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

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 new employees, including faculty, staff, grads, UTA’s, and Work Study students MUST complete
  – TA Security & Safety Quiz
    • [https://www.cs.ubc.ca/survey/ta-quiz/](https://www.cs.ubc.ca/survey/ta-quiz/)
  – UBC bullying and harassment awareness training
    • [https://my.cs.ubc.ca/docs/preventing-bullying-harrassment](https://my.cs.ubc.ca/docs/preventing-bullying-harrassment)

• 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.
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

- Stress
- Anxiety
- Illness
- Depression
- Disability
- Suicide prevention
- Alcohol and drugs
- Friends and meeting people
- Physical activities and recreation
- Spirituality

http://students.ubc.ca/livewell/services/counselling-services
http://www.ams.ubc.ca/services/
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 and neck

Department of Health, Safety and Environment
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
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](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://student.ubc.ca).
- Add your cell phone number to “Your Details”

- Media (do not depend solely on media)
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
Hazard 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 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 TA Security & Safety Quiz by September 30th

• 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

<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>Carrie Schroeder</td>
<td>201</td>
</tr>
<tr>
<td>2</td>
<td>Joyce Poon</td>
<td>201B</td>
</tr>
<tr>
<td>2</td>
<td>Jessica Wrinkelle</td>
<td>201E</td>
</tr>
<tr>
<td>2</td>
<td>n/a</td>
<td>255</td>
</tr>
<tr>
<td>3</td>
<td>Lara Hall</td>
<td>301</td>
</tr>
<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

*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**: 2\(^{nd}\) floor
- **Copy/Print rooms**: 306, X452, 212, X552
- **Grad Lounge**: 144
- **Grad terminal**: room 306
- **Reboot Café (X165)**
- **Department lounge**: X860
Important Links

• Safety Orientation checklist (Complete by Oct 15th)
• 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
• 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
  – http://security.ubc.ca/campus-blue-phones/
• CS Helpdesk - help@cs.ubc.ca