Building Alarms:

To respond to building alarms:

All staff will:
- Ensure that visitors in their immediate area are aware of the alarm.
- Ask visitors to accompany them.
- NOT use elevators.
- Evacuate immediately through the nearest marked Fire Exit
  *Note that pedways must not be used as fire exits.
- Follow directions from Floor Wardens (HMRC, 2nd floor: Audrey Lin and Jeannine Flores).
- Close doors behind them.
- Go to the building muster point.
  *Muster points are listed here.

Heritage Medical Research Centre: Parking Lot "C" (see map)
- NOT re-enter the building until the all-clear is given by Protective Services (UAPS) or the Building Warden (HMRC building: Ryan Edgar and Deb Dixon).
- If there are any media on-site, refer their questions to University Relations.
- People who cannot evacuate due to mobility challenges will:
  - Report to the nearest emergency exit stairwell and remain there.
  - Identify themselves to the Floor Warden or by phone to Protective Services at 780-492-5050

Updates for Planners

2015 July 15
The Unit Action Plan (UAP) template (click link to view) has been updated.
Please review and revise your plan as needed.

2014 November 28 - links have been updated in the Unit Action Plan template. Please update your unit action plan.

Medical Emergencies:
- http://work.alberta.ca/pub/ll016.pdf (Reporting Injuries)
- http://work.alberta.ca/docun/pub_fa011.pdf (First Aid Requirements)
- EHS Report a Concern http://www.ehs.ualberta.ca
- Weather http://www.getprepared.ca
Supervisors will:
Direct their staff to evacuate to the muster point
Instructors will:
Cease instruction or exams in progress.
Direct students to evacuate to the muster point
Researchers will:
Shutdown research in a safe manner if possible.

To reduce building alarms:
All staff will:
Maintain clean work areas and report dusty conditions to cleaning staff

To be ready for building alarms:
All staff will:
Be aware of the building muster point.
Keep hallways and signed exits clear.

Facilities and Operations (F&O) will:
Conduct one Fire Drill per year
Maintain Alarm Tests

To recover from building alarms:
All staff will:
Participate in investigations and debriefs.
Forward any concerns to the Building Warden.
Supervisors will:
Activate the Business Continuity Plan as needed

Shelter in Place: (http://en.wikipedia.org/wiki/Shelter_in_place)
Emergency responders may direct University members to Shelter in Place.
To respond to Shelter in Place:
All staff will:
Go indoors.
Close doors and windows.
Turn thermostats off.
Cancel travel and meetings.
Monitor e-mail and the University web-site for updates.
Call 911 for any medical emergencies.
If there are any media on-site, refer their questions to University Relations.
Supervisors will:
Ensure that all staff are aware of the direction to Shelter in Place.

To reduce Shelter in Place:
All staff will:
Ensure that Dangerous Goods Transportation guidelines are followed.
Ensure the requirements of MSDS sheets for chemicals that are used.
Maintain clean and safe laboratory spaces.
Participate in relevant and required training.
Report dangerous conditions.

To be ready for Shelter in Place:

Resources
Resource Library
Videos and Alerts
Risk Assessment
Building Evacuation

Page authors
Jeannine Flores Bastidas
July 28, 2015
OEM Manager
July 24, 2015
All staff will:
Report any problems with windows, doors or ventilation systems to F&O

To recover from Shelter in Place:
All staff will:
Participate in investigations and debriefs.
Supervisors will:
Activate the Operational Continuity Plan as needed

Medical Emergency

To respond when someone becomes ill or is injured and requires emergency medical assistance:
The person who detects the illness or injury will:
Call 911 to report the emergency.
Follow direction from 911 dispatchers.
Render first aid assistance that they are trained to provide before trained responders arrive.
Order someone to meet EMS at the main door of the building.
NOT move an injured person unless they are in immediate danger.
Comfort the person with reassurances and try to limit others entering the area.
Protect him- or herself from blood and bodily fluids that may be present.
Remain to provide information to the emergency medical responders and provide assistance if required.
Notify his or her supervisor at the earliest safe opportunity.
If there are any media on-site, refer their questions to University Relations.
The supervisor will:
Notify Environment, Health and Safety (EHS) on-call (780-868-0489) if the person injured is an employee of the University or an employee of a University member.
Ensure that all staff are aware of the incident.
Give instructions to other staff.

