

Building Emergency Response Plan

The Life Sciences Centre

**2350 Health Sciences Mall
Vancouver, BC
V6T 1Z3**

University of British Columbia

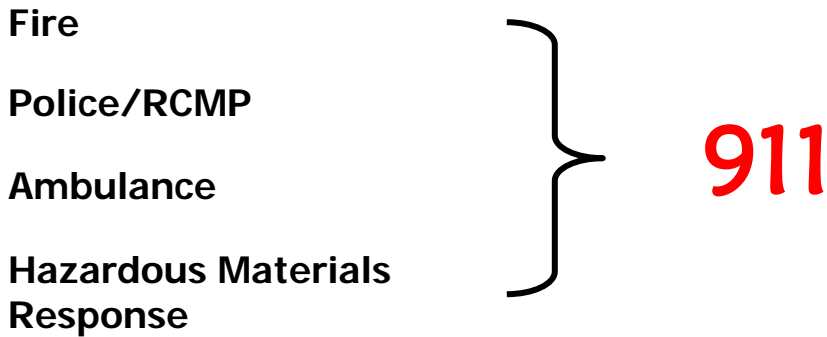
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EMERGENCY TELEPHONE NUMBERS



Campus Mobile First Aid (Faculty and Staff only – students see local first aid attendant)	604-822-4444
Campus Security	604-822-2222
Risk Management Services (Environment spills, disasters, fires, bomb threats, etc.)	604-822-2029
Hospital Urgent Care Department (UBC Site)	604-822-7222
UBC Trouble Calls	604-822-2173
Poison Control Centre	604-682-5050
LSC Safety and Environmental Advisor	604-827-4127
LSC Operations Manager	604-827-3936

OBJECTIVES OF THE LSC EMERGENCY RESPONSE PLAN

The objectives of the LSC Emergency Response Plan are:

1. To ensure the safety of LSC 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 and,

Emergency Evacuation – To establish a systematic method of safe and orderly evacuation of an area or building, in case of fire or other emergency.

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

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

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



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

LIFE SAFETY SYSTEMS AND BUILDING FEATURES

Building Name: The Life Sciences Centre

Building Address: 2350 Health Sciences Mall Vancouver, BC V6T 1Z3

Life Safety Systems in the building consist of the following:

- ❑ Emergency exits
- ❑ Emergency lighting
- ❑ Emergency power
- ❑ Fire alarm system
- ❑ Fire extinguisher(s)
- ❑ Fire hose cabinets & standpipes
- ❑ Fire hydrant(s)
- ❑ Fire pump
- ❑ Sprinkler system

The locations of Fire Life Safety features are indicated on LSC Site Safety Plan (found on page 7).

Emergency Exits

Emergency exits are located throughout the building and marked by lighted signs and placards. Maintenance of lighted emergency exit signs is handled by UBC Building Operations. Refer to **LSC Site Safety Plan** (page 7) for building evacuation routes and exits.

Emergency Lighting

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

Emergency Power

In the event of a power failure, a generator is provided and is located on the North side of the Life Sciences Centre. This unit provides power to emergency lighting, exit signage, elevators and all related emergency equipment.

Critical laboratory equipment and other infrastructure can also be connected to the emergency power supply via **red-coloured outlets** that are installed in critical locations throughout the facility.

Fire Alarm System

There are fire alarm pull stations and smoke detectors throughout the building. The fire alarm system is supervised by the Vancouver Fire & Rescue Services through the 911 dispatch centre. Daily maintenance is handled by UBC Building Operations. The locations of fire alarm pull stations are indicated in LSC Site Safety Plan (page 7)

Fire Extinguisher(s)

There are portable fire extinguishers placed strategically (i.e. visible and accessible) throughout the building. Refer to LSC Site Safety Plan (page 7) for locations of portable fire extinguishers.

Fire Hydrant(s)

Refer to LSC Site Safety Plan (page 7) for locations of fire hydrants located near the building.

