***	***Email***
D	Bill Leung	Floor Warden	Hydraulics & EFM lab including rooms 138, 139, 147, 148, 149, Doors H & J (red roll up door), Doors K,L & M (blue roll up door)	RH 146	822-4414	leungb@civil.ubc.ca
	Simon Lee	Alternate Floor Warden		RH124	822-4143	slee@civil.ubc.ca
MECH WING						
Section	***Name***	***Responsibility***	***Assigned areas / rooms:***	***Office***	***Phone***	***Email***
E	Bingqi Liu	Floor Warden	101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 118, 119, 123, Men's Restroom, Ladies' Restroom	RH102		bingqi.liu@ubc.ca
	Iman Rahgozar	Floor Warden		RH122		imanrahgozar1376@gmail.com

	Behzad Aminian	Alternate Floor Warden	120A, 120B, 120E, 120F, 120G, 120H, 120J, 120K, 120, 121A, 121, 122A, 122B, 122, 123G, West Entrance Doors O & N	RH122		aminian.bz@gmail.com
	Mrinmoy Chakraborty	Alternate Floor Warden		RH102		mmrinmoy@mail.ubc.com
EERF FACILITY						
Section	***Name***	***Responsibility***	***Assigned areas / rooms:***	***Office***	***Phone***	***Email***
K	Mehrtash Motamedi	Floor Warden	All of EERF Facility	ERF 203	822-6203	mehrtash.motamedi@gmail.com
	Doug Hudniuk	Alternate Floor Warden	Pump room, basement offices 201 control room, 301, 302 conference room	RH 146	822-4414	dhudniuk@civil.ubc.ca
HIGH HEAD LAB						
Section	***Name***	***Responsibility***	***Assigned areas / rooms:***	***Office***	***Phone***	***Email***
L	Tayfun Ozdemir	Floor Warden	HHL 1, HHL 2, HHL 3, HHL 4	HHL 2	822-5007	tozdemir@mail.ubc.ca
	Yen Liu	Alternate Floor Warden		HHL 2	822-5007	yenpo.liu@alumni.ubc.ca

NOTE: Do not include personal home phone numbers on this list. This document is a workplace document and it is meant for UBC faculty and staff, so it must not include any external personal contact information.

Area of Floor Wardens Responsibility Map



Persons Requiring Assistance

The Building Emergency Director should distribute the Qualtrics Survey to all UBC occupants in the building to gather information on persons requiring assistance. Note that information collected in this survey will be received by the Occupational and Research Safety Associate in Safety Risk Services. This information will be shared with the Building Emergency Director and Floor Warden who will then work with those personnel who have self-identified themselves as requiring assistance to develop a personal evacuation plan. Relevant health or special needs information will be collected at this time. In any case, when a Building Occupant is left in the building during an emergency evacuation the Building Floor Warden, the Building Emergency Director, and then the Fire Department need to be immediately notified.

Providing assistance is entirely voluntary and can be performed to varying degrees. Predetermined persons providing assistance can be anyone in the office or building such as a co-worker, friend, building staff, supervisor, Building Floor Warden, etc. Whether one person or multiple people are required to provide assistance, alternate people should be identified and this information should be recorded in the Personal Evacuation Plan.

Refer to **Appendix 4: Persons Requiring Assistance** and **Appendix 5: Personal Evacuation Plan** for full details.

Occupational First Aid

First Aid at UBC is a free service available 24 hours a day for all UBC employees. The mobile first aid service is available by calling 604 822 4444 (or 2 4444 from a University telephone). Injured visitors or unpaid students can call 911. Students can also attend Student Health Services in the UBC Hospital.

In the event of a medical emergency all faculty and staff should call 911 and then first aid at 604 822 4444.

This will ensure the quickest response for assistance.

In the case of a Building Fire

Building Emergency Directors - Instructions

1. Ensure pull alarm has been activated.
2. If immediately accessible, put on your safety vest.
3. Ensure nearby floor wardens proceed through their areas advising occupants to evacuate the building.
4. Urge people to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
5. If it is safe to do so, close (do not lock) doors and windows on your way out. This will help to prevent oxygen from feeding the fire, provide containment, and slow the advancement of the fire.
6. Use the stairway to evacuate; DO NOT use the elevator(s). See Note 1.
7. If possible, assist occupants that are unable to evacuate using the stairs. Individuals requiring assistance Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
8. Upon exiting the building, direct evacuated occupants to proceed to the Predesignated Meeting Area. The building's Predesignated Meeting Area is on the east side of the RHUT building across East Mall by the Health Sciences Parkade, with overflow possible inside the parkade if needed or during inclement weather.
9. Ensure 911 is called:
   a) State your name
   b) Provide the address and the nearest intersection. The address of your building is: 2275 East Mall, Vancouver, BC.
   c) Provide the following information about the fire:
      - **WHERE:** Floor number, room number
      - **WHEN:** Approximate time fire started
      - **WHAT:** What caused the fire, is it spreading, are people injured or requiring urgent assistance
      - **OTHER INFORMATION:** Hazardous materials, potential access issues etc.
10. 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). The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is on the southwest corner of the intersection of East Mall and Hospital Lane.
11. Ensure pertinent information reported from the Building Floor Wardens is relayed to the Fire Department.
12. Stay on scene until the Fire Department arrives. Once evacuated, DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department gives permission to do so.

Note 1: Appendix 6: Elevator Upgrade Project, provides information on the elevator upgrades occurring across campus in efforts to meet the requirements of the Safety Code for Elevators and Escalators. In an emergency, elevators are not to be considered the primary mechanism for egress.

In the Case of a Building Fire

Building Floor Wardens – Instructions

Note 1: Appendix 6: Elevator Upgrade Project, provides information on the elevator upgrades occurring across campus in efforts to meet the requirements of the Safety Code for Elevators and Escalators. In an emergency, elevators are not to be considered the primary mechanism for egress.

1. If not activated, activate the closest fire pull alarm immediately.
2. If immediately accessible, put on your safety vest.
3. Direct all personnel within your area to the nearest safe exit.
4. Urge people to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN
5. Knock on closed and/or locked doors, state the nature of the emergency and proceed without delay to sweep through area. Ensure you evacuate with your assigned personnel and report any rooms/areas that were locked or inaccessible.
6. If it is safe to do so, close (do not lock) windows and doors on your way out. This will help to prevent oxygen from feeding the fire, provide containment, and slow the advancement of the fire.
7. Use the stairway to evacuate; DO NOT use the elevator(s). See Note 1.
8. If possible, assist occupants that are unable to evacuate using the stairs. Individuals requiring assistance are required to have a personal evacuation plan. Refer to **Appendix 4: Persons Requiring Assistance** and **Appendix 5: Personal Evacuation Plan**. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
9. Direct evacuated occupants to the Predesignated Meeting Area upon exiting the building. The building Predesignated Meeting Area is <u>on the east side of the RHUT building across East Mall by the Health Sciences Parkade,</u> with overflow possible inside the parkade if needed or during inclement weather .
10. Call 911:
    a) State your name.
    b) Provide the address and the nearest intersection. The address of your building is: 2275 East Mall, Vancouver, BC
    c) Provide the following information about the fire:
        - **WHERE:** Floor number, room number
        - **WHEN:** Approximate time fire started
        - **WHAT:** What caused the fire, is it spreading, are people injured or requiring urgent assistance
        - **OTHER INFORMATION:** Hazardous materials, potential access issues etc.
11. 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). The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is <u>on the southwest corner of the intersection of East Mall and Hospital Lane.</u>
12. Relay pertinent information (e.g. occupants who were unwilling or unable to evacuate the building) to the Building Emergency Director or Fire Department at an open area that is a safe distance away from the building. See Note 2.

Note 2: All Building Floor Wardens report information to Building Emergency Director and the Building Emergency Director reports all information to the Fire Department. If Building Emergency Director is unavailable, the Building Fire Wardens can report directly to the Fire Department.

13. Stay on the scene until the Fire Department arrives. Once evacuated, DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department gives permission to do so.

In the Case of a Building Fire

Building Occupants – Instructions

Note 1: Appendix 6: Elevator Upgrade Project, provides information on the elevator upgrades occurring across campus in efforts to meet the requirements of the Safety Code for Elevators and Escalators. In an emergency, elevators are not to be considered the primary mechanism for egress.

1. If it is not already activated, activate the closest fire pull alarm immediately.
2. Follow instructions of Building Floor Wardens during evacuation.
3. Leave the immediate area, alert others, and move everyone away from the area of the fire.
4. If it is safe to do so, close (do not lock) windows and doors on your way out. This will help to prevent oxygen from feeding the fire, provide containment, and slow the advancement of the fire.
5. Urge people to stay calm and evacuate in a quick and orderly manner; however, ensure everyone is WALKING and NOT RUNNING.
6. Use the stairway to evacuate; DO NOT use the elevator(s). See Note 1.
7. If possible, assist occupants that are unable to evacuate using the stairs. Refer to **Appendix 4: Persons Requiring Assistance** and **Appendix 5: Personal Evacuation Plan**. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
8. Proceed directly to the Predesignated Meeting Area upon exiting the building, and wait for further instructions from the Building Emergency Director. The Predesignated Meeting Area is <u>on the east side of the RHUT building across East Mall by the Health Sciences Parkade, with overflow possible inside the parkade if needed or during inclement weather.</u>
9. Call 911:
   a) State your name
   b) Provide the address and the nearest intersection. The address of your building is: 2275 East Mall, Vancouver, BC.
   c) Provide the following information about the fire:
      - **WHERE:** Floor number, room number
      - **WHEN:** Approximate time fire started
      - **WHAT:** What caused the fire, is it spreading, are people injured or requiring urgent assistance
      - **OTHER INFORMATION:** Hazardous materials, potential access issues etc.
10. Once evacuated, DO NOT RE-ENTER THE BUILDING until the Fire Department gives permission to do so.

In the Event of a Power Outage

Building Emergency Directors, Floor Wardens and Building Occupants - Instructions

1. If a power outage has occurred, consider exiting the building. Note: Emergency lighting may be battery powered and will only last 30 minutes. Lights may slowly dim and turn off making egress difficult. Consider other items like time of day and year.
2. If evacuation is determined necessary, due to a fire alarm or other emergency, urge people to remain calm and evacuate in a quick and orderly manner. Follow your Building Emergency Response procedures
3. Use the stairway to evacuate; DO NOT use the elevator(s). WALK, DO NOT RUN. See Note 1.
4. Call Building Operations Service Centre: 604 822 2173.
   a) State your name
   b) Provide the building name of where the power outage is located and the nearest intersection.
   c) Provide information about the power outage:
      - **WHERE:** floor number, room number
      - **WHEN:** When the power was lost, how long has emergency lighting been activated?
      - **OTHER INFORMATION:** Are there any dangers associated with the loss of power?
5. Building Operations Service Centre will dispatch appropriate staff weekdays from 7:30am – 4:30pm. Before or after these times, crews may need to be called in which will add to delays of power restoral.
6. For large scale outages (affecting multiple buildings) Energy & Water Services staff will be automatically notified through computer generator messaging and will respond immediately.
7. For any total building outage, all admin staff will be updated at regular intervals, via email and SMS texts, as to the expected restoration times. Restoration times can vary up to two hours.
8. For outages affecting small areas or portions within a single building, local admin will be updated through the Facility Manager.
9. Researchers that have -80 degree freezers should not open any freezers and plan to obtain dry ice in case of outages that could last greater than 4 hours.
10. Once power has been restored to your facility, wait at least 5 minutes before entering the building to confirm power stability.
11. Once power has been restored, all admin staff will receive confirmation via email and SMS texts or through their Facility Manager.

