Executive Briefing Note (COVID-19): Faculty of Pharmaceutical Sciences – Reopening Request Summary

<table>
<thead>
<tr>
<th>Executive Action/Decision Requested</th>
<th>For Decision re: Resumption of Faculty of Pharmaceutical Sciences teaching, research, and Pharmacists Clinic activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endorsement</td>
<td>EOC Directors: Rae Ann Aldridge and Pam Ratner COVID-19 Safety Planning Steering Committee</td>
</tr>
<tr>
<td>Authorship</td>
<td>Faculty of Pharmaceutical Sciences</td>
</tr>
<tr>
<td>Date</td>
<td>August 17, 2020</td>
</tr>
<tr>
<td>Decision required no later than</td>
<td>August 25, 2020</td>
</tr>
</tbody>
</table>

Reopening Facts

- ☒ Under current Provincial Restart BC Phase
- ☒ Safety Plan complete
- ☐ Revenue-generating entity
- ☐ Feedback from students/parents received
- ☒ Teaching/Learning outcome
- ☐ External Approval received: ______________ (e.g. external regulatory entity, such as VCH)
- ☒ Community Engagement & Service
- ☐

Reopening Rationale and Scope

Rationale
The UBC Faculty of Pharmaceutical Sciences (Pharm Sci) is an organization with an international reputation in pharmacy education, innovation in pharmacy practice, and research in the pharmaceutical sciences. The Pharm Sci Return to Research Plan was submitted and approved on June 15, 2020. The research activities that were approved to resume on-site activity were related to essential, wet lab research that cannot be done off-site. In Stage 2 of our safety plan, we plan to 1) increase our on-site research capacity, 2) deliver our educational programs during 2020W1 by allowing teaching faculty and support staff to access the building in order to live-stream lectures, prepare materials for asynchronous instruction, and complete administrative tasks, and 3) permit the Pharmacists Clinic to resume clinical activities, in a reduced capacity.

Operational Model
- Only faculty and staff required to support approved education activities or perform approved research will be on-site. Those who are able to complete their tasks and functions remotely are expected to continue to do so.
- Pharm Sci administrative units (i.e. Academic, Research, and the Pharmacists Clinic) are required to develop intermediate safety plans, which are approved by the Dean. Intermediate safety plans will be submitted to the Safety Planning Steering Committee for review.
- All Pharm Sci courses will be delivered remotely during 2020W1 in order to reduce contact density.
- All faculty, staff, and learners involved in on-site activities will be provided with safety protocols or unit safety plans, which includes a requirement to complete the online training course “Preventing COVID-19 Infection in the Workplace.”

Considerations
- Procurement: PPE usage will follow provincial, clinical, and university guidance.
- Impact to Campus: increases presence for on-site research and activities to support remote teaching.
COVID-19 Workspace Safety Plan

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements. https://covid19.ubc.ca/

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>Faculty of Pharmaceutical Sciences</th>
</tr>
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<tbody>
<tr>
<td>Facility Location</td>
<td>2405 Wesbrook Mall</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>Stage 1: June 15, 2020</td>
</tr>
<tr>
<td></td>
<td>Stage 2: August 27, 2020</td>
</tr>
<tr>
<td></td>
<td>Stage 3: TBD</td>
</tr>
<tr>
<td>Workspace Location</td>
<td>Pharmaceutical Sciences Building</td>
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Introduction to Your Operation

1. Scope and Rationale for Opening

The Pharmaceutical Sciences Building is a multi-use, 246,000 square feet space that houses all of the academic and research operations for the Faculty of Pharmaceutical Sciences. The building’s total legal occupancy limit is 2442 people. During non-COVID-19 operations, the building may be accessed by 96 faculty members, 86 staff members, 93 student staff members, 985 undergraduate and professional students, 62 graduate students, 160 tenants (adMare = 110, Basement Tenant = 27, UBC IT Data Centre = 5, Faculty of Dentistry = 15), and 20 external staff members. However, typical building occupancy is approximately 1000 people.

During Stage 1 of the Faculty’s COVID-19 Workspace Safety Plan, building occupancy was significantly reduced to allow for resumption of essential wet-lab research efforts and included ~ 1/3 of research faculty and staff (40 people). Stage 2 of the Faculty’s parent plan is tentatively scheduled to begin in late August and total building occupancy will be increased to a maximum of 1/3 of typical building occupancy (= 333 people). Stage 2 will include an increase to a maximum of 80 research personnel. Stage 3, with the date still to be determined, will increase building occupancy to a maximum of ⅔ of typical building occupancy (= 667 people).

During Stages 1, 2 and 3, the building will host the following activities:

- Academic activities (see Academic Plan in Appendices)
- Research activities (see Research Plan in Appendices)
- UBC Pharmacists Clinic (see Pharmacists Clinic Plan in Appendices)
- Activities by building tenants (see Appendices)
- Other Miscellaneous Activities
Academic Activities:
During regular operations, the Faculty offers the following degree and non-degree programs:

Degree Programs
- Entry-to-Practice Doctor of Pharmacy (Entry-to-Practice PharmD)
- Flexible Doctor of Pharmacy (Flex PharmD)
- Bachelor of Pharmaceutical Sciences (BPSc) – new program; scheduled to commence 2020W
- Master of Science in Pharmaceutical Sciences (MSc)
- Doctor of Philosophy in Pharmaceutical Sciences (PhD)

Non-degree Programs
- Continuing Pharmacy Professional Development
- Canadian Pharmacy Practice Program
- Pharmacy Practice Residency

All classes will be offered remotely and students will not be required to attend face-to-face classes for any of the above degree and non-degree programs during 2020W Term 1. Some faculty members may require building access to live stream sessions, prepare lecture recordings, and use educational resources and materials. At the time of this submission, the status for in-person teaching in 2020W Term 2 is unknown.

Research Activities:
On June 15, 2020, as part of the “Faculty of Pharmaceutical Sciences Return to Research – Stage 1”, 35 Pharm Sci research personnel and 5 tenant research personnel returned to the wet lab spaces on the 5th and 6th floors of the building. This number is approximately ⅓ of the total research personnel. The Faculty’s “Return to Research - Stage 2” is scheduled to begin on August 12, 2020 and the number of research personnel will increase to no greater than 80 people.

UBC Pharmacists Clinic:
The Pharmaceutical Sciences Building also houses the Pharmacists Clinic, a licensed, pharmacist-led patient care clinic. The Pharmacists Clinic is currently in stage 1 of their reopening and a maximum of two clinic employees are working ½ day a week. In Stage 2, tentatively scheduled to begin Aug 24, 2020, clinic employees may work up to 3 days per week to a maximum of 10 people at the same time. The provision of patient care will remain virtual during Stage 2 but is scheduled to resume in Stage 3.

Building Tenants:
In addition, Pharmaceutical Sciences Building houses the following tenants who have already returned the work in the building at the following levels:
- adMare; up to 40 personnel (but usually 25-30)
• Basement Tenant; 24 personnel
• Centre for High-Throughput Phenogenomics (part of the Faculty of Dentistry); 10 personnel
• UBC IT Data Centre; 5 personnel
• Other tenants with labs on floors 5 and 6: NeuroCode Labs, UBC’s Sequencing and Bioinformatics Consortium (SBC), Microbiome Insights, Cuprous Pharmaceuticals; 5 personnel total

Other Miscellaneous Activities:

Finally, some staff members, including external staff members and tradespeople, may require building access in order to maintain Faculty and building operations.

This parent plan has been endorsed by Dean Michael Coughtrie. This document will be regularly reviewed and updated per mandated government and University requirements captured here: https://covid19.ubc.ca/. Staged resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation on our campuses.

**Section #1 – Regulatory Context**

2. Federal Guidance

- Coronavirus (COVID-19) Tips - Reopening for Business
- Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic

3. Provincial and Sector-Specific Guidance

- Preventing exposure to COVID-19 in the workplace: A guide for employers
- COVID-19: A guide to reducing the risk
- COVID-19 Safety Plan
- Order of the Provincial Health Officer
- BC’s Restart Plan: “Next Steps to move BC through the pandemic”
- BC COVID-19 Go-Forward Management Strategy
- BC COVID-19 Self Assessment Tool
- Self Isolation
- COVID-19 Go-Forward Guidelines for B.C.’s Post-Secondary Sector

4. Worksafe BC Guidance

- COVID-19 Safety Plan
- COVID-19 health and safety: Designing effective barriers
- Industry Specific Protocols
- COVID19 Health and Safety - Selecting and using masks
- Occupancy Limit
- Help prevent the spread of COVID-19: How to use a mask
- COVID-19 health and safety: Cleaning and disinfecting
- Help prevent the spread of COVID-19: Handwashing
- Help prevent the spread of COVID-19: Cover coughs and sneezes
- OFAA protocols during the COVID-19 pandemic: A guide for employers and occupational first aid attendants
- Working Alone A Handbook for Small Business
- Your Retail Business Working Alone
- Working from home: A guide to keeping your workers safe
- Violence Prevention
- Help prevent the spread of COVID-19: Entry check for visitors
- Help prevent the spread of COVID-19: Entry check for workers

5. UBC Guidance

UBC COVID-19 guidelines and protocols have been incorporated through this template. This template incorporates all best practice guidelines outlined by UBC Safety Risk Services as well. This document will be regularly reviewed and updated per mandated government and University requirements captured here: https://covid19.ubc.ca/. The following will continue to guide all re-entry planning for the Faculty of Pharmaceutical Sciences:

- COVID-19 Campus Rules
- UBC Facilities
- Physical Distancing Guidance
- UBC COVID-19 Safety Planning Framework
- Guidelines for Preparing for Re-Occupancy
- Guidelines for Safe Washroom Re-Occupancy
- Guidelines for Safe Lab Re-Occupancy
- Space Analysis & Re-Occupancy Planning Tool
- Signage and communications toolkits
- General Teaching Spaces Safety Plan
- Safety Planning Template
- Ordering Critical Personal Protective Equipment Guide
- General Teaching Spaces Classroom Safety Plan

- Infection Control Guidance Documents
  - Essential In-Person Meetings/Training Guidance
  - Physical Distancing Guidance
  - PPE Guidance
  - Use of UBC Vehicles Guidance
  - Cleaning Safe Work Procedure
6. Professional/Industry Associations

- COVID-19 Go-Forward Guidelines for B.C.’s Post-Secondary Sector

**Section #2 - Risk Assessment**

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

**Prior to opening or increasing staff levels:**

Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization’s or activity’s contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.