To reduce injuries and illnesses:
All staff will:
Follow the Work Alone Policy (http://www.ehs.ualberta.ca/EHSDivisions/SafetySystemsAndStandards Please see attachment.
Maintain clean and safe workplaces.
Take reasonable precautions when handling broken glassware (particularly common injury at the U of A).
Take reasonable care when lifting heavy items (particularly common injury at the U of A).
Report dangerous conditions to their supervisor as soon as possible.
Ensure that they are trained in hazardous work.
Train new staff on emergency plans.

To be ready for injuries and illness:
Supervisors will:
Ensure that appropriate numbers of staff are trained in appropriate first aid. (see here: http://humanservices.alberta.ca/documents/WHS-PUB_FA011.pdf)

**First Aid Kits** are available in rooms HMRC#220, HMRC227, and HMRC#232.

First Aid to be provided by:
Lab room #227: Sheena Fang, Barbara Verstraeten
Lab room #232:
To **recover** from injuries and illness:
The University's EHS Division will:
Direct the supervisor to conduct a post-incident investigation and to implement corrective actions
Issue recommendations.
**All staff** will:
Cooperate with the investigation.
Implement the recommendations of the investigation.
**The supervisor** will:
Meet with affected staff at the earliest opportunity to resolve any issues identified by the response
Implement the Operational Continuity Plan as needed

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**Smoke or Fire**

To **respond** to fire or smoke in an area:
**The person** who detects the fire or smoke will:
Remove those in immediate danger if safe to do so.
Extinguish the fire if it is safe to do so.
Leave the space.
Close the room door when leaving.
Activate building alarms.
Leave the building through the nearest Fire Exit (Not using pedways).
Call 911 to report the emergency.
Follow direction from 911 dispatchers.
Give information about the fire to Floor Wardens or the Building Warden or Report to the Main Building Fire Panel.
Notify their supervisor at the earliest safe opportunity.
If there are any media on-site, refer their questions to University Relations.
**All staff** will:
Evacuate their areas to the muster point.
Escort visitors and students out to the muster point.
**NOT** use the elevator.
Follow directions from Floor Wardens.
**NOT** re-enter the building until they are told it is safe to do so.
Report to the muster area.
People who cannot evacuate due to mobility challenges will:
Report to the nearest emergency exit stairwell and remain there.
Identify themselves to the Floor Warden or to **Protective Services at 780-492-5050**
**The supervisor** will:
Notify EHS on-call (780-868-0489).
Ensure that all staff are aware of the incident
Give instructions to other staff

To **reduce** fire and smoke:
All staff will:
Stay alert to fire and life safety hazards in their work areas.
Report a fire condition or a condition that threatens the safety of building occupants.
Use only electric appliances that are CSA approved.
Use only space heaters with tip-switches
Know the location of emergency exits.
Know the location of portable fire extinguishers and fire alarm pull stations
and how to use them in an emergency.

To be **ready** for fire and smoke:
All staff will:
Participate in Fire Drills
People who cannot evacuate due to mobility challenges will:
Identify themselves to the Floor Warden
Facilities and Operations will:
Maintain fire extinguishers
Maintain fire signage

To **recover** from fire and smoke:
The University’s EHS department will:
Release the space back to the control of the tenant when it is safe to do so
Direct the supervisor to conduct a post-incident investigation and issue recommendations.
The supervisor will:
Meet with affected staff at the earliest opportunity to resolve any issues identified by the response
Implement the Operational Continuity Plan as needed
All staff will:
Cooperate with the investigation.

