Department of Computer Science, UBC

Health and Safety Orientation

If you have any questions or comments contact Moyra Ditchfield, Director of Facilities, Department of Computer Science (ditchfld@cs.ubc.ca)
• UBC Employee Health and Safety requirements
• Emergency procedures
  • Medical
  • Evacuation
  • Safety Equipment
• Physical and Mental Health Resources
• Earthquake Procedures
• Lock Down Procedures
• Emergency Communication Information Sources
• Accident Prevention and Incident Reporting
• Fire Prevention
• Personal Safety and Security
• Building Access
• Reporting problems
• What you can do to prepare
Health & Safety Program

• All new employees including faculty, staff, grads, UTA’s and Work Study students MUST complete
  – Safety Orientation checklist
    • https://www.cs.ubc.ca/our-department/health-safety
  – UBC bullying and harassment awareness training
    • https://my.cs.ubc.ca/docs/preventing-bullying-harrassment

• Your timeline is October 15th
If you have an EMERGENCY

• Call 911 in case of fire or medical emergency

• Call the CS main office (604-822-9289) or send someone there for help
  – The CS main office (ICICS 201) has
    • First aid attendants
    • First aid kit
    • AED (Automatic External Defibrillator device)
We may evacuate due to fire, hazardous material, bomb threats, earthquakes or drills.

If you hear the fire alarm
• Calmly proceed to the nearest exist.
• Do NOT use the elevators
• Listen to the Floor Wardens
• **ICICS**: designated assembly area on the front lawn on Main Mall
• **Dempster**: assemble at the main doors
• Do not re-enter the building
• Assist anyone having difficulty
Emergency Evacuation
Evacuating Disabled People

• Individuals who are non-ambulatory, hearing impaired, or visually impaired may require special assistance during an evacuation.

• Areas of refuge are designated in the West Wing where non-ambulatory persons may await assistance from emergency personnel.

• If for some reason a person cannot make their way out of the building
  • Help the person to an access route
  • Exit the building and report the victim to the FD on scene.

• If you need special help you should inform your supervisor.
• Know the location of safety equipment: closest fire extinguisher, fire alarm pull station, first aid kits and automatic external defibrillator (AED)

• The CS office (ICICS 201) has a first aid kit, first aid attendants and AED.

• Any one can use the AED

Review the youtube video https://www.youtube.com/watch?v=R336zGS2aTE
Physical and Mental Health Resources
Wellness

http://students.ubc.ca/livewell/services/counselling-services

- Stress
- Anxiety
- Illness
- Depression
- Disability

http://www.ams.ubc.ca/services/

- Suicide prevention
- Alcohol and rugs
- Friends and meeting people
- Physical activities and recreation
- Spirituality
Earthquakes

Department of Health, Safety and Environment
• Take cover under a sturdy desk or table and hold on.

• No Table? Cover your face and head with your arms and crouch in an inside corner of the building.

Always Cover your Head & Neck
Earthquake

• If indoors stay there! If outside – stay there!
  — Many injuries during earthquakes occur when people are hit by falling objects when entering or exiting from buildings.

• Watch for hazards
  — Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures, projectors or furniture.

• Count to 60 before attempting to exit. If you feel any aftershocks start your count again

• After the shaking we will evacuate only if necessary
  — The fire alarm will be used to evacuate
Emergency Procedures
What is a Lockdown?

• A lockdown is used when it may be more dangerous to evacuate a building than stay inside.
• By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle the threat.

http://riskmanagement.ubc.ca/emergency-mgt/emergency-procedures/lockdowns
Emergency Lockdown Procedures

- If you are in a classroom, room or office, stay there, secure the door and windows and await further instructions or escort from emergency personnel.
- If you are in a corridor go into the closest office not already secured and lock or barricade the door and windows:
  - Close curtains or blinds
  - Stay away from windows and doors
  - Stay low and quiet
Emergency Lockdown Procedures

Actions to Avoid

- Do not open the door once it has been secured
- Do not use or hide in washrooms
- Do not travel down long corridors
- Do not assemble in large open areas (e.g. cafeterias)
- Do not call 911 unless you have immediate concern for your safety, the safety of others, or critical information for responders
Emergency Communication Information Sources

• The primary source for information is
  • [www.ubc.ca](http://www.ubc.ca)
  • [www.emergency.ubc.ca/](http://www.emergency.ubc.ca/)
  • Twitter (@ubcnews)

• Sign Up for UBC Alert

  **Students**
  ✓ Log into the UBC [Student Service Centre](http://www.ubc.ca).
  ✓ Add your cell phone number to “Your Details”

• Media (do not depend solely on media)
Accident Prevention and Reporting
The Employees Responsibilities

- Working safely is a fundamental part of your job.
- You must have your supervisor’s permission before attempting any task which could be unsafe.
- You must be trained before undertaking any task which could be dangerous.
- You have the right to refuse to do any task which you feel is unsafe. (It’s the law)
- You are responsible for doing your best to maintain your area as a clean and safe working environment
- If an Accident occurs
  - Report accidents or near misses to your Supervisor and the Emergency Director
• Ladders
• Book shelves
• Ergonomics (largest category of injuries at UBC)
• ICICS/CS is a hazardous materials free building
  – Report any chemicals to the space and safety committee.
  – If you want to use chemicals come and talk to the Emergency Director first.
• If you have any questions or concerns about safety hazards please send email to space-admin@cs.ubc.ca
Fire Safety Plan

Fire Prevention

- Prevent the incidence of fire by controlling fire hazards
  - Good housekeeping
  - Do not plug too many appliances in an outlet
  - Keep heaters away from papers and loose clothing