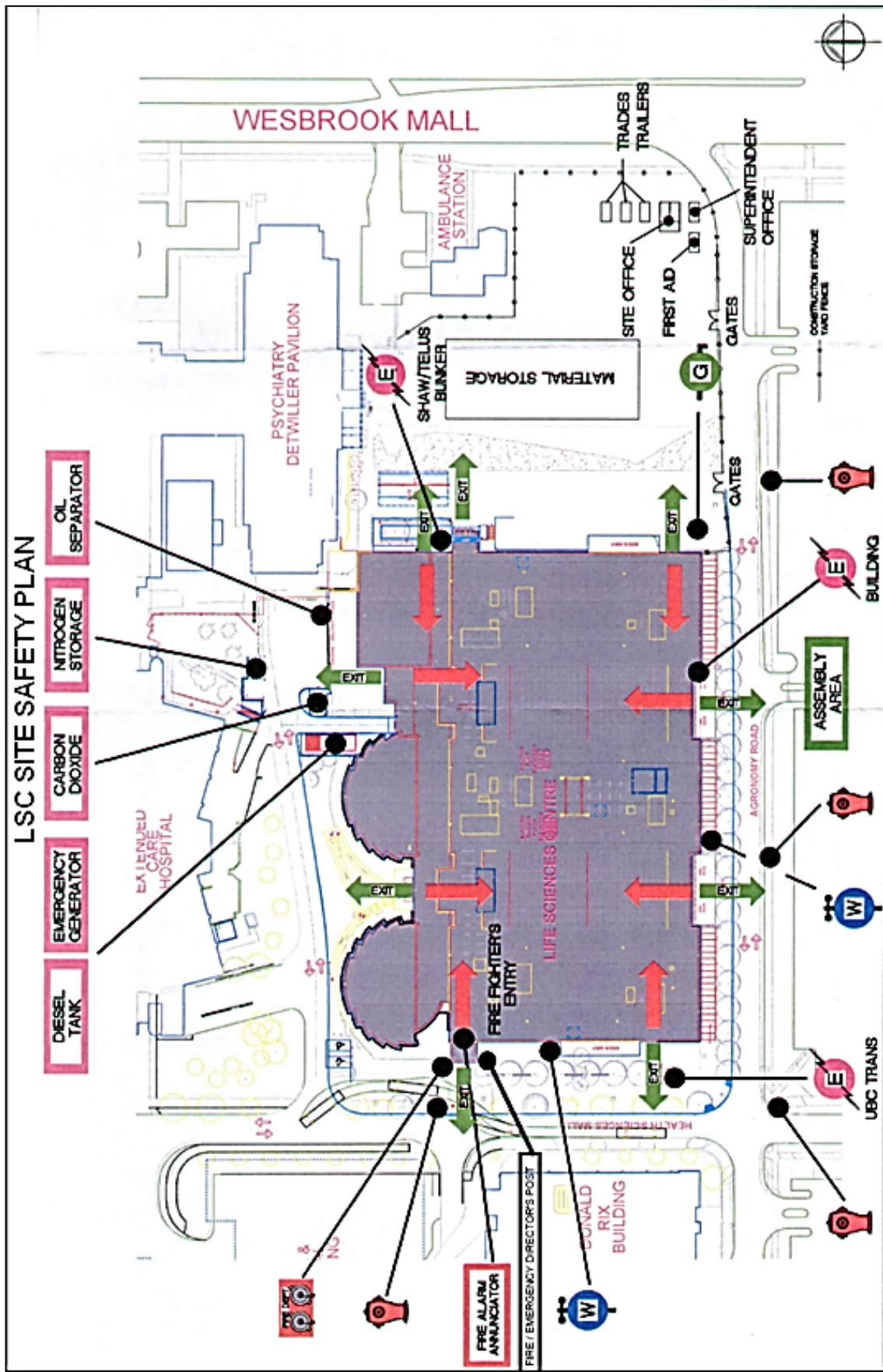
Fire Pump

A fire pump has been provided and is designed to increase and maintain water pressure in the standpipe during fire-fighting operations. It is located in the sprinkler room or (other location)

The location of the fire pump is shown on LSC Site Safety Plan (page 7).

Sprinkler System

A sprinkler system has been installed in this building. The main control valves are located in the sprinkler room on LSC Site Safety Plan (page 7).



LSC EMERGENCY PROCEDURES

When following established emergency procedures it is important to recognize that every emergency situation will be unique.

Always follow directions provided by emergency personnel, (e.g. the RCMP and Campus Security) at the time of an incident.

NOTE: In the unlikely event that these LSC procedures *contradict* University or Incident Command (First Responder) directives, the University or Incident Command directives shall take precedence.

911 - General Calling Procedures

- **Dial 911**
- **Provide the following exact information:**
 1. **Nature of emergency**
 2. **Give the precise location, including:**

Building name:	The Life Sciences Centre
Building address:	2350 Health Sciences Mall
Room number:	Room or area where incident is occurring.
Phone number:	Number at which you can be reached.
- **Do not hang up until told to do so** - as additional information may be needed.
- **Call LSC Security at 822-3734** and inform them of the situation, and the location of the patient. Campus Security staff will assist in the response.
- **Have someone meet the emergency responders, at the main (North-West) entrance, and have them guide the responders to the incident.**

LSC BUILDING EVACUATION PROCEDURE

If building evacuation is necessary:

1. **Shut down equipment, secure hazardous materials. Close fumehood sashes.**
2. **Calmly proceed to nearest exit** -- in case of fire check doors for heat before opening.
3. **Follow instructions** from floor wardens and emergency evacuation personnel.
4. **Do not use elevators.**
5. **Walk** -- don't rush or crowd. Use handrails in stairways. Assist people with disabilities.
6. **Move away from the building quickly** -- watch for falling glass and other hazards.
7. **Move to your emergency meeting location** – the 'grassy knoll' and parking lot on the south side of the LSC. Stay there until you receive further instruction
8. **Never re-enter the building until notified** by emergency personnel that it is safe to do so.

Note: After a fire alarm is silenced, occupants will not be allowed to re-enter the LSC until after the building ventilation systems have been re-started.

When to Evacuate?

Situations requiring mandatory building evacuation include:

- Fire or fire alarm**
- Major hazardous materials release (fire alarm to be activated)**

Situations possibly requiring building evacuation include:

- Bomb threat**
- Large earthquake**
- Power Outage**

The need for evacuation in these situations will be determined by LSC and / or emergency personnel who will advise you.

Where to Evacuate?

Go to the assembly area at the grassy knoll and parking lot on the south side of the building, across Health Sciences Mall.

In the event of a large-scale emergency or disaster – such a powerful earthquake – the University may open an emergency Reception Centre. Information about the Reception Centre will be disseminated via the UBC Main Page, the UBC Emergency Bulletin and Information System and / or by the LSC Emergency Management staff. Under such circumstances, evacuees are to proceed to the Reception Centre for information, shelter and aid.

Evacuating Disabled Persons

Non-ambulatory persons may await assistance from emergency personnel at the designated "areas of refuge" in LSC stairwells but colleagues / supervisors must ensure that the fire department is informed!

AGGRESSIVE OR THREATENING BEHAVIOUR

If faced with a person that is hostile,

1. **Retreat** , move away from hostile person
2. **Call Campus Security (822-2222) - or 911 in an emergency.**
3. **Have co-worker(s) stay with you** until problem has been dealt with.

NOTE: *Do not attempt to handle or evict the person yourself.*

Any individual who believes there is an imminent threat of violence should call 911.

Additional Contact Information:

Students who have a concern about the behaviour of a friend or classmate can contact Counseling Services 604-822-3811, Student Health Services 604-822-7011 or Campus Security 604-822-2222.

Faculty and staff can contact the VP Students office at 604-822-3955 to help a student in crisis.