Note 1: Appendix 6: Elevator Upgrade Project, provides information on the elevator upgrades occurring across campus in efforts to meet the requirements of the Safety Code for Elevators and Escalators. In an emergency, elevators are not to be considered the primary mechanism for egress.

In the event of an Earthquake

Building Emergency Directors – Instructions

If you are indoors - During the Shaking

1. **DROP** to the ground
2. Take **COVER** by getting under a sturdy desk or table (it is important to keep underneath of lab benches clear for this reason). Stay away from overhead windows, shelves, and heavy objects which may fall (e.g. ceiling mounted projectors).
3. **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.
4. Stay indoors till the shaking stops and you are sure it is safe to exit (i.e. stay away from exterior walls, as it is more likely to sustain damage during an earthquake). In most buildings in British Columbia, you are safer if you stay where you are until the shaking stops.

If you are indoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops and before attempting to exit.
2. Assess your immediate surroundings for dangers (i.e. check for fires, gas leaks, exposed/arcing electrical components/wires, leaking sewage pipes, broken water pipes, dangling fixtures/furnishings).
3. Determine whether it is safer to stay indoors or evacuate. Do not assume it is safe to exit. Proceed with evacuating the building if it is safe/necessary.
4. Repeat DROP, COVER, AND HOLD procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.
5. Begin Building Emergency Director Evacuation Procedures.
    a. Urge people to stay calm, and to evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
    b. Do not allow building occupants to use the elevator(s).
    c. Repeat DROP, COVER, AND HOLD procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.
    d. If possible, assist occupants that are unable to evacuate using the stairs. Refer to **Appendix 4: Persons Requiring Assistance** and **Appendix 5: Personal Evacuation Plan**. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
    e. Upon exiting the building, direct evacuated occupants to the Predesignated Meeting Area. The building Predesignated Meeting Area is on the east side of the RHUT building across East Mall by the Health Sciences Parkade.
    f. 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 earthquake, the evacuation, or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is on the southwest corner of the intersection of East Mall and Hospital Lane.
6. Ensure pertinent information reported from the Building Floor Wardens is relayed to the First Responders (e.g. Fire, Police or Ambulance). Once evacuated, DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

In the Case of an Earthquake

Building Emergency Directors – Instructions

If you are outdoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops.
2. Assess your immediate surroundings for dangers. (e.g. fallen wires). Stay away from exterior walls and heavy objects which may fall.
3. 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 earthquake, the evacuation, or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is on the southwest corner of the intersection of East Mall and Hospital Lane.
4. Ensure all evacuation information reported from Building Floor Wardens is relayed over to First Responders when they arrive
5. Do not enter your building to evacuate occupants.
6. DO NOT ALLOW ANYONE TO ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

If you are outdoors - During the Shaking

1. Stay outside if you are outdoors when the shaking starts, you should find a clear spot away from buildings, trees, streetlights, and power lines, then:
   a) DROP to the ground,
   b) COVER your head from falling debris. If you are in a crowded area, take cover where you won't be trampled.
   c) HOLD ON until the shaking stops.

Post-Earthquake Instruction:

If available post-earthquake:

1. Monitor www.ubc.ca for information and updates regarding the event.
2. For individuals who have signed up for UBC Alert, 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.

To sign up for UBC Alert:

Students:

1. Log into the UBC Student Service Centre
2. Add your cell phone number to "Your Details"

Staff and Faculty

1. Log onto www.msp.ubc.ca
2. Update your contact information on the Faculty and Staff Self Service Section
   a. Update your cell phone number in order to receive UBC Alerts with the "Phone Numbers" link under my Personal Info
   b. Update your emergency contact information (contact for parent, spouse, friend who can be reached in case you are ill or injured on campus) under "Emergency Contacts"

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.

In the Case of an Earthquake

Building Floor Wardens – Instructions

If you are indoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops and before attempting to exit.
   2. Assess your immediate surroundings for dangers (i.e. check for fires, gas leaks, exposed/arcing electrical components/wires, leaking sewage pipes, broken water pipes, dangling fixtures/furnishings).
3. Determine whether it is safer to stay indoors or evacuate. Do not assume it is safe to exit.
   Proceed with evacuating the building if it safe/ necessary.
4. Repeat DROP, COVER, AND HOLD procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.
5. Begin 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 occupants that are unable to evacuate using the stairs. Refer to **Appendix 4: Persons Requiring Assistance** and **Appendix 5: Personal Evacuation Plan**.
   Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to emergency personnel.
   e. Upon exiting the building, ask evacuated occupants to proceed to the Predesignated Meeting Area. The Predesignated Meeting Area is on the east side of the RHUT building across East Mall by the Health Sciences Parkade.
   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 on the southwest corner of the intersection of East Mall and Hospital Lane.
6. Ensure pertinent information is relayed to the Building Emergency Director. Once evacuated, DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

If you are indoors - During the Shaking

1. **DROP** to the ground
2. Take **COVER** by getting under a sturdy desk or table (it is important to keep underneath of lab benches clear for this reason). Stay away from overhead windows, shelves, and heavy objects which may fall (e.g. ceiling mounted projectors).
3. **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.
4. Stay indoors till the shaking stops and you are sure it is safe to exit (i.e. stay away from exterior walls, as it is more likely to sustain damage during an earthquake). In most buildings in British Columbia, you are safer if you stay where you are until the shaking stops.

In the Case of an Earthquake

Building Floor Wardens – Instructions

If you are outdoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops.
2. Assess your immediate surroundings for dangers. (e.g. fallen wires). Stay away from exterior walls and heavy objects which may fall.
3. 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 earthquake, the evacuation, or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is on the southwest corner of the intersection of East Mall and Hospital Lane.
4. Ensure all evacuation information is reported to the Building Emergency Director and then that information is relayed over to 1st Responders when they arrive (e.g. Fire, Police or Ambulance).
5. Do not enter your building to evacuate occupants
6. DO NOT ALLOW ANYONE TO ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

If you are outdoors - During the Shaking

1. Stay outside if you are outdoors when the shaking starts, you should find a clear spot away from buildings, trees, streetlights, and power lines, then:
   a) DROP to the ground,
   b) COVER your head from falling debris. If you are in a crowded area, take cover where you won't be trampled.
   c) HOLD ON until the shaking stops.

Post-Earthquake Instruction:

If available post-earthquake:

1. Monitor www.ubc.ca for information and updates regarding the event.
2. For individuals who have signed up for UBC Alert, 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.

To sign up for UBC Alert:

Students:

3. Log into the UBC Student Service Centre
4. Add your cell phone number to "Your Details"

Staff and Faculty

3. Log onto www.msp.ubc.ca
4. Update your contact information on the Faculty and Staff Self Service Section
   a. Update your cell phone number in order to receive UBC Alerts with the "Phone Numbers" link under my Personal Info
   b. Update your emergency contact information (contact for parent, spouse, friend who can be reached in case you are ill or injured on campus) under "Emergency Contacts"

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.

In the Case of an Earthquake

Building Occupants – Instructions

If you are indoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops and before attempting to exit.
2. Assess your immediate surroundings for dangers (i.e. check for fires, gas leaks, exposed/arcing electrical components/wires, leaking sewage pipes, broken water pipes, dangling fixtures/furnishings).
3. Determine whether it is safer to stay indoors or evacuate. Do not assume it is safe to exit.
4. Repeat DROP, COVER, AND HOLD procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.
5. Proceed with evacuating the building if it safe/ necessary and follow instructions of Building Floor Wardens and/ or Building Emergency Director.
6. Remain calm, and evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
7. Do not use the elevator(s).
8. If possible, assist occupants that are unable to evacuate using the stairs. Refer to Appendix 4: Persons Requiring Assistance and Appendix 5: Personal Evacuation Plan. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to emergency personnel.
9. Proceed directly to the Predesignated Meeting Area upon exiting the building, and wait for further instructions from the Building Emergency Director. The Predesignated Meeting Area is on the east side of the RHUT building across East Mall by the Health Sciences Parkade.
10. DO NOT ALLOW ANYONE TO ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

If you are indoors - During the Shaking

1. DROP to the ground
2. Take COVER by getting under a sturdy desk or table (it is important to keep underneath of lab benches clear for this reason). Stay away from overhead windows, shelves, and heavy objects which may fall (e.g. ceiling mounted projectors).
3. 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.
4. Stay indoors till the shaking stops and you are sure it is safe to exit (i.e. stay away from exterior walls, as it is more likely to sustain damage during an earthquake). In most buildings in British Columbia, you are safer if you stay where you are until the shaking stops.

In the Case of an Earthquake

Building Occupants – Instructions

If you are outdoors - During the Shaking

1. Stay outside if you are outdoors when the shaking starts, you should find a clear spot away from buildings, trees, streetlights, and power lines, then:
   a) **DROP** to the ground,
   b) **COVER** your head from falling debris. If you are in a crowded area, take cover where you won't be trampled.
   c) **HOLD ON** until the shaking stops.

If you are outdoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops.
2. Assess your immediate surroundings for dangers (e.g. fallen wires). Stay away from exterior walls and heavy objects which may fall.
3. Proceed directly to the Predesignated Meeting Area and wait for further instructions from the Building Emergency Director and/ or Building Floor Warden(s). The Predesignated Meeting Area is on the east side of the RHUT building across East Mall by the Health Sciences Parkade.
4. Do not enter your building to evacuate occupants
5. DO NOT ENTER ANY BUILDINGS until the Fire Department or authorized UBC building officials give permission to do so.

If you use a wheelchair:

1. If you are able to, follow **DROP**, **COVER**, and **HOLD ON** procedure and seek shelter under a sturdy table or desk.
2. Try to get into 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.
3. Stay away from outer walls, windows, and hanging objects, shelves, and heavy objects that may fall. Additionally, stay away from an exterior wall as it is more likely to sustain damage during an earthquake.
4. Shield your face from falling debris and broken glass with the use of a blanket, seat cushions, or pillow, if available.
5. Arrange your usual seating areas away from windows so you can stay seated.
6. Move to a safe location or to shelter until assistance arrives or if applicable, follow your Personal Evacuation Plan (appendix 5). Building Emergency Directors and Building Floor Wardens must relay their location to emergency personnel.

In the event of an explosion or fire due to Hazardous Materials

Building Emergency Director, Floor Warden and Building Occupants – Instructions

Note 1: Appendix 6: Elevator Upgrade Project, provides information on the elevator upgrades occurring across campus in efforts to meet the requirements of the Safety Code for Elevators and Escalators. In an emergency, elevators are not to be considered the primary mechanism for egress.

