



University of Victoria

# BUILDING EMERGENCY PLAN

FOR BUILDING AND FLOOR  
EMERGENCY COORDINATORS

Building Name

2017

Date Revised:

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# LIST OF 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 (BEC), an alternate BEC and the Floor Emergency Coordinators (FEC).

Role	Name	Phone #	Email	Assigned Area for FECs
BEC				
Alternate BEC				
FEC				
Alternate				
FEC				
Alternate				
FEC				
Alternate				
FEC				
Alternate				
FEC				
Alternate				

# BUILDING EMERGENCY COORDINATOR CHECKLIST

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## IN CASE OF FIRE:

- Respond.** Ensure the fire alarm has been activated and put on vest. Also confirm that both the Fire Department (**911**) and Campus Security (250-721-**7599**) have been contacted.
- Evacuate** the building using the nearest safe exit.
- Proceed** to the Annunciator Panel (or predetermined location). This will be the initial Incident Command Post.
- Obtain** verbal reports from the Floor Emergency Coordinators.
- Provide** information to the Fire Department and/or Campus Security regarding the status of the evacuation and the location and status of disabled or injured persons.
- Continue to **Communicate** with the responding agencies (Police, Fire, Ambulance, etc.) as well as the University Site Response Team.
- Wait** until the “All Clear” is provided by the Fire Department or Campus Security before re-entering the building.

## IN CASE OF EARTHQUAKE:

- Drop, Cover and Hold On** to heavy furniture. If in a hallway crouch low to the ground and protect your head. Prepare for aftershocks.
- Wait** for the shaking to stop. *Do not pull the fire alarm unless there is a fire.*
- Assess** whether there is any damage (e.g. broken glass, fallen ceiling tiles etc.).
- If possible, **Assist** those with injuries or limited mobility.
- Evacuate** the building. Move cautiously and watch for shifted furniture/equipment and falling debris. *Do not use elevators.*
- Proceed** to the Campus Assembly Area. *Do NOT go to the Building Assembly Point.*
- Report** any information to Campus Security and **Wait** for further instructions.

**REMEMBER - YOUR SAFETY COMES FIRST**

# FLOOR EMERGENCY COORDINATOR CHECKLIST

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## IN CASE OF FIRE:

- Respond.** Ensure the fire alarm has been activated and both the Fire Department (**911**) and Campus Security (250-721-**7599**) have been contacted.
- Check** to see if washrooms, offices and hallways in your assigned area have been evacuated and ensure all doors are closed.
- Assist** those who are injured or have mobility issues to a designated refuge area (typically stairwells).
- Evacuate** the building using the nearest safe exit.
- Proceed to the Annunciator Panel and verbally **Report** on the status of the evacuation, the building and whether there are individuals who need assistance.
- Move** to the Building Assembly Point and ensure that individuals remain clear of the building and any fire lanes.
- Wait** until the “All Clear” is provided by the Fire Department or Campus Security before re-entering the building.

## IN CASE OF EARTHQUAKE:

- Drop, Cover** and **Hold On** to heavy furniture. If in a hallway crouch low to the ground and protect your head.
- Wait** for the shaking to stop. *Do not pull the fire alarm.*
- Assess** whether there is any damage (e.g. broken glass, fallen ceiling tiles etc.).
- If possible, **Assist** those with injuries or disabilities.
- Evacuate** the building. Move cautiously and watch for shifted furniture/equipment and falling debris. *Do not use elevators.*
- Proceed** to the Campus Assembly Area. *Do NOT go to the Building Assembly Point.*
- Report** any information to Campus Security and **Wait** for further instructions.

**REMEMBER - YOUR SAFETY COMES FIRST**

# FIRE DRILL PROCEDURES

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## Requirement to Conduct Fire Drills:

The B.C. Fire Code requires that fire drills in this building be held at intervals not greater than 12 months.

## Arranging a Fire Drill

UVic Emergency Planning will work with the building representatives to arrange for building evacuation drills throughout the year.

When arranging an evacuation drill, the Building Emergency Coordinator (BEC) should contact building stakeholders where necessary and the Office of the Registrar (Student Support Services – Room Bookings) to identify suitable dates/times for a drill (Tues-Thursday is preferable).

