

Top Ten Points Regarding Emergencies

(To be reviewed with students and/or employees first week of class/work)

1. Review evacuation procedures. Know the quickest way out of a building from your classroom/lab/office. Plan a secondary route should the primary route not be available. Visit www.ubc.ca/okanagan/emergency/procedures/evacuation for more information.
2. Establish a meeting location (i.e. assembly area) for your class away from the building.
3. Identify students and staff who may require assistance (mobility issues, hearing impairment, and visual impairment) and ensure they have a safe place to stay within the building during an evacuation (i.e. safe refuge area). Remember this could change as the semester progresses (i.e. sport related injury). Contact the building's Emergency Director for the safe refuge areas (see below for a list of Directors and contact information).
4. Know the location of the nearest fire extinguisher, alarm pull station, and other safety equipment (i.e. telephones, emergency shower/eyewash).
5. Know the procedure for accessing First Aid on campus. The First Aid room is located in ARTS 223b and is open between 8:30am – 4:00pm. Alternatively, a First Aid attendant can be summoned to your location 24/7, 365 days/year by dialling 250-807-8111. For more information visit www.ubc.ca/okanagan/hse/safety/firstaid.
6. 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 www.ubc.ca/okanagan/students/health-wellness .

For **staff and faculty** that require assistance regarding mental health issues, please contact our Employee Family and Assistance Program provider Homewood Human Solutions at 1-800-663-1142 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.
7. Review lockdown procedures and show video to your class or staff. See www.ubc.ca/okanagan/emergency/procedures/lockdown. Additional emergency procedures and frequently asked questions are also available at this site.
8. Explain to students and staff that if they are confronted with threatening behaviour they should dial 911 for emergencies, and then contact Campus Security at 250-807-8111 when it is safe to do so. Know the location of the emergency Blue Phones which are strategically located outside campus buildings and selected areas throughout the campus grounds. Blue phones allow for calling Campus Security (7-8111), Safewalk (7-9236) or Emergency Services (911). Visit www.ubc.ca/okanagan/campusmap for a list of locations for all Blue Phones. See policy 14 - "Response to At-Risk Behaviour" at <http://universitycounsel.ubc.ca/files/2011/06/policy14.pdf> for procedures.
9. Report all accidents or incidents within 24 hours to Health Safety and Environment by completing an Accident/Incident Report form located at www.ubc.ca/okanagan/hse/safety/accidents.
10. Review procedures regarding unique hazards for you class/lab/work environment such as handling chemical spills and gas shutoff procedures.

For more information, visit the [Health, Safety and Environment](http://www.ubc.ca/okanagan/hse) website, or call the HSE office at 250-807-8624