SWNG 221

Classroom Safety Information

Reference Document for Instructors

- Emergency Contacts
- COVID-19 Safety Plan information:
  - Building Safety Plan Summary
  - Floor/Building Safety Plan Diagram
  - GTS Classroom Safety Plan Summary
  - Classroom Physical Distancing Diagram
- Instructor Emergency Information:
  - Responsibilities
  - Emergency Procedures
  - Automated Emergency Defibrillator Location
  - Building Emergency Procedure Key Plans

Please direct any questions about this document to learning.spaces@ubc.ca

---

THIS DOCUMENT KEPT ON INSTRUCTOR LECTERN

IN CASE OF EVACUATION, TAKE THIS DOCUMENT WITH YOU

EMERGENCY & STAFF CONTACTS

EMERGENCY:

911

POLICE | FIRE | AMBULANCE | HAZARDOUS SPILL

RCMP Non-Emergency: 604-224-1322

For information during a campus emergency visit: www.ubc.ca

Important: When calling 911, note the address of the building that you are in or closest to

Building Name: West Mall Swing Space Building (SWNG)

Building Address: 2175 West Mall V6T 1Z4
University of British Columbia, Vancouver, BC

SECURITY RESOURCES:

UBC Campus Security	604-822-2222
AMS SafeWalk	604-822-5355

FIRST AID RESOURCES:

UBC Faculty, Staff & Student Workers	604-822-4444
UBC Students	Student Health at UBC Hospital or 911
Visitors	Urgent Care at UBC Hospital or 911
Closest Defibrillator	www.srs.ubc.ca

SAFETY RESOURCES:

Safety & Risk Services (SRS)	604-822-2029
Biological and Radiation Safety	604-822-4353
Chemical Safety	604-827-3409
Emergency Management	604-822-1237
UBC Equity & Inclusion	604-822-6353
UBC Counselling Services	604-822-3811
UBC Student Health	604-822-7011
AMS Sexual Assult Support Centre	604-827-5180
SVPRO (Sexual Violence Prevention and Response)	604-822-1588
Report an Accident or Incident	www.cairs.ubc.ca

UBC Vancouver Campus

Developed by Safety & Risk Services | www.srs.ubc.ca or 604-822-2029

COVID-19 Building Safety Plan Summary

UBC is committed to providing a safe and healthy work environment for all Faculty, Staff, Students and Visitors

Please read before entering this building

Building Name:

West Mall Swing Space

Building Occupants:

Vice President Academic
General Teaching Space (classrooms)
Extended Learning
Building Operations (Facilities)

Main Entrance Health & Safety Information

This building is closed for public access
Personal Health Check Signs
Designated Entrances and Exits

Active COVID-19 Workspace Safety Plans in this building

Vice President Academic Overarching Safety Plan
https://academic.ubc.ca/covid-19

General Teaching Space Classroom Safety Plan
https://learningspaces.ubc.ca/covid-19-gts-classroom-safety-planning

Facilities Safety Plans
http://facilities.ubc.ca/covid-19/facilities-covid-19-building-safety-plans/

