

# Building Emergency Response Plan

Pulp and Paper Center  
2385 East Mall  
Vancouver, BC V6T 1Z4

University of British Columbia  
Risk Management Services



Last Revision Date: February 11, 2014

# *Table of Contents*

Contents	Page
Emergency Telephone Numbers	3
Objectives of the Building Emergency Response Plan	4
Life Safety Systems and Building Features	5
Contact Information of Building Emergency Directors and Floor Wardens	7
Building Locations of Occupants with Disabilities	8
Responsibilities of Building Emergency Directors and Floor Wardens	9
Instructions for Building Emergency Directors in the Case of a Building Fire	10
Instructions for Building Floor Wardens in the Case of a Building Fire	11
Instructions Building Occupants in the Case of a Building Fire	12
Instructions for Building Emergency Directors in the Case of an Earthquake	13
Instructions for Building Floor Wardens in the Case of an Earthquake	15
Instructions for Building Occupants in the Case of an Earthquake	17
Instructions for Building Emergency Directors in the Case of a Bomb Threat	19
Procedures / Records for Fire Evacuation Drills	20
ANNEX 1 – Building Floor Plans	21
ANNEX 2 – Building Site Plan	22
ANNEX 3 – BC Fire Code Excerpt	23
ANNEX 4 – Operating a Fire Extinguisher	27

For additional information on Building Emergency Response Plans, please contact the Emergency and Continuity Planner, Department of Risk Management Services, at 822-1237.

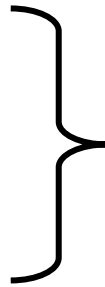
## EMERGENCY TELEPHONE NUMBERS

**Fire**

***Police/RCMP***

***Ambulance***

***Hazardous Material  
Response***



**911**

**Campus First Aid**

(Faculty and Staff only – students call 911)

**604-822-4444**

**Campus Security**

**604-822-2222**

**Risk Management Services**

(Environment spills, disasters, fires, bomb threats, etc.)

**604-822-2029**

**Hospital Urgent Care Department**

(UBC Site)

**604-822-7222**

**UBC Trouble Calls**

**604-822-2173**

**Poison Control Centre**

**604-682-5050**

## ***OBJECTIVES OF THE BUILDING EMERGENCY RESPONSE PLAN***

The objectives of the Building Emergency Response Plan are:

**To ensure the safety of the building occupants through:**

**Fire Prevention** – To reduce and prevent the incidence of fire by controlling fire hazards in the building and by maintaining the building facilities;

And,

**Emergency Evacuation** – To establish a systematic method of safe and orderly evacuation of an area or building, in case of fire or other emergency.

**To provide a checklist of procedures for responding to, and reporting, an emergency.**

**To assist with recruiting and training of Building Emergency Directors and Building Floor Wardens.**

The Building Emergency Response Plan has been designed and produced for distribution to all building occupants.

□

A priority in any emergency situation is to **save lives, minimize injuries, and reduce damage to property.**

## LIFE SAFETY SYSTEMS AND BUILDING FEATURES

Building Name: Pulp and Paper Center

Building Address: 2385 East Mall, Vancouver, V6T 1Z4

Life Safety Systems in the building consist of the following:

***Please check all that apply***

- Automated External Defibrillators (AED)
- ✓ Emergency exits
- ✓ Emergency lighting
- ✓ Emergency power
- ✓ Fire alarm system
- ✓ Fire extinguisher(s)
- ✓ Fire hose cabinets & standpipes
- ✓ Fire hydrant(s)
- ✓ Fire pump
- ✓ Sprinkler system

***(Modify or remove the following information as necessary to correctly reflect the status of your building. If necessary, add additional information.):***

### **Automated External Defibrillators (AED) (if applicable)**

In the event where an individual experiences cardiac arrhythmia (irregular heartbeat), an Automated External Defibrillator (AED) can be used in conjunction with CPR to help with resuscitation. The Automated External Defibrillators (AEDs) are located at areas in the building, as indicated on **ANNEX 1 BUILDING FLOOR PLANS**.

### **Emergency Exits**

Emergency exits are located throughout the building and marked by lighted signs and placards. Maintenance of lighted emergency exit signs is handled by UBC Building Operations. Refer to **ANNEX 1 BUILDING FLOOR PLANS** indicating the building evacuation routes and exits.

### **Emergency Lighting (if applicable)**

In the event of a power failure, emergency lighting has been provided to cover all common corridors, stairwells and exit signage. Maintenance of emergency lights is handled by UBC Building Operations.

### **Emergency Power (if applicable)**

In the event of a power failure, a generator is provided and is located at PPC 319. This unit provides power to emergency lighting, exit signage, elevators and all related emergency equipment.

**Fire Alarm System**

There are fire alarm pull stations and smoke detectors throughout the building. The fire alarm system is supervised by the Vancouver Fire & Rescue Services through the 911 dispatch centre. Daily maintenance is handled by UBC Building Operations. The locations of fire alarm pull stations are indicated on **ANNEX 1 BUILDING FLOOR PLANS**.

**Fire Extinguisher(s)**

There are portable fire extinguishers placed strategically (i.e. visible and accessible) throughout the building. Refer to **ANNEX 1 BUILDING FLOOR PLANS** for locations of portable fire extinguishers.

**Fire Hydrant(s)**

Refer to **ANNEX 2 BUILDING SITE PLAN** for locations of fire hydrants located near the building.

**Fire Pump (if applicable)**

A fire pump has been provided and is designed to increase and maintain water pressure in the standpipe during fire-fighting operations. It is located in the sprinkler room or (other location) The location of the fire pump is: PPC 116 High Headroom Lab.