Faculty and Staff experiencing emotional distress can contact Human Solutions, UBC's Employee and Family Assistance program, at 1-800-663-1142.

ASSAULT

If you witness an assault or any other crime:

1. **Call 911**
2. **Then call UBC Campus Security (604-822-2222).**
3. **Do not place yourself in danger by attempting to apprehend or interfere with a suspect.**
4. **Get a good description of the suspect.** Note physical characteristics, clothing, direction and mode of travel.
5. **Note the license plate number as well as the make and colour of any vehicle** which may be involved.

BOMB THREAT

Bomb threats can be received by telephone, note, letter or email. Most bomb threats are made by persons who want to create an atmosphere of general anxiety and panic. All such threats must be taken seriously and handled as though an explosive is in the building.

If you receive a bomb threat by note, letter or e-mail:

1. **Call 911**
2. **Then call UBC Campus Security (604-822-2222).**

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

1. **Stay calm.** Keep the caller on the line. Do not upset the caller. Indicate your willingness to cooperate.
2. **Ask a lot of questions.** Where is the bomb? When is it going to go off? What kind is it? What does it look like? Permit the caller to say as much as possible without interruption.
3. **Take notes** on everything said and on your observations about background noise, voice characteristics, language / accents, etc.
4. **Call 911 immediately, and then UBC Campus Security** to report the threat. If possible, get a co-worker to do this while you continue talking to the caller. (The purpose of keeping the person talking is to assist in identifying the caller. Tracing is not always possible.)

When there has been a bomb threat:

Survey your immediate work area.

If you see a package or a foreign object in an unusual place – **DO NOT TOUCH IT!**

Call **9-1-1** and advise them of your actions. You will be advised if evacuation is necessary.

Follow instructions given by emergency personnel.

An explosion of any type must be reported immediately to the Fire Department. Call 911.

EARTHQUAKE

If you are indoors:

During the shaking

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

After the shaking stops

- Count to 60 to allow debris to finish falling after the shaking stops.
- Assess your immediate surroundings for dangers.
- Proceed with evacuating the building.
 - Follow instructions of Building Floor Wardens during evacuation.
 - Remain calm, and evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
 - Do not use the elevator(s).
 - Proceed to the designated Area of Refuge if you have difficulty negotiating the stairs or if you need assistance in evacuating. The designated Areas of Refuge are: the signed stairwell landings.
 - Upon exiting the building, proceed directly to the designated assembly area (muster station) and wait for further instructions from the Building Emergency Director.

The designated assembly area is: outside the Main / North-West entrance of the LSC.

- DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so.
- If an aftershock occurs during evacuation and you are still inside the building, repeat DROP, COVER, AND HOLD procedure before resuming evacuation.

If you are outdoors:

During the shaking

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

After the shaking stops

- Count to 60 to allow debris to finish falling after the shaking stops.
- Assess your immediate surroundings for dangers.
- Proceed directly to the designated assembly area (muster station) and wait for further instructions from the Building Emergency Director.

The designated assembly area is: the parking lot and "grassy knoll" on the South side of the LSC.

- DO NOT ENTER ANY BUILDINGS until the Fire Department and the Building Emergency Director gives permission to do so.

ELECTRICAL POWER FAILURE (BUILDING WIDE)

Scenario 1: Emergency Power Generator Initiated

An LSC -wide power outage will immediately activate the LSC emergency power generator. The emergency generator provides back-up power to all critical building systems and infrastructure. Building lighting, ventilation (HVAC), fumehoods and elevators all run on building emergency power.

When the emergency power generator is functioning, *there is no need to evacuate.*

Emergency power also goes to devices connected to emergency power outlets. Emergency power outlets feature red face-plates or red sockets.

NOTE! Not all biological safety cabinets and laminar flow hoods are connected to emergency power outlets. **People working in bio-safety cabinets that are not on back-up power must immediately put away materials, close the cabinet sash and refrain from using the cabinet until power is restored.**

NOTE! Not all freezers and refrigerators are connected to emergency power outlets.

During a power outage, avoid opening the doors of freezers and fridges that are not connected to an emergency power outlet.

There are a limited number of dedicated back-up refrigerators and freezers available at the LSC. These have been provided for the preservation of limited amounts of materials / data in the event of a refrigerator / freezer failure or a lengthy power outage.

Persons needing short-term, emergency freezer or refrigerator storage space should contact Sophia Wang, LSC Operations Manager, at (604) 827-3936

If individual fumehood alarms sound, cease working in the hood, store chemicals properly and put down the sash fully.

If the static flow alarm and strobe in finger engages, ensure that sashes of fumehoods in affected area are lowered, and the work in that area ceases until strobe cease to operate.

Scenario 2: Emergency Power Generator fails

Failure of the emergency power generator will necessitate the prompt and safe evacuation of the LSC. Please follow LSC evacuation procedures.

Due to the possibility of a night time power failure and the lack of natural light in certain areas - primarily in levels B2 and B3 and in some of the north-side stairwells – **occupants are strongly encouraged to purchase, maintain and keep at-hand personal lighting devices** in order to be able to safely exit the building during a power and generator failure.

