

Building Emergency Response Plan

Pharmaceutical Sciences Building

2405 Wesbrook Mall

Vancouver, BC V6T 1Z3

Last Reviewed: July 2024

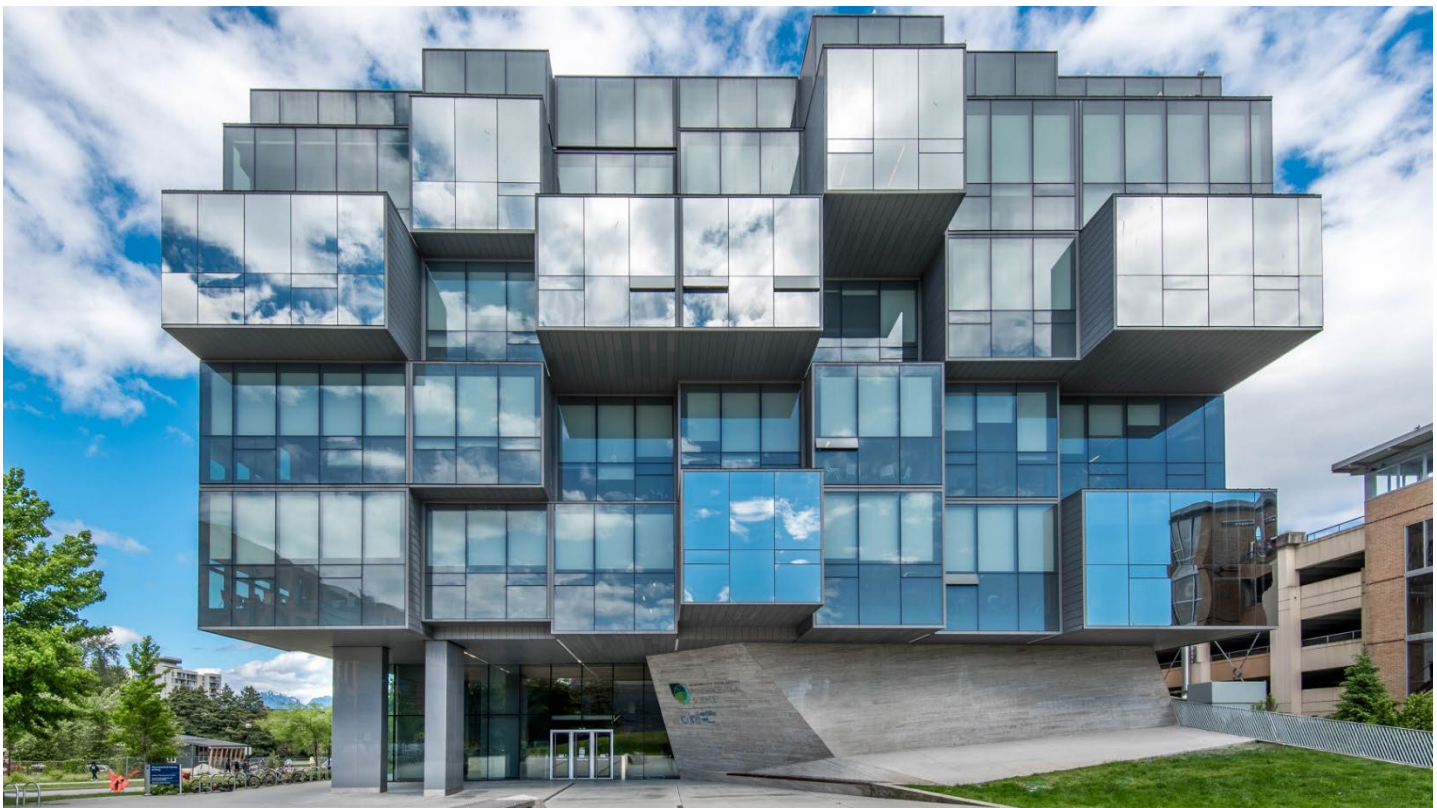




Table of Contents

UBC Emergency Contacts	3
Emergency Response Plan and Alerts.....	4
Objectives.....	5
Responsibilities	6
Life Safety Systems and Building Features	9
Contacts: Building Emergency Directors and Building Floor Wardens	11
Disability, Accessibility and Individualized Evacuation Plans.....	14
Occupational First Aid	15
Emergency Procedures – Building Fire	16
Emergency Procedures – Building Fire	17
Emergency Procedures – Power Outage	19
Emergency Procedures – Earthquake.....	20
Emergency Procedures – Earthquake.....	21
Emergency Procedures – Explosion or Fire due to Hazardous Materials.....	24
Emergency Procedures – Gas Leak	25
Emergency Procedures – Chemical, Biological or Radiation Spill.....	26
Emergency Procedures – Bomb Threat	27
Emergency Procedures – Suspicious Package.....	28
Emergency Procedures – Active Threat.....	29
Fire Evacuation Drills – Procedures and Records	31
Appendix 1: Emergency Procedure Key Plans.....	32
Appendix 2: Building Site Plan	36
Appendix 3: Disability and Accessibility Considerations	37
Appendix 4: Individualized Evacuation Plan (IEP)	39
Appendix 5: Elevator Upgrade Project.....	41
Appendix 6: Operating a Fire Extinguisher	42
Appendix 7: Contributors and Resources	43



UBC Emergency Contacts

Call 9-1-1

POLICE | FIRE | AMBULANCE | HAZARDOUS SPILL

RCMP Non-Emergency: 604-224-1322

Important: When calling 9-1-1, please provide the address of the building you are in or closest to.

BUILDING Pharmaceutical Sciences Building

BUILDING 2405 Wesbrook Mall, Vancouver, BC V6T 1Z3

CAMPUS SECURITY

UBC Campus Security.....604-822-2222
AMS SafeWalk.....604-822-5355

FIRST AID

Medical Emergencies..... 9-1-1, then call First Aid
UBC Faculty, Staff, and Student-staff.....604-822-4444
UBC Students and Visitors..... 604-822-2222
Closest Automated External Defibrillator.....Atrium level 1, beside east elevators

SAFETY

Safety & Risk Services (SRS).....604-822-2029
Biological & Radiation Safety.....604-822-9527
Chemical Safety604-827-3409
Emergency Management604-822-1237
UBC Equity & Inclusion.....604-827-1773
UBC Counselling Services604-822-3811
UBC Student Health604-822-7011
AMS Sexual Assault Support Centre.....604-827-5180
Sexual Violence Prevention & Response (SVPRO).....604-822-1588
Report an Accident or Incident.....www.cairs.ubc.ca