1. Evacuate the immediate area, closing the doors behind you. If possible, control the fire with the appropriate fire extinguisher if it is a small manageable fire, you are trained, confident, and have an exit route behind you. Refer to **Appendix 7: Operating a Fire Extinguisher**. 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.
2. Activate the fire alarm.
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. Use the stairway to evacuate; DO NOT use the elevator(s). See Note 1.
6. If possible, assist occupants that are unable to evacuate using the stairs. Refer to **Appendix 4: Persons Requiring Assistance** and **Appendix 5: Personal Evacuation Plan**. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
7. Upon exiting the building, provide the Emergency Responders, Building Emergency Director and/ or Building Fire Wardens with any information on hazardous materials involved (e.g. Safety Data Sheets (SDS)) and location of individuals unable to exit the building.
8. Proceed directly to the Predesignated Meeting Area and wait for further instructions from the Building Emergency Director. The Predesignated Meeting Area is: <u>on the east side of the RHUT building across East Mall by the Health Sciences Parkade.</u>
9. Call 911 to ensure that the Fire Department received the alarm. Provide the following:
   a) State your name
   b) Provide the address where the fire is located and the nearest intersection. The address of your building is: 2275 East Mall, Vancouver, BC
   c) Provide information about the fire:
      - **WHERE:** Floor number, Room number,
      - **WHEN:** Approximate time fire started
      - **WHAT:** what caused the fire, is it spreading, are people injured or requiring urgent assistance
10. Call Campus Security at 604 822 2222.
11. DO NOT ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

In the event of a Gas Leak

Building Emergency Director, Floor Warden and Building Occupants – Instructions

As a building occupant who suspects there is a real/potential gas leak, follow the steps below:

1. Activate the fire alarm.
2. Shut down equipment and close doors on your way out, but ONLY DO SO IF IT IS SAFE.
3. Proceed to Predesignated Meeting Area and wait for further instructions from the Building Emergency Director and/ or Building Fire Wardens. The Predesignated Meeting Area is: on the east side of the RHUT building across East Mall by the Health Sciences Parkade.
4. Call 911 when you are OUTSIDE:
   a) State your name.
   a) Give the address where the gas leak is and the nearest intersection. The address of your building is: 2275 East Mall, Vancouver, BC.
   b) Provide information about the gas leak:
      - WHERE: What floor, intensity of gas leak
      - WHEN: Approximate time the gas leak started/noticed
      - WHAT: are there any people injured or require urgent assistance.
4. Call Campus Security at 604 822 2222.
5. DO NOT ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so

In the event of a Chemical, Biological or Radiation Spill

Building Emergency Director, Floor Warden and Building Occupants – Instructions

Any uncontrolled release of hazardous materials is considered a spill. Spills of small volumes or low risk substances can often be addressed by trained users. Where larger volumes or higher risk substances are involved that take clean up beyond capability of users these procedures must be followed:

1. Shut down equipment if time permits.
2. Evacuate immediate area or building as necessary. To help contain the area, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.
3. Prevent re-entry.
4. Proceed directly to an area that is at a safe distance outside the contained area. In case of building evacuation, this will be the main entrance of the building or the Predesignated Meeting Area. The Predesignated Meeting Area for building evacuation is: on the east side of the RHUT building across East Mall by the Health Sciences Parkade.
5. Call 911. Provide the following information about the spilled material to the operator (please note: do not hang up the phone call until the operator releases you):

a) State your name

b) Provide the address of the hazardous materials release. The address of your building is: 2275 East Mall, Vancouver, BC.

   a. Any injuries
   b. Substance name
   c. Quantity
   d. Other hazards (e.g. energized equipment, sharps, etc.).

5. Call Campus Security at 604 822 2222.
6. Have someone wait for emergency personnel outside the main entrance of the building. This person is responsible for directing the first responders to the exact location of the spill and providing information such as the Safety Data Sheet(s) (SDSs).
6. DO NOT RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so

In the event of a Bomb Threat

Building Emergency Director, Floor Wardens and Building Occupants – Instructions

Bomb Threats can be received by telephone, note, letter, email, text message, in person, etc. Most bomb threats are made by persons who want to create an atmosphere of general anxiety and panic. 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) as soon as the threatening call has ended

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

1. Stay calm and speak to the caller with a pleasant tone. Keep the person talking for as long as possible. DO NOT HANG UP, even if the caller does.
2. 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.
3. Keep the caller on the line 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?
    - What will make it explode?
    - Did you place the bomb?
    - Why are you doing this?
    - What is your name?
4. Take notes on conversations, observe background noises, voice characteristics, language, etc. Try to get exact words.
5. 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.
6. Call 911 (RCMP) and Campus Security (604 822 2222) as soon as the call has ended. Follow instructions provided by emergency responders.

In the event of receiving a suspicious package

Building Emergency Director, Floor Wardens and Building Occupants – Instructions

UBC Campus Mail is trained in recognizing suspicious packages and letters and is the initial receiver of all UBC mail. In the event you do receive a suspicious package or find a written threat, take proper precautions and use the following procedures:

1. Immediately advise your supervisor, Campus Security and RCMP (911)
2. Do not handle, shake, smell or taste the item
3. Isolate the area if required
4. Wash your hands with soap and water
5. Follow the instructions given by emergency personnel

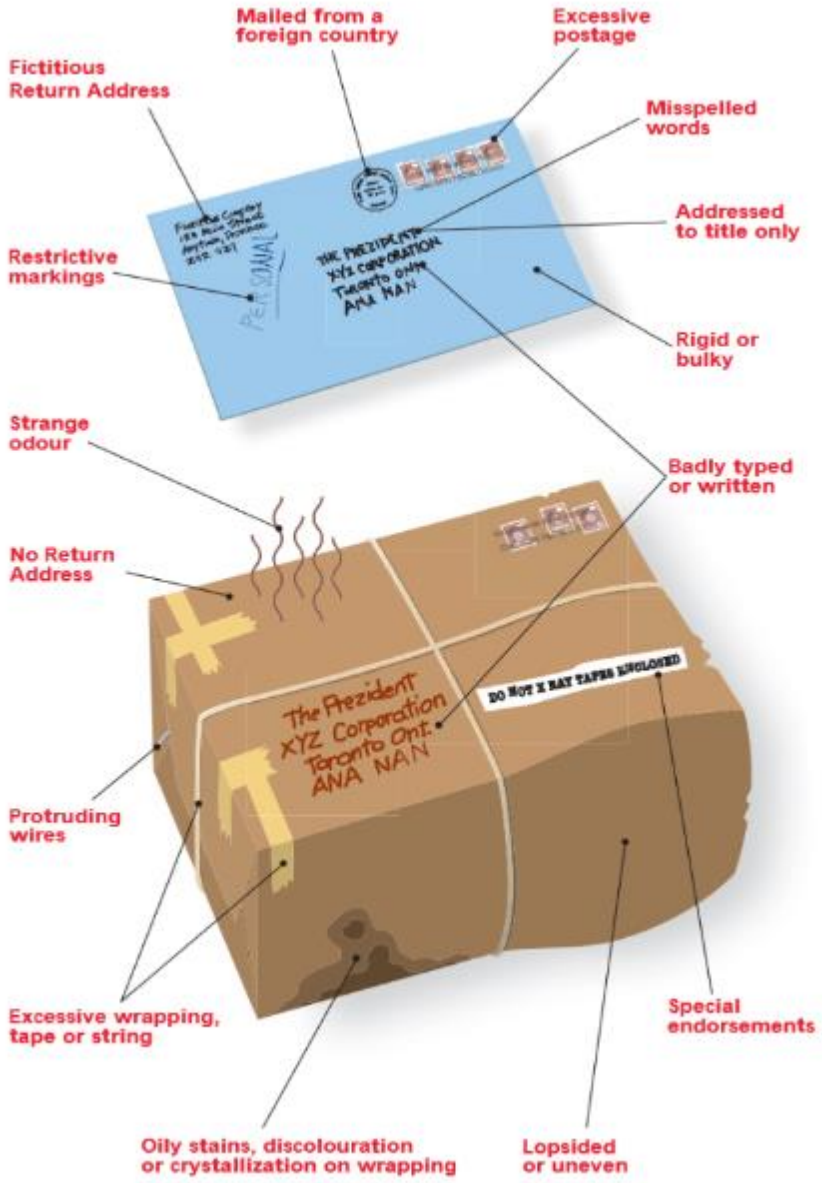


Figure 1: Signs of a suspicious package

In the event of an Active Shooter

Building Emergency Director, Floor Warden and Building Occupants – Instructions

An active shooter situation may not occur at UBC, but it can happen – either here or elsewhere. An active shooter is a person actively shooting at people, usually at random, in a confined or populated area. In most cases, there is no pattern or method to their actions. Active shooter situations evolve quickly and can be over in 10 to 15 minutes. Refer to www.ubc.ca or all updates in the event of an incident occurring (media reports may be unreliable).

If faced with an active shooter incident, there are THREE things you can do that make a difference. RUN, HIDE, FIGHT.

What to do if there is an active shooter is in your building

1. RUN (get out) if you determine it is safe. This is your first and best option.
2. Leave your belongings behind.
3. Advise others not to enter the danger zone.
4. Call 911 (RCMP) as soon as it is safe to do so. See Note 3.

What to do if evacuation from your building is not safe

1. Find a place to HIDE.
2. Lock and/ or barricade the door.
3. Turn off or silence your cell phone, including the vibrate feature.
4. Hide behind large objects if possible.
5. Stay low, below the window level and be quiet.
6. Close curtains or blinds where possible.
7. Await instructions or escort from law enforcement (if unsure they will have a key). If the fire alarm is activated, remain where you are and await further instructions from emergency personnel.

What to do if your life is in danger

1. FIGHT if you feel your life is in danger (it is the last resort).
2. Attempt to incapacitate the shooter.
3. Act with physical aggression.
4. Improvise weapons.
5. Commit to your actions.
6. Call 911 (RCMP) once the shooter is incapacitated. See Note 3.

What to do when law enforcement arrives

1. Keep your EMPTY hands raised and visible.
2. Remain calm and follow instructions.
3. Avoid pointing or yelling.

Note 3: The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter. Know that help for the injured is on its way. Lastly, the area is a crime scene. Police may secure all witnesses until identified and questioned.

Actions to Avoid:

- Do NOT use or hide in washrooms.
- Do NOT travel down long corridors.
- Do NOT assemble in large open areas (e.g. cafeterias).

Fire Evacuation Drills – Procedures and Records

As per BC Fire Code (See **Appendix 8: BC Fire Code 2012**, Section 2.8.3 Fire Drills), 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) Contact the Building Operation Service Centre (604 822 2173) to request an "Annual Fire Drill"
b) They submit a service request for a representative from Building Operations Fire Life Safety to sound the alarms in your building. The following information is required:
   - Date and time of drill (Recommended days are Tuesday to Thursday, Times to avoid are: 6:30 – 9:15am, 11:15 – 12:15, and 3:00pm – 3:30pm)
   - Location: Building name and address
   - Contact information of person making the request
c) A representative from Building Operations Fire Life Safety will contact you to confirm the date and time they will be able to attend.

