Safety & Risk Services
2024-01-02 | Version 2.0

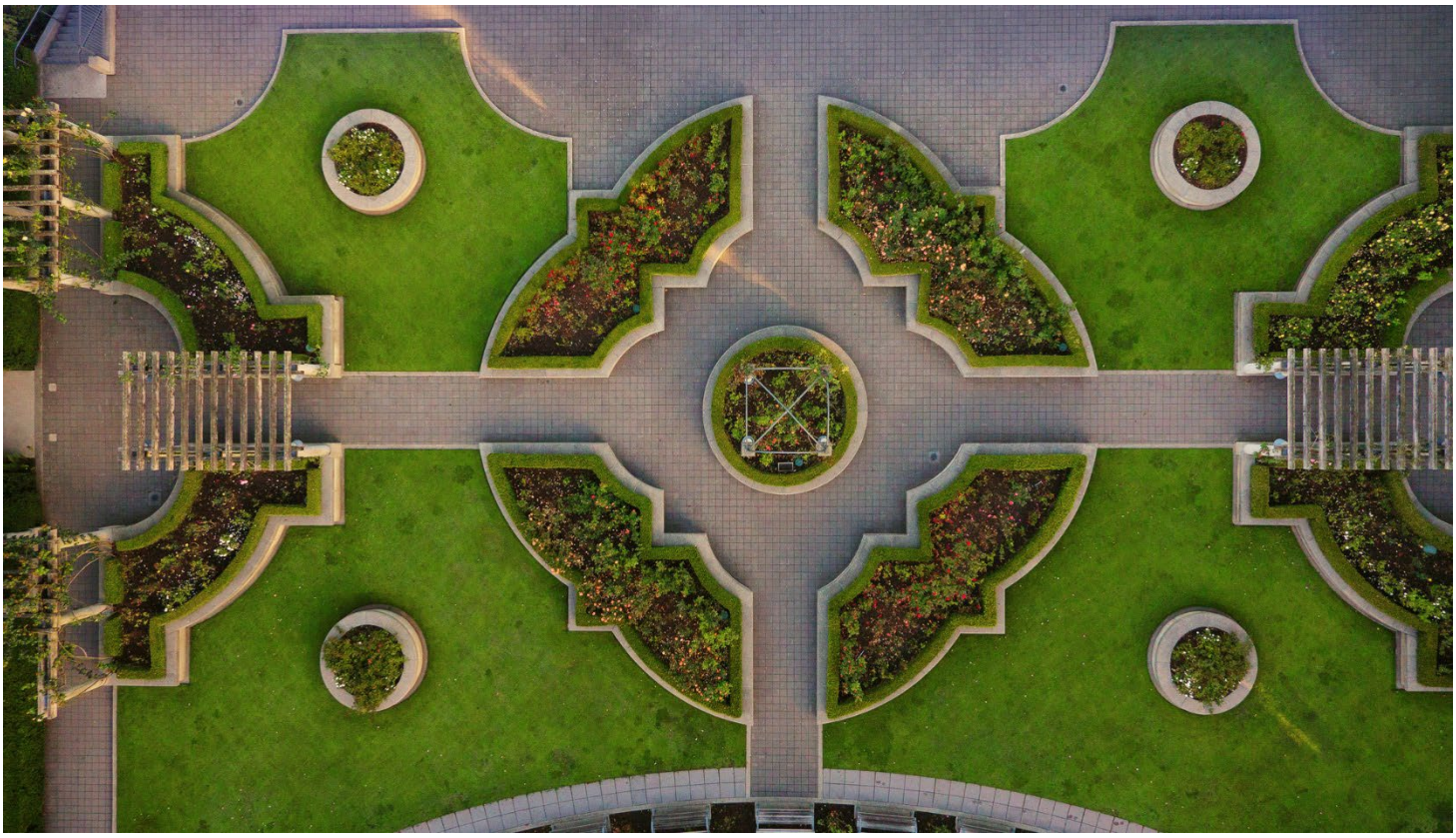
Building Emergency Response Plan

Beaty Biodiversity Centre

2212 Main Mall, Vancouver, BC V6T 1Z4

December, 2025 Last Reviewed

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



THE UNIVERSITY OF BRITISH COLUMBIA

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UBC Emergency Contacts

Call 9-1-1

POLICE | FIRE | AMBULANCE | HAZARDOUS SPILL

RCMP Non-Emergency: 604-224-1322

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

For information during a campus emergency, visit www.ubc.ca

BUILDING NAME: Beaty Biodiversity Centre

BUILDING ADDRESS: 2212 Main Mall, Vancouver, BC V6T 1Z4

CAMPUS SECURITY

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

FIRST AID

Medical Emergencies..... 9-1-1, then call First Aid
UBC Faculty, Staff, and Student-staff.....604-822-4444
UBC Students and Visitors..... 604-822-2222
Locate the closest defibrillator.....srs.ubc.ca/defibrillators

SAFETY

Safety & Risk Services (SRS).....604-822-2029
Biological & Radiation Safety.....604-822-9527
Chemical Safety.....604-827-3409
Emergency Management.....604-822-1237
UBC Equity & Inclusion.....604-827-1773
UBC Counselling Services.....604-822-3811
UBC Student Health.....604-822-7011
AMS Sexual Assault Support Centre.....604-827-5180
Sexual Violence Prevention & Response (SVPRO).....604-822-1588

FOR MORE INFORMATION

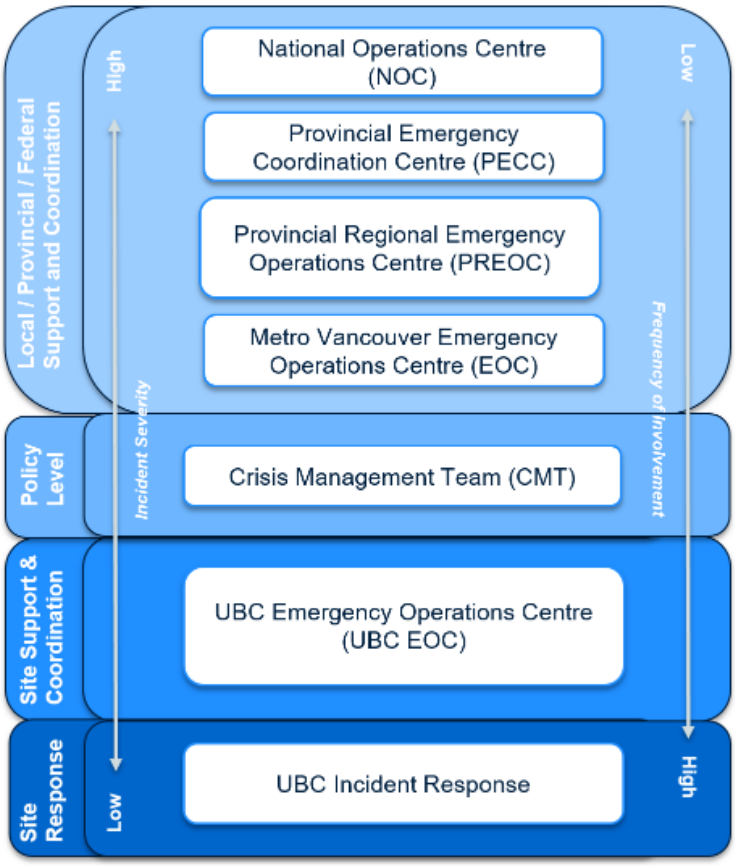
Safety & Risk Services
srs.ubc.ca
604-822-2029

Download the
UBC Safe Vancouver App

srs.ubc.ca/ubcsafe

1.0 Emergency Response Plan and Alerts

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



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

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

Figure 1: BC Emergency Management System Response Structure

How to receive UBC Alerts

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

2. UBC Safe Vancouver App
   Download the UBC Safe Vancouver App for direct access to campus safety resources and *turn on push notifications to receive timely alerts and notifications.*

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

2.0 Document Overview

2.1 Objectives

The objectives of the Building Emergency Response Plan (BERP) are:

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

   Fire Prevention
   To reduce and prevent the incidence of fire by controlling fire hazards in the building and by maintaining the building facilities (see pages 4-5 “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

2.2 Submitting the Completed BERP

Upon completion of the BERP, the Building Emergency Director is to email a copy of the BERP to safety.risk@ubc.ca with any completed individualized evacuation plans removed.