Once preferred dates/times are known, contact [epedu@uvic.ca](mailto:epedu@uvic.ca) and provide your preferred dates/times. One of the Personal Safety Coordinators or the Manager, Emergency Planning will coordinate the drill with the appropriate Fire Department, Campus Security Services staff, and 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), as well as to Campus Security Dispatch. For this reason, 5 minutes prior to the alarm being activated, the Drill Monitor (Personal Safety Coordinators or the Manager, Emergency Planning) or the Fire Department representative MUST contact the Saanich Fire Department Dispatch at 250-475-6111 to confirm that a drill is about to be conducted.
2. Once the drill is completed, the Saanich Fire Department Dispatch MUST be informed that the system has been re-set. This is usually done by the drill monitor.
3. Keep a written record of all fire drills / evacuations.
4. A debrief meeting will be held with the Building and Floor Emergency Coordinators and the Drill Monitor to discuss the evacuation and possible improvements. Whenever possible this will include Fire Department and Campus Security Services representatives.

## **BUILDING EMERGENCY STATUS FORM**

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The following form (next page) is intended to be used by the BEC (or FECs) when there is concern about the health and safety of building occupants and / or damage to the building/utilities. The primary use of this form is for any emergency event impacting a number of buildings on campus (e.g. earthquake).

Deliver the completed form to the Campus Security Building near the UVic Bookstore and bus loop or to the Campus Evacuation Area.

## 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				
<b>Requiring medical attention?</b>				
▪ Urgent				
▪ Minor				
▪ Unknown				
<b>Individuals trapped?</b>				
▪ In building				
▪ In elevator				
<b>Special events taking place in the building today?</b>				

BUILDING STATUS	Yes	Don't know	No	Location
<b>Fire?</b>				
<b>Damage?</b>				
▪ Severe damage (partial building or floor collapse)				
▪ Moderate damage (furniture overturned, light fixture down)				
▪ Minor damage (small cracks, books off shelves)				
▪ No damage				
<b>Utilities Impacted?</b>				
▪ Electricity				
▪ Emergency power				
▪ Water				
▪ Gas				
▪ Phones				
▪ Computer networks				
<b>Hazardous Materials Impacted?</b>				
▪ 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 or to the Campus Assembly Area.



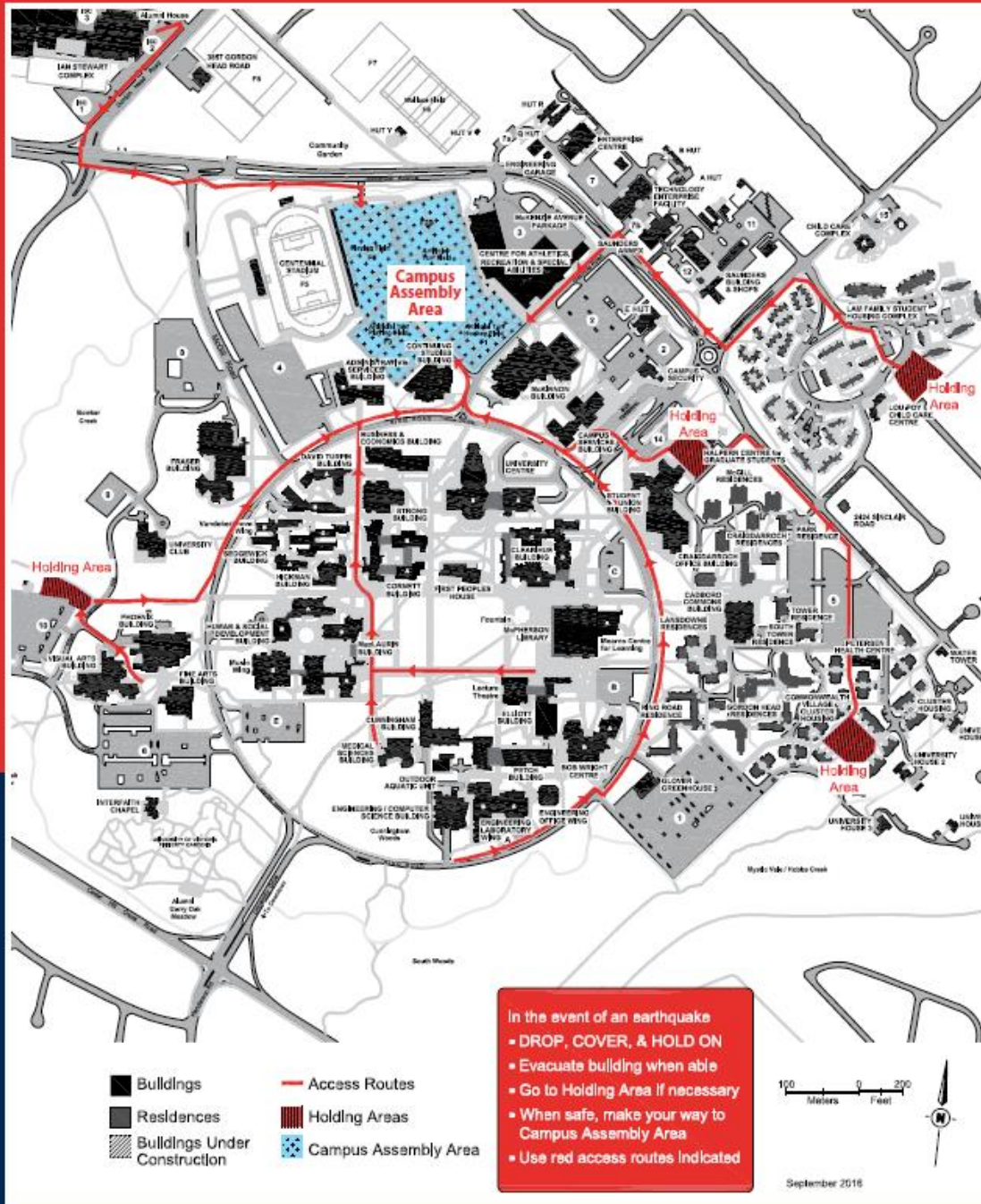
## BUILDING EMERGENCY ASSEMBLY POINT(S) MAP