**Hazardous Materials release or spill**

To **respond** to a small hazardous materials release with a known substance that does not create danger to staff in the immediate area:
The person who detects the spill will:
Secure or isolate the area to prevent others from coming in contact with the spill.
Notify qualified clean-up personnel or spill designates
Notify supervisor
Qualified clean-up personnel will:
Consult the manufacturer’s MSDS.
Cleaned up the spill with the proper equipment and protection

To **respond** to a large hazardous materials spill or one that is unidentified or known to be dangerous or one that is radioactive:
The person who detects the spill will:
Alert others in the immediate area.
Assist any injured people if it is safe to do so.
Pull the fire alarm. Evacuate the area and go to the building muster point.
Flush any affected skin area with copious amounts of water.
Call 911 or the Control Centre 780-492-5555 and report the incident and any injuries, and request that ventilation systems be shut down.
Flush any affected skin area with copious amounts of clean water.
Notify their supervisor at the earliest safe opportunity.
Secure or isolate the area to prevent unqualified personnel from entering the contaminated area.
All staff will:
Evacuate when told to do so and go to the building muster point.
People who cannot evacuate due to mobility challenges will:
Report to the nearest emergency exit stairwell and remain there.
Identify themselves to the Floor Warden or to Protective Services at 780-492-5050.
Follow direction from emergency responders.
Report any medical symptoms to the medical responders.
If there are any media on-site, refer their questions to University Relations.
The supervisor will:
Request that the Control Centre (780-492-5555) notify EHS on-call (780-868-0489).
Ensure that all staff are aware of the incident.
Give instructions to other staff.

To reduce hazardous materials releases:
All staff will:
Maintain clean and safe laboratory spaces.
Dispose of expired chemicals safely and promptly.
Participate in relevant and required training.
Report dangerous conditions.

To be ready for hazardous materials releases:
All staff will:
Maintain inventories of hazardous materials.
Wear appropriate Personal Protective Equipment (PPE).

To recover from hazardous materials releases:
The University's EHS division will:
Release the space back to the control of the tenant when it is safe to do so.
The University's General Safety Officer will:
Conduct a post-incident investigation and will issue recommendations.
The supervisor will:
Complete the Incident Report Form and report to EHS.
Implement the Operational Continuity Plan as needed.
Meet with affected staff at the earliest opportunity to resolve any issues identified by the response.
All staff will:
Cooperate with the investigation.
Implement the recommendations of the General Safety Officer.
Bomb Threat

To respond to a bomb threat phone call:
The person who receives the bomb threat phone call will:
- Remain calm.
- Keep the caller talking, unless they are told that the bomb will go off within a few minutes.
- Write down all the information you receive; use exact words when possible.
- Get these key facts if you can:
  - Date and time of the call
  - When the bomb is set to go off?
  - Which part of the building is it in?
  - Type of bomb
  - Identifiable characteristics of the caller; e.g. male female, accent, laughing, serious
  - Any background noises you can hear
  - Do not hang up the phone.
  - Do not put the caller on hold or transfer the call.
  - Try to alert someone close by to call a supervisor or UAPS at 780 492-5050.

Report bomb threats to UAPS at 780 492-5050.
Follow UAPS directions.
After the call has ended record as much information as possible.
If there are any media on-site, refer their questions to University Relations.
The supervisor will:
- Ensure that all staff are aware of the incident
- Give instructions to other staff

To respond to a written or e-mailed bomb threat message:
The person who receives the message will:
- Remain calm.
- Notify UAPS and your supervisor and provide details.
- Follow the direction of UAPS.
- Preserve the evidence.
The supervisor will:
- Ensure that all staff are aware of the incident
- Give instructions to other staff

To reduce bomb threats:
All staff will:
Participate in the Suspicious Person and Package processes in this plan.

To be ready for bomb threats:
All staff will:
Participate in fire drills

To recover from bomb threats:
UAPS will:
Return control of the space to the tenant.
The supervisor will:
Implement the **Operational Continuity Plan** as needed
Meet with affected staff at the earliest opportunity to resolve any issues identified by the response
**All staff will:**
Cooperate with any investigation.
Implement the recommendations from any investigation.