3.0 Responsibilities

3.1 Building Emergency Director

The Building Emergency Director is responsible for:

- Updating the BERP annually or whenever there is a significant change in the building (eg. renovation)
- Emailing a copy of the completed BERP to safety.risk@ubc.ca with any completed individualized evacuation plans removed.
- Liaising with the Fire Chief to provide a summary of the evacuation and any other relevant information
- Collaborating with building floor wardens to ensure they are adequately trained to lead a safe building evacuation
- Organizing annual building fire drills
- Ensuring each floor has enough floor wardens to properly evacuate the building and that they are adequately trained to perform their duties in fire prevention and emergency evacuation of the building.
    - Having one (1) alternate for each position (Building Emergency Director and Building Floor Wardens) is required; however, having two (2) alternate is recommended.
    - All Building Emergency Directors and Building Floor Wardens should take the Floor Warden Training course available through Safety & Risk Services or request a building specific in person floor warden training from SRS (604 822 6513).
- Ensuring any deficiencies that floor wardens notify you of are rectified. The following resources are available to help rectify the deficiencies:
    - Local Safety Team
    - Joint Occupational Health and Safety Committee
    - Building Operations Service Centre (604-822-2173)
    - Safety & Risk Services
- Maintaining proper records of:
    - Current Building Floor Wardens
    - Evacuation times of fire drills,
    - Fire and emergency incidents in the building
    - Fire prevention activities
    - A list of regular building occupants with impairments.

3.0 Responsibilities

3.2 Building Floor Wardens

Building Floor Wardens are responsible for:

- Being familiar with their assigned areas to ensure a safe and orderly evacuation.
    - This includes knowing the location of pull stations, fire extinguishers, evacuation routes and predesignated meeting areas in real life rather than just on a map
- Knowing the name and civic address of your building (e.g. Building X at 1111 xxxx street.) before making call to 911
- Leading the evacuation of building occupants within their designated area.
    - They are responsible for recording the names and locations of areas of concern. (e.g. locked doors, missed areas, people who are unable or refuse to evacuate)
    - These concerns must be reported directly to the Building Emergency Director. The Building Emergency director reports all information to the Fire Chief.
        - If the Building Emergency Director is unavailable, the Building Floor Wardens shall their report to the Fire Chief or any member of the Fire Department.
- Conducting informal inspections focused on fire safety and check floor or area regularly for:
    - Accumulation of combustible or flammable materials and rubbish
    - Dangerous ignition sources (e.g. worn extension cords, oily rags, overheating equipment).
    - Hazardous equipment such as portable heaters must never be left unattended.
        - Ensure heat emitting equipment is not next to cardboard boxes, paper, or any combustible materials.
    - Exit signs in good order and adequate lighting in public corridors and stairwells.
    - Fire and exit doors and their self-closing hardware in good operating condition (Doors should not be wedged open under any conditions).
    - Exit routes (means of egress) are unobstructed.
    - Fire hose and portable fire extinguishers are not obstructed, in good order and ready to use.
    - Emergency Response Key Plans are correct.
- Notifying the building emergency director for any deficiencies found. The following resources are available to help rectify the deficiencies:
    - Local Safety Team
    - Joint Occupational Health and Safety Committee
    - Building Operations Service Centre (604-822-2173)
    - Safety & Risk Services

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

3.0 Responsibilities

3.3 Building Occupants

Building Occupants are responsible for:

- Being familiar with the contents of the Building Emergency Response Plan and Emergency Procedure Key Plans (e.g. evacuation routes)
- Following instructions of Building Floor Wardens and/or the Building Emergency Director
- Staying clear of the building during an evacuation to provide clear access for emergency vehicles
- Faculty (including instructors) and staff are expected to assist floor wardens by providing clear direction to students inside and outside of the building during an evacuation.
- Building Occupants should be familiar with the exact location of the building which includes:
    - The civic address (e.g. 2389 Health Sciences Mall)
    - The building name
    - Any other information including notable landmarks and cross streets

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

4.0 Life Safety Systems and Building Features

Building Name: BEATY BIODIVERSITY CENTRE

Building Address: 2212 MAIN MALL, VANCOUVER, BC V6T 1Z4

Life Safety Systems in the building consist of the following:

Click on check box to indicate that the Life Safety System is present in the building
Note: You may contact your Facilities Manager to assist in determining what's present
☒ Automated External Defibrillators (AEDs)
☒ Emergency exits
☒ Emergency lighting
☒ Emergency power
☒ Fire alarm pull station
☒ Fire extinguisher(s)
☒ Fire hose cabinets & standpipes
☒ Fire hydrant(s)
☐ Fire pump
☒ Sprinkler system
☒ Area(s) of Refuge
☒ Predesignated Meeting Area

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

4.1 Automated External Defibrillators (if applicable)

CLOSEST LOCATION TO YOUR BUILDING is the lobby (room 114) of the 1st floor of the Biodiversity Research Centre side of the building, near elevator and stairwell #2.

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

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

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

AEDs are now available at a number of publicly accessible buildings across UBC's Vancouver campus (if there is no AED in your building, visit the UBC Vancouver AED Map to find the nearest AED to you). If the location of the AED is not indicated on your Building's Emergency Key Plans, use the contact information provided in Appendix 1: Emergency Response Key Plans to obtain an updated EKP that lists this information. The portable AED devices are located in a white cabinet and have an AED sign above the

unit. In the event of an emergency, when a defibrillator is required, 9-1-1 dispatchers can also provide direction to the nearest AED.

4.0 Life Safety Systems and Building Features

4.1 Emergency Exits

Emergency exits are located throughout the building and marked by lighted signs and placards. Maintenance of lighted emergency exit signs is handled by UBC Facilities. Refer to Appendix 1: Emergency Response Key Plans to find out how to obtain EKP for your building.

4.2 Emergency Lighting (if applicable)

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

4.3 Emergency Power (if applicable)

A power generator may be available for your building and is located at Emergency Generator room 082 in the basement. In the event of a power failure, this unit provides power to emergency lighting, exit signage, elevators and all related emergency equipment. See page 16 for "In the case of a Power Outage" procedure.

4.4 Fire Alarm System

Fire alarm pull stations and smoke detectors are located throughout the building. Fire alarm system is monitored by Vancouver Fire & Rescue Services through the 911 dispatch Centre (E-Comm). Fire alarm system maintenance is handled by UBC Facilities . The locations of fire alarm pull stations are indicated on Appendix 1: Emergency Response Key Plans.

4.5 Fire Extinguisher(s)

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

4.5 Fire Hydrant(s)

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

4.6 Fire Pump (if applicable)

A fire pump may be installed in this building and is designed to increase and maintain water pressure in the standpipe during fire-fighting operations. It is in the sprinkler room or other location. The location of the fire pump is: NOT APPLICABLE, THERE IS NO FIRE PUMP IN THE BUILDING.