FOR MORE INFORMATION

Safety & Risk Services
srs.ubc.ca
604-822-2029

Download the
UBC Safe Vancouver App



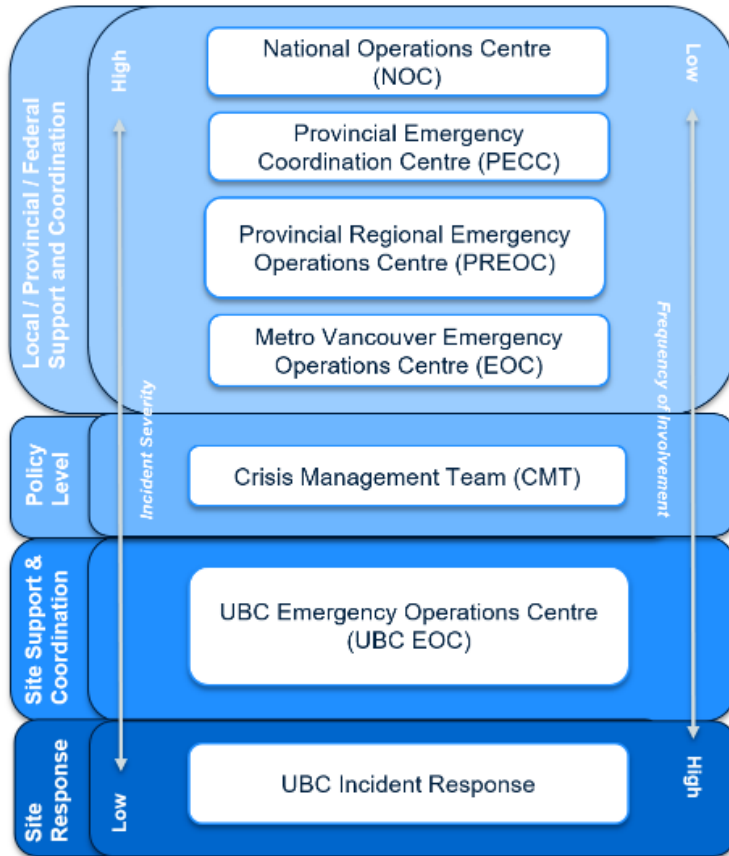
srs.ubc.ca/ubcsafe





Emergency Response Plan and Alerts

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.



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.

Figure 1: BC Emergency Management System Response Structure

How to receive UBC Alerts

1. UBC Alert

Update your contact information on [Workday](#) (for staff and faculty) or the [Student Service Centre](#) (for students) to ensure you receive the latest information in urgent situations through UBC Alert.

2. UBC Safe Vancouver App

[Download the UBC Safe Vancouver App](#) for direct access to campus safety resources and *turn on push notifications to receive timely alerts and notifications.*

3. Monitor www.ubc.ca for information and updates



Objectives

The objectives of the Pharmaceutical Sciences 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 6-7 "[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 is responsible for:

- Updating the BERP annually or whenever there is a significant change in the building (eg. renovation)
- Emailing a copy of the completed BERP to safety.risk@ubc.ca with any completed individualized evacuation plans removed.
- Liaising with the Fire Chief to provide a summary of the evacuation and any other relevant information
- Collaborating with building floor wardens to ensure they are adequately trained to lead a safe building evacuation
- Organizing annual building fire drills
- Ensuring each floor has enough floor wardens to properly evacuate the building and that they are adequately trained to perform their duties in fire prevention and emergency evacuation of 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.
 - 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).
- Ensuring any deficiencies that floor wardens notify you of are rectified. The following resources are available to help rectify the deficiencies:
 - Local Safety Team
 - Joint Occupational Health and Safety Committee
 - Building Operations Service Centre (604-822-2173)
 - Safety & Risk Services
- Maintaining 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.



Responsibilities

Building Floor Wardens

Building Floor Wardens are responsible for:

- Being familiar with their assigned areas to ensure a safe and orderly evacuation.
 - This includes knowing the location of pull stations, fire extinguishers, evacuation routes and predesignated meeting areas in real life rather than just on a map.
- Knowing the name and civic address of the building (Pharmaceutical Sciences Building at 2405 Wesbrook Mall) before making call to 911.
- Leading 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.
- Conducting informal inspections focused on fire safety and check floor or area regularly for:
 - Accumulation of combustible or flammable materials and rubbish.
 - Dangerous ignition sources (e.g. worn extension cords, oily rags, overheating equipment).
 - Hazardous equipment such as portable heaters must never be left unattended.
 - 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.
- Notifying the building emergency director for any deficiencies found. The following resources are available to help rectify the deficiencies:
 - Local Safety Team
 - Joint Occupational Health and Safety Committee
 - Building Operations Service Centre (604-822-2173)
 - Safety & Risk Services

Note: Full inspection and maintenance of the fire safety equipment is the responsibility of UBC Facilities. However, if any Building Floor Warden or Building Occupant notices fire safety equipment in need of repair, they must notify the Building Emergency Director, who will contact the Service Centre at 604 822 2173.



Responsibilities

Building Occupants

Building Occupants are responsible for:

- Being familiar with the contents of the Building Emergency Response Plan and Emergency Procedure Key Plans (e.g. evacuation routes).
- Following instructions of Building Floor Wardens and/or the Building Emergency Director.
- Staying clear of the building during an evacuation to provide clear access for emergency vehicles.
- Faculty (including instructors) and staff are expected to assist floor wardens by providing clear direction to students inside and outside of the building during an evacuation.
- Building Occupants should be familiar with the exact location of the building which includes:
 - The civic address (2405 Wesbrook Mall)
 - The building name (Pharmaceutical Sciences Building)
 - Any other information including notable landmarks and cross streets

If you require assistance during an evacuation, please notify Building Emergency Director and Building Floor Wardens right away to facilitate an Individualized Evacuation Plan (IEP) (See [Appendix 3: Disability and Accessibility Considerations](#) and [Appendix 4: Individualized Evacuation Plan \(IEP\)](#)).

***Note:** Full inspection and maintenance of the fire safety equipment is the responsibility of UBC Facilities. However, if any Building Floor Warden or Building Occupant notices fire safety equipment in need of repair, they must notify the Building Emergency Director, who will contact the Service Centre at 604 822 2173.*



Life Safety Systems and Building Features

Building Name: **Pharmaceutical Sciences Building**

Building Address: **2405 Wesbrook Mall, Vancouver, BC V6T 1Z3**

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
- Predesignated Meeting Area

Automated External Defibrillators (if applicable)

The closest AED is located in the atrium on level 1 beside the east elevators.

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 (visit the [UBC Vancouver AED Map](#) 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 1: 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.



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 Facilities. Refer to [Appendix 1: Emergency Response Key Plans](#) to find out how to obtain EKP for your building.

Emergency Lighting

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 Facilities.

Emergency Power

A power generator is located on the south side of the building near the Thunderbird Parkade. In the event of a power failure, this unit provides power to emergency lighting, exit signage, elevators and all related emergency equipment. See page 19 for "[Emergency Procedures – Power Outage](#)".

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 Facilities. The locations of fire alarm pull stations are indicated on [Appendix 1: Emergency Response Key Plans](#).

Fire Extinguishers

Portable fire extinguishers placed strategically (i.e. visible and accessible) throughout the building. Refer to [Appendix 1: Emergency Response Key Plans](#) for locations of portable fire extinguishers.

Fire Hydrants

There are three fire hydrants located near the building:

- Two on the north side on Agronomy Road.
- One on the southeast corner of the Pharmaceutical Sciences Building by the receiving driveway.

Refer to [Appendix 2: Building Site Plan](#) for locations of fire hydrants located near the building.