**Sprinkler System (if applicable)**

A sprinkler system has been installed in this building. The main control valves are located in the sprinkler room at: PPC 124 (by Loading Area).

**CONTACT INFORMATION OF BUILDING EMERGENCY DIRECTORS AND FLOOR WARDENS**

- The pre-determined meeting location for Building Emergency Directors and Floor Wardens is: Outside entrance of Pulp and Paper Center building along East Mall.
- The designated evacuation assembly area for building occupants is: Empty lot north of Pulp and Paper Center building.

POSITION	PHONE NUMBER:	
	WORK	ALTERNATE #
Building Emergency Director <b>Name:</b> George Soong	604-822-2530	604-293-2298
Deputy Building Emergency Director <b>Name:</b> Nici Darychuk	604-822-9649	778-233-2234
Floor Warden - Level 1 <b>Name:</b> Nici Darychuk	604-822-9649	778-233-2234
Floor Warden - Level 2 <b>Name:</b> Troy Mithrush	604-368-5800	604-368-5800
Floor Warden - Level 3 <b>Name:</b> Francisco Fernandez	604-827-2390	604-360-5818
Floor Warden – High Headroom Lab <b>Name:</b> Abbas Nikbakht	604-822-2813	604-916-5133

## **BUILDING LOCATIONS OF OCCUPANTS WITH DISABILITIES**

Please indicate on the table shown below, occupants in your office area that might need assistance during an emergency evacuation.

<b>NAME</b>	<b>OFFICE AREA LOCATION</b>	<b>PHONE NUMBER</b>
<b>Name:</b>		
<b>Name:</b>		
<b>Name:</b>		
<b>Name:</b>		
<b>Name:</b>		
<b>Name:</b>		



## **RESPONSIBILITIES OF BUILDING EMERGENCY DIRECTORS AND FLOOR WARDENS**

### **Responsibilities of the Building Emergency Director**

The Building Emergency Director supervises and maintains the Building Emergency Response Plan.

The Building Emergency Director recruits the Building Floor Wardens. In addition, the Building Emergency Director is responsible for the training of Building Floor Wardens to perform their duties in fire prevention and emergency evacuation of the building.

The Building Emergency Director maintains proper records of current Building Floor Wardens, number and evacuation times of fire drills, fire and emergency incidents in the building, fire prevention activities, and a list of handicapped regular occupants of the building. Full inspection and maintenance of the fire safety equipment is the responsibility UBC Building Operations.

However, if *any* occupant or Building Floor Warden notices fire safety equipment in need of repair, they must notify the Building Emergency Director, who will contact UBC Trouble Calls.

### **Responsibilities of Floor Wardens**

Floor Wardens will check their floor or area regularly for:

- Accumulation of combustible material, rubbish, or flammable liquids in excess of quantities allowed by permit.
- Dangerous ignition sources (e.g. worn extension cords, oily rags, overheating equipment).
- Exit signs in good order and adequate lighting in public corridors and stairwells.
- Fire and exit doors and their self-closing hardware in good operating condition (Doors should not be wedged open under any conditions.)
- Exit routes unobstructed.
- 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 Emergency Director immediately.

□

The purpose of regular inspections  
is to ensure a safe, hazard-free workspace.

## **INSTRUCTIONS FOR BUILDING EMERGENCY DIRECTORS IN THE CASE OF A BUILDING FIRE**

### **If you discover a fire or explosion in the building:**

- Immediately activate the closest fire pull alarm.
- Evacuate occupants in the area(s) that are assigned to you.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- Close windows and doors on your way out to help with containing the fire, only if it is close to you and it is safe to do so.
- Do not use the elevator(s).
- If possible, assist anyone having difficulty evacuating. If needed, assist occupants that are unable to evacuate or cannot negotiate the stairs to the nearest designated Area of Refuge. The designated Areas of Refuge are: East side stairwell.
- Upon exiting the building, ask evacuated occupants to proceed to the designated assembly area (muster station). The designated assembly area is: Empty lot north of Pulp and Paper Center building.
- Call 911
  - State your name.
  - Give the address where the fire is and the nearest intersection. The address of your building is: 2385 East Mall, Vancouver, V6T 1Z4.
  - Give information about the fire: what floor, how fast fire is spreading, people trapped etc.
- Proceed to pre-determined meeting location for Building Emergency Directors and Floor Wardens (e.g., at an open area that is a safe distance away from the building) and wait for Building Floor Wardens to report information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Floor Wardens is: George Soong.
- Ensure all evacuation information reported by the Building Floor Wardens is relayed over to the Fire Chief on-site.
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.

## **INSTRUCTIONS FOR BUILDING FLOOR WARDENS IN THE CASE OF A BUILDING FIRE**

### **If you discover a fire or explosion in the building:**

- Immediately activate the closest fire pull alarm.
- Evacuate occupants in the area(s) that are assigned to you.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- Close windows and doors on your way out to help with containing the fire, only if it is close to you and it is safe to do so.
- Do not use the elevator(s).
- If possible, assist anyone having difficulty evacuating. If needed, assist occupants that are unable to evacuate or cannot negotiate the stairs to the nearest designated Area of Refuge. The designated Areas of Refuge are: East side stairwell.
- Upon exiting the building, ask evacuated occupants to proceed to the designated assembly area (muster station). The designated assembly area is: Empty lot north of Pulp and Paper Center building.
- Call 911
  - State your name.
  - Give the address where the fire is and the nearest intersection. The address of your building is: 2385 East Mall, Vancouver, V6T 1Z4.
  - Give information about the fire: what floor, how fast fire is spreading, people trapped etc.
- Proceed to pre-determined meeting location for Building Emergency Directors and Floor Wardens (eg. at an open area that is a safe distance away from the building) and report information about the evacuation or about the building to the Building Emergency Director as required. The pre-determined meeting location for Building Emergency Directors and Floor Wardens is: Outside entrance of Pulp and Paper Center building along East Mall.
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.