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**Note to BEC:** Please replace this page with the most current Building Emergency Assembly Point Map for your building.

These are available online at <http://www.uvic.ca/services/emergency/home/evacuations/index.php>

# CAMPUS EVACUATION MAP





# MAJOR EARTHQUAKE CAMPUS EVACUATION PROCEDURES

If shaking due to a major earthquake causes damage (e.g. broken glass, overturned furniture), evacuate and move away from your building. For safety reasons, we may need to evacuate the campus. Make your way to the Campus Assembly Area to receive further instructions and information. Go to a temporary Holding Area first if you need an initial safe meeting place or assistance.

Please read the following procedures and become familiar with the Campus Evacuation Map (on reverse) so you will know what to do when the shaking stops.

## IF INSIDE A BUILDING:

- Stay inside.
- DROP, COVER and HOLD ON.
- When the shaking has stopped and if damage has occurred, take personal items (e.g. keys, purse, phone) and evacuate the building if safe to do so. Do not use elevators.
- Move cautiously as you leave the building and watch for falling debris.

## IF TEACHING OR PRESENTING:

- When the shaking starts, DROP, COVER and HOLD ON. Advise others to do the same.
- When the shaking has stopped, instruct your group to leave the building. Watch for falling debris.

## IF OUTSIDE:

- Stay outside and crouch low until the shaking stops.
- Stay away from buildings, trees, power lines and other potential hazards.

## CAMPUS ASSEMBLY AREA

- When safe, follow the routes indicated to the Campus Assembly Area to receive instructions and information. If necessary, go to the nearest Holding Area before moving to the assembly area.
- Be aware that aftershocks will occur.
- Do not re-enter buildings until Campus Security has given the ALL CLEAR signal.
- Do not isolate yourself. Stay with others and help those requiring assistance.
- Be aware of potential hazards. If possible, report them to Campus Security.
- If you leave the campus before reporting to the assembly area, please advise a colleague, supervisor or fellow student.

For more details on campus evacuation go to [uvic.ca/evacuation](http://uvic.ca/evacuation).



@uVICemERG

[uvic.ca/alerts](http://uvic.ca/alerts)











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# EMERGENCY PROCEDURES

REGISTER FOR UVIC EMERGENCY ALERTS [uvic.ca/alerts](http://uvic.ca/alerts)

Download the UVic Mobile App for emergency procedures information anytime.

