# TABLE OF CONTENTS

INSTRUCTIONS IN CASE OF EMERGENCY ................................................................. 1
   IF YOU DISCOVER A FIRE, EXPLOSION, OR ANY SITUATION
      THREATENING HUMAN SAFETY: ................................................................. 1
   INSTRUCTIONS IN CASE OF EARTHQUAKE .................................................... 2
   INSTRUCTIONS IN CASE OF BOMB THREAT .................................................. 3
FLOOR AREA FIRE ZONES .................................................................................... 4
   BIOLOGICAL SCIENCES BUILDING ASSEMBLY AREAS. Error! Bookmark not defined.
EVACUATION PROCEDURES BY FLOOR AREA ..................................................... 7
   BOTA 1 – NORTH WING 0500 LEVEL ............................................................. 7
   BOTA 2 – NORTH WING 1500 LEVEL ............................................................. 8
   BOTA 3 – NORTH WING 2500 LEVEL ............................................................. 9
   BOTA 4 – NORTH WING 3500 LEVEL ........................................................... 10
   ZOOL 5 – WEST WING 1200 LEVEL .............................................................. 11
   BOTA 6 – WEST WING 2200 LEVEL ............................................................. 12
   BOTA 7 – WEST WING 3200 LEVEL ............................................................. 13
   ZOOL 8 – WEST WING 4200 LEVEL ............................................................. 14
   ZOOL 9 – SOUTH WING 0300 LEVEL ........................................................... 15
   ZOOL 10 – SOUTH WING 1300 LEVEL ......................................................... 16
   BOTA 11 – SOUTH WING 2300 LEVEL ......................................................... 17
   ZOOL 12 – SOUTH WING 3300 LEVEL ........................................................... 18
   ZOOL 13 – SOUTH WING 4300 LEVEL ........................................................... 19
   BOTA 14 – CENTRAL CORE LEVEL 1000,.................................................... 20
   ZOOL 15 – CENTRAL CORE LEVEL 1000..................................................... 21
   BOTA 16 – CENTRAL CORE LEVEL 2000..................................................... 22
   ZOOL 17 – CENTRAL CORE LEVEL 2000 ...................................................... 23
   BOTA 18 – CENTRAL CORE LEVEL 3000..................................................... 24
   ZOOL 19 – CENTRAL CORE LEVEL 3000..................................................... 25
APPENDIX A - FIRE PREVENTION DUTIES OF FLOOR WARDENS ................. 26
APPENDIX B - INSTRUCTIONS TO FLOOR WARDENS DURING AN
   EMERGENCY EVACUATION ........................................................................... 27
APPENDIX C - HOW TO OPERATE A FIRE EXTINGUISHER ......................... 28
INSTRUCTIONS IN CASE OF EMERGENCY

IF YOU DISCOVER A FIRE, EXPLOSION, OR ANY SITUATION THREATENING HUMAN SAFETY:

1. Immediately sound the fire alarm at the nearest alarm switch (coloured red) in the corridor.

2. Dial 911
   (a) State your name
   (b) Give the address where the fire is and the nearest intersection.
   (c) Give information about the fire: what floor, people trapped, if fire is spreading, known hazardous materials.

3. Attempt to control the fire with available fire equipment – if you can do so safely! Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.

4. If you cannot control the fire, try to isolate it by CLOSING THE DOORS. Do not lock doors.

5. Evacuate the building using the nearest exit or follow instructions of the Fire Warden. MAKE YOURSELF FAMILIAR WITH TWO WAYS OUT OF THE BUILDING.

6. Walk, do not run. Shut all doors behind you and proceed along corridors and down stairways in a quiet, orderly manner. When you leave the building, move quickly away from the doorway to the nearest assembly area (see maps) to allow others behind you to get out.

7. Do not use the elevator; do not wedge open stairwell doors.

8. Do not re-enter the building for any reason until the Fire Department has announced the “all clear”. Stopping of the alarm bells does not signify “all clear”.

9. Meet the fire department at the entrance to the building to give updated information and assist as a resource person.

REMEMBER – YOU ARE RESPONSIBLE FOR GETTING OUT OF THE BUILDING IMMEDIATELY WHEN THE FIRE ALARM SOUNDS.
INSTRUCTIONS IN CASE OF EARTHQUAKE

In the event an earthquake strikes:
1. Remain calm – reassure others,
2. If indoors, stay there! If outside – stay there!
3. Take cover, and protect the head, face, and torso.
4. Move away from large windows and objects which may fall.

