

## TABLE OF CONTENTS

INSTRUCTIONS IN CASE OF EMERGENCY.....	1
IF YOU DISCOVER A FIRE, EXPLOSION, OR ANY SITUATION THREATENING HUMAN SAFETY:.....	1
INSTRUCTIONS IN CASE OF EARTHQUAKE .....	2
INSTRUCTIONS IN CASE OF BOMB THREAT .....	3
FLOOR AREA FIRE ZONES .....	4
BIOLOGICAL SCIENCES BUILDING ASSEMBLY AREAS .....	5
ZOO 5 – WEST WING 1200 LEVEL .....	6
BOTA 6 – WEST WING 2200 LEVEL .....	7
BOTA 7 – WEST WING 3200 LEVEL .....	8
ZOO 8 – WEST WING 4200 LEVEL .....	9
ZOO 9 – SOUTH WING 0300 LEVEL .....	10
ZOO 10 – SOUTH WING 1300 LEVEL .....	11
BOTA 11 – SOUTH WING 2300 LEVEL .....	12
ZOO 12 – SOUTH WING 3300 LEVEL .....	13
ZOO 13 – SOUTH WING 4300 LEVEL .....	14
APPENDIX A - FIRE PREVENTION DUTIES OF FLOOR WARDENS.....	15
APPENDIX B - INSTRUCTIONS TO FLOOR WARDENS DURING AN EMERGENCY EVACUATION.....	16
APPENDIX C - INSTRUCTIONS TO FIRE DIRECTORS DURING AN EMERGENCY EVACUATION.....	17
APPENDIX D - HOW TO OPERATE A FIRE EXTINGUISHER.....	18

### **Biological Sciences Building**

Botany/Zoology

6270 University Blvd

Vancouver, BC

V6T1Z4

## INSTRUCTIONS IN CASE OF EMERGENCY

### **IF YOU DISCOVER A FIRE, EXPLOSION, OR ANY SITUATION THREATENING HUMAN SAFETY:**

1. Immediately **sound the fire alarm** at the nearest alarm switch (coloured red) in the corridor.
2. Dial **911**
  - (a) State your name
  - (b) Give the address where the fire is and the nearest intersection.
  - (c) Give information about the fire: what floor, people trapped, if fire is spreading, known hazardous materials.
3. **Attempt to control the fire** with available fire equipment – ***if you can do so safely!*** 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 doors.
5. **Evacuate** the building using the nearest exit or follow instructions of the Fire Warden. **MAKE YOURSELF FAMILIAR WITH TWO WAYS OUT OF THE BUILDING.**
6. **Walk, do not run.** Shut all doors behind you and proceed along corridors and down stairways in a quiet, orderly manner. When you leave the building, move quickly away from the doorway to the **nearest assembly area** (see maps) to allow others behind you to get out.
7. **Do not use the elevator;** do not wedge open stairwell doors.
8. **Do not re-enter the building for any reason** until the Fire Department has announced the “all clear”. Stopping of the alarm bells does not signify “all clear”.
9. Meet the fire department at the entrance to the building to give updated information and assist as a resource person.

**REMEMBER** – YOU ARE RESPONSIBLE FOR GETTING OUT OF THE BUILDING IMMEDIATELY WHEN THE FIRE ALARM SOUNDS.

## INSTRUCTIONS IN CASE OF EARTHQUAKE

In the event an **earthquake** strikes:

1. Remain calm – reassure others,
2. If indoors, stay there! If outside – stay there!
3. Take cover, and protect the head, face, and torso.
4. Move away from large windows and objects which may fall.

After the shaking stops...

1. Assess your immediate surroundings for dangers. Evacuate if necessary.
2. Check for injuries. Administer first aid to the most seriously injured.
3. Check building for structural damage. Evacuate if necessary.
4. Check utilities (e.g. gas, power). Shut off if necessary.  
- NEVER TOUCH DOWNED POWER LINES.  
- ONLY SHUT OFF GAS IF YOU SMELL IT OR SUSPECT A LEAK
5. Send a runner to the next closest unit to exchange information.
6. Be alert for fire hazards. **Put out small fires, if it is safe to do so!**
7. Do not light a match or turn on a light switch. Use a flashlight!
8. Clean up hazardous materials and debris, **if it is safe to do so!**
9. Wear sturdy shoes and protective gloves if there is debris.
10. Put all telephone receivers back on hooks
11. Do not use telephone unless absolutely necessary
12. Turn on battery operated radio (or car radio) for emergency bulletins.