Common Area Health & Safety Information

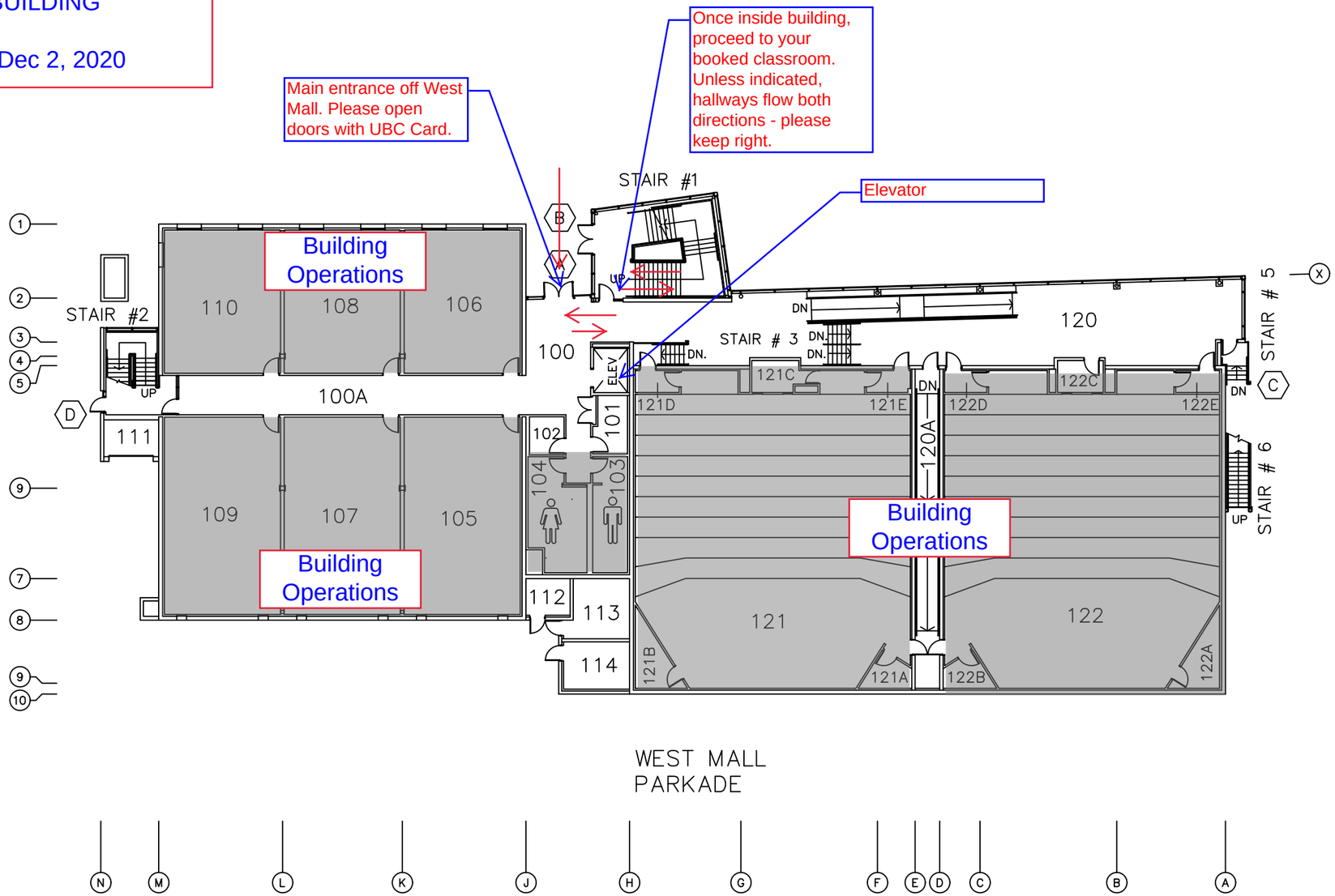
You will find the following information displayed throughout this building:

- ✓ **Elevators** have signage indicating maximum capacities
- ✓ **Stairwells** with signage indicating direction of travel or keep right or yield
- ✓ **Hallways** are labelled indicating direction of travel or keep right or yield
- ✓ **Bathroom**s have signage that provides guidance on proper handwashing
- ✓ **Bathrooms** have signage for maximum occupancy and urinals, toilets, sinks available for use
- ✓ Building **emergency procedures** are clearly displayed

Need more UBC COVID-19 Health and Safety information go to:
www.covid19.ubc.ca or www.srs.ubc.ca

WEST MALL SWING SPACE BUILDING

Updated Dec 2, 2020



COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2013 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT

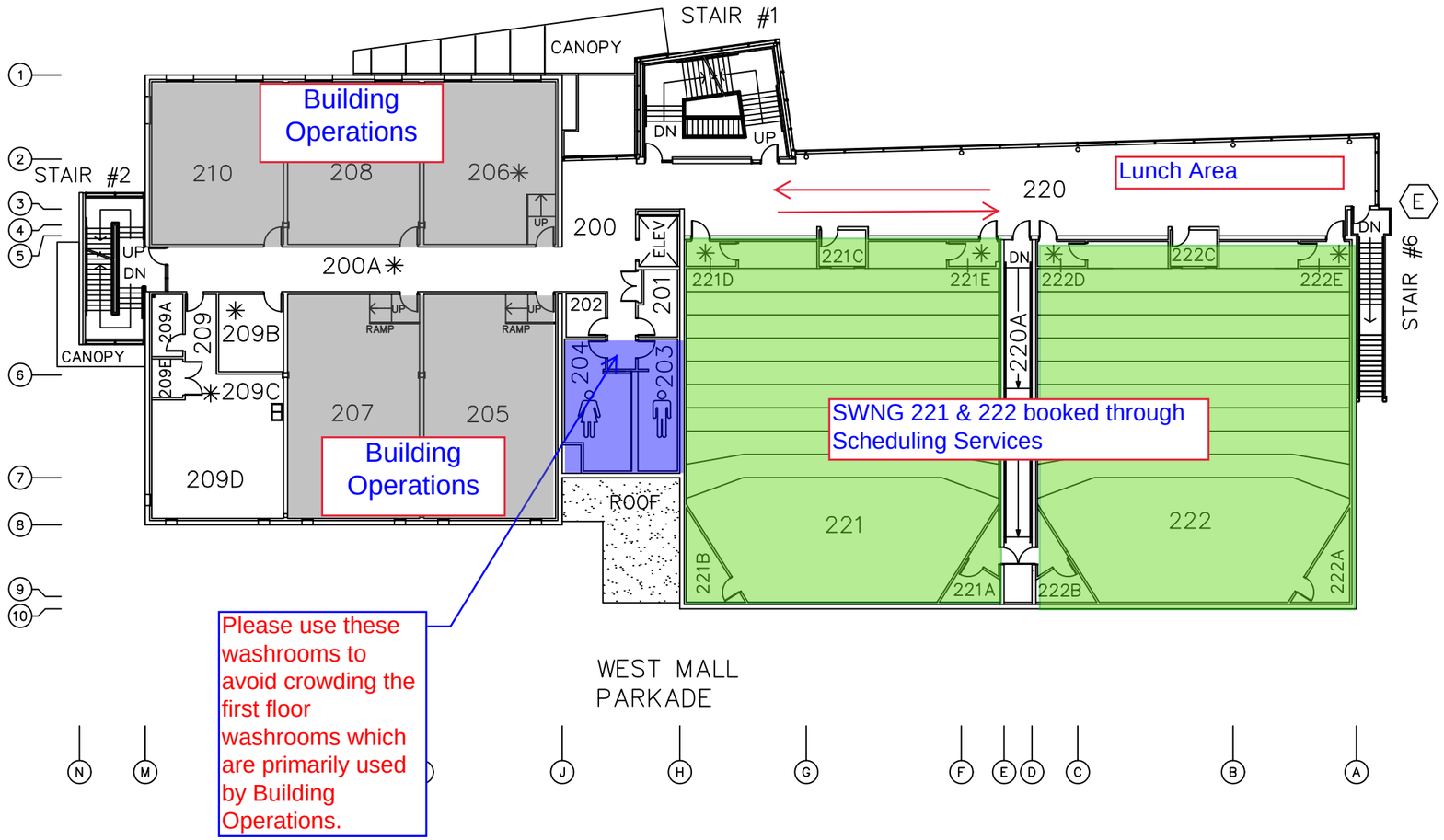
✳ DENOTES LAST REVISION

THE UNIVERSITY OF BRITISH COLUMBIA
WEST MALL SWING SPACE BUILDING
2175 WEST MALL, V6T 1Z4

Dec 8, 2020

FLOOR	SCALE	No.	DATE	PROJ. No.	REFERENCE	BY
GROUND	1:300	01	19 APR 06	-	SITE CHECK	KAC
CONSTRUCTION DATE 2005	DRAWN BY KAC	02	09 JAN 08	-	MINOR CHANGES	JEL
KEYPLAN DATE 09 JAN 06	PAGE 1 OF 6	03	21 APR 17	-	UPDATE CORR. NUM	PL

R: \KEYPLANS\901\901-A1.dwg\ELARA



COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2013 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT

✳ DENOTES LAST REVISION

THE UNIVERSITY OF BRITISH COLUMBIA
WEST MALL SWING SPACE BUILDING
2175 WEST MALL, V6T 1Z4

Dec 8, 2020

FLOOR	SCALE	No.	DATE	PROJ. No.	REFERENCE	BY
SECOND	1: 300	03	15 MAY 13	CR141163	901-06-043	PL
CONSTRUCTION DATE 2005	DRAWN BY KAC	02	10 JAN 08	-	MINOR CHANGES	JEL
KEYPLAN DATE 09 JAN 06	PAGE 2 OF 6	04	21 APR 17	-	UPDATE CORR. NUM	PL