One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
• Personal protective equipment – like the use of respiratory protection

7. Contact Density (proposed COVID-19 Operations)

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

As mentioned above, all classes will be offered remotely and students will not be required to attend face-to-face classes for any degree and non-degree programs during 2020WT1. With the exception of graduate students with research responsibilities, Pharmaceutical Sciences students will not be granted access to the Pharmaceutical Sciences Building. Enabling and support unit spaces (e.g. Office of Student Services and the Dean’s Office area) will remain closed and faculty and staff will be working offsite.

Under proposed COVID-19 operations, minimizing contact between faculty and staff is paramount. Any contact between employees should be distant in nature and brief in duration. Employees are aware to maintain two metres (six feet) of distance between people and limits for room capacity have been posted outside all meeting rooms, washrooms, elevators, and workspaces. In situations when physical distancing is not possible, masks, face shields, or other face coverings will be worn and hand sanitization procedures will be followed. Anyone wearing a non-medical mask or face covering will be educated on the limitations and risks: https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/non-medical-masks/

The use of shared workstations and equipment will be eliminated wherever possible. All users of shared workstations will be responsible for wiping down tables and chairs with disinfectant immediately after using. A booking system for shared, specialized research equipment has been established to minimize contact and ensure cleaning can be performed between users. If a task requires close proximity, the PI will consult with UBC Safety & Risk Services (SRS) to do a PPE risk assessment in accordance with UBC guidance on COVID-19. PIs are also responsible for ensuring that their staff are trained in appropriate cleaning protocols for their lab/research space, including cleaning high contact surfaces, benches, equipment, fume hood sash handles, and other lab areas.

The Pharmacists Clinic will start to offer in-clinic patient appointments in Stage 3 of their safety plan. These appointments will be booked on a staggered basis to minimize overlap and to ensure the Clinic’s maximum occupancy is not exceeded. During consultations, the pharmacists will maintain physical distance with patients and both parties will wear masks and follow hand sanitizing procedures.

During breaks, physical distancing guidelines must be followed at all times. Employees will wash hands before and after using shared kitchen appliances, and will not use shared dishware or utensils. Lunchrooms will have posted occupancy limits. Employees will be encouraged to eat their meals outdoors or in the Atrium of the Pharmaceutical Sciences Building. Any shared kitchen appliances (e.g., microwaves, toaster oven, water cooler, etc.) will need to be sanitized immediately after use.

Custodial Services cleaning will take place on weekdays only. The Pharmaceutical Sciences Building will only be accessible from 7:00 a.m. – 6:00 p.m. weekdays. The building must be vacated by 6:00 p.m. to
allow for proper cleaning. Weekend and stat holiday access to the building will be considered on a case-by-case basis for individuals with urgent need and/or special circumstances. Custodial Services will regularly clean and sanitize high touch points areas in main corridors, elevators and stairwells will be cleaned at least twice in a 24-hour period. Washrooms will also be cleaned twice in a 24-hour period. Offices will be cleaned at night once every two weeks. Employees will be asked to clean personal computers, telephones and workspaces/surfaces twice daily as these will not be cleaned by the custodial services. Users of the meeting rooms will be responsible for wiping down the tables and chairs with disinfectant immediately after the meeting has ended.

To avoid risks associated with working alone, existing work alone procedures will be followed provided that there is sufficient space to allow for physical distancing.

These plans will be adjusted to continue to ensure low density, low proximity contact, and maximum physical distancing within the building.

8. Contact Number (proposed COVID-19 Operations)

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

Table 1. Typical occupancy in pre-COVID-19 operations:

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of People (LOW Estimate)</th>
<th>Number of People (HIGH Estimate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Pharm Sci Students</td>
<td>Not included in estimate</td>
<td></td>
</tr>
<tr>
<td>Undergraduate and Professional Students</td>
<td>250</td>
<td>600</td>
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<tr>
<td>Graduate Students</td>
<td>30</td>
<td>62</td>
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<tr>
<td>Staff</td>
<td>40</td>
<td>106</td>
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<tr>
<td>Faculty</td>
<td>45</td>
<td>96</td>
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<tr>
<td>Tenants</td>
<td>50</td>
<td>160</td>
</tr>
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<td>TOTAL</td>
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<td>1024</td>
</tr>
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</table>

Table 2. Proposed occupancy in post-COVID-19 operations (Stage 1):

In Stage 1, the goal was to allow for resumption of essential wet-lab research and the total number of people in the building was reduced significantly to minimize contacts between people in lab spaces and in common spaces. Stage 1 began on June 15, 2020.
### Table 3. Proposed occupancy in post-COVID-19 operations (Stage 2):

In Stage 2, the maximum occupancy will increase to approximately 1/3 of pre-COVID-19 typical building occupancy (= 333 people) and enable more faculty and staff to return to the building, if desired. Stage 2 is tentatively scheduled to begin August 24, 2020. Progression to Stage 2 will be determined by the Faculty’s ability to maintain established COVID-19 procedures and protocols and following guidance from British Columbia’s Office of the Provincial Health Officer.

<table>
<thead>
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<th>Number of People (LOW Estimate)</th>
<th>Number of People (HIGH Estimate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Pharm Sci Students</td>
<td>0</td>
<td>100*</td>
</tr>
<tr>
<td>Undergraduate and Professional</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Students</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>Staff</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>Faculty</td>
<td>20</td>
<td>80</td>
</tr>
<tr>
<td>Tenants</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>145</td>
<td>270**</td>
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</table>

*Students from other faculties who will have classes in the Pharmaceutical Sciences Building as assigned by UBC Scheduling Services. Not to be counted towards maximum building occupancy.

** This estimated number is below the maximum building occupancy for Stage 2 = 333 persons.
4. Proposed occupancy in post-COVID-19 operations (Stage 3):
In Stage 3, the maximum occupancy will increase to approximately 2/3 of pre-COVID-19 typical building occupancy (= 667 people) and enable more faculty and staff to return to the building, if desired. The tentative date for Stage 3 is still to be determined. Progression to Stage 3 will be determined by the Faculty’s ability to maintain established COVID-19 procedures and protocols and following guidance from British Columbia’s Office of the Provincial Health Officer.

<table>
<thead>
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<th>Number of People (LOW Estimate)</th>
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<td>Non-Pharm Sci Students</td>
<td>0</td>
<td>100*</td>
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<tr>
<td>Undergraduate and Professional Students</td>
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<td>200**</td>
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<tr>
<td>Graduate Students</td>
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<td>Staff</td>
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<tr>
<td>Faculty</td>
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<tr>
<td>Tenants</td>
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<tr>
<td>TOTAL</td>
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*Students from other faculties who will have classes in the Pharmaceutical Sciences Building as assigned by UBC Scheduling Services. Not to be counted towards maximum building occupancy.
**Limited resumption of Pharm Sci in-person instruction and limited student study spaces
*** This estimated number is below the maximum building occupancy for Stage 3 = 667 persons

9. Employee Input/Involvement
Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

On July 8, 2020, Dean Coughtrie created a committee to develop a parent COVID-19 workspace safety plan. The committee was chaired by the Dean and its work was advised by the Faculty’s Director of Operations and Facilities Management. Committee representation included members from the Faculty Association, CUPE 2950, CUPE 2278, and AAPS. The committee drafted an initial plan that was endorsed by Dean Michael Coughtrie. The plan was sent to representatives from UBC Safety and Risk Services and the rest of the FoPS Senior Management Team for input.

The COVID-19 safety plan was presented to 91 faculty, staff, graduate students, and building tenants at a virtual, dedicated Town Hall meeting held on Aug 7, 2020 for questions and feedback. The plan and a
survey will also be sent to all faculty, staff, graduate students, and building tenants to garner further input. Communication about the Town Hall and the survey were sent through the Faculty’s usual e-mail communication channels, which includes the “Daily FYI” and “From the Dean”.

The plan will then be submitted to the UBC COVID-19 Safety Planning Steering Committee and the Executive Committee for review.

At the same time, the plan will be submitted to the Pharm Sci Joint Occupational Health and Safety Committee (JOHSC) for review. The JOHSC has representation from the Faculty Association, CUPE 2950, CUPE 2278, CUPE 116, and AAPS. JOHSC members work in the following areas: Academic, Research, Pharmacists Clinic, Human Resources, Graduate and Postdoctoral Studies, Facilities and Operations, Communications and Marketing, and the Office of the Dean. JOHSC Ex-Officio members include representatives from building tenants (adMare, Basement Tenant, CHTP, and UBC IT). All members will solicit input from the groups they represent, and details included in this plan will reflect input and guidance from this diverse cross-section of members. Any comments and revisions from this process will be incorporated into the final plan.