Assist others -

1. Ensure all building occupants are accounted for. Take a head count
2. Initiate rescue efforts if necessary (e.g. for trapped persons). **Do not enter severely damaged buildings. In that case, leave rescue to trained professionals!**
3. Move injured people from hazardous areas into unaffected areas.
4. Set up emergency care (e.g. shelter, first aid, feeding). Calm people.
5. Ensure people take routine medication. **In an emergency it's easy to forget!**
6. Check water supplies. Draw a moderate amount of cold water and store in emergency containers.
7. Gather emergency supplies and tools.
8. Check to see if sewage lines are intact before flushing toilets.

Stay safe -

1. Stay out of danger areas. Your safety (and life) comes first!
2. Respond to instructions of emergency personnel.
3. **Be prepared for additional earthquake aftershocks.**
4. Open doors carefully and watch for falling objects!

Communicate -

1. Notify your out-of-town contact that you are okay.
2. Work together in teams to carry out emergency response efforts.

## **INSTRUCTIONS IN CASE OF BOMB THREAT**

In the event of a **bomb threat**:

1. Phone the **RCMP** at **911**.
  - State your name.
  - Say that a bomb threat has been received and give any information you have about the threat and the caller.
2. Phone UBC **Campus Security** at **822-2222**.
3. Follow instructions given by emergency personnel, as for a fire emergency.
4. If evacuation is necessary, do not reenter the building until the RCMP have given permission.

NOTE: An explosion of any type must be reported immediately to the Fire Department – call **911**.

### **When a Bomb Threat is Received by Telephone:**

- Listen
- Be calm and courteous
- Do not interrupt the caller
- Obtain as much information as you can
- Notify authorities as soon as possible

### **Questions to Ask:**

- What time will the bomb explode?
- What is it?
- What does it look like?
- Where are you calling from?
- What is your name?
- Why did you place the bomb?

### **Pertinent Data to Record:**

- Date and time of call
- Duration of call
- Callers phone number (if you have call id on your phone)
- Exact wording of threat
- Identifying characteristics of caller (e.g. gender, accent, speech, diction, manner, background noises)

## FLOOR AREA FIRE ZONES

### FLOOR AREA

- ZOOL 1.     WEST WING 1200 level (first floor, basement)  
Aquatics research labs, Chambers, Offices
- BOTA 2.     WEST WING 2200 level (second floor)  
Lecture room, Research Labs, Offices
- BOTA 3.     WEST WING 3200 level (third floor)  
Research Labs, Offices
- ZOOL 4.     WEST WING 4200 level (fourth floor)  
Zoology Admin Office, Mailroom, Seminar room, Research Labs
- ZOOL 5.     SOUTH WING 0300 level (basement)  
Mechanical Rooms, Storage
- ZOOL 5.     SOUTH WING 1300 level (first floor)  
Mechanical/Electronic Workshops, EM Lab, Offices, Aquatics Research Labs,  
Equipment rooms, Meeting room
- BOTA 7.     SOUTH WING 2300 level (second floor)  
Research Labs, Offices, Equipment rooms, Autoclave room
- ZOOL 8.     SOUTH WING 3300 level (third floor)  
Research Labs, Offices, Equipment rooms, Autoclave room
- ZOOL 9.     SOUTH WING 4300 level (fourth floor)  
Research Labs, Offices, Includes Roof hallway to South/West wing

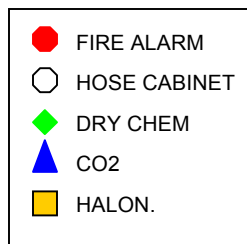
## BIOLOGICAL SCIENCES BUILDING ASSEMBLY AREAS

