



Department of Computer Science, UBC

Health and Safety Orientation

2017

If you have any questions or comments, contact Moyra Ditchfield, Director of Facilities, Department of Computer Science (ditchfld@cs.ubc.ca)



Department of Computer Science

Health and Safety Orientation

- UBC Employee Health and Safety requirements
- Emergency procedures
 - Medical
 - Evacuation
 - Safety Equipment
- Physical and Mental Health Resources
- Earthquake Procedures
- Active Shooter 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 grad and undergrad TA's MUST complete**
 - TA Security & Safety Quiz
 - <https://www.cs.ubc.ca/survey/ta-quiz/>
- **All faculty, staff, grads, and undergrads MUST complete**
 - UBC bullying and harassment awareness training
 - <https://my.cs.ubc.ca/docs/preventing-bullying-harrassment>
- **All faculty, staff, and grads MUST complete**
 - Safety Orientation Check list
 - <https://my.cs.ubc.ca/health-safety/safety-orientation-checklist>
- **Your deadline is September 30th**



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)



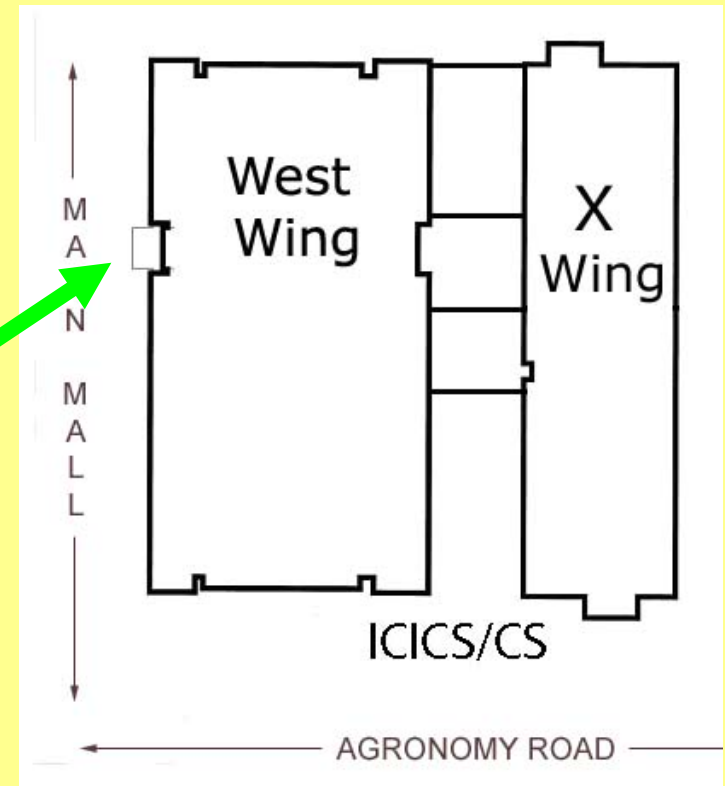
Fire Safety Plan

Emergency Evacuation

We may evacuate due to fire, hazardous material, bomb threats, earthquakes, or drills.

If you hear the fire alarm

- Calmly proceed to the nearest exit
- 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 person's location to the fire department on scene
- If you need special help, you should inform your supervisor.



Emergency Procedures Safety Equipment

- 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 an AED.**
- Anyone 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
- Suicide prevention
- Alcohol and drugs
- Friends and meeting people
- Physical activities and recreation
- Spirituality