10. Worker Health

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

All Supervisors will be informed on appropriate Workplace Health measures and supports for staff and students’ mental and physical health, to be made available as they return to campus. Check in’s and supports will also be made available via the following channels:

- Portfolio and program level meetings (e.g., Research meetings, Education Forum, team meetings etc.)
- Team email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC Meetings & Communications
- Supervisors dissemination of information from UBC Wellbeing.

Online training in the form of completion of the online course “Preventing COVID-19 Infection in the Workplace” (available at https://wpl.ubc.ca/) will be required for all employees. Communication of this requirement will be from the Dean’s Office and its completion will be tracked by their primary Associate Dean (Academic (ADA), Graduate and Postdoctoral Studies (ADGPS), Research (ADR), and Practice Innovation (ADPI)).

11. Plan Publication

Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

Once approved by the University, this Faculty-level parent plan will be published online at https://pharmsci.ubc.ca/coronavirus-covid-19-information. The health and safety boards in the
building will include a hardcopy. This plan will be readily available upon request from a Health Officer or Officer of WorkSafeBC. An alert noting the plan availability and link to the final posting site will be distributed by broadcast email to all faculty, staff, and other appointments (e.g., graduate students, postdocs, etc.), and will be included on the main landing page for the Faculty.

Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.

The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See SRS website for further information.
12. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible.

The expectation is that faculty and staff will continue to work remotely when there is no need to resume on-campus activities. To prepare for the remote delivery of classes in the fall term, the resumption of research activities, and Pharmacists Clinic operations, these guidelines and the supporting intermediate- and child-level plans support the safe resumption of on-campus work. Online training and safety plan resources will be communicated and facilitated through the Dean’s Office working with supervisors, before resumption of on-campus work.

A “master list” of all building occupants for a given day will be updated and maintained by our Operations and Facilities Management Team.

- Except for practicum courses, no Pharmaceutical Sciences courses are offered in person during Stage 1 and Stage 2.
- Lecturers, clinical faculty, educational leadership stream faculty or research stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) should be accommodated by their Associate Dean (Academic or Graduate and Postdoctoral Studies) where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- In-person group meetings or events will not be organized in Stages 1 and 2; group meetings and events will continue to be hosted virtually. In-person group meetings may be permitted in Stage 2 only if special permission is granted from a committee composed of the appropriate Associate Dean, or designate, and the Building Operations and Facilities Management Team. A definite need for an in-person meeting must be present and physical distancing requirements must be followed.
- Where exemptions have been given for a faculty or staff member to access their office, they cannot have guests in the office during Stage 1 or Stage 2.
- Conducting on-campus research will be limited to those who require on-site resources and cannot conduct this work remotely, and limited, managed access to offices, where office access will aid with furthering research.
- Prioritization of research personnel within an individual PI’s laboratory will be determined by the PI within the confines of the allowable maximum occupancy (based on the Return to Research Safety Plan).
- On-campus research during Stage 1 was restricted to experienced research personnel. In Stage 2, new research personnel may be introduced. PIs are required to submit training safety plans for review and approval by the Return to Research Working group prior to initiation of training.

Requests for employee building access will be considered on a case-by-case basis. Priority access to the building will take into consideration the following, in no particular order:
13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary.

In order to limit contact intensity, some areas and portfolios have already developed plans for scheduling workers, which are described briefly below:

In preparation for Stage 1 (see research plan), the office of the ADR sent a survey to PIs to gather information about the number of personnel who needed building access and to provide a rationale for their request. These requests were evaluated by the ADR and Return to Research Working Group and assigned a maximum allowable personnel per research team based on lab configuration and ability to maintain physical distancing requirements. Determination of the day-to day scheduling of research personnel within an individual PI’s laboratory will be determined by the PI. A similar process will be followed for Stage 2. Critical weekend and statutory holiday access is permitted with prior approval.

In the Pharmacists Clinic (see clinic plan), scheduling of employees (in all Stages) and patients (in Stage 3) will be done by the clinic manager.

Building tenants (in all Stages) will report the number of their employees to the Operations and Facilities Management Team.

In preparation for Stage 2 (see academic plan), employees working under the ADA and ADGPDS portfolios who require recurring building access will apply for permission using an online survey form. The form will collect details about the proposed activity requiring building access, including the primary building locations that the individual will be using. Individuals must acknowledge that they have reviewed and will comply with the safety plan, and must upload a certificate demonstrating completion of the online course “Preventing COVID-19 Infection in the Workplace”. The forms will be reviewed by the relevant Associate Dean’s office to evaluate the request for priority and validity. If a request is
approved, this information will be entered into spreadsheet shared between all the associate dean offices and the Operations and Facilities Management team. The Operations and Facilities Management team is responsible for granting all approved individuals with card access to the building and required spaces.

In Stage 2, all individuals requiring ad hoc building access will be required to complete a similar online survey form. Their request will be subject to approval by the Associate Dean’s office that is most relevant to the individual’s activity, and the predicted building occupancy for the particular day requested.

Building sign in/sign out sheets are gathered for each day and submitted to the relevant Associate Dean’s office to monitor for compliance. The Operations and Facilities Management Team will monitor the total building’s occupancy and alert the Senior Management Team if any issues arise.

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows

Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy.

Building Access and Entry

Building access will be restricted to individuals approved by the relevant Associate Deans and card access will be managed by the Faculty Building Operations Team.

In Stage 1, building doors at the Wesbrook Mall (east) entrance was designated for Pharm Sci faculty, staff, and graduate students to enter and exit. The Plaza (west) entrance was designated for building tenants to enter and exit. During Stage 2, the following entrances have been designated for the following building users:

- Wesbrook entrance: Pharm Sci faculty, staff and graduate students
- South entrance: adMare (building tenant)
- Plaza entrance: other building tenants, and students and instructors from other faculties who are scheduled for classes in the building by UBC Scheduling Services (Note: a separate sign-in/sign-out sheet for these students and instructors will be used and provided to UBC Scheduling Services).

In the Pharmacists Clinic, everyone is to enter by the main clinic entry door. All persons will be directed to exit through the clinic back door that leads into the side hallway away from the main entry door.

The flow of traffic through all entrances/exits will be monitored and alternatives will be considered if traffic flow is impeded significantly.

Open Lounge and Study Areas

During Stage 1, all study areas and open lounges will be closed. During Stage 2, seating will be restricted in all open areas to minimize congregation and contamination, and signage will be
appropriately placed to indicate this. All couches, and fabric-based study and seating areas will be closed until further notice.

The Atrium and Story of Medicines lounges have been reconfigured to ensure physical-distancing protocols can be met.

Mailroom

Decals will be placed on the ground to indicate the safe distances between individuals.

Classrooms

No in-person instruction for Pharmaceutical Sciences courses will be permitted during Stage 1 or Stage 2. General university teaching spaces may be booked by Scheduling Services via their own mechanisms (i.e. Rooms 1101 and 1201). Restricted classrooms (i.e. those coordinated and maintained by the Faculty) may be booked for live-stream or lecture recording according to the procedures outlined in Section 13, or pre-scheduled as regular, recurring access. During Stage 2, occupancy for this purpose will be limited to 2 or 3 people per classroom space to the extent possible. Room users must maintain physical distancing at all times and adhere to all safety protocols.

Meeting Rooms

Remote meetings remain the primary method to host meetings. In-person meetings may be permitted in Stage 2 only if special permission is granted from a committee composed of the appropriate Associate Dean, or designate, and the Building Operations and Facilities Management Team. A definite need for an in-person meeting must be present and physical distancing requirements must be followed. Occupancy signs will be placed on each meeting room to meet 2 meters (6 feet) physical distancing protocols. Strict adherence to maximum occupancy and safety protocols will be required.

Student Spaces

During Stage 1, all undergraduate student spaces were closed and limited access to the graduate student lounge was permitted with the maximum occupancy limit posted. No changes are anticipated for Stage 2.

Common Areas and Facilities (lunchrooms, lounges, study space, admin, bathrooms, elevators, loading bay/receiving)

All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2 meters of physical distancing.

Busy or tight stairways will be marked for ascending or descending between floors. In an emergency, such as a fire, all stairways can be used to exit the building.

Passenger elevators are limited to one occupant and the service elevator is limited to two occupants. Priority use of these elevators are for individuals with limited mobility or transporting heavy loads. Card access to the service elevator is restricted to research personnel. Signage with elevator occupancy limits and physical distancing requirements have been posted.
Place tape or markings on the ground are used to indicate where individuals should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.

Only kitchens or lunchrooms with a hand washing station (i.e. sink) will be open for individual use. Individuals must bring their own dishes and utensils as storage areas for shared dishware will be locked.

When common office machines or appliances are used (e.g., copier, microwave, refrigerator, kettles) they must be wiped down by the user with disinfectant prior to and following use.

Chairs, desks and tables in common areas (e.g. lunchrooms, lounges, study spaces, administration areas, etc.) must be spaced far enough apart to allow for physical distancing.

Where possible, doors to multi-person washrooms will be propped open to minimize high touch surfaces and maximize air flow. Only one person should use the washroom area at a time, however, the multi-person washrooms on the main floor can accommodate up to 2 occupants at a time.

Access to facilities shared with other building tenants will be controlled by the Operations and Facilities Management Team.

Access to some facilities will be restricted to appointments made by email, others will require online scheduling.

If required, visits to the workplace for deliveries (e.g., industrial partners) should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance).

**Offices**

Single occupancy office space is to be used only in the case of exemptions authorized by the Associate Dean.

Limited, managed office access may be approved by the Associate Dean, Research, on a case-by-case basis to support research personnel and faculty where office access would aid with furthering research.