After the shaking stops...
1. Assess your immediate surroundings for dangers. Evacuate if necessary.
2. Check for injuries. Administer first aid to the most seriously injured.
3. Check building for structural damage. Evacuate if necessary.
4. Check utilities (e.g. gas, power). Shut off if necessary.
   - NEVER TOUCH DOWNED POWER LINES.
   - ONLY SHUT OFF GAS IF YOU SMELL IT OR SUSPECT A LEAK
5. Send a runner to the next closest unit to exchange information.
6. Be alert for fire hazards. Put out small fires, if it is safe to do so!
7. Do not light a match or turn on a light switch. Use a flashlight!
8. Clean up hazardous materials and debris, if it is safe to do so!
9. Wear sturdy shoes and protective gloves if there is debris.
10. Put all telephone receivers back on hooks
11. Do not use telephone unless absolutely necessary
12. Turn on battery operated radio (or car radio) for emergency bulletins.

Assist others -
1. Ensure all building occupants are accounted for. Take a head count
2. Initiate rescue efforts if necessary (e.g. for trapped persons). Do not enter severely damaged buildings. In that case, leave rescue to trained professionals!
3. Move injured people from hazardous areas into unaffected areas.
4. Set up emergency care (e.g. shelter, first aid, feeding). Calm people.
5. Ensure people take routine medication. In an emergency it’s easy to forget!
6. Check water supplies. Draw a moderate amount of cold water and store in emergency containers.
7. Gather emergency supplies and tools.
8. Check to see if sewage lines are intact before flushing toilets.

Stay safe -
1. Stay out of danger areas. Your safety (and life) comes first!
2. Respond to instructions of emergency personnel.
3. Be prepared for additional earthquake aftershocks.
4. Open doors carefully and watch for falling objects!

Communicate -
1. Notify your out-of-town contact that you are okay.
2. Work together in teams to carry out emergency response efforts.
INSTRUCTIONS IN CASE OF BOMB THREAT

In the event of a bomb threat:

1. Phone the RCMP at 911.
   - State your name.
   - Say that a bomb threat has been received and give any information you have about the threat and the caller.

2. Phone UBC Campus Security at 822-2222.

3. Follow instructions given by emergency personnel, as for a fire emergency.

4. If evacuation is necessary, do not reenter the building until the RCMP have given permission.

   NOTE: An explosion of any type must be reported immediately to the Fire Department – call 911.

When a Bomb Threat is Received by Telephone:

- Listen
- Be calm and courteous
- Do not interrupt the caller
- Obtain as much information as you can
- Notify authorities as soon as possible

Questions to Ask:

- What time will the bomb explode?
- What is it?
- What does it look like?
- Where are you calling from?
- What is your name?
- Why did you place the bomb?

Pertinent Data to Record:

- Date and time of call
- Duration of call
- Callers phone number (if you have call id on your phone)
- Exact wording of threat
- Identifying characteristics of caller (e.g. gender, accent, speech, diction, manner, background noises)
FLOOR AREA FIRE ZONES

FLOOR AREA

BOTA 1. NORTH WING 0500 level (first floor, basement)
EM Lab, Mechanical Rooms, Teaching Lab, Equipment Rooms

BOTA 2. NORTH WING 1500 level (second floor)
Dean’s Offices, Teaching Labs, Equipment Rooms, Technical Stores

BOTA 3. NORTH WING 2500 level (third floor)
Teaching Labs, Offices, Biology office, Biology Library

BOTA 4. NORTH WING 3500 level (fourth floor)
Botany Offices, Faculty/Staff Offices, Teaching Labs, Autoclave Room,
Refrigeration Units, Includes 4500 level Greenhouse and Roof

OCEAN 5. WEST WING 1200 level (first floor, basement)
Oceanography Offices, Research Labs, Offices

OCEAN 6. WEST WING 2200 level (second floor)
Lecture Rooms, Research Labs, Offices

ZOOL 7. WEST WING 3200 level (third floor)
Research Labs, Teaching Labs, Offices

BOTA 8. WEST WING 4200 level (fourth floor)
Herbarium, Tutorial Rooms, Offices, Includes 4400 level Mechanical Room and Roof

