



UNIVERSITY OF VICTORIA

PETCH BUILDING

BUILDING EMERGENCY PLAN

FOR BUILDING AND FLOOR EMERGENCY COORDINATORS

DATE: APRIL 17, 2013

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**BUILDING (BEC) AND FLOOR (FEC) EMERGENCY COORDINATORS
2013**

The **BEC** for the PETCH Building is:

Name: Margaret Blake bcmbadmn@uvic.ca Room: Petch 207a
Hours: 8:30 to 4:30 Phone: (250) 721-8887

The **Alternate BEC** is:

Name: Marjorie Wilder cfbr@uvic.ca Room: Petch 041
Phone: (250) 472-4067

The **Floor Emergency Coordinators** are:

LOWER (Basement) FLOOR:

002-024 L1	BIOL	Ellen Busby (016) Lara Puetz (020)	(250) 472-4368 (250) 472-5213	erbusby@uvic.ca lcpuetz@uvic.ca
025-033 L2	READ READ	Ranon Bult (025) Ariel Sullivan (025)	(250) 721-7137 (250) 721-7137	aca2@uvic.ca rlat5@uvic.ca
041-060 L3	CFBR BIOL CHEM CHEM	David Minkley (041) Ben Sutherland (060) Suma Susan Thomas (057-059) Mehraveh Seyedalikhani (057-059)	(250) 472-4076 (250) 472-4072 (250) 721-8122 (250) 721-8122	dminkley@uvic.ca bensutherland7@gmail.com ssthomas@uvic.ca mehraveh@uvic.ca
062-092 L4	CHEM CHEM CHEM	Milton Wang (070a-074) Jonathan Strobl Christopher Barr (091-092)	(250) 472-5415 (250) 853-3831 (250) 721-7199	phwang@uvic.ca jstrobl@uvic.ca cbarr@uvic.ca

MAIN (First) FLOOR:

101-124 M1	BIOL	Rossi Marx (108a) James Robinson (117)	(250) 721-8862	zoology@uvic.ca jpwrobinson@gmail.com
141-194 M2	BIOC BIOC BIOC BIOC BIOC BIOC	Barb Currie Melissa Doyle Adrienne White Janice Keliher Glen Pryhitka Val Kerr	(250) 472-4251 (250) 721-6504 (250) 721-6505 (250) 721-6505 (250) 721-7076 (250) 472-5119	bcurrie@uvic.ca doylem@uvic.ca adrwhite@uvic.ca jkeliher@uvic.ca pryhitka@uvic.ca valk@uvic.ca
168 M3	Stores	Bev Scheurle	(250) 721-8852	bjs@uvic.ca

SECOND FLOOR:

202-229 S1	BIOC	Deb Penner Melinda Powell	(250) 721-7077 (250) 721-8861	biocmicr@uvic.ca biocgsec@uvic.ca
230-270 S2	BIOC BIOC BIOC BIOC	Albert Labossiere Scott Scholz Stephen Horak Jason Serpa	(250) 721-7082 (250) 721-6566 (250) 721-6093 (250) 853-7888	alabossi@uvic.ca sscholz@uvic.ca shorak@uvic.ca Jason@proteincentre.com
272-276 S3	CHEM	Aman Bains Jordan Cramen	(250) 721-8870 (250) 721-8870	abains01@uvic.ca jdcramen@uvic.ca

BIOC=Biochemistry & Microbiology; BIOL=Biology; CHEM=Chemistry

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 on.** 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 unless there is a fire** . 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 about the fire.
- 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 unless security is a priority.**
- Proceed to the annunciator panel or other pre-determined location (or send a runner with the information). Inform the Building Emergency Coordinator, Campus Security 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 on.** 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 unless there is a fire.** 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