As mentioned in section 13 of this plan, lecturers, clinical faculty, educational leadership stream faculty or research stream faculty who require access to offices to prepare materials (e.g., making videos for online course production) or live-streaming learning activities need to have pre-approval by the appropriate Associate Dean (Academic or Graduate and Postdoctoral Studies) prior to entering the building. Consideration will be given to these requests based on need and as long as it will be done in a safe manner consistent with physical distancing requirements and building capacity.

Temporary short access to offices (e.g. 10 minutes to retrieve a book) will be provided by approval on a case-by-case basis described in Section 13.

During Stage 2, some shared office use will be permitted, but it will be on a rotational basis to ensure proper physical distancing and to allow for proper cleaning protocols.

### 15. Accommodations to maintain 2 metre distance
Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working.

Many specific details are outlined above and in specific intermediate and child plans.

**Common Physical Distancing Protocols (Everyone)**

- Physical distancing is required at all times with individuals spaced by at least 2 meters. Where physical distancing is not possible, then UBC guidelines for these situations should be followed - see: UBC Employee COVID-19 Physical Distancing Guidance. Individuals must contact SRS for guidance on appropriate PPE where physical distancing cannot be maintained.
- Unnecessary visitors are not permitted in the buildings during Stage 1 or Stage 2, including relatives (e.g., parents, children), or friends of employees.
- All passenger elevators are limited to 1 occupant and the service elevator is limited to 2 occupants. Signage is present indicating occupancy limit and floor markers used to wait 2 meters apart for the next car.
- When stairwells and narrow hallways are not sufficiently wide to allow for cross-directional traffic with appropriate physical distancing, they are clearly marked as single-direction. Individuals are expected to communicate with others in order to manage safe movement around the building.
- Individuals should minimize social interactions in the building. Unscheduled, unapproved in-person social events or other gatherings will not take place during Stage 2.

16. Transportation

Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures

N/A

17. Worker Screening

Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

Before coming to work, all personnel must check their health status. Individuals experiencing any symptoms of COVID-19, as described by the [Thrive Health BC COVID-19 Self-Assessment Tool](https://www.thrivehealthbc.ca/covid19/), or are generally feeling unwell must not come to work.

- Individuals displaying symptoms of COVID-19 (linked above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
Anyone returning from outside of Canada must follow the directions of the quarantine act for non-essential workers, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms. In the event the traveler is confirmed to have COVID-19, Public Health will contact the individual living with them and request them to self-isolate for 14 days. The individual should continue to complete the BCCDC self-assessment tool daily and self-monitor for any symptoms. More information can be found at:


Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.

Every building entry door includes signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the Worksafe BC signage, as below:

- Worksafe: Entry Check for Workers
- Worksafe: Entry Check for Visitors

Individuals will be encouraged to use the Thrive BC Self-Assessment Tool to monitor themselves for symptoms of COVID-19 or other concerns prior to accessing the building.

During Stage 1 and 2, the Pharmacists Clinic will not host in-person patient consultations. During Stage 3, the Pharmacists Clinic will screen all visitors entering the clinic space via the reception doors by asking if they have symptoms associated with COVID-19, have been advised to self-isolate, or have travelled outside of Canada within the last 14 days. Anyone answering yes to any question will be asked to leave the clinic and go directly home. For patients visiting the Pharmacists Clinic, a self-assessment questionnaire will be sent to patients prior their appointment. If a patient answers ‘yes’ to any of the questions on the survey, the patient will be asked to stay home and self-isolate. The appointment will be rescheduled.

Prohibited individuals:

- Faculty and staff members, students or patients showing symptoms of COVID-19 or who are feeling unwell are prohibited from entering the building.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada, or has had contact with a confirmed COVID-19 case and has not quarantined for 14-days.

Building entry door signage is posted to prohibit entry for individuals who meet the categories mentioned above.

18. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

Staff, graduate students, and faculty members who cannot attend work due to one or more of the three categories of restriction mentioned above, will be recorded on a single spreadsheet kept on the Pharm Sci HR team’s secure shared drive, regardless of whether the individual has access to UBC’s PAT (Personnel Absence Tracker). The individual must first inform their supervisor and the HR team to determine how their absence needs to be coded. Details of the spreadsheet will only be disclosed to necessary units on a need-to-know basis. Building tenants will follow their own procedures for prohibited worker tracking.

Prohibited individuals will be denied building access through Card Access controls.

Section #4 – Engineering Controls

19. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces

The standard UBC custodial standards will apply. Custodial crews will clean the building outside of building hours (after 6:00 PM).

- If there is any additional required cleaning (e.g. high-touch surfaces), training regarding the protocols and cleaning solutions will be provided. Any laboratory cleaning will follow the WHO guidelines for decontamination:
  - https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf
- Individuals must wash their hands regularly and avoid contact with one another. Proper handwashing procedures will be posted above sinks.
- If microwaves or other cooking equipment are being used, there will be signage to reinforce cleaning protocols (e.g., users disinfecting the handles and buttons) and there will be supplies available there for this purpose. Units may consider preventing the use of common food preparation equipment if they think it is unsafe.
- All employees will need to clean their own desktops and personal items twice daily as these will not be cleaned by Custodial Services.
- Where staff are required to complete cleaning for high-touch point surfaces, the supervisor will provide training, focusing on the workplace expectations for frequency of cleaning such surfaces. Employees and students will follow the guidance provided in SRS’s High-Touch Point guidance document.

20. Equipment Removal/Sanitation
Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils.

During breaks, physical distancing guidelines must be followed at all times. Individuals will be required to wash their hands before and after using shared kitchen appliances, and will not use shared dishware or utensils. Lunchrooms will have posted occupancy limits. Employees will be encouraged to eat their meals outdoors or in the Atrium of the Pharmaceutical Sciences Building. Any shared kitchen appliances, tables, chairs (e.g., microwaves, toaster oven, water cooler, etc.) will need to be sanitized immediately after use.

Facilities and Operations has rearranged or reduced the number of chairs and tables in the Atrium to minimize congregation. Other unnecessary fixtures, equipment or appliances have been removed (magazine/pamphlet racks, sign holders, etc.) These preparations were completed in advance of Stage 1.

21. Partitions or Plexiglass installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

Following the Building Operations guidance document, Plexiglass will be purchased and installed for all reception counters with employees (Student Services, Dean’s Office, Pharmacists Clinic) in preparation for Stage 3. During Stages 1 and 2, all reception areas remained closed.

Section #5 – Administrative Controls

22. Communication Strategy for Employees

Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee’s physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

As outlined above, the Dean’s Office, supervisors, and the Pharmaceutical Sciences JOHSC will all be points of contact for regular communication on safety plans for employees. Information will be shared regularly through JOHSC emails, as well as on the Faculty’s COVID-19 info webpage:

https://pharmsci.ubc.ca/coronavirus-covid-19-information

Concerns can be raised through direct supervisors, the Dean’s Office, or the JOHSC. All concerns will be received, reviewed and addressed following WorkSafe BC and UBC HR requirements to support staff. UBC HR processes and support mechanisms are outlined here: https://www.hr.ubc.ca/covid-19/. Specific information on the use of non-medical masks can be found here
Compliance

Everyone is expected to be cognizant of and adhere to the safety protocols that will be established to ensure that the risk of transmission of COVID-19 is minimized or reduced. In accordance with University and Work Safe BC protocols, compliance with these COVID-19 protocols is mandatory for individuals entering the Pharmaceutical Sciences Building. Anyone coming on site will be required to sign in and sign out on a registration form available at the designated entrance doors. Sign-in forms will be gathered at the end of each day and Building Operations will distribute the forms to the appropriate Associate Deans’ offices. Documents will be retained for 12 months.

These safety plans will be shared widely with our Faculty, Staff and Tenants. This document will also be regularly reviewed and updated per mandated government and University requirements captured here: https://covid19.ubc.ca/.

All employees are required to strictly and conscientiously abide with these protocols, and will need to confirm understanding by signing off on the acknowledgement page of this plan, or by electronic means.

If feeling ill, the affected person should also advise their direct supervisor about their symptoms. In addition, there may need to be an accident/incident report filed or a follow-up WorkSafeBC claim if someone has had a workplace exposure to COVID-19 – see the SRS guidance for supervisors: https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/

23. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees successfully complete the Preventing COVID-19 Infection in the Workplace online training; further detail how you will confirm employee orientation to your specific safety plan.

All employees will be required to complete UBC’s ‘Preventing COVID-19 Infection in the Workplace’ online training module. Supervisors will be responsible for tracking employee and graduate student completion as well as any additional sites-specific training. The appropriate Associate Dean will be responsible for following up with individuals in their portfolio who have not completed training prior to the start of Stage 2 and PIs will be similarly responsible for their graduate students. Completion of this training is mandatory before the individual will be granted building key card access.

Building tenants are required to sign an access agreement (see Appendices) to acknowledge that the health and wellbeing of our university community are paramount, and they will follow guidance from the Provincial Health Officer, the University, WorkSafe BC, and other relevant authorities.

24. Signage

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors).
In preparation for Stage 1, the Building Operations & Facilities Management team of Pharmaceutical Sciences has ensured that all signage follows the templates outlined by Safety & Risk Services COVID-19 website and available here: Worksafe’s COVID-19 – Resources.

Entry checks poster: posted on all external entrances/exits

Preventing COVID spread: posted throughout the building

Distancing measures: posted throughout the building

Hand washing instructions: posted in all washrooms and kitchens throughout the building

UBC’s COVID-19 package for Building Administrators was utilized where directional arrows for the floor were required.

25. Emergency Procedures

Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents

The Building Emergency Response Plan (BERP) for the Faculty of Pharmaceutical Sciences building constituted as of August 2019 is included in the Appendices. The modified version includes “Building Evacuation Amendment COVID-19 (June 2020)” on p. 11, with additional amendments sent out by our Facilities Operations Coordinator on June 19, 2020.

