


Emergency Response Plan for the Fred Kaiser and Macleod Buildings

Electrical and Computer Engineering

Created by the ECE Health and Safety Committee	Date: January 3, 2014
Approved by: Andre Ivanov	Date: January 3, 2014
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 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 2 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

Revision History			
Rev	Description	Revised by	Date
00	Initial Release	HSE Committee	June 18, 2013
01	Updated information on Fire Wardens, updated document number, corrected telephone information and corrected formatting issues	HSE Committee	May 20, 2014
02	Revised Purpose statement Corrected and reformatted the Floor Warden table Changed the instructions for gas leak Added precision to muster point description	HSE Committee	July 30, 2014
03	Updated contact information for Emergency Directors	M. Kutarna	November 20, 2014
04	Updated contact information for Floor Wardens & corrected various typos	M. Kutarna	April 7, 2015



 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 3 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

Table of Contents

Emergency Telephone Numbers	4
Non-Emergency Telephone Numbers	5
1 Purpose	6
2 Scope	6
3 Life Safety Systems and Building Features	6
3.1 Emergency Exits	7
3.2 Emergency Lighting	7
3.3 Emergency Power	7
3.4 Fire Alarm System	7
3.5 Fire Extinguisher(s)	8
3.6 Fire Hydrant(s)	8
3.7 Sprinkler System	8
4 Contacts - Building Emergency Directors and Floor Wardens	9
5 Occupants with Disabilities - Locations	11
6 Responsibilities	12
6.1 Building Emergency Director	12
6.2 Building Floor Wardens	12
6.3 Building Occupants	13
7 In the Case of a Building Fire	14
8 In the Case of an Earthquake	20
9 In the Case of Hazardous Material Releases, Spills, Explosions or Fires	27
9.1 Explosion or Fire due to Hazardous Materials	27
9.2 Gas Leaks	28
9.3 Chemical, Biohazard, or Radiation Spills	28
10 In the Case of a Bomb Threat	30
11 In the Case of a Lockdown	31
12 Fire Evacuation Drills – Procedures and Records	33
Appendix 1: Emergency Procedures Key Plans	35
A. Fred Kaiser Key Plans: (fire extinguisher locations are not up to date)	36
B. Macleod Building Key Plans: (fire extinguisher locations are not up to date)	41
Appendix 2: Building Site Plan	45
Appendix 3: BC Fire Code Excerpt	46

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 4 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

Emergency Telephone Numbers

Fire

Police/RCMP

Ambulance

} **911**

Campus First Aid

(Faculty and Staff only – students call 911)

604.822.4444

Hazardous Material Response

911

Hospital Urgent Care Department

(8:00 Am – 5:00 PM only)

604.822.7662

Poison Control Centre


604.682.5050

Campus Security

604.822.2222


Risk Management Services

604.822.2029

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 5 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

Non-Emergency Telephone Numbers

Access & Diversity Office	604.822.5844
Ambulance (E-Comm Non-Emergency)	604.872.5151
AMS SafeWalk	604.822.5355
Campus Security	604.822.2222
Fire Prevention (City of Vancouver Inquiry Line)	311
RCMP (E-Comm Non-Emergency, University Detachment)	604.224.1322
Risk Management Services (General Inquiries)	604.822.2029
• Biosafety	604.822.9527
• Chemical Safety	604.822.2273
• Environmental Services	604.822.9280
• Occupational Hygiene	604.822.6098
• Radiation Safety	604.822.7052
Trouble Calls (Building Operations)	604.822.2173

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 6 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

1 Purpose

The objectives of the Building Emergency Response Plan are:

- 1.1 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

And,

Emergency Evacuation

To establish a systematic method of safe and orderly evacuation of an area or building, in case of fire, bomb threat or earthquake.

- 1.2 To provide a checklist of procedures for responding to, and reporting, an emergency.
- 1.3 To assist with recruiting and training of Building Emergency Directors and Building Floor Wardens.

2 Scope

This document is applicable to the Fred Kaiser and Macleod Buildings in the Department of Electrical and Computer Engineering at UBC.


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

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

3 Life Safety Systems and Building Features

Building Name: Fred Kaiser and Macleod Buildings

Building Address: 2332 Main Mall Blvd and 2356 Main Mall Blvd,
Vancouver, BC V6T 1Z4

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 7 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

Life Safety Systems in the buildings consist of the following:

Fred Kaiser:

- Emergency exits
- Emergency lighting
- Emergency power
- Fire alarm system
- Fire extinguisher(s)
- Fire hose cabinets & standpipes
- No fire hydrants in the building
- Sprinkler system

Macleod:

- Emergency exits
- Emergency lighting
- Emergency power
- Fire alarm system
- Fire extinguisher(s)
- Standpipes only
- No fire hydrants in the building
- Sprinkler system

3.1 *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 Building Operations.

Refer to APPENDIX 1: Emergency Key Plans indicating the building evacuation routes and exits.

3.2 *Emergency Lighting*


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 Building Operations.

3.3 *Emergency Power*

A power generator is attached to the north end of the ICICS/CS Building, 2366 Main Mall Blvd. For the Kaiser building, solar cells on the atrium roof partly charge the back up batteries housed on the second floor. In the event of a power failure, this unit provides power to emergency lighting, exit signage, elevators and all related emergency equipment.

3.4 *Fire Alarm System*

There are fire alarm pull stations and smoke detectors throughout the building. The fire alarm system is monitored by Vancouver Fire & Rescue Services through the 911 dispatch centre (E-Comm). Fire alarm system maintenance is handled by UBC Building Operations.

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 8 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

The locations of fire alarm pull stations are indicated on APPENDIX 1: Emergency Procedures Key Plans.

3.5 *Fire Extinguisher(s)*

There are portable fire extinguishers placed in visible and accessible locations throughout the building.


Refer to APPENDIX 1: Emergency Procedures Key Plans for locations of portable fire extinguishers.

3.6 *Fire Hydrant(s)*

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

3.7 *Sprinkler System*

A sprinkler system is installed in these buildings. The main control valves are located in the sprinkler room at: MacLeod - Room 149, Kaiser - Room 1160B.

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 9 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

4 Contacts - Building Emergency Directors and Floor Wardens

The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is: In front of the MacLeod and Kaiser buildings on the west side of the grassy area of Main Mall Blvd.

The designated evacuation assembly area for building occupants is: In front of the MacLeod and Kaiser buildings on the west side of the grassy area of Main Mall Blvd.



**The University of
British Columbia**

Manual – MAN 001

Revision: 04

Page: 10 of 50

Department: Electrical and
Computer Engineering

TITLE: Emergency Response Plan for the Fred Kaiser and Macleod
Buildings

Macleod and Kaiser Buildings Emergency Directors and Floor Wardens

Emergency Director MCLD – Matthew Kutarna

Macleod 101 | (604) 822-8486
mkutarna@ece.ubc.ca

Deputy Emergency Director - David Chu


Chong

MacLeod 112B | (604) 822-4321
davidc@ece.ubc.ca

Emergency Director KAIS – Darla La Pierre

Kaiser 5500 | (604) 822-5375
darlas@ece.ubc.ca


	<u>MACLEOD BUILDING FLOOR WARDENS:</u>	<u>KAISER BUILDING FLOOR WARDENS:</u>
Penthouse /Fifth floor	Dave Michelson MCLD 401 (604) 822-3544 davem@ece.ubc.ca	Darla La Pierre K5500 (604) 822-5375 darlas@ece.ubc.ca Shelby Murray K5500 (604) 827-5574 shelbyg@ece.ubc.ca Ron Loewen K5000 (604) 822-5357 ron.loewen@ubc.ca
Fourth floor	Dave Michelson MCLD 401 (604) 822-3544 davem@ece.ubc.ca Roberto Rosales MCLD 332 (604) 822-6845 robertor@ece.ubc.ca	Shahriar Mirabbasi K4032 (604) 827-5218 shahriar@ece.ubc.ca
Third floor	Tiho Tunchev MCLD 312A (604) 827-4434 tihomirt@ece.ubc.ca	Leo Stocco K3026 (604) 822-0166 leos@ece.ubc.ca Martin Ordonez K3044 (604) 827-1423 mordonez@ece.ubc.ca
Second floor	Roozbeh Mehrabadi MCLD 332 (604) 822-8768 roozbeh@ece.ubc.ca Matthew Kutarna MCLD 100 (604) 822-8486 mkutarna@ece.ubc.ca	Cathleen Holtvogt K2010 (604) 822-0965 cathleen@ece.ubc.ca Mary Chan K2010 (604) 827-5580 maryc@ece.ubc.ca
First floor	Ken Madore MCLD 105 (604) 822-8690 kenm@ece.ubc.ca Derek Poon MCLD 105 (604) 721-0309 derekp@ece.ubc.ca	Emily Wyatt K1120B (604) 822-6720 emily.wyatt@ubc.ca

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 11 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

5 Occupants with Disabilities - Locations

The following building occupants might need assistance during an emergency evacuation.