R:\KEYPLANS\901\901-A2.dwg\ELARA

UBC General Teaching Space COVID-19 Safety Plan

https://learningspaces.ubc.ca/safety-plan

Classroom Guidelines: Safety Plan Summary

Returning to campus guidelines

- Do not come to campus if you are sick
- All staff and students are expected to adhere to UBC's COVID-19 Campus Rules
- All attending faculty and staff must have completed "Preventing COVID-19 Infection in the Workplace" mandatory training on-line through https://wpl.ubc.ca/

Self-Assessment

- Faculty, staff and contractors who are on campus are now required to directly confirm to a supervisor (or designate) that they have completed a daily self-assessment for symptoms of COVID-19 on arrival at their workplace.
- Students taking part in face-to-face classes, or attending campus for other reasons, now need to directly confirm to their instructor/UBC representative that they have completed a self-assessment for symptoms of COVID-19 before arriving at their class.
- Please use the BC self-assessment tool at https://bc.thrive.health/

Occupancy limits, floor space and traffic flows

- Occupancy of each room was individually assessed and site checked to adhere to 2m distancing requirements. Maximum occupancy limits are posted for all rooms.
- Floors are marked with tape and decals to indicate where students can sit and where instructors can stand and roam
- Any one-way flow traffic will be marked
- Any unmarked areas will be assumed to be two-way flow traffic – please keep right
- Avoid stopping or congregating in corridors or common areas

Food and drinks

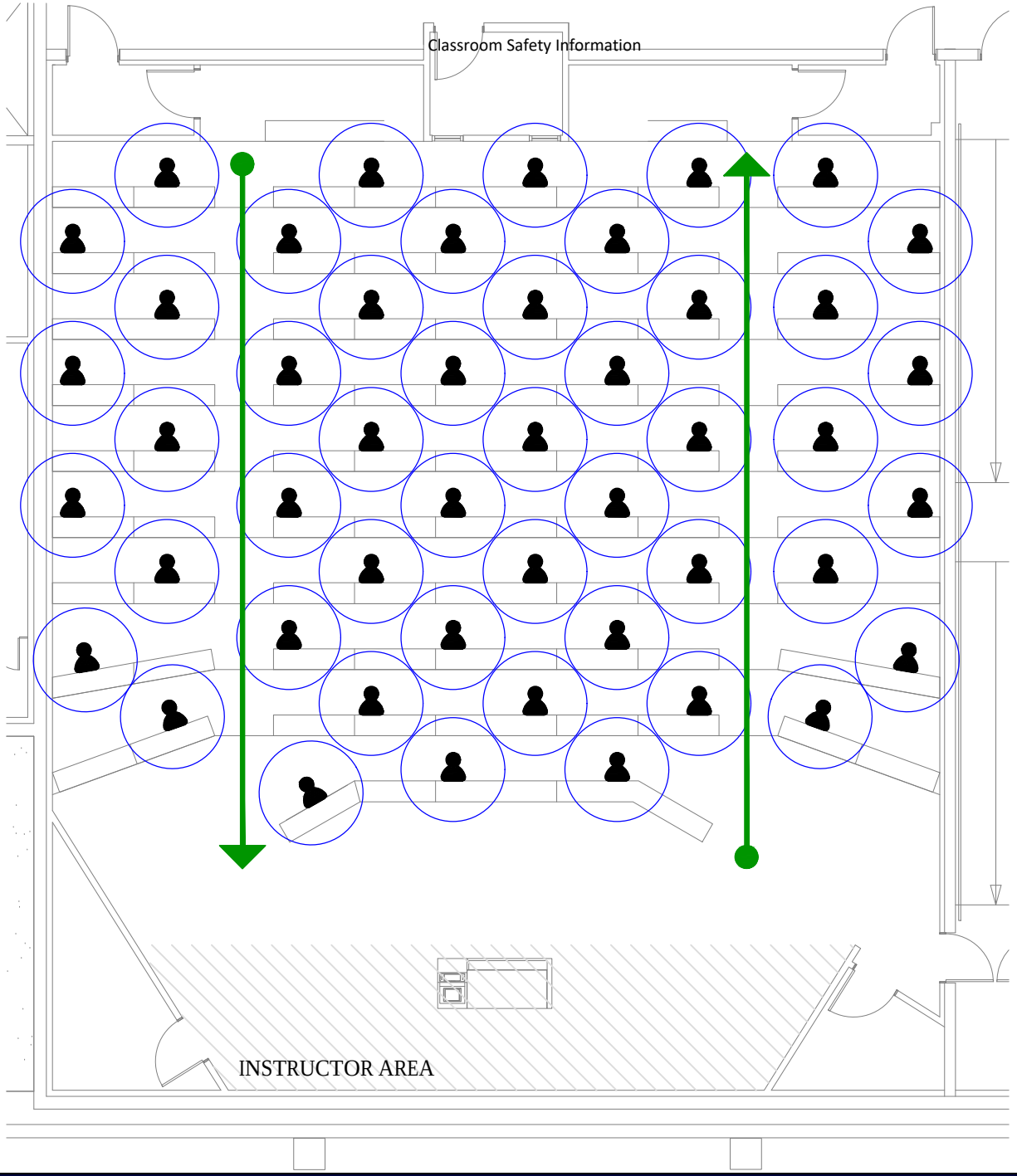
- No food or drinks are permitted in classrooms. No food or drinks are permitted in building common areas unless in a designated area.