4.7 Sprinkler System (if applicable)

A sprinkler system may be installed in this building. The main control valves are in the sprinkler room at: Room 080 in the basement.

4.8 Predesignated Meeting Area

This location should be away from the entrance to the building and allow for attending emergency vehicles to easily access the space. Note: You may have more than one Predesignated Meeting Area if there are a large number of building occupants and/or if the primary predesignated meeting area is small. A predesignated meeting area : On Main Mall, west of the whale on the middle grass median

4.0 Life Safety Systems and Building Features

4.9 Area of Refuge or Safe Location inside the Building

Area(s) of Refuge are building designed spaces where occupants can wait when evacuation may not be safe or possible.

Area(s) of Refuge are:

- only allowed when approved by fire and rescue professionals
- identified on wall mounted emergency procedure key plans
- never placed in locations that block or impede egress from a building

It is not standard for new buildings to have Area(s) of Refuge. In these buildings, occupants who require assistance must be placed in a safe location inside the building that is a safe distance away from the hazard. Safe locations can be predesignated but will require situational assessment in the event of an emergency based on the location of the hazards.

Building Emergency Director, Building Floor Wardens and building occupants must immediately notify Emergency Responders (Fire Department) if and when people are waiting for assistance in these locations.

5.0 Contacts: Building Emergency Directors and Building Floor Wardens

The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is: **On Main Mall, west of the whale on the middle grass median.**

The Predesignated Meeting Area for Building Occupants is: **On Main Mall, west of the whale on the middle grass median.** (this location should be away from the entrance to the building and allow for attending emergency vehicles to easily access the space)

Note: You may have more than one Predesignated Meeting Area if there are a large number of building occupants and/or if the primary predesignated meeting area is small.

POSITION	PHONE NUMBER	
	WORK	OTHER (e.g. work mobile)
Building Emergency Director **Name: Katie Beall**	Katie.beall@ubc.ca 604-822-0862	778-870-4295
Alternate Building Emergency Director **Name:** Luc Desmarais	604-827-4807 luc.desmarais@ubc.ca	
Museum Public Space Upper Level - Floor Warden **Name: Admission Team**	604-827-4955	radio
Museum Public Space Lower Level – Floor Warden **Name: Interpretive Team**	604-827-4809	radio
Basement Level Office wing – Floor Warden **Name: Linda Jennings**	linda.jennings@ubc.ca 604-822-9740	
Basement Level Lab wing – Floor Warden **Name: Chris Stinson**	christopher.stinson@ubc.ca 604-822-4665 604-822-5491	604-221-2622
Basement Level Expansion wing – Floor Warden **Name: Chris Stinson**	christopher.stinson@ubc.ca 604-822-4665 604-822-5491	604-221-2622
Level 1 office wing – Floor Warden **Name:** Katie Beall, Luc Desmarais	Katie.beall@ubc.ca luc.desmarais@ubc.ca	
Level 1 wet lab wing – Floor Warden **Name: Jacelyn Shu and Winnie Cheung**	jacelyn@zoology.ubc.ca winnie.cheung@botany.ubc.ca	

Level 2 office wing – Floor Warden **Name: Dolph Schluter and Jeannette Whitton**	dolph.schluter@ubc.ca jeannette.whitton@botany.ubc.ca	
Level 2 wet lab wing – Floor Warden **Name: Manisha Dosanjh and Tyler Kelly**	manishad@mail.ubc.ca tyler.kelly@ubc.ca	
Level 2 addition – Floor Warden **Names: Keith Adams and Cesar Cabra**	cabra@zoology.ubc.ca keitha@mail.ubc.ca	
Level 3 office wing – Floor Warden **Name: Natalia Bercovich**	natalia.bercovich@botany.ubc.ca	
Level 3 wet lab wing – Floor Warden **Name: Winnie Cheung**	winnie.cheung@botany.ubc.ca	
Level 3 addition – Floor Warden **Name: Jeannette Whitton**	jeannette.whitton@botany.ubc.ca	
Level 4 – Floor Warden **Name: Nathan Lewis**	nathan.lewis@ubc.ca	
Level 5 – Floor Warden **Name: Jennifer Green**	jg1121@mail.ubc.ca	
Level 6 – Floor Warden **Name: Laura Parfrey and Chris Harley**	lwparfrey@botany.ubc.ca harley@zoology.ubc.ca	

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

6.0 Disability, Accessibility and Individualized Evacuation Plans

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

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

If the IEP requires that a Building Occupant is left in the building during an emergency evacuation the Building Floor Warden, the Building Emergency Director, and then the Fire Department need to be immediately notified.

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

Refer to Appendix 3: Disability and Accessibility Considerations and Appendix 4: Individualized Evacuation Plan for full details.

7.0 Occupational First Aid

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

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

- For students and visitors, please dial 604-822-2222
- For faculty, staff, and student-staff, please dial 604-822-4444
- **In the event of a medical emergency, first call 9-1-1 and then call Campus Security for First Aid.**

8.0 Emergency Procedures – Building Fire

8.1 Building Emergency Directors and Floor Wardens – Instructions

1. If not activated, activate the closest fire pull alarm immediately.
2. If immediately accessible, put on your safety vest.
3. Building Emergency Directors: Ensure floor wardens proceed through their areas advising occupants to evacuate the building.
   Floor Wardens: Direct all personnel within your area to the nearest safe exit.
   - Urge people to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN
   - Knock on closed and/or locked doors, state the nature of the emergency and proceed without delay to sweep through area. Ensure you evacuate with your assigned personnel and report any rooms/areas that were locked or inaccessible.
   - If it is safe to do so, close (do not lock) windows and doors on your way out. This will help to prevent oxygen from feeding the fire, provide containment, and slow the spread of the fire.
   - Use the stairway to evacuate; DO NOT use the elevator(s)
   - If possible, assist occupants that are unable to evacuate using the stairs. Individuals requiring assistance are required to have a personal evacuation plan. Refer to **Appendix 3: Disability and Accessibility Considerations** and **Appendix 4: Individualized Evacuation Plan.** Alternatively, individuals having difficulty can be directed to an area of refuge or a safe location inside the building. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
4. Direct evacuated occupants to the Predesignated Meeting Area located: On Main Mall, west of the whale on the middle grass median upon exiting the building.
5. Call 911:
   a) State your name.
   b) Provide the address and the nearest intersection. The address of your building is: 2212 Main 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.
6. Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens located: On Main Mall, west of the whale on the middle grass median
7. Ensure all evacuation information from Building Floor Wardens is reported to the Building Emergency Director and that information is relayed over to First Responders when they arrive.
8. Stay on the scene until the Fire Department arrives. Once evacuated, DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department gives permission to do so.