NAME	OFFICE AREA	PHONE NUMBER	ASSISTANCE REQUIRED
Name:			

 <p>The University of British Columbia</p>	Manual – MAN 001	Revision: 04 Page: 12 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

6 Responsibilities

6.1 *Building Emergency Director*

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

The Building Emergency Director recruits the Building Floor Wardens. Having one (1) backup for each position (Building Emergency Director and Building Floor Wardens) is required, however having two (2) backups is recommended. In addition, the Building Emergency Director is responsible for the training of Building Floor Wardens to perform their duties in fire prevention and emergency evacuation of the building. All Building Emergency Directors and Building Floor Wardens should attend the Floor Warden Training course available through Risk Management Services via www.riskmanagement.ubc.ca.

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


However, if any occupant or Building Floor Warden notices fire safety equipment in need of repair, they must notify the Building Emergency Director, who will contact UBC Trouble Calls at 604.822.2173.

6.2 *Building Floor Wardens*

Building Floor Wardens MUST be familiar with their assigned areas to ensure a safe and orderly evacuation of building occupants.

Building Floor Wardens should check their floor or area* regularly for:

- Accumulation of combustible material, rubbish, or flammable liquids in excess of quantities allowed by permit.
- Dangerous ignition sources (e.g. worn extension cords, oily rags, overheating equipment).
- 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.

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 13 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	


- Fire hose and portable extinguishers not obstructed, in good order and ready to use.
- Emergency Procedures Key Plans are correct.

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

**According to WorkSafe BC, The OHS Regulation, section 3.3(b) requires formal OHS programs to include "provision for the regular inspection of premises, equipment, work methods and work practices, at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions found." inspection duties can be shared amongst the Local Health & Safety Committee Members, Building Emergency Directors and Building Floor Wardens. The recommended minimum inspection interval is once a month for low-risk areas (e.g. administrative office areas).*

6.3 Building Occupants

Building occupants MUST be familiar with their building evacuation route(s) and exit(s). During an evacuation, building occupants MUST follow instructions of Building Floor Wardens. Please notify Building Floor Wardens or your Local Health and Safety Committee members ahead of time if you require assistance during an evacuation.

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 14 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

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Instructions to the Occupants in Case of Emergency

Electrical and Computer Engineering

5500 – 2332 Main Mall
Vancouver, BC, Canada V6T 1Z4

Tel: +1.604.822.2872

Fax: +1.604.822.5949

Web: <http://www.ece.ubc.ca/>

If you discover an emergency situation (e.g., fire or explosion) in the building:

1. **Sound the fire alarm.** This will cause the Fire Department to send emergency vehicles but they won't know what they're dealing with. See the marked floor plans for the nearest pull station.
2. **Call 9-1-1.** Provide the operator with specific details of the emergency. (Now the Fire Department knows what they're dealing with.)
3. **Attempt to control the fire.** If can do so safely, use the available fire equipment to control the fire. See the marked floor plans for the nearest fire equipment.
4. **Isolate the fire.** If you cannot control the fire, isolate it by closing doors.
5. **Exit the building.** Leave by the nearest, safe exit. Do not use the elevator. Walk; do not run. Close doors behind you.
6. **Assemble at the designated area.** Do not re-enter the building until the Fire Department has given permission to do so.


If you hear a fire alarm ringing, follow steps 5 and 6, above.

7 In the Case of a Building Fire

Building Emergency Directors - Instructions

If you discover a fire or explosion in the building:

- Immediately activate the closest fire pull alarm.
- Evacuate occupants in the area(s) that are assigned to you.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.


 <p>The University of British Columbia</p>	Manual – MAN 001	Revision: 04 Page: 15 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

- 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**.
- Use the stairway to evacuate; **DO NOT** use the elevator(s).
- If possible, assist anyone having difficulty evacuating. If needed, assist occupants that are unable to evacuate or cannot negotiate the stairs to the nearest area of safety. **Please note:** According to the current building policy, refuge areas are not required. Thus, there are no Designated Areas of Refuge in Kaiser and MCLD.
- Upon exiting the building, ask evacuated occupants to proceed to the designated Evacuation Assembly Area (muster station). The designated assembly area is: In front of the MacLeod building on the west side of the grassy area of Main Mall Blvd.
- Call 911
 - State your name.
 - Give the address of the building where the fire is and the nearest intersection. The address of the Fred Kaiser Building is 2332 Main Mall Blvd, and the address of Macleod is 2356 Main Mall Blvd.
 - Provide information about the fire: what floor, how fast fire is spreading, people trapped etc.
- Proceed to the pre-determined meeting location for Building Emergency Directors and Building Floor Wardens and wait for Building Floor Wardens to report information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is: In front of the MacLeod building on the west side of the grassy area of Main Mall Blvd.
- Ensure all evacuation information reported by the Building Floor Wardens is relayed over to the Fire Chief on-site. (*NOTE: Stay on scene until the Fire Department arrives.)
- **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.


Building Floor Wardens - Instructions

If you discover a fire or explosion in the building:

- Immediately activate the closest fire pull alarm.

 <p>The University of British Columbia</p>	Manual – MAN 001	Revision: 04 Page: 16 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

- Evacuate occupants in the area(s) that are assigned to you.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- 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.
- Use the stairway to evacuate; DO NOT use the elevator(s).
- If possible, assist anyone having difficulty evacuating. If needed, assist occupants that are unable to evacuate or cannot negotiate the stairs to the nearest area of safety. Designated Areas of Refuge are **Not Applicable** in Kaiser and MCLD.
- Upon exiting the building, ask evacuated occupants to proceed to the designated Evacuation Assembly Area (muster station). The designated Evacuation Assembly Area is: In front of the MacLeod building on the west side of the grassy area of Main Mall Blvd.
- Call 911
 - State your name.
 - Give the address of the building where the fire is and the nearest intersection. The address of the Fred Kaiser Building is 2332 Main Mall Blvd, and the address of Macleod is 2356 Main Mall Blvd.
 - Provide information about the fire: what floor, how fast fire is spreading, people trapped etc.
- Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens and report information about the evacuation or about the building, to the Building Emergency Director as required. (*NOTE: Stay on scene until the Fire Department arrives.) The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is: In front of the MacLeod building on the west side of the grassy area of Main Mall Blvd.
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 17 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	



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Electrical and Computer Engineering
Vancouver Campus
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Vancouver, BC Canada V6T 1Z4

www.ece.ubc.ca

Fire Warden Duties

The principal duty of the Fire Warden is assist with the evacuation of the building during an emergency. In no way does this duty require that the Fire Warden to put himself or herself in harm's way.

The execution of this duty is straightforward: as you exit the building, enthusiastically encourage others to do the same, assembling at the designated areas.

While you may be assigned a 'floor', you are not required to return to that floor to execute your duties. Rather, you should exit the building from wherever you are just like any other occupant.

The only difference is that you should, ideally, take an opportunity to enter rooms along your exit path to encourage other occupants to leave. If absolutely necessary, use the whistle with which you have been provided to gain the attention of recalcitrant occupants.


Please note that, in a fire alarm, the stairwell doors lock and allow exiting but not re-entry. Upon entry into a stairwell, please exit the building.

Once outside, guide occupants to the designated assembly area:

In front of the MacLeod and Kaiser buildings on the centre grassy area of Main Mall Blvd.

Advise occupants that they are not to re-enter the building until the Fire Department has given permission to do so.


Report to the Fire Safety Director (Don Dawson) or the Alternate Fire Safety Director (David Chu Chong) the details of your exit path, of the rooms that you 'cleared', or whether people with mobility concerns are in the building. If you cannot provide this report to the Fire Safety Director, provide it to the Fire Department on their arrival.

 <p>The University of British Columbia</p>	Manual – MAN 001	Revision: 04 Page: 18 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

Building Occupants – Instructions

If you discover a fire or explosion in the building:

- Immediately activate the closest fire pull alarm.
- Follow instructions of Building Floor Wardens during evacuation.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- 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.
- Use the stairway to evacuate; DO NOT use the elevator(s).
- Proceed to the nearest area of safety. Designated Areas of Refuge are ***Not Applicable*** in Kaiser and MCLD.
- Upon exiting the building, proceed directly to the designated Evacuation Assembly Area (muster station) and wait for further instructions from the Building Emergency Director. The designated Evacuation Assembly Area is: In front of the MacLeod building on the west side of the grassy area of Main Mall Blvd.
- Call 911
 - State your name.
 - Give the address of the building where the fire is and the nearest intersection. The address of the Fred Kaiser Building is 2332 Main Mall Blvd, and the address of Macleod is 2356 Main Mall Blvd.
 - Provide information about the fire: what floor, how fast fire is spreading, people trapped etc.
- DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so.

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 19 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

HOW TO OPERATE A FIRE EXTINGUISHER

The following instructions are applicable for most fire extinguishers. *

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 will need to release first.

AIM low- Aim the nozzle or hose of the extinguisher at the base of the fire. Watch for re-flash of the flame.


SQUEEZE the handle - This releases the extinguishing agent.

SWEEP from side to side – Move in close, and sweep across the base of the fire. Watch for re-flash of the flame.