For individuals presenting COVID-19-like symptoms during work, the direction to employees is to call UBC First Aid at 2-4444.

- Suspected positive incidents are to be reported to the Supervisor and documented by the supervisor in CAIRS system as well as by emailing ready.ubc@ubc.ca
- UBC COVID-19 exposure information can be found on the SRS webpage
- Supervisors should direct employees who are unsure about what they should do to the BC Self Assessment tool
- If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.
- The affected person should wash or sanitize hands, and immediately put on a mask.
- If the affected person is on the UBC campus, they should be instructed to go home and self-isolate, avoiding contact with others and not using public transit, taxis or ride shares. They should wear a mask to help stop the spread of germs from themselves to others.
- If necessary the employee should be directed to call 8-1-1 to talk to a nurse at HealthLinkBC, and get advice about what to do next
- If the individual is severely ill (e.g., experiencing difficulty breathing, chest pain), call 911
- Staff responsible for facility cleaning, wearing appropriate PPE, should clean and disinfect the areas that the ill worker was using, and self-monitor for symptoms for the next 14 days

Describe how monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months

The Faculty through the Senior Management Team will review and update to assess existing risks and to identify and reassess new risks per mandated government and University requirements captured here: https://covid19.ubc.ca/:

1. in first month of operation,
2. as plans for in-person teaching in 2020W Term 2 are provided, and
3. as the regulatory guidance changes.

As noted above, concerns with the Safety Plan can be raised through supervisors, and/or the JOHSC or Dean’s Office.

27. Addressing Risks from Previous Closure

Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

New employees will receive an orientation by the Pharm Sci HR team. Employees will have the option to meet virtually with the HR director (or manager), who will address any questions they may have. The remainder of onboarding activities (e.g. CWL setup) will be done online.

Building orientation and general safety training will be conducted by the Building Operations and Facilities Management Team. Employees will be provided with updated versions of the BERP and the Lab or Non-Lab Personnel Orientation Booklet, be asked to view Fire and Earthquake Safety videos, and attend a virtual safety orientation seminar. Employees who will be working on-site will receive a building tour that will be conducted either one-on-one or in small groups, provided physical distancing requirements can be maintained.

Specific safety training for some areas (e.g. research labs) will be conducted by the individual’s direct or research supervisor. Some aspects of lab orientation and safety training will be conducted virtually. Any in-person orientation and safety training will be conducted while observing physical distancing requirements. In situations when in order to provide proper orientation/training, physical distancing can not be maintained, appropriate PPE (e.g. masks, face shields, or face coverings) will be worn.

This proposed safety plan is being shared with all new employees and graduate students. Details will be discussed, and their confirmation of understanding will be documented. They will be required to complete the mandatory online training module on UBC’s ‘Preventing COVID-19 Infection in the Workplace’.

It is not anticipated that there will be changes to employee/graduate student roles during Stage 2 or 3. If a change to the employee/graduate student role becomes necessary for continued operations, training in the new protocols of the job will be included (including full documentation of the training). If
the employee/graduate student role changes, the details will be included in either the supervisors’ or Associate Deans’ office safety plan.

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE.

In situations when physical distancing is not possible, wearing masks, face shields, or other face coverings will be mandatory. Information on the use of non-medical masks can be found [here](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/).

Where COVID-19-specific PPE may be required (e.g., PPE required when seeing patients in the Pharmacists Clinic), the use of appropriate PPE will be mandated in accordance with UBC guidance on COVID-19 PPE. The Pharmacists Clinic has adequate stock of masks and gloves for their employees, and does not anticipate difficulty in procuring more.

The University has produced official, university-wide guidance documents on the procurement and use of PPE during the COVID-19 pandemic. Up-to date UBC-COVID Safety and Risk Services resources can be found at: [https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/).

Section #7 – Acknowledgement

29. Acknowledgement

Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

This safety plan has been endorsed by the Dean of the Faculty of Pharmaceutical Sciences. Regular review and updates will be made in accordance with changes to provincial or UBC protocols for COVID-19. These plans will be distributed to all employees as part of Stage 2 re-entry. Employees will be required to provide electronic confirmation that they have received, read, and understood the plan and will comply with protocols before gaining access to the Pharmaceutical Sciences Building.

The following must be signed by the Dean and the Associate Deans to confirm that it will be shared with employees under their portfolio and to acknowledge receipt and compliance with the Safety Plan.
I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name (Manager or Supervisor)</th>
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Faculty and Staff Occupying Workspace

<table>
<thead>
<tr>
<th>Name</th>
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<th>Confirmation of Understanding</th>
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UBC                                    COVID-19 Parent Safety Plan Faculty of Pharmaceutical Sciences  Page 25
August 2020
Appendix

Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.

Appendix 1: Pharmaceutical Sciences Building Floor Plans with Building Entrances, Elevators, and Directional Flow
Appendix 2: Pharmaceutical Sciences Building Emergency Response Plan (BERP)
Appendix 4: COVID-19 Safety Plans from Pharmaceutical Sciences Building Tenants
Appendix 5: Access Agreement – Non-Pharm Sci Building Occupants
Appendix 6: Monitoring Compliance and Managing Non-Compliant
Appendix 1

Pharmaceutical Sciences Building Floor Plans with Building Entrances, Elevators, and Directional Flow
Pharm Sci Building – Level 2
Pharm Sci Building – Level 5

**KEY**
- Max. 1 person/elevator
- Max. 2 people/elevator
- Directional Flow
- "Up" Only Stairwell
- "Down" Only Stairwell
Pharm Sci Building – Level 6
Appendix 2

Pharmaceutical Sciences Building Emergency Response Plan (BERP)
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## Emergency and Safety Contacts

### EMERGENCY:

**911**
Police | Fire | Ambulance | Hazardous Spill

### NON-EMERGENCY

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>RCMP</td>
<td>604 224 1322</td>
</tr>
<tr>
<td>Vancouver Fire and Rescue</td>
<td>604 665 6010</td>
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<tr>
<td>BC Ambulance Service</td>
<td>604 872 5151</td>
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### SECURITY & PERSONAL SAFETY RESOURCES

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<tbody>
<tr>
<td>Campus Security (Vancouver)</td>
<td>604 822 2222</td>
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<td>AMS SafeWalk</td>
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### FIRST AID RESOURCES

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<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Closest Automated External Defibrillator (Vancouver)</td>
<td>604 822 4444</td>
<td>Atrium level 1, beside the east elevators (3 &amp; 4)</td>
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<tr>
<td>UBC Faculty, Staff, and Student Workers</td>
<td>604 822 4444</td>
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<tr>
<td>UBC Students</td>
<td>911 or Student Health at UBC Hospital</td>
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<tr>
<td>Visitors</td>
<td>911 or Urgent Care at UBC Hospital (604 822 7662)</td>
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### SAFETY RESOURCES & RISK MANAGEMENT SERVICES CONTACTS

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<tbody>
<tr>
<td>AMS Sexual Assault Support Centre</td>
<td>604 827 5180</td>
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<td>Asbestos Safety</td>
<td>604 822 8772</td>
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<td>Biological and Radiation Safety</td>
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<td>Chemical Safety</td>
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<td>Emergency Management &amp; Business Continuity</td>
<td>604 822 1237</td>
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<td>Environmental Services</td>
<td>604 822 9280</td>
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<tr>
<td>Health and Safety- Faculty of Medicine</td>
<td>604 827 1982</td>
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<tr>
<td>Health and Safety- Student Housing and Hospitality Services</td>
<td>604 827 2671</td>
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<tr>
<td>Health and Safety- Building Operations</td>
<td>604 822 1885</td>
</tr>
<tr>
<td>Report an Accident or Incident</td>
<td><a href="http://www.cairs.ubc.ca">www.cairs.ubc.ca</a></td>
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<tr>
<td>Risk Management Services</td>
<td>604 822 2029</td>
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<td>Safety Programs</td>
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<tr>
<td>Occupational Hygiene</td>
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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, Risk Management 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 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 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 Risk Management Services via www.rms.ubc.ca or request a building specific in person floor warden training from RMS (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 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:  Pharmaceutical Sciences Building

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

Life Safety Systems in the building consist of the following:

☒ 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

Automated External Defibrillators (AEDs)

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.

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

Emergency Lighting
In the event of a power failure, emergency lighting will cover all common corridors, stairwells and exit signage. Maintenance of emergency lights is handled by UBC Building Operations.

Emergency Power
A power generator is located on the south side of 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.