8.0 Emergency Procedures – Building Fire

8.2 Building Occupants – Instructions

1. If it is not already activated, activate the closest fire pull alarm immediately.
2. Follow instructions of Building Floor Wardens during evacuation.
3. Leave the immediate area, alert others, and move everyone away from the area of the fire.
    - If it is safe to do so, close (do not lock) windows and doors on your way out. This will help to prevent oxygen from feeding the fire, provide containment, and slow the advancement of the fire.
    - Stay calm and evacuate in a quick and orderly manner; WALK, DO NOT RUN
    - Use the stairway to evacuate; DO NOT use the elevator(s).
    - If possible, assist occupants that are unable to evacuate using the stairs. Refer to **Appendix 3: Disability and Accessibility Considerations** and **Appendix 4: Individualized Evacuation Plan.** Alternatively, individuals having difficulty can be directed to an area of refuge or a safe location inside the building. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
4. Proceed directly to the Predesignated Meeting Area located: On Main Mall, west of the whale on the middle grass median, upon exiting the building, and wait for further instructions from the Building Emergency Director.
5. Call 911:
    1. State your name
    2. Provide the address and the nearest intersection. The address of your building is: 2212 Main Mall, Vancouver, BC V6T 1Z4.
    3. Provide the following information about the fire:
        - **WHERE:** Floor number, room number
        - **WHEN:** Approximate time fire started
        - **WHAT:** What caused the fire, is it spreading, are people injured or requiring urgent assistance
        - **OTHER INFORMATION:** Hazardous materials, potential access issues etc.
6. Once evacuated, DO NOT RE-ENTER THE BUILDING until the Fire Department gives permission to do so.

9.0 Emergency Procedures – Power Outage

9.1 Building Emergency Directors, Floor Wardens and Building Occupants – Instructions

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

Types of Outages and Notifications

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

If you require information about the power outage or need to notify Building Operations Service Centre about an outage, call 604 822 2173.

a) State your name
b) Provide the building name of where the power outage is located and the nearest intersection.
c) Provide information about the power outage:
    - WHERE: floor number, room number
    - WHEN: When the power was lost? How long has emergency lighting been activated?
    - OTHER INFORMATION: Provide any notable safety concerns associated with the loss of power

For more information on electrical power at UBC, visit UBC Facilities

10.0 Emergency Procedures – Earthquake

10.1 Building Emergency Directors and Floor Warden – Instructions

If you are indoors - During the Shaking

1. DROP to the ground
2. Take COVER by getting under a sturdy desk or table
    a. If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.
    b. Stay away from an exterior wall as it is more likely to sustain damage during an earthquake.
    c. Stay away from windows, shelves, and heavy objects that may fall
3. HOLD ON to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
4. Stay indoors till the shaking stops and you are sure it is safe to exit. In most buildings in British Columbia, you are safer if you stay where you are until the shaking stops.

If you are indoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops and before attempting to exit.
    - Assess your immediate surroundings for dangers (i.e. check for fires, gas leaks, exposed/arcing electrical components/wires, leaking sewage pipes, broken water pipes, dangling fixtures/furnishings).
2. Determine whether it is safer to stay indoors or evacuate. Do not assume it is safe to exit. Proceed with evacuating the building if it is safe/necessary.
3. Begin Evacuation Procedures:
    - Urge people to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
    - Do not allow building occupants to use the elevator(s).
    - Repeat DROP, COVER, AND HOLD procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.
    - If possible, assist occupants that are unable to evacuate using the stairs. Refer to Appendix 3: Disability and Accessibility Considerations and Appendix 4: Individualized Evacuation Plan. Alternatively, individuals having difficulty can be directed to an area of refuge or a safe location inside the building. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
4. Upon exiting the building, direct evacuated occupants to the Predesignated Meeting Area located: On Main Mall, west of the whale on the middle grass median
5. Proceed to pre-determined meeting location for Building Emergency Directors (BEDs) and Building Floor Wardens located: On Main Mall, west of the whale on the middle grass median Building Floor Wardens to report information about the earthquake, the evacuation, or about the building as required to the BED.
6. Ensure all evacuation information from Building Floor Wardens is reported to the Building Emergency Director and that information is relayed over to First Responders when they arrive. Once evacuated,

DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

10.0 Emergency Procedures – Earthquake

10.2 Building Emergency Directors and Floor Warden – Instructions

If you are outdoors - During the Shaking

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

If you are outdoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops.
2. Assess your immediate surroundings for dangers. (e.g. fallen wires). Stay away from exterior walls and heavy objects which may fall.
3. Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens located: On Main Mall, west of the whale on the middle grass median Building Floor Wardens to report information about the earthquake, the evacuation, or about the building as required to the Building Emergency Director.
4. Ensure all evacuation information from Building Floor Wardens is reported to the Building Emergency Director and that information is relayed over to First Responders when they arrive
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.

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

10.0 Emergency Procedures – Earthquake

10.3 Building Occupants – Instructions

If you are indoors - During the Shaking

1. DROP to the ground
2. Take COVER by getting under a sturdy desk or table
    a. If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.
    b. Stay away from an exterior wall as it is more likely to sustain damage during an earthquake.
    c. Stay away from windows, shelves, and heavy objects that may fall
3. HOLD ON to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
4. Stay indoors till the shaking stops and you are sure it is safe to exit. In most buildings in British Columbia, you are safer if you stay where you are until the shaking stops.

If you are indoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops and before attempting to exit.
    - Assess your immediate surroundings for dangers (i.e. check for fires, gas leaks, exposed/arcing electrical components/wires, leaking sewage pipes, broken water pipes, dangling fixtures/furnishings).
2. Determine whether it is safer to stay indoors or evacuate. Do not assume it is safe to exit.
3. Proceed with evacuating the building if it safe/necessary and follow instructions of Building Floor Wardens and/or Building Emergency Director.
    - Remain calm, and evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
    - Do not use the elevator(s).
    - Repeat DROP, COVER, AND HOLD procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.
    - If possible, assist occupants that are unable to evacuate using the stairs. Refer to Appendix 3: Disability and Accessibility Considerations and Appendix 4: Individualized Evacuation Plan. Alternatively, individuals having difficulty can be directed to an area of refuge or a safe location inside the building, Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to emergency personnel.
4. Proceed directly to the Predesignated Meeting Area located: On Main Mall, west of the whale on the middle grass median upon exiting the building, and wait for further instructions from the Building Emergency Director.
5. DO NOT ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

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

10.0 Emergency Procedures – Earthquake

10.4 Building Occupants – Instructions

If you are outdoors - During the Shaking

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

If you are outdoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops.
2. Assess your immediate surroundings for dangers (e.g. fallen wires). Stay away from exterior walls and heavy objects which may fall.
3. Proceed directly to the Predesignated Meeting Area located: On Main Mall, west of the whale on the middle grass median. and wait for further instructions from the Building Emergency Director and/ or Building Floor Warden(s).
4. Do not enter your building to evacuate occupants
5. DO NOT ENTER ANY BUILDINGS until the Fire Department or authorized UBC building officials give permission to do so.

If you use a wheelchair:

1. If you are able to, follow DROP, COVER, and HOLD ON procedure and seek shelter under a sturdy table or desk.
2. Try to get into an inside corner of the room (or an open area if you are outside), lock the wheels, and cover your head and neck with your arms.
3. Stay away from windows, shelves, and heavy objects that may fall. Additionally, stay away from an exterior wall as it is more likely to sustain damage during an earthquake.
4. Shield your face from falling debris and broken glass with the use of a blanket, seat cushions, or pillow, if available.
5. Move to the Area of Refuge, when the shaking stops or a safe location inside the building until assistance arrives. Building Emergency Directors and Building Floor Wardens will relay this location to emergency personnel.