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

***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.

 <p>The University of British Columbia</p>	Manual – MAN 001	Revision: 04 Page: 20 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

8 In the Case of an Earthquake

Emergency Directors - Instructions


If you are indoors:

During the shaking

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

After the shaking stops

- Count to 60 to allow debris to finish falling.
- Assess your immediate surroundings for dangers.
- Proceed with Building Floor Warden Evacuation Procedures.
 - Evacuate occupants in the area(s) that are assigned to you.
 - Urge people to stay calm, and to evacuate quickly and in an orderly manner. **WALK, DO NOT RUN.**
 - Do not allow building occupants to use the elevator(s).
 - If possible, assist anyone having difficulty in getting out, or if needed, help them to the nearest area of safety. Designated Areas of Refuge are ***Not Applicable*** in Kaiser and MCLD.
 - Upon exiting the building, ask evacuated occupants to proceed to the designated Evacuation Assembly Area

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 21 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

(muster station). The designated Evacuation Assembly Area is: In front of the MacLeod building on the west side of the grassy area of Main Mall Blvd.

- Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building) and wait for Building Floor Wardens to report information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is: In front of the MacLeod building on the grassy area of Main Mall Blvd.
- Ensure all evacuation information reported by the Building Floor Wardens is relayed over to 1st Responders on-site (e.g. Fire, Police or Ambulance).
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so. When ok, give the “all clear” to allow building occupants to re-enter the building.
- If an aftershock occurs during evacuation and you are still inside the building, repeat DROP, COVER, AND HOLD procedure before resuming evacuation.


If you are outdoors:

During the shaking

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

After the shaking stops

- Count to 60 to allow debris to finish falling.
- Assess your immediate surroundings for dangers.
- Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a

 <p>The University of British Columbia</p>	Manual – MAN 001	Revision: 04 Page: 22 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

safe distance away from the building) and wait for Building Floor Wardens to report information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is: In front of the MacLeod building on the west side of the grassy area of Main Mall Blvd.


- Ensure all evacuation information reported by the Building Floor Wardens is relayed over to 1st Responders on-site (e.g. Fire, Police or Ambulance).
- DO NOT ALLOW ANYONE TO ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so. When ok, give the “all clear” to allow individuals to enter the building.

Post-earthquake instructions:

If available post-earthquake:

1. Monitor www.ubc.ca for information and updates regarding the event.
2. For individuals who have updated their personal contact information in their CWL accounts, monitor your landline phones, cell phones and email mailboxes for voicemail messages, text messages and emails for information and updates regarding the event.
3. Emergency Response Personnel or Volunteers may be deployed to areas across campus to disseminate pertinent information in response to the event.

***NOTE:** Progress is currently being made by the University to address the area of Emergency Social Services (ESS) for the campus community. While the University is taking additional measures to help prepare the campus for disasters such as earthquakes, we also strongly encourage staff, faculty, residents and students to be personally prepared (e.g. having 72 hours emergency preparedness kits). Additional ESS related information will be provided once available.

 <p>The University of British Columbia</p>	Manual – MAN 001	Revision: 04 Page: 23 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

Building Floor Wardens – Instructions


If you are indoors:

During the shaking

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

After the shaking stops

- Count to 60 to allow debris to finish falling.
- Assess your immediate surroundings for dangers.
- Proceed with Building Floor Warden Evacuation Procedures.
 - Evacuate occupants in the area(s) that are assigned to you.
 - Urge people to stay calm, and to evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
 - Do not allow building occupants to use the elevator(s).
 - If possible, assist anyone having difficulty in getting out, or if needed, help them to the nearest area of safety. Designated Areas of Refuge are ***Not Applicable*** in Kaiser and MCLD.
 - Upon exiting the building, ask evacuated occupants to proceed to the designated Evacuation Assembly Area (muster station). The designated Evacuation Assembly Area is: In front of the MacLeod building on the west side of the grassy area of Main Mall Blvd.

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 24 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

- Meet the Building Emergency Director at the pre-determined location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building) to give any additional information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is: In front of the MacLeod building on the west side of the grassy area of Main Mall Blvd.
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so. When ok, give the “all clear” to allow building occupants to re-enter the building.
- If an aftershock occurs during evacuation and you are still inside the building, repeat DROP, COVER, AND HOLD procedure before resuming evacuation.


If you are outdoors:

During the shaking

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

After the shaking stops

- Count to 60 to allow debris to finish falling.
- Assess your immediate surroundings for dangers.
- Meet the Building Emergency Director at the pre-determined location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building) to give any additional information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building

 <p>The University of British Columbia</p>	Manual – MAN 001	Revision: 04 Page: 25 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

Floor Wardens is: In front of the MacLeod building on the west side of the grassy area of Main Mall Blvd.

- DO NOT ALLOW ANYONE TO ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so. When ok, give the “all clear” to allow individuals to re-enter the building.

Building Occupants – Instructions


If you are indoors:

During the shaking

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

After the shaking stops

- Count to 60 to allow debris to finish falling.
- Assess your immediate surroundings for dangers.
- Proceed with evacuating the building.
 - Follow instructions of Building Floor Wardens during evacuation.
 - Remain calm, and evacuate quickly and in an orderly manner. WALK, DO NOT RUN.

 <p>The University of British Columbia</p>	Manual – MAN 001	Revision: 04 Page: 26 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

- Do not use the elevator(s).
- Proceed to a safe area if you have difficulty negotiating the stairs or if you need assistance in evacuating. Designated Areas of Refuge are **Not Applicable** in Kaiser and MCLD.
- Upon exiting the building, proceed directly to the designated Evacuation Assembly Area (muster station) and wait for further instructions from the Building Emergency Director. The designated Evacuation Assembly Area is: In front of the MacLeod building on the west side of the grassy area of Main Mall Blvd.
- DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so.
- If an aftershock occurs during evacuation and you are still inside the building, repeat DROP, COVER, AND HOLD procedure before resuming evacuation.


If you are outdoors:

During the shaking

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

After the shaking stops

- Count to 60 to allow debris to finish falling.
- Assess your immediate surroundings for dangers.
- Proceed directly to the designated Evacuation Assembly Area (muster station) and wait for further instructions from the Building Emergency Director. The designated Evacuation Assembly Area is: In front of the MacLeod building on the west side of the grassy area of Main Mall Blvd.
- DO NOT ENTER ANY BUILDINGS until the Fire Department and the Building Emergency Director gives permission to do so.

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 27 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

If you use a wheelchair:


- If you are able, take cover under a sturdy table or desk.
- If you are unable to take cover underneath a table or desk, move towards an interior wall or 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.
- Stay away from windows, shelves and heavy objects that may fall.
- Stay away from an exterior wall, as it is more likely to sustain damage during an earthquake.

9 In the Case of Hazardous Material Releases, Spills, Explosions or Fires

Building Occupants - Instructions

9.1 Explosion or Fire due to Hazardous Materials

1. Immediately activate the closest fire pull alarm.
2. Only attempt to use a fire extinguisher if you are confident and it is safe to do so.
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. 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**.
6. Use the stairway to evacuate; DO NOT use the elevator(s).
7. Upon exiting the building, proceed directly to an area that is at a safe distance outside the main entrance of the building and wait for the Building Emergency Director and the Fire Chief. Provide the Building Emergency Director and the Fire Chief with information on hazardous materials involved (e.g. Material Safety Data Sheets (MSDS)).
8. Call 911
 - State your name.
 - Give the address where the fire is and the nearest intersection.
The address of your building is: **Fred Kaiser Building – 2332**

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 28 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

Main Mall Blvd, V6T1Z4. Macleod Building – 2356 Main Mall Blvd, V6T1Z4.

- Provide information about the fire: what floor, how fast fire is spreading, people trapped etc.
- 9. Call Campus Security at 604-822-2222.
- 10. Inform your supervisor or department head.
- 11. DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so.


9.2 Gas Leaks

1. Pull fire alarm to trigger an evacuation of the building.
2. DO NOT Call 911 from inside the building; this can cause an explosion.
3. If time permits, shut down equipment.
4. Urge people to stay calm and evacuate in a quick and orderly manner.
5. Close doors on your way out, but ONLY DO SO IF IT IS SAFE.
6. Upon exiting the building, proceed directly to the designated Evacuation Assembly Area and wait for further instructions from the Building Emergency Director.
7. When you are OUTSIDE, Call 911
 - a. State your name.
 - b. Give the address where the gas leak is and the nearest intersection.
 - c. Give information about the gas leak: what floor, intensity of gas leak, people trapped etc.
8. Call Campus Security at 604-822-2222.
9. Inform Supervisor or Department Head.
10. DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so.

9.3 Chemical, Biohazard, or Radiation Spills

Any uncontrolled release of hazardous materials is considered a spill and these procedures must be followed:


1. Evacuate immediate area. If time permits, shut down equipment.
2. Isolate area and notify others in the area to prevent re-entry.