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 Extinguishers
Portable fire extinguishers are 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 Hydrants
There are 3 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 3: 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).
Contacts – Building Emergency Directors and Building Floor Wardens

The pre-determined meeting location for Building Emergency Directors, Building Floor Wardens, and Building Occupants is the northwest of the building in the plaza area adjacent to Agronomy Road.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>PHONE NUMBER</th>
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<tbody>
<tr>
<td></td>
<td>WORK</td>
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<tr>
<td>Building Emergency Director</td>
<td>604 822-8047</td>
</tr>
<tr>
<td>Jamal Kurtu</td>
<td></td>
</tr>
<tr>
<td>Building Safety Committee Chair</td>
<td>604 827-1843</td>
</tr>
<tr>
<td>Tony Seet</td>
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<tr>
<td>Building Safety Officer</td>
<td>604 822-7025</td>
</tr>
<tr>
<td>Rehana Aziz</td>
<td></td>
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<tr>
<td>Building Floor Warden – Level Basement</td>
<td></td>
</tr>
<tr>
<td>Tarique Benbow</td>
<td></td>
</tr>
<tr>
<td>Building Floor Warden (Loading bay) -</td>
<td>604 367-9056</td>
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<tr>
<td>Level 1</td>
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<tr>
<td>Warden 1 (Loading Bay, Lecture Theatres):</td>
<td>604 822-5957</td>
</tr>
<tr>
<td>Jonathan Van Drunen</td>
<td></td>
</tr>
<tr>
<td>Warden 2 (Student Services): Sofia Li</td>
<td>604 827-3108</td>
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<tr>
<td>Building Floor Warden - Level 2 East</td>
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<tr>
<td>Warden 1: Napoleon Contreras</td>
<td>604 822-8077</td>
</tr>
<tr>
<td>Warden 2: Ben Jan</td>
<td></td>
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<tr>
<td>Building Floor Warden - Level 2 Centre</td>
<td>604 827-1431</td>
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<tr>
<td>Umberto Lombos</td>
<td></td>
</tr>
<tr>
<td>Building Floor Warden - Level 2 West</td>
<td></td>
</tr>
<tr>
<td>Lia Hughes</td>
<td>604 827-1806</td>
</tr>
<tr>
<td>Building Floor Warden - Level 3 East</td>
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<tr>
<td>Warden 1: Rob Recuenco</td>
<td>604 827-1806</td>
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<tr>
<td>Warden 2: Carolyn Rogers</td>
<td></td>
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<tr>
<td>Building Floor Warden - Level 3 Centre</td>
<td>604 827-3108</td>
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<tr>
<td>Ying Gu</td>
<td></td>
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<tr>
<td>Building Floor Warden - Level 3 West</td>
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<tr>
<td>Warden 1: Vicky Lai</td>
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<td>Warden 2: Gilly Lau</td>
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<tr>
<td>Building Floor Warden - Level 4 West</td>
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<td>-------------------------------------</td>
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<tr>
<td>Warden 1: Sarah Howard</td>
<td>604 822-0021</td>
</tr>
<tr>
<td>Warden 2: Alex Lin</td>
<td>604 822-9460</td>
</tr>
</tbody>
</table>

| Building Floor Warden - Level 5 East |  
|-------------------------------------|---|
| Warden 1: Nazarine Fernandes        | 604 822-2948 |
| Warden 2: Jimi Galvão               | 604 827-3309 |

| Building Floor Warden - Level 5 Centre |  
|---------------------------------------|---|
| Warden 1: Kathy Saatchi               | 604 827-5839 |
| Warden 2: Stoyan Karagiozov           | 604 822-7730 |

| Building Floor Warden - Level 5 West |  
|-------------------------------------|---|
| Warden 1: Anita Kapanen              | 604 827-3721 |
| Warden 2: Emma Riek                  | 604 822-6071 |

| Building Floor Warden - Level 6 East |  
|-------------------------------------|---|
| Warden 1: Bahira Hussein             | 604 822-4420 |
| Warden 2: Rishi Somvanshi            | 604 827-3672 |

| Building Floor Warden - Level 6 Centre |  
|---------------------------------------|---|
| Lin-Hua Zhang                         | 604 827-4592 |

| Building Floor Warden - Level 6 West |  
|-------------------------------------|---|
| Arti Maharaj                         | 604 822-8029 |

### Other Building Occupants:

| adMare (CDRD) – Level 4 East & Centre |  
|--------------------------------------|---|
| Warden 1: Jeff McCarthy              | 604 317-9004 |
| Warden 2: Jason Crawford              | 604-346-5906 |

| MBF                                    |  
|----------------------------------------|---|
| Cindy Cheng                            | 604-827-2873 |

| Dentistry – CHTP                       |  
|----------------------------------------|---|
| Warden 1: Nancy Ford                   | 604-822-6641 |
| Warden 2: Guobin Sun                   | 604-822-2873 |

| UBC IT Data Centre                     |  
|----------------------------------------|---|
| Dan Williamson                         | 604-822-8650 |

### 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, call 911 first and then first aid at 604-822-4444.

This will ensure the quickest response for assistance.
Building Evacuation Amendment COVID-19 (June 2020)

Purpose
The following document is to provide guidance for incorporating COVID-19 precautions to Building Emergency Response Plans (BERP). The leadership and guidance of Emergency Directors and Floor Wardens are essential during this time of physical distancing to prevent disease transmission. While it is important to maintain a safe physical distance (>2 metres) to minimize the risk of spreading the disease, the priority is to execute a safe and expeditious evacuation.

Responsibilities

Building Emergency Directors
The Emergency Director is responsible for determining and implementing the following:

1. Are designated floor wardens in attendance to perform their duties? (Are they working in the building or from home?) Where necessary, interim Floor Wardens can be designated to fill this role.
2. Are the available Floor wardens familiar with all the evacuation routes from their areas?
3. Have physical distancing measures been considered and included?
   a. Once evacuated, floor wardens are to provide physical distance guidance to all evacuees.
   
   Note: Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.
   b. When providing updates about the emergency and evacuation to the Fire Chief on site, maintain appropriate physical distancing (at least 2 metres apart).
4. Encourage all floor wardens to provide an update about evacuations in their individual areas. (Cell phones, Walkie talkies are recommended where possible)
5. Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. Once permitted to re-enter the building, maintain your physical distance and wash your hands with soap and water for a minimum of 20 seconds.

Building Floor Wardens – Instructions
Building Floor Wardens are responsible for the following:

1. Review wall mounted Emergency Procedure Key Plans to ensure all evacuation routes and Predesignated Meeting Areas are known and appropriately used.
2. Physical distancing is not required during an evacuation. 
   
   Note: Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.
3. When all occupants have exited the building and met at the Predesignated Meeting Area, floor wardens are to provide instruction for all to maintain a 2-metre physical distance from each other.
4. When reporting the status of the evacuation to the Building Emergency Director, utilize electronic means of communication where possible to minimize in person-to-person conversations.

5. Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. Once permitted to re-enter the building, maintain your physical distance and wash or sanitize your hands before returning to your work area.

**Building Occupants – Instructions**

When evacuations are necessary for various emergencies outlined in this document, you must evacuate the building and follow the instructions of building floor wardens. Maintain appropriate physical distancing when gathering at the predesignated meeting area.

**Note:** Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.

Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. If possible, sanitize your hands. Once permitted to re-enter the building, maintain your physical distance and wash your hands with soap and water before returning to your work area.

**Persons Requiring Assistance**

Persons Requiring Assistance (as identified by the process outlined in Appendix 5 of the BERP) who are not working from home and reporting to work as usual, should work with their Floor Warden and Building Emergency Director to develop a modified personal evacuation plan that incorporates physical distancing. If this is not feasible, a safe location that is away from the hazard should be identified so the individual can remain there until the Emergency responders can assist these persons.

**Safe Locations**

For personnel who are unable to evacuate the building, it is recommended that if a safe location in the building has been pre-identified in the BERP that the individual remain there until emergency responders can assist. If more than one person needs to remain in the safe location, maintain 2 metres distance or the maximum possible, where 2 metres is not feasible.

**Fire Evacuation Drills**

All fire drills are on hold for the year 2020. This decision has been made after consultation with the Vancouver Fire and Rescue Services. Building users are advised not to submit a fire drill service request until further notice.
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 by moving individuals to a safe location. Individuals requiring assistance are required to have a personal evacuation plan. Refer to Appendix 4: Persons Requiring Assistance and Appendix 5: Personal 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.
8. Upon exiting the building, direct evacuated occupants to proceed to the Predesignated Meeting Area. The Predesignated Meeting Area is the northwest of the building in the plaza area adjacent to Agronomy Road.
9. Ensure 911 is called:
   a) State your name
   b) Provide the address and the nearest intersection: 2405 Wesbrook Mall, Vancouver BC V6T 1Z4.
   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 the northwest of the building in the plaza area adjacent to Agronomy Road.
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

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. 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.
9. Direct evacuated occupants to the Predesignated Meeting Area upon exiting the building. The Predesignated Meeting Area is the northwest of the building in the plaza area adjacent to Agronomy Road.
10. Call 911:
   a) State your name.
   b) Provide the address and the nearest intersection: 2405 Wesbrook Mall, Vancouver BC V6T 1Z4.
   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 the northwest of the building in the plaza area adjacent to Agronomy Road.
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 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.

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

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. 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.
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 the northwest of the building in the plaza area adjacent to Agronomy Road.
9. Call 911:
   a) State your name
   b) Provide the address and the nearest intersection: 2405 Wesbrook Mall, Vancouver BC V6T 1Z4
   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.

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 a Power Outage

Building Emergency Directors, Floor Wardens and Building Occupants - Instructions

1. If a power outage has occurred, consider exiting the building. 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.

   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 - 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. 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.
   e. Upon exiting the building, direct evacuated occupants to the Predesignated Meeting Area. The Predesignated Meeting Area is the northwest of the building in the plaza area adjacent to Agronomy Road.
   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 the northwest of the building in the plaza area adjacent to Agronomy Road.

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 Event 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 the northwest of the building in the plaza area adjacent to Agronomy Road.
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.

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.

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.
In the Event 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.
      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 emergency personnel.
   e. Upon exiting the building, ask evacuated occupants to proceed to the Predesignated Meeting Area. The Predesignated Meeting Area is the northwest of the building in the plaza area adjacent to Agronomy Road.
   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 the northwest of the building in the plaza area adjacent to Agronomy Road.
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 Event 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 the northwest of the building in the plaza area adjacent to Agronomy Road.
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.

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”

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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.
In the Event 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. 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 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 the northwest of the building in the plaza area adjacent to Agronomy Road.
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 Event of an Earthquake

Building Occupants – 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 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 the northwest of the building in the plaza area adjacent to Agronomy Road.
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. When the shaking stops, find a safe location to shelter in place until assistance arrives. Building Emergency Directors and Building Floor Wardens must relay their location to emergency personnel.