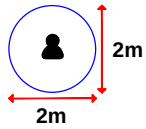
Masks

- Non-medical masks must be worn in common indoor spaces on campus per UBC's mask policy:
  - When travelling through building corridors and shared spaces
  - While entering or exiting classrooms
  - Within classrooms while moving to one's seat, or at any other time that 2m physical distancing cannot be maintained
- Instructors should wear a mask when receiving in-person support from AV support staff.
- Masks are not required to be worn in classrooms while 2m apart from others. The designated seats in classrooms are 2m apart, therefore students and other classroom users have the option to remove their masks while seated in the designated seats. Students may choose to wear a mask even while seated 2m apart.

Cleaning

- Classrooms are cleaned by Building Operations in accordance with industry standards. Classrooms are cleaned once per day. These are spaces with multiple users so users are encouraged to wash hands frequently.


INSTRUCTOR AREA


2m
2m

Course Instructor Emergency Information

This section provides response procedures if an emergency event occurs in your building.
Note: Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.

Responsibilities

Evacuations

In the event of an emergency requiring evacuation, you will be responsible for providing guidance and leadership to your students on how to safely egress the building.
Procedure:

1. Direct your class to the nearest safe exit.
2. Urge people to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN
3. If possible, assist occupants that are unable to evacuate using the stairs. Alternatively, individuals having difficulty can be directed to an area of refuge or a safe location (away from the emergent hazard) inside the building. Instructors must relay the location of these occupants to the Fire Department.
4. Direct evacuated occupants to the Predesignated Meeting Area upon exiting the building. The Predesignated Meeting Area for West Mall Swing Space is on the east sidewalk of West Mall.
5. Relay pertinent information (e.g. occupants who were unwilling or unable to evacuate the building) to the Building Emergency Director or Fire Department at an open area that is a safe distance away from the building.
6. Stay on the scene until the emergency responders arrive. Once evacuated, DO NOT RE-ENTER THE BUILDING.
7. Permission to re-enter the building will be communicated by onsite emergency responders. (e.g. Fire Department)

First Aid

You must know how to access First Aid:

- First Aid at UBC is a service available 24 hours a day for all UBC employees. The mobile first aid service is available by calling 604 822-4444 (or 2-4444 from a University telephone).
- Injured visitors or unpaid students can call 911. Students can also receive medical attention from Student Health Services at UBC Hospital.
- In the event of a medical emergency all faculty and staff are to call 911 and then first aid at 604 822-4444. This will ensure the fastest response for onsite assistance.

Emergency Procedure Key Plans (EPKP)

- The course Instructors MUST review and be familiar with the following information on the building's wall mounted (main hallways) Emergency Procedure Key Plans:
    - Location of pull stations,

- Location of fire extinguishers,
- Evacuation/Egress routes
- Location of Predesignated Meeting Area(s)
- Building Address (911- requires civic address)
- Areas of Refuge (If applicable to building)

Note: A copy of this buildings EPKP can be found at end of this section

Emergency Procedures

Building Fire

1. If not activated, activate the closest fire pull alarm immediately.
2. If it is safe to do so, close (do not lock) windows and doors on your way out. This will help to prevent oxygen from feeding the fire, provide containment, and slow the advancement of the fire.
3. Use the stairway to evacuate; DO NOT use the elevator(s).
4. Call 911:
   a. State your name.
   b. Provide the address and the nearest intersection.
   c. Provide the following information about the fire:
      - WHERE: Floor number, room number
      - WHEN: Approximate time fire started
      - WHAT: What caused the fire, is it spreading, are people injured or requiring urgent assistance
      - OTHER INFORMATION: Hazardous materials, potential access issues etc.