## **INSTRUCTIONS FOR BUILDING OCCUPANTS IN THE CASE OF A BUILDING FIRE**

### **If you discover a fire or explosion in the building:**

- Immediately activate the closest fire pull alarm.
- Follow instructions of Building Floor Wardens during evacuation.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- Close windows and doors on your way out to help with containing the fire, only if it is close to you and it is safe to do so.
- Do not use the elevator(s).
- Proceed to the designated Area of Refuge if you have difficulty negotiating the stairs or if you need assistance in evacuating. The designated Areas of Refuge are: East side stairwell.
- Upon exiting the building, proceed directly to the designated assembly area (muster station) and wait for further instructions from the Building Emergency Director. The designated assembly area is: Empty lot north of Pulp and Paper Center building.
- Call 911
  - State your name.
  - Give the address where the fire is and the nearest intersection. The address of your building is: 2385 East Mall, Vancouver, V6T 1Z4.
  - Give information about the fire: what floor, how fast fire is spreading, people trapped etc.
- DO NOT RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so.

## **INSTRUCTIONS FOR BUILDING EMERGENCY DIRECTORS IN THE CASE OF AN EARTHQUAKE**

### **If you are indoors:**

#### **During the shaking**

- **DROP, COVER AND HOLD ON.**
- Stay inside.
- Stay away from windows, shelves and heavy objects which may fall.
- **DROP** under heavy furniture such as a table, desk or any solid furniture.
- **COVER** your head, face and torso to prevent being hit by falling objects.
- **HOLD ON** to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
- If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.

#### **After the shaking stops**

- Count to 60 to allow debris to finish falling after the shaking stops.
- Assess your immediate surroundings for dangers.
- Proceed with Building Floor Warden Evacuation Procedures.
  - Evacuate occupants in the area(s) that are assigned to you.
  - Urge people to stay calm, and to evacuate quickly and in an orderly manner. **WALK, DO NOT RUN.**
  - Do not allow building occupants to use the elevator(s).
  - If possible, assist anyone having difficulty in getting out, or if needed, help them to a safe area (e.g., Area of Refuge). The designated Areas of Refuge are: East side stairwell
  - Upon exiting the building, ask evacuated occupants to proceed to the designated assembly area (muster station). The designated assembly area is: Empty lot north of Pulp and Paper Center building
  - Proceed to pre-determined meeting location for Building Emergency Directors and Floor Wardens (e.g., at an open area that is a safe distance away from the building) and wait for Building Floor Wardens to report information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Floor Wardens is: Outside entrance of Pulp and Paper Center building
  - Ensure all evacuation information reported by the Building Floor Wardens is relayed over to 1<sup>st</sup> Responders on-site (e.g., Fire, Police or Ambulance).
  - **DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING** until the Fire Department or authorized UBC building officials give permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.
- If an aftershock occurs during evacuation and you are still inside the building, repeat **DROP, COVER, AND HOLD** procedure before resuming evacuation.

## **If you are outdoors:**

### **During the shaking**

- Stay outside.
- Do not enter your building to evacuate occupants.
- Go to an open area away from buildings. The most dangerous place is near exterior walls.
- Stay away from lamp posts, overhead power lines and heavy overhead objects that may fall on you.
- If you are in a crowded area, take cover where you won't be trampled.

### **After the shaking stops**

- Count to 60 to allow debris to finish falling after the shaking stops.
- Assess your immediate surroundings for dangers.
- Proceed to pre-determined meeting location for Building Emergency Directors and Floor Wardens (eg. at an open area that is a safe distance away from the building) and wait for Building Floor Wardens to report information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Floor Wardens is: Outside entrance of Pulp and Paper Center building along East Mall.
- Ensure all evacuation information reported by the Building Floor Wardens is relayed over to 1<sup>st</sup> Responders on-site (e.g., Fire, Police or Ambulance).
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.

## **INSTRUCTIONS FOR BUILDING FLOOR WARDENS IN THE CASE OF AN EARTHQUAKE**

### **If you are indoors:**

#### **During the shaking**

- **DROP, COVER AND HOLD ON.**
- Stay inside.
- Stay away from windows, shelves and heavy objects which may fall.
- **DROP** under heavy furniture such as a table, desk or any solid furniture.
- **COVER** your head, face and torso to prevent being hit by falling objects.
- **HOLD ON** to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
- If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.

#### **After the shaking stops**

- Count to 60 to allow debris to finish falling after the shaking stops.
- Assess your immediate surroundings for dangers.
- Proceed with Building Floor Warden Evacuation Procedures.
  - Evacuate occupants in the area(s) that are assigned to you.
  - Urge people to stay calm, and to evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
  - Do not allow building occupants to use the elevator(s).
  - If possible, assist anyone having difficulty in getting out, or if needed, help them to a safe area (e.g., Area of Refuge). The designated Areas of Refuge are: East side stairwell.
  - Upon exiting the building, ask evacuated occupants to proceed to the designated assembly area (muster station). The designated assembly area is: Empty lot north of Pulp and Paper Center building
  - Meet the Building Emergency Director at the pre-determined location for Building Emergency Directors and Floor Wardens (eg. at an open area that is a safe distance away from the building) to give any additional information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Floor Wardens is: Outside entrance of Pulp and Paper Center building along East Mall
  - DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.
- If an aftershock occurs during evacuation and you are still inside the building, repeat DROP, COVER, AND HOLD procedure before resuming evacuation.

