



12.0 Emergency Procedures – Explosion or fire due to Hazardous Materials

12.1 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: Persons Requiring Assistance** and **Appendix 4: Personal 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**
 - 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.