Fire Pumps

Fire pumps are installed in this building and are designed to increase and maintain water pressure in the standpipe during fire-fighting operations. The location of the first fire pump is in the plumbing room (1420), accessible from the exterior of the building, near the south-east corner and loading bay. The second fire pump is located in the north-west corner of the west basement mechanical room.

Sprinkler System

A sprinkler system is installed in this building. The main control valves are in the sprinkler room accessed through the plumbing room (1420).

Predesignated Meeting Area

This location should be away from the entrance to the building and allow for attending emergency vehicles to easily access the space. The predesignated meeting area for the Pharmaceutical Sciences Building is at the northwest of the building in the plaza area adjacent to Agronomy Road.



Contacts: Building Emergency Directors and Building Floor Wardens

The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is: annunciator panel inside the east entry doors to the building, near room 1301 (Emergency Director); northwest of the building in the plaza area adjacent to Agronomy Road (Building Floor Wardens).

The Predesignated Meeting Area for Building Occupants is: northwest of the building in the plaza area adjacent to Agronomy Road. (this location should be away from the entrance to the building and allow for attending emergency vehicles to easily access the space)

POSITION	PHONE NUMBER	
	WORK	OTHER (e.g. work mobile)
Building Emergency Director Jamal Kurtu	604 822-8047	778 385-8047
Building Safety Committee Co-Chair (Chief Warden, Alternate Building Emergency Director) Tony Seet	604 827-1843	
Building Safety Officer & Building Safety Committee Co-Chair (Chief Warden, Alternate Building Emergency Director) Rehana Aziz	604 822-7025	
Building Floor Warden – Level Basement VACANT		
Building Floor Wardens, Level 1 Area 1 – Shipping/Receiving Area: Jonathan Van Drunen Area 2 – Operations & IT Offices: Napoleon Contreras Katy Law Area 3 - Lecture Theatres & Atrium: Rob Recuenco Ben Jan	604 367-9056 604 822-5957 604 822-8554 604 827-1806 604 822-7640	
Building Floor Wardens, Level 2 Area 1 – Pharmacy Practice Skills Centre: Lia Hughes	604 827-1431	



Area 2 – Pharmacists Clinic Administrative Offices: Umberto Lombos	604 822-9830	
Area 3 – Pharmacists Clinic & Mezzanine: Rupinder Cheema	604 827-2584	
Building Floor Wardens, Level 3 Area 1 – North West: Vicky Lai Gilly Lau Area 2 – South West: Emma Riek Amanda Haggett Area 3 – North Centre: Fong Chan Rae Thompson Area 4 – South Centre: Alex Smith Jonathan Grosshuesch Area 5 – North East: Arti Maharaj Carolyn Rogers Area 6 – South East: Ying Gu	604 827-0908 604 827-4044 604 827-0777 604 827-0955 604 827-0192 604 822-2791 604 827-2701 604 827-5046 604 822-8029 604 822-2343 604 827-3108	
Building Floor Warden, Level 4 West Area 1 – CORE & Meeting Rooms: Mark Keri Amin Adibi	- 604 822-0490	
Building Floor Warden, Level 5 Area 1 – West Labs & Offices: Dickson Lai Kenji Scott Anita Kapanen Area 2 – Centre Labs & Offices: Danielle Hanke Kathy Saatchi Stoyan Karagiozov Area 3 – East Labs & Offices: Litsa Blanis Jacob Melamed Vignesh Krishnamoorthy Juzer Kakal	604 822-6505 604 822-1945 604 827-3721 - 604 827-5839 604 822-7730 604 822-0155 - - -	
Building Floor Warden, Level 6 Area 1 – West Labs & Meeting Rooms): Belal Tafech	-	



Selina Shanta Mary Encarnacion (Neurocode)	604 827-2183 -	
Area 2 – Centre Labs & Offices: Marjan Barazandeh Linda Herbert	604 827-2567 604 822-2390	
Area 3 – East Labs & Offices: Bahira Hussein Rishi Somvanshi	604 822-4420 604 827-3672	

Other Building Occupants:

adMare BioInnovations – Level 4 East & Centre Michelle Wang Farzam Viand Ella Shanahan (<i>backup</i>)	604 364-1220 672 335-2302 604-827-1145	
MBF Marcos Aguiar	604-827-1512	
Dentistry – CHTP Sean Murphy Nancy Ford	604-822-2873 604-822-6641	
UBC IT Data Centre Dan Williamson	604-822-8650	



Disability, Accessibility and Individualized Evacuation Plans

Individuals with disabilities or ongoing medical conditions that may require an Individualized Evacuation Plan (IEP) should fill out the [Qualtrics Survey](#).

- The Building Emergency Director should distribute the [Qualtrics Survey](#) to all UBC occupants in the building to gather information on individuals that may require an IEP.
 - Information collected in this survey will be received by the Centre for Workplace Accessibility (CWA).
- Relevant safety information collected through the survey and discussions with the CWA will be shared with the Building Emergency Director and Floor Warden who will then work with the self-identifying individual to develop an IEP. Any personal information (medical or otherwise) that is not related to safety or evacuation will not be shared. The CWA will gain explicit consent from the Individual before any sharing any information.

If the IEP requires that 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.

Any assistance to evacuate detailed in the IEP is entirely voluntary and can be performed to varying degrees. Predetermined persons to provide evacuation 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 evacuation assistance, alternate people should be identified and this information should be recorded in the Individualized Evacuation Plan.

Refer to [Appendix 3: Disability and Accessibility Considerations](#) and [Appendix 4: Individualized Evacuation Plan](#) for full details.



Occupational First Aid

Campus Security responds to all First Aid calls for students, faculty, staff, and visitors on the UBC Vancouver Point Grey campus. Patrol officers are Occupational First Aid Level 2 (OFA2) certified and will respond and provide initial care and implement any critical interventions up to the scope of their training until paramedics arrive on scene.

Campus Security provides emergency support, first aid response, and helps to guide emergency responders (fire, ambulance, police) to the right place on campus quickly.

- For students and visitors, please dial 604-822-2222
- For faculty, staff, and student-staff, please dial 604-822-4444

In the event of a medical emergency, first call 9-1-1 and then call Campus Security for First Aid.

This will ensure the quickest response for assistance.



Emergency Procedures – Building Fire

Building Emergency Directors and Floor Wardens – Instructions

1. If not activated, activate the closest fire pull alarm immediately.
2. If immediately accessible, put on your safety vest.
3. Building Emergency Directors: Ensure floor wardens proceed through their areas advising occupants to evacuate the building.

Floor Wardens: Direct all personnel within your area to the nearest safe exit.

- Urge people to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN
- 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.
- 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 spread of the fire.
- Use the stairway to evacuate; DO NOT use the elevator(s)
- If possible, assist occupants that are unable to evacuate using the stairs. Individuals requiring assistance are required to have an individualized evacuation plan. Refer to [Appendix 3: Disability and Accessibility Considerations](#) and [Appendix 4: Individualized Evacuation Plan](#).

Alternatively, individuals having difficulty can be directed to a safe location inside the building. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.

