

Human Ecology Building UNIT EMERGENCY ACTION PLAN

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Overall Safety Plan

Be prepared to respond to building alarms or emergency situations

Periodically review and familiarize Unit Emergency Action Plan at the beginning of the Fall Term (September):

1. Primary and alternative routes of egress (in and out) - review signs by elevators
2. Exits - North and South stairwell
3. First aid kits - Main office (room 3-02), lunch room (room 3-14)
4. AED - closest location: 3rd floor in the nook corner just left of the bathrooms
5. Muster Point - North East Stadium Car Park – Car Park Exit
6. Fire Extinguisher location:
 - Basement
 - As soon as you exit the main and north stairwell into the basement
 - Halfway down the main basement hallway
 - 1st Floor
 - As soon as you exit the lobby into the sewing studio area, extinguisher located past door 101
 - 2nd Floor
 - As soon as you exit the north stairwell into the 2nd floor
 - Halfway down the main hallway
 - 3rd Floor
 - As soon as you exit the north stairwell into the 3rd floor
 - 3rd floor contains a circular main hallway, extinguisher located at halfway point of both of the hallways
7. Periodically review & rehearse Unit Emergency Plan with team

Add to your contacts: Protective Services on their phone 780-492-5050

BUILDING ALARM

(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).

When building alarm is sounded – EVACUATE IMMEDIATELY

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" .

If someone needs assistance leaving CONTACT PROTECTIVE SERVICES 780-492-5050

Return to building upon all clear. Assess space, complete incident report as necessary.

MEDICAL EMERGENCY

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
3. Stay with person and reassure them until help/medical personnel arrives
4. Send someone to meet first responders

First-Aiders:

- (1) Alice Sech
- (2) Christie Nohos - January 2024

First Aid Kit is located at:

- Room 3-14 (Lunchroom)
- Room 3-02C (Main Office)

AED:

- 3rd floor outside the bathrooms

Complete an incident report

EXTREME WEATHER (Ex: TORNADOS, ETC)

1. Shelter-in-place - move away from windows, or into your
 - Floor 1: Single Use Bathrooms (That lock)
 - Floor 2: RR lunchroom (PUNCH CODE)
 - Floor 3:
 - Primary: Room 3-14 Lunchroom (Set back from Window and turn off lights)
 - Secondary: Room 3-36 Meeting Room
2. Monitor weather reports. Assess threat, remain vigilant for deteriorating weather and conditions.

Please download the Weather Network app - for push weather notifications so you can receive the most up-to-date notices for your area. This includes extreme heat, extreme cold, fog, missing children alerts, etc.

Complete an Incident report.

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
- **Add to your contacts: Protective Services 780-492-5050**
- Escalate to **Active Assailant/Aggressor** for immediate dangerous and violent individual.
Please download the Apps & allow push notifications:
(1) MyUAlberta
(2) UofA Safe
- **Complete an incident report, notify HR.**

Note: Please complete the mandatory Harassment and Violence Prevention Training

FIRE EXTINGUISHER TRAINED INDIVIDUALS

- **Alice Sech**
- **Christie Nohos**

ACTIVE SHOOTER – IMMEDIATELY DANGEROUS TO LIFE

Run Hide Fight Drill immediately

1. **Run:** create distance and space between you and the threat
2. **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
3. **Fight:** if you can't get clear, fight to survive
 - Identify lock down locations in your work area
 - Check in with colleagues and supervisor.

BOMB THREAT/ SUSPICIOUS PACKAGE

1. If you find a suspicious package, do not disturb it or move it.
2. Call Protective Services and prevent others from entering the area. **Protective Services 780-492-5050**
3. Leave the area.
4. **Complete an incident report**

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 780 492-5050**

Upon return to office conduct a visual sweep. If you find a suspicious package, do not disturb. Prevent others from entering the area.

POWER FAILURE / UTILITY OUTAGE

1. Remain calm. Assess situation and find your cell phone (flashlight).
2. Check in with team. **Notify Control Centre 780-492-5555**
3. Stop work, turn off non-essential equipment / heat sources, close fume hood sash
3. Move to area where there are 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.

Upon return to office conduct a visual sweep.

SHELTER IN PLACE PROTOCOL

Due to an issue requiring precautionary measure, evacuation is not warranted or is potential.

1. Assess situation.
2. Move staff & visitors inside from hallways and corridors.
3. Close all doors & windows
4. Be prepared to evacuate if escalated.

Shelter in Place Location:

- Floor 1: Single Use Bathrooms (That lock)
- Floor 2: RENR lunchroom (HEB 223 punch code 3654*)
- Floor 3:
 - Primary: Room 3-14 Lunchroom (Set back from Window and turn off lights)
 - Secondary: Room 3-36 Meeting Room

Assess area, complete an incident report

CHEMICAL/BIOLOGICAL/HAZARDOUS MATERIAL SPILL/ RELEASE

Chemicals should only be present in the Basement and Floor 1 & 2 - It is the responsibility of the owner of chemicals to have the needed spill kit & Unit Action plan for emergent situations. For general Knowledge see below:

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.

Have spill kit(s) available. Ensure they are accessible and have signage to assist in locating.

Located in HEB 3-02 HECOL department.

Complete an incident report.

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).

Mental Health First-Aiders:

- **Christie Nohos**

- **Alice Sech**

Complete an incident report, connect with EAP, seek medical assistance as necessary

UPDATE THIS DOCUMENT ON AN ANNUAL BASIS