**Suspicious E-mail, Letter or Package**

To **respond** to suspicious e-mail letters or packages:

**The person** who detects a suspicious letter or package will:

Record characteristics of suspicious packages, that may include one or more of the following:
- Fictitious, unfamiliar or no return address
- Address to a title only or an incorrect title
- Excessive packaging, weight, postage
- Misspelling of common words
- Discoloration, stains or odd smell
- Remain calm.
- Treat it as a real threat until it is properly evaluated.
- Handle the item or material as little as possible and with care.
- Not open, shake, bump or drop the letter/package or spread any substance from the material.
- Isolate it immediately from others and secure the area.
- Leave it alone and do not let anyone else touch the letter/package/substance.
- If the letter or package is open place the letter back into the envelope/package and close it.
- Immediately try to wash their hands with soap and water and try not to contaminate any other person or surface.
- NOT to brush off their clothes.
- Remain where they are.
- Call UAPS at 780 492-5050.
- Cooperate with emergency responders.
- Contact their supervisor at the earliest safe opportunity.
- If there are any media on-site, refer their questions to University Relations.

**UAPS will:**
- Assess and determine possible contamination.
- Evaluate the risk further measures to be taken.
- To reduce suspicious packages:

**All staff will:**
- Participate in the Suspicious Person processes in this plan.
- The supervisor will:
- Ensure that all staff are aware of the incident
- Give instructions to other staff

**To be ready** for suspicious packages:

**All staff receiving mail and packages will:**
- Be trained in the identification of suspicious packages.
- Identify and screen materials received based on these characteristics:
Fictitious, unfamiliar or no return address
Address to a title only or an incorrect title
Excessive packaging, weight, postage
Misspelling of common words
Discoloration, stains or odd smell

To recover from a suspicious package:
UAPS will:
Return control of the space to the tenant.
All staff will:
Cooperate with any investigation.
Implement the recommendations from any investigation.
The Supervisor will:
Implement the Operational Continuity Plan as needed

Suspicious Persons, Crime or Unusual behaviour

To respond to a Suspicious Person or Unusual Behaviour:
All staff will:
Be aware of what is going on around them at all times.
Tell their supervisor when you notice unusual or suspicious behaviour.
Call UAPS at 780-492-5050 if they are in doubt and concerned.
Follow direction from UAPS.
Refer any media who are on-site to University Relations

The supervisor will:
Call UAPS at 780-492-5050 if they are in doubt and concerned.
Follow direction from UAPS.
Ensure that all staff are aware of the incident
Give instructions to other staff

To reduce Suspicious Persons or Unusual Behaviour:
All staff will:
Maintain and cooperate with security and access procedures.

To be ready for Suspicious Persons and Unusual Behaviour:
All staff will:
Participate in relevant training.

To recover from a Suspicious Person or Unusual Behaviour
UAPS will:
Return control of the space to the tenant.
The Supervisor will:
Implement the Operational Continuity Plan as needed
Meet with affected staff at the earliest opportunity to resolve any issues identified by the response
All staff will:
Cooperate with any investigation.
Implement the recommendations from any investigation.
Workplace Violence

Workplace violence could include
* Threats, direct or implied
* Physical conduct that results in harm to people or property
* Behaviour that creates an intimidating, offensive or hostile environment

To respond to workplace violence without an immediate threat:
Staff who are aware of a violent situation will:
- Attempt to diffuse the situation if possible.
- Remain calm.
- NOT put themselves at increased risk if possible.
- Speak in a soft, non-threatening manner.
- Not touch the person or try to disarm them.
- Ask the person to leave the area and the building or advise the person that they will call their supervisor to assist them.
- Avoid hostile actions or interactions except to maintain personal safety.
- Report the incident to UAPS and their supervisor as soon as possible.
- Activate applicable personal portable alarm if available and safe to do so.
- Try to leave the area, get out of the building or into the nearest room out of sight of the person, turn out the lights and lock the door.
- If there are any media on-site, refer their questions to University Relations.

The supervisor will:
- Ensure that all staff are aware of the incident
- Give instructions to other staff

To respond to workplace violence where an immediate threat exists:
Staff immediately threatened will:
**Get Out - Hide - Fight**
- Escape if possible.
- Lock out a violent individual if possible, and turn out lights and silence phones.
- Hide under a desk or other pieces of furniture or equipment.
- Keep still, stay silent and listen.
- If possible call 911 and report the emergency.
- Follow direction from 911.
- Stay in your hiding place and listen for instructions from emergency response team or other rescuers from emergency responders.
- Will take deliberate action if unable to get out or hide.