If you have any questions about your building, contact your UBC Facility Manager

Record of Fire Drills

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

DATE/TIME	ARRANGED BY	TOTAL BUILDING EVACUATION TIME	ATTENDED BY FIRE DEPARTMENT? YES/NO
2014/10/21 @ 10 am	S. Margraff	*5:51 min*	No
2017/06/01 @ 10am	J. Pelletier	5:34 min	Yes
2018/06/19 @ 10am	M. Clarkson	5:28 min	No

Please indicate on the Joint Occupational Health and Safety Committee or Local Safety Team (LST) meeting minutes any follow up items noted following a fire drill.

NOTE: You must maintain records of fire drills conducted and forward the results (date and time of drill and total building evacuation time) to the Safety Program Advisor at SRS- Safety Programs

Appendix 1: Automated Emergency Defibrillator Locations

AED Location List- November 2016

This building does not have an AED. The nearest AED is located in the CEME Lobby - 6250 Applied Science Lane, Vancouver

AED Location	Building Address
Acadia Park Residences	2707 Tennis Crescent
Allard Hall (x 4 units)	1822 East Mall
Alumni Centre	6163 University Boulevard
Anthropology & Sociology	6303 NW Marine Drive
Aquatic Centre (NEW)	6080 Student Union Boulevard
Asian Centre	1871 West Mall
Barber Library	1961 East Mall
Baseball Training Facility	3085 Wesbrook Mall
Beaty Biodiversity Museum	2212 Main Mall
Belkin Art Gallery	1825 Main Mall
Biological Sciences	6270 University Boulevard
Bookstore	6200 University Boulevard
Botanical Gardens (x2)	6804 SW Marine Drive
Brock Hall	1874 East Mall
Buchanan Block A	1866 Main Mall
Buchanan Tower (x2)	1873 East Mall
Campus Security	2133 East Mall
Cecil Green Park House	6251 Cecil Green Park Road
Centre for Comparative Medicine	4145 Wesbrook Mall
Chan Centre for the Performing Arts	6265 Crescent Road
Chemical and Biological Engineering	2360 East Mall
Chemistry	2036 Main Mall
Child Care Services Main Office	2881 Acadia Road
Civil and Mechanical Engineering	6250 Applied Science Lane
CK Choi	1855 West Mall
Continuing Studies	2121 West Mall
David Strangway	5950 University Boulevard
Donald Rix (3rd Floor Parking Office)	2389 Health Sciences Mall
Doug Mitchell Thunderbird Sports Centre	6066 Thunderbird Blvd
Earth Systems Science (ESSB)	2207 Main Mall
Environmental Services Facility (ESF)	6025 Nurseries Road
First Nations Longhouse	1985 West Mall
Food, Nutritional & Health	2205 East Mall
Forest Sciences	2424 Main Mall
Frank Forward	6350 Stores Road
Fraser Hall Residence	2550 Wesbrook Mall

Friedman	2177 Wesbrook Mall
Gage Residence	5959 Student Union Boulevard
Geography	1984 West Mall
Green College	6201 Cecil Green Park Road
Hennings	6224 Agricultural Road
Henry Angus	2053 Main Mall
Huckleberry Daycare	#101 2725 Osoyoos Crescent
ICICS/CS	2366 Main Mall
International House	1783 West Mall
Iona Building (School of Economics)	6000 Iona Drive
JB McDonald	2199 Wesbrook Mall
Jack Bell – Social Work	2080 West Mall
Kaiser	2332 Main Mall
Kenny	2136 West Mall
Klinck	6356 Agricultural Road
Koerner Library	1958 Main Mall
Life Sciences Centre	2350 Health Sciences Mall
Liu Centre	6476 NW Marine Drive
MacMillan	2357 Main Mall
Marine Drive Residence (Building 3)	2205 Lower Mall (Building 3)
Michael Smith Laboratories	2185 East Mall
Museum of Anthropology	6393 Northwest Marine Drive
Music	6361 Memorial Road
NEST (AMS)	6133 University Boulevard
Old Administration	6328 Memorial Road
Old Rugby Pavilion	2584 East Mall
Orchard Commons (x2)	6363 Agronomy Road
Osborne Centre (Building #1) (x 2 units)	6108 Thunderbird Blvd.
Osborne Centre (Building #2) (x 2 units)	6108 Thunderbird Blvd
Owl at the Barn Daycare	2323 Main Mall
Parking Impound Office	2451 East Mall
Pharmaceutical Sciences	2405 Wesbrook Mall
Place Vanier Residence	1935 Lower Mall
Ponderosa Commons Residence	2075 West Mall
Point Grill Restaurant (Building 4) at Marine Drive Residence	2205 Lower Mall (Building 4)
Pulp & Paper	2385 East Mall
Rosegarden Parkade	6278 NW Marine Drive
Scarfe	2125 Main Mall
School of Population Health	2206 East Mall
Sitka Daycare Centre	5620(B) Osoyoos Crescent
St. John's College	2111 Lower Mall
Student Rec Centre	6000 Student Union Boulevard
TEF 3	6190 Agronomy Road

Tennis Centre	6160 Thunderbird Boulevard
Thunderbird Residence	6335 Thunderbird Crescent
Thunderbird Stadium (x 6 units)	6288 Stadium Road
Thunderbird Warehouse	2440 West Mall
Totem Residence	2525 West Mall
UBC Farm	3461 Ross Drive
University Centre	6331 Crescent Road
University Neighbourhood Association (UNA) - Old Barn Community Centre	6308 Thunderbird Boulevard
University Services Building	2329 West Mall
War Memorial Gym	6081 University Boulevard
Wesbrook	6174 University Boulevard
West Coast Suites at UBC	5961 Student Union Boulevard
Woodward IRC	2194 Health Sciences Mall

NOTE: This AED location list was put together in November 2016, so new AEDs can exist in your building or around campus since list was added to the BERP. Please check SRS Website for the most up-to-date locations of AEDs.

Appendix 2: Emergency Response Key Plans

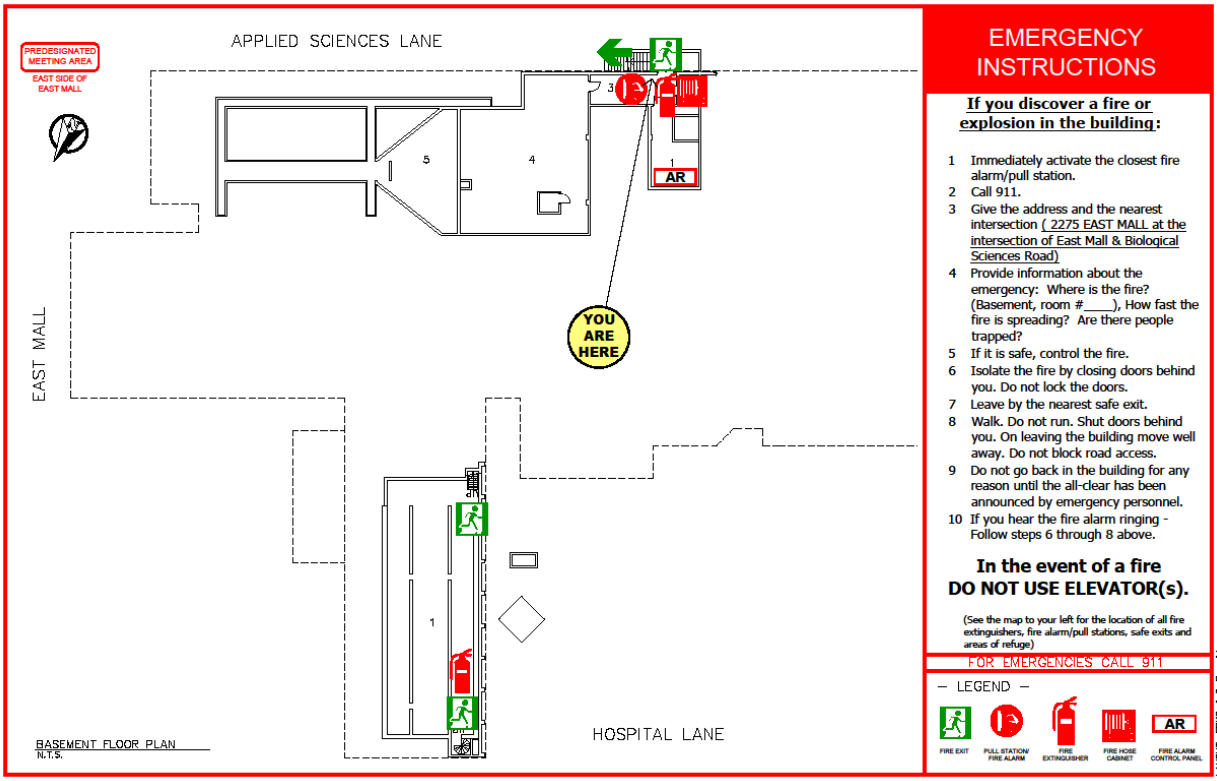
To obtain Emergency Response Key Plans for your building, send an email to: records.section@ubc.ca and specify the building of interest.

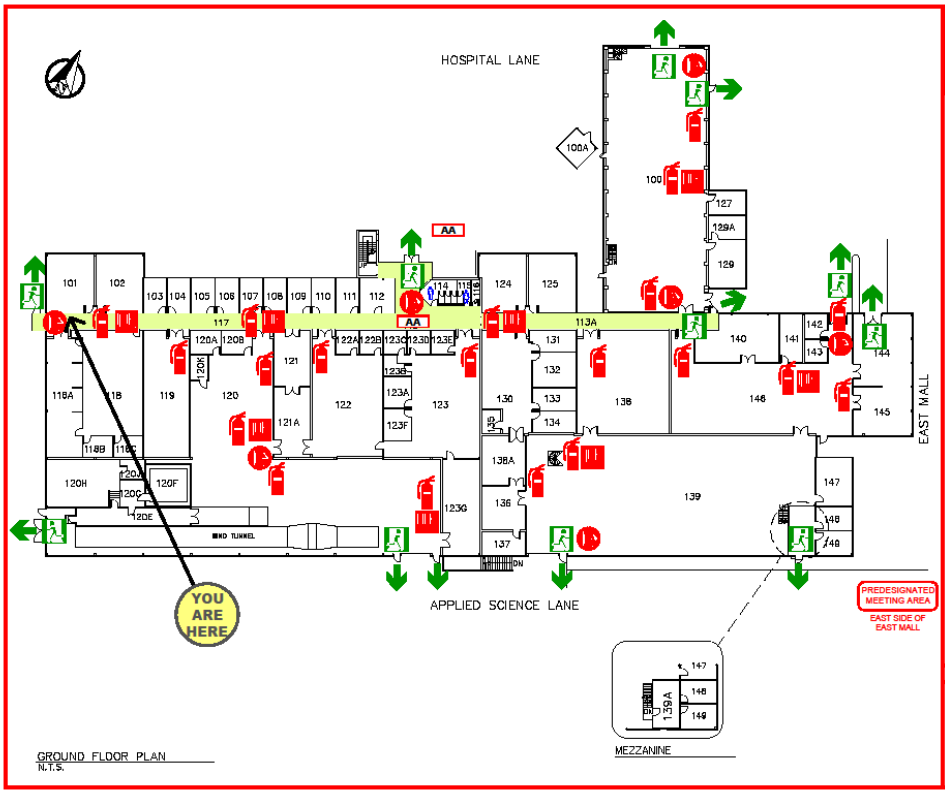
If modifications to your EKP are required or your EKP's are not uploaded, contact Pauline Li (Pauline.li@ubc.ca)