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



Earthquakes

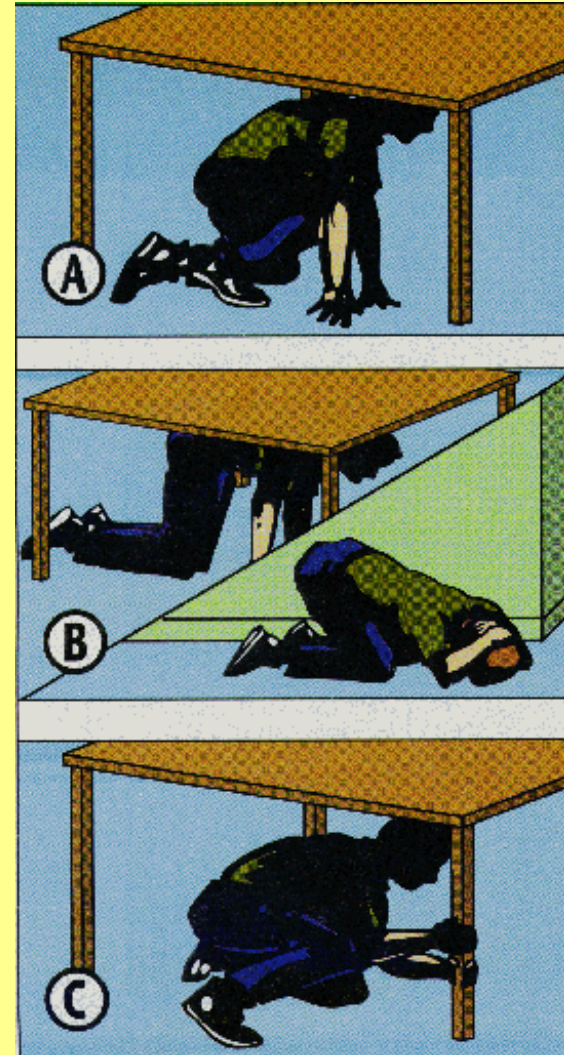




Earthquake: Drop. Cover. Hold.

- 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 and neck





Earthquake

- **If indoors – stay there! If outside – stay there!**
 - Many injuries during earthquakes occur when people are hit by falling objects while entering or exiting 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 stops, we will **evacuate only if necessary**
 - The fire alarm will be used to evacuate



Emergency Procedures

Active Shooter

- An active shooter is a person actively shooting at people, usually at random, in a confined or populated area
- <http://rms.ubc.ca/emergency/emergency-procedures/active-shooter/>



Active Shooter Procedures

- If it is safe to evacuate the building, do so
 - Leave your belongs behind
 - Advise others not to enter the building
 - Call 911 as soon as it is safe to do so
- If evacuation is not possible, find a place to hide
 - Lock and barricade the door
 - Close curtains or blinds
 - Stay away from windows and doors
 - Stay low and quiet



Active Shooter Procedures

- As a last resort, and only if your life is in danger, fight
 - Attempt to incapacitate the shooter
 - Act with physical aggression
 - Commit to your actions
- When law enforcement arrives:
 - Keep your EMPTY hands raised and visible
 - Remain calm and follow instructions
 - Medical help for the injured will be on its way



Emergency Communication Information Sources

- The primary source for information is
 - www.ubc.ca
 - www.emergency.ubc.ca
 - Twitter ([@ubcnews](https://twitter.com/ubcnews))

- Sign Up for UBC Alert

Students

- ✓ Log into the UBC [Student Service Centre](#).
- ✓ 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



Accident Prevention Hazards at ICICS/CS

- 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 into 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, use the following resources
 - 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 Access

- 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 for 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
 - Undergraduate access after hours 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 at 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

- Complete the Safety Checklist by September 30th
 - <https://my.cs.ubc.ca/health-safety/safety-orientation-checklist>
- Know the following Emergency Response procedures
 - Contact the main office (604-822-9289) 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)



Emergency Procedures

First Aid Attendants

First Aid assistance call 604-822-9289

Local First Aid attendants

Floor	Name	Room
1	Kletathee Imhiran	103
1	John Seto	125
1	Tim Li	143
1	Dan Miner	151B
2	Carrie Schroeder	201
2	Joyce Poon	201B
2	Jessica Wrinskelle	201E
2	n/a	255
3	Lara Hall	301
X5	Holly Kwan	X553
X6	Laura Selander	X653
X7	Gable Yeung	X725



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





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 First year seating 108
- Grad Lounge 144
- Grad Drop-in: room 306
- Reboot Café (X165)
- Department lounge: X860



Important Links

- Safety Orientation checklist (Complete by Oct 15th)
 - <https://my.cs.ubc.ca/health-safety/safety-orientation-checklist>
- UBC bullying and harassment awareness training (Complete by Oct 15)
 - <https://my.cs.ubc.ca/docs/preventing-bullying-harrassment>
- Physical and Mental Resources
 - <https://students.ubc.ca/health-wellness/mental-health-support-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://rms.ubc.ca/emergency/personal-emergency-preparedness/> - [What does UBC Alert do?](#)
- AMS Safewalk - <http://www.ams.ubc.ca/services/safewalk/>
- TransLink Shuttle bus
 - <http://planning.ubc.ca/vancouver/transportation-planning/transportation-options/transit/ubc-community-shuttle-routes>
- Blue Phone
 - <http://security.ubc.ca/campus-blue-phones/>
- CS Helpdesk - help@cs.ubc.ca