The supervisor will:
- Ensure that all staff are aware of the incident
- Give instructions to other staff

To reduce workplace violence:
All staff will:
- Maintain and cooperate with security and access procedures.
- Follow the Work Alone Policy
(http://www.ehs.ualberta.ca/EHSDivisions/SafetySystemsAndStandards)
- Report potentially violent persons or worrisome behaviour to their supervisors or to the Office of Safe Disclosure (780-248-1894).
Be aware of, and report, potential Warning Signs, including:
Verbal, non-verbal or written threats
Fascination with weapons or violence
Insubordinate behaviour
Destruction of property
Drug or alcohol abuse
Externalization of blame

To be ready for workplace violence:
All staff will:
Maintain personal alarm systems.
Participate in relevant training.

To recover from workplace violence:
All staff will:
Cooperate with any investigation.
Implement the recommendations from any investigation.
The Supervisor will:
Implement the Operational Continuity Plan as needed
Meet with affected staff at the earliest opportunity to resolve any issues identified by the response
Ensure all staff and affected persons are specifically aware of mental health assistance available.

Weather emergencies:
To respond to weather emergencies
All staff will:
Notify other staff that the emergency exists
Notify visitors that the emergency exists.
Follow directions given by Environment Canada, or municipal officials, or first responders.
Supervisors will:
Determine whether staff should go home in advance of a weather warning

To reduce weather emergencies
All staff will:
Avoid areas affected by severe weather.
Maintain clean outdoor areas.
Supervisors will:
Ensure that work areas are clean.
Ensure that that there are adequate supplies of essential consumables such as food and water.

To be ready for weather emergencies
All staff will:
Review Environment Canada instructions found at:
Be aware of emergency exits and emergency routes.

To recover from weather emergencies
All staff will:
Report damage to F&O (780-492-4833)  
Report injuries to  
EHS http://www.efs.ualberta.ca/ReportanInjuryIncidentorConcern.aspx

**Water, Power, or Heat Emergencies**  
To respond to Water, Power, or Heat Emergencies  
**All staff** will:  
**Contact F&O (780-492-4833) and report the emergency**  
Follow directions from F&O  
In the case of loss of power, 'shed loads' by turning off non-essential systems to facilitate re-energizing of buildings  
Assist persons who require assistance

**Supervisors** will:  
Check work areas and surrounding areas for potentially trapped personnel  
Communicate the outage to staff and visitors

To reduce to Water, Power, or Heat Emergencies  
**All staff** will:  
Report concerns to F&O (780-492-4833)

To be ready for Water, Power, or Heat Emergencies  
**All staff** will:  
Be aware of the location of flashlights, stored water, and other essential supplies  
Identify essential systems, and suggest solutions for emergency power and other essential resources

**Supervisors** will:  
Ensure that necessary supplies, at a minimum flashlights, are available as needed.

To recover from Water, Power, or Heat Emergencies  
**All staff** will:  
Report damage to F&O (780-492-4833)  
Report injuries to  
EHS http://www.efs.ualberta.ca/ReportanInjuryIncidentorConcern.aspx  
**Supervisors** will:  
Activate the Operational Continuity Plan as necessary.

**Vehicle Accidents**  
To respond to vehicle accidents:  
**All staff** will:  
Follow the procedures outlined in the Vehicle Management and Driver Safety Program  

To reduce vehicle accidents:  
**All staff** will:  
Follow the procedures outlined in the Vehicle Management and Driver
Safety Program

To be ready for vehicle accidents:
All staff will:
Follow the procedures outlined in the Vehicle Management and Driver Safety Program Manual

To recover from vehicle accidents:
Follow the procedures outlined in the Vehicle Management and Driver Safety Program Manual

OTHER SPECIFIC HAZARDS TO YOUR WORKPLACE

If you are at a AHS site, AHS Emergency Response Codes may be a helpful document to share with your staff.

Comments
Jeannine Flores Bastidas
Add a comment