

RENr-GSB UNIT EMERGENCY ACTION PLAN

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Floors: 7 & 8

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BUILDING ALARMS

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), exits (North and South stairwell), stairwells, locations of fire extinguisher first aid kit, AED, Muster Point - **Muster Point for RENr GSB is outside the North East corner of Stadium Parkade**
 2. Shelter-in-place locations – **702 GSB lunchroom**
 3. Periodically review & rehearse Unit Emergency Plan with team
- Monitor University social media / U of A ALERT. Check in after an alarm. Assess space.

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).

Fire Extinguisher Trained Individuals:

- Alice Sech
- Christie Nohos

Hallway Fire extinguisher Locations: Outside of 702, 716, 731, 751, 815, 823.

When building alarm is sounded - EVACUATION

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.
 - **Muster Point for GSB is Outside the North East corner of Stadium Parkade.**

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**

First-Aiders:

- Alice Sech
- Sarah Gooding
- Christie Nohos (TBD)
- Robert Froese
- Stefan Schreiber

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

First Aid Kit is located at:

- Room 702 GSB (Lunchroom) , 705, 751, 855A

AED: Trying to get one installed on 7th floor. Currently only have one on 4th floor behind locked door.

Complete an incident report

CHEMICAL/ BIOLOGICAL/ HAZARDOUS MATERIAL SPILL/ 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 too 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: buckets ordered to set up kit in 751 GSB. Should be here soon.

Complete an Incident Report

EXTREME WEATHER (Ex: TORNADOS, ETC)

1. Shelter-in-place - move away from windows, or into **702 GSB Lunchroom or any interior room with no window**

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.
- Please download the **Weather Network app – for push weather notifications**
- **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 on their phone. 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

ACTIVE SHOOTER – IMMEDIATELY DANGEROUS TO LIFE

1. **Run Hide Fight Drill immediately**

- **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
 - Identify lock down locations in your work area
 - Check in with colleagues and supervisor.

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. **Protective Services 780-492-5050**
- Leave the area.
- **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

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.
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.

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

Shelter in Place Location = **702 GSB (Lunchroom) or any interior office with no window**

Assess area, 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
- Sarah Gooding – TBD

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

UPDATE THIS DOCUMENT ON AN ANNUAL BASIS