### **If you are outdoors:**

#### **During the shaking**

- Stay outside.
- Do not enter your building to evacuate occupants.
- Go to an open area away from buildings. The most dangerous place is near exterior walls.
- Stay away from lamp posts, overhead power lines and heavy overhead objects that may fall on you.
- If you are in a crowded area, take cover where you won't be trampled.

#### **After the shaking stops**

- Count to 60 to allow debris to finish falling after the shaking stops.
- Assess your immediate surroundings for dangers.
  - Meet the Building Emergency Director at the pre-determined location for Building Emergency Directors and Floor Wardens (eg. at an open area that is a safe distance away from the building) to give any additional information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Floor Wardens is: Outside entrance of Pulp and Paper Center building along East Mall
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department and the Building Emergency Director gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.



## **INSTRUCTIONS FOR BUILDING OCCUPANTS IN THE CASE OF AN EARTHQUAKE**

### **If you are indoors:**

#### **During the shaking**

- **DROP, COVER AND HOLD ON.**
- Stay inside.
- Stay away from windows, shelves and heavy objects which may fall.
- **DROP** under heavy furniture such as a table, desk or any solid furniture.
- **COVER** your head, face and torso to prevent being hit by falling objects.
- **HOLD ON** to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
- If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.

#### **After the shaking stops**

- Count to 60 to allow debris to finish falling after the shaking stops.
- Assess your immediate surroundings for dangers.
- Proceed with evacuating the building.
  - Follow instructions of Building Floor Wardens during evacuation.
  - Remain calm, and evacuate quickly and in an orderly manner. **WALK, DO NOT RUN.**
  - Do not use the elevator(s).
  - Proceed to the designated Area of Refuge if you have difficulty negotiating the stairs or if you need assistance in evacuating. The designated Areas of Refuge are: East side stairwell.
  - Upon exiting the building, proceed directly to the designated assembly area (muster station) and wait for further instructions from the Building Emergency Director. The designated assembly area is: Empty lot north of Pulp and Paper Center building.
  - **DO NOT RE-ENTER THE BUILDING** until the Fire Department and the Building Emergency Director gives permission to do so.
- If an aftershock occurs during evacuation and you are still inside the building, repeat **DROP, COVER, AND HOLD** procedure before resuming evacuation.

### **If you are outdoors:**

#### **During the shaking**

- Stay outside.
- Do not enter your building to evacuate occupants.
- Go to an open area away from buildings. The most dangerous place is near exterior walls.
- Stay away from lamp posts, overhead power lines and heavy overhead objects that may fall on you.

- If you are in a crowded area, take cover where you won't be trampled.

**After the shaking stops**

- Count to 60 to allow debris to finish falling after the shaking stops.
- Assess your immediate surroundings for dangers.
- Proceed directly to the designated assembly area (muster station) and wait for further instructions from the Building Emergency Director. The designated assembly area is: Empty lot north of Pulp and Paper Center building.
- DO NOT ENTER ANY BUILDINGS until the Fire Department and the Building Emergency Director gives permission to do so.

## **INSTRUCTIONS FOR BUILDING EMERGENCY DIRECTORS IN CASE OF BOMB THREAT**

**In the event of a bomb threat, the Building Emergency Director will treat it as a genuine emergency.**

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. **Call UBC Campus Security** at **604-822-2222** .
3. **Meet RCMP** and together come to a decision as to whether to evacuate the building. If necessary, use the fire alarm to evacuate the building.
4. Follow instructions given by emergency personnel, as for a fire emergency.
5. If evacuation is necessary, do not allow anyone to reenter until RCMP has 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, time and duration of call

Exact wording of threat

Identifying characteristics of caller (e.g. gender, accent, speech, diction, manner, background noises)

## FIRE EVACUATION DRILLS

Fire drills **must** be conducted at least once per year. They are intended primarily to ensure that all building occupants know how to respond safely and effectively in the event of a life-threatening emergency.

It is the responsibility of the Building Emergency Director when arranging a fire drill to:

- a) Arrange the fire drill by calling UBC Trouble Calls at 604-822-2173.

Note: It is not necessary to contact the Fire Department when conducting a fire drill. UBC Trouble Calls will notify the Fire Department, who will attend if available.

- b) Advise the Safety Program Advisor via 604-822-6513 or paul.nakagawa.ubc.ca of the date and time of the drill and the total building evacuation time.

### Record of Fire Drills:

Fire Drills were conducted on the following date(s):

Date / Time	Arranged by	Total Building Evacuation Time	Attended by VFRS? Yes/No
2010-09-12/10:00 am	George Soong	3min	Y
2011-11-07/3:00 pm	George Soong	2 min 21 sec	Y
2012-11-21/9:20 am	George Soong	1 min 45 sec	N
2013-12-05/10:00 am	George Soong	1 min 56 sec	Y

Note: You must maintain records of Fire Drills conducted and forward the results to [emergency\\_planning@riskmanagement.ubc.ca](mailto:emergency_planning@riskmanagement.ubc.ca)

## ANNEX 1 – BUILDING FLOOR PLANS

Floor Plans should include the location of the following (if applicable):

- ✓ Fire extinguishers
- ✓ Emergency exits
- ✓ Fire alarm manual pull stations
- ✓ Hose cabinets and/or standpipes
- ✓ Sprinkler room
- ✓ Outdoor assembly area
- Emergency supply containers
- Automated External Defibrillators (AED)
- ✓ Additional fire-fighting or emergency response equipment (e.g. generators)
- ✓ Area(s) of refuge