ZOOL 9. SOUTH WING 0300 level (basement)
Mechanical Rooms, Storage

ZOOL 10. SOUTH WING 1300 level (first floor)
Mechanical Electronic Workshops, Technical Equipment Room, Research Labs, Coffee Room, Teaching Labs, Offices, Photocopy Room
ZOOL 11. **SOUTH WING 2300 level** (second floor)
Zoology Offices, Research Labs, Teaching Labs, Offices

ZOOL 12. **SOUTH WING 3300 level** (third floor)
Animal Control Rooms, Museum, Research Labs, Offices

ZOOL 13. **SOUTH WING 4300 level** (fourth floor)
Research Labs, Museum, Offices, Includes Roof

BOTA 14. **CENTRAL CORE level 1000**, (first floor)
Includes Sub basement Mechanical and Storage Rooms, Research and Teaching Labs, Offices, Dark Room, Controlled Temperature Equipment, Transformer Room

ZOOL 15. **CENTRAL CORE level 1000**, (first floor)
Stores, Solvent Storage, Aquarium Research Labs, Offices, Storage Rooms

BOTA 16. **CENTRAL CORE level 2000**, (second floor)
Environmental Chamber Room, Research Labs, Coffee Room

ZOOL 17. **CENTRAL CORE level 2000**, (second floor)
Zoology Offices, Lecture Theatre

BOTA 18. **CENTRAL CORE level 3000** (third floor),
Research and Teaching Labs, Offices. Includes Roof 4000 level Old Greenhouse

ZOOL 19. **CENTRAL CORE level 300**, (third floor)
Research and Teaching Labs, Offices
BIOLOGICAL SCIENCES BUILDING ASSEMBLY AREAS

ASSEMBLY AREA 1: In front of Main Entrance to Book Store
ASSEMBLY AREA 2: In front of Main Entrance to Scarfe Bldg (Education)
ASSEMBLY AREA 3: South end of Michael Smith Laboratories
EVACUATION PROCEDURES BY FLOOR AREA

BOTA 1 – NORTH WING 0500 LEVEL

FLOOR WARDEN: Derrick Horne
Room 0517, Phone 2-2203

ALTERNATES: Brad Ross
Room 0517, Phone 2-6996

1. Area Covered:
   North Wing 0500 level (first floor, basement)
   EM Lab, Mechanical Rooms, Teaching Labs, Equipment Rooms

2. Evacuation Routes:
   See above map. Exit up either stairs to ground level which is one floor up from
   EAST EXIT or two floors up from WEST EXIT.

3. Assembly Area:
   Assembly Area 1: From EAST EXIT in front of Bookstore Main Entrance
   Assembly Area 2: From WEST EXIT across Main Mall in front of Scarfe Bldg
   (Education)

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED
THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL
CLEAR”. 
EVACUATION PROCEDURES BY FLOOR AREA

BOTA 2 – NORTH WING 1500 LEVEL

FLOOR WARDEN: Xueqin Huang
Room 1526, Phone 2-3385

ALTERNATES: Michele Jayasinha
Room 1505, Phone 2-3336

1. Area Covered:
   North Wing 1500 level (second floor)
   Dean’s Offices, Teaching Labs, Equipment Rooms, Technical Stores

2. Evacuation Routes:
   See above map. EAST EXIT at ground level or WEST EXIT stairs up one floor to ground level. SIDE EXIT across from Room 1509 at ground level.

3. Assembly Area:
   Assembly Area 1: From EAST EXIT in front of Bookstore Main Entrance
   Assembly Area 2: From WEST EXIT across Main Mall in front of Scarfe Bldg (Education)

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.
1. Area Covered:
   *North Wing 2500 level* (third floor)
   - Teaching Labs, Faculty offices, AV Resource Room, Biology office, Biology Reading Room

2. Evacuation Routes:
   See above map. One floor down from EAST EXIT stairs. Ground level from WEST EXIT.

3. Assembly Area:
   - Assembly Area 1: From EAST EXIT in front of Bookstore Main Entrance
   - Assembly Area 2: From WEST EXIT across Main Mall in front of Scarfe Bldg (Education)

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.
EVACUATION PROCEDURES BY FLOOR AREA
BOTA 4 – NORTH WING 3500 LEVEL

FLOOR WARDEN:  
Jessica Sui  
Room 3529, Phone 2-2134

ALTERNATES:  
Aven Bendickson  
Room 3525, Phone 2-4882

1. Area Covered:  
   * North Wing 3500 level (fourth floor)  
     Botany Offices, Research Labs, Autoclave Room and 4500 level Greenhouse and roof.

