UNIT EMERGENCY ACTION PLAN

Prepared by: Aman Powar-Grewal Prepared on: November 2023

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Department/Lab/Unit Name AFNS (AgFOR)		List the building and ALL room #s AgFOR Building [1]
BUILDING ALARMS		BUILDING ALARMS
	To Respond to Building Alarms	Be prepared to respond to building alarms or emergency situations
	To Be Ready for Building Alarms	Periodically review and familiarize yourself and your team with: 1. Primary and alternative routes of egress, exits, stairwells, locations of fire extinguisher first aid kit, AED, Muster Point - Muster Point for AgFor is outside the North East corner of Stadium Parkade 2. Shelter-in-place locations - 410C or any interior room with no windows 3. Periodically review & rehearse Unit Emergency Plan with team. [2]
	To Recover from Building Alarms	Monitor university social media / U of A ALERT. Check in after an alarm. Assess space.
SMOKE & FIRE	To Respond to Smoke & Fire, or Fire Alarm	BUILDING ALARM
	Treat all Fire Alarms as real	(REACT) R Remove those from immediate danger, yell FIRE FIRE FIRE FIRE E Ensure the doors are closed A Activate the fire alarm C Call 911 T Try to extinguish or control the fire (if safe to do so). Fire Extinguisher Trained Individuals: (1) Lisa Nikolai (2) Kelley Dunfield In addition, other individuals in different labs have completed the fire extinguisher training.
EVACUATION	Evacuation steps	When building alarm is sounded - EVACAUTION 1. Remain calm. Assess the situation: Where am I and what is the best route to safety? 2. Turn off all hazardous equipment / open flames as applicable. 3. If immediately accessible - grab purse, wallet, phone, coat and move to immediate exit. Confirm that work area is clear including washrooms and public areas 4. Move to closest exit, walk efficiently, close all doors behind you, assist colleagues, exit building and move to Muster Point. 5. Wait at Muster Point. Check in with colleagues via Google Chat. 6. Monitor university social media / U of A ALERT. Await further direction or "All Clear".
	To Recover from Smoke & Fire	Return to building upon all clear. Assess space, complete incident report as necessary.

MEDICAL EMERGENCY

MEDICAL EMERGENCY

To Respond to Medical Emergencies

		When a medical situation or serious injury that is life threatening 1. Call for help; call 911 if immediate threat to life. Then call Protective Services 780-492-5050 2. Provide First Aid as required and if trained to do so People with First-Aid training: (1) Nikolai, Lisa (2) Vandertol-Vanier, Heather (3) Dunfield, Kelley (4) Stephanie Ramage (LKS). In addition, there may be many individuals in different labs who have completed the First-Aid training. 3. Stay with person and reassure them until help/medical personnel arrives 4. Send someone to meet first responders
	To Be Ready for Medical Emergencies	First Aid Kit is located at 410 Main Office near reception desk - grey cabinet, In the Ag/For building, first aid kits are located on each floor, includingAF 4-35 (NE corner), AF 2-58 (just inside the door), outside AF 3-51 (on a table), central area of AF 1-20. In addition, all labs have their own first aid kits. AED Outside of room 2-17 on main floor by atrium
	To Recover from Medical Emergencies	Complete an incident report.
HAZARDOUS MATERIALS	To Respond to Hazardous Materials Releases	CHEMICAL / BIOLOGICAL / HAZARDOUS MATERIAL SPILL / RELEASE [3]
RELEASE		For minor uncontrolled spill/release: SMALL release (you have the training and resources to address the spill) 1. Stop all work - notify Supervisor, 2. Contain and clean-up using the appropriate spill kit 3. Evacuate if necessary, prevent others from entering area 4. Notify AHS (building services)as applicable, complete Incident Report LARGE release (spill is to large / dangerous to contain and clean-up 5L or larger) 1. Stop all work - 2. Exit the space immediately 3. Evacuate if necessary, prevent others from entering area 4. Notify Protective Services applicable, complete Incident Report 5. Contact the Control Centre (780-492-5555) If one is contaminated/exposed to hazardous material during release: 1. Flush exposed water for at least 15 minutes - eye station and/or shower 2. Refer to Safety Data Sheet for immediate treatment 3. Contact Poison & Drug Information Service: 1-800-332-1414 as necessary 4. Implement Medical Emergency Procedure as necessary.
	To Be Ready for Hazardous Materials Releases	Have spill kit(s) available. Ensure they are accessible and have signage to assist in locating. "Kits" are in AF 1-20, AF 2-58, on a cart outside AF 3-49, and in AF 4-35 and AF 5-17D. Bottles of clean-up mix are in most laboratories. A metallic mercury clean-up "kit" is in AF 2-58.
	To Recover from Hazardous Materials Releases	Complete an incident report
WEATHER EMERGENCIES	To December 1 Weather 5 To some size	EVIDEME WEATHER (Ex. Tornados, etc.)
WEATHER EWERGENCIES	To Respond to Weather Emergencies	EXTREME WEATHER (Ex: Tornados, etc.) 1. Shelter-in-place - move away from windows, or into 410C AgFor or any interior room with no window
	To Be Ready for Weather Emergencies	Monitor weather reports. Assess threat, remain vigilant for deteriorating weather and conditions - It is suggested that everyone have the Weather Network App with the Notifications turned on so you can receive the most up-to-date notices for your area. This includes extreme heat, extreme cold, fog, missing children alerts, etc.

