



UNIVERSITY OF VICTORIA

Bob Wright Centre

BUILDING

BUILDING EMERGENCY PLAN

FOR BUILDING AND FLOOR EMERGENCY COORDINATORS

DATE: July 26, 2012

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BUILDING AND FLOOR EMERGENCY COORDINATORS

Wright Centre for Oceans, Earth and Atmospheric Sciences

Building Emergency Coordinator (BEC):

Name: **Terry Russell** (*trussell@uvic.ca*)
 Hours: *generally* 8:30 to 4:30

Room: **SCI A405a**
 Phone: **250.721.6184**

Alternate Building Emergency Coordinator:

Name: **Jody Spence** (*icpmstab@uvic.ca*)
 Hours: *generally* 9:00 to 5:00

Room: **SCI B423b**
 Phone: **250.721.4188**

Backup/Alternate Building Emergency Coordinator:


Name: **Kimberly Smith-Jones** (*seos@uvic.ca*)
 Hours: *generally* 8:30 to 4:30

Room: **SCI A405**
 Phone: **250.472.5133**

SEOS Safety Officer – Dr. Jay Cullen; **Chemistry Safety Officer** – Dr. Fraser Hoff

Floor Emergency Coordinators (FECs) (as at July 26, 2012):

Area	Rooms	Name	Department (Room)	Email	phone
Basement B Wing		Rysstad, Dean	READ	rlat4@uvic.ca	250.853.3682
1 st Floor A Wing		Robb, Russ	PHAST (A115)	robb@uvic.ca	250.721.7750
1 st Floor A Wing		Yang, Stephenson	PHAST (A117)	syang@uvic.ca	
1 st Floor A/ B Wing & Foyer	Main Foyer, A104, B150	Jhannessen, Duncan	SEOS (B109)	duncanj@uvic.ca	250.721.7352
1 st Floor A/ B Wing & Foyer	B115, 117, 119, 121, 125	Nelles, David	SEOS (B111)	dnelles@uvic.ca	250.472.4020
1 st Floor A/ B Wing & Foyer	B116, 118, 120, 124/ a/ b/ c	Thornton, Sarah	SEOS (B113)	sarahjt@uvic.ca	250.721.8918
1 st Floor B Wing	UG Teaching Lab(s)	On duty teaching assistants (varies) when labs in session	SEOS	<i>orientation at start of each term; info/gear at AV units (each lab)</i>	
1 st Floor B Wing	B124, B125	vacant	SEOS	xx @uvic.ca	250.472.5570