- In case of fire
  - Call 911
  - Pull the fire alarms

- Report any problems to help@cs.ubc.ca immediately
Personal Safety and Security

• When possible do not work alone at night
• DO NOT let anyone in the building - everyone authorized to be in the building has a fob
• Park your car or bicycle in a busy, well lit area
  – Walk in busy, well lit areas.
  – Use caution when stopping to give strangers information or directions, especially at night.
• If you have safety concerns
  – AMS Safewalk
  – TransLink Shuttle bus
  – Blue Phones
• Ensure valuables such as laptops are stored securely
  – Send email to help to get a laptop anchor attached to desk
• If you witness a crime or see a suspicious person report it to
  – RCMP by calling 911 or Campus Security at 604-822-2222
• Building users require their UBC ID to enter the building after building hours 6:30pm-7:30am and on holidays
• To use the elevator
  – Put your token on the reader in the elevator
  – Press the number of the floor destination
• If you have a problem with access or require additional access send email to
  – grad-admin@cs.ubc.ca general use spaces
  – Supervisor/Group Assistant for Research lab space
• Undergrad student access is based on having an active CS account
  – Within 24 hours of adding a course they will have building access
  – Under graduate access is restricted to floors X0-X3 and 0
Reporting Problems

• If you need Fire-Police-Ambulance call 911

• If you observe theft, vandalism or building security issues, call UBC Campus Security at 822-2222

• After building hours, if the building requires immediate attention call UBC Trouble Calls directly at 604-822-2173.

• If an Accident occurs
  – Call the CS office for first aid support 604-822-9289
  – Report accidents or near misses to your Instructor

• Report non emergency problems to help@cs.ubc.ca
  – CS account
  – Undergraduate teaching environment
  – Access Control
  – Wireless and Data Network
  – Janitorial Services Problems
  – Broken doors or key cylinders, light bulb outages or damage of any kind
What You can do to Prepare

• Fill in the Safety Orientation check list by Oct 15th
  https://www.cs.ubc.ca/our-department/health-safety

• Know the following Emergency Response procedures
  – Contact the main office (822-604-9289) For access to a first aid attendant, first aid kit and AED
  – Determine your evacuation route and nearest exit from your work area
  – Locate the Fire Pull stations in your work area
  – Sign up for Emergency UBC Alerts

• Know the following numbers
  – Fire-Police-Ambulance  911
  – Campus Security  604-822-2222
  – AMS SafeWalk  604-822-5355
  – UBC Trouble Calls  604-822-2173
  – CS Helpdesk  help@cs.ubc.ca  (604-822-1423)
### Local First Aid Attendants

<table>
<thead>
<tr>
<th>Floor</th>
<th>Name</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kletathee Imhiran</td>
<td>103</td>
</tr>
<tr>
<td>1</td>
<td>John Seto</td>
<td>125</td>
</tr>
<tr>
<td>1</td>
<td>Tim Li</td>
<td>143</td>
</tr>
<tr>
<td>1</td>
<td>Dan Miner</td>
<td>151B</td>
</tr>
<tr>
<td>2</td>
<td>Milena Constanda</td>
<td>201</td>
</tr>
<tr>
<td>2</td>
<td>Olivia Kong</td>
<td>201</td>
</tr>
<tr>
<td>2</td>
<td>Joyce Poon</td>
<td>201B</td>
</tr>
<tr>
<td>2</td>
<td>Jessica Wrinskelle</td>
<td>201E</td>
</tr>
<tr>
<td>2</td>
<td>Violet Redekop</td>
<td>249</td>
</tr>
<tr>
<td>2</td>
<td>Evan Valensky</td>
<td>255</td>
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<tr>
<td>X5</td>
<td>Holly Kwan</td>
<td>X553</td>
</tr>
<tr>
<td>X6</td>
<td>Laura Selander</td>
<td>X653</td>
</tr>
<tr>
<td>X7</td>
<td>Gable Yeung</td>
<td>X725</td>
</tr>
</tbody>
</table>
Personal Emergency Preparedness
Disaster Kit *Plan for 72 hours*

- Portable radio with extra batteries
- Flashlight and extra batteries
- Emergency Contact information
- First aid kit
- Toilet tissue
- Handy wipes
- Several days supply of any prescribed medicine
- $2.00 in quarters for telephone
- Blanket
- Food (no cooking required)
- Bottled water
- Extra clothing
- Walking shoes
- Gloves

*Grab and Go Kits*

*Recommended by the Central United States Earthquake Consortium  
(www.cusec.org/Safety/safe_kit.htm)*
Facility Information

• Showers
  – West Wing room 052, 058
  – X Wing room X122
• Bike Room room 004
• Kitchens 146, 211, X434, X534, X860A
• Patio -2nd floor
• Copy/Print rooms 306, X452, 212, X552
• Grad terminal room 306
• ReBoot Café (X165)
• Department lounge X860
Important Links

- Safety Orientation checklist (Complete by Oct 15th)
  - https://www.cs.ubc.ca/our-department/health-safety
- UBC bullying and harassment awareness training (Complete by Oct 15)
  - https://my.cs.ubc.ca/docs/preventing-bullying-harrassment
- Physical and Mental Resources
  - http://students.ubc.ca/livewell/services/counselling-services
  - http://www.ams.ubc.ca/services/
- UBC Emergency procedures - http://emergency.ubc.ca/procedures/
- The primary source for information in an emergency
  - www.ubc.ca, www.emergency.ubc.ca/, Twitter (@ubcnews)
- Sign Up for UBC Alert - http://riskmanagement.ubc.ca/emergency-mgt/sign-ubc-alert-
- AMS Safewalk - http://www.ams.ubc.ca/services/safewalk/
- TransLink Shuttle bus
- Blue Phone
- CS Helpdesk - help@cs.ubc.ca