**INSERT FLOOR PLAN HERE** – Insert a copy of the floor plan for your building immediately before or after this page.

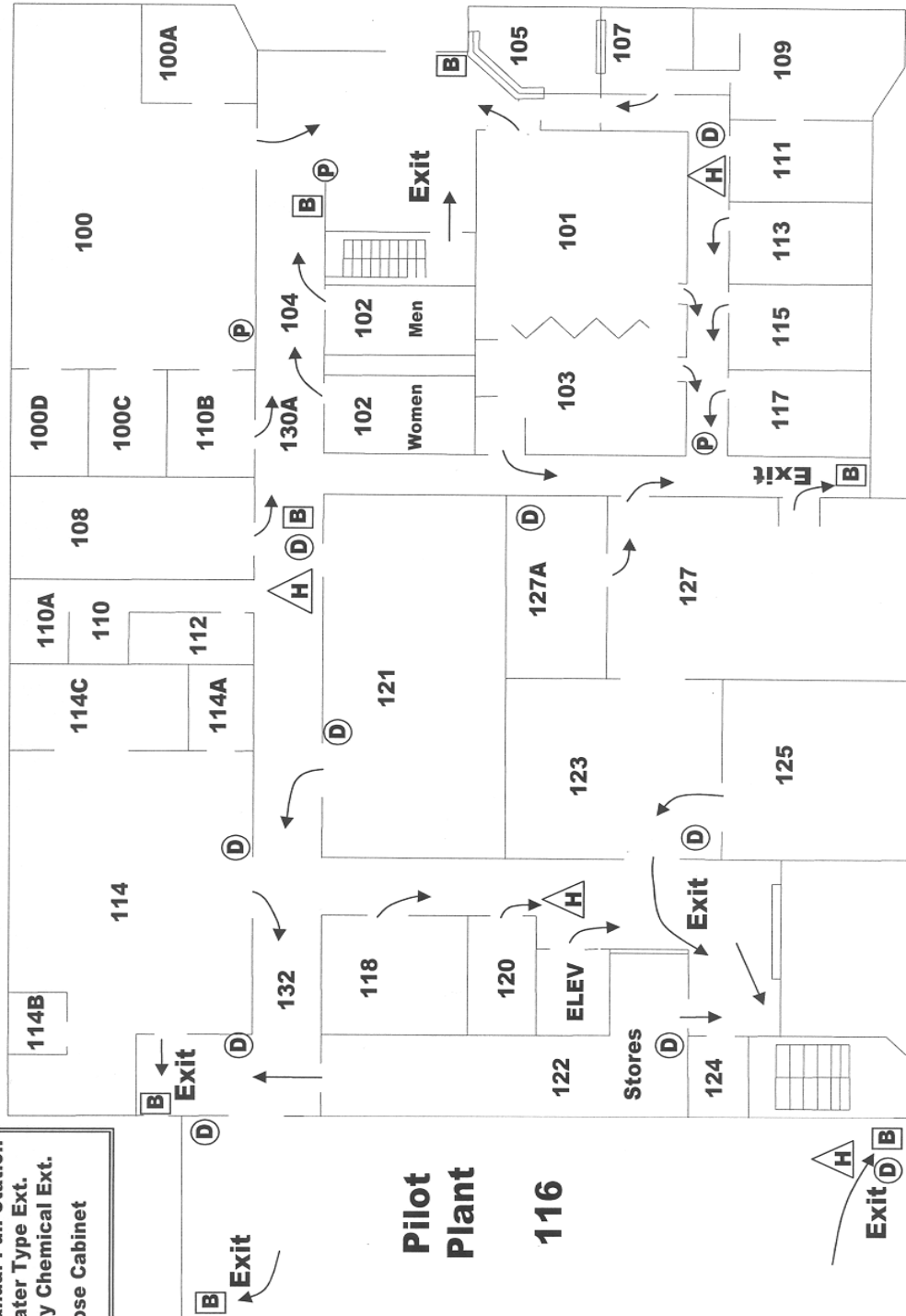
If you do not have a set of building floor plans, contact Tariq Din, Building Operations at 604-822-1885.