 <p>The University of British Columbia</p>	Manual – MAN 001	Revision: 04 Page: 29 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

3. Urge people to stay calm and evacuate in a quick and orderly manner.
4. Close doors on your way out, but **ONLY DO SO IF IT IS SAFE**.
5. Upon exiting the building, proceed directly to an area that is at a safe distance outside the main entrance of the building and wait for emergency personnel. Provide emergency personnel with information on hazardous materials involved (e.g. Material Safety Data Sheets (MSDS)).
6. Call 911
 - a. State your name.
 - b. Give the address where the spill is and the nearest intersection.
 - c. Provide information about the spill:
 - i. Injuries
 - ii. Chemical Name
 - iii. Quantity
 - iv. Hazards (Information on Material Safety Data Sheets (MSDS))
7. Call Campus Security at 604-822-2222.
8. Inform Supervisor or Department Head.
9. **DO NOT RE-ENTER THE BUILDING** until the Fire Department and the Building Emergency Director gives permission to do so.

9.3.1 Material Safety Data Sheets (MSDS)

- Must be readily available at the worksite
- Always refer to MSDS prior to handling any hazardous material.
- Hazardous products must be properly labeled.
- www.ccohs.ca can be utilized as a resource for MSDS information.

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 30 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

10 In the Case of a Bomb Threat

Building Occupants - Instructions

Bomb Threats can be received by telephone, note, letter, email, text message, or in person etc. All bomb threats must be taken seriously and handled as though an explosive is in the building. If you receive a bomb threat, call 911 (RCMP) immediately, and then UBC Campus Security (604-822-2222).


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

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

1. Stay calm and speak to the caller with a pleasant tone. Let the caller know that you are willing to cooperate by listening to what they have to say. Ask the caller if there is anything you can do to help. DO NOT upset the caller. Keep the caller on the line.
2. By indicating your willingness to cooperate, you may be able to keep the caller on the line for a longer duration so that you may be able to ask the following questions:
 - Where is the bomb?
 - When is it going to go off?
 - What kind of bomb is it?
 - What does it look like?

Permit the caller to say as much as possible without interruption.

3. Take notes on everything said and on your observation about background noise, voice characteristics, language, etc.
4. If the bomb threat is received via a UBC land line phone, record the phone number and the time which the call was received and notify Campus Security. Campus Security may be able to trace the call through UBC IT Services.
5. Call 911 (RCMP) and Campus Security (604-822-2222) as soon as the threatening call has ended. If possible, get a co-worker to call emergency personnel while you continue talking to the caller. The

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 31 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

purpose of not disrupting the phone conversation is to assist in identifying or tracing the caller.

When there has been a bomb threat:

1. Survey your immediate work area. If you see a package or a foreign object in an unusual place—don't touch it.
2. Call 911 (RCMP) and advise them of the details. You will be advised if evacuation is necessary. Follow instructions given by emergency personnel.
3. An explosion of any type must be reported immediately to the Fire Department—call 911.

11 In the Case of a Lockdown

Building Occupants – Instructions

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats.


Lockdown Procedures

A notification to occupants to lockdown may be sent by Campus Security, emergency personnel, or from an academic or administrative head. As each building on campus is unique, individuals may receive notification to lockdown through various means.

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

Upon Alert to Lockdown:

- If you are in a classroom, room or office, stay there, secure the door and windows and await further instructions (or an escort from emergency personnel).
- If the door does not lock, barricade the door with tables and chairs.

 <p>The University of British Columbia</p>	Manual – MAN 001	Revision: 04 Page: 32 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	


- If you are in a corridor, go into the closest office not already secured and lock or barricade the door and windows.
- Close curtains or blinds where possible.
- Stay away from windows and doors.
- Stay low and quiet.
- Cell phones should be put on quiet or vibrate mode. Do NOT make non-essential calls.
- Follow instructions from emergency personnel only.
- During a lockdown, if the fire alarm is activated, remain where you are and await further instructions from emergency personnel.
- If possible, monitor www.ubc.ca for updates. Media reports may be unreliable.
- For their own safety, emergency personnel must initially consider all individuals as potential threats. It is important to follow instructions from police at all times to avoid harm and ensure the best possible response.

Actions to Avoid:

- Do NOT open the door once it has been secured until you are officially advised "all clear" or are certain it is emergency response personnel at the door.
- Do NOT use or hide in washrooms.
- Do NOT travel down long corridors.
- Do NOT assemble in large open areas (e.g. cafeterias).
- Do NOT call 911 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel in the response.

Following the Lockdown:

- Cooperate with emergency personnel to assist in an orderly evacuation.
- Proceed to the designated assembly area if advised.
- The police may require individuals to remain available for questioning following a lockdown.
- University staff may be present as you exit the building to provide additional information.


 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 33 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

12 Fire Evacuation Drills – Procedures and Records

As per BC Fire Code (See APPENDIX 3, Section 2.8.3.2), fire drills **must** be conducted at least once per year. They are intended primarily to ensure that all building occupants know how to respond safely and effectively in the event of a life-threatening emergency.

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

- a) Arrange the fire drill by calling UBC Trouble Calls at 604-822-2173.
Note: *It is not necessary to contact the Fire Department when conducting a fire drill. UBC Trouble Calls will notify the Fire Department, who will attend if available.*
- b) Advise the Safety Program Advisor via 604-822-6513 or paul.nakagawa@ubc.ca of the date and time of the drill and the total building evacuation time.


 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 34 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

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

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

Please indicate on the Local Health and Safety Committee minutes any follow up items noted following a fire drill.

Note: You must maintain records of fire drills conducted and forward the results to paul.nakagawa@ubc.ca

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 35 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

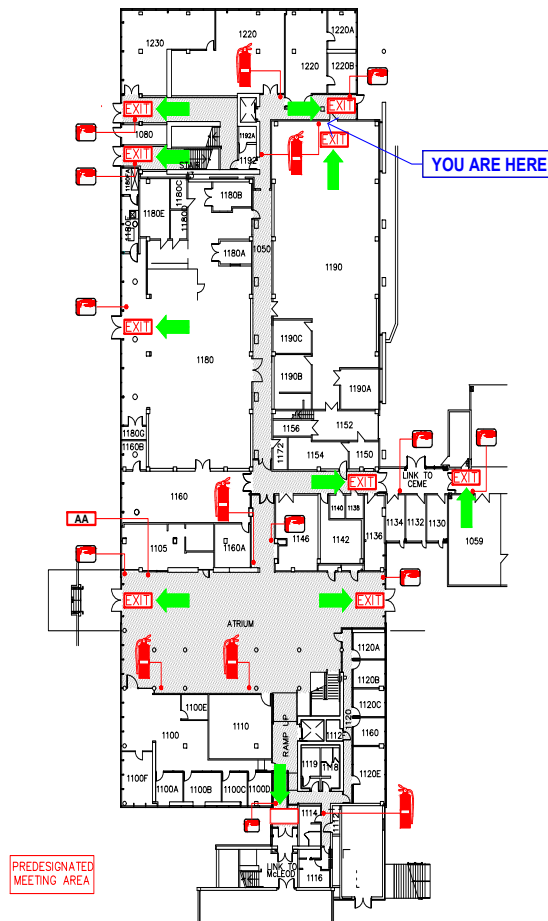
Appendix 1: Emergency Procedures Key Plans

Emergency Procedures Key Plans 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 cabinets/containers
- ❑ Automated External Defibrillators (AED)
- ❑ Additional fire-fighting or emergency response equipment (e.g. generators)
- ❑ Area(s) of refuge

Emergency Procedures Key Plans are also posted on walls near emergency exits for each floor of every building.

A. Fred Kaiser Key Plans: (fire extinguisher locations are not up to date)



GROUND FLOOR PLAN
N.T.S.

INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

If you discover a fire or explosion in the THE FRED KAISER BUILDING (313)

1. Immediately sound the fire alarm, see the marked floor plans for the pull station nearest to you.
2. Call 911 or have the Fire Safety Director call 911 and give any information you may have about the emergency - what floor, whether the fire is spreading fast, whether there are people trapped etc.
3. The Fire Safety Director location is on level _____ local _____.
4. The Person in-charge will pass the information on to the Fire Department.
5. Attempt to control the fire with available fire equipment. Use an extinguisher or a hose from a hose cabinet. See the marked floor plans for nearest locations.
6. If you cannot control the fire, try to isolate it by closing the doors. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Do not use the elevator.
9. Walk. Do not run. Shut doors behind you. Go along corridors and stair-ways in an orderly manner. On leaving the building move away from it immediately.
10. Do not go back in the building for any reason until the all-clear has been announced.

