

Microbiology & Immunology

6174 University Boulevard
Vancouver, BC V6T 1Z3

September 2010

University of British Columbia
Health, Safety & Environment
Disaster Management

Contents	Page
Emergency Services Telephone Numbers	3
Planning:	
Objectives of the Emergency / Fire Safety Plan	4
Life Safety Systems and Building Features	5
Emergency Officers: Directors and Wardens	6
Responsibilities of Emergency Director	7
Responsibilities of Floor Wardens	
Response:	
Instructions to Emergency Director in Case of Emergency	8
Instructions to Emergency Director in Case of Bomb Threat	9
Instructions to Floor Wardens During an Emergency Evacuation	10
Instructions to Occupants and Staff in Case of Emergency	11
Instructions to Occupants in Case of Earthquake	12
Practice:	
Fire/Evacuation Drills	13
Annexes:	14
1. Instructions to Occupants in Case of Fire	15
2. Floor Plan(s)	
3. Site Plan	
4. BC Fire Code	
5. Fire Drill Regulation – VFRS letter	
6. Fire Alarm System “Sequence of Operations”	
7. Building Code Equivalencies	
8. How to Operate a Fire Extinguisher	

For additional information on Emergency / Fire Safety Plans, please contact the Disaster Planning Coordinator, Department of Health, Safety & Environment, University of British Columbia, at 822-1237, or contact Vancouver Fire and Rescue Services at 604-665-6069.

Fire Police/RCMP Ambulance Hazardous Material Response

Campus First Aid
(Faculty and Staff only – students call 911)

604-822-4444

Campus Security

604-822-2222

Health, Safety & Environment
(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

The objectives of the Emergency / Fire Safety Plan are:

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;

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.

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

To assist with recruiting and training of emergency directors and wardens.

The Emergency / Fire Safety Plan has been designed and produced for distribution to building occupants.

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

Building Name: Wesbrook Building and Annex

Building Purpose: Teaching & Research

Life Safety Systems in the this building consist of the following:

(Please check all that apply)

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

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 Plant Operations.

Emergency Lighting (if applicable)

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 Plant Operations.

Fire Alarm System

There are manual 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 Plant Operations.

Fire Extinguisher(s)

There are 17 portable fire extinguishers placed strategically (i.e. visible and accessible) throughout the building.

Fire Hydrant(s)

There are 2 fire hydrants located near the building, located:

1. On the sidewalk going along University Blvd
2. Behind the building at the bottom of the ramp off the parking lot

Sprinkler System*

A sprinkler system has been installed in this building. The main control valves are located in the sprinkler room (note location) N /A.

[* May not be present in all facilities]

Floor plans for each floor of the building are attached as **Annex 2**.
A map showing the location of life safety systems is attached as **Annex 3**.

POSITION	TELEPHONES:	
	WORK	ALTERNATE #
Emergency Director Name: Jennifer Sibley	604-827-5846	
Deputy Emergency Director Name: Nick Cheng	604-822-3704	
Floor Warden – Media Room Name: Nick Cheng		
Floor Warden - WAU Name: Cathy Sheng	604-822-3220	
Floor Warden –WAU Name: Sarah Hulme	604-822-3220	
Floor Warden –Main Floor Name: Jennifer Sibley		

Responsibilities of the Emergency Director

The Emergency Director supervises and maintains the Emergency / Fire Safety Plan for the building.

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

The Emergency Director maintains proper records of current Floor Wardens, number and quality of fire drills, fire and emergency incidents in the building, fire prevention activities, and a list of handicapped regular occupants of the building. Inspection and maintenance of the fire safety equipment is the responsibility of Vancouver Fire and Rescue Services (VFRS).

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

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.

Emergency Director: Jennifer Sibley
Alternate Emergency Director: Nick Cheng

Policy

In the event of a fire, explosion, or any situation threatening human safety, the Emergency Director has standing instructions to sound the fire alarm and clear the building without seeking further authorization.

Emergency Response

In the event of a fire, explosion, or any situation threatening human safety, the Emergency Director will:

Immediately **sound the alarm**.

Break-glass stations are located at the end of each floor.

Phone the Fire Department at **911**.

State your name and location. Give any information you have about the emergency (e.g. location, whether fire is spreading fast, people trapped, known hazardous materials).

Evacuate the building. Urge people to stay calm, and to evacuate quickly and in an orderly manner. **Walk, do not run**. Shut doors behind you - do not lock them. Assist anyone having difficulty in getting out. Ask others for assistance, as necessary.

Do not allow people to use the elevator(s).

On exiting the building, ask people to **move to the designated assembly area**, well away from the building.

One person must **call 911** from a position of safety and give additional information as required.