4. Direct evacuated occupants to the Predesignated Meeting Area located **at the northwest of the building in the plaza area adjacent to Agronomy Road** upon exiting the building.
5. Call 911:
 - a) State your name.
 - b) Provide the address and the nearest intersection. The address of the Pharmaceutical Sciences Building is: **2405 Wesbrook Mall, Vancouver, BC V6T 1Z3.**
 - 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.
6. Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens located: **by annunciator panel inside the east entry doors to the building, near room 1301 (Emergency Director); northwest of the building in the plaza area adjacent to Agronomy Road (Building Floor Wardens).**
7. Ensure all evacuation information from Building Floor Wardens is reported to the Building Emergency Director and that information is relayed over to First Responders when they arrive.



Emergency Procedures – Building Fire

Building Emergency Directors and Floor Wardens – Instructions

8. 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.



Emergency Procedures – Building Fire

Building Occupants – Instructions

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.
 - 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.
 - Stay calm and evacuate in a quick and orderly manner; WALK, DO NOT RUN
 - Use the stairway to evacuate; DO NOT use the elevator(s).
 - If possible, assist occupants that are unable to evacuate using the stairs. Refer to [Appendix 3: Disability and Accessibility Considerations](#) and [Appendix 4: Individualized Evacuation Plan](#). Alternatively, individuals having difficulty can be directed to a safe location inside the building. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
4. Proceed directly to the Predesignated Meeting Area located **at the northwest of the building in the plaza area adjacent to Agronomy Road** upon exiting the building, and wait for further instructions from the Building Emergency Director.
5. Call 911:
 1. State your name
 2. Provide the address and the nearest intersection. The address of the Pharmaceutical Sciences Building is: **2405 Wesbrook Mall, Vancouver, BC V6T 1Z3**
 3. 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.
6. Once evacuated, DO NOT RE-ENTER THE BUILDING until the Fire Department gives permission to do so.



Emergency Procedures – Power Outage

Building Emergency Directors, Floor Wardens and Building Occupants – Instructions

1. If a power outage has occurred, review the following considerations before exiting the building:
 - Emergency lighting: Does it exist? If it does, it may be battery powered and may last 30 minutes or less. Lights may slowly dim and turn off making egress difficult.
 - Emergency Power Generator: The Pharmaceutical Sciences Building is equipped with a backup generator to power critical equipment during a power outage.
 - Weather and time of day: Extreme weather conditions (e.g freezing temperatures), day/night, start/end of work day.
 - Active equipment or research activities: Assess safety implications of leaving equipment and/or processes unattended. What could happen when the power goes out? (e.g. Fume hoods) What happens when power returns?
 - Review your email for communications received relating to the power outage and/or contact your zone's [Facility Manager](#). They may have information on when the power may be restored.
2. If evacuation is determined necessary, use the stairway to evacuate; DO NOT use the elevator(s). WALK, DO NOT RUN.
3. Proceed directly to the Predesignated Meeting Area.
4. Once power has been restored to your facility, occupants should wait 5 minutes before re-entering the building to confirm power stability.

Types of Outages and Notifications

- Area within a Building Outage (i.e. room or floor)
 - No notification sent by UBC Facilities to anyone on campus.
- Single/Multiple Building Outage
 - Facilities Managers (FMs) notified. UBC Service Centre notified. Department heads and team leaders can contact FMs directly for updates.

If you require information about the power outage or need to notify Building Operations Service Centre about an outage, call 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:** Provide any notable safety concerns associated with the loss of power

For more information on electrical power at UBC, visit [UBC Facilities](#)



Emergency Procedures – Earthquake

Building Emergency Directors and Floor Wardens – Instructions

If you are indoors - During the Shaking

1. **DROP** to the ground.
2. Take **COVER** by getting under a sturdy desk or table.
 - a. 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.
 - b. Stay away from an exterior wall as it is more likely to sustain damage during an earthquake.
 - c. Stay away from windows, shelves, and heavy objects that may fall.
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.
4. Stay indoors till the shaking stops and you are sure it is safe to exit. 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.
 - 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).
2. 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.
3. Begin Evacuation Procedures:
 - Urge people to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
 - Do not allow building occupants to use the elevator(s).
 - Repeat DROP, COVER, AND HOLD procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.
 - If possible, assist occupants that are unable to evacuate using the stairs. Refer to [Appendix 3: Disability and Accessibility Considerations](#) and [Appendix 4: Individualized Evacuation Plan](#). Alternatively, individuals having difficulty can be directed to a safe location inside the building. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
4. Upon exiting the building, direct evacuated occupants to the Predesignated Meeting Area located **at the northwest of the building in the plaza area adjacent to Agronomy Road**.
5. Proceed to pre-determined meeting location for Building Emergency Directors (BEDs) and Building Floor Wardens located: **by annunciator panel inside the east entry doors to the building, near room 1301 (BEDs); northwest of the building in the plaza area adjacent to Agronomy Road (Building Floor Wardens)**.
6. Building Floor Wardens to report information about the earthquake, the evacuation, or about the building as required to the BED.



Emergency Procedures – Earthquake

Building Emergency Directors and Floor Wardens – Instructions

7. Ensure all evacuation information from Building Floor Wardens is reported to the Building Emergency Director and that information is relayed over to First Responders when they arrive. 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 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 to pre-determined meeting location for Building Emergency Directors (BEDs) and Building Floor Wardens located **by annunciator panel inside the east entry doors to the building, near room 1301 (BEDs); northwest of the building in the plaza area adjacent to Agronomy Road (Building Floor Wardens).**
4. Building Floor Wardens to report information about the earthquake, the evacuation, or about the building as required to the Building Emergency Director.
5. Ensure all evacuation information from Building Floor Wardens is reported to the Building Emergency Director and that information is relayed over to First Responders when they arrive.
6. Do not enter your building to evacuate occupants.
7. **DO NOT ALLOW ANYONE TO ENTER THE BUILDING** until the Fire Department or authorized UBC building officials give permission to do so.

***NOTE:** UBC strongly encourages staff, faculty, residents and students to be personally prepared by having [72 hours emergency preparedness kits](#).*



Emergency Procedures – Earthquake

Building Occupants – Instructions

If you are indoors - During the Shaking

1. **DROP** to the ground.
2. Take **COVER** by getting under a sturdy desk or table
 - a. 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.
 - b. Stay away from an exterior wall as it is more likely to sustain damage during an earthquake.
 - c. Stay away from windows, shelves, and heavy objects that may fall.
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.
4. Stay indoors till the shaking stops and you are sure it is safe to exit. 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.
 - 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).
2. Determine whether it is safer to stay indoors or evacuate. Do not assume it is safe to exit.
3. Proceed with evacuating the building if it safe/necessary and follow instructions of Building Floor Wardens and/or Building Emergency Director.
 - Remain calm, and evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
 - Do not use the elevator(s).
 - Repeat DROP, COVER, AND HOLD procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.
 - If possible, assist occupants that are unable to evacuate using the stairs. Refer to [Appendix 3: Disability and Accessibility Considerations](#) and [Appendix 4: Individualized Evacuation Plan](#).
Alternatively, individuals having difficulty can be directed to an area of refuge or a safe location inside the building, Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to emergency personnel.
4. Proceed directly to the Predesignated Meeting Area located **at the northwest of the building in the plaza area adjacent to Agronomy Road** upon exiting the building, and wait for further instructions from the Building Emergency Director.
5. DO NOT ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

***NOTE:** UBC strongly encourages staff, faculty, residents and students to be personally prepared by having [72 hours emergency preparedness kits](#).*



Emergency Procedures – 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 located **at the northwest of the building in the plaza area adjacent to Agronomy Road** and wait for further instructions from the Building Emergency Director and/or Building Floor Wardens.
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 windows, 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. When the shaking stops, find a safe location inside the building until assistance arrives. Building Emergency Directors and Building Floor Wardens will relay this location to emergency personnel.