2. Evacuation Routes:  
   See above map. Two floors down from EAST EXIT stairs. One floor down from WEST EXIT stairs.

3. Assembly Area:  
   Assembly Area 1: From EAST EXIT in front of Bookstore Main Entrance  
   Assembly Area 2: From WEST EXIT across Main Mall in front of Scarfe Bldg (Education)

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.
EVACUATION PROCEDURES BY FLOOR AREA
ZOOL 5 – WEST WING 1200 LEVEL

FLOOR WARDEN: ?
ALTERNATES: ?

1. Area Covered:
   West Wing 1200 level (first floor)
   Offices, Teaching Labs,

2. Evacuation Routes:
   See above map. One floor up from NORTH EXIT stairs. One floor up from
   SOUTH EXIT stairs on ground level egress from SOUTH EXIT.

3. Assembly Area:
   Assembly Area 2: From NORTH and SOUTH EXITS across Main Mall in front
   of Scarfe Bldg (Education)

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED
THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL
CLEAR”.

EVACUATION PROCEDURES BY FLOOR AREA
BOTA 6 – WEST WING 2200 LEVEL

FLOOR WARDEN:
George Haughn
Room 2239, Phone 2-9089

ALTERNATES:
Carl Douglas
Room 2209, Phone 2-2618

1. Area Covered:
   *West Wing 2200 level* (second floor)
   Lecture Rooms, Research Labs, Offices.

2. Evacuation Routes:
   See above map. Ground level egress from NORTH and SOUTH EXITS.

3. Assembly Area:
   Assembly Area 2: From NORTH and SOUTH EXITS across Main Mall in front of Scarfe Bldg (Education)

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.
EVACUATION PROCEDURES BY FLOOR AREA
BOTA 7 – WEST WING 3200 LEVEL

FLOOR WARDEN:  Patrick Martone  Room 3211, Phone 2-9338
ALTERNATES:    Gary Bradfield         Margo
               Room 3207, Phone 2-4993

1. Area Covered:  West Wing 3200 level (third floor)
                  Research Labs, Teaching Labs, Offices.

2. Evacuation Routes:  See above map.  One floor down from NORTH and SOUTH EXIT stairs.

3. Assembly Area:  Assembly Area 2:  From NORTH and SOUTH EXITS across Main Mall in front
                   of Scarfe Bldg (Education)

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED
THE ALL CLEAR.  STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.
EVACUATION PROCEDURES BY FLOOR AREA
ZOOL 8 – WEST WING 4200 LEVEL

FLOOR WARDEN:  

ALTERNATES:  

1. Area Covered:  
   West Wing 4200 level (fourth floor)  
   Herbarium, Tutorial Rooms, Offices, Includes Mechanical Room and Roof.

2. Evacuation Routes:  
   See above map. Two floors down from NORTH and SOUTH EXIT stairs.

3. Assembly Area:  
   Assembly Area 2: From NORTH and SOUTH EXITS across Main Mall in front of Scarfe Bldg (Education)

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.
FLOOR WARDEN:  
Bruce Gillespie  
Room 1363A, Phone 2-4885

1. Area Covered:  
   *South Wing 0300 level* (basement)  
   Mechanical Rooms, Storage

2. Evacuation Routes:  
   See above map. Ground egress from EAST EXIT or up stairs to first floor EXIT.

3. Assembly Area:  
   Assembly Area 3: From EAST EXIT to west end of Food, Nutrition & Health Building

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.
EVACUATION PROCEDURES BY FLOOR AREA
BOTA 10 – SOUTH WING 1300 LEVEL

FLOOR WARDEN:
John Gourlay
Room 1363A, Phone 2-4885

ALTERNATES:
Sean Shang
Room 1322B, Phone 7-3255

1. Area Covered:
   South Wing 1300 level (first floor)
   Mechanical Rooms, Electronic Workshops, Technical Equipment Room,
   Research & Teaching Labs, Offices, Coffee Room, Evacuation Routes:
   See above map. Ground level egress from EAST and WEST EXIT doors.