Meet firefighters at the annunciator panel (fire panel), usually located on the outside wall at the main entrance, to give any additional information about the building as required.

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.

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

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.

Call UBC Campus Security at **604-822-2222** .

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.

Follow instructions given by emergency personnel, as for a fire emergency.

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)

In the event of a fire, explosion, or any situation threatening human safety, the Floor Warden(s) will:

Supervise the orderly evacuation of his/her floor or area to a designated assembly area outside. Meeting areas are shown on the floor plan.

Check exit stairwells to ensure they are clear for evacuation, and choose an alternate route for use in the event egress is blocked by fire or smoke.

Give status report on the evacuation to the Emergency Director, including information on any handicapped persons who may need assistance, or on any person(s) refusing to evacuate.

Shut doors and windows as you are exiting the building. Do not lock doors unless security of the area is a priority.

Ensure gas shut-off valves in laboratories are turned off when exiting. (When the red light is off this will indicate that the valve is closed.)

Direct people away from the building to a safe assembly area. Keep people well away from the building, avoiding potential hazards such as falling glass or debris in the event of an explosion.

Gather all evacuated personnel at a predetermined location outside the building and away from any hazards. Ensure all personnel are accounted for safely. Meeting area(s) are shown on the floor plan.

Do not allow anyone to re-enter the building, under any circumstances, until the Fire Department has given permission to the Emergency Director to do so.

If you discover a fire or explosion in the building -

Immediately **sound the fire alarm**. See the marked floor plans for the break-glass station nearest to you.

Go to the **Emergency Director** or Alternate Emergency Director to give **information you have about the emergency** – location, floor, whether fire is spreading, people trapped, etc.

The Emergency Director is located in Room 123A, phone 604-827-5846.

The person in charge will pass the information on to the fire department.

Attempt to control the fire with available fire equipment – *if you can do so safely!* Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.

If you cannot control the fire, try to **isolate it** by closing the doors. Do not lock doors.

Leave by the nearest safe exit.

Do not use the elevator.

Walk, do not run. Shut doors behind you. On leaving the building, move well away from it immediately. Go to the **designated assembly area**.

Do not reenter the building until fire department and the Emergency Director have given permission to do so.

If you hear the fire alarm ringing – follow steps 5 through 8, above.

In the event an earthquake strikes –

Remain calm – reassure others.

If indoors, stay there! If outside – stay there!

Drop, cover and hold. Take cover, and protect the head, face, and torso.

Move away from large windows and objects which may fall.

After the shaking stops...

1. Count to 60 to allow debris to finish falling.
2. Assess your immediate surroundings for dangers. Evacuate **only** if necessary.
3. Check for injuries. Administer first aid to the most seriously injured.
4. Check building for structural damage. Evacuate if necessary.
5. Check utilities (e.g. gas, power). Shut off if necessary.
6. NEVER TOUCH DOWNED POWER LINES.
7. **ONLY SHUT OFF GAS IF YOU SMELL IT OR SUSPECT A LEAK**
8. Send a runner to the next closest unit to exchange information.
9. Be alert for fire hazards. *Put out small fires, if it is safe to do so!*
10. Do not light a match or turn on a light switch. Use a Cyalume lightstick!
11. Clean up hazardous materials and debris, *if it is safe to do so.*
12. Wear sturdy shoes and protective gloves if there is debris.
13. Put all telephone receivers back on hooks.
14. Do not use telephone unless absolutely necessary.
15. Turn on battery operated radio (or car radio) for emergency bulletins.

Assist others -

1. Ensure all building occupants are accounted for. Take a head count.
2. Initiate rescue efforts if necessary (e.g. for trapped persons). *Do not enter severely damaged buildings. In that case, leave rescue to trained professionals!*
3. Move injured people from hazardous areas into unaffected areas.
4. Set up emergency care (e.g. shelter, feeding, first aid). Calm people.
5. Ensure people take routine medication. *In an emergency it's easy to forget!*
6. Check water supplies. Draw a moderate amount of cold water and store in emergency containers.
7. Gather emergency supplies and tools.
8. Check to see if sewage lines are intact before flushing toilets.

Stay safe -

1. Stay out of danger areas. Your safety (and life) comes first!
2. Respond to instructions of emergency personnel.
3. *Be prepared for additional earthquake aftershocks.*
4. Open doors carefully and watch for falling objects!

Communicate –

1. Notify your out-of-town contact that you are O.K.
2. Work together in teams to carry out emergency response efforts.

Fire drills **must** be conducted at least once per year. They are intended primarily to ensure that all building staff knows how to respond safely and effectively in the event of a life-threatening emergency.

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

Arrange for a qualified electrician to activate and reset the fire alarm system, by calling UBC Trouble at 604-822-2173.