***NOTE:** UBC strongly encourages staff, faculty, residents and students to be personally prepared by having [72 hours emergency preparedness kits](#).*



Emergency Procedures – Explosion or Fire due to Hazardous Materials

Building Emergency Director, Floor Warden and Building Occupants – Instructions

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 6: 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 elevators.
6. If possible, assist occupants that are unable to evacuate using the stairs. Refer to [Appendix 3: Disability and Accessibility Considerations](#) and [Appendix 4: Individualized Evacuation Plan](#). Alternatively, individuals having difficulty can be directed to a safe location inside the building. 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 located **at the northwest of the building in the plaza area adjacent to Agronomy Road** and wait for further instructions from the Building Emergency Director.
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 the Pharmaceutical Sciences Building is: **2405 Wesbrook Mall, Vancouver, BC V6T 1Z3**
 - 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.



Emergency Procedures – Gas Leak

Building Emergency Director, Floor Warden and Building Occupants – Instructions

1. **Stop what you're doing.** Don't use your cellphone or landline, don't smoke, light matches or operate electrical switches or create any other source of ignition.
2. **Go Outside.** As you exit, leave the door open behind you as well as any windows that may already be open
3. **Call Us.** Once outside, call
 - a. On Campus – Building Operations Service Centre 604 822 2173 (24hrs) or 911
 - b. At home - FortisBC Emergency Line at 1-800-663-9911 (24 hours) or 911



Emergency Procedures – 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 located **at the northwest of the building in the plaza area adjacent to Agronomy Road**.
5. Call 911. Provide the following information about the spilled material to the operator:
 - a) State your name
 - b) Provide the location of the hazardous materials release (street address, room number). The address of your building is: **2405 Wesbrook Mall, Vancouver BC V6T 1Z3**
 - a. Any injuries
 - b. Substance name
 - c. Quantity
 - d. Other hazards (e.g. energized equipment, sharps, etc.).
6. Contact Campus Security at 604 822 2222.
7. 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).
8. Inform the Supervisor or Department Head.
9. **DO NOT RE-ENTER THE BUILDING** until the Fire Department or authorized UBC building officials give permission to do so.



Emergency Procedures – Bomb Threat

Building Emergency Director, Floor Wardens and Building Occupants – Instructions

All threats must be taken seriously and handled as though an explosive device is on campus. If you receive a bomb threat, contact the RCMP (911) immediately, and then campus security (604-822-2222). In the event of an explosion, follow your evacuation procedures and exit building as quickly and calmly as possible.

What to do?

Bomb threats can be received by telephone, letter or email. If you receive a bomb threat by telephone, stay calm and try to get as much information as possible. Although this might be difficult, try to note any unique features about the voice and any background sounds you hear over the telephone. Keep the caller on the line as long as possible and take detailed notes about what is said. Do not upset the caller. Indicate your willingness to cooperate.

Take notes on everything said and on your observations:

- Time the call was received.
- Telephone number on which the call was received.
- Exact words of the person making the call (including location of bomb and any time factor involved).
- Noises (listen for any background noises including traffic, music, etc.).

Try to gather as much information as possible:

- Where is the bomb?
- When is the bomb going to explode?
- What kind is it?
- What does it look like?
- Permit the caller to say as much as possible without interruption.

Be aware of the caller's:

- Voice (child or adult, male or female, accent, whether or not the voice is familiar).
- Estimated age.
- State of mind (are they calm? agitated? angry? crying?).
- Any accent or distinguishing characteristics.

What to do after?

Call RCMP — 911 immediately, and then UBC Campus Security to report the threat. If possible, get a co-worker to do this while you continue talking to the caller. (The purpose of keeping the person talking is to assist in identifying the caller. Tracing is not always possible.)

- Survey your immediate work area. If you see a package or a foreign object in an unusual place — **DON'T TOUCH IT**. Follow instructions given by emergency personnel. You will be advised if evacuation is necessary.
- An explosion of any type must be reported immediately to the Fire Department. Call 911.



Emergency Procedures – 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:

Notice a suspicious object

- Do not touch or disturb the object.
- Note the location and description of the object and provide that information to [Campus Security](#) at **604.822.2222**
- Wait for instructions from Campus Security.
- Be prepared to evacuate.

Suspicious Envelopes or Packages

- If you have opened the letter, or package, set it down gently where you first read/opened it. Leave it alone, remain calm and avoid sudden movements.
- Inform a co-worker in the immediate area about what has happened and ask them to call [Campus Security](#) at **604.822.2222**.
- Move to an area where you can avoid contact with others and stay there.
- Remain calm. Exposure does not mean that you will become sick. Campus Services will make sure you receive specific information about symptoms and effective treatment.

Common Features of Suspicious Letters or Packages

- No return address; postmark or name of sender is unusual.
- Excessive or inadequate postage.
- Handwritten or poorly typed addresses.
- Misspelling of common words.
- Restrictive markings such as “Confidential”, “Personal”, etc.
- Excessive weight and/or a feeling of a powdery substance.
- The letter/package is lopsided or unusually thick.
- Rub-on block lettering.
- Threat of any type of contamination.



Emergency Procedures – Active Threat

Building Emergency Director, Floor Warden and Building Occupants – Instructions

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. Event is unpredictable and evolves quickly. Knowing what to do can save lives. When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. If faced with an active shooter incident either on UBC campus or elsewhere, you have THREE options to protect your personal safety immediately – **RUN, HIDE, FIGHT**. For updates in the event of an incident occurring, refer to www.ubc.ca

RUN (get out)

If you see or hear an armed intruder and if you believe it is possible to safely exit the area – RUN!

- Leave belongings behind
- Advise others to leave
- Assist others if you can
- Warn others of the threat
- Call police – 911 as soon as it is safe to do so.

HIDE (hide out)

If you don't know exactly where the shooting is happening or evacuation is not possible to escape safety – HIDE!

- Take shelter if you are inside a classroom or office, stay there. If you are in a corridor, go to the closest room that's not already locked
- Lock windows and doors, refer to any lockdown procedures posted in the room and await instructions from emergency personnel
- Barricade the entry if the door does not lock. Use tables and chairs
- Close curtains and blinds. Turn off the lights
- Keep quiet. Put your cell phone on silent mode – including the vibrate feature
- Hide behind large objects if possible.
- Stay low and keep away from windows and doors
- Remain calm and await further instructions from emergency personnel
- Call 911 if safe to do so
- If the fire alarm is activated, remain where you are and await further instructions from emergency personnel
- Do not open the door for anyone unless they validate their identity as an emergency personnel.