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

Click on check box to fill in

☐ Automated External Defibrillators (AEDs)
☒ Emergency exits
☐ Emergency lighting
☐ Emergency power
☒ Fire alarm pull station
☒ Fire extinguisher(s)
☒ Fire hose cabinets & standpipes
☐ Fire hydrant(s)
☐ Fire pump
☐ Sprinkler system
☐ Area(s) of Refuge


PREDESIGNATED MEETING AREA
EAST SIDE OF EAST MALL
APPLIED SCIENCES LANE
EAST MALL
HOSPITAL LANE
YOU ARE HERE
AR
BASEMENT FLOOR PLAN
N.T.S.
EMERGENCY INSTRUCTIONS
If you discover a fire or explosion in the building:
1 Immediately activate the closest fire alarm/pull station.
2 Call 911.
3 Give the address and the nearest intersection (2275 EAST MALL at the intersection of East Mall & Biological Sciences Road)
4 Provide information about the emergency: Where is the fire? (Basement, room #____), How fast the fire is spreading? Are there people trapped?
5 If it is safe, control the fire.
6 Isolate the fire by closing doors behind you. Do not lock the doors.
7 Leave by the nearest safe exit.
8 Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9 Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10 If you hear the fire alarm ringing - Follow steps 6 through 8 above.
In the event of a fire DO NOT USE ELEVATOR(s).
(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)
FOR EMERGENCIES CALL 911
– LEGEND –
FIRE EXIT
PULL STATION/ FIRE ALARM
FIRE EXTINGUISHER
FIRE HOSE CABINET
FIRE ALARM CONTROL PANEL



EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (2275 EAST MALL at the intersection of East Mall & Biological Sciences Road)
4. Provide information about the emergency: Where is the fire? (Ground Floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire DO NOT USE ELEVATOR(s).

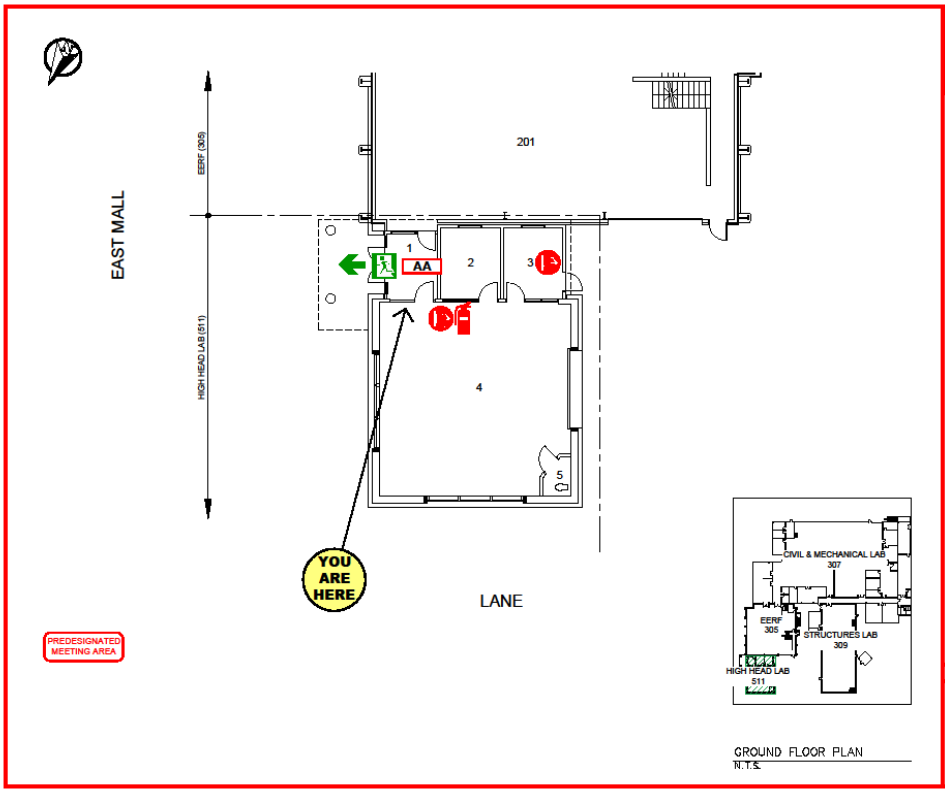
(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)

FOR EMERGENCIES CALL 911

– LEGEND –

EXIT | PULL STATION/ FIRE ALARM | FIRE EXTINGUISHER | FIRE HOSE CABINET | AA FIRE ALARM ANNUNCIATOR

LAYOUT: EPKP-1 3-Sep-14



EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (2225 EAST MALL at the intersection of EAST MALL & BIOLOGICAL SCIENCES ROAD)
4. Provide information about the emergency: Where is the fire? (Ground Floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire DO NOT USE ELEVATOR(s).

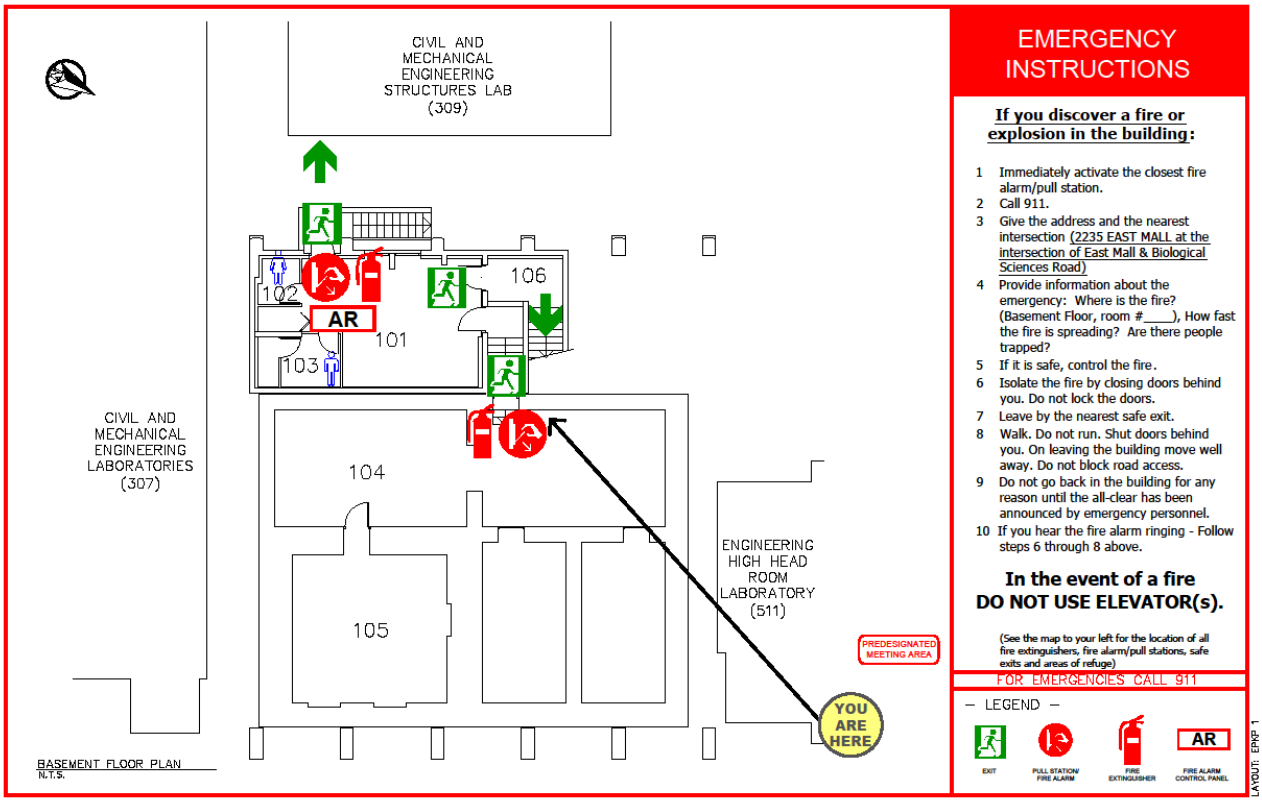
(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)