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

Record of Fire Drills:

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

Date	Arranged by	Attended by VFRS? Yes/No
August 11 th 2010	Jen Sibley	Yes

Note: You must maintain records of Fire Drills conducted.

Instructions to Occupants

[The sign on the following page is to be posted throughout the building. Signs and floor plans are available from Campus Planning & Development]

B.C. FIRE CODE – Section 2.8 Emergency Planning

[See attached pages – available from Health, Safety & Environment]

Fire Drill Regulation – Vancouver Fire & Rescue Services Letter

[See attached page – available from Health, Safety & Environment]

Fire Alarm System “Sequence of Operation”

[See attached page – available from Campus Planning & Development]

Building Code Equivalencies

[Assistance is available from Campus Planning & Development]

How to Operate a Fire Extinguisher

Annex 1 – Instructions to Occupants

This sign shall be posted on all floors according to law.

IN CASE OF FIRE

Immediately **sound the fire alarm** by activating the alarm switch (coloured red) in the corridor.

Call **911**.

State your name.

Give the address where the fire is and the nearest intersection.

Give information about the fire: what floor, how fast fire is spreading, people trapped, etc.

Attempt to control the fire with available fire equipment, *if it is safe to do so*.

If you cannot control the fire, isolate it by **CLOSING THE DOOR**, then evacuate using the nearest exit or follow instructions of the Fire Warden.

MAKE YOURSELF FAMILIAR WITH TWO WAYS OUT OF THE BUILDING.

WALK – DO NOT RUN. Shut all doors behind you and proceed along corridors and down stairways in a quiet, orderly manner. When you leave the building, move away from doorway to allow others behind you to emerge from exit.

Go to the designated assembly area, located on the North-West side of the building, leaving clear access for fire department personnel and fire trucks.

DO NOT REENTER THE BUILDING FOR ANY REASON until you have been advised to do so by the fire department.

Meet the fire department at the entrance to the building to give updated information and assist as a resource person.

BY ORDER OF THE VANCOUVER FIRE DEPARTMENT, R. HOLDGATE, FIRE CHIEF.

Instructions

Floor Plans should include the location of the following (if applicable):

- Fire extinguishers
- Emergency exits
- Fire alarm manual pull stations
- Hose cabinets and/or standpipes
- Sprinkler room
- Outdoor assembly area
- Emergency supply containers
- Additional fire-fighting or emergency response equipment (e.g. generators)
- Area(s) of refuge

INSERT FLOOR PLAN HERE – Insert a copy of the floor plan for your building immediately before or after this page.

If you do not have a set of building floor plans, contact Campus Planning and Development at 604-822-0464.

POST FLOOR PLAN IN A VISIBLE LOCATION (e.g. main entrance or lobby) on each floor of the building.

Campus Planning and Development will provide your building with mountable floor plan signs. Contact their department (604-822-0464) to have signs mounted.

Annex 3 – Site Plan - Sample

This is a map which shows the location of building, nearest cross streets, location of fire hydrants, etc.

Annex 4 – British Columbia Fire Code 1998, Section 2.8 Emergency Planning

2.8.1 General

2.8.1.1 Application

- 1) Fire emergency procedures conforming to this Section shall be provided for
 - a. Every *building* containing an *assembly* or a *care* or *detention occupancy*,
 - b. Every *building* required by the British Columbia Building Code to have a fire alarm system,
 - c. Demolition and construction sites regulated under Section 2.14. of this Code,
 - d. Storage areas required to have a fire safety plan in conformance with Articles 3.2.2.6. and 3.3.2.9.,
 - e. Areas where *flammable liquids* or *combustible liquids* are stored or handled, in conformance with Article 4.1.5.6., and
 - f. Areas where hazardous processor or operations occur, in conformance with Article 5.1.5.1.

2.8.1.2. Training of Supervisory Staff

- 1) *Supervisory staff* shall be trained in the fire emergency procedures described in the fire emergency plan before they are given any responsibility for fire safety. (See Appendix A.)

2.8.1.3. Keys and Special Devices

- 1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty *supervisory staff*.

2.8.2 Fire Safety Plan

2.8.2.1 Measures in a Fire Safety Plan

- 1) In *buildings* or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include
 - a. The emergency procedures to be used in case of fire, including
 - i. Sounding the fire alarm (see Appendix A),
 - ii. Notifying the fire department,

- iii. Instructing occupants on procedures to be followed when the fire alarm sounds,
 - iv. Evacuating occupants, including special provisions for persons requiring assistance (see Appendix A),
 - v. Confining, controlling and extinguishing the fire,
- b. the appointment and organization of designated *supervisory staff* to carry out fire safety duties,
 - c. the training of *supervisory staff* and other occupants in their responsibilities for fire safety,
 - d. documents, including diagrams, showing the type, location and operation of the *building* fire emergency systems,
 - e. the holding of fire drills,
 - f. the control of fire hazards in the *building*,
 - g. the inspection and maintenance of *building* facilities provided for the safety of occupants, and
 - h. a copy of the records of inspections, maintenance procedures or tests as required by Article 1.1.1.6.