<p><b>FIRE</b> </p> <ul style="list-style-type: none"> <li>• Pull fire alarm. Call 911 and Security.</li> <li>• Use an extinguisher if the fire is small.</li> <li>• Proceed to nearest exit using stairs, not elevators. Close doors and windows.</li> <li>• Meet at building assembly points.</li> <li>• DO NOT re-enter the building until directed by emergency personnel.</li> <li>• IF YOU CANNOT EVACUATE: Use stairwells as refuge areas and stay low.</li> </ul>	<p><b>NATURAL GAS LEAK</b> </p> <ul style="list-style-type: none"> <li>• DO NOT pull fire alarm. Call Campus Security.</li> <li>• Assist with building evacuation by word-of-mouth.</li> <li>• Once outside, move to designated building assembly points and DO NOT re-enter the building until directed by emergency personnel.</li> </ul>	<p><b>MEDICAL EMERGENCY</b> </p> <ul style="list-style-type: none"> <li>• Call 911 and ask for an ambulance. Provide your name and location on campus, including building and room number.</li> <li>• Call Campus Security.</li> <li>• If trained, administer CPR or first aid.</li> <li>• If not trained, direct first responders to the incident location.</li> </ul>	
<p><b>HAZARDOUS MATERIALS</b> </p> <ul style="list-style-type: none"> <li>• If not trained to manage the release or spill clean-up, call Campus Security.</li> <li>• If there is risk of fire or explosion, call 911.</li> <li>• DO NOT operate electrical devices, phones, light switches or equipment in the spill area.</li> <li>• Alert people in the immediate area to evacuate if toxic materials have spread.</li> <li>• Evacuate to building assembly points.</li> </ul>	<p><b>BUILDING FLOOD</b> </p> <ul style="list-style-type: none"> <li>• DO NOT walk through flood water—it could be electrically charged or contaminated.</li> <li>• Call Campus Security.</li> <li>• If possible, shut off power to the affected area.</li> <li>• Move all hazardous chemicals and vulnerable equipment to countertops.</li> </ul>	<p><b>POWER OUTAGE</b> </p> <ul style="list-style-type: none"> <li>• Turn off computers and other voltage-sensitive equipment.</li> <li>• If in science labs, secure experiments and shut off research gases.</li> <li>• Move cautiously to an emergency exit and evacuate the building if safety is a concern.</li> <li>• DO NOT re-enter the building until directed by emergency personnel.</li> </ul>	
<p><b>SUSPICIOUS PERSON/OBJECT</b> </p> <p><b>SUSPICIOUS PERSON</b></p> <ul style="list-style-type: none"> <li>• DO NOT confront the person.</li> <li>• DO NOT block the person's access to an exit.</li> <li>• Call 911 and Campus Security. Give as much information as possible, including description and direction of travel.</li> </ul> <p><b>SUSPICIOUS OBJECT</b></p> <ul style="list-style-type: none"> <li>• DO NOT touch or disturb object.</li> <li>• Call 911 and Campus Security.</li> </ul>	<p><b>EARTHQUAKE</b> </p> <ul style="list-style-type: none"> <li>• DROP, COVER AND HOLD ON under a table, desk or inside wall until the shaking stops.</li> <li>• If shaking lasts for more than 30 seconds or there is visible damage to the building, evacuate AFTER the shaking stops to the Campus Assembly Area.</li> <li>• DO NOT use elevators.</li> <li>• DO NOT pull fire alarm unless there is a fire.</li> <li>• Prepare for aftershocks.</li> </ul>	<p><b>THREAT OF VIOLENCE</b> </p> <ul style="list-style-type: none"> <li>• Quickly determine the best way to protect yourself and call 911 when safe to do so.</li> </ul> <p><b>GET OUT</b></p> <ul style="list-style-type: none"> <li>• Consider safe evacuation of the area only if you know the location of the threat. When evacuating, keep your hands visible and follow police instructions.</li> </ul> <p><b>HIDE</b></p> <ul style="list-style-type: none"> <li>• Barricade doorways and entrances using any means available.</li> <li>• Close window/door blinds.</li> <li>• Stay behind solid objects away from the door and turn off the lights.</li> <li>• Minimize noise from your location. Turn off your cell phone ringer, alarms and vibration.</li> </ul> <p><b>FIGHT</b></p> <ul style="list-style-type: none"> <li>• Only confront a violent or potentially violent person as a last resort. Attempt to incapacitate the threat using physical aggression.</li> </ul>	
<p><b>EMERGENCY INFORMATION UPDATES</b>  <a href="http://uvic.ca">uvic.ca</a>   CFUV 101.9 FM          UVic emergency information line:          250-721-8620   1-888-721-8620          UVic Emergency Planning  <a href="http://uvic.ca/services/emergency">uvic.ca/services/emergency</a>          Emergency Preparedness Tips:          @PrepareUVic          Emergency Information: UVicEmerg</p>			<p><b>911</b>          FIRE POLICE AMBULANCE          CAMPUS SECURITY SERVICES          250-721-7599</p>

**YOU ARE HERE**

Building name: \_\_\_\_\_ Room #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Building Assembly Point: \_\_\_\_\_ Campus Assembly Area: \_\_\_\_\_

Created by the Emergency Planning Office with assistance from Campus Security Services, Facilities Management, Occupational Health, Safety and Environment, and University Communications + Marketing

Emergency Preparedness Tips: [@PrepareUVic](https://twitter.com/PrepareUVic) | Emergency Information: [@UVicEmerg](https://twitter.com/UVicEmerg) | [uvic.ca/alerts](http://uvic.ca/alerts)