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.
In the Event of an 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 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. 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 and wait for further instructions from the Building Emergency Director. The Predesignated Meeting Area is the northwest of the building in the plaza area adjacent to Agronomy Road.

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:
      2405 Wesbrook Mall, Vancouver BC V6T 1Z4
   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.

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 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 the northwest of the building in the plaza area adjacent to Agronomy Road.
4. Call 911 when you are OUTSIDE:
   a) State your name.
   b) Give the address where the gas leak is and the nearest intersection:
      2405 Wesbrook Mall, Vancouver BC V6T 1Z4
   c) 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 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 (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:
      2405 Wesbrook Mall, Vancouver BC V6T 1Z4
   c) Provide information about the hazardous materials release:
      a. Any injuries
      b. Substance name
      c. Quantity
      d. Other hazards (e.g. energized equipment, sharps, etc.).
6. Call 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. 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):

<table>
<thead>
<tr>
<th>DATE/TIME</th>
<th>ARRANGED BY</th>
<th>TOTAL BUILDING EVACUATION TIME</th>
<th>ATTENDED BY FIRE DEPARTMENT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 18, 2018</td>
<td>UBC Fire Life Safety</td>
<td>~10 minutes</td>
<td>No</td>
</tr>
<tr>
<td>July 17, 2019</td>
<td>UBC Fire Life Safety</td>
<td>~7 minutes</td>
<td>No</td>
</tr>
</tbody>
</table>

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 RMS- Safety Programs
Appendix 1: Automated Emergency Defibrillator Locations

AED Location List- November 2016

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

<table>
<thead>
<tr>
<th>AED Location</th>
<th>Building Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acadia Park Residences</td>
<td>2707 Tennis Crescent</td>
</tr>
<tr>
<td>Allard Hall (x 4 units)</td>
<td>1822 East Mall</td>
</tr>
<tr>
<td>Alumni Centre</td>
<td>6163 University Boulevard</td>
</tr>
<tr>
<td>Anthropology &amp; Sociology</td>
<td>6303 NW Marine Drive</td>
</tr>
<tr>
<td>Aquatic Centre (NEW)</td>
<td>6080 Student Union Boulevard</td>
</tr>
<tr>
<td>Asian Centre</td>
<td>1871 West Mall</td>
</tr>
<tr>
<td>Barber Library</td>
<td>1961 East Mall</td>
</tr>
<tr>
<td>Baseball Training Facility</td>
<td>3085 Wesbrook Mall</td>
</tr>
<tr>
<td>Beaty Biodiversity Museum</td>
<td>2212 Main Mall</td>
</tr>
<tr>
<td>Belkin Art Gallery</td>
<td>1825 Main Mall</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>6270 University Boulevard</td>
</tr>
<tr>
<td>Bookstore</td>
<td>6200 University Boulevard</td>
</tr>
<tr>
<td>Botanical Gardens (x2)</td>
<td>6804 SW Marine Drive</td>
</tr>
<tr>
<td>Brock Hall</td>
<td>1874 East Mall</td>
</tr>
<tr>
<td>Buchanan Block A</td>
<td>1866 Main Mall</td>
</tr>
<tr>
<td>Buchanan Tower (x2)</td>
<td>1873 East Mall</td>
</tr>
<tr>
<td>Campus Security</td>
<td>2133 East Mall</td>
</tr>
<tr>
<td>Cecil Green Park House</td>
<td>6251 Cecil Green Park Road</td>
</tr>
<tr>
<td>Centre for Comparative Medicine</td>
<td>4145 Wesbrook Mall</td>
</tr>
<tr>
<td>Chan Centre for the Performing Arts</td>
<td>6265 Crescent Road</td>
</tr>
<tr>
<td>Chemical and Biological Engineering</td>
<td>2360 East Mall</td>
</tr>
<tr>
<td>Chemistry</td>
<td>2036 Main Mall</td>
</tr>
<tr>
<td>Child Care Services Main Office</td>
<td>2881 Acadia Road</td>
</tr>
<tr>
<td>Civil and Mechanical Engineering</td>
<td>6250 Applied Science Lane</td>
</tr>
<tr>
<td>CK Choi</td>
<td>1855 West Mall</td>
</tr>
<tr>
<td>Continuing Studies</td>
<td>2121 West Mall</td>
</tr>
<tr>
<td>David Strangway</td>
<td>5950 University Boulevard</td>
</tr>
<tr>
<td>Donald Rix (3rd Floor Parking Office)</td>
<td>2389 Health Sciences Mall</td>
</tr>
<tr>
<td>Doug Mitchell Thunderbird Sports Centre</td>
<td>6066 Thunderbird Blvd</td>
</tr>
<tr>
<td>Earth Systems Science (ESSB)</td>
<td>2207 Main Mall</td>
</tr>
<tr>
<td>Environmental Services Facility (ESF)</td>
<td>6025 Nurseries Road</td>
</tr>
<tr>
<td>First Nations Longhouse</td>
<td>1985 West Mall</td>
</tr>
<tr>
<td>Food, Nutritional &amp; Health</td>
<td>2205 East Mall</td>
</tr>
<tr>
<td>Forest Sciences</td>
<td>2424 Main Mall</td>
</tr>
<tr>
<td>Frank Forward</td>
<td>6350 Stores Road</td>
</tr>
<tr>
<td>Fraser Hall Residence</td>
<td>2550 Wesbrook Mall</td>
</tr>
</tbody>
</table>
Friedman  
Gage Residence  
Geography  
Green College  
Hennings  
Henry Angus  
Huckleberry Daycare  
ICICS/CS  
International House  
Iona Building (School of Economics)  
JB McDonald  
Jack Bell – Social Work  
Kaiser  
Kenny  
Klinck  
Koerner Library  
Life Sciences Centre  
Liu Centre  
MacMillan  
Marine Drive Residence (Building 3)  
Michael Smith Laboratories  
Museum of Anthropology  
Music  
NEST (AMS)  
Old Administration  
Old Rugby Pavilion  
Orchard Commons (x2)  
Osborne Centre (Building #1) (x 2 units)  
Osborne Centre (Building #2) (x 2 units)  
Owl at the Barn Daycare  
Parking Impound Office  
Pharmaceutical Sciences  
Place Vanier Residence  
Ponderosa Commons Residence  
Point Grill Restaurant (Building 4)  
at Marine Drive Residence  
Pulp & Paper  
Rosegarden Parkade  
Scarfe  
School of Population Health  
Sitka Daycare Centre  
St. John’s College  
Student Rec Centre

2177 Wesbrook Mall  
5959 Student Union Boulevard  
1984 West Mall  
6201 Cecil Green Park Road  
6224 Agricultural Road  
2053 Main Mall  
#101 2725 Osoyoos Crescent  
2366 Main Mall  
1783 West Mall  
6000 Iona Drive  
2199 Wesbrook Mall  
2080 West Mall  
2332 Main Mall  
2136 West Mall  
6356 Agricultural Road  
1958 Main Mall  
2350 Health Sciences Mall  
6476 NW Marine Drive  
2357 Main Mall  
2205 Lower Mall (Building 3)  
2185 East Mall  
6393 Northwest Marine Drive  
6361 Memorial Road  
6133 University Boulevard  
6328 Memorial Road  
2584 East Mall  
6363 Agronomy Road  
6108 Thunderbird Blvd.  
6108 Thunderbird Blvd  
2323 Main Mall  
2451 East Mall  
2405 Wesbrook Mall  
1935 Lower Mall  
2075 West Mall  
2205 Lower Mall (Building 4)  
2385 East Mall  
6278 NW Marine Drive  
2125 Main Mall  
2206 East Mall  
5620(B) Osoyoos Crescent  
2111 Lower Mall  
6000 Student Union Boulevard
<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEF 3</td>
<td>6190 Agronomy Road</td>
</tr>
<tr>
<td>Tennis Centre</td>
<td>6160 Thunderbird Boulevard</td>
</tr>
<tr>
<td>Thunderbird Residence</td>
<td>6335 Thunderbird Crescent</td>
</tr>
<tr>
<td>Thunderbird Stadium (x 6 units)</td>
<td>6288 Stadium Road</td>
</tr>
<tr>
<td>Thunderbird Warehouse</td>
<td>2440 West Mall</td>
</tr>
<tr>
<td>Totem Residence</td>
<td>2525 West Mall</td>
</tr>
<tr>
<td>UBC Farm</td>
<td>3461 Ross Drive</td>
</tr>
<tr>
<td>University Centre</td>
<td>6331 Crescent Road</td>
</tr>
<tr>
<td>University Neighbourhood Association (UNA) - Old Barn Community Centre</td>
<td>6308 Thunderbird Boulevard</td>
</tr>
<tr>
<td>University Services Building</td>
<td>2329 West Mall</td>
</tr>
<tr>
<td>War Memorial Gym</td>
<td>6081 University Boulevard</td>
</tr>
<tr>
<td>Wesbrook</td>
<td>6174 University Boulevard</td>
</tr>
<tr>
<td>West Coast Suites at UBC</td>
<td>5961 Student Union Boulevard</td>
</tr>
<tr>
<td>Woodward IRC</td>
<td>2194 Health Sciences Mall</td>
</tr>
</tbody>
</table>

**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 [RMS Website](#) for the most up-to-date locations of AEDs.
Appendix 2: Emergency Response Key Plans

EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm pull station.
2. If it is safe, control the fire.
3. Give the address and the nearest intersection.
4. Provide information about the emergency. Where is the fire? (Ground floor, main floor, second floor, etc.).
5. Do not attack the fire. Look for the nearest safe exit.
6. Do not use the stairs.
7. Do not open doors.
8. Do not enter the building. Keep the building move away.
9. Do not block exit doors.
10. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.