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

11.0 Emergency Procedures – Explosion or fire due to Hazardous Materials

11.1 Building Emergency Director, Floor Warden and Building Occupants – Instructions

1. Evacuate the immediate area, closing the doors behind you. If possible, control the fire with the appropriate fire extinguisher if it is a small manageable fire, you are trained, confident, and have an exit route behind you. Refer to Appendix 6: Operating a Fire Extinguisher. To help contain the fire, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.
2. Activate the fire alarm.
3. Follow instructions of Building Floor Wardens during evacuation.
4. Urge people to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
5. Use the stairway to evacuate; DO NOT use the elevator(s). [1]
6. If possible, assist occupants that are unable to evacuate using the stairs. Refer to Appendix 3: Disability and Accessibility Considerations and Appendix 4: Individualized Evacuation Plan. Alternatively, individuals having difficulty can be directed to an area of refuge or a safe location inside the building, Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
7. Upon exiting the building, provide the Emergency Responders, Building Emergency Director and/ or Building Fire Wardens with any information on hazardous materials involved (e.g. Safety Data Sheets (SDS)) and location of individuals unable to exit the building.
8. Proceed directly to the Predesignated Meeting Area located: On Main Mall, west of the whale on the middle grass median. and wait for further instructions from the Building Emergency Director.
9. Call 911 to ensure that the Fire Department received the alarm. Provide the following:
   a) State your name
   b) Provide the address where the fire is located and the nearest intersection. The address of your building is: 2212 Main 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.

12.0 Emergency Procedures – Gas Leak

12.1 Building Emergency Director, Floor Warden and Building Occupants – Instructions

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

13.0 Emergency Procedures – Chemical, Biological or Radiation Spill

13.1 Building Emergency Director, Floor Warden and Building Occupants – Instructions

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

1. Shut down equipment if time permits.
2. Evacuate immediate area or building as necessary. To help contain the area, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.
3. Prevent re-entry.
4. Proceed directly to an area that is at a safe distance outside the contained area. In case of building evacuation, this will be the main entrance of the building or the Predesignated Meeting Area located: On Main Mall, west of the whale on the middle grass median
5. Call 911. Provide the following information about the spilled material to the operator
    a) State your name
    b) Provide the location of the hazardous materials release (street address, room number). The address of your building is: 2212 Main Mall, Vancouver BC V6T 1Z4
        a. Any injuries
        b. Substance name
        c. Quantity
        d. Other hazards (e.g. energized equipment, sharps, etc.).
6. Contact Campus Security at 604 822 2222.
7. Have someone wait for emergency personnel outside the main entrance of the building. This person is responsible for directing the first responders to the exact location of the spill and providing information such as the Safety Data Sheet(s) (SDSs).
8. Inform the Supervisor or Department Head
9. DO NOT RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so

14.0 Emergency Procedures – Bomb Threat

14.1 Building Emergency Director, Floor Wardens and Building Occupants – Instructions

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

What to do?

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

Take notes on everything said and on your observations:

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

Try to gather as much information as possible:

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

Be aware of the caller's:

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

What to do after?

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

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

15.0 Emergency Procedures – Suspicious Package

15.1 Building Emergency Director, Floor Wardens and Building Occupants – Instructions

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

Notice a suspicious object

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

Suspicious Envelopes or Packages

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

Common Features of Suspicious Letters or Packages

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

16.0 Emergency Procedures – Active Threat

16.1 Building Emergency Director, Floor Warden and Building Occupants – Instructions

An active shooter is a person actively shooting at people, usually at random, in a confined or populated area. In most cases, there is no pattern or method to their actions. Event is unpredictable and evolves quickly. Knowing what to do can save lives. When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. If faced with an active shooter incident either on UBC campus or elsewhere, you have THREE options to protect your personal safety immediately — RUN, HIDE, FIGHT. For updates in the event of an incident occurring, refer to www.ubc.ca

RUN (get out)

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

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

HIDE (hide out)

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

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

16.0 Emergency Procedures - Active Threat (cont'd)

Fight/Defend (take out)

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

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

What to do when law enforcement arrives

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

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

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

What information you may need to share with 911 operators

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

For more information, take the Active Shooter Preparedness Online Training

17.0 Fire Drills – Procedures and Records

17.1 Annual Comprehensive Fire Drills

As per BC Fire Code, fire drills must be conducted at least once per year. They are intended primarily to ensure that all Building Occupants know how to respond safely and effectively in the event of a life-threatening emergency.

Arranging a Fire Drill

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

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

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

Conducting a Fire Drill

Upon the sound of the alarms Building Emergency Director, Floor Warden and Building Occupants follow the instructions outlined in Section 8 – Building Fire.

17.2 Quarterly Laboratory Fire Drills

For laboratories where there are flammable and/or combustible liquids are used or handled, there is a specific requirement to conduct a fire drill every 3 months. The laboratory supervisor or their delegate is responsible for arranging the drills. Laboratory drills can be simpler than the procedures above but do need to be logged and documented. The table in section 17.3 can be used to document the drill.

Silent Drills

Silent drills can be conducted in addition to comprehensive drills. These drills are local exercises and do not involve the actual activation of the fire alarm system. Personnel respond to the simulation of a fire alarm system activation in accordance with their emergency procedures.

A silent drill that goes through the motions and can be (but not limited to):

- A scheduled in person walkthrough with all lab members of general written procedures to follow in the event of a fire as per the BERP
- A scheduled in person walkthrough with all lab members of emergency preparedness and response procedures to follow for tasks with fire potential [1]
- A scheduled in person walkthrough with all lab members of written procedures to follow for fires involving specific hazardous substances present in the laboratory,[2] particularly those that may require specialized control measures in terms of segregation or extinguishing.

Table Talk Drills

Table talk drills can be conducted in addition to comprehensive fire drills. These are local exercises and do not involve physical demonstration/simulation of the emergency response activities

A table talk drill can be (but not limited to):

- A scheduled review (ie. during a lab meeting) of emergency response procedures for tasks (eg. Microbio bench) or reactions (pyrophoric quenching) with fire potential accompanied by a facilitated discussion to identify if procedures need to be updated
- A facilitated discussion around a specific fire scenario and the proposed responses of individuals to the described scenario. Correct responses are reinforced

Note: *The quarterly lab specific fire drill requirement cannot be met by only conducting table talk drills.*

17.3 Record of Fire Drills

The table below can be used to document fire drills

Date and Time	Description of the Drill (Comprehensive, Silent, Table Talk)	Was the Drill Effective? (Procedures effective? personnel know their role?)	How to Improve Effectiveness of Drill?
05/14/2025	Comprehensive	Yes	n/a
For Comprehensive Drills			
Total Building Evacuation time	5 mins	**Attended by Fire Department Yes/No**	YES
For Quarterly Laboratory Drills			
Identity of Every Person who participated			

[1] Common examples include quenching, or use of open flames.
[2] Consider pyrophorics, flammable liquids and gases.

Appendix 1: Emergency Procedure Key Plans

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

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

If modifications to your EPK are required, contact Facility Information Inventory System (id.fis@ubc.ca)

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

Click on check box to fill in

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

INSERT EMERGENCY PROCEDURE KEYPLANS HERE. Insert a copy of the Emergency PROCEDURE Keyplan for each floor of your building on or after this page. Emergency PROCEDURE Keyplans are posted on walls near emergency exits for each floor of every building. It is recommended to have a set of the Emergency PROCEDURE Keyplans posted on building safety or information boards for building occupants to refer to.

Basement

2212 Main Mall
Vancouver, BC
Lower Floor

INSTRUCTIONS TO OCCUPANTS

IF YOU DISCOVER A FIRE:

- Leave the fire area.
- **IMMEDIATELY** sound the fire alarm by activating the nearest red alarm pull station.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

2212 Main Mall, Vancouver, BC

- At your discretion attempt to control the fire with available fire equipment.
- Close doors behind you and leave the building by the nearest safe exit.