FIRE OR EXPLOSION

If you discover a fire or witness an explosion;

1. **Evacuate immediate area**, closing doors behind you. Inform others.
 2. **Activate fire alarm** from nearest pull-station.
 3. If possible, control small fire with the appropriate extinguisher but do not place yourself or others in danger.
 4. Do not attempt to rescue injured persons if doing so places you in danger.
 5. **Evacuate building via closest safe route. Do not use elevators!**
Follow "Building Evacuation Procedures". Go to established meeting areas.
 6. **Wait for emergency personnel** outside the main (north-west) entrance of the building.
Provide information on situation, hazardous materials involved (e.g. MSDS).
 7. **Do not re-enter the building** until the Fire Department and LSC Evacuation Personnel give permission to do so. After a fire alarm is silenced, occupants will not be allowed to re-enter the LSC until after the building ventilation systems have been re-started. This may take 15 minutes or more.
-

For a *minor* benchtop-type fire (or materials overheating):

1. *If possible to do so safely*, quickly turn off the heat source and / or extinguish the flame by smothering it with a solid cover or using a fire extinguisher.
 2. Avoid smoke / chemical inhalation: *immediately leave the area / lab* and vocally instruct all others present to do the same. Take the time to plan a safe response.
 3. If the situation is controlled (and can be monitored from a safe distance):
 1. Call 9-1-1 and give the dispatcher all requested information and follow all directives.
 2. If applicable, consult and follow the appropriate MSDS before cleaning up the spill.
 3. Call LSC Security and inform them of the situation. Follow all directives.
 4. Do not let anyone back into the lab until you receive clearance from response personnel.
 4. If the situation is not fully controlled (if there is any larger risk potential):
 1. Pull the nearest fire alarm pull-station and evacuate the facility.
 2. Meet with response personnel outside main NW entrance and pass on all information about the incident.
-

If clothing catches on fire:

Yours:

- STOP** where you are.
- DROP** to the floor.
- ROLL** around on the floor.

Someone else's:

Grab a blanket, rug or coat and wrap them in it to smother the flames.

If trapped in a room by fire:

Block smoke from entering by placing damp cloth material around / under door.

Retreat, closing as many doors as possible between yourself and the fire.

Signal your location -- phone 911 and give the fire department your exact location; if this is not possible be prepared to signal from a window. *Do not open the window or break glass unless absolutely necessary -- outside smoke may be drawn in.*

If caught in smoke:

Drop to your knees and crawl.

Breathe shallowly through your nose, holding your breath as long as possible.

Use a damp cloth over your mouth and nose to filter out smoke.

Stay calm.

FIRE ALARM

If you hear the fire alarm *it **must** be treated as a real emergency.*

- 1. Shut down equipment, secure hazardous materials. Close fumehood sashes.**
- 2. Calmly proceed to nearest exit** -- in case of fire check doors for heat before opening.
- 3. Follow instructions** from floor wardens and emergency evacuation personnel.
- 4. Do not use elevators.**
- 5. Walk -- don't rush or crowd.** Use handrails in stairways. Assist people with disabilities.
- 6. Move away from the building quickly** -- watch for falling glass and other hazards.
- 7. Move to your emergency meeting location** -- the 'grassy knoll' on the south side of the LSC - and stay there until you receive further instruction
- 8. Do not re-enter the building until notified** by emergency personnel that it is safe to do so.

Note: After a fire alarm is silenced, occupants will be allowed to re-enter the LSC but lab personnel are advised not to re-enter laboratory spaces until *after the building ventilation systems have been re-started*. This may take 15 minutes or more. Once lab space HVAC flow alarms cease to ring (and flash), personnel can safely re-enter the labs.

FIRST AID

Any person needing First Aid care has three options:

Option 1: See an LSC Local First Aid Attendant

- locations of attendants are posted on LSC First Aid Posters
- Staff at the LSC Reception / Administration can summon a first aid attendant
- attendants are generally available during standard working hours

Option 2: Go to the UBC Student Health Services (Students only)

- located at Student Health Services (Suite M334 - 2211 Wesbrook Mall)
- Hours of Operation: Mon, Tues, Thurs & Fri 8 a.m. to 4 p.m.
Wednesdays 8 a.m. to 8 p.m.

Option 3: Summon the UBC “2-4444” Mobile First Unit

- This service is available, *no matter how minor the injury*
- This service is available *24 hours a day, 365 days a year* – at no cost to the user.

How to call for Mobile First Aid:

1. **Dial: 604- 822- 4444**
 - This automatically directs the call to the VFRS Dispatch Centre.
2. **Give the Dispatcher all the requested information,**
 - This is to include: the nature of the injury, the exact location of the patient and any other relevant information that is requested.
3. **Follow all instructions given**
 - Stay on the line until told to hang up.
4. **The Mobile First Aid Vehicle will be dispatched**
 - Please avoid relocating the patient, as the responders will be sent to the patient's location,
 - The dispatcher will also dispatch a BC Ambulance Unit if the caller or the dispatcher deems it necessary.
5. **Call LSC Security at 822-3734** and inform them of the situation and the location. LSC Security staff will assist with the response.
6. **Assign a person to help guide the responders to the patient.**

IS IT an Emergency?

Situations which indicate the need for a 911 emergency response include:

- Life-threatening injuries from a fall
- Head trauma
- Severe burns
- Severe or uncontrollable bleeding
- Persistent or sudden chest pain
- Breathing emergencies
- Severely altered level of consciousness
- Severe allergic reactions

If you are uncertain but worried, CALL 911 It is better to be safe, than sorry!

FLOODING / WATER LEAKAGE

While at the LSC, if you come across any of the following:

- Overflowing sink
- Leaking pipe
- Leaking equipment (such as a fridge or freezer)
- Significant water spill from an unknown source

Do the following:

1. Where feasible, turn off water source.
2. Immediately call and report to UBC Service Centre (Trouble Calls) at 822-2173.
3. Call and report to LSC Security at 822-3734
4. Notify / warn others.
5. If safe to do so, try to contain water using dams or absorbent material.

HAZARDOUS MATERIALS SPILL / RELEASE

Any uncontrolled release of hazardous materials is considered a major spill / release!

Major Spill Response

(More than 1 litre, Multiple or Unknown Materials)

These procedures must be followed.

1. **Evacuate immediate area.** Shut down equipment.
2. **Isolate area** and prevent re-entry
3. Attend to injured or contaminated persons and remove them from exposure as practical.
4. **Call 911 – tell them you are reporting a Hazardous Materials Spill**
 - Give: - your name and phone number
 - the exact location of the spill (address, room number, etc)
 - chemical name & quantity
 - time of spill
 - details of actions taken
 - stay on the line until released by operator
5. Report to the building entrance to provide information to and/or assist emergency personnel.
6. **Call LSC Security at 604-822-3734**
7. Inform your Supervisor and the LSC Safety Advisor (604-827-4127)
8. An incident / accident report and investigation form is to be filled out within 24hrs of incident.