**ASSEMBLY AREA 1:** In front of Main Entrance to Book Store

**ASSEMBLY AREA 2:** In front of Main Entrance to Scarfe Bldg (Education)

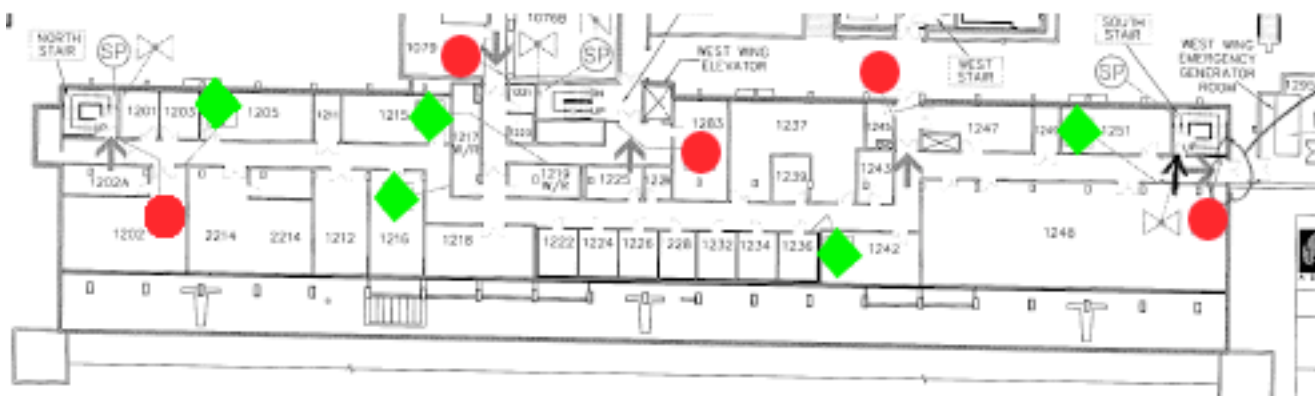
**ASSEMBLY AREA 3:** South end of Michael Smith Laboratories





## EVACUATION PROCEDURES BY FLOOR AREA

### ZOOL 5 – WEST WING 1200 LEVEL



#### FLOOR WARDEN:

Patrick Tamkee  
Room 1225, Phone 2-3377

#### ALTERNATES:

Eric Lotto  
Room 1229, Phone 7-1409

#### 1. Area Covered:

*West Wing 1200 level (first floor)*

Offices, Teaching Labs,

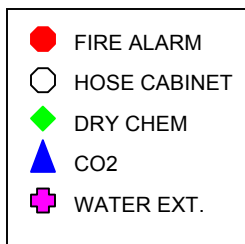
#### 2. Evacuation Routes:

See above map. One floor up from NORTH EXIT stairs. One floor up from SOUTH EXIT stairs on ground level egress from SOUTH EXIT.

#### 3. Assembly Area:

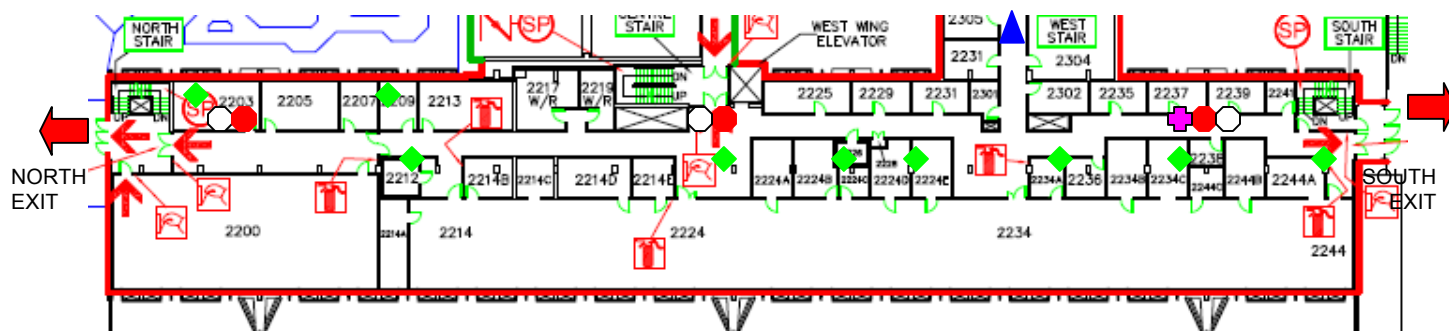
Assembly Area 2: From NORTH and SOUTH EXITS across Main Mall in front of Scarfe Bldg (Education)

**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY "ALL CLEAR".**



## EVACUATION PROCEDURES BY FLOOR AREA

### BOTA 6 – WEST WING 2200 LEVEL



#### FLOOR WARDEN:

George Haughn  
Room 2239, Phone 2-9089

#### ALTERNATES:

Carl Douglas  
Room 2209, Phone 2-2618

#### 1. Area Covered:

*West Wing 2200 level (second floor)*

Lecture Rooms, Research Labs, Offices.