2. Assembly Area:
   Assembly Area 3: From EAST and WEST EXITS to west end of Food,
   Nutrition & Health Building

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED
THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL
CLEAR”.
FLOOR WARDEN: Geoff Wasteneys  
Room 2325, Phone 2-4664

ALTERNATES: Lacey Samuels  
Room 2313, Phone 2-5469

1. **Area Covered:**  
   South Wing 2300 level (second floor)  
   Faculty Offices, Research Labs, Students offices.

2. **Evacuation Routes:**  
   See above map. One floor down EAST and WEST EXIT stairs.

3. **Assembly Area:**  
   Assembly Area 3: From EAST and WEST EXITS to west end of Food, Nutrition & Health Building

**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”**.
1. Area Covered:
   South Wing 3300 level (third floor)
   Research Labs, Offices.

2. Evacuation Routes:
   See above map. Two floors down EAST and WEST EXIT stairs.

3. Assembly Area:
   Assembly Area 3: From EAST and WEST EXITS to west end of Food,
   Nutrition & Health Building

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED
THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL
CLEAR”.
EVACUATION PROCEDURES BY FLOOR AREA
ZOOL 13 – SOUTH WING 4300 LEVEL

FLOOR WARDEN:  
?

ALTERNATES:  
?

1. Area Covered:  
South Wing 4300 level (fourth floor) 
Research Labs, Offices, Includes Roof.

2. Evacuation Routes:  
See above map. Three floors down EAST and WEST EXIT stairs.

3. Assembly Area:  
Assembly Area 3: From EAST and WEST EXITS to west end of Food, 
Nutrition & Health Building

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED 
THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL 
CLEAR”.
EVACUATION PROCEDURES BY FLOOR AREA
BOTA 14 – CENTRAL CORE LEVEL 1000.

FLOOR WARDEN:
Jennifer Klenz
Room 1003, Phone 2-0043

ALTERNATES:
Brett Couch
Room 1023, Phone 2-9650

1. Area Covered:
   
   Central Core level 1000, (first floor)
   
   Includes Sub-basement, Research and Teaching Labs, Offices, Controlled
   Temperature Equipment.

2. Evacuation Routes:
   
   See above map. Ground level egress through EXITS M and C. EXIT also
   through North Wing.

3. Assembly Area:
   
   Assembly Area 3: From EXIT M and C to west end of Food, Nutrition &
   Health Building

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED
THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.
EVACUATION PROCEDURES BY FLOOR AREA

ZOOL 15 – CENTRAL CORE LEVEL 1000

FLOOR WARDEN:
Scott Usher
Room 1316, Phone 2-5040

ALTERNATES:
Patrick Tamke

1. Area Covered:
   Central Core level 1000, (first floor)
   Stores, Solvent Storage, Aquarium, Research Labs, Offices, Storage.

2. Evacuation Routes:
   See above map. Ground level egress through EXITS D and K. EXIT also through WEST and SOUTH wing.

3. Assembly Area:
   Assembly Area 2: From EXIT K through courtyard and across Main Mall in front of Scarfe Bldg (Education)
   Assembly Area 3: From EXIT D to west end of Food, Nutrition & Health Building

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”. 
EVACUATION PROCEDURES BY FLOOR AREA

BOTA 16 – CENTRAL CORE LEVEL 2000

**FLOOR WARDEN:**
Donna Dinh  
Room 2215, Phone 2-4825

**ALTERNATES:**
Kathryn Zeiler  
Room 2024, Phone 2-3348

1. **Area Covered:**
   
   Central Core level 2000, (second floor)  
   Students study area, Offices, Environment Room.

2. **Evacuation Routes:**
   
   See above map. Down one floor to EXITS M and C. Exit X. Ground level egress through EXIT S Main Doors. EXIT also through North Wing.

3. **Assembly Area:**
   
   Assembly Area 2: From EXIT S through courtyard and across Main Mall in front of Scarfe Bldg (Education)  
   Assembly Area 3: From EXIT M and C to west end of Food, Nutrition & Health Building

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.
1. Area Covered:  
   **Central Core level 2000** (second floor)  
   Offices, Research Labs,

2. Evacuation Routes:  
   See above map. Down one floor to Exit D or ground level egress through EXIT Q. EXIT also through West and South Wing.