If you hear the fire alarm ringing - Follow step 5 through 8 above



KEY PLAN

Building Address: 2332 MAIN MALL
Nearest Intersection: Main Mall and Store Road

FOR EMERGENCIES CALL 911

– LEGEND –



FIRE HOS

AREA OF
RESEARCH

FIRE ALARM
ANNUNCIATOR

FIRE
EXTINGUISHERS

SPRINKLER VALVE



EXIT



PULL STATION



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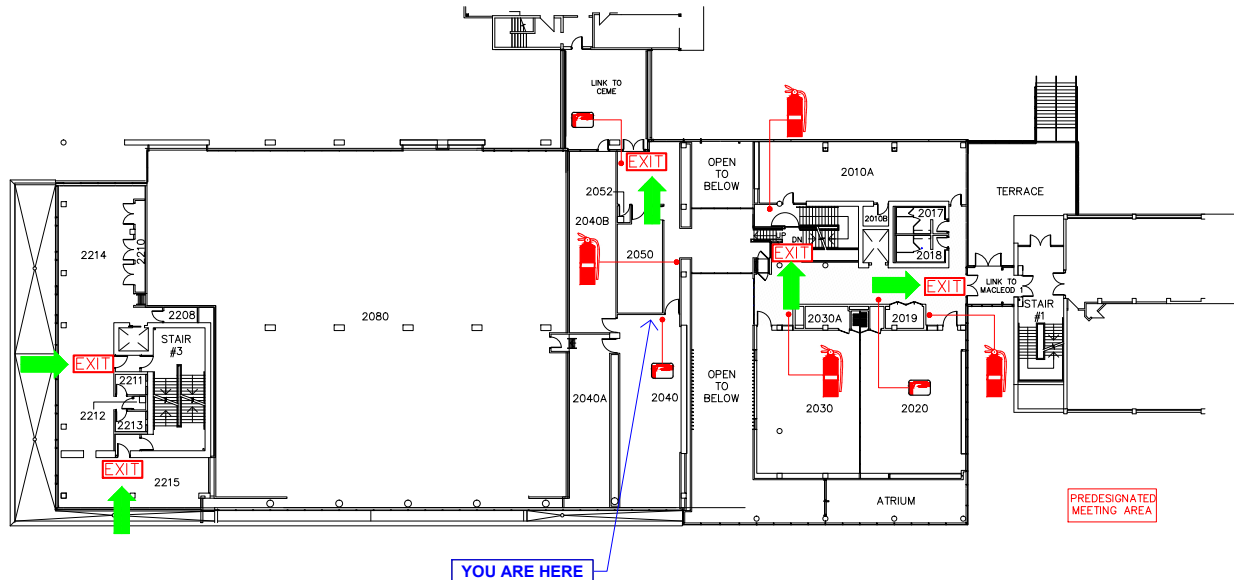
Manual – MAN 001

Revision: 04

Page: 37 of 50

Department: Electrical and
Computer Engineering

**TITLE: Emergency Response Plan for the Fred Kaiser and Macleod
Buildings**



SECOND FLOOR PLAN
N.T.S.

Building Address: 2332 MAIN MALL
Nearest Intersection: Main Mall and Store Road

INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

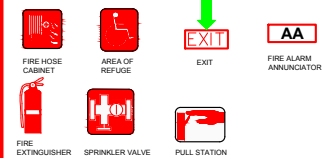
If you discover a fire or explosion in the FRED KAISER BUILDING (313)

1. Immediately sound the fire alarm, see the marked floor plans for the pull station nearest to you.
2. Call 911 or have the Fire Safety Director call 911 and give any information you may have about the emergency - what floor, whether the fire is spreading fast, whether there are people trapped etc.
The Fire Safety Director location is on level _____ local _____. The person in-charge will pass the information on to the Fire Department.
3. Attempt to control the fire with available fire equipment. Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.
4. If you cannot control the fire, try to isolate it by closing the doors. Do not lock the doors.
5. Leave by the nearest safe exit.
6. Do not use the elevator.
7. Walk. Do not run. Shut doors behind you. Go along corridors and stair-ways in an orderly manner. On leaving the building move well away from it immediately.
8. Do not go back in the building for any reason until the all-clear has been announced.

If you hear the fire alarm ringing-Follow step 5 through 8 above

FOR EMERGENCIES CALL 911

— LEGEND —





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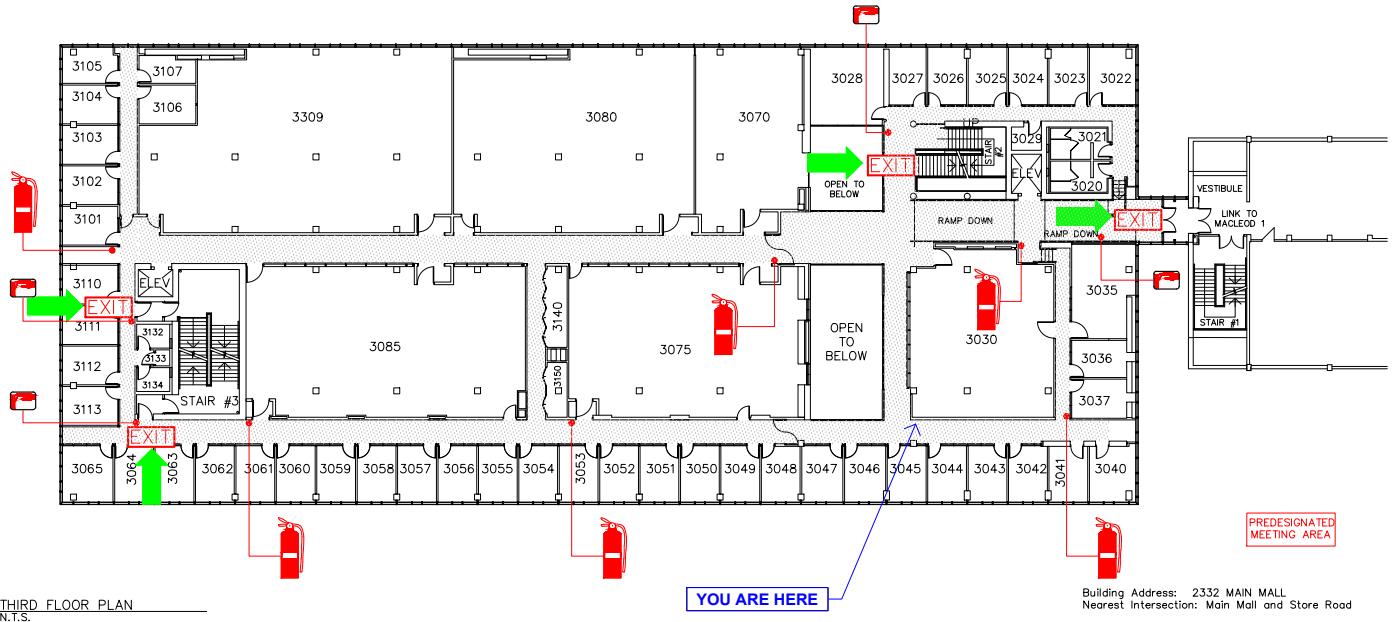
Manual – MAN 001

Revision: 04

Page: 38 of 50

Department: Electrical and
Computer Engineering

**TITLE: Emergency Response Plan for the Fred Kaiser and Macleod
Buildings**



Building Address: 2332 MAIN MALL
Nearest Intersection: Main Mall and Store Road

INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

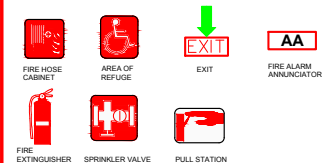
If you discover a fire or explosion in the FRED KAISER BUILDING (313)

1. Immediately sound the fire alarm, see the marked floor plans for the pull station nearest to you.
2. Call 911 or have the Fire Safety Director call 911 and give any information you may have about the emergency - what floor, whether the fire is spreading fast, whether there are people trapped etc.
The Fire Safety Director location is on level _____ local _____. The person in-charge will pass the information on to the Fire Department.
3. Attempt to control the fire with available fire equipment. Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.
4. If you cannot control the fire, try to isolate it by closing the doors. Do not lock the doors.
5. Leave by the nearest safe exit.
6. Do not use the elevator.
7. Walk. Do not run. Shut doors behind you. Go along corridors and stair-ways in an orderly manner. On leaving the building move well away from it immediately.
8. Do not go back in the building for any reason until the all-clear has been announced.