#### 2. Evacuation Routes:

See above map. Ground level egress from NORTH and SOUTH EXITS.

#### 3. Assembly Area:

Assembly Area 2: From NORTH and SOUTH EXITS across Main Mall in front of Scarfe Bldg (Education)

**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY "ALL CLEAR".**



This detailed floor plan of the 3200 level includes the following features:

- Room Numbers:** 3200, 3200A, 3202, 3204, 3206, 3208, 3210, 3212, 3214, 3216, 3218, 3220, 3222, 3224, 3226, 3228, 3230, 3232, 3234, 3236, 3238, 3240, 3242, 3244, 3246, 3248, 3250, 3252, 3254, 3256, 3258, 3260, 3262, 3264, 3266, 3268, 3270, 3272, 3274, 3276, 3278, 3280, 3282, 3284, 3286, 3288, 3290, 3292, 3294, 3296, 3298, 3300.
- Stairwells:** NORTH STAIR, SOUTH STAIR, WEST WING ELEVATOR, STAIR, W/R 3217, W/R 3218, W/R 3219, W/R 3220, W/R 3221, W/R 3222, W/R 3223, W/R 3224, W/R 3225, W/R 3226, W/R 3227, W/R 3228, W/R 3229, W/R 3230, W/R 3231, W/R 3232, W/R 3233, W/R 3234, W/R 3235, W/R 3236, W/R 3237, W/R 3238, W/R 3239, W/R 3240, W/R 3241, W/R 3242, W/R 3243, W/R 3244, W/R 3245, W/R 3246, W/R 3247, W/R 3248, W/R 3249, W/R 3250.
- Elevators:** WEST WING ELEVATOR, EAST WING ELEVATOR, SOUTH STAIR, NORTH STAIR.
- Safety Symbols:** Fire extinguishers (red), First aid kits (green), Emergency exits (red), and various other safety icons.
- Exits:** NORTH EXIT ONE FLOOR DOWN, SOUTH EXIT ONE FLOOR DOWN.

Patrick Martone  
Room 3211, Phone 2-9338

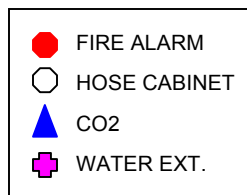
Gary Bradfield (Mary Berbee -July 2016)  
Room 3207, Phone 2-4993

- West Wing 3200 level (third floor)  
Research Labs, Teaching Labs, Offices.

- See above map. One floor down from NORTH and SOUTH EXIT stairs.

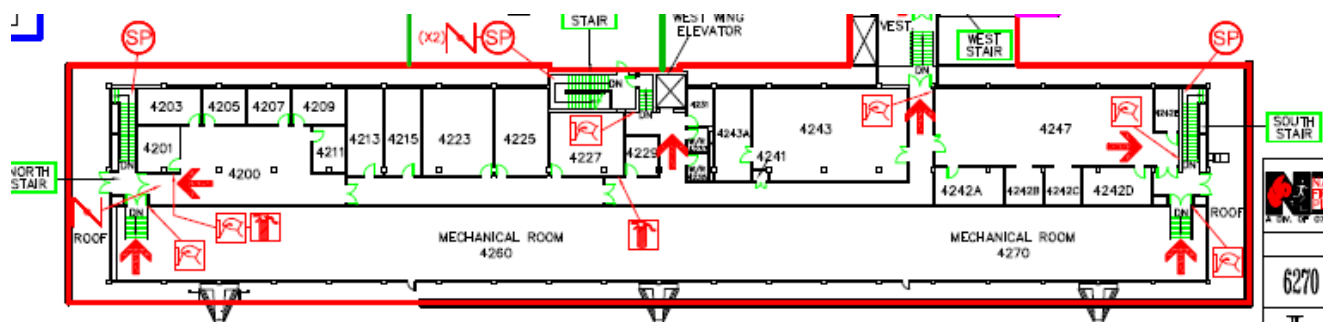
- Assembly Area 2: From NORTH and SOUTH EXITS across Main Mall in front of Scarfe Bldg (Education)