REMEMBER!

DO NOT attempt to clean up a spill if any of the following conditions apply:

1. More than one chemical has spilled;
2. The quantity spilled is greater than one liter;
3. Spill involves flammable solvents, highly toxic or corrosive materials
4. The substance is unknown or you are uncertain of the hazards of the substance; or
5. You are uncomfortable in the situation.

Minor (Benchtop-Type) Spill Response

(Less than 1 litre of a Known Material)

Minor spills may be controlled and cleaned up by employees who work with the substance and understand the hazards of the material, and by following these steps:

1. Alert people in the immediate area of the spill, evacuate as required
2. If spilled material is flammable, turn off all ignition and heat sources
3. Avoid breathing vapours from the spill
4. Isolate spill area
5. Call your supervisor – evaluate risk (should you call 911?)
6. Locate spill kit, assemble appropriate clean-up materials and PPE
7. Contain and control spill (dams)
8. Neutralize or absorb spill
9. Sweep/shovel up waste material and place into a sealed, leak proof bag or container
10. Dispose of all materials (gloves, brooms, paper towels) used to clean up the spill in a sealed container as well
11. Label and dispose of all bags or containers as hazardous waste.
12. For disposal information or materials, contact the UBC Environmental Services Facility at 604-822-6306
13. For more detailed or material-specific information see ***Spill Cart Binder***

REMEMBER!

DO NOT attempt to clean up a spill if any of the following conditions apply:

1. More than one chemical has spilled;
2. The quantity spilled is greater than one liter;
3. Spill involves flammable solvents, highly toxic or corrosive materials
4. The substance is unknown or you are uncertain of the hazards of the substance; or
5. You are uncomfortable in the situation.

Under these circumstances:

1. Pull the nearest fire alarm pull-station and evacuate the facility.
2. Meet with response personnel outside main NW entrance and pass on all information about the incident.

Other Situations Involving Hazardous Materials

Chemical Spill on Body

1. Remove all contaminated clothing
2. Flush contaminated skin with running water from a faucet or safety shower for at least 15 minutes
3. Have someone call for appropriate first aid or medical care
4. Inform Supervisor and the LSC Safety Advisor (604-827-4127)
5. An incident / accident report and investigation form is to be filled out within 24hrs of incident

Chemical Splashed in Eye

1. Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
2. Forcibly hold eye lid(s) open to ensure effective wash behind eyelids
3. Have someone call for appropriate first aid or medical care
4. Inform Supervisor and the LSC Safety Advisor (604-827-4127)
5. An incident / accident report and investigation form is to be filled out within 24hrs of incident

BE PREPARED IN ADVANCE!!

Know the location of nearest *Spill Kit* and *know how to use it!*

Know the location of your lab's *Material Safety Data Sheets (MSDS)* and *know how to use them!*

Supervisors are required by law to ensure that their lab workers are knowledgeable in spill response and emergency procedures.

Periodically review detailed spill response and clean up procedures (see LSC Spill Cart Binders).

LOCKDOWN

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats. A notification to occupants to lockdown may be sent by Campus Security, emergency personnel, or from an academic or administrative head. As each building on campus is unique, individuals may receive notification to lockdown through various means.

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

Upon Alert to Lockdown

If you are in a classroom, room or office, stay there, secure the door and windows and await further instructions or escort from emergency personnel.

If the door does not lock consider barricading the door with tables and chairs.

If you are in a corridor go into the closest office not already secured and lock or barricade the door and windows.

Close curtains or blinds where possible.

Stay away from windows and doors.

Stay low and quiet.

Cell phones should be put on quiet or vibrate mode.

Do not make non-essential calls.

Actions to Avoid

Do not open the door once it has been secured until you are officially advised "all clear" or are certain it is emergency response personnel at the door.

Do not use or hide in washrooms.

Do not travel down long corridors.

Do not assemble in large open areas (e.g. cafeterias).

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

Considerations

Follow instructions from emergency personnel only.

During a lockdown, if the fire alarm is activated, remain where you are and await further instructions over a PA or portable loudspeaker.

If possible, monitor the [UBC website homepage](#) for updates. Media reports may be unreliable.

For their own safety, emergency personnel must initially consider all individuals as potential threats. It is important to follow instructions from police at all times to avoid harm and ensure the best possible response.

Following the Lockdown

Cooperate with emergency personnel to assist in an orderly evacuation.

Proceed to the designated assembly area if advised.

The police may require individuals to remain available for questioning following a lockdown.

University staff may be present as you exit the building to provide additional information.

Official UBC Lockdown Video

Do you know what to do in a lockdown? Go to www.emergency.ubc.ca; Also available on DVD by request.

MEDICAL EMERGENCY

1. Call **911**

2. Provide the exact information requested by the emergency dispatch technician.

The nature of the emergency: whatever details you have about what happened and the patient's condition

Building name: The Life Sciences Centre

Building address: 2350 Health Sciences Mall

3. Stay on the line until released by emergency dispatch technician.

4. Call **LSC Security at 604-822-3734** to report the incident. Security personnel will assist with the event, as needed, and will guide the responders to the patient's location. .

5. Have someone in position to receive the emergency response crew(s) and to direct the response crew to the patient's location.

IS IT an Emergency?

Situations which indicate the need for a **911** emergency medical response may include:

- life-threatening injuries from a fall
- head trauma
- severe burns
- Severe or uncontrollable bleeding
- persistent or sudden chest pain
- breathing emergencies
- severely altered level of consciousness
- severe allergic reactions
- if you are uncertain but worried, CALL! It is better to be safe, than sorry!