Emergency Procedures - Active Threat (cont'd)

Fight/Defend (take out)

As an absolute last resort if you cannot run or hide, and if you feel your life is in imminent danger – FIGHT!

- Commit to your actions with the goal being to delay, block, or overcome the threat
- Work with the people around you
- Do what you need to stay alive, including using force to protect yourself
- Look for objects that could be used as tools for self-defense

What to do when law enforcement arrives

- Remain calm and follow instructions
- Drop items in your hands (ie. bags, jackets)
- Keep hands raised (spread fingers) and visible at all times
- Avoid quick movements towards officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

The first officers to arrive on scene are tasked to end the incident, and they may not stop to help the injured. Know that rescue teams will enter after the initial officers. These rescue teams will treat and remove the injured once it is safe to do so.

Once you have reached a safe location, you will likely be held in that area by police until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until police have instructed you to do so.

What to do when law enforcement arrives

- Location of the active shooter
- Your location
- Number of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at location

For more information, take the [Active Shooter Preparedness Online Training](#)



Fire Evacuation Drills – Procedures and Records

As per [BC Fire Code](#), 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:

1. Contact the Building Operation Service Centre (604 822-2173) to request an “Annual Fire Drill.” 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:
 - a. 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)
 - b. Location: Building name and address
 - c. Contact information of person making the request
2. 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
July 18, 2018	UBC Fire Life Safety	~ 10 minutes	No
July 17, 2019	UBC Fire Life Safety	~ 7 minutes	No
August 25, 2021	UBC Fire Life Safety	~ 6 minutes	Yes
August 30, 2022	UBC Fire Life Safety	~ 7 minutes	Yes
June 21, 2023	UBC Fire Life Safety	~ 8 minutes	Yes
July 24, 2024	UBC Fire Life Safety	~ 7 minutes	Yes

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.



Appendix 1: Emergency Procedure Key Plans

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

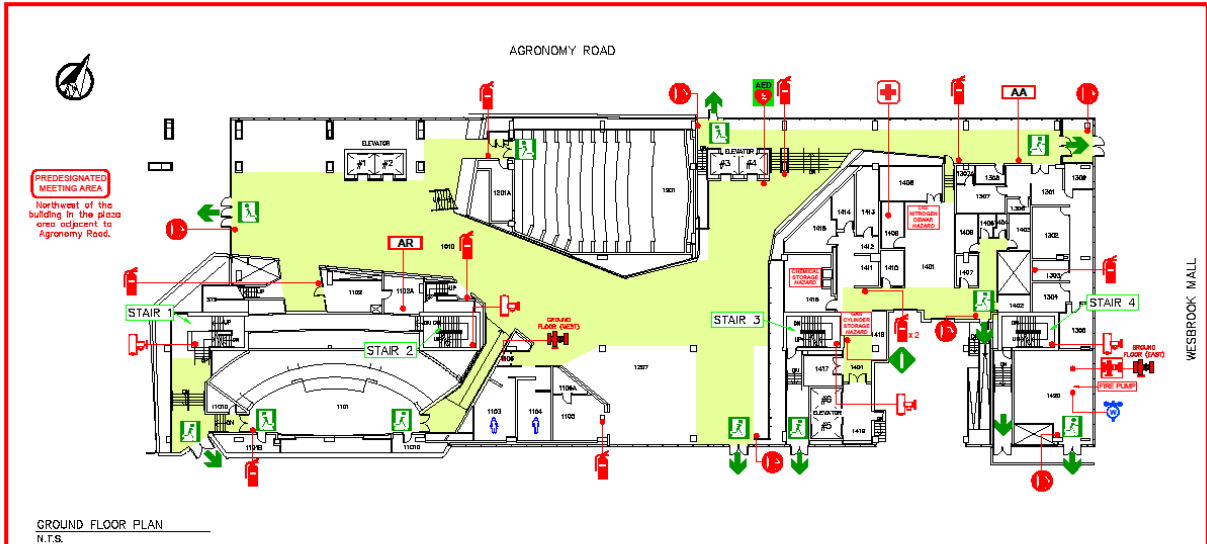
If you receive a response indicating that your building's EPKs are not available, contact your [facility manager](#) who will be able to assist in drafting the key plans that identify the location of the items listed below. These drafts can then be submitted to records.section@ubc.ca.

If modifications to your EPK are required, contact Facility Information Inventory System (id.fis@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
- Predesignated Meeting Area



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 (2405 WESBROOK MALL at the intersection of Wesbrook Mall & Agronomy 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.

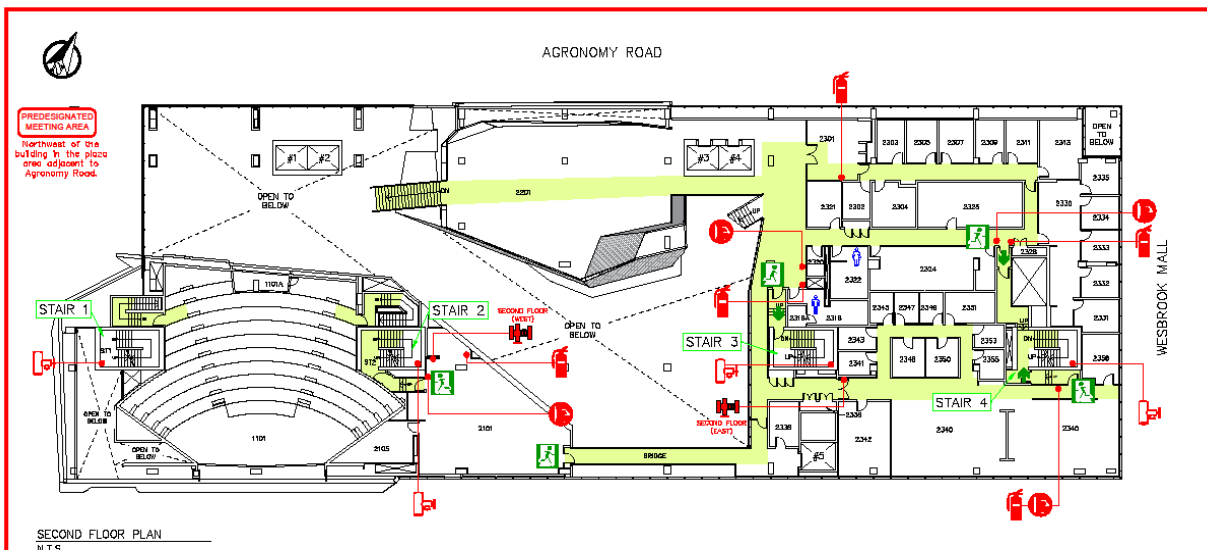
**In the event of a fire
DO NOT USE ELEVATOR(S).**

(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 -

SOURCE: SEP-SEP-04, 14-12-20 PHARMACEUTICAL SCIENCES BUILDING



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 (2405 WESBROOK MALL at the intersection of Wesbrook Mall & Agronomy 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 -

SOURCE: SEP-SEP-04, 14-12-20 PHARMACEUTICAL SCIENCES BUILDING



AGRONOMY ROAD

THIRD FLOOR PLAN
N.T.S.

EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:

<ol style="list-style-type: none"> 1 Immediately activate the closest fire alarm/pull station. 2 Call 911. 3 Give the address and the nearest intersection (2405 WEBBROOK MALL at the intersection of Webbbrook Mall & Agronomy Road) 4 Provide information about the emergency: Where is the fire? (Third floor, room # ____), How fast the fire is spreading? Are there people trapped? 	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 10 If you hear the fire alarm ringing - Follow steps 6 through 8 above. <p style="text-align: center; font-weight: bold; color: white;">In the event of a fire DO NOT USE ELEVATOR(S).</p> <p style="font-size: small; color: white;">(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)</p>
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FOR EMERGENCIES CALL 911

- LEGEND -

FIRE EXIT	FIRE PULL STATION / FIRE ALARM	FIRE EXTINGUISHER
SPRINKLER FLOOR ISOLATION VALVE	STANDPIPE CONNECTION	

UNIVERSITY OF BRITISH COLUMBIA

AGRONOMY ROAD

FOURTH (MEZZANINE) FLOOR PLAN
N.T.S.

EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:

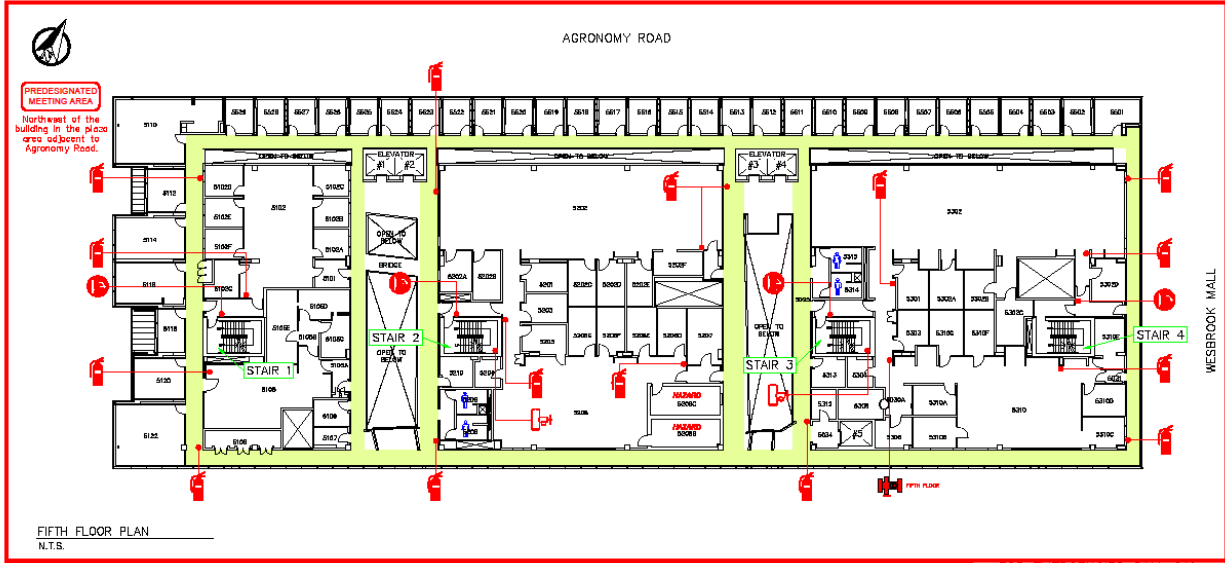
<ol style="list-style-type: none"> 1 Immediately activate the closest fire alarm/pull station. 2 Call 911. 3 Give the address and the nearest intersection (2405 WEBBROOK MALL at the intersection of Webbbrook Mall & Agronomy Road) 4 Provide information about the emergency: Where is the fire? (Fourth floor, room # ____), How fast the fire is spreading? Are there people trapped? 	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 10 If you hear the fire alarm ringing - Follow steps 6 through 8 above. <p style="text-align: center; font-weight: bold; color: white;">In the event of a fire DO NOT USE ELEVATOR(S).</p> <p style="font-size: small; color: white;">(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)</p>
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FOR EMERGENCIES CALL 911

- LEGEND -

FIRE EXIT	FIRE PULL STATION / FIRE ALARM	FIRE EXTINGUISHER
STANDPIPE CONNECTION	SPRINKLER FLOOR ISOLATION VALVE	

UNIVERSITY OF BRITISH COLUMBIA



FIFTH 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 (2405 WESBROOK MALL at the intersection of Westbrook Mall & Agronomy Road)
- 4 Provide information about the emergency: Where is the fire? (Fifth 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).

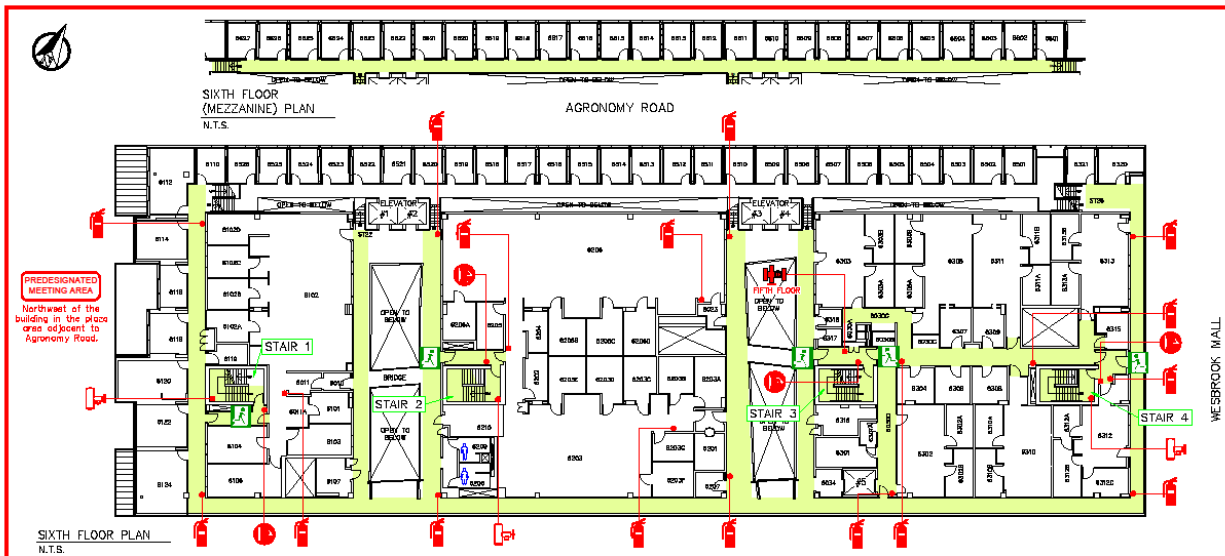
(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)

FOR EMERGENCIES CALL 911

— LEGEND —



DATE: SEP 24-2013



SIXTH 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 (2405 WESBROOK MALL at the intersection of Westbrook Mall & Agronomy Road)
- 4 Provide information about the emergency: Where is the fire? (Sixth 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 —