**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.**



## EVACUATION PROCEDURES BY FLOOR AREA

### ZOOL 8 – WEST WING 4200 LEVEL



#### FLOOR WARDEN:

Edythe Grant  
Room 4200, Phone 2-6973

#### ALTERNATES:

##### 1. Area Covered:

*West Wing 4200 level (fourth floor)*

Zoology Admin Offices, Mailroom, Seminar Rooms, Research Labs

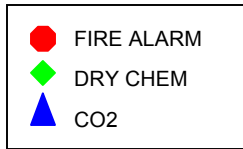
##### 2. Evacuation Routes:

See above map. Two floors down from NORTH and SOUTH EXIT stairs.

##### 3. Assembly Area:

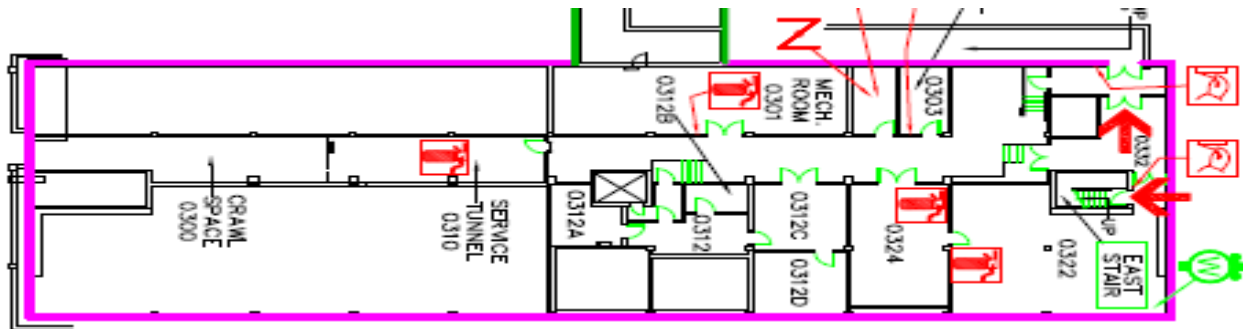
Assembly Area 2: From NORTH and SOUTH EXITS across Main Mall in front of Scarfe Bldg (Education)

**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.**



## EVACUATION PROCEDURES BY FLOOR AREA

### ZOOL 9 – SOUTH WING 0300 LEVEL



#### **FLOOR WARDEN:**

Bruce Gillespie  
Room 1363A, Phone 2-3387

#### **ALTERNATES:**

Vincent Grant  
Room 1363A, Phone 2-3387

#### 1. Area Covered:

*South Wing 0300 level (basement)*

Mechanical Rooms, Storage

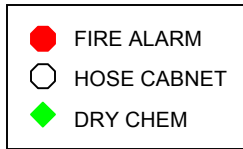
#### 2. Evacuation Routes:

See above map. Ground egress from EAST EXIT or up stairs to first floor EXIT.

#### 3. Assembly Area:

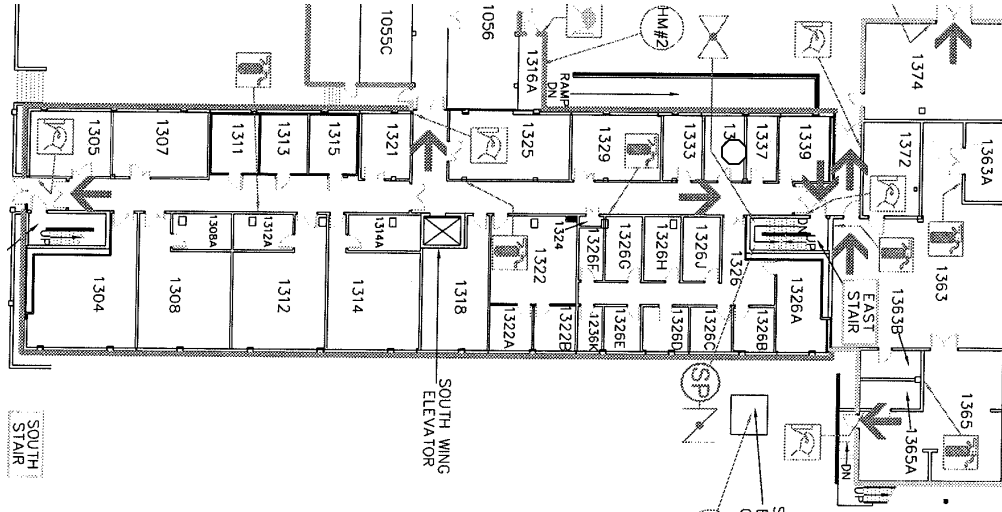
Assembly Area 3: From EAST EXIT to west end of Food, Nutrition & Health Building