If you hear the fire alarm ringing-Follow step 5 through 8 above

FOR EMERGENCIES CALL 911

— LEGEND —





**The University of
British Columbia**

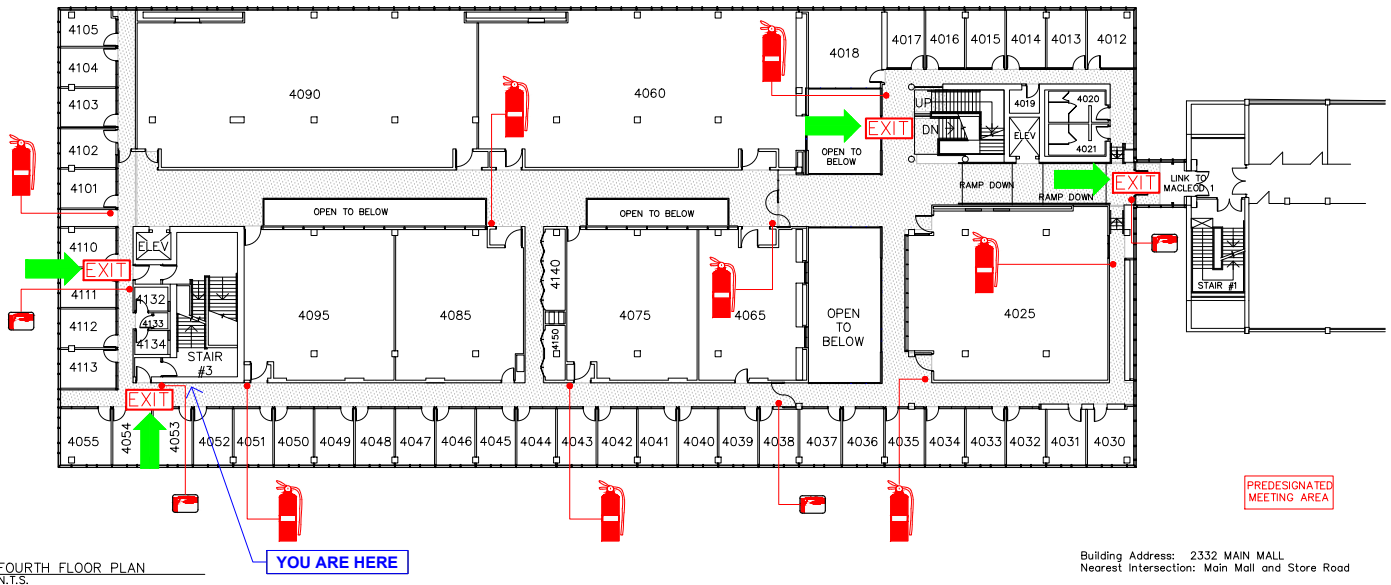
Manual – MAN 001

Revision: 04

Page: 39 of 50

Department: Electrical and
Computer Engineering

**TITLE: Emergency Response Plan for the Fred Kaiser and Macleod
Buildings**



INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

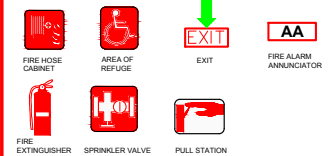
If you discover a fire or explosion in the FRED KAISER BUILDING (313)

1. Immediately sound the fire alarm, see the marked floor plans for the pull station nearest to you.
2. Call 911 or have the Fire Safety Director call 911 and give any information you may have about the emergency - what floor, whether the fire is spreading fast, whether there are people trapped etc.
The Fire Safety Director location is on level _____ local _____. The person in-charge will pass the information on to the Fire Department.
3. Attempt to control the fire with available fire equipment. Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.
4. If you cannot control the fire, try to isolate it by closing the doors. Do not lock the doors.
5. Leave by the nearest safe exit.
6. Do not use the elevator.
7. Walk. Do not run. Shut doors behind you. Go along corridors and stair-ways in an orderly manner. On leaving the building move well away from it immediately.
8. Do not go back in the building for any reason until the all-clear has been announced.

If you hear the fire alarm ringing-Follow step 5 through 8 above

FOR EMERGENCIES CALL 911

— LEGEND —





**The University of
British Columbia**

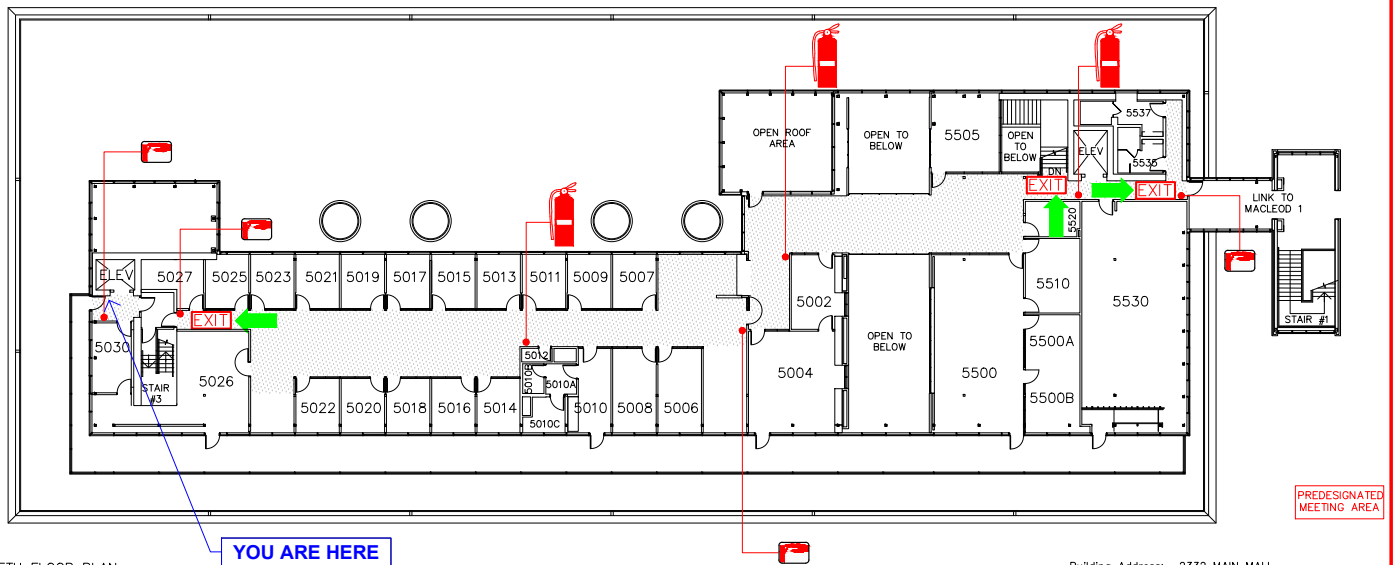
Manual – MAN 001

Revision: 04

Page: 40 of 50

Department: Electrical and
Computer Engineering

**TITLE: Emergency Response Plan for the Fred Kaiser and Macleod
Buildings**



FIFTH FLOOR PLAN
N.T.S.

YOU ARE HERE

Building Address: 2332 MAIN MALL
Nearest Intersection: Main Mall and Store Road

FOR EMERGENCIES CALL 911

INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

If you discover a fire or explosion in the FRED KAISER BUILDING (313)

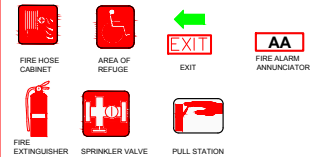
1. Immediately sound the fire alarm, see the marked floor plans for the pull station nearest to you.
2. Call 911 or have the Fire Safety Director call 911 and give any information you may have about the emergency - what floor, whether the fire is spreading fast, whether there are people trapped etc.
The Fire Safety Director location is on level _____ local _____. The person in-charge will pass the information on to the Fire Department.
3. Attempt to control the fire with available fire equipment. Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.
4. If you cannot control the fire, try to isolate it by closing the doors. Do not lock the doors.
5. Leave by the nearest safe exit.
6. Do not use the elevator.
7. Walk. Do not run. Shut doors behind you. Go along corridors and stair-ways in an orderly manner. On leaving the building move well away from it immediately.
8. Do not go back in the building for any reason until the all-clear has been announced.