**POST FLOOR PLAN IN A VISIBLE LOCATION** (e.g. emergency exits, main entrance or lobby) on each floor of the building.

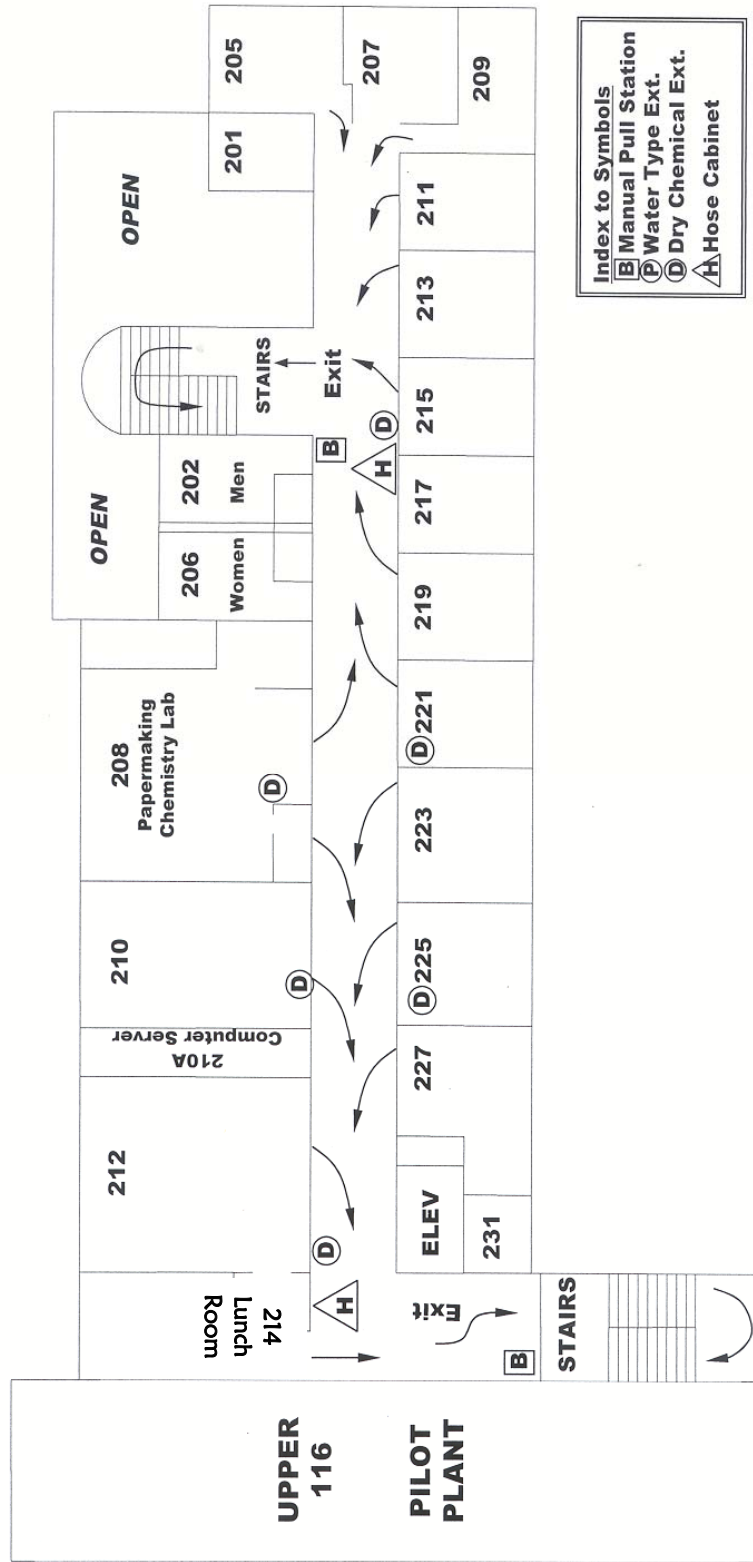
**Emergency Meeting Area**

# Pulp & Paper Centre Level 1 Floor Plan

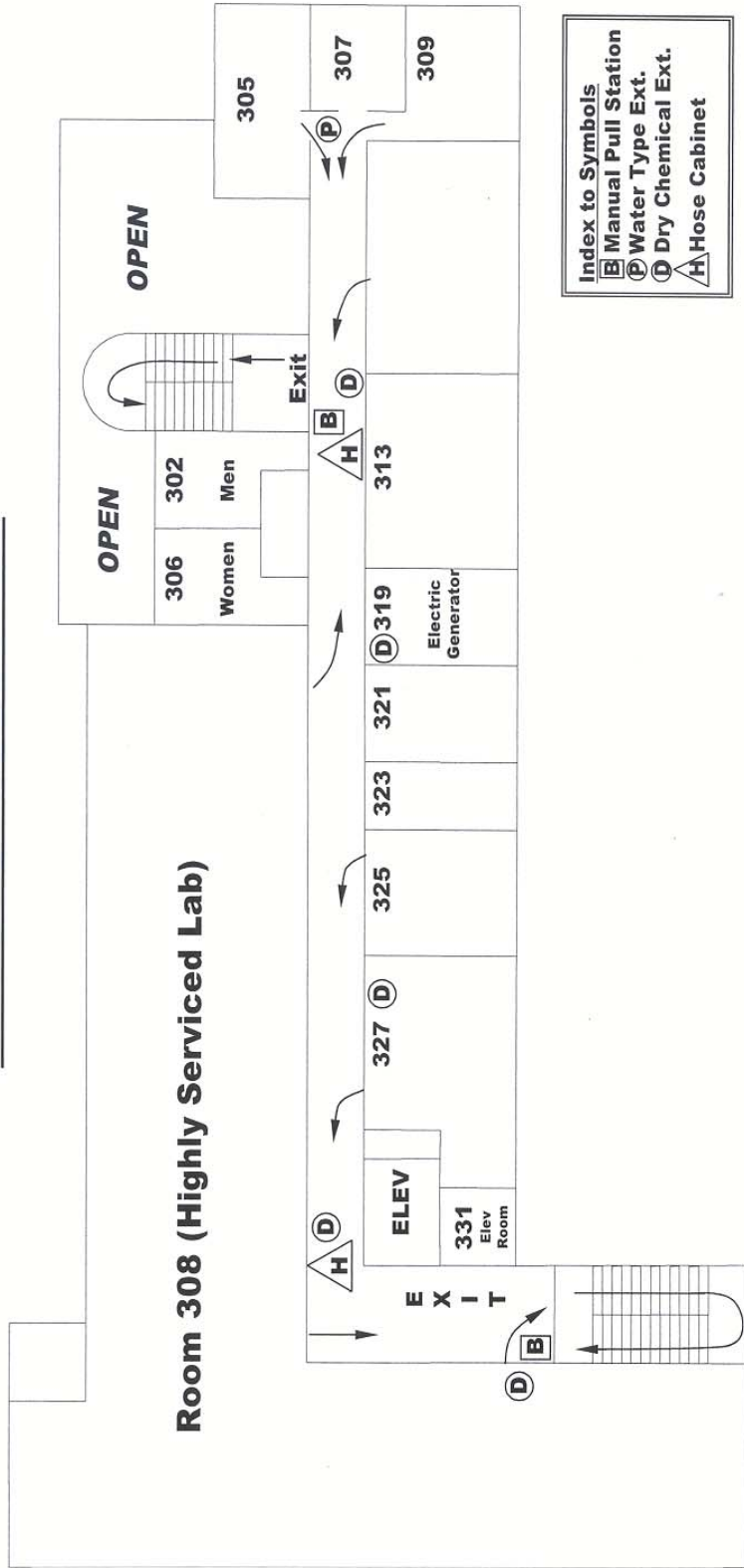
Index to Symbols	
	Manual Pull Station
	Water Type Ext.
	Dry Chemical Ext.
	Hose Cabinet