PETCH = NOVEMBER

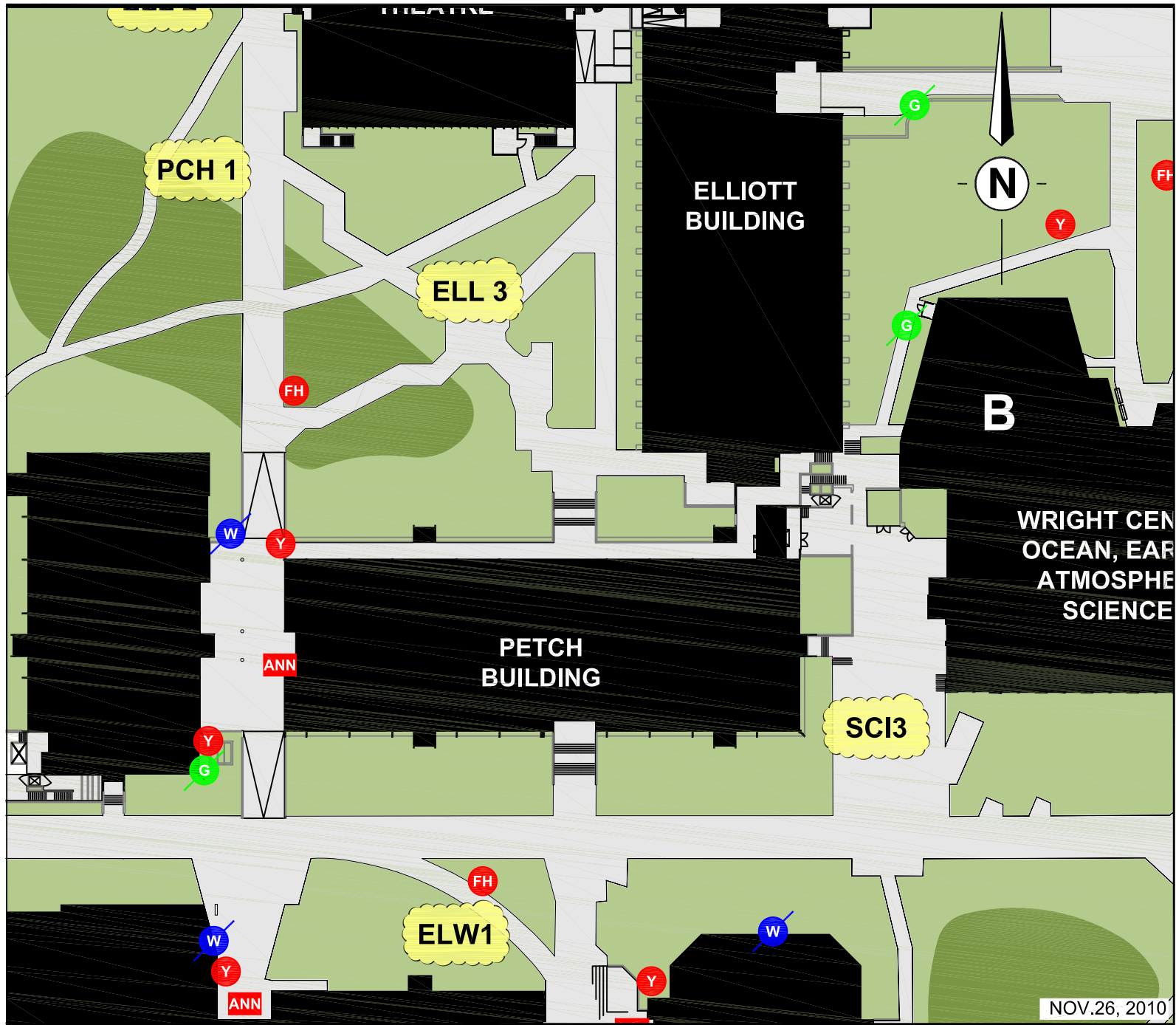
In order to arrange an evacuation drill, please contact lsc@uvic.ca or call local 8881 and provide your preferred dates/times (Tues-Thursday is preferable). An OHSE Consultant will coordinate the drill with the appropriate Fire Department, Campus Security, Personal Safety Coordinator and the Facilities Management electricians then 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 OHSE Consultant or the Fire department representative **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)

Legend:



NOV.26, 2010

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 #155
Petch Building

BUILDING EMERGENCY STATUS

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

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

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

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

Other Observations/Needs:

Deliver the completed form to the Campus Security Building near the Bookstore and Bus Loop.