DO NOT USE THE ELEVATORS

WHEN YOU HEAR THE ALARM:

- Leave the building immediately by the nearest safe exit.
- Close doors behind you.
- **REMAIN CALM.**
- When you have reached the outside, move away from the building.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

2212 Main Mall, Vancouver, BC

- Go to the designated assembly area.
- **DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.** The Fire Department will advise when it is safe to do so.

LEGEND

ELEVATOR | FIRE EXIT | FIRE EXTINGUISHER | FIRE PULL STATION

THE DESIGNATED ASSEMBLY AREA FOR THIS BUILDING IS:
West of the building, adjacent to Main Mall.



Level 1

2212 Main Mall
Vancouver, BC
First Floor

INSTRUCTIONS TO OCCUPANTS

IF YOU DISCOVER A FIRE:

- Leave the fire area.
- **IMMEDIATELY** sound the fire alarm by activating the nearest red alarm pull station.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

2212 Main Mall, Vancouver, BC

- At your discretion attempt to control the fire with available fire equipment.
- Close doors behind you and leave the building by the nearest safe exit.

DO NOT USE THE ELEVATORS

WHEN YOU HEAR THE ALARM:

- Leave the building immediately by the nearest safe exit.
- Close doors behind you.
- **REMAIN CALM.**
- When you have reached the outside, move away from the building.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

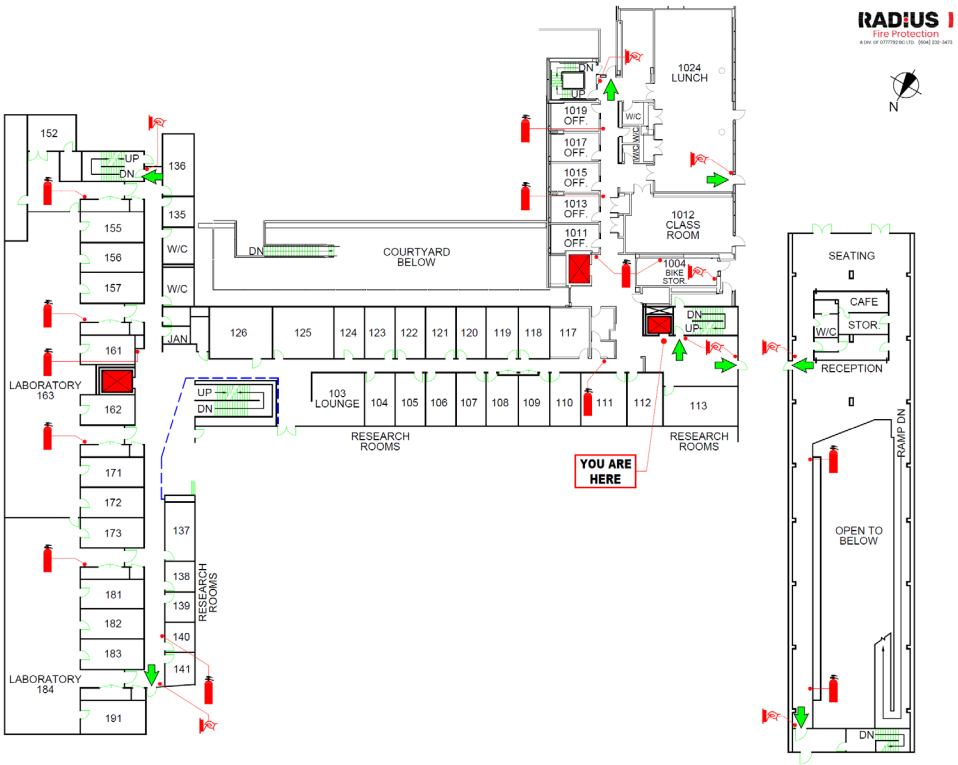
2212 Main Mall, Vancouver, BC

- Go to the designated assembly area.
- **DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.** The Fire Department will advise when it is safe to do so.

LEGEND

ELEVATOR | FIRE EXIT | FIRE EXTINGUISHER | FIRE PULL STATION

THE DESIGNATED ASSEMBLY AREA FOR THIS BUILDING IS:
West of the building, adjacent to Main Mall.



Level 2

2212 Main Mall
Vancouver, BC

Second Floor

INSTRUCTIONS TO OCCUPANTS

IF YOU DISCOVER A FIRE:

- Leave the fire area.
- **IMMEDIATELY** sound the fire alarm by activating the nearest red alarm pull station.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

2212 Main Mall, Vancouver, BC

- At your discretion attempt to control the fire with available fire equipment.
- Close doors behind you and leave the building by the nearest safe exit.

DO NOT USE THE ELEVATORS

WHEN YOU HEAR THE ALARM:

- Leave the building immediately by the nearest safe exit.
- Close doors behind you.
- **REMAIN CALM.**
- When you have reached the outside, move away from the building.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

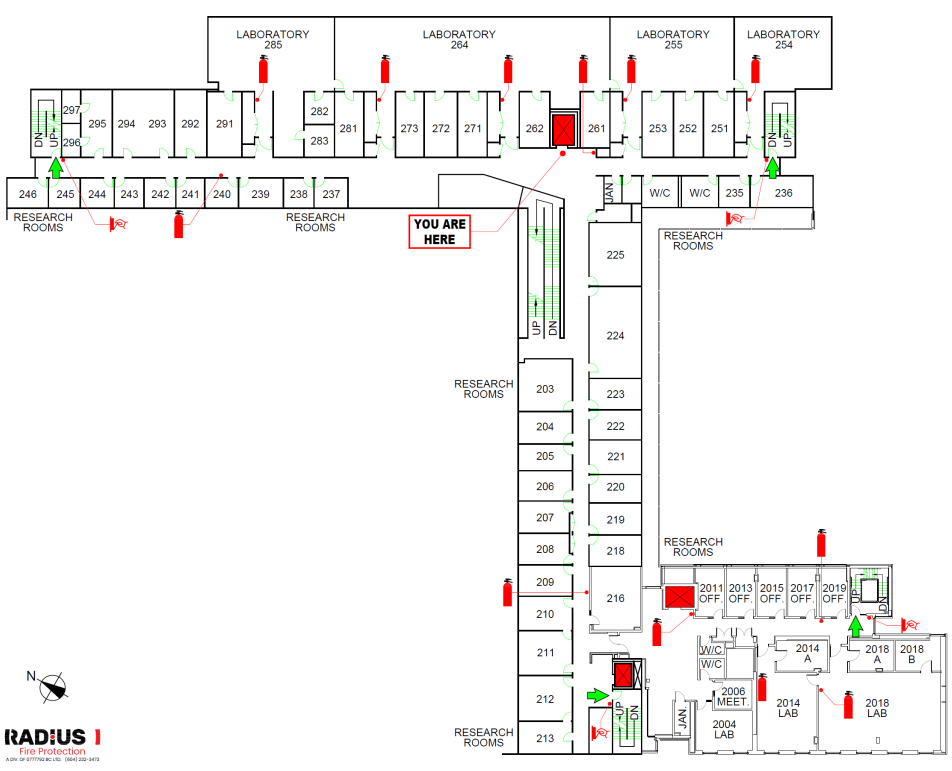
2212 Main Mall, Vancouver, BC

- Go to the designated assembly area.
- **DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.** The Fire Department will advise when it is safe to do so.

LEGEND

ELEVATOR | FIRE EXIT | FIRE EXTINGUISHER | FIRE PULL STATION

THE DESIGNATED ASSEMBLY AREA FOR THIS BUILDING IS:
West of the building, adjacent to Main Mall.