3. Assembly Area:  
   Assembly Area 2: From EXIT Q through courtyard and across Main Mall in front of Scarfe Bldg (Education)  
   Assembly Area 3: From EXIT D to west end of Food, Nutrition & Health Building

**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”**.
EVACUATION PROCEDURES BY FLOOR AREA

BOTA 18 – CENTRAL CORE LEVEL 3000

FLOOR WARDEN: Santokh Singh
Room 3008, Phone 2-3330

ALTERNATES: Jarnail Mehroke
Room 3012, Phone 2-5036

1. Area Covered:
   Central Core level 3000 (third floor)
   Includes Roof, 4000 level Greenhouse, Research and Teaching Labs, Offices.

2. Evacuation Routes:
   See above map. Down two floors to EXIT M and C. EXIT also through North Wing.

3. Assembly Area:
   Assembly Area 3: From EXIT M and C (two floors down) to west end of Food, Nutrition & Health Building

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”.

EVACUATION PROCEDURES BY FLOOR AREA
ZOOL 19 – CENTRAL CORE LEVEL 3000

FLOOR WARDEN: ALTERNATES:

1. **Area Covered:**
   
   *Central Core level 3000* (third floor)
   
   Research and Teaching Labs, Offices.

2. **Evacuation Routes:**
   
   See above map. Down two floors to EXIT D or down one floor to EXIT Q.
   
   EXIT also through South and West Wing.

3. **Assembly Area:**
   
   Assembly Area 2: From EXIT Q (one floor down) through courtyard and across Main Mall in front of Scarfe Bldg (Education)
   
   Assembly Area 3: From EXIT D to west end of Food, Nutrition & Health Building

**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS ANNOUNCED THE ALL CLEAR. STOPPING OF THE ALARM BELLS DOES NOT SIGNIFY “ALL CLEAR”**.
APPENDIX A - FIRE PREVENTION DUTIES OF FLOOR WARDENS

Floor Wardens will check their floor or area regularly for:

(a) Accumulation of combustible material, rubbish or flammable liquids in excess of quantities allowed by permit.

(b) Dangerous ignition sources, (e.g. worn extension cords, oily rags, overheated equipment).

(c) Exit signs in good order and adequate lighting in public corridors and stairwells.

(d) Fire and exit doors and their self-closing hardware in good operating condition (doors should not be wedged open under any conditions).

(e) Exit routes unobstructed.

(f) Fire hose and portable extinguishers not obstructed, in good order and ready to use.

Any and all fire hazards that are discovered must be reported to the Fire Safety Director immediately.
In the event of a fire, explosion, or any situation threatening human safety, the Floor Warden(s) will

1. Supervise the orderly evacuation of his/her floor or area to a designated assembly area outside. Meeting areas are shown on the floor plan.

2. Check exit stairwells to ensure they are clear for evacuation, and choose an alternate route for use in the event egress is blocked by fire or smoke.

3. Give status report on the evacuation to the Emergency Director, including information on any handicapped persons who may need assistance, or on any person(s) refusing to evacuate.

4. Shut doors and windows as you are exiting the building. Do not lock doors unless security of the area is a priority.

5. Ensure gas shut-off valves in laboratories are turned off when exiting. (When the red light is off this will indicate that the valve is closed.)

6. Direct people away from the building to a safe assembly area. Keep people well away from the building, avoiding potential hazards such as falling glass or debris in the event of an explosion.

7. Gather all evacuated personnel at a predetermined location outside the building and away from any hazards. Ensure all personnel are accounted for safely. Meeting area(s) are shown on the floor plan.

8. Do not allow anyone to re-enter the building, under any circumstances, until the Fire Department has given permission to the Fire Safety Director to do so.
APPENDIX C - HOW TO OPERATE A FIRE EXTINGUISHER

The following instructions are applicable for most fire extinguishers.*

If you need to use a fire extinguisher, remember the word **PASS** –

**Pull** the pin – Fire extinguishers often have a pin, latch, or puncture lever that you need to release first.

**Aim** low – Aim the nozzle or hose of the extinguisher at the base of the fire.

**Squeeze** the handle – This releases the extinguishing agent.

**Sweep** from side to side – Move in close, and sweep across the base of the fire. Watch for reflash of the fire.

Discharge the entire contents of the extinguisher. If possible, pull apart the burned area to get at hot spots.

*Note: Foam and water extinguishers require a slightly different technique. Always read the instructions on the label **before** you need to use a fire extinguisher.