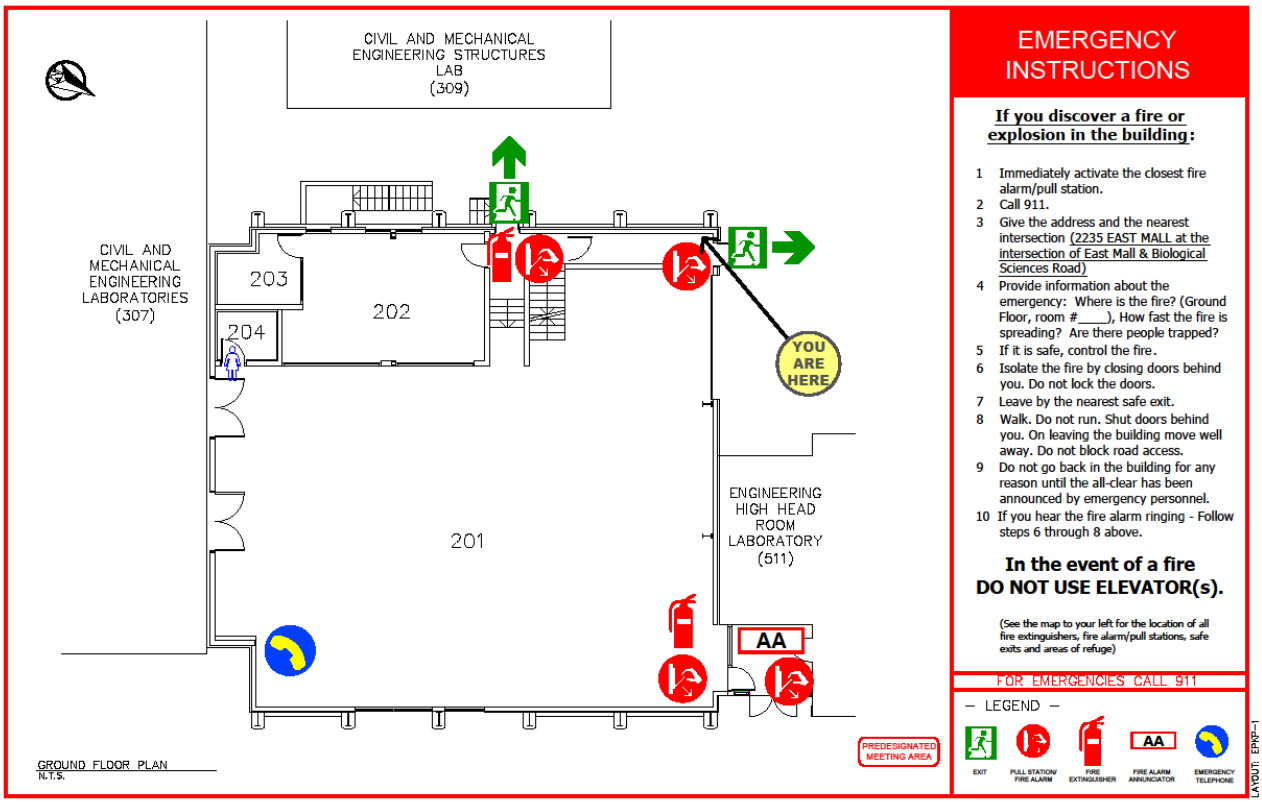
FOR EMERGENCIES CALL 911

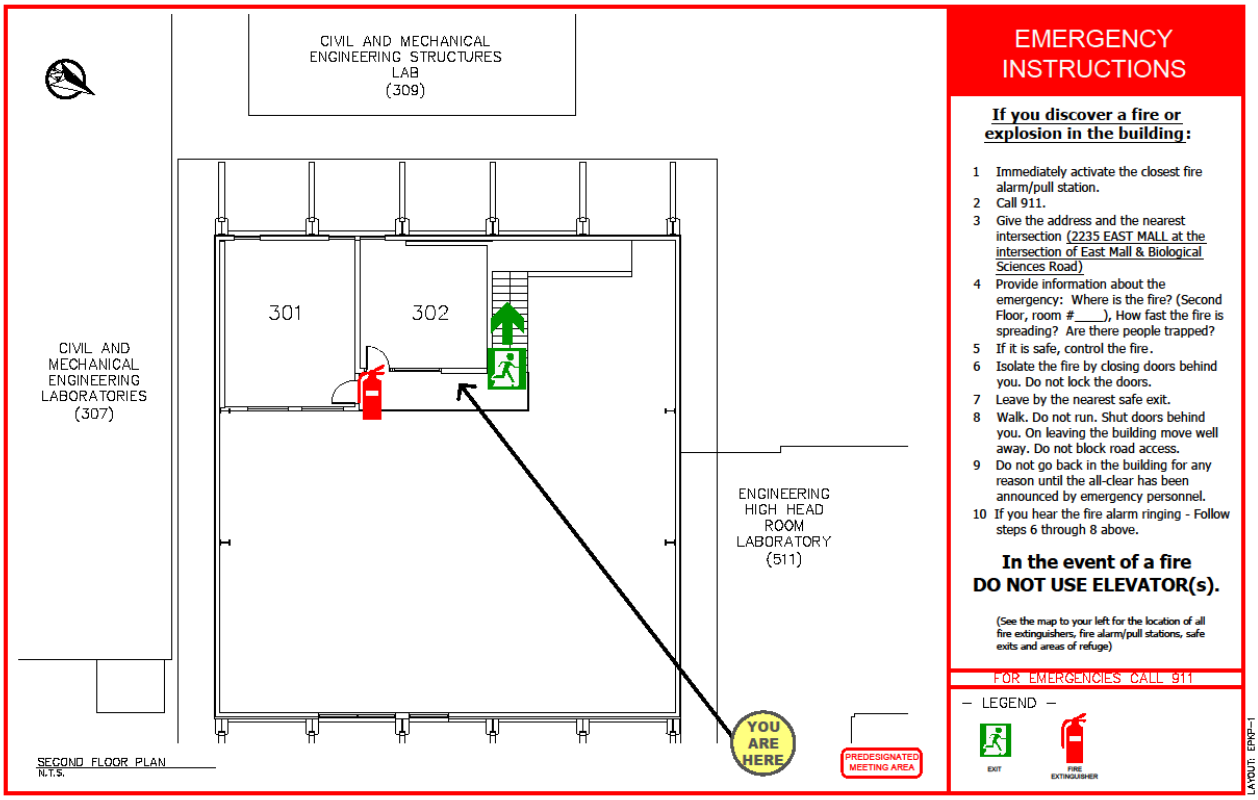
– LEGEND –

FIRE EXIT | PULL STATION/ FIRE ALARM | FIRE EXTINGUISHER | AA FIRE ALARM ANNUNCIATOR

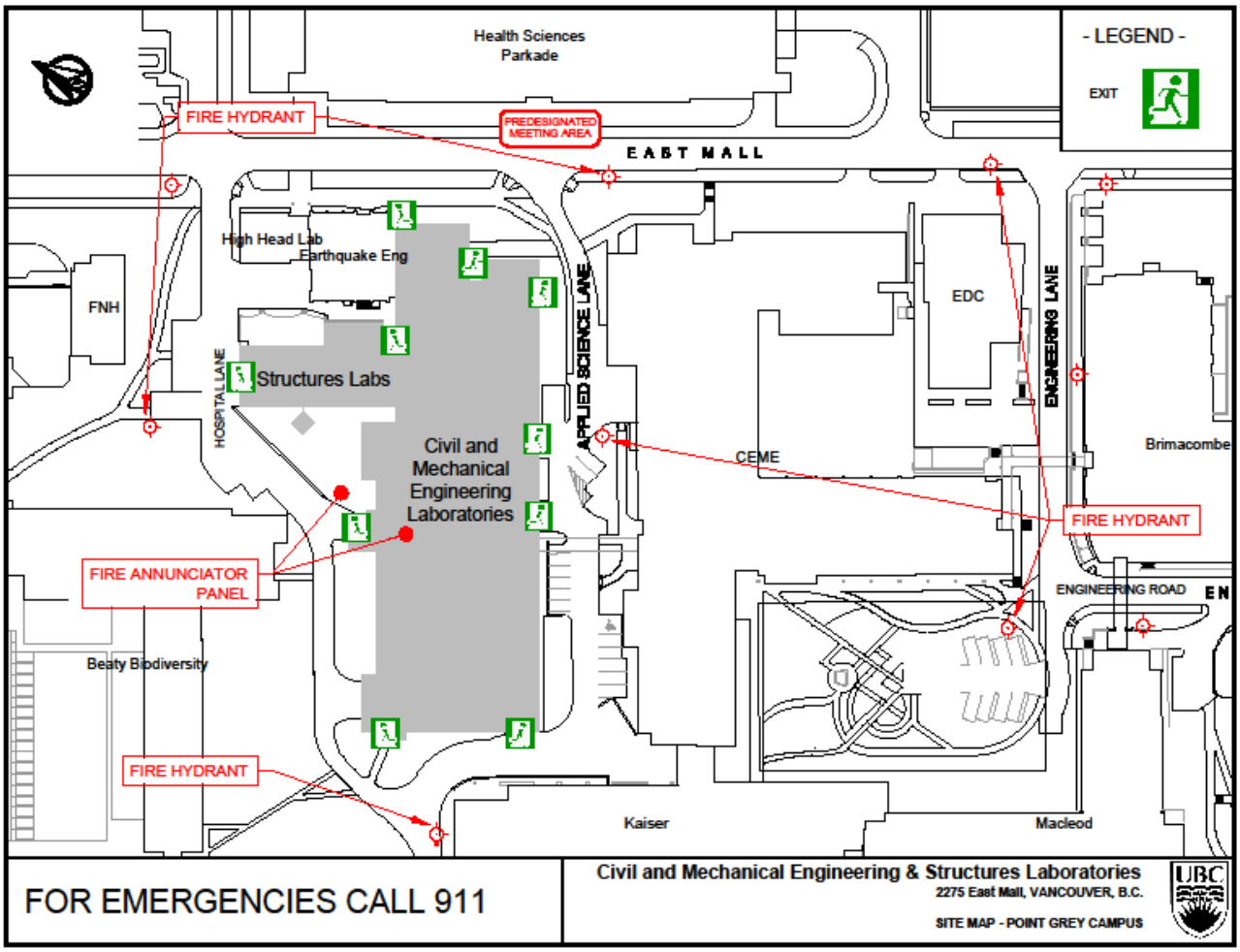
LAYOUT: EPKP-1(2) 5-Jun-17 DIGIBEERIAN HIGH HEAD ROOM LABORATORY

