



UNIVERSITY OF VICTORIA

Glover Greenhouse

BUILDING

BUILDING EMERGENCY PLAN

FOR BUILDING AND FLOOR EMERGENCY COORDINATORS

DATE: March 21, 2011

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BUILDING AND FLOOR EMERGENCY COORDINATORS

Please modify the table below or replace this table with one including the following information for the Building Emergency Coordinator, an alternate and the Floor Emergency Coordinators.

	Name	Dept.	Work Phone #	E-mail	Area evacuated
BEC	Bradley Binges	BIOL	(250) 472- 5101	bggf@uvic.ca	Entire Building
Alternate BEC	Barbara Hawkins	BIOL	(250) 721- 7117	bhawkins@uvic.ca	Entire Building

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:

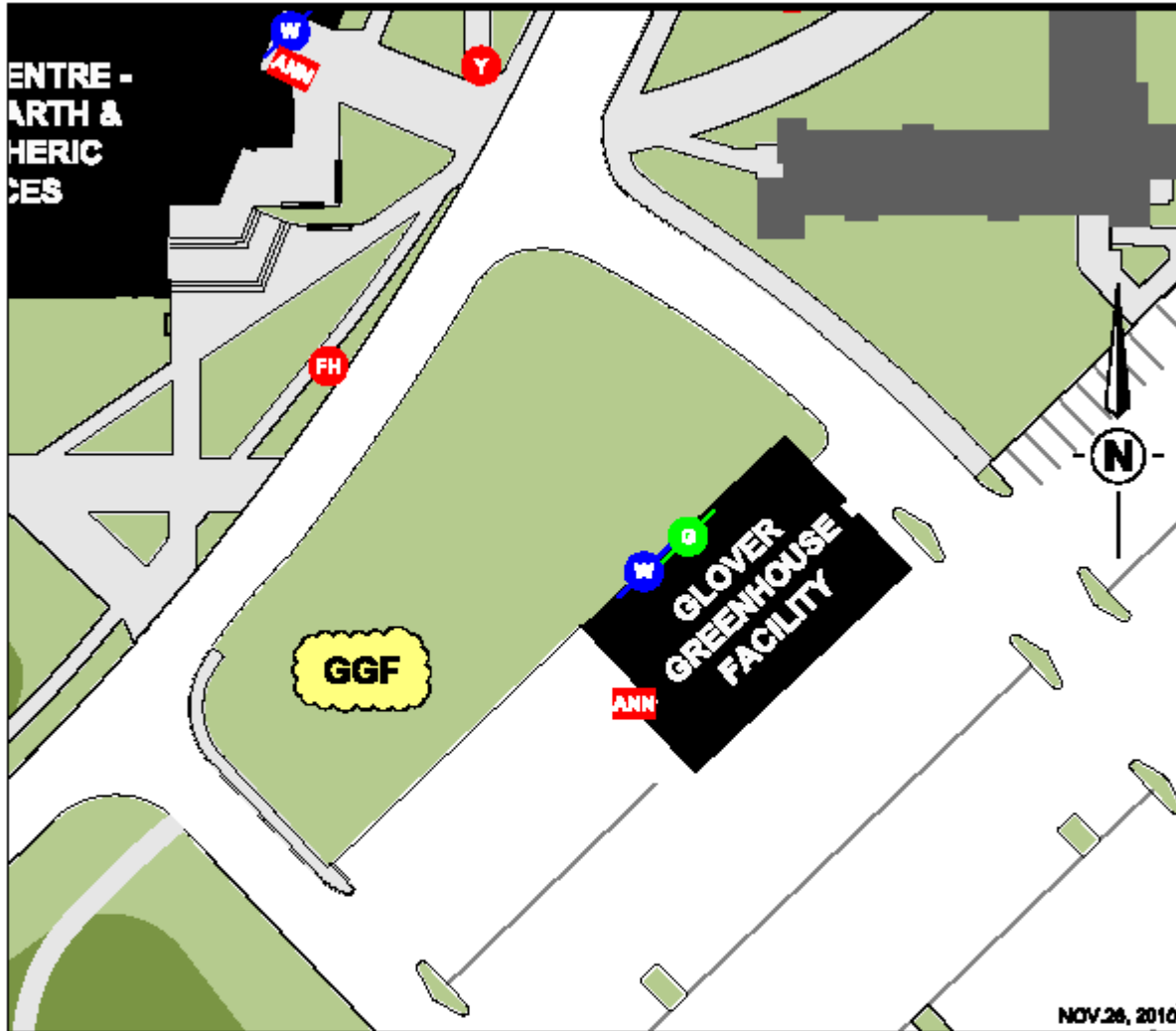
- 1) All fire alarms on Campus ring through to the Saanich Fire Department (even if the building is located in Oak Bay). For this reason, **5 minutes** prior to the alarm being activated, the Building Emergency Coordinator **MUST** contact the Saanich Fire Department Control Room at 250-475-6111 to confirm 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 (800) 781-7888.
 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 #220
Glover Greenhouse Facility**

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