Earthquake

If you are indoors - After the shaking stops

1. Instruct students to Drop to your hands and knees, Cover your head and neck with a stable object (e.g. table, desk etc.) and Hold on to your cover until shaking stops.
2. If you are in a theatre with tablet arm chairs, Drop to your hands and knees and crouch between the seats, Cover your head and neck with whatever is available (e.g. text book, laptop, backpack, etc.), Hold on to your cover until shaking stops
3. Count to 60 to allow debris to finish falling after the shaking stops and before attempting to exit.
4. Assess your immediate surroundings for dangers (i.e. check for fires, gas leaks, exposed/arcing electrical components/wires, leaking sewage pipes, broken water pipes, dangling fixtures/furnishings).
5. Determine whether it is safer to stay indoors or evacuate. Do not assume it is safe to exit. Proceed with evacuating the building if it safe/ necessary.

6. Repeat DROP, COVER, AND HOLD ON procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.

Active Shooter

In this situation, you are expected to know the procedures and provide calm leadership for your students. If faced with an active shooter incident either on UBC campus or elsewhere, you have THREE options to protect your personal safety immediately — RUN, HIDE, FIGHT. For updates in the event of an incident occurring, refer to www.ubc.ca

RUN (get out)

If you see or hear an armed intruder and if you believe it is possible to safely exit the area – RUN!

- Leave belongings behind
- Advise others to leave
- Assist others if you can
- Warn others of the threat
- Call police – 911 as soon as it is safe to do so.

HIDE (hide out)

If you don't know exactly where the shooting is happening or evacuation is not possible to escape safety – HIDE!

- Take shelter if you are inside a classroom or office, stay there. If you are in a corridor, go to the closest room that's not already locked
- Lock windows and doors, refer to any lockdown procedures posted in the room and await instructions from emergency personnel
- Barricade the entry if the door does not lock. Use tables and chairs.
- Close curtains and blinds. Turn off the lights
- Keep quiet. Put your cell phone on silent mode – including the vibrate feature
- Hide behind large objects if possible.
- Stay low and keep away from windows and doors
- Remain calm and await further instructions from emergency personnel
- Call 911 if safe to do so
- If the fire alarm is activated, remain where you are and await further instructions from emergency personnel
- Do not open the door for anyone unless they validate their identity as an emergency personnel.

Fight/Defend (take out)

As an absolute last resort if you cannot run or hide, and if you feel your life is in imminent danger – FIGHT!

- Commit to your actions with the goal being to delay, block, or overcome the threat
- Work with the people around you
- Do what you need to stay alive, including using force to protect yourself
- Look for objects that could be used as tools for self-defense

What to do when law enforcement arrives

- Remain calm and follow instructions
- Drop items in your hands (ie. Bags, jackets)
- Keep hands raised (spread fingers) and visible at all times
- Avoid quick movements towards officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

Possible questions law enforcement may have for you

- Location of the active shooter
- Your location
- Number of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at location

Operating a Fire Extinguisher

The following instructions are applicable for most fire extinguishers.

Instructors should concentrate on a safe evacuation of their area of responsibility if they are not trained in fire extinguisher operation.

If you need to use a fire extinguisher, remember 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. Once fire is out, back away and watch for rekindling of the fire.

Discharge the entire contents of the extinguisher.

Immediately contact Building Operations Service Centre at 604-822-2173 and arrange for the fire extinguisher to be recharged.

*Although rare, there may be foam and water extinguishers. They may require a slightly different technique. Read the instruction provided on the label of the fire extinguisher.