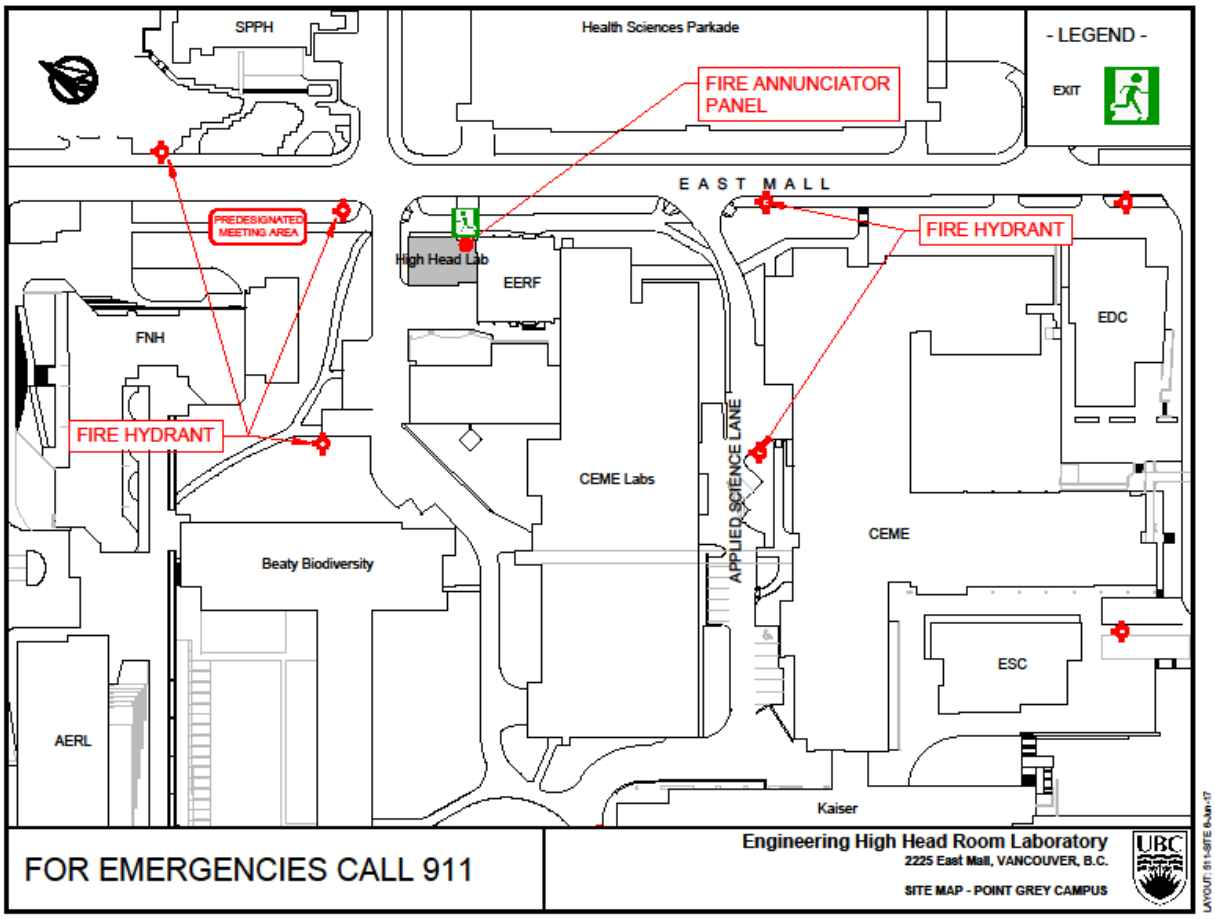

CIVIL AND MECHANICAL ENGINEERING STRUCTURES LAB (309)
102
AR
101
106
103
104
105
CIVIL AND MECHANICAL ENGINEERING LABORATORIES (307)
ENGINEERING HIGH HEAD ROOM LABORATORY (511)
PREDESIGNATED MEETING AREA
YOU ARE HERE
BASEMENT FLOOR PLAN
N.T.S.
EMERGENCY INSTRUCTIONS
If you discover a fire or explosion in the building:
1 Immediately activate the closest fire alarm/pull station.
2 Call 911.
3 Give the address and the nearest intersection (2235 EAST MALL at the intersection of East Mall & Biological Sciences Road)
4 Provide information about the emergency: Where is the fire? (Basement Floor, room #____), How fast the fire is spreading? Are there people trapped?
5 If it is safe, control the fire.
6 Isolate the fire by closing doors behind you. Do not lock the doors.
7 Leave by the nearest safe exit.
8 Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9 Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10 If you hear the fire alarm ringing - Follow steps 6 through 8 above.
In the event of a fire DO NOT USE ELEVATOR(s).
(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)
FOR EMERGENCIES CALL 911
– LEGEND –
EXIT
PULL STATION/ FIRE ALARM
FIRE EXTINGUISHER
AR
FIRE ALARM CONTROL PANEL
LAYOUT: EPRP 1

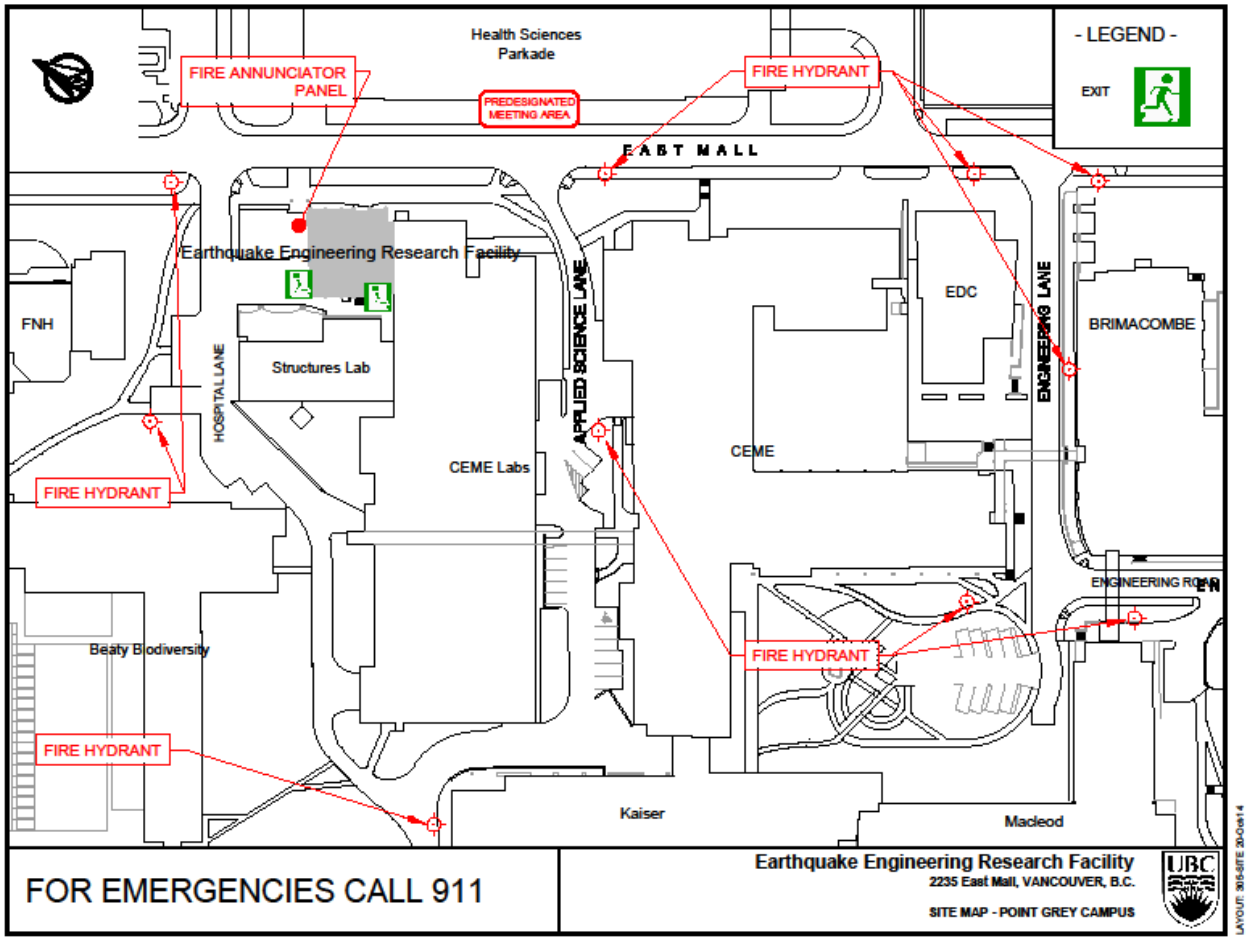

CIVIL AND MECHANICAL ENGINEERING STRUCTURES LAB (309)
CIVIL AND MECHANICAL ENGINEERING LABORATORIES (307)
203
202
204
201
YOU ARE HERE
ENGINEERING HIGH HEAD ROOM LABORATORY (511)
AA
PREDESIGNATED MEETING AREA
GROUND FLOOR PLAN
N.T.S.
EMERGENCY INSTRUCTIONS
If you discover a fire or explosion in the building:
1 Immediately activate the closest fire alarm/pull station.
2 Call 911.
3 Give the address and the nearest intersection (2235 EAST MALL at the intersection of East Mall & Biological Sciences Road)
4 Provide information about the emergency: Where is the fire? (Ground Floor, room #____), How fast the fire is spreading? Are there people trapped?
5 If it is safe, control the fire.
6 Isolate the fire by closing doors behind you. Do not lock the doors.
7 Leave by the nearest safe exit.
8 Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9 Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10 If you hear the fire alarm ringing - Follow steps 6 through 8 above.
In the event of a fire DO NOT USE ELEVATOR(s).
(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)
FOR EMERGENCIES CALL 911
– LEGEND –
EXIT
PULL STATION/ FIRE ALARM
FIRE EXTINGUISHER
AA
FIRE ALARM ANNUNCIATOR
EMERGENCY TELEPHONE
LAYOUT: EPRP-1


CIVIL AND MECHANICAL ENGINEERING STRUCTURES LAB (309)
301
302
CIVIL AND MECHANICAL ENGINEERING LABORATORIES (307)
ENGINEERING HIGH HEAD ROOM LABORATORY (511)
YOU ARE HERE
PREDESIGNATED MEETING AREA
SECOND FLOOR PLAN
N.T.S.
EMERGENCY INSTRUCTIONS
If you discover a fire or explosion in the building:
1 Immediately activate the closest fire alarm/pull station.
2 Call 911.
3 Give the address and the nearest intersection (2235 EAST MALL at the intersection of East Mall & Biological Sciences Road)
4 Provide information about the emergency: Where is the fire? (Second Floor, room #____), How fast the fire is spreading? Are there people trapped?
5 If it is safe, control the fire.
6 Isolate the fire by closing doors behind you. Do not lock the doors.
7 Leave by the nearest safe exit.
8 Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9 Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10 If you hear the fire alarm ringing - Follow steps 6 through 8 above.
In the event of a fire DO NOT USE ELEVATOR(s).
(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)
FOR EMERGENCIES CALL 911
– LEGEND –
EXIT
FIRE EXTINGUISHER
LAYOUT: EPKP-1

Appendix 3: Building Site Plan




SPPH
Health Sciences Parkade
- LEGEND -
EXIT
FIRE ANNUNCIATOR PANEL
EAST MALL
PREDESIGNATED MEETING AREA
High Head Lab
EERF
FIRE HYDRANT
FNH
EDC
FIRE HYDRANT
CEME Labs
APPLIED SCIENCE LANE
CEME
Beaty Biodiversity
ESC
AERL
Kaiser
FOR EMERGENCIES CALL 911
Engineering High Head Room Laboratory
2225 East Mall, VANCOUVER, B.C.
SITE MAP - POINT GREY CAMPUS
UBC


Health Sciences Parkade
FIRE ANNUNCIATOR PANEL
PREDESIGNATED MEETING AREA
FIRE HYDRANT
- LEGEND -
EXIT
EAST MALL
Earthquake Engineering Research Facility
FNH
HOSPITAL LANE
Structures Lab
APPLIED SCIENCE LANE
EDC
ENGINEERING LANE
BRIMACOMBE
CEME Labs
CEME
FIRE HYDRANT
ENGINEERING ROAD
Beaty Biodiversity
FIRE HYDRANT
FIRE HYDRANT
Kaiser
Macleod
FOR EMERGENCIES CALL 911
Earthquake Engineering Research Facility
2235 East Mall, VANCOUVER, B.C.
SITE MAP - POINT GREY CAMPUS
UBC

Appendix 4: Persons Requiring Assistance

Providing assistance is entirely voluntary and can be performed to varying degrees as seen below:

Type of assistance provided includes:

- Guidance
  - Explaining information about where to go, the type of emergency occurring, and what needs to be done
  - Escorting the persons to the Area of Refuge (if applicable) or safe location to shelter or to the exit
- Minor Physical Effort
  - Offering an arm to assist the persons
  - Opening the door(s)
- Major Physical Effort
  - Operating a stair-descent device
  - Participating in carrying a wheelchair down the stairs
  - Carrying a person down the stairs

Training

Where person(s) with impairment(s) has to make an exceptional effort to get out unaided, it may not be practical for them to practice during drills. However, timing a short section of the escape will assist in establishing how long a full escape might take.

Where will the person(s) start providing assistance?

- From the location of the Person Requiring Assistance
  - The person providing assistance and the person requiring assistance should determine the best method for communication (face-to-face, phone, e-mail, etc.) prior to an emergency evacuation.
- From a specific, predetermined location such as the entry to the stairs.