Level 3

2212 Main Mall
Vancouver, BC

Third Floor

INSTRUCTIONS TO OCCUPANTS

IF YOU DISCOVER A FIRE:

- Leave the fire area.
- **IMMEDIATELY** sound the fire alarm by activating the nearest red alarm pull station.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

2212 Main Mall, Vancouver, BC

- At your discretion attempt to control the fire with available fire equipment.
- Close doors behind you and leave the building by the nearest safe exit.

DO NOT USE THE ELEVATORS

WHEN YOU HEAR THE ALARM:

- Leave the building immediately by the nearest safe exit.
- Close doors behind you.
- **REMAIN CALM.**
- When you have reached the outside, move away from the building.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

2212 Main Mall, Vancouver, BC

- Go to the designated assembly area.
- **DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.** The Fire Department will advise when it is safe to do so.

LEGEND

ELEVATOR | FIRE EXIT | FIRE EXTINGUISHER | FIRE PULL STATION

THE DESIGNATED ASSEMBLY AREA FOR THIS BUILDING IS:
West of the building, adjacent to Main Mall.



Level 4

2212 Main Mall
Vancouver, BC

Fourth Floor

INSTRUCTIONS TO OCCUPANTS

IF YOU DISCOVER A FIRE:

- Leave the fire area.
- **IMMEDIATELY** sound the fire alarm by activating the nearest red alarm pull station.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

2212 Main Mall, Vancouver, BC

- At your discretion attempt to control the fire with available fire equipment.
- Close doors behind you and leave the building by the nearest safe exit.

DO NOT USE THE ELEVATORS

WHEN YOU HEAR THE ALARM:

- Leave the building immediately by the nearest safe exit.
- Close doors behind you.
- **REMAIN CALM.**
- When you have reached the outside, move away from the building.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

2212 Main Mall, Vancouver, BC

- Go to the designated assembly area.
- **DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.** The Fire Department will advise when it is safe to do so.

LEGEND

ELEVATOR | FIRE EXIT | FIRE EXTINGUISHER | FIRE PULL STATION

THE DESIGNATED ASSEMBLY AREA FOR THIS BUILDING IS:
West of the building, adjacent to Main Mall.



RADIUS Fire Protection

Level 5

2212 Main Mall
Vancouver, BC

Fifth Floor

INSTRUCTIONS TO OCCUPANTS

IF YOU DISCOVER A FIRE:

- Leave the fire area.
- **IMMEDIATELY** sound the fire alarm by activating the nearest red alarm pull station.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

2212 Main Mall, Vancouver, BC

- At your discretion attempt to control the fire with available fire equipment.
- Close doors behind you and leave the building by the nearest safe exit.

DO NOT USE THE ELEVATORS

WHEN YOU HEAR THE ALARM:

- Leave the building immediately by the nearest safe exit.
- Close doors behind you.
- **REMAIN CALM.**
- When you have reached the outside, move away from the building.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

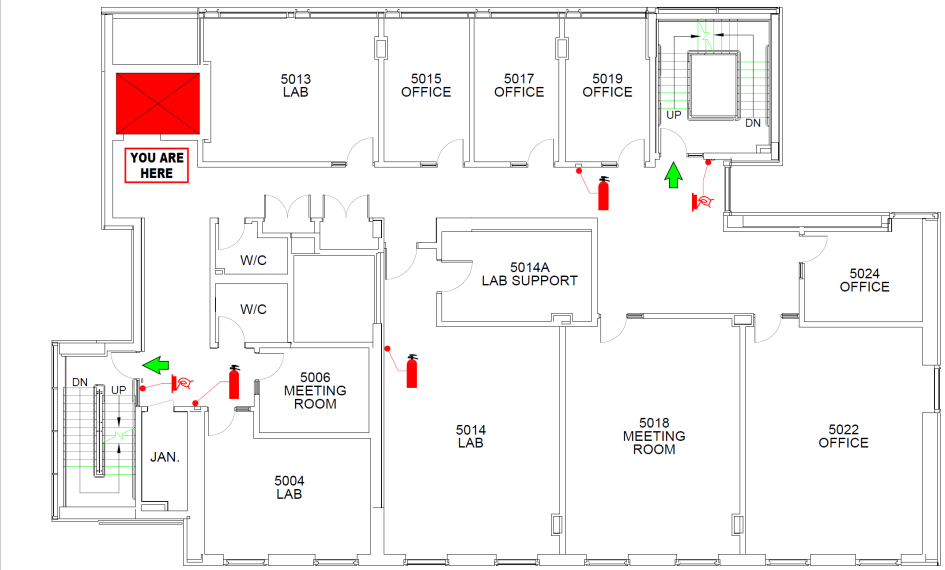
2212 Main Mall, Vancouver, BC

- Go to the designated assembly area.
- **DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.** The Fire Department will advise when it is safe to do so.

LEGEND

ELEVATOR | FIRE EXIT | FIRE EXTINGUISHER | FIRE PULL STATION

THE DESIGNATED ASSEMBLY AREA FOR THIS BUILDING IS:
West of the building, adjacent to Main Mall.



RADIUS Fire Protection

Level 6

2212 Main Mall
Vancouver, BC

Sixth Floor

INSTRUCTIONS TO OCCUPANTS

IF YOU DISCOVER A FIRE:

- Leave the fire area.
- **IMMEDIATELY** sound the fire alarm by activating the nearest red alarm pull station.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

2212 Main Mall, Vancouver, BC

- At your discretion attempt to control the fire with available fire equipment.
- Close doors behind you and leave the building by the nearest safe exit.

DO NOT USE THE ELEVATORS

WHEN YOU HEAR THE ALARM:

- Leave the building immediately by the nearest safe exit.
- Close doors behind you.
- **REMAIN CALM.**
- When you have reached the outside, move away from the building.
- Call the Fire Department. **Dial 911.** Tell them you are reporting a fire at:

2212 Main Mall, Vancouver, BC

- Go to the designated assembly area.
- **DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.** The Fire Department will advise when it is safe to do so.