Automated Emergency Defibrillator Locations

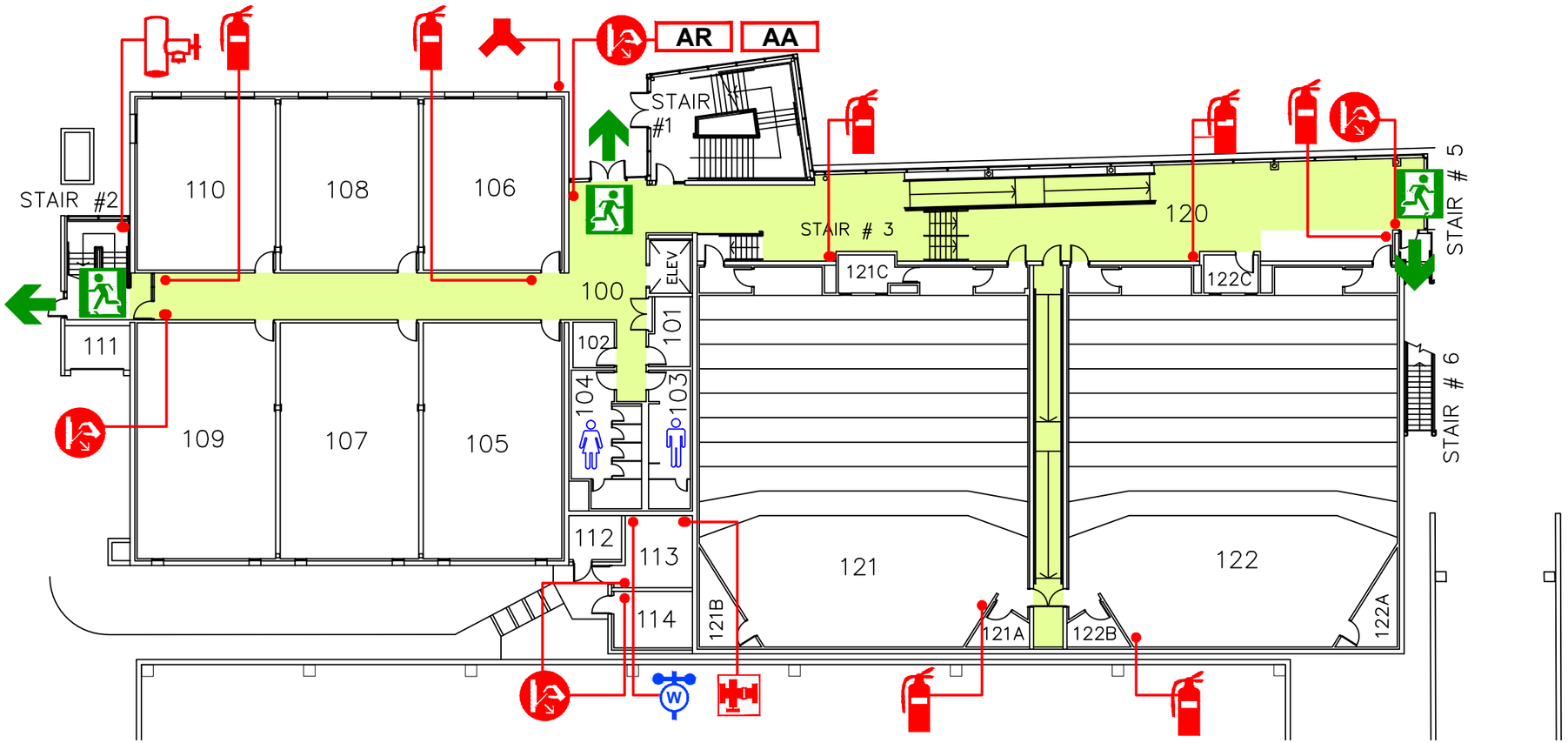
The AED nearest to West Mall Swing Space is located next door in the Continuing Studies Building (2121 West Mall), on the Main Floor next to the elevator.

NOTE: Please go to the SRS Website to view a map of the AED locations across campus.

PREDESIGNATED MEETING AREA

EAST SIDEWALK OF WEST MALL

WEST MALL



GROUND FLOOR PLAN

N.T.S.

Dec 8, 2020

EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (2175 WEST MALL at the intersection of West Mall & University Blvd)
4. Provide information about the emergency: Where is the fire? (Ground floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire DO NOT USE ELEVATOR(s).

