

Top Ten Points Regarding Emergencies

1. Review evacuation procedures. Know the quickest way out of a building from your work area. Plan a secondary route should the primary route not be available. Follow the direction of the Emergency Wardens and direct your students/colleagues to move away from the building once outside. Do not re-enter until the Warden, Campus Security or Fire Department indicates that it is safe to do so. Visit emergency.ok.ubc.ca/procedures/evacuation for more information.
2. Identify students and staff who may require assistance (mobility issues, hearing impairment, visual impairment) and ensure they have a safe place to stay within the building during an evacuation (a fire exit staircase landing or a closed room across the floor from the hazard are possible examples of refuge locations). If an evacuation occurs and the person takes refuge in that area, communicate their location to emergency personnel outside of the building.
3. Know the location of the nearest fire alarm pull station, fire extinguisher, and other relevant safety equipment (i.e. telephones, emergency shower/eyewash).
4. Know the procedure for accessing **First Aid** on campus. A First Aid Attendant can be summoned to your location 24/7, 365 days/year by dialling **250-807-8111**. All classrooms should have a wall phone that will connect directly with Campus Security (if you are in a classroom that does not have a phone, contact RMS to have one installed).
5. Ensure students are aware that they can access resources via the Health and Wellness Centre at UNC 337 for physical and mental health issues including suicide prevention. For Health and Wellness Centre hours and information visit <http://students.ok.ubc.ca/health-wellness/welcome.html>.

For staff and faculty that require assistance regarding mental health issues, please contact UBC's Employee Family and Assistance Program provider, Shepell, at 1-800-387-4765 for 24-hour help, or speak to your family physician.

For immediate assistance regarding **faculty, staff or student** physical or mental health issues, contact Campus Security at **250-807-8111**.

6. Review Active Threat procedures at <http://emergency.ok.ubc.ca/procedures/activeshooter.html>. Additional emergency procedures and frequently asked questions are also available at this site.
7. If confronted with threatening behaviour, dial **911** for emergencies, and then contact Campus Security at **250-807-8111** when it is safe to do so. Know the locations of the Emergency Help Phones which are strategically located outside campus buildings and selected areas throughout the campus grounds (most of which are blue). These phones allow for calling Campus Security (78111), Safewalk (79236) or Emergency Services (911). Visit <http://maps.ok.ubc.ca/map/> for a list of locations for all Emergency Help Phones.
8. Report all accidents, incidents and close calls/near misses by completing an Accident/Incident Report at <https://www.cairs.ubc.ca/> within 24 hours of occurrence.
9. Review specific procedures regarding unique hazards for your class / lab / work environment such as handling chemical spills and gas shutoff procedures.
10. Sign up for UBC Alert (<http://emergency.ok.ubc.ca/ubcalert.html>) and download the UBC Safe app on your smartphone (<http://www.apparmor.com/clients/ubc.ca/>).

For more information, visit the Risk Management Services website (riskmanagement.ok.ubc.ca) or call RMS at 250-807-8859.



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