LEGEND

ELEVATOR | FIRE EXIT | FIRE EXTINGUISHER | FIRE PULL STATION

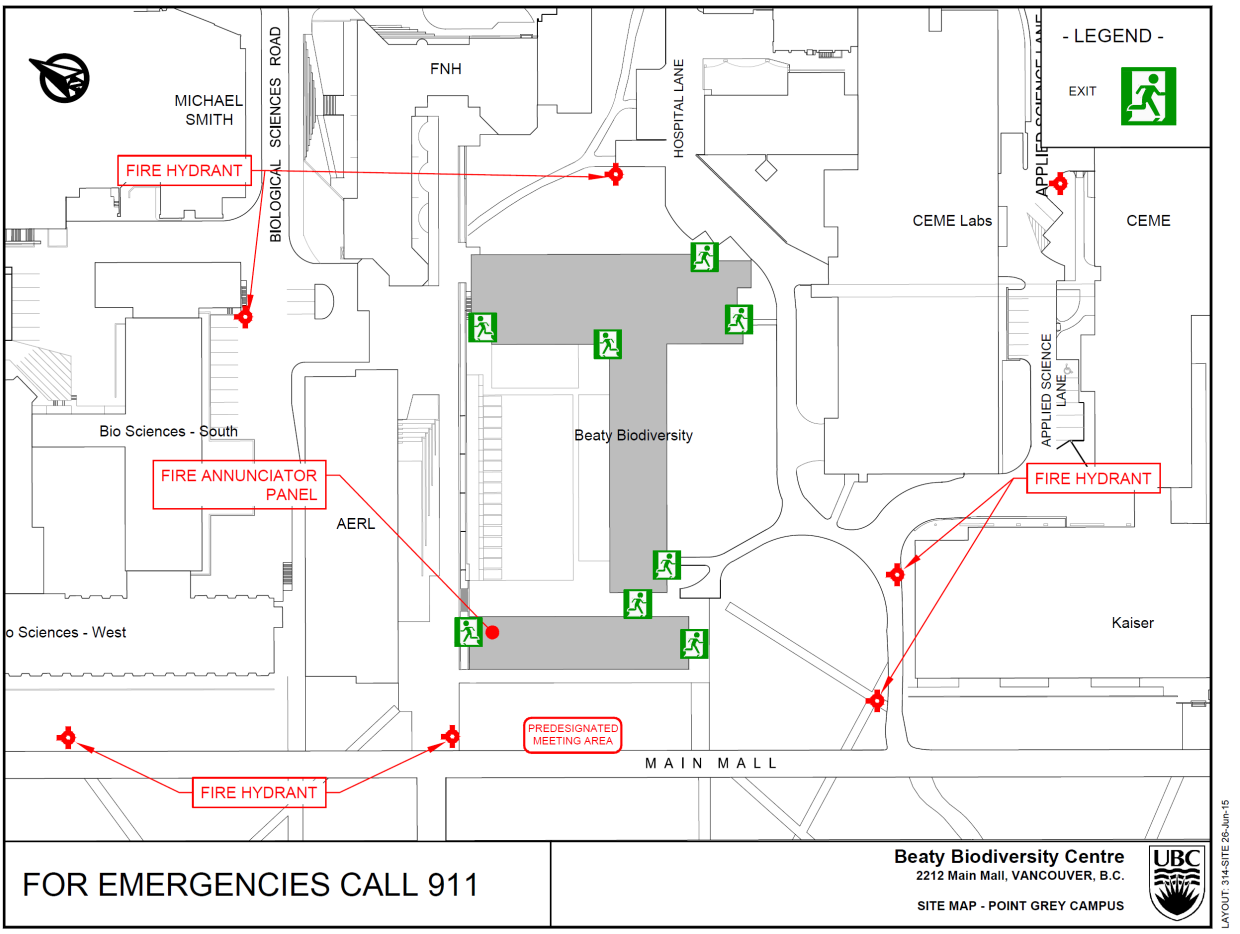
THE DESIGNATED ASSEMBLY AREA FOR THIS BUILDING IS:
West of the building, adjacent to Main Mall.



RADIUS Fire Protection

Appendix 2: Building Site Plan

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



Note: This is an example of a Building Site Plan. Please insert your Building Site Plan.

Appendix 3: Disability and Accessibility Considerations

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

Limited Mobility

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

Visual Impairments or Blindness

- Individuals with visual impairments may not be able to evacuate independently. Individuals with visual impairments should be consulted on whether or not they require sighted guide to evacuate in an emergency. See Appendix 4: Individualized Evacuation Plan. Exit signage and directional signage for those with visual impairments is clearly and strictly specified by codes (requirements include type, size, spacing, color of letters, etc.). Tactile signage must be designed and properly located so they can be readily found by a person with a visual impairment from any direction of approach to the exit access.
- During an emergency evacuation, pre-determined evacuation routes may be obstructed, individuals with visual impairments will need to know if an alternate route should be taken.

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

Speech Impairment or Vocal Disability

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

Appendix 3: Disability and Accessibility Considerations

Deaf or Hard of Hearing

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

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

Important notes:

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

General Tips for Individuals that require Individualized Evacuation Plans

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

Appendix 4: Individualized Evacuation Plan (IEP)

To respect personal privacy, do not distribute or publish any Individualized Evacuation Plans. Remove these pages from the BERP before widely distributing the BERP within the building.

The completed forms are to be kept in a binder with the BERP in a controlled access area so they are not readily available to others. There should be a regular review of IEPs, ensuring primary and alternate assistants are aware of their responsibilities and contact information is updated and if accessibility needs reported are temporary. If assistance is no longer required, the IEP will be kept confidentially for one year and then shredded as per BC's *Freedom of Information and Protection of Privacy Act* requirements.

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Appendix 4: Individualized Evacuation Plan (IEP)

IEP Developed for: Insert Name

PART 1: PRIMARY LOCATION		
Building	Room Number	Department
PART 2: CONTACT INFORMATION		
Primary Phone	Cell Phone	Email Address
PART 3: DURATION OF PLAN		
Detail if IEP is required temporarily or permanently (throughout entire employment duration		
PART 4: EVACUATION CONSIDERATIONS		
Detail the barriers to evacuation that would need to be eliminated. Provide information on what resources would be needed to eliminate these barriers.		
PART 5: IF APPLICABLE, CONTACT INFORMATION FOR PRIMARY ASSISTANT(S)		
Primary Phone	Cell Phone	Email Address
PART 6: IF APPLICABLE, CONTACT INFORMATION FOR ALTERNATE* ASSISTANT (S) ***Alternates are to assist when the primary assistants are not available**		
Primary Phone	Cell Phone	Email Address
PART 7: PRIMARY EVACUATION ROUTE		
Describe the primary route that will be taken and attach a map outlining it		
PART 8: SECONDARY EVACUATION ROUTE		
Describe the secondary route that will be taken and attach a map outlining it		
PART 9: IF APPLICABLE, TRAINING FOR THE ASSISTANT		
Is Training required for the assistant?	Is the required training completed by the assistant?	Is there documentation showing completed training?
PART 10: IF APPLICABLE, PERSONAL EMERGENCY PREPAREDNESS KIT		
Detail the location of any Personal Emergency Preparedness Kit		

Appendix 5: Elevator Upgrade Project

The Elevator Code has been revised to include Firefighters' Emergency Operation (FEO). This ensures that the fire department can use the elevator during a fire. As a result of this code, if applicable, the university has performed upgrades elevators that provide the Fire Department the ability to manually control elevators in emergency situations. The upgraded elevators will have a smoke detector installed in the lobby of the elevator on every floor. When smoke is detected, the elevators will not be operational to building occupants but can still be manually operated by the fire department.

For more information on these upgrades please contact Facilities Fire Life Safety at fls.buildingops@ubc.ca

Appendix 6: Operating a Fire Extinguisher

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

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

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

- Pull the pin – Fire extinguishers often have a pin, latch, or puncture lever that you need to release first.
- Aim low – Aim the nozzle or hose of the extinguisher at the base of the fire.
- Squeeze the handle – This releases the extinguishing agent.
- Sweep from side to side – Move in close, and sweep across the base of the fire. Always back away and watch for rekindling of the fire.

Discharge the entire contents of the extinguisher.

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

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

Appendix 7: Contributors and Resources

The table shown below lists the UBC departments and external agencies that have contributed information as subject matter experts in the development of this document. These individuals also serve as resources for any questions/concerns arising out of this document.

DEPARTMENT/AGENCY	NAME (TITLE)
Fire Department	**Rick Cheung** (Assistant Chief- Fire Protection Engineer UEL/UBC)
UBC Facilities	**Naval Aery** (Fire & Life Safety Head)
UBC Energy and Water Services	**Richard Hugli** (Senior Manager – Electrical Utilities, Engineering & Utilities)
UBC Safety & Risk Services	**Rae Ann Aldridge** (Executive Director, Safety & Risk Services)
	Bruce Anderson (Director, Occupational Health & Safety)
	Sam Stevens (Director, Campus Security)
	Paul Nakagawa (Manager, Safety Program Management & Systems)
	Teela Narsih (Advisor, Safety Programs)