If you hear the fire alarm ringing-Follow step 5 through 8 above

KEY PLAN



— LEGEND —





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Manual – MAN 001

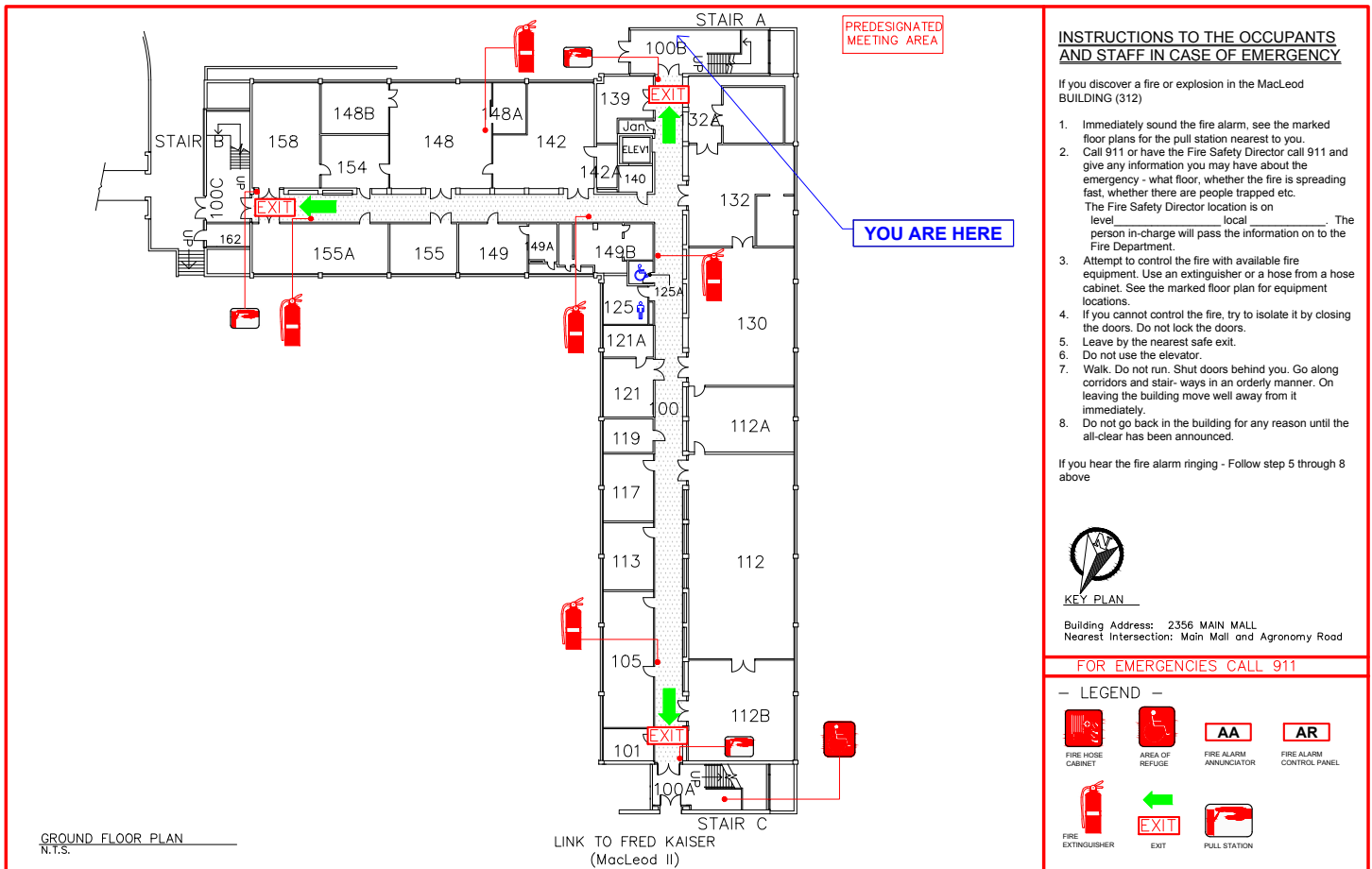
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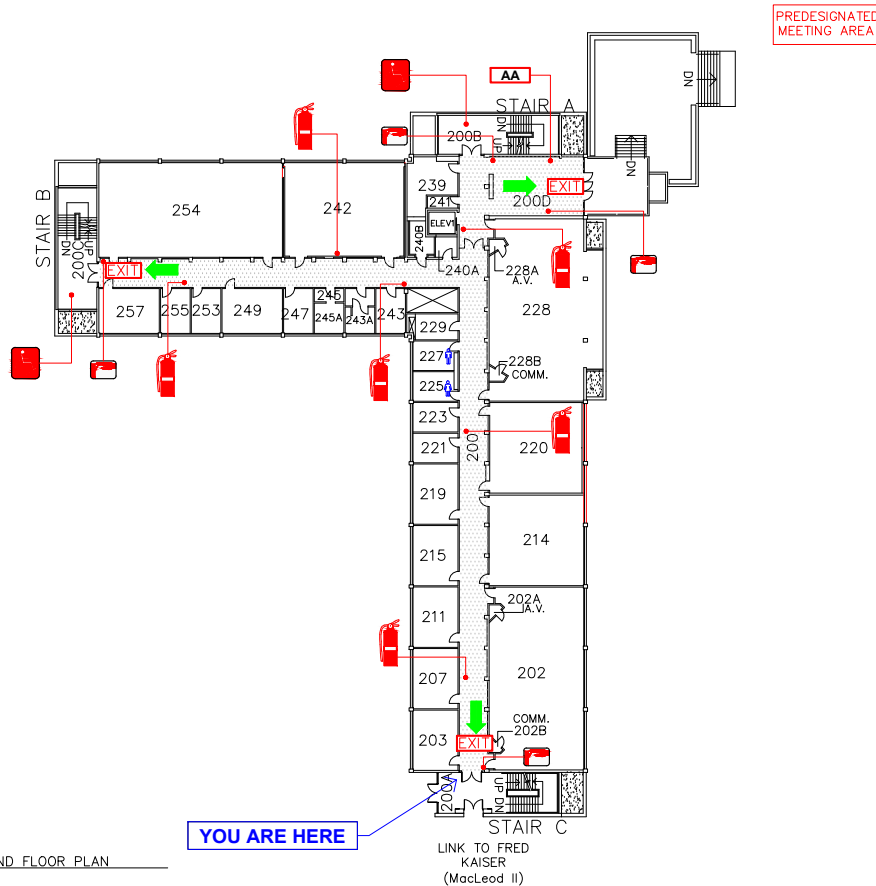
Page: 41 of 50

Department: Electrical and
Computer Engineering

TITLE: Emergency Response Plan for the Fred Kaiser and Macleod
Buildings

B. Macleod Building Key Plans: (fire extinguisher locations are not up to date)





INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

If you discover a fire or explosion in the MacLeod BUILDING (312)

1. Immediately sound the fire alarm, see the marked floor plans for the pull station nearest to you.
2. Call 911 or have the Fire Safety Director call 911 and give any information you may have about the emergency - what is burning, whether the fire is spreading fast, whether there are people trapped etc.
3. The Fire Safety Director location is on _____ level _____ local _____. The person in-charge will pass the information on to the Fire Department.
4. Attempt to control the fire with available fire equipment. Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.
5. If you cannot control the fire, try to isolate it by closing the doors. Do not lock the doors.
6. Leave by the nearest safe exit.
7. Do not use the elevator.
8. Walk. Do not run. Shut doors behind you. Go along corridors and stair- ways in an orderly manner. On leaving the building move well away from it immediately.
9. Do not go back in the building for any reason until the all-clear has been announced.

If you hear the fire alarm ringing - Follow step 5 through 8 above



KEY PLAN

Building Address: 2356 MAIN MALL
Nearest Intersection: Main Mall and Agronomy Road

FOR EMERGENCIES CALL 911

– LEGEND –



FIRE HOSE
CABINET

AREA OF
REFUGE

FIRE ALARM
ANNUNCIATOR



FIRE ALARM
CONTROL PANEL



FIRE
EXTINGUISHER



EXIT



PULL STATION



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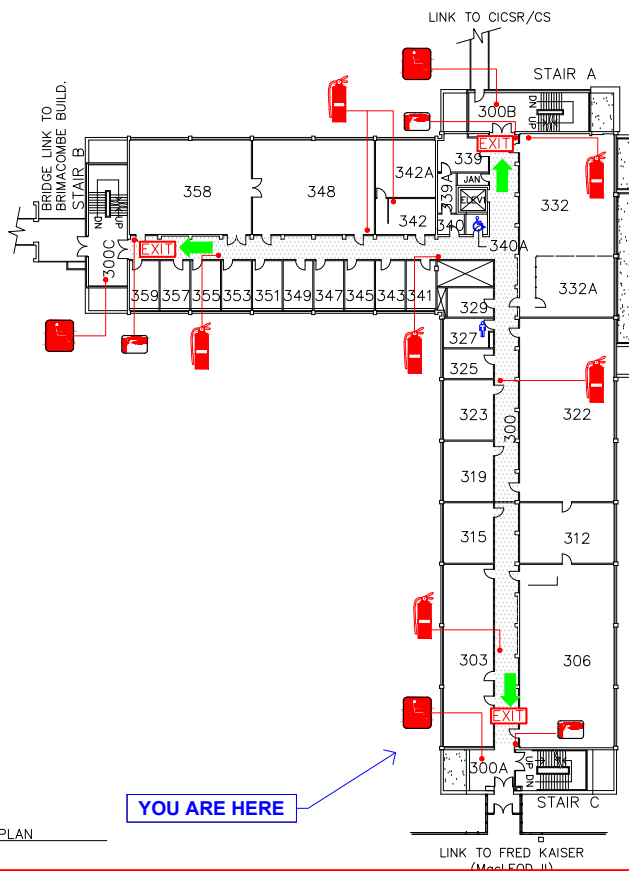
Manual – MAN 001

Revision: 04

Page: 43 of 50

Department: Electrical and
Computer Engineering

TITLE: Emergency Response Plan for the Fred Kaiser and Macleod
Buildings



THIRD FLOOR PLAN
N.T.S.

INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

If you discover a fire or explosion in the MacLeod
BUILDING (312)

1. Immediately sound the fire alarm, see the marked floor plans for the pull station nearest to you.
2. Call 911 or have the Fire Safety Director call 911 and give any information you may have about the emergency - what floor, whether the fire is spreading fast, whether there are people trapped etc. The Fire Safety Director location is on level _____ local _____. The person in-charge will pass the information on to the Fire Department.
3. Attempt to control the fire with available fire equipment. Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.
4. If you cannot control the fire, try to isolate it by closing the doors. Do not lock the doors.
5. Leave by the nearest safe exit.
6. Do not use the elevator.
7. Walk. Do not run. Shut doors behind you. Go along corridors and stair-ways in an orderly manner. On leaving the building move well away from it immediately.
8. Do not go back in the building for any reason until the all-clear has been announced.