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 stations, safe exits, and areas of refuge.)
Appendix 3: Building Site Plan

![Building Site Plan Diagram]

For Emergencies Call 911
Appendix 4: Persons Requiring Assistance

Scope
Building Occupants who can relate to any of these general disabilities should develop an evacuation plan prior to an emergency evacuation: mobility, visual, hearing, speech, and cognitive (use Appendix 5: Personal Evacuation Plan to as a template to document your plan guide).

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.

Persons Providing Assistance
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 written plans. 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 a 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

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).
**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.

**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.

**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.

**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
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


Appendix 5: Personal Evacuation Plan (TEMPLATE)

*Complete this form only if you need special assistance to evacuate in an emergency. The person with impairments must be involved in preparing the plan.

NOTE: To respect personal privacy, please obtain consent from each of the individuals indicated on the table below prior to listing their contact details. A copy of the Personal Evacuation Plan should be given to the Building Emergency Director; plans should be reviewed annually and updated as needed.

Personal Evacuation Plan Developed for: ____________________________

<table>
<thead>
<tr>
<th>PART 1: YOUR PRIMARY LOCATION</th>
<th>Building</th>
<th>Room Number</th>
<th>Department</th>
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<tr>
<th>PART 2: YOUR CONTACT INFORMATION</th>
<th>Primary Phone</th>
<th>Cell Phone</th>
<th>Email Address</th>
</tr>
</thead>
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<tr>
<th>PART 3: ASSISTANCE</th>
<th>Detail the number of assistants required and the role of the assistant considering the following factors (use of disability related equipment, use of “safe location to shelter,” assisting until a certain point or until safely out of the building, are service animals involved?)</th>
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<thead>
<tr>
<th>PART 4: CONTACT INFORMATION FOR PRIMARY ASSISTANT(S)</th>
<th>Primary Phone</th>
<th>Cell Phone</th>
<th>Email Address</th>
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<thead>
<tr>
<th>PART 5: CONTACT INFORMATION FOR ALTERNATE* ASSISTANT(S)</th>
<th>Primary Phone</th>
<th>Cell Phone</th>
<th>Email Address</th>
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<tr>
<td>*Alternates are to assist when the primary assistants are not available</td>
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</tr>
</tbody>
</table>

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<tr>
<th>PART 6: PRIMARY EVACUATION ROUTE</th>
<th>Describe the primary route that will be taken and attach a map outlining it</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>PART 7: SECONDARY EVACUATION ROUTE</th>
<th>Describe the secondary route that will be taken and attach a map outlining it</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PART 9: TRAINING FOR THE ASSISTANT</th>
<th>Is Training required for the assistant?</th>
<th>Is the required training required training completed by the assistant?</th>
<th>Is there documentation showing completed training?</th>
</tr>
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<tr>
<th>PART 10: PERSONAL EMERGENCY PREPAREDNESS KIT (if applicable)</th>
<th>Detail the location of any Personal Emergency Preparedness Kit</th>
</tr>
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</table>

Last revision: June 2020
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 Risk Management 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) *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.

<table>
<thead>
<tr>
<th>DEPARTMENT/AGENCY</th>
<th>NAME (TITLE)</th>
</tr>
</thead>
</table>
| 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 Safety and Security)                                                                                       |
| UBC Energy and Water Services   | Richard Hugli  
(Electrical Utilities Manager)                                                                                                                                 |
| UBC Risk Management 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)                                                                                                                                 |
Appendix 3

COVID-19 Intermediate Safety Plans for Research, Academic Activities, and the Pharmacists Clinic

Copies of these plans are readily available upon request.
Please contact Mr. Jamal Kurtu, Director, Operations and Facilities Management, jamal.kurtu@ubc.ca
Appendix 4

COVID-19 Safety Plans from Pharmaceutical Sciences Building Tenants

Copies of these plans are readily available upon request.

Please contact Mr. Jamal Kurtu, Director, Operations and Facilities Management, jamal.kurtu@ubc.ca
Appendix 5

Access Agreement – Non-PharmSci Building Occupants
ACCESS AGREEMENT – Non Pharm Sci Building Occupants

1. In keeping with guidance from the Provincial Health Officer:
   a. Personnel will stay at home if they are sick with cold or flu symptoms;
   b. Physical distancing: all people present in this space will respect physical distancing by keeping two meters (six feet) away from one another at all times;
   c. Personal hygiene: regular hand washing, covering coughs and sneezes;
   d. Regular and thorough cleaning, particularly of high-touch, high-traffic points;
2. Personal protective equipment: Any PPE required to undertake this research is available to meet the needs of the people present;
3. THE ALLOCATION FOR YOUR WORKSPACE IS:
   _____ TOTAL PERSONNEL AT ANY TIME

4. Only designated items/spaces will be used by personnel as per the COVID-19 Workspace Safety Plan.

ACKNOWLEDGEMENT

By signing this form, I acknowledge that the health and wellbeing of our university community are paramount, and we will follow guidance from the Provincial Health Officer, the University, WorkSafe BC, and other relevant authorities.

I also acknowledge that:

• Failure to uphold the commitment confirmed here could result in the loss of research access privileges.
• Non-compliance in my research setting could jeopardize the ability of on-campus activity to continue during the COVID pandemic.
• It is my responsibility as the Principal Investigator/Supervisor to ensure that I, along with all personnel, are aware of and comply with the relevant COVID-19 and other safety protocols.

I confirm that the COVID-19 Workspace Safety Plan has been shared and reviewed with all personnel.

Date

Company/Building Tenant

Name (Principal Investigator or Supervisor)

Title
### Personnel Occupying Work Space

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Understanding</th>
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Name | Signature | Date

### Faculty Approval

Name | Signature | Date

*Please ensure a signed copy of this form is sent to the Office of ADR, and that a copy is posted in plain view on any room, lab or other space accounted for by this Agreement.*
Appendix 6

Monitoring Compliance and Managing Non-Compliance
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The resumption of research and teaching activity at the UBC Faculty of Pharmaceutical Sciences will be managed in phases, which have been developed and articulated in close collaboration with faculty members, staff members, Associate Deans, and others. To resume research and teaching activities successfully will require a commitment from the community to the principles and plans that the University has established:

- The health and well-being of faculty, students and staff is paramount
- The orders, notices and guidance of the Provincial Health Officer will be followed
- Permission to conduct on-campus research and teaching activities will be limited to those who require on-site resources and cannot work remotely
- There will be a phased and coordinated approach across each campus
- Phased resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation on our campuses
- If an employee has a concern about returning to work, they will have an opportunity to discuss that with their supervisor, Human Resources, and their employee group as appropriate
- Equity will be considered in evaluating how to plan and conduct resumption of research and teaching activities

Faculty-level plans for resuming research and teaching activity will reflect these principles, and will account for relevant safety protocols. There will be common protocols around handwashing and physical distancing, building-specific protocols for cleaning, and unique protocols for individual labs and other spaces. It is of paramount importance that all community members involved in on-campus research and teaching activities comply with these safety protocols at all times. It is equally important to understand that failure to comply with these protocols may result in access permissions being withdrawn, may present a risk to the health and wellbeing of our people, and could ultimately lead to discipline.

Monitoring Compliance:

Compliance will be monitored by the following:

- Tracking an individual’s completion of the online course: “Preventing COVID-19 Infection in the Workplace” and inspection of daily sign in logs by the relevant Associate Dean’s offices.
- Key card access and periodic checks by the Building Operations and Facilities Management team. For example, the team will conduct regular patrols of all floors in the building to ensure compliance with physical distancing guidelines and other protocols. Infractions will be reported immediately to supervisors, the relevant Associate Dean and, if necessary, the Dean.

Managing Non-Compliance:

Individual PIs are responsible for the health and safety of personnel working in their labs. Associate Deans are responsible for the health and safety of everyone who reports to them, and also responsible for ensuring that everyone in the Unit is adequately supervised. The supervisor – the PI or the Associate Dean – is responsible for investigating any complaints of non-compliance with a specific safety protocol, non-compliance with the guiding principles above or non-compliance with guidance from the Provincial Health Officer. For support in investigating incidents of non-compliance or similar concerns, Associate
Deans or the PI can contact their Human Resources Advisor or Faculty Relations Senior Manager.

Circumstances may occur where there is a perception of non-compliance, when in fact that is not the case. An example would be two work colleagues who live in the same home who are seen to be working less than 2 meters apart from one another. In most cases, a quick discussion with the individuals involved may help to resolve any concern.

Where non-compliance with safety protocols is clearly occurring, however, it is important to understand the expected reporting procedure.

1. Non-compliance with a safety protocol within a lab/research space is first reported to the PI. Non-compliance on the part of a PI is first reported to the Associate Dean, Research. Non-compliance with a safety protocol within a non-lab/non-research space is first reported to the most relevant Associate Dean.

2. The PI (or Associate Dean) must investigate the situation without delay by contacting the appropriate people in the lab or other space. This could be faculty, staff, trainees, or the PI. They may also seek advice from UBC Safety & Risk Services.

3. As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the lab/research space, teaching space, or other areas in question.

4. If a claim about non-compliance is substantiated, the supervisor (PI or Associate Dean) will consult with Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:
   - Suspension of access to on-campus facilities;
   - Curtailment of the type or location of activity that can be undertaken on campus;
   - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.

5. Resumption of activity can only occur with the agreement of the supervisor who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.

Supervisors are expected to share this document with their teams, to ensure everyone involved in resuming research and teaching activity is aware of the importance of respecting the safety protocols put in place, of the mechanism for investigating complaints of non-compliance, and of the potential consequences for non-compliance.