PERSONAL SECURITY ISSUES & RESOURCES

Personal safety in the workplace:

- Know the location of the nearest phone, alarm and exits.
- Have emergency numbers posted by the phone.
- When possible, do not work alone.
- If you must work alone at night and have concerns about your personal safety, call Campus Security (604-822-2222) or [AMS Safewalk](#) (604-822-5355) to inform them of your location and hours and/or arrange to call home hourly to confirm your safety.

Approaching strangers in the workplace:

- Be friendly but assertive.
- Ask if you can direct the person.
- If the person is hostile, retreat and call Campus Security or 911 in an emergency.
- **Do not** attempt to evict the person yourself.

Safety on the go:

- Walk with someone else whenever possible. Use the [AMS Safewalk Program](#).
- Stay in busy, well lit areas. Do not take shortcuts through low-traffic areas.
- Use caution when stopping to give strangers information or directions, especially at night.
- If you suspect you are being followed, be suspicious. Keep checking behind you so the person knows you cannot be surprised. Change directions, cross the street and go to a busy, well lit area. Report the incident to the RCMP immediately.
- Park your car or bicycle in a busy, well lit area. If this is not possible, or if you are returning to your vehicle late at night, call AMS Safewalk, or have someone accompany you.
- Be alert as you return to your vehicle. If someone is hanging around - leave. Have your keys ready and check your backseat before getting in your car. Lock your door and keep your windows rolled up

RADIATION EMERGENCY

In the event of a spill or release of radioactive materials on a person:

1. Ensure that the appropriate medical assistance has been called to attend to any personal injuries.
2. If necessary, summon a HAZMAT response by dialing 9-1-1
3. Ensure that the radioactive material does not further contaminate the accident victim by moving him or her away from any volatile radioactive material and by removal of contaminated clothing.
4. If unable to move victim, isolate contaminated body parts as much as possible using any available shielding material.
5. Limit the risk of further exposure and injury by controlling access to the area. Doors to the area should be kept closed.
6. Mark off contaminated area with masking tape, chalk, rope, etc. to restrict traffic.
7. Authorize evacuation of room, floor or building where necessary.
8. Contact Radiation Safety at (604) 822-7052 or (604) 822-4353 to obtain clean-up advice.
9. Determine if this is a reportable spill and ensure that the appropriate authorities are advised.
10. Inform the individual(s) that they must fill out an incident/accident report form and inform their immediate supervisor.

Report all incidents to Radiation Safety at (604) 822-7052 or (604) 822-4353 as soon as possible.

SEVERE WEATHER EVENT (SNOW)

According to UBC Policy No. 68:

1. General

1.1. The University remains open during extreme snow conditions where essential services are required. Examples of this activity are the food service needed for students in residence, the functioning of the central heating plant and maintenance of security.

1.2. Certain extreme weather conditions may dictate the cancellation of classes (both credit and non-credit) on a campus-wide basis and the curtailment of non-essential services. In this situation, the decision will be made by the Deputy Vice-Chancellor of each campus or his/her delegate. The decision will be communicated within the university community by the Vice Presidents, Deans, Heads and Directors. The decision will be communicated to local radio and television stations by Public Affairs. All communication with the media will be from the Office of the Deputy Vice-Chancellor of each campus or Public Affairs

2. Detailed Procedures

2.1. In the event of deteriorating conditions overnight, every effort will be made to communicate the decision to the radio and television stations by 6:00 a.m.

2.2. Heads of administrative units are to formulate their own guidelines about which individual members of faculty and staff must report for work because of the essential nature of their responsibilities when classes are cancelled and/or services curtailed because of snow. Members of faculty and staff who have not been designated by their administrative head of unit as essential for snow services may choose to stay at home under this circumstance, and may arrange with their administrative head of unit to make up the time (if scheduling permits), take a vacation day or to take the day off without pay.

2.3. In the event of deteriorating conditions during a person's normal workday, the administrative head of unit has the authority to permit members of faculty and staff who are not designated as essential for snow services to leave early without loss of pay, upon receiving the communication originating from the Deputy Vice-Chancellor of each campus.

2.4. A member of staff who is expected at work but unable to come because of snow is expected to advise the administrative head of unit as soon as possible. Also, a member of staff may be delayed in getting to work because of snow. In both cases, with the agreement of the administrative head of unit, the member of staff may receive compensation for the day by using vacation time or accumulated time owing, or may make arrangements to make up the time.

ACTIONS:

1. Listen to local radio stations for forecasts and news announcements.
2. Monitor the UBC Main Page for information or announcements
3. If you have any concerns, talk to your supervisor as soon as possible.

STEAM SUPPLY FAILURE (BUILDING WIDE)

Failure of building steam systems will primarily affect steam powered autoclaves and other steam powered equipment. This may affect work routines but does not necessitate leaving the building.

The Life Sciences Centre is heated by the building steam supply. Should there be a longer term steam failure – primarily in winter months - that adversely affects the working environment, decisions regarding business continuity and occupancy will be made by personnel from LSC Operations and Safety, and senior LSC administrators, with input from Land and Building Services and other external agencies.

SUICIDE PREVENTION

Are you, or is someone you know, having suicidal thoughts?

If you have concerns about suicidal thoughts or feelings, we urge you to contact the resources below.

Crisis Lines (24 hours)

Free and confidential, 24-hour distress lines provide non-judgmental support and community resources:

24/7 Distress Line , call toll free from anywhere in BC:	1.800.SUICIDE (1.800.784.2433)
Vancouver Crisis Centre:	604.872.3311
In Howe Sound and on the Sunshine Coast , call toll free:	1-866-661-3311
TTY (hearing assistance)	1-866-872-0113

Online Support for Youth

Youth aged 12-29 can get live, confidential, one-on-one, online support at YouthInBC.com

Student Resources on Campus:

UBC Counseling Services: 604.822.3811

Student Health Service: 604.822.7011

Staff & Faculty Resources

Human Solutions™ 1.800.663.1142 (English)
1.866.398.9505 (French)
1.888.384.1152 (TTY hearing assistance)

UBC Health Clinic: 604.822.5431 (UBC Vancouver only)

SUSPICIOUS BEHAVIOUR

If someone is behaving in a suspicious manner, it is best to approach them.

