

Emergency Plan and Procedures

Code **Red** - (*Fire*)

Types of Fire Alarms

Stage I - In all areas the sound is a continuous ringing of bells at 20 strokes per minute.

An alarm is also transmitted to the Fire Department.

Stage II - Building evacuation alarm sounds at the rate of 120 strokes per minute.

At the Sound of the Alarm:

Stage I

- On hearing the fire alarm signal, listen for the building public address announcement.
- Identify the "code red" zone on map (map posted near pod doors and other centers of activity, i.e., classrooms) and note appropriate exit stairway
- Remain in the area and continue normal activities as much as possible until instructed otherwise, or until you hear the "Code Red - All Clear" announcement
- DO NOT CROSS TO THE FIRE AREA
- Do not use elevators until the "Code Red - all clear" is announced. If the fire **is** in your area, you **do not** need to evacuate the building, **but** leave the area by moving behind fire doors to the closest safety zone. Identify the "code red" zone on map (map posted near pod doors and other centers of activity) and note appropriate exit stairway.
- Reassure visitors and students and direct them away from the area where the fire was announced
- Check area for signs of smoke or flames
- Turn off any electrical equipment.
- Make sure to close doors behind you.

- DO NOT CROSS THE FIRE AREA. Do not use elevators until the "Code Red - all clear" is announced.

Stage II

- Evacuate to the closest safe exit immediately and leave the building. Ensure that door is closed behind you. (A buddy system is recommended.) DO NOT use elevators.
- Regroup in the Parking Lot outside the MacDonald Building. Classes should stay in a group with faculty member. Wait for further instructions.

The assigned Fire Director and Fire Wardens are:

Naveed Waraich
Mary Sun

UBC Hospital Security Supervisor
Administrator - School of Nursing

Code Blue - (Cardiac Arrest)

In the event of a cardiac arrest on the third floor, the procedure is as follows: Call "0000", inform the operator of a code blue, giving detailed information about the location, i.e. School of Nursing, Third Floor, room number, class room number. The cardiac arrest response team will be coming from ICU and will expect someone to meet the team by the elevators #1 and #2 (double elevators) by School of Rehabilitation Sciences.

Code Orange - (Disaster)

In the event of a Code Orange announcement, any faculty and nursing students willing to be on standby to assist the hospital in whatever capacity during a code Orange, should report to T206. A representative from the Health & Safety Committee will compile a list of the volunteers to submit to the Hospital Disaster Control Centre. Volunteers will wait there until advised if and where they are needed.

Code **White** - (*Aggressive Behavior*)

At any time, day or night, if you require immediate assistance from the Behavioral Emergency Response Team to manage:

Aggressive Person(s)

1. Call "000"
2. State "I (we) need STAT assistance on _____(give location) for an aggressive visitor/patient"

Disruptive/Potentially Aggressive Persons

1. Call "2-7225"
2. Tell Security Office "I (we) need assistance for (reason) _____ on _____(location)"

Code **Black** - (*Bomb Threat*)

When a bomb threat is received by telephone, remain calm, listen carefully to what the caller is saying and write it down. Keep the caller talking and obtain the following information:

1. Where is the bomb?
2. When will it explode?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? Why?
7. What is your name?
8. Where are you calling from?

Record the details such as the time of call, whether caller was male or female, any distinctive voice characteristics (accent, manner, speech, whether voice was familiar), whether there were background noises or reference to local issues.

When caller hangs up:

1. Call RCMP at 911
2. Call Hospital Security at 0000
3. Be prepared to give your name, phone number, and exact location with details of the threat.
4. Do not hang up until you are released by the authority talking to you.
5. Inform your Supervisor.
6. Stay where you are and ask your Department Head to meet with Police and Security when they arrive.
7. If you are in a multi-department building, try to have other Department Heads or delegate join you to meet with Police and Security.
8. Do not spread word of the threat as this should be handled by the authorities.

The Security Manager, in consultation with the RCMP and Building/Department Head(s), will give the order to evacuate the building if necessary.

Escort Service

Any time, day or night, if you have any concern about walking to your car or the bus stop you may call Security at 2-7225 and they will escort you to your car or the bus stop

Earthquakes

If you are outside, move to open space away from buildings.

1. If you are inside a building or at work:
2. Stay inside
3. Watch out for falling plaster, light fixtures, glass, bookcases, etc.
4. Stay away from windows and mirrors
5. Take cover under a heavy desk or table, brace yourself in a doorway or crouch in an interior hall or corner.

After the Quake (General):

- Administer first aid to injured persons
- Extinguish open flames and terminate hazardous work procedures
- When all motion has stopped, evacuate the building carefully

- Do not use the telephone except to report an emergency
- Do not use plumbing or anything electrical (including elevators, lights) until after the utility and electrical lines have been checked
- Do not use matches or lighters. Watch for fires that may have started
- Keep roads clear for emergency vehicles
- Be alert for after shocks

After the Quake (School of Nursing):

- If there is no need to evacuate, report to T206.
- If there is a need to evacuate, do so carefully, and meet at the Parking lot outside the MacDonald (Dentistry) building.