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)

FOR EMERGENCIES CALL 911

— LEGEND —

FIRE EXIT

PULL STATION/ FIRE ALARM

FIRE EXTINGUISHER

STANDPIPE CONNECTION

SPRINKLER CONTROL VALVE

AA FIRE ALARM ANNUNCIATOR

AR FIRE ALARM CONTROL PANEL

FIRE DEPT. CONNECTION

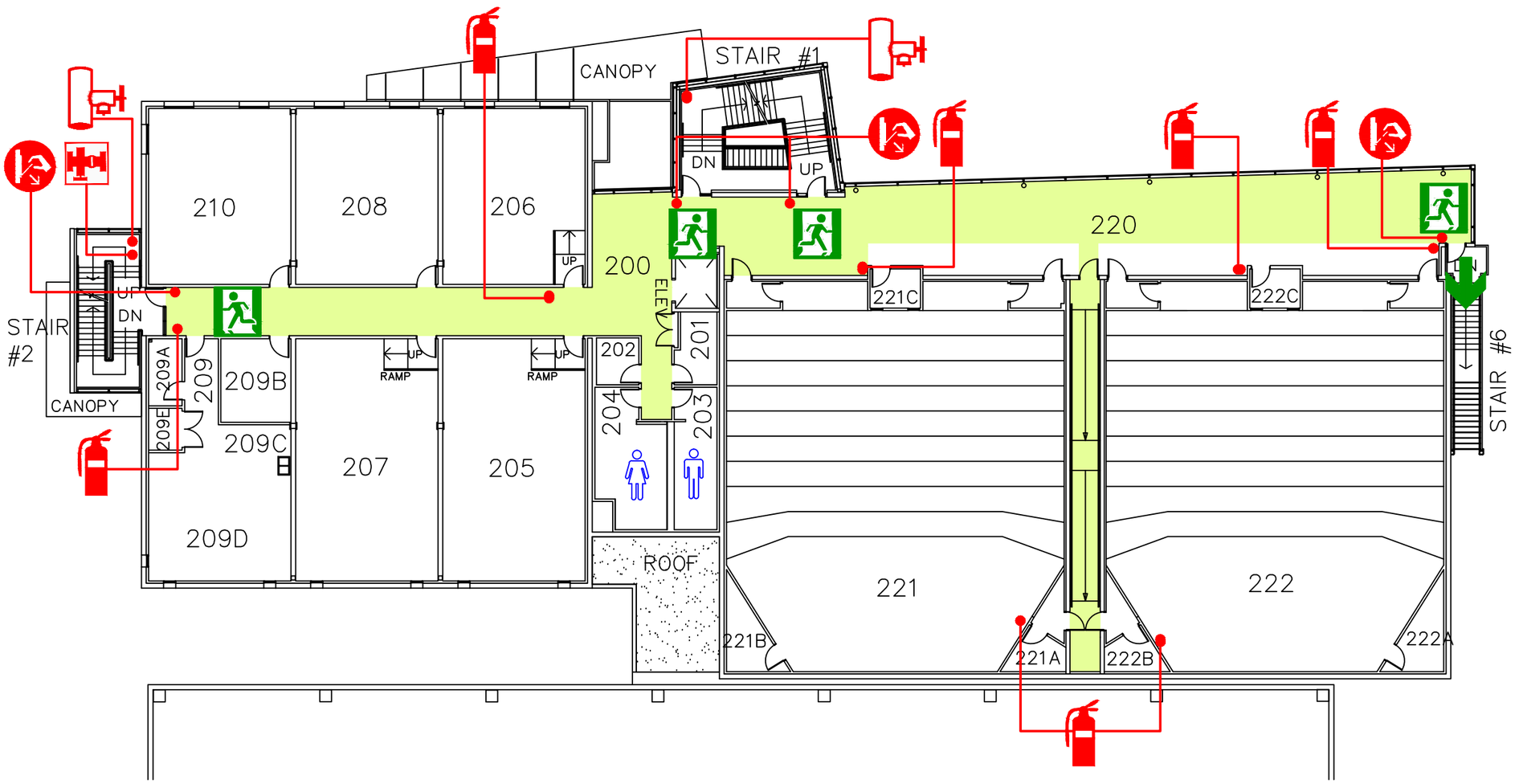
WATER SHUT-OFF

LAYOUT: BERP 10–Sep–14

PREDESIGNATED MEETING AREA

EAST SIDEWALK OF WEST MALL

WEST MALL



SECOND FLOOR PLAN

N.T.S.

Dec 8, 2020

EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (2175 WEST MALL at the intersection of West Mall & University Blvd.)
4. Provide information about the emergency: Where is the fire? (Second floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire DO NOT USE ELEVATOR(s).

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)

FOR EMERGENCIES CALL 911

— LEGEND —

FIRE EXIT | PULL STATION/ FIRE ALARM | FIRE EXTINGUISHER | SPRINKLER VALVE | STANDPIPE CONNECTION

LAYOUT: BERP 10-Sep-14