**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.**



## EVACUATION PROCEDURES BY FLOOR AREA

### ZOOL 10 – SOUTH WING 1300 LEVEL



#### FLOOR WARDENS:

Patrick Tamkee,  
Room 1225, Phone 2-3377  
John Gourlay  
Room 1363A, Phone 2-4885

#### ALTERNATES:

Sean Shang  
Room 1322B, Phone 7-3255

#### 1. Area Covered:

*South Wing 1300 level (first floor)*

Mechanical & Electronic Workshop, Research Equipment Room, Aquatic Labs, Chambers, EM Lab, Offices, Meeting room

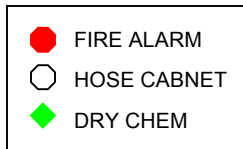
#### Evacuation Routes:

See above map. Ground level egress from EAST and WEST EXIT doors.

#### 2. Assembly Area:

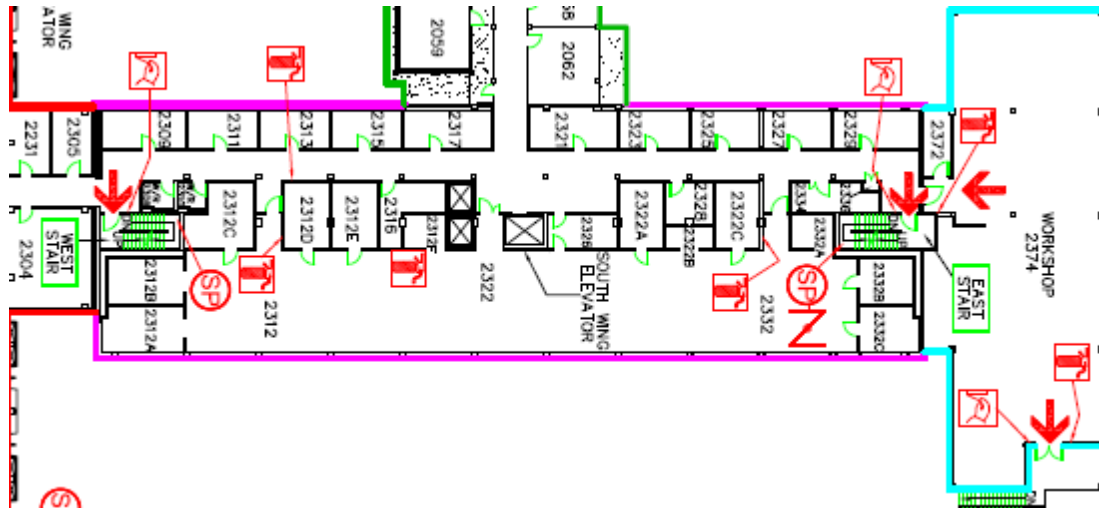
Assembly Area 3: From EAST and WEST EXITS to west end of Food,  
Nutrition & Health Building

**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.**



## EVACUATION PROCEDURES BY FLOOR AREA

### BOTA 11 – SOUTH WING 2300 LEVEL



#### **FLOOR WARDEN:**

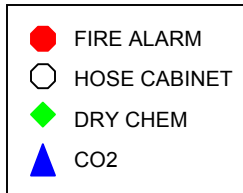
Geoff Wasteneys  
Room 2325, Phone 2-4664

