

UBC Emergency Preparedness Guide

UBC Vancouver

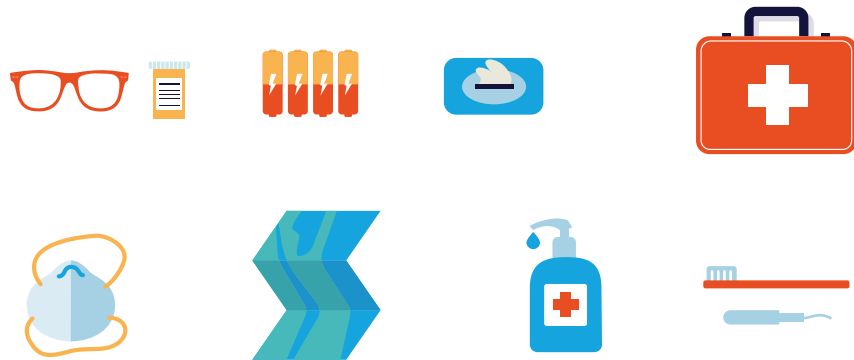


THE UNIVERSITY OF BRITISH COLUMBIA

Safety & Risk Services

Table of contents

Are you prepared?	3
Step 1: Get informed.....	4
Step 2: Make a plan	6
Step 3: Make a kit	10
Step 4: Take action	12
Prepare your home.....	16
Prepare your pets	17
Prepare your workplace.....	18
Prepare emotionally.....	22



Are you prepared for an emergency?



Emergency Contacts:

Fire, Police, Ambulance: **911**

Hazardous Material Response
(Vancouver Fire Rescue Services): **911**

Poison Control Centre: **604 682 5050**

Campus Security: **604 822 2222**

Step 1: Get informed

The first step in emergency preparedness is to be informed

- Know the hazards in your area — e.g., earthquake, extreme weather, power outage and active threat, among others.
- Understand the plans and procedures that are currently in place.
- Know which emergency supports will be provided and be prepared to be self-sufficient for at least 72 hours.
- Explore the resources available to plan and/or train for emergency situations.

For more information, visit <https://ready.ubc.ca>



Get connected to UBC's emergency communication channels:

UBC Alert

UBC Alert is the university's mass notification system to send alerts in urgent situations that pose an immediate safety or security risk.

For faculty & staff: Please ensure your contact information is up to date in Workday and include a mobile number.

For students: Log into the UBC Student Service Centre to add or update your mobile number.



Please add the UBC Alert phone numbers to your contact list so you are aware of any incoming UBC Alert notifications.

Voice calls:

604 670 8223

Text messages:

723 389



UBC Safe app

UBC Safe is the official mobile safety app of UBC Vancouver (Point Grey). This multi-function app allows you to receive:

- **UBC push notifications:** Turn on your push notifications to receive immediate information and updates that are impacting the entire campus — e.g., weather advisories, class disruptions, etc.
- **Campus resources:** Access important safety and support resources in one convenient location.
- **Learn more:** <https://srs.ubc.ca/ubcsafe>

Step 2: Make a plan

Emergency situations may be distressing which can make decision-making difficult. Thinking about your response actions and making a plan before an emergency is a key step in preparedness. Plan to be self-sufficient for at least 72 hours. Write your plan down, and keep copies at home, at work and in the car.



What are the things you absolutely need?

Do you wear glasses or require medication? Make sure they are accounted for in your planning.



Where are you likely to be?

Your plan should include common locations where you're most likely to be when an emergency happens. Think about how you travel to and from these locations and how that might be impacted.

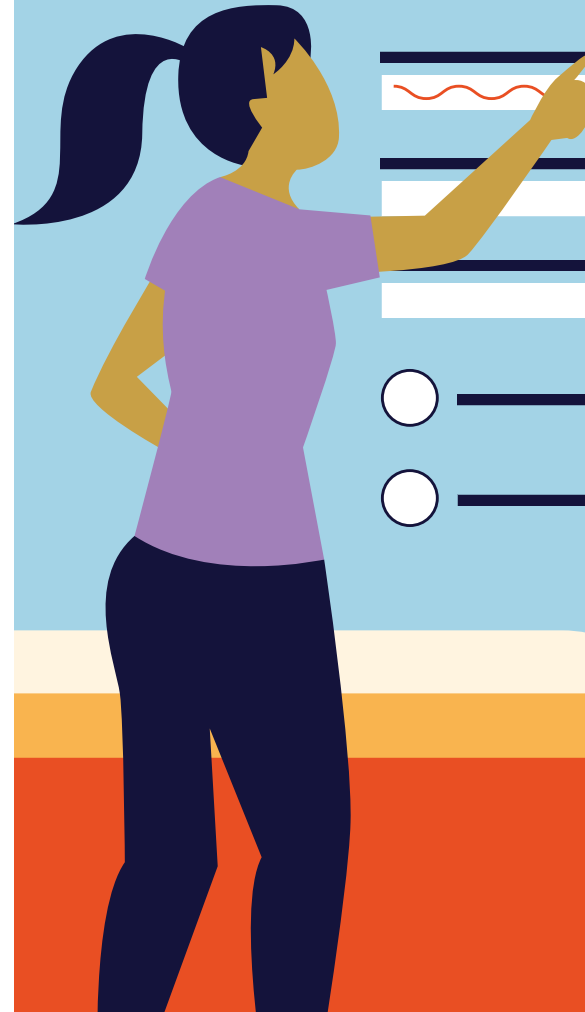


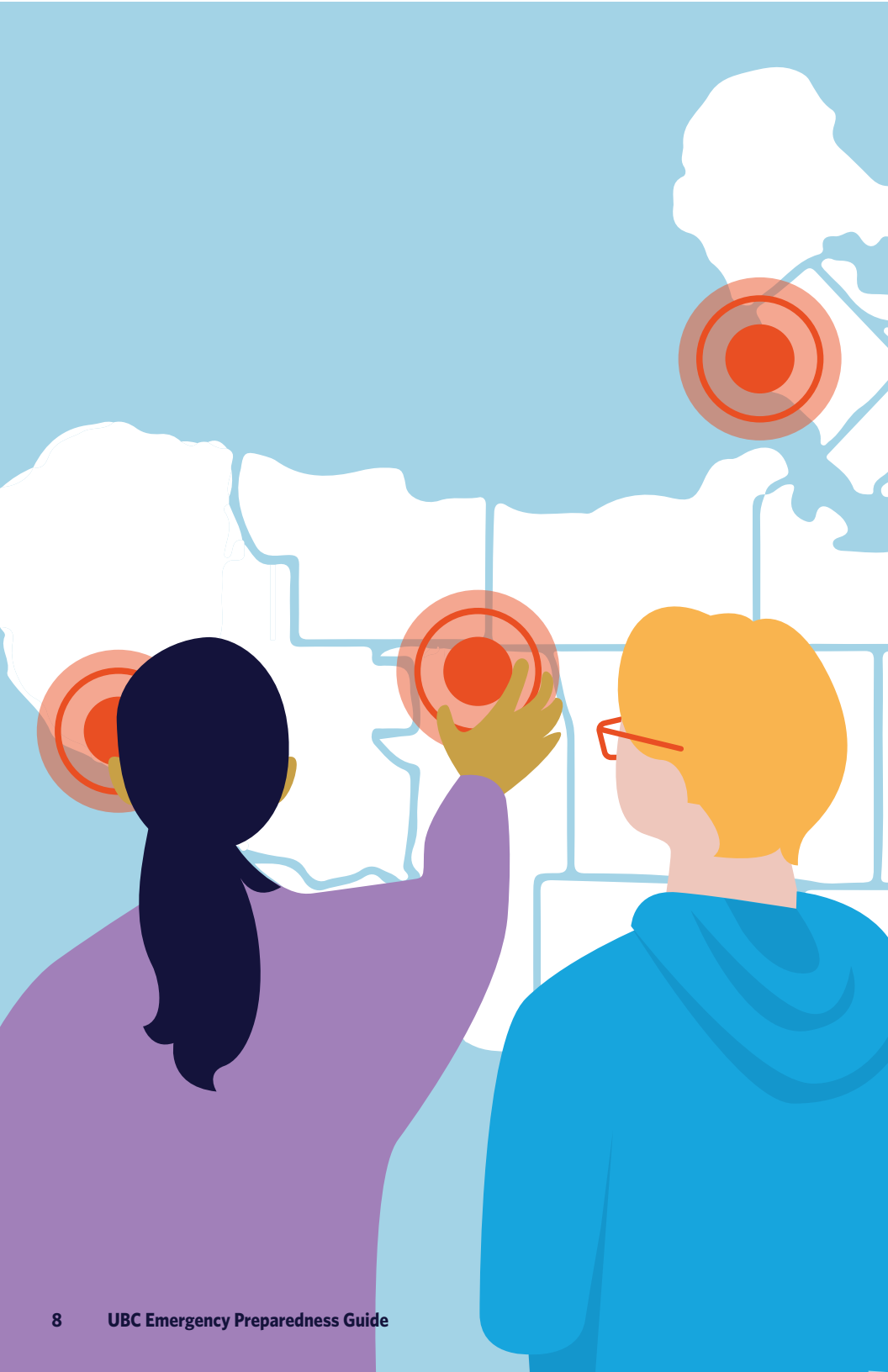
Who needs to be included?

Your plan should include the people you care most about, whether they are your family, friends or pets. Consider how you might get in touch or reconnect in person. It's important to include those closest to you in the planning process so they are familiar with the plan.

_____ _____

_____ _____





List your important personal emergency contacts

Primary contact:

Neighbour contact:

Out of province contact:

Designated person who can pick up children, if you are unable:

Designated person who has access to your home, and your pet:

After a major disaster, local phone service may be limited. Phone your out of province contact to keep in touch with your family.

Emergency meeting places

Near home/residence:

Out of neighbourhood/off-campus:

Campus/workplace evacuation site:

Plan for your kids

If you have young kids, identify people who could pick them up from school or daycare in the event that you are unable to reach them. Notify the school or daycare of who is authorized to pick them up.

Talk to your kids about emergencies and what they could expect. Help them feel comfortable with your family's plan and provide them with some coping strategies. Consider including a comfort item for your kids in your kit.

Step 3: Make a kit

UBC recommends that you make a plan first, and then gather the items you need to execute that plan.



Backpack



First aid kit



Whistle



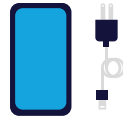
Important documents
(insurance docs, immigration
docs like passport, visa, study
permit, etc.)



Batteries



Garbage bag and
moist towelettes



Phone &
phone charger
or power bank



Multitool



Local maps



Hand sanitizer



Dust mask/
N95 masks



Medications, glasses,
hearing aids or other
personal medical equipment



Personal hygiene
products (e.g.,
menstruating products)



Blanket



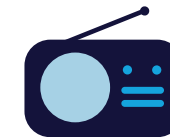
Personal emergency
plan (with important
phone numbers)



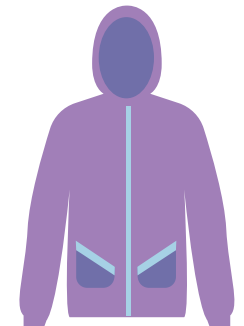
Flashlight



Comfortable shoes



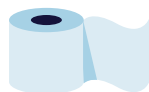
Hand crank or battery
powered radio



Weather appropriate
clothing



Copy of identification
(UBC card)



Toilet paper and
toiletries



Water
(4L per person/day)



Cash



Non-perishable food
for 72hrs

Step 4: Take action!



EARTHQUAKE

DROP down on your hands and knees to protect yourself from falling.

COVER your head and neck, or whole body, if possible, under a sturdy table.

HOLD ON until the shaking stops.

ACTIVE THREAT

RUN if you see or hear an armed intruder and believe it's possible to safely exit the area.

HIDE if you don't know where the threat is coming from or evacuation is not possible. Remember to keep your devices on silent mode.

FIGHT as an absolute last resort if you can't run or hide.

Follow police instructions and keep hands visible when exiting the building.



EXTREME WEATHER

In extreme weather events, updates on campus conditions, classes or exams are available on <https://www.ubc.ca>

Extreme heat: When temperatures rise make plans for you and your loved ones to stay cool. Make sure to drink lots of water and limit outdoor activity during the heat of the day.

Other ways to stay cool:

- Visit cooling centers.
- Look for shaded areas in parks.
- Wear a hat or use an umbrella for shade.
- Look for misting stations.
- Turn off unnecessary electronics when indoors.
- Cover sun-facing windows.
- Don't forget to look after your pets.

If a heat warning has been issued, you can find a list of on-campus UBC Cooling Centers at <https://www.ubc.ca>

Extreme cold/snow: When temperatures drop look after yourself and your loved ones by dressing warm and traveling carefully.

- Adjust your gait to prevent slipping — shorten your stride length to keep your center of gravity supported.
- Leave extra time for travel and walk slowly.
- Minimize the amount of time you spend outside, if possible.



SUSPICIOUS OBJECT

Do not touch or disturb the object.

Call **9-1-1** and provide the location and description of the object.

Wait for instructions, do not hang up until the operator releases you.

Be prepared to evacuate.

HAZARDOUS MATERIALS — Chemical or biological spill

Shut down equipment. Evacuate the immediate area if you are not equipped for clean-up.

Isolate the area and prevent re-entry.

Call **9-1-1** and follow 911 instructions. Provide the following information about the spilled material to the operator/ supervisor:

- Location
- Any injuries
- Substance name
- Quantity
- Any hazards you are aware of

Do not hang up until the operator releases you.

Call Campus Security at **604 822 2222**.

Inform the supervisor or department head.

Wait for emergency personnel outside the main entrance of the building. Provide information (e.g., safety data sheet).



SHELTER-IN-PLACE — During emergencies, officials may deem that it is safer to remain indoors

Seek and share shelter. Increase your distance from the hazard and enter the closest building possible if outdoors, avoid rooms with windows that cannot be sealed.

Close exterior doors and windows.

Keep calm and alert. Keep phones on and monitor updates on <https://www.ubc.ca>, listen to the radio, or follow news channels for more information.

Remain in a secure location until additional information is provided by emergency personnel.



Prepare your home

Take action to ensure the safety of your home in an emergency:

- During earthquakes, many injuries are caused by falling objects. To avoid this, secure heavy furniture, like bookcases or shelving units, in place.
- Avoid placing heavy items on high shelves, where they could fall and cause injury.
- Think about the locations of hanging lights, pictures, and mirrors. What would be the impact if they fell?
- Store potable water (4L per person/day). Water from your plumbing system won't be drinkable after an earthquake unless boiled. It can still be used for washing or flushing.
- Pre identify where your shutoff valves for gas and water are, after an earthquake you may need to shut them off.
- If you experience flooding in your home, stay out of any standing water. Electrical currents, raw sewage, or unseen hazards may be present.



Prepare for your pets

1. Make a pet plan

Identify a designated family member, friend or neighbour who has access to your home and can check on your pet if you are unable — let them know where your pet kit is located so they can bring it along with your pet if there is a need to evacuate.

Name:

Phone:

Location of pet kit:

2. Pet information

Gather the most recent information for all your pets and enter the details here:

	Pet 1	Pet 2
Name		
Type / breed		
Age		
Health concerns		
Vet contact		
ID tag / microchip		
Insurance policy		
Other		

3. Prepare a pet kit

Please add to the list according to the specific needs of your pet.

Food, water for 2-3 weeks	Sturdy crates/carriers for each pet	Toys to help lower stress
Medications and medical records — include veterinarian contact info and pet photos with written description of your pet(s).	Waste supplies (litter box, etc.)	Contact information (cell phone, work phone, home phone) of owner and close relatives or friends
	Pet first aid kit	
	Extra collar and leash	Pet ID and insurance

Prepare your workplace

Emergencies can happen at any time. It is critical to be prepared if you face an emergency while at work.

If an emergency happens while at work, plan to make every effort to get home.

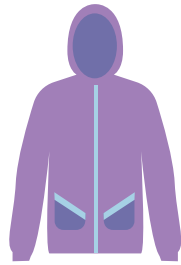
Make a **Work Emergency Kit** to support your plan. Some items to include are:



Keep a pair of comfortable walking shoes at your desk



Carry some emergency cash



Weather appropriate clothing



Have a designated family meeting place



Glasses/hearing aid



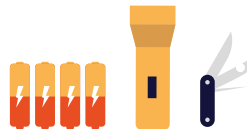
Food and water



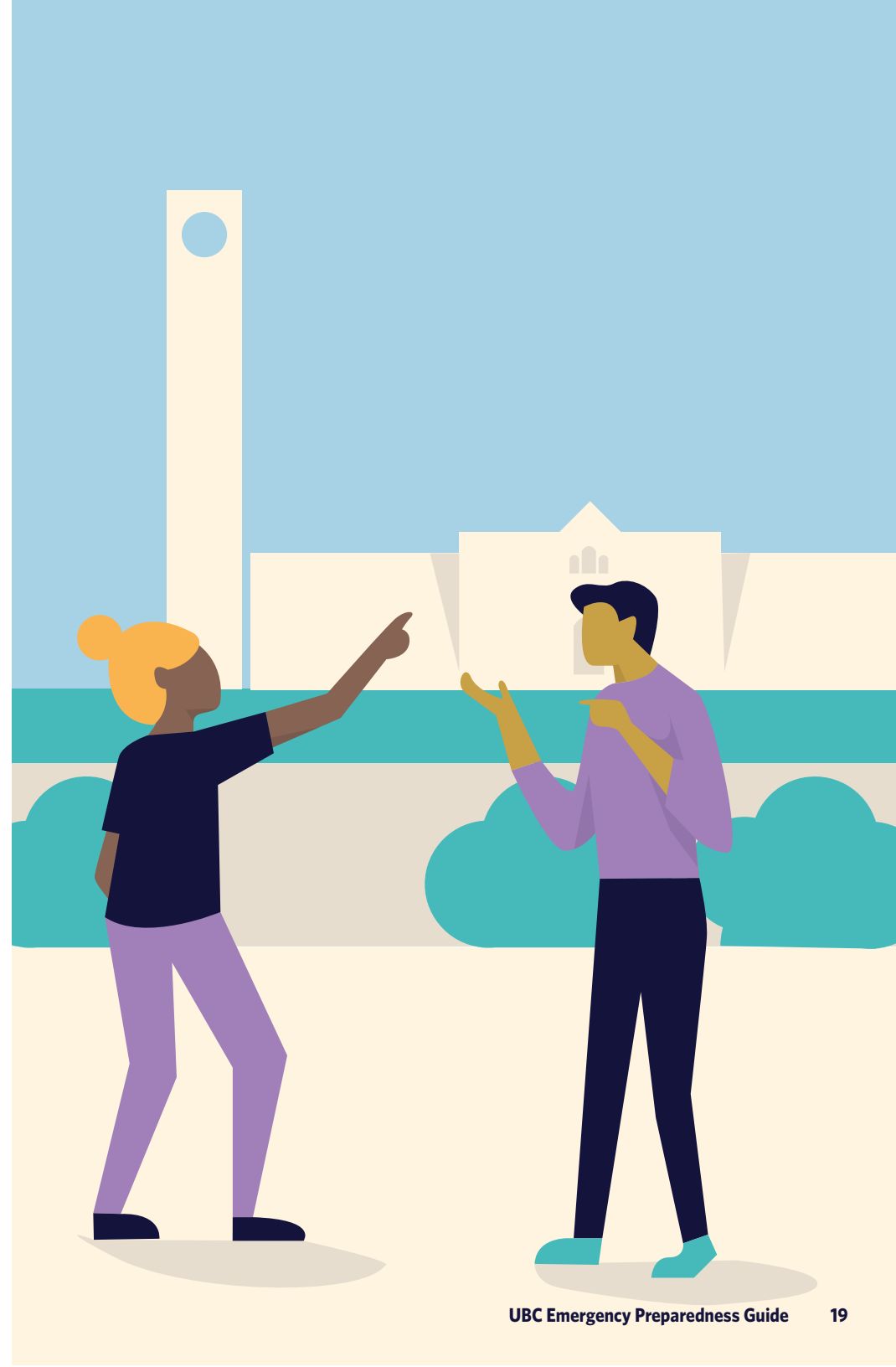
Important medication