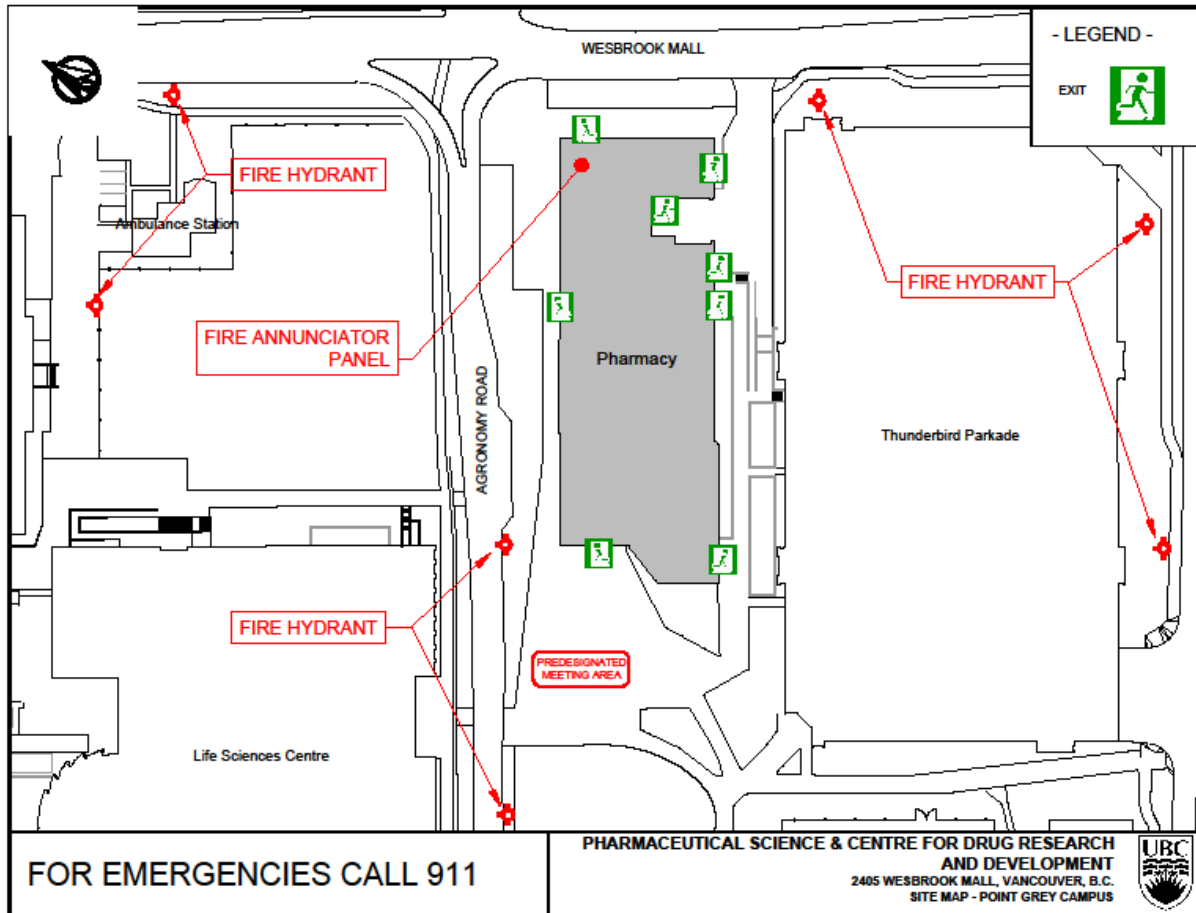


DATE: SEP 24-2013



Appendix 2: Building Site Plan

This is a map which shows the location of the Pharmaceutical Sciences Building, nearest cross streets, location of predesignated meeting area, etc.





Appendix 3: Disability and Accessibility Considerations

Individuals with disabilities or ongoing medical conditions may require Individualized Evacuation Plans (IEPs) in order to ensure safe evacuation in case of an emergency. Disabilities are diverse and at times, invisible. Information provided below can serve as a starting point for disability-related considerations during an evacuation, but the most important information needs to be gathered from the disabled individual as they are the expert in their personal experience and needs.

Limited Mobility

- Individuals with barriers to mobility will need to determine how they will be evacuated in an emergency when elevators cannot be used
- Consider the use of evacuation chairs
- If the individual will have to wait for emergency services to evacuate them, a predetermined waiting area should be identified in the Individualized Evacuation Plan (IEP).

Visual Impairments or Blindness

- Individuals with visual impairments may not be able to evacuate independently. Individuals with visual impairments should be consulted on whether or not they require sighted guide to evacuate in an emergency. See [Appendix 4: Individualized Evacuation Plan](#). 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.
- During an emergency evacuation, pre-determined evacuation routes may be obstructed, individuals with visual impairments will need to know if an alternate route should be taken.

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

Speech Impairment or Vocal Disability

Individuals with speech impairments should be aware of whether emergency telephones in elevators are limited to voice communication and who would be responding to it. Alternate communication to emergency support in an elevator should be established for this individual (e.g. texting Floor Warden in the event of an elevator-related emergency).



Appendix 3: Disability and Accessibility Considerations

Deaf or Hard of Hearing

Individuals who are Deaf or Hard of Hearing may not be able to 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 Individuals who are Deaf or Hard of Hearing 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 Individuals who are Deaf or Hard of Hearing so they can get all the information they need to evacuate in a timely manner.

Important notes:

- If an individual who is Deaf or Hard of Hearing 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 Individuals that require Individualized Evacuation Plans

- Centre the individual with the disability or medical condition as the expert in their experience. Consult them first about what evacuation concerns they have.
- 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.
- If applicable, ensure the individual has a list of all of their 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



Appendix 4: Individualized Evacuation Plan (IEP)

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 IEPs, ensuring primary and alternate assistants are aware of their responsibilities and contact information is updated and if accessibility needs reported are temporary. If assistance is no longer required, the IEP will be kept confidentially for one year and then shredded as per BC's *Freedom of Information and Protection of Privacy Act* requirements.



Appendix 4: Individualized Evacuation Plan (IEP)

IEP 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 PLAN		
Detail if IEP is required temporarily or permanently (throughout entire employment duration)		
PART 4: EVACUATION CONSIDERATIONS		
Detail the barriers to evacuation that would need to be eliminated. Provide information on what resources would be needed to eliminate these barriers.		
PART 5: IF APPLICABLE, CONTACT INFORMATION FOR PRIMARY ASSISTANT(S)		
Primary Phone	Cell Phone	Email Address
PART 6: IF APPLICABLE, 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: IF APPLICABLE, 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 5: Elevator Upgrade Project

The Elevator Code has been revised to include Firefighters' Emergency Operation (FEO). This ensures that the fire department can use the elevator during a fire. As a result of this code, if applicable, the university has performed upgrades elevators that provide 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 be 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 6: 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.

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 7: Contributors and Resources

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. These individuals also serve as resources for any questions/concerns arising out 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 Energy and Water Services	Richard Hugli (Senior Manager – Electrical Utilities, Engineering & Utilities)
UBC Safety & Risk Services	Rae Ann Aldridge (Executive Director, Safety & Risk Services)
	Bruce Anderson (Director, Occupational Health & Safety)
	Sam Stevens (Director, Campus Security)
	Paul Nakagawa (Manager, Safety Program Management & Systems)
	Teela Narsih (Advisor, Safety Programs)