(See Appendix A.)

- 2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the *building*.

2.8.2.2. Care or Detention Occupancies

- 1) A sufficient number of *supervisory staff* shall be on duty in *care* or *detention occupancies* to perform the tasks outlined in a fire safety plan described in Clause 2.8.2.1.(1)(a).

2.8.2.3. Assembly Occupancies

- 1) In Group A, Division 1 *assembly occupancies* containing more than 60 occupants, there shall be at least one *supervisory staff* member on duty in the *building* to perform the tasks outlined in the fire safety plan in Clause 2.8.2.1.(1)(a) whenever the *building* is open to the public.

2.8.2.4. High Buildings

- 1) In *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1.(1), include
 - a. The training of *supervisory staff* in the use of the voice communication system;
 - b. The processes for the use of elevators,
 - c. The action to be taken by *supervisory staff* in initiating any smoke control or other fire emergency systems installed in a *building* in the event of fire until the fire department arrives,
 - d. Instructions to the *supervisory staff* and fire department for the operation of the systems referred to in Clause ©, and
 - e. The procedures established to facilitate fire department access to the *building* and fire location within that *building*.

2.8.2.5 Retention of Fire Safety Plans

- 1) The fire safety plan shall be kept in a location, designated by the *authority having jurisdiction* within the *building*, for reference by the fire department, *supervisory staff* and other personnel.
- 2) The fire safety plan for a *building* within the scope of Subsection 3.2.6. of the British Columbia Building Code shall be kept at the central alarm and control facility.

2.8.2.6 Distribution

- 1) A copy of the fire emergency procedures and other duties for *supervisory staff*, as laid down in the fire safety plan, shall be given to all *supervisory staff*.

2.8.2.7 Posting of Fire Emergency Procedures

- 1) At least one copy of the fire emergency procedures shall be prominently posted on each *floor area*.
- 2) In every hotel and motel bedroom the fire safety rules for occupants shall be posted showing the locations of *exits* and the paths of travel to *exits*.
- 3) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signaling box requesting that the fire department be notified, and including the telephone number of that department.
- 4) All *buildings* served by one or more elevators shall have a permanently mounted fire safety sign or symbol on each floor level at each elevator entrance, which indicates that the elevator is not to be used in case of fire. This symbol shall be at least 100 mm in height and width and shall be designed in accordance with NFPA 170.

2.8.3. Fire Drills

2.8.3.1 Fire Drill Procedures

- 1) The procedure for conducting fire drills shall be determined by the person in responsible charge of the *building* taking into consideration
 - a. The *building occupancy* and its fire hazards,
 - b. The safety features provided in the *building*,
 - c. The desirable degree of participation of occupants other than *supervisory staff*,
 - d. The number and degree of experience of the participating *supervisory staff*,
 - e. The features of fire emergency systems installed in *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, and
 - f. The requirements of the fire department.

(See Appendix A.)

2.8.3.2 Fire Drill Frequency

- 1) Fire drills as described in Sentence 2.8.3.1.(1) shall be held at intervals not greater than 12 months for the *supervisory staff*, except that
 - a. In day-care centers and in Group B *major occupancies* such drills shall be held at intervals not greater than one month,

- b. In schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms, and
- c. In *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, such drills shall be held at intervals not greater than 2 months.

**Annex 5 – Fire Drill Regulation
Vancouver Fire & Rescue Services Letter**

No electronic version – requested from Capt. Lorne Cooke

Annex 6 – fire Alarm System “Sequence of Operation”

From Campus Planning & Development

Annex 6 – Building Code Equivalencies

**Only in particular circumstances –
Information from Campus Planning and Development**

Annex 7 – How to Operate a Fire Extinguisher

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

If Floor Wardens are not trained in fire extinguisher operation it is recommended that they not use one, and concentrate on a safe evacuation of their area of responsibility.

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

Pull the pin – Fire extinguishers often have a pin, latch, or puncture lever that you need to release first.

Aim low – Aim the nozzle or hose of the extinguisher at the base of the fire.

Squeeze the handle – This releases the extinguishing agent.

Sweep from side to side – Move in close, and sweep across the base of the fire. Always

back away and watch for rekindling of the fire.

Discharge the entire contents of the extinguisher. If possible, pull apart the burned area to get at hot spots.

Immediately contact the approved fire extinguisher supplier and arrange for the fire extinguisher to be recharged.

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