How will the person(s) providing assistance be contacted?

- Face-to-face
- Phone
- Email

When will the person(s) provide assistance?

- Always
- Only when asked

Appendix 4: Persons Requiring Assistance

Mobility

Mobility impairments include individuals with wheelchairs, individuals who can walk but with difficulty, individuals who have difficulty using building features such as stairs, individuals with respiratory impairments, etc. Additionally, persons with mobility impairments can hear standard alarms and voice announcements and can see activated visual notification appliances (strobe lights) that warn of danger and the need to evacuate.

People with any type of mobility impairments should be provided with a map showing all emergency evacuation routes including alternate evacuation routes. Written plans should include information on assistance devices (i.e. where they are kept, how to use them, etc.) and/ or the type of method used to carry an individual (e.g. cradle carry or swing carry), if applicable. Training, practice, and an understanding of the benefits and risks of using assistance devices and/ or carrying methods are important and necessary aspects of the planning process.

Important notes:

- Persons with mobility impairments may require assistance with operating door locks, latches, and other devices due to impairments of their hands, fingers, legs, feet, or arms.
- Persons with mild to severe mobility impairment may require assistance to exit the building. A personal evacuation plan should be developed (See Appendix 5: Personal Evacuation Plan).

Cognitive

Persons with cognitive impairments can understand hear standard alarms and voice announcements and see visual indicators that warn of danger and the need to evacuate. However, they may not have the ability to recognize and understand emergency alarm systems or other emergency features and what they mean. If person does not recognize and understand alarms systems or emergency features, then plans need to be developed.

Cognitive impairments prevent a person from using or accessing building features due to an in an inability to process or understand the information necessary to use the features. In general, persons with cognitive impairments have some decreased level of ability to process or understand information or situations. It should be verified whether a person with a cognitive impairment has the ability to find and use the exits. If not, plans for assistance need to be developed.

Possible accommodations for emergency evacuation for people with cognitive impairments:

- Providing a picture book of drill procedures and/ or simple floor plans
- Colour coding fire doors and exit ways
- Implementing a buddy system
- Using a job coach for training

Appendix 4: Persons Requiring Assistance

Visual

- Persons with visual impairments (i.e. blind or with low vision) can hear standard building fire alarms and voice announcements that warn danger or the need to evacuate or that provide instructions. On the other hand, persons with visual impairment may not be able to evacuate on their own. It is important to verify prior to an emergency evacuation if persons with visual impairments can evacuate unassisted or not (this information should be detailed in a personal evacuation plan). See Appendix 5: Personal Evacuation Plan Template.

Important notes:

- Exit signage and directional signage for those with visual impairments is clearly and strictly specified by codes (requirements include type, size, spacing, color of letters, etc.). Tactile signage must be designed and properly located so they can be readily found by a person with a visual impairment from any direction of approach to the exit access.
- If tactile signage is used in the workplace, it may be practical to physically take persons with visual impairments to these areas.
- During an emergency evacuation, pre-determined evacuation routes may be obstructed, persons with visual impairment will need to know if an alternate route should be taken.

The personal evacuation plan for a person with a visual impairment needs to be prepared and kept in the alternative format preferred by that person, including but not limited to Braille, large type, or tactile characters.

Speech

People with speech impairments can hear standard alarms and voice announcements and can see visual indicators that warn of danger and the need to evacuate. Once notified, people with speech impairments can use any standard means of egress and can read and follow standard exit and directional signs.

Elevators are required to have both a telephone and an emergency signaling device. People with speech impairments should be aware of whether the telephone is limited to voice communications and where the emergency device rings - whether it connects or rings inside the building or to an outside line - and who would be responding to it. Additionally, they may need some assistance with voice communication devices in an elevator.

Hearing

Persons with hearing impairments cannot hear alarms and voice announcements that warn of danger and the need to evacuate. Many codes require new buildings to have flashing strobe lights (visual devices) as part of the standard building alarm system, but because the requirements are not retroactive many buildings do not have them. Additionally, strobe lights are required only for fire alarm systems and simply warn that there may be a fire, and not for other type of emergency evacuations systems.

It is extremely important for people with hearing impairments to know what visual notification systems are in place. They need to be aware of which emergencies will activate the visual notification systems and which emergencies will not. Alternative methods of notification need to be put in place in your workplace for people with hearing impairments so they can get all the information they need to evacuate in a timely manner.

Once notified, people with hearing impairments can read and follow standard exit and directional signs.

Important notes:

- If a person with a hearing impairment is likely to be in one location for a significant period of time, such as at a desk in an office, installation of a reader board in the work area might be useful.
- Other notification methods include personal notification devices which can be activated by a building's alarm system, instant email, or phone communications.

General Tips for persons requiring assistance

- Ask others for input, such as community directors, staff, faculty, supervisors, and co-workers.
- Choose two evacuation routes for each building
- Assign primary and alternate assistants
- Do not consider using elevators in your plan
- Consider alternative carry and/or communication methods.
- Attach written instructions to all disability related equipment
- Think about your needs for preparedness kits, for example, disability related equipment, communication devices, service animal food, and three days' worth of medication, if applicable.
- Have a list of all your medications (names, dose, frequency, and name of doctor).
- Have easy access to emergency contact information at all time.
- Participate in drills and review effectiveness of plan.

References

Dartmouth College. (September 2005). Special Assistance Needs and Disability Emergency Building Evacuation Plan.

NFPA. (June 2016). Emergency Evacuation Planning Guide for People with Disabilities. National Fire Protection Association.

Appendix 5: Personal Evacuation Plan

Identifying the persons requiring assistance

The Building Emergency Director should distribute the Qualtrics Survey to all UBC occupants in the building to gather information on persons requiring assistance. Note that information collected in this survey will be received by the Occupational and Research Safety Associate in Safety Risk Services. This information will be shared with the Building Emergency Director and Floor Warden who will then work with those personnel who have self-identified themselves as requiring assistance to develop a personal evacuation plan. Relevant health or special needs information will be collected at this time. In any case, when a Building Occupant is left in the building during an emergency evacuation the Floor Warden, Building Emergency Director, and the Fire Department need to be immediately notified.

Providing assistance is entirely voluntary and can be performed to varying degrees. Predetermined persons providing assistance can be anyone in the office or building such as a co-worker, friend, building staff, supervisor, Building Floor Warden, etc. Whether one person or multiple people are required to provide assistance, alternate people should be identified and this information should be recorded in the Personal Evacuation Plan.

To respect personal privacy, please do not distribute or publish these plans. Please remove these pages from the BERP before widely distributing the BERP within the building.

The completed forms are to be kept in a binder with the BERP in a controlled access area so they are not readily available to others. There should be a regular review of persons who need assistance, especially if need is only temporary. If assistance is no longer required, the Personal Evacuation Plan will be kept locked up for one year and then shredded as per BC's *Freedom of Information and Protection of Privacy Act* requirements.

Appendix 5: Personal Evacuation Plan

Personal Evacuation Plan Developed for: Name _____

PART 1: YOUR PRIMARY LOCATION		
Building	Room Number	Department
PART 2: YOUR CONTACT INFORMATION		
Primary Phone	Cell Phone	Email Address
PART 3: DURATION OF ASSISTANCE		
Detail if assistance is required for a temporary time frame or permanent (throughout entire employment duration)		
PART 4: TYPE OF ASSISTANCE		
Detail the number of assistants required and the role of the assistant considering the following factors (use of disability related equipment, use of area of refuge or "safe location to shelter," assisting until a certain point or until safely out of the building, are service animals involved?)		
PART 5: CONTACT INFORMATION FOR PRIMARY ASSISTANT(S)		
Primary Phone	Cell Phone	Email Address
PART 6: CONTACT INFORMATION FOR ALTERNATE* ASSISTANT (S) *Alternates are to assist when the primary assistants are not available		
Primary Phone	Cell Phone	Email Address
PART 7: PRIMARY EVACUATION ROUTE		
Describe the primary route that will be taken and attach a map outlining it		
PART 8: SECONDARY EVACUATION ROUTE		
Describe the secondary route that will be taken and attach a map outlining it		
PART 9: TRAINING FOR THE ASSISTANT		
Is Training required for the assistant?	Is the required training completed by the assistant?	Is there documentation showing completed training?
PART 10: PERSONAL EMERGENCY PREPAREDNESS KIT (if applicable)		
Detail the location of any Personal Emergency Preparedness Kit		

Appendix 6: Elevator Upgrade Project

The Elevator Code has been revised to ensure that the fire department can use the elevator during a fire. As a result of the is code the university has performed upgrades elevators that enable the Fire Department the ability to manually control elevators in emergency situations. The upgraded elevators will have a smoke detector installed in the lobby of the elevator on every floor. When smoke is detected, the elevators will not operational to building occupants but can still be manually operated by the fire department. For more information on these upgrades please contact Building Operations Fire Life Safety at fls.buildingops@ubc.ca

Appendix 7: Operating a Fire Extinguisher

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

Building Floor Wardens should concentrate on a safe evacuation of their area of responsibility if they are not trained in fire extinguisher operation.

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 Building Operations Service Centre at 604-822-2173 and arrange for the fire extinguisher to be recharged.

*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 8: BC Fire Code 2012 Excerpt

British Columbia Fire Code 2012, 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, <care,* treatment 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 of the BC Fire Code).

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 of the BC Fire Code),

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 of the BC Fire Code),

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 of the BC Fire Code).

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, <Treatment> and Detention Occupancies

1) A sufficient number of *supervisory staff* shall be on duty in *care, <treatment>* and *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 Division B 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 procedures 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 Division B 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, at each elevator entrance on each floor level, a permanently mounted fire safety sign or symbol indicating that the elevator is not to be used in case of fire.

5) The sign or symbol required by Sentence 2.8.2.7. (4) shall be at least 100 mm in height and width and shall be designed in accordance with NFPA 170 “Standard for Fire Safety and Emergency 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 participating *supervisory staff,*

   e. The features of fire emergency systems installed in *buildings* within the scope of Subsection 3.2.6. of Division B of the British Columbia Building Code, and

   f. The requirements of the fire department.

   (See Appendix A of the BC Fire Code.)

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 Division B of the British Columbia Building Code, such drills shall be held at intervals not greater than 2 months.

Appendix 9: 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	NAME (TITLE)
Fire Department	**Rick Cheung** (Assistant Chief- Fire Protection Engineer UEL/UBC)
UBC Building Operations	**Naval Aery** (Fire & Life Safety Head)
UBC Campus Security	**Rob McCloy** (Executive Director of Campus Security)
UBC Energy and Water Services	**Richard Hugli** (Senior Manager – Electrical Utilities, Engineering & Utilities)
UBC Safety Risk Services	**Ron Holton** (Chief Risk Officer)
	Bruce Anderson (Director, Occupational & Research Health & Safety)
	Danny Smutylo (Director, Emergency Management)
	Paul Nakagawa (Safety Programs Advisor)
	Teela Narsih (Occupational and Research Safety Associate)