#### **ALTERNATES:**

Mathias Schuetz  
Room 2312, Phone 2-5223

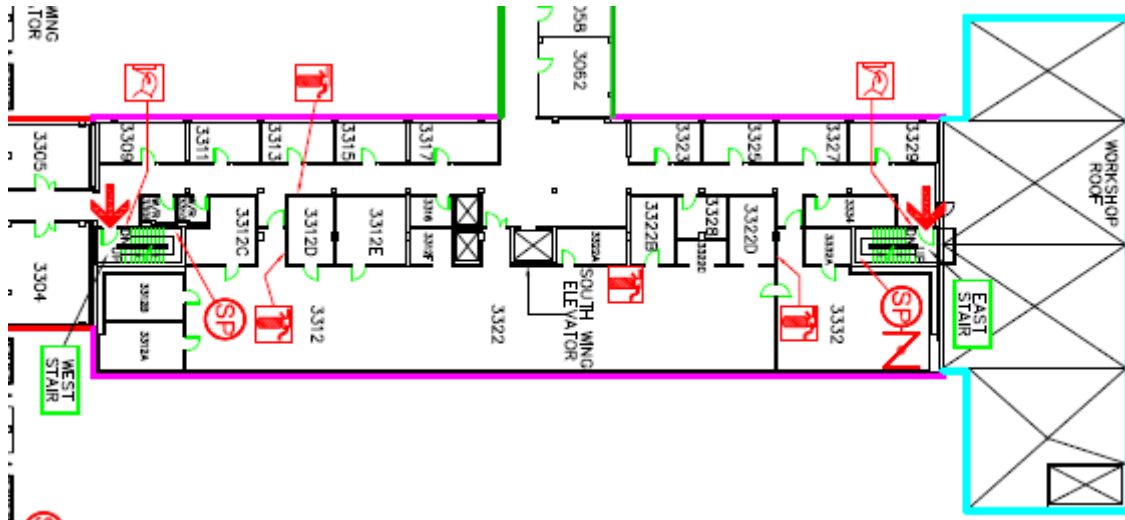
1. Area Covered:  
*South Wing 2300 level (second floor)*  
 Faculty Offices, Research Labs, Students offices.
2. Evacuation Routes:  
 See above map. One floor down EAST and WEST EXIT stairs.
3. Assembly Area:  
 Assembly Area 3: From EAST and WEST EXITS to west end of Food,  
 Nutrition & Health Building

**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.**



## EVACUATION PROCEDURES BY FLOOR AREA

### ZOOL 12 – SOUTH WING 3300 LEVEL



#### FLOOR WARDEN:

Mathew Gilbert  
Room 3317

#### ALTERNATES:

Colin Brauner  
Room 3327, Phone 2-3327

#### 1. Area Covered:

*South Wing 3300 level (third floor)*

Research Labs, Offices, Autoclave room, Equipment rooms

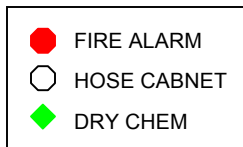
#### 2. Evacuation Routes:

See above map. Two floors down EAST and WEST EXIT stairs.

#### 3. Assembly Area:

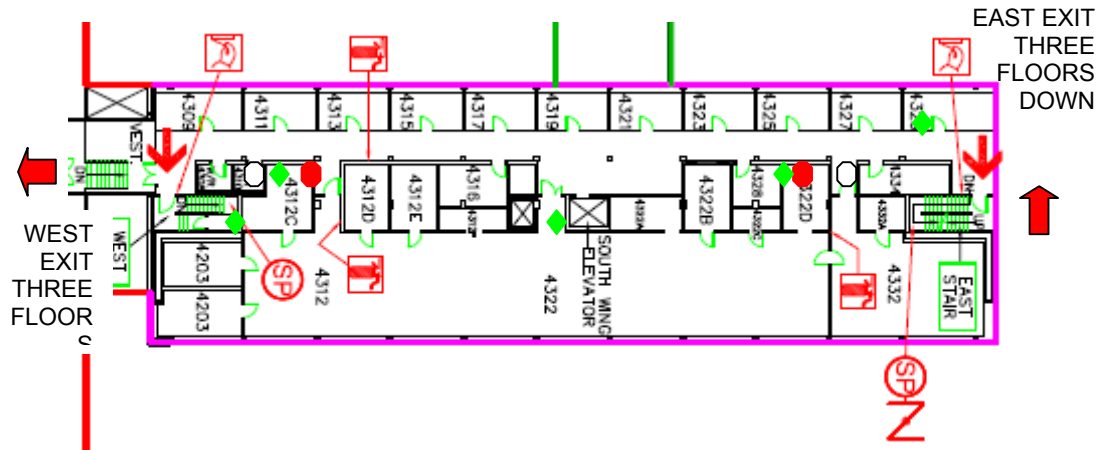
Assembly Area 3: From EAST and WEST EXITS to west end of Food, Nutrition & Health Building