# Pulp & Paper Centre Level 2 Floor Plan



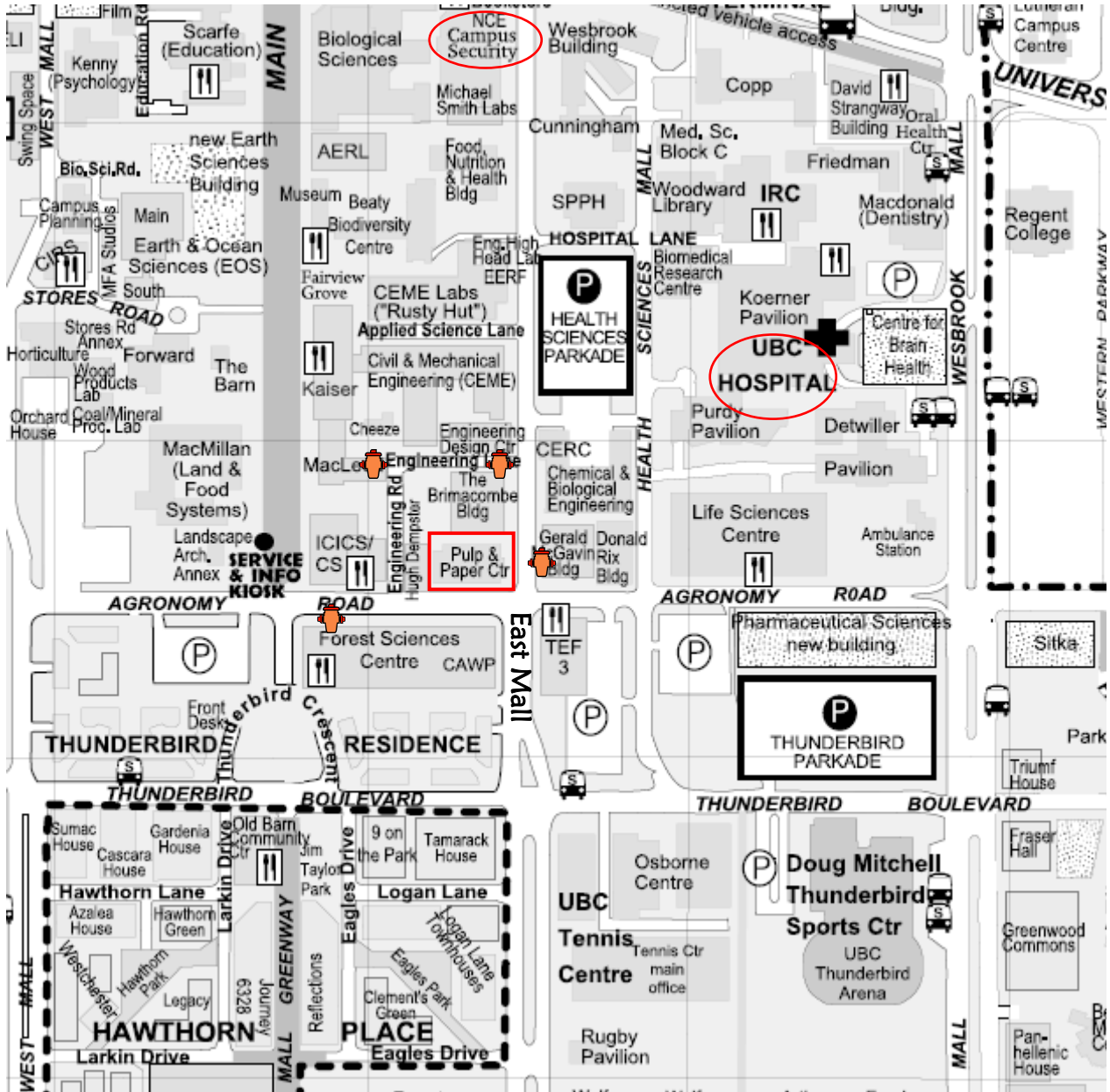
# Pulp & Paper Centre Level 3 Floor Plan





## ANNEX 2 – BUILDING SITE PLAN

This is a map which shows the location of Pulp and Paper Center building, nearest cross streets, location of fire hydrants.



## ANNEX 3 – BC FIRE CODE EXCERPT

### British Columbia Fire Code 2006, Section 2.8 Emergency Planning

#### 2.8.1 General

##### 2.8.1.1 Application

- 1) Fire emergency procedures conforming to this Section shall be provided for
  - a. Every *building* containing an *assembly* or a *care* or *detention occupancy*,
  - b. Every *building* required by the British Columbia Building Code to have a fire alarm system,
  - c. Demolition and construction sites regulated under Section 5.6.,
  - d. Storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5. and 3.3.2.9.,
  - e. Areas where *flammable liquids* or *combustible liquids* are stored or handled, in conformance with Article 4.1.5.5., and
  - f. Areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.