Approaching strangers in the workplace:

- Be friendly but assertive.
- Ask if you can direct or assist the person.
- If the person is hostile, retreat and call **LSC Security** at **604-822-3734** or **911** in an emergency.
- **Do not** attempt to evict the person yourself.

VENTILATION (HVAC) FAILURE (BUILDING WIDE)

A failure or shutdown of the ventilation system will be signaled by cessation of the audible background “rumbling” sound of the building’s HVAC system. As building air equalizes, the sensation or sound of rushing air may also be detected, especially when situated near exterior doors. Doors may be difficult to open.

Fumehood low-flow alarms will sound in or adjacent to laboratories.

ACTIONS:

Directions for laboratory occupants

1. Close all fumehoods sashes.
2. Turn off all non-critical laboratory compressed gas and building gas sources
3. Cease all research activities that may create hazardous emissions (chemical, biological)
4. Leave the labs - only re-enter if absolutely necessary, and for short durations.

NOTE:

Due to unpredictable pressure differentials in and around the labs during an HVAC failure, there is the possibility that airborne contaminants from the labs may enter the corridors and offices.

Those persons concerned about possible laboratory exposures should leave the research floors and proceed to the main floor.

When HVAC systems are back up and running, LSC operations will notify occupants

WATER SUPPLY FAILURE (BUILDING WIDE)

In the event of a campus-wide water supply failure, decisions regarding business continuity and building occupation will be issued by the Director (or designate) of the UBC Emergency Operation Centre (EOC).

This information will be disseminated via the UBC Emergency messaging and Notification System as well as internal LSC communication networks.

In the event of a LSC-specific water supply failure, decisions regarding business continuity and occupancy will be made by personnel from UBC Fire Life Safety, LSC Operations and Safety, and senior LSC administrators, with input from Land and Building Services and other external agencies.

This information will be disseminated via internal LSC communication networks.

CONTACT INFORMATION FOR BUILDING EMERGENCY DIRECTORS AND FLOOR WARDENS

- The pre-determined meeting location for Building Emergency Directors and Floor Wardens is outside the main, North-West entrance of the Life Sciences Centre.

See LSC Site Safety Plan (page 7)

- The designated evacuation assembly area for building occupants is the parkade, sidewalk and grassy knoll on the South side of the LSC (across Health Sciences Mall).

See LSC Site Safety Plan (page 7)

POSITION	PHONE NUMBER:	
	Office	Alternate
Building Emergency Director Pierre Tanguay	604-827-4127	
Deputy Building Emergency Director Sophia Wang	604-827-3936	
Evacuation Coordinators / "Gatekeepers"	See Page 24	
Floor Wardens	See Appendix 1	

BUILDING LOCATIONS OF OCCUPANTS WITH DISABILITIES

Please indicate on the table shown below, occupants in your office area that might need assistance during an emergency evacuation.

NAME	AREA / LOCATION	PHONE NUMBER
Name:		
Name:		
Name:		
Name:		
Name:		

RESPONSIBILITIES OF BUILDING EMERGENCY DIRECTORS AND FLOOR WARDENS

Responsibilities of the Building Emergency Director

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

The Building Emergency Director recruits the Building Floor Wardens. In addition, the Building Emergency Director is responsible for the training of Building Floor Wardens to perform their duties in fire prevention and emergency evacuation of the building.

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

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

Responsibilities of Floor Wardens

Floor Wardens will check their floor or area regularly for:

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

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

**The purpose of regular inspections
is to ensure a safe, hazard-free workspace.**

INSTRUCTIONS FOR BUILDING EMERGENCY DIRECTORS IN CASE OF A BUILDING FIRE

If you discover a fire or explosion in the building:

- Immediately activate the closest fire pull alarm.
- Evacuate occupants in the area(s) that are assigned to you.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- Close windows and doors on your way out to help with containing the fire, only if it is close to you and it is safe to do so.
- Do not use the elevator(s).
- If possible, assist anyone having difficulty evacuating. If needed, assist occupants that are unable to evacuate or cannot negotiate the stairs to the nearest designated Area of Refuge. The designated Areas of Refuge are the signed stairwell landings.
- Upon exiting the building, ask evacuated occupants to proceed to the designated assembly area (muster station).
The designated assembly area is: The Parking lot and "grassy knoll" on the south side of the LSC.
- Call 911
 - State your name.
 - Give the address where the fire is and the nearest intersection. The address of your building is: 2350 Health Sciences Mall, Vancouver, BC
 - Give information about the fire: what floor, how fast fire is spreading, people trapped etc.
- Proceed to pre-determined meeting location for Building Emergency Directors and Floor Wardens (eg. at an open area that is a safe distance away from the building) and wait for Building Floor Wardens to report information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Floor Wardens is: Outside of the Main / North-West entrance of the LSC.
- Ensure all evacuation information reported by the Building Floor Wardens is relayed over to the Fire Chief on-site.
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.

INSTRUCTIONS FOR BUILDING EMERGENCY DIRECTORS IN THE CASE OF A BOMB THREAT

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

1. Phone the **RCMP** at **911**.
 - State your name.
 - Say that a bomb threat has been received and give any information you have about the threat and the caller.
2. Call **UBC Campus Security** at **604-822-2222** .
3. **Meet RCMP** and together come to a decision as to whether to evacuate the building. If necessary, use the fire alarm to evacuate the building.
4. Follow instructions given by emergency personnel, as for a fire emergency.
5. If evacuation is necessary, do not allow anyone to reenter until RCMP has given permission.

Note: An explosion of any type must be reported immediately to the Fire Department – call 911.