**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.**



## EVACUATION PROCEDURES BY FLOOR AREA

### ZOOL 13 – SOUTH WING 4300 LEVEL



#### FLOOR WARDEN:

Derek Somo  
Room 4309

#### ALTERNATES:

Trish Schulte  
Room 4327, Phone 2-4276

#### 1. Area Covered:

*South Wing 4300 level (fourth floor)*

Research Labs, Offices, Includes South/West Roof hallway

#### 2. Evacuation Routes:

See above map. Three floors down EAST and WEST EXIT stairs.

#### 3. Assembly Area:

Assembly Area 3: From EAST and WEST EXITS to west end of Food, Nutrition & Health Building

**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.**

**BIOLOGICAL SCIENCES BUILDING FIRE PLAN****APPENDIX A - FIRE PREVENTION DUTIES OF FLOOR WARDENS**

Floor Wardens will check their floor or area regularly for:

- (a) Accumulation of combustible material, rubbish or flammable liquids in excess of quantities allowed by permit.
- (b) Dangerous ignition sources, (e.g. worn extension cords, oily rags, overheated equipment).
- (c) Exit signs in good order and adequate lighting in public corridors and stairwells.
- (d) Fire and exit doors and their self-closing hardware in good operating condition (**doors should not be wedged open under any conditions**).
- (e) Exit routes unobstructed.
- (f) Fire hose and portable extinguishers not obstructed, in good order and ready to use.

**Any and all fire hazards that are discovered must be reported to the Fire Safety Director immediately.**



**BIOLOGICAL SCIENCES BUILDING FIRE PLAN****APPENDIX B - INSTRUCTIONS TO FLOOR WARDENS DURING AN EMERGENCY EVACUATION**

In the event of a **fire, explosion, or any situation threatening human safety**, the Floor Warden(s) will

1. Supervise the orderly evacuation of his/her floor or area to a designated assembly area outside. Meeting areas are shown on the floor plan.
2. Check exit stairwells to ensure they are clear for evacuation, and choose an alternate route for use in the event egress is blocked by fire or smoke.
3. Shut doors and windows as you are exiting the building. Do not lock doors unless security of the area is a priority.
4. Direct people away from the building to a safe assembly area. Keep people well away from the building, avoiding potential hazards such as falling glass or debris in the event of an explosion.
5. Gather all evacuated personnel at a predetermined location outside the building and away from any hazards. Ensure all personnel are accounted for safely. Meeting area(s) are shown on the floor plan.
6. Do not allow anyone to re-enter the building, under any circumstances, until the Fire Department has given permission to the Fire Safety Director to do so.
7. Meet at Assembly area 2 and give status report on the evacuation to the Fire Directors (Sarah Ruddick and Katie Pikor), including information on any handicapped persons who may need assistance, or on any person(s) refusing to evacuate.

**BIOLOGICAL SCIENCES BUILDING FIRE PLAN****APPENDIX C - INSTRUCTIONS TO FIRE DIRECTORS DURING AN EMERGENCY EVACUATION**

In the event of a **fire, explosion, or any situation threatening human safety**, the Fire Director(s) will

1. Put on Fire Director vest and meet at Assembly Area 2 with the list of fire wardens and their areas/sections.
2. Check off the list as fire wardens report that their area has been evacuated and checked.
3. Liaise with the Fire Department regarding situation.

**Biological Sciences Fire Directors**

Sarah Ruddick, Administrator, Botany  
Jessica Trat, Administrator, Botany

Katie Pikor, Administrator, Zoology

## **BIOLOGICAL SCIENCES BUILDING FIRE PLAN**

### **APPENDIX D - 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 need to release first.

**Aim** low – Aim the nozzle or hose of the extinguisher at the base of the fire.

**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 reflash of the fire.

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.