WORKPLACE VIOLENCE To Respond to Workplace Violence WORKPLACE VIOLENCE If you are ever caught in a situation where an individual is agitated and threatens physical violence, your first priority must be to remove yourself from the situation. Staff or student involved: Assess threat to safety of selfforthers; Call for help - remain calm; Maintain a safe distance - long bossible, Talk in on-in-treatening viole- try to defuse the situation Staff or student directly involved: Call or have someone call Protective Services. Return to work area if able; close & lock doors if able; have visitors remain with you every should have Provides varview on their prione. Escalate is A Active Assallant/Aggressor for immediate dangerous and violent individual. Please of the provided of		To Recover from Weather Emergencies	Complete an incident report
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		To Recover from Bomb Threats	

UTILITY OUTAGE	To Respond to Utility Outages		POWER FAILURE / UTILITY OUTAGE
			1. Remain calm. Assess situation and find your cell phone (flashlight). 2. Check in with team. Notify Control Centre. 3. Stop work, turn off non-essential equipment / heat sources, close fume hood sash 3. Move to area where there is natural light / windows. Wait for (back-up) power to come on. 4. Upon direction from supervisor evacuate space to alternate location or dismissal. 5. When leaving - leave together (everyone must leave). Walk together until outside.
	To Recover from Utility Outage		Upon return to office conduct a visual sweep.
SHELTER IN PLACE	To Respond to Shelter In Place		SHELTER IN PLACE PROTOCOL
There is a situation or threat in public area or outside the building			Due to an issue requiring precautionary measure, evacuation is not warranted or is potential. 1. Assess situation. Move staff & visitors inside from hallways and corridors.
			Close all doors & windows Be prepared to evacuate if escalated.
	To Recover from Shelter In Place		Shetler in Place Location = 410C AgFor or any interior room without windows
	10 Necover Horr Stretter III Frace		Asses area, complete an incident report
MENTAL HEALTH EMERGENCIES	To Respond to Mental Health Emergencies		MENTAL HEALTH EMERGENCIES
			If person self identifies as being in crisis - at risk, self harm or extremely distressed. 1. Seek medical assistance, call 911 if life threatening, then Protective Services
			2. Notify supervisor 3. If non-life threatening refer individual to University Health Centre Contact Helping Individuals at Risk (780-492-4372) OR The University Health Centre (780-492-2612).
	To Recover from Mental Health Emergencies		Complete Incident report, connect with EAP, seek medical assistance as necessary.
	Additional AFNS Safety Information		AFNS General and Laboratory Safety Handbook
	UPDATE	THIS DO	DCUMENT ON AN ANNUAL BASIS