WHEN A BOMB THREAT IS RECEIVED BY TELEPHONE:

Listen

Be calm and courteous

Do not interrupt the caller

Obtain as much information as you can

Notify authorities as soon as possible

QUESTIONS TO ASK:

What time will the bomb explode?

What is it?

What does it look like?

Where are you calling from?

What is your name?

Why did you place the bomb?

PERTINENT DATA TO RECORD:

Date, time and duration of call

Exact wording of threat

Identifying characteristics of caller (e.g. gender, accent, speech, diction, manner, background noises)

INSTRUCTIONS FOR EMERGENCY DIRECTOR IN THE CASE OF AN EARTHQUAKE

If you are indoors:

During the shaking

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

After the shaking stops

- Count to 60 to allow debris to finish falling after the shaking stops.
- Assess your immediate surroundings for dangers.
- Proceed with Building Floor Warden Evacuation Procedures.
 - Evacuate occupants in the area(s) that are assigned to you.
 - Urge people to stay calm, and to evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
 - Do not allow building occupants to use the elevator(s).
 - If possible, assist anyone having difficulty in getting out, or if needed, help them to a safe area (eg. Area of Refuge). The designated Areas of Refuge are: the signed stairwell landings.
 - Upon exiting the building, ask evacuated occupants to proceed to the designated assembly area (muster station). The designated assembly area is: the parking lot and "grassy knoll" on the south side of the LSC.
 - Proceed to pre-determined meeting location for Building Emergency Directors and Floor Wardens (eg. at an open area that is a safe distance away from the building) and wait for Building Floor Wardens to report information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Floor Wardens is: outside the main / North-West entrance of the LSC
 - Ensure all evacuation information reported by the Building Floor Wardens is relayed over to 1st Responders on-site (eg. Fire, Police or Ambulance).
 - DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.
- If an aftershock occurs during evacuation and you are still inside the building, repeat DROP, COVER, AND HOLD procedure before resuming evacuation.

If you are outdoors:

During the shaking

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

After the shaking stops

- Count to 60 to allow debris to finish falling after the shaking stops.
- Assess your immediate surroundings for dangers.
- Proceed to pre-determined meeting location for Building Emergency Directors and Floor Wardens (eg. at an open area that is a safe distance away from the building) and wait for Building Floor Wardens to report information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Floor Wardens is: outside the Main / North-West entrance of the LSC.
- Ensure all evacuation information reported by the Building Floor Wardens is relayed over to 1st Responders on-site (eg. Fire, Police or Ambulance).
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.

INSTRUCTIONS FOR BUILDING FLOOR WARDENS IN CASE OF A BUILDING FIRE

If you discover a fire or explosion in the building:

- Immediately activate the closest fire pull alarm.
- Evacuate occupants in the area(s) that are assigned to you.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- Close windows and doors on your way out to help with containing the fire, only if it is close to you and it is safe to do so.
- Do not use the elevator(s).
- If possible, assist anyone having difficulty evacuating. If needed, assist occupants that are unable to evacuate or cannot negotiate the stairs to the nearest designated Area of Refuge. The designated Areas of Refuge are: the signed stairwell landings
- Upon exiting the building, ask evacuated occupants to proceed to the designated assembly area (muster station). The designated assembly area is: the parking lot and "grassy knoll" on the south side of the LSC
- Call 911
 - State your name.
 - Give the address where the fire is and the nearest intersection. The address of your building is: 2350 Health Sciences Mall Vancouver, BC
 - Give information about the fire: what floor, how fast fire is spreading, people trapped etc.
- Proceed to pre-determined meeting location for Building Emergency Directors and Floor Wardens (eg. at an open area that is a safe distance away from the building) and report information about the evacuation or about the building to the Building Emergency Director as required. The pre-determined meeting location for Building Emergency Directors and Floor Wardens is: outside the Main / North-West entrance of the LSC.
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.

INSTRUCTIONS FOR BUILDING FLOOR WARDENS IN THE CASE OF AN EARTHQUAKE

If you are indoors:

During the shaking

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

After the shaking stops

- Count to 60 to allow debris to finish falling after the shaking stops.
- Assess your immediate surroundings for dangers.
- Proceed with Building Floor Warden Evacuation Procedures.
 - Evacuate occupants in the area(s) that are assigned to you.
 - Urge people to stay calm, and to evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
 - Do not allow building occupants to use the elevator(s).
 - If possible, assist anyone having difficulty in getting out, or if needed, help them to a safe area (eg. Area of Refuge). The designated Areas of Refuge are: the signed stairwell landings.
 - Upon exiting the building, ask evacuated occupants to proceed to the designated assembly area (muster station). The designated assembly area is: the parking lot and "grassy knoll" on the south side of the LSC
 - Meet the Building Emergency Director at the pre-determined location for Building Emergency Directors and Floor Wardens (eg. 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 Floor Wardens is: outside the Main / North-West entrance of the LSC.
 - DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.
- If an aftershock occurs during evacuation and you are still inside the building, repeat DROP, COVER, AND HOLD procedure before resuming evacuation.

If you are outdoors:

During the shaking

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

After the shaking stops

- Count to 60 to allow debris to finish falling after the shaking stops.
- Assess your immediate surroundings for dangers.
- Meet the Building Emergency Director at the pre-determined location for Building Emergency Directors and Floor Wardens (eg. 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 Floor Wardens is: outside the Main / North-West entrance of the LSC.
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.

PROCEDURES / RECORDS FOR FIRE EVACUATION 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) Arrange the fire drill by calling UBC Trouble Calls at 604-822-2173.

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

- b) Advise the Emergency and Continuity Planner via 604-822-1237 or emergency_planning@riskmanagement.ubc.ca of the date and time of the drill and the total building evacuation time.

Record of Fire Drills:

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

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

Note: You must maintain records of Fire Drills conducted and forward the results to emergency_planning@riskmanagement.ubc.ca