##### 2.8.1.2. Training of Supervisory Staff

- 1) *Supervisory staff* shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. (See Appendix A.)

##### 2.8.1.3. Keys and Special Devices

- 1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty *supervisory staff*.

#### 2.8.2 Fire Safety Plan

##### 2.8.2.1 Measures in a Fire Safety Plan

- 1) In *buildings* or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include
  - a. The emergency procedures to be used in case of fire, including
    - i. Sounding the fire alarm (see Appendix A),
    - ii. Notifying the fire department,
    - iii. Instructing occupants on procedures to be followed when the fire alarm sounds,
    - iv. Evacuating occupants, including special provisions for persons requiring assistance (see Appendix A),

- v. Confining, controlling and extinguishing the fire,
- b. The appointment and organization of designated *supervisory staff* to carry out fire safety duties,
- c. The training of *supervisory staff* and other occupants in their responsibilities for fire safety,
- d. Documents, including diagrams, showing the type, location and operation of the *building* fire emergency systems,
- e. The holding of fire drills,
- f. The control of fire hazards in the *building*, and
- g. The inspection and maintenance of *building* facilities provided for the safety of occupants.

(See Appendix A.)

- 2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the *building*.

#### **2.8.2.2. Care or Detention Occupancies**

- 1) A sufficient number of *supervisory staff* shall be on duty in *care* or *detention occupancies* to perform the tasks outlined in a fire safety plan described in Clause 2.8.2.1.(1)(a).

#### **2.8.2.3. Assembly Occupancies**

- 1) In Group A, Division 1 *assembly occupancies* containing more than 60 occupants, there shall be at least one *supervisory staff* member on duty in the *building* to perform the tasks outlined in the fire safety plan in Clause 2.8.2.1.(1)(a) whenever the *building* is open to the public.

#### **2.8.2.4. High Buildings**

- 1) In *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1.(1), include
  - a. The training of *supervisory staff* in the use of the voice communication system,
  - b. The processes for the use of elevators,
  - c. The action to be taken by *supervisory staff* in initiating any smoke control or other fire emergency systems installed in a *building* in the event of fire until the fire department arrives,
  - d. Instructions to the *supervisory staff* and fire department for the operation of the systems referred to in Clause (c), and
  - e. The procedures established to facilitate fire department access to the *building* and fire location within the *building*.

### **2.8.2.5 Retention of Fire Safety Plans**

- 1) The fire safety plan shall be kept in the *building* for reference by the fire department, *supervisory staff* and other personnel.
- 2) The fire safety plan for a *building* within the scope of Subsection 3.2.6. of the British Columbia Building Code shall be kept at the central alarm and control facility.

### **2.8.2.6 Distribution**

- 1) A copy of the fire emergency procedures and other duties for *supervisory staff*, as laid down in the fire safety plan, shall be given to all *supervisory staff*.

### **2.8.2.7 Posting of Fire Emergency Procedures**

- 1) At least one copy of the fire emergency procedures shall be prominently posted on each *floor area*.
- 2) In every hotel and motel bedroom the fire safety rules for occupants shall be posted showing the locations of *exits* and the paths of travel to *exits*.
- 3) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signaling box requesting that the fire department be notified, and including the telephone number of that department.
- 4) All *buildings* served by one or more elevators shall have a permanently mounted fire safety sign or symbol on each floor level at each elevator entrance, which indicates that the elevator is not to be used in case of fire.
- 5) The sign or symbol required by Sentence (4) shall be at least 100 mm in height and width and shall be designed in accordance with NFPA 170 "Standard for Fire Safety Symbols."

## **2.8.3. Fire Drills**

### **2.8.3.1 Fire Drill Procedures**

- 1) The procedure for conducting fire drills shall be determined by the person responsible in charge of the *building*, taking into consideration
  - a. The *building occupancy* and its fire hazards,
  - b. The safety features provided in the *building*,
  - c. The desirable degree of participation of occupants other than *supervisory staff*,
  - d. The number and degree of experience of the participating *supervisory staff*,
  - e. The features of fire emergency systems installed in *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, and
  - f. The requirements of the fire department.

(See Appendix A.)

### **2.8.3.2 Fire Drill Frequency**

- 1)** Fire drills as described in Sentence 2.8.3.1.(1) shall be held at intervals not greater than 12 months for the *supervisory staff*, except that
  - a. In day-care centers and in Group B *major occupancies* such drills shall be held at intervals not greater than one month,
  - b. In schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms, and
  - c. In *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, such drills shall be held at intervals not greater than 2 months.

## ANNEX 4 – OPERATING A FIRE EXTINGUISHER

The following instructions are applicable for most fire extinguishers. However, it is recommended that Fire Wardens take instruction in operating fire extinguishers. This is no longer done by the Vancouver Fire & Rescue Service or Risk Management Services and training must be arranged through a private contractor.

If Floor Wardens are not trained in fire extinguisher operation it is recommended that they not use one, and concentrate on a safe evacuation of their area of responsibility.

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.

Always back away and watch for rekindling of the fire.

Discharge the entire contents of the extinguisher. If possible, pull apart the burned area to get at hot spots.

Immediately contact the approved fire extinguisher supplier and arrange for the fire extinguisher to be recharged.

*\*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.*