If you hear the fire alarm ringing - Follow step 5 through 8 above



KEY PLAN

Building Address: 2356 MAIN MALL
Nearest Intersection: Main Mall and Agronomy Road

FOR EMERGENCIES CALL 911

— LEGEND —





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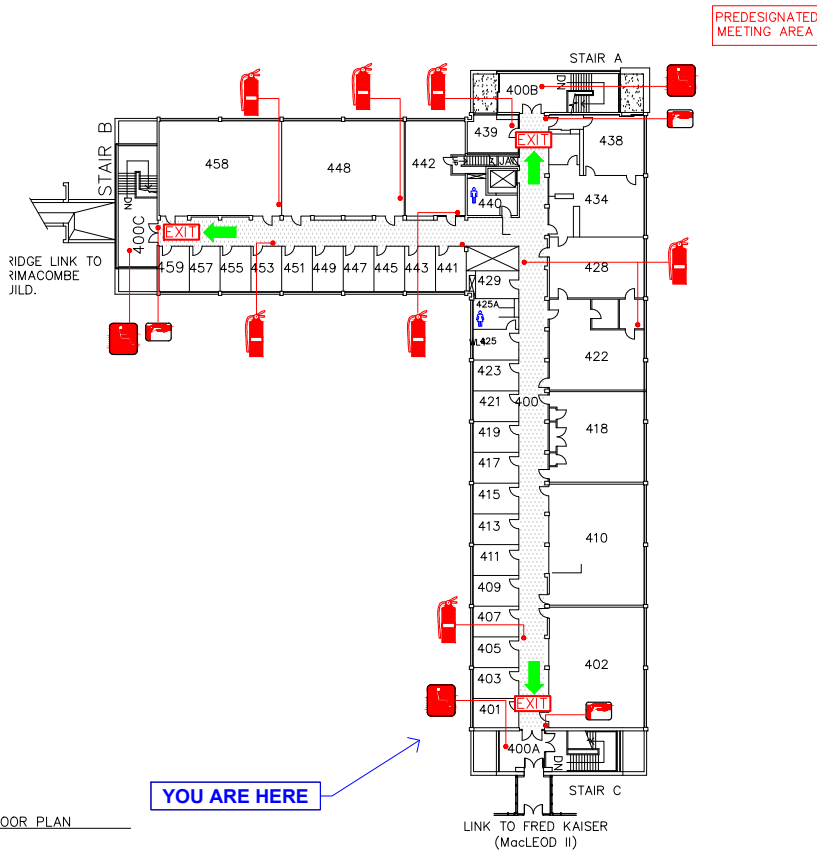
Manual – MAN 001

Revision: 04

Page: 44 of 50

Department: Electrical and
Computer Engineering

TITLE: Emergency Response Plan for the Fred Kaiser and Macleod
Buildings



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KEY PLAN

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Nearest Intersection: Main Mall and Agronomy Road

FOR EMERGENCIES CALL 911

— LEGEND —



FIRE HOSE
CABINET



AREA OF
REFUGE



FIRE ALARM
ANNUNCIATOR



FIRE ALARM
CONTROL PANEL



FIRE
EXTINGUISHER



EXIT



PULL STATION

FOURTH FLOOR PLAN
N.T.S.



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Manual – MAN 001

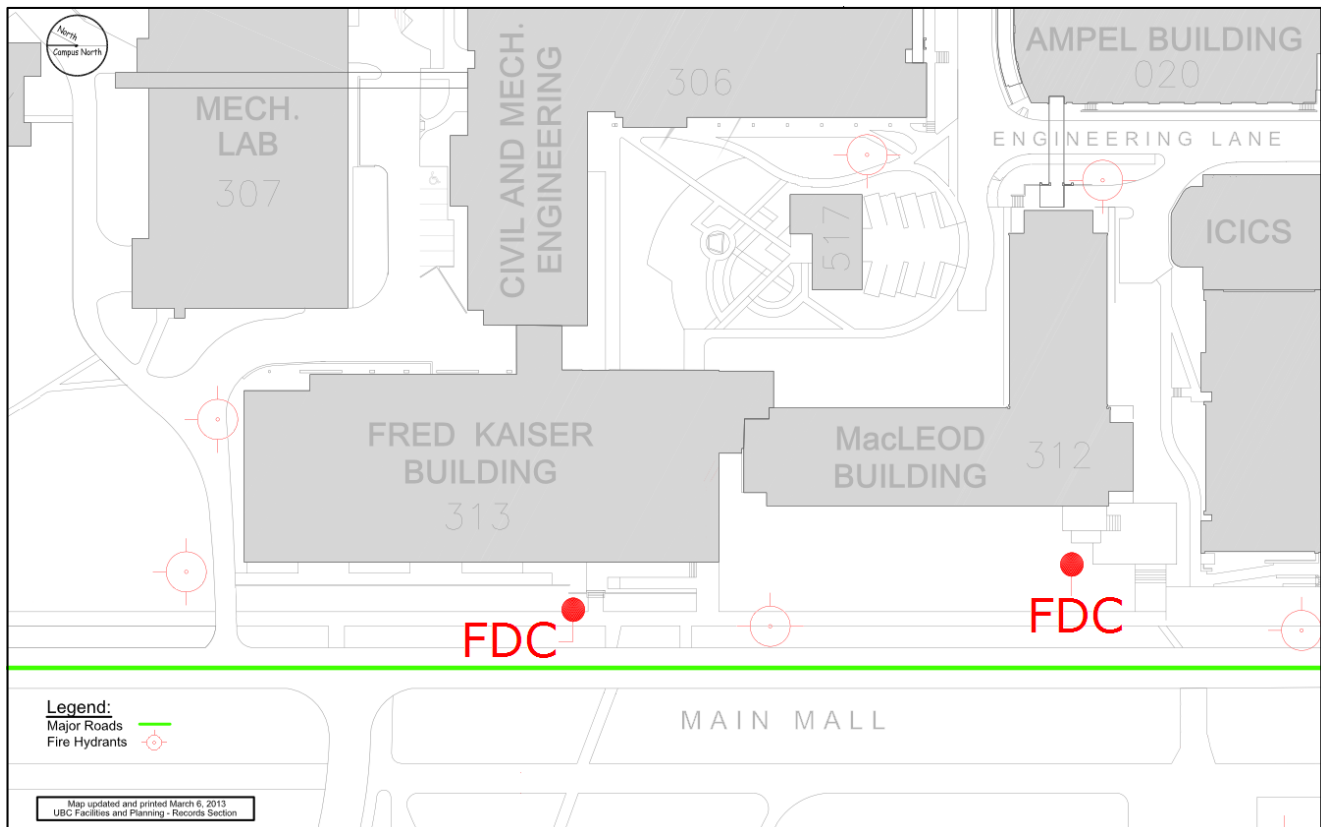
Revision: 04


Page: 45 of 50

Department: Electrical and
Computer Engineering

TITLE: Emergency Response Plan for the Fred Kaiser and Macleod
Buildings

Appendix 2: Building Site Plan



 <p>The University of British Columbia</p>	<p>Manual – MAN 001</p>	<p>Revision: 04 Page: 46 of 50 Department: Electrical and Computer Engineering</p>
	<p>TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings</p>	

Appendix 3: BC Fire Code Excerpt

British Columbia Fire Code 2006, 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 5.6.,
 - d. Storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5. and 3.3.2.9.,
 - e. Areas where *flammable liquids* or *combustible liquids* are stored or handled, in conformance with Article 4.1.5.5., and
 - f. Areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.


2.8.1.2. Training of Supervisory Staff

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

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

 <p>The University of British Columbia</p>	<p>Manual – MAN 001</p>	<p>Revision: 04 Page: 47 of 50 Department: Electrical and Computer Engineering</p>
	<p>TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings</p>	


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*, and
 - g. The inspection and maintenance of *building* facilities provided for the safety of occupants.

(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

 The University of British Columbia	Manual – MAN 001	Revision: 04 Page: 48 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

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 (c), and
 - e. The procedures established to facilitate fire department access to the *building* and fire location within the *building*.

2.8.2.5 Retention of Fire Safety Plans

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

2.8.2.6 Distribution

 <p>The University of British Columbia</p>	Manual – MAN 001	Revision: 04 Page: 49 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

- 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 signalling 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.
- 5) The sign or symbol required by Sentence (4) shall be at least 100 mm in height and width and shall be designed in accordance with NFPA 170 "Standard for Fire Safety Symbols."

2.8.3. Fire Drills

2.8.3.1 Fire Drill Procedures

- 1) The procedure for conducting fire drills shall be determined by the person responsible in charge of the *building*, taking into consideration
 - a. The *building occupancy* and its fire hazards,
 - b. The safety features provided in the *building*,
 - c. The desirable degree of participation of occupants other than *supervisory staff*,
 - d. The number and degree of experience of the participating *supervisory staff*,

 <p>The University of British Columbia</p>	Manual – MAN 001	Revision: 04 Page: 50 of 50 Department: Electrical and Computer Engineering
	TITLE: Emergency Response Plan for the Fred Kaiser and Macleod Buildings	

- 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.