

UNIT EMERGENCY ACTION PLAN

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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	<p style="text-align: center;">Be prepared to respond to building alarms or emergency situations</p> <p>Periodically review and familiarize yourself and your team with:</p> <ol style="list-style-type: none"> 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] <p>Monitor university social media / U of A ALERT. Check in after an alarm. Assess space.</p>
	To Be Ready for Building Alarms	
	To Recover from Building Alarms	
SMOKE & FIRE		BUILDING ALARM
	To Respond to Smoke & Fire, or Fire Alarm	<p>(REACT)</p> <p>R Remove those from immediate danger, yell FIRE FIRE FIRE FIRE</p> <p>E Ensure the doors are closed</p> <p>A Activate the fire alarm</p> <p>C Call 911</p> <p>T Try to extinguish or control the fire (if safe to do so).</p> <p>Fire Extinguisher Trained Individuals:</p> <p>(1) Lisa Nikolai</p> <p>(2) Kelley Dunfield</p> <p>In addition, other individuals in different labs have completed the fire extinguisher training.</p>
	Treat all Fire Alarms as real	
EVACUATION		<p>When building alarm is sounded - EVACUATION</p> <ol style="list-style-type: none"> 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" . <p>If someone needs assistance leaving CONTACT PROTECTIVE SERVICES 780-492-5050</p>
	Evacuation steps	
	To Recover from Smoke & Fire	<p>Return to building upon all clear. Assess space, complete incident report as necessary.</p>
MEDICAL EMERGENCY		MEDICAL EMERGENCY
	To Respond to Medical Emergencies	

			<p>When a medical situation or serious injury that is life threatening</p> <ol style="list-style-type: none"> 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		<p>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, including AF 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</p>
	To Recover from Medical Emergencies		Complete an incident report.
HAZARDOUS MATERIALS	To Respond to Hazardous Materials Releases		<p>CHEMICAL / BIOLOGICAL / HAZARDOUS MATERIAL SPILL / RELEASE [3]</p> <p>For minor uncontrolled spill/release: SMALL release (you have the training and resources to address the spill)</p> <ol style="list-style-type: none"> 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 <p>LARGE release (spill is to large / dangerous to contain and clean-up 5L or larger)</p> <ol style="list-style-type: none"> 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) <p>If one is contaminated/exposed to hazardous material during release:</p> <ol style="list-style-type: none"> 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.
RELEASE			
	To Be Ready for Hazardous Materials Releases		<p>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.</p>
	To Recover from Hazardous Materials Releases		Complete an incident report
WEATHER EMERGENCIES	To Respond to Weather Emergencies		<p>EXTREME WEATHER (Ex: Tornos, etc.)</p> <ol style="list-style-type: none"> 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		<p>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.</p>

	To Recover from Weather Emergencies		Complete an incident report
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 self/others; Call for help - remain calm; Maintain a safe distance - leave if possible; Talk in a non-threatening voice - 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 - Everyone should have Protective Services on their phone.
			Escalate to Active Assailant/Aggressor for immediate dangerous and violent individual. Please download the Apps & allow push notifications: (1) MyUAlberta (2) UofA Safe; All employees must complete the mandatory Harassment and Violence Prevention Training
	To Recover from Workplace Violence		Complete an incident report, notify HR.
ACTIVE ASSAILANT/SHOOTER	To Respond to immediate threat		ACTIVE SHOOTER - IMMEDIATELY DANGEROUS TO LIFE
	Lockdown		1. <u>Run Hide Fight Drill immediately</u> Run - create distance and space between you and the threat Hide - if you can't run then lock down move to a lockable space, close the door, barricade the space turn your phone silent, turn off the lights, keep silent, contact 911 if safe to do so monitor email / phone / chat for information stay calm Fight - if you can't get clear fight to survive
	To Be Ready for Mental Health Emergencies		Identify lock down locations in your work area
	To Recover from Mental Health Emergencies		Check in with colleagues and supervisor.
SUSPICIOUS PACKAGE	To Respond to Suspicious Packages		BOMB THREAT / SUSPICIOUS PACKAGE
			If you find a suspicious package, do not disturb it or move it. Call Protective Services and prevent others from entering the area. Leave the area.
	To Recover from Suspicious Packages		Complete an incident report
BOMB THREAT	To Respond to Bomb Threats		BOMB THREAT VIA VERBAL OR WRITTEN THREAT
			1. Remain calm, ask caller questions about bomb, be polite. DO NOT HANG UP PHONE. 2. Move to a safe area away from the letter or package. Prevent others from entering the space. 3. Record information on the Bomb Threat Checklist (see separate worksheet) 4. Call or have someone call 911, then Protective Services
	To Recover from Bomb Threats		Upon return to office conduct a visual sweep. If you find a suspicious package, do not disturb. Prevent others from entering the area