Area	Rooms	Name	Department (Room)	Email	phone
1 st Floor B Wing	B124, B125	Fox, Rowan	SEOS	Ro1@uvic.ca	250.472.5570
2 nd Floor A Wing & Foyer	A201-A444	Tubman, Deb	CCCma	deborah.tubman@ec.gc.ca	250.363.8006
2 nd Floor A Wing & Foyer	A201-A444	Berkley, Mike	CCCma	Mike.berkley@ec.gc.ca	250.363.8234
2 nd Floor A Wing & Foyer	A201-A444	Lee, Warren	CCCma	Warren.Lee@ec.gc.ca	250.363.8235
2 nd Floor B Wing	B209, 211, 211a, 211b	Vikse, Krista	CHEM	kristav@uvic.ca	250.853.3648
2 nd Floor B Wing	B210, 210a, 210c	Zou, Jn	CHEM	jzou@uvic.ca	250-721-7148
2 nd Floor B Wing	B210, 210a, 210c	Bromba, Caleb	CHEM	cmbromba@uvic.ca	250.721.7148
2 nd Floor B Wing	B214, 214a, 214b, 216, 216a	Brant, Mike	CHEM	mgbrant@uvic.ca	250.853.3899
2 nd Floor B Wing	B213, 213a, 213b, 213c, 215, 215a	Jrdan Cramen	CHEM	jdcramen@uvic.ca	250-721-8838
3 rd Floor A Wing & Foyer	A319-A337, A306	Wiebe, Ed	SEOS (A321)	ewiebe@ocean.seos.uvic.ca	250.472.4002
3 rd Floor A Wing & Foyer	A302-A317, A306	Eby, Mike	SEOS (A321)	eby@ocean.seos.uvic.ca	250.472.4002
3 rd Floor B Wing	317, 317a, 317b, 317c	Parvizi, Paria	CHEM	pariapz@uvic.ca	250.721.7197
3 rd Floor B Wing	B312, 314, 315, 316, 318, 320	Murdock, Sheryl	SEOS (A335); (B314 lab)	sbolton@uvic.ca	250.721.6179 250.721.7141
3 rd Floor B Wing	B312, 314, 315, 316, 318, 320	Rose, Jbnathan	SEOS (A335; B316 lab)	jonmrose@uvic.ca	250.721.6179 250.721.8858
3 rd Floor B Wing	B310, B424	vacant	SEOS (B310)	 @uvic.ca	250.721.6179
3 rd Floor B Wing	B311, B313	Dettmer, Jan	SEOS (B313, 313a)	jand@uvic.ca	250.472.4342
3 rd Floor B Wing	backup B311, B313	vacant Backup Dettmer	SEOS (B313a)	 @uvic.ca	250.472.4685
4 th Floor A Wing & Foyer	Foyer, A402-A443	Smith-Jones, Kimberly	SEOS (A405)	seos@uvic.ca	250.472.5133
4 th Floor A Wing & Foyer	Foyer, A402-A443	Rose, Allison	SEOS (A405)	eosc2@uvic.ca	250.472.5133

Area	Rooms	Name	Department (Room)	Email	phone
4 th Floor A Wing & Foyer	Foyer, B409-B416	Russell, Terry	SEOS (A405a)	trussell@uvic.ca	250.721.6184
4 th Floor B Wing	B417-B424	Spence, Jody	SEOS (B423b)	icpmslab@uvic.ca	250.721.4188
4 th Floor B Wing	B417-B424	vacant	SEOS (B417b)	xx @uvic.ca	250.721.6187
5 th Floor A Wing		Robb, Russ	PHAST	robb@uvic.ca	250.721.7750

EOS=Earth and Ocean Sciences; CHEM=Chemistry; READ= Research Administration

Local Safety Committee (LSC) (as at July 2012):

Surname	First Name	Dept	Email	Phone
Russell	Terry	SEOS	trussell@uvic.ca	6184
Spence	Jody	SEOS	icpms@uvic.ca	4188
Smith-Jones	Kimberly	SEOS	seos@uvic.ca	5133
Pospelova	Vera	SEOS	vpospe@uvic.ca	6314
Cullen	Jay	SEOS	jcullen@uvic.ca	4353
Hall	John	Dean's Office	sciadmin@uvic.ca	7060
xx	xx	READ	xx@uvic.ca	xxxx
Hof	Fraser	CHEM	fhof@uvic.ca	7193
St. Michael	Gavin	OHSE	gavin@uvic.ca	8881
Robb	Russ	PHAST	robb@uvic.ca	7750
Flato	Greg	CCCma	Greg.Flato@ec.gc.ca	250.363.8233
Tubman	Deb	CCCma	Deborah.Tubman@ec.gc.ca	250.363.8006
Personal Safety Coord		SECURITY	psc@uvic.ca	8981
Wulff	Jeremy	CHEM	wulff@uvic.ca	7179
Stajduhar	Doug	CUPE 951 rep	dougstaj@uvic.ca	7198
OHSE		OHSE rep	ohs@uvic.ca	8971
Church*	Lisa	FOOD SERV	church@uvic.ca	8429

*Lisa wants copies of minutes only; will not normally attend meetings

BUILDING EMERGENCY COORDINATOR CHECKLIST

IN CASE OF FIRE:

- Ensure the fire alarm has been activated.
- Call the Fire Department at **911** and Campus Security Services at **250-721-7599 (even if you do not know why the alarm was pulled)**. State your name, location, and any information you have about the fire.
- Supervise the orderly evacuation of the building to the pre-designated Emergency Assembly Point(s).
- Proceed to the annunciator panel (or other pre-determined location); this will be the initial Incident Command Post. Receive verbal reports from the Floor Emergency Coordinators. Assume the role of Incident Commander until relieved. Re-locate the Incident Command Post if the annunciator panel is in an area of danger.
- Advise the Fire Department or Campus Security regarding the status of the evacuation and the location and status of disabled or injured persons.
- Continue to liaise with responding agencies (fire, police, ambulance etc.) and the University Site Response Team.
- Instruct individuals not to re-enter the building until the “All Clear” has been given by the Fire Department.

IN CASE OF EARTHQUAKE:

- Drop, cover and hold.** Seek cover under and hold onto heavy furniture. If in a hallway, crouch low to the ground and protect your head with your arms.
- Once the shaking has stopped assess the damage (if any). **Do not pull the fire alarm.** If there is structural or non-structural damage (e.g. broken glass, fallen ceiling tiles etc.), supervise the orderly evacuation of the building to the pre-designated Emergency Assembly Point(s).
- Assume the role of Incident Commander.
- Obtain as much information as possible on the status of building occupants and immediate needs with respect to first aid and search & rescue. Complete the Building Emergency Status form (attached) and deliver it to the Campus Security Services building.
- Do not re-enter the building until Facilities Management completes a damage assessment.

FLOOR EMERGENCY COORDINATOR CHECKLIST

IN CASE OF FIRE:

- Ensure that the fire alarm has been activated.
- Call the Fire Department at **911** and Campus Security at **250-721-7599** – give name, location and any information you have.
- Check to see if the exit near you is clear of fire and smoke. Choose an alternate route if necessary.
- Evacuate with the building occupants and direct them to the Emergency Assembly Point(s).
- Assist individuals with a mobility disability to the designated refuge areas (typically stairwells). Note the stairwell designation, i.e. Stairwell 3, Level 2.
- Check the washrooms, offices and hallways in your area to ensure that the occupants have evacuated. **Do not use elevators.**
- If possible, close the doors and fire doors in your area. **Do not lock.**
- Proceed to the annunciator panel or other pre-determined location (or send a runner with the information). Inform the Building Emergency Coordinator or the Fire Department of the status of the evacuation, and whether individuals are located in the refuge areas.
- If there is no Building Emergency Coordinator at the annunciator panel, assume this role.
- Return to your Emergency Assembly Point and keep occupants away from the building and fire lanes.
- Instruct individuals not to re-enter the building until the “**All Clear**” signal is given by the Fire Department.

IN CASE OF EARTHQUAKE:

- Drop, cover and hold.** Seek cover under and hold onto heavy furniture. If in a hallway, crouch low to the ground and protect your head with your arms.
- When the shaking has stopped, assess the damage (if any). **Do not pull the fire alarm.** If there is structural or non-structural damage (e.g. broken glass, fallen ceiling tiles etc.), help occupants to evacuate the area. If possible, try to assist those with injuries or disabilities.
- Direct occupants to the Emergency Assembly Point(s).
- Provide information to the Building Emergency Coordinator on the status of the evacuation, occupants and building.
- If there is no Building Emergency Coordinator at the annunciator panel, assume this role. If possible, complete the Building Emergency Status form and deliver to the Campus Security Services building.

FIRE DRILL PROCEDURES

Occupational Health, Safety and Environment have arranged a more even distribution of building evacuation drills throughout the year. Campus buildings now have an assigned month in which they are encouraged to complete their evacuation drill:

For a list of the assigned months for campus buildings, please see:

http://ohs.uvic.ca/emergency_management/evacdrillsched.pdf

In order to arrange an evacuation drill, please contact ohs@uvic.ca or call local 8971 and provide two preferred dates/times (Tues-Thursday is preferable). An Emergency Planning Consultant will coordinate the drill with the appropriate Fire Department, Campus Security, Personal Safety Coordinator and the Facilities Management electricians and provide you with a confirmation.

On the day of the drill:

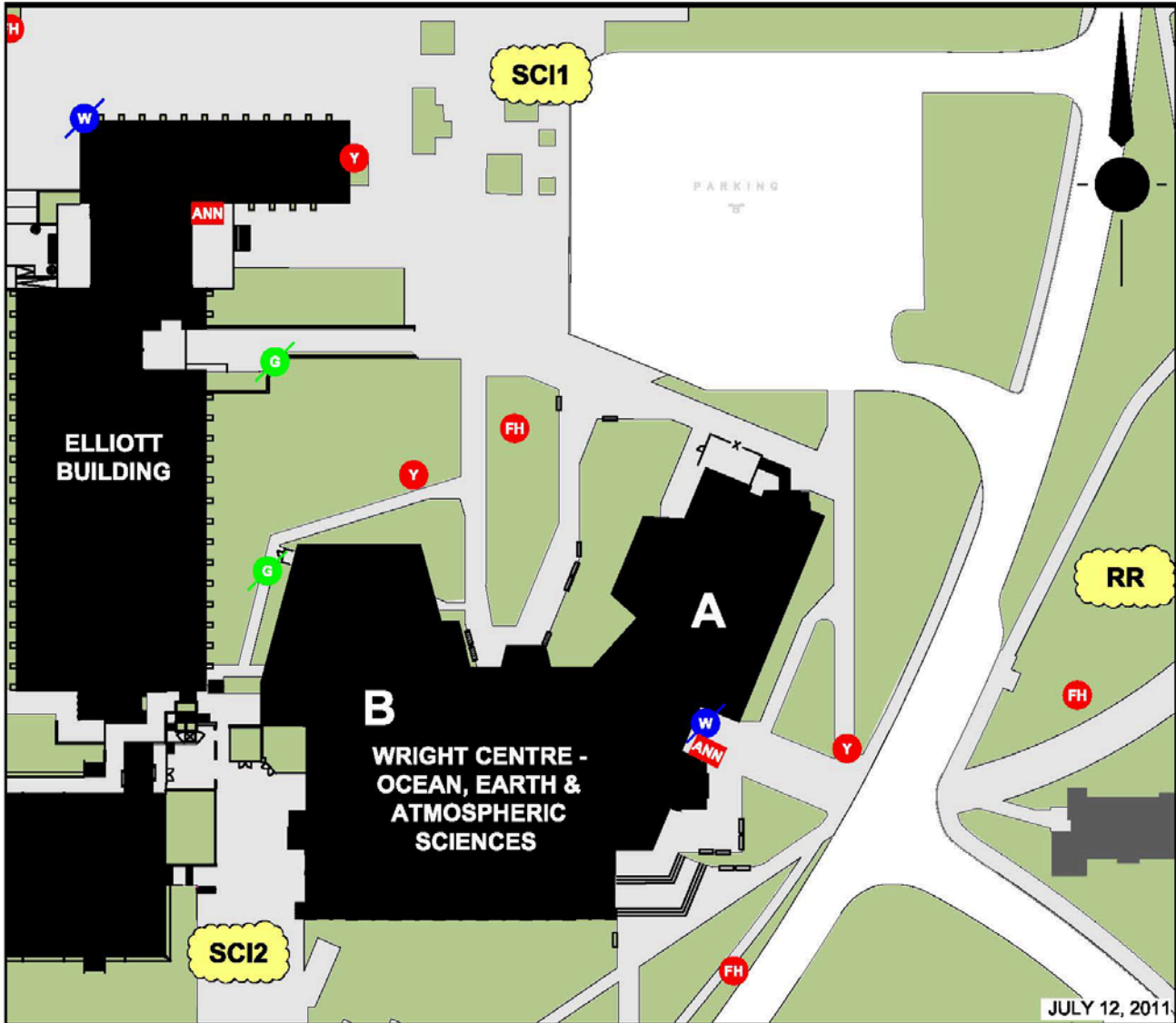
- 1) All fire alarms on Campus ring through to the Saanich Fire Department (even if the building is located in Oak Bay). For this reason, **5 minutes** prior to the alarm being activated, the Building Emergency Coordinator **MUST** contact the Saanich Fire Department Control Room at 250-475-6111 to confirm that a drill is about to be conducted.
- 2) Once the drill is completed, the Saanich Fire Department Control Room **MUST** be informed that the system has been re-set.
- 3) Keep a written record of all fire drills / evacuations.
- 4) Hold a debrief meeting with Building and Floor Emergency Coordinators (including the Fire Department whenever possible) to discuss the evacuation and possible improvements.

BUILDING EMERGENCY ASSEMBLY POINT(S) MAP

BUILDING EMERGENCY ASSEMBLY POINT(S)

Legend:

- Y Pumper Connection
- FH Fire Hydrant
- W Water Shut-off
- G Gas Shut-off
- ANN Annunciator Panel
- AP Assembly Point



IF YOU SEE A FIRE OR SMELL SMOKE:

1. Activate the nearest fire alarm pull station.
 2. Call 911 and Campus Security Services at (250) 721-7599.
 3. Evacuate the building and go to the nearest designated Emergency Assembly Point.
 4. Follow the instructions of the Emergency Floor Coordinator(s)
 5. Use only the EXIT STAIRS and EXIT DOORS to leave the building.
 6. NEVER USE THE ELEVATOR DURING AN EMERGENCY.
- Report to Campus Security Service personnel or Fire Department personnel.

IN CASE OF EARTHQUAKE:

1. At the first sign of shaking, DROP, COVER and HOLD.
2. When shaking stops, follow BUILDING EMERGENCY PROCEDURE.

IF YOU HEAR A FIRE ALARM EVACUATION SIGNAL:

1. Use only the EXIT STAIRS and EXIT DOORS to leave the building.
2. NEVER USE THE ELEVATOR DURING AN EMERGENCY.
3. Once outside the building, proceed to the nearest designated EMERGENCY ASSEMBLY POINT.
4. DO NOT go back into the building for any reason until so instructed by security personnel or the fire department.

Emergency Assembly Point(s)

BLDG #235

Wright Centre - Ocean, Earth & Atmospheric Sciences

Building: _____
Time: _____
Status: Red Yellow Green For FMGT Use Only

BUILDING EMERGENCY STATUS

Building: _____ Time: _____ Completed by: _____ Department: _____

Contact info:
 (campus) _____ (home) _____ (cell) _____ (other) _____

URGENT NEEDS (e.g., rescue, severe flooding from plumbing break, etc.):

PERSONNEL STATUS	Yes (Number)	Don't know	No (Number)	Location
▪ People accounted for				
▪ People suspected missing				
Requiring medical attention?				
▪ Urgent				
▪ Minor				
▪ Unknown				
Individuals trapped?				
▪ In building				
▪ In elevator				
Special Events Taking Place in the Building Today?				

BUILDING STATUS	Yes	Don't know	No	Location
Fire?				
Structural Damage?				
▪ Major damage (partial building or floor collapse)				
▪ Moderate damage (furniture overturned, light fixture down)				
▪ Minor damage (small cracks, books off shelves)				
Utilities Impacted?				
▪ Electricity				
▪ Emergency power				
▪ Water				
▪ Gas				
▪ Phones				
▪ Computer networks				
Hazardous Materials Impacted?				
▪ Chemical spills				
▪ Biological hazards				
▪ Radiation contamination				
▪ Asbestos hazard				

OTHER OBSERVATIONS / NEEDS: _____

Deliver to the Campus Security Building behind the Bookstore. If phones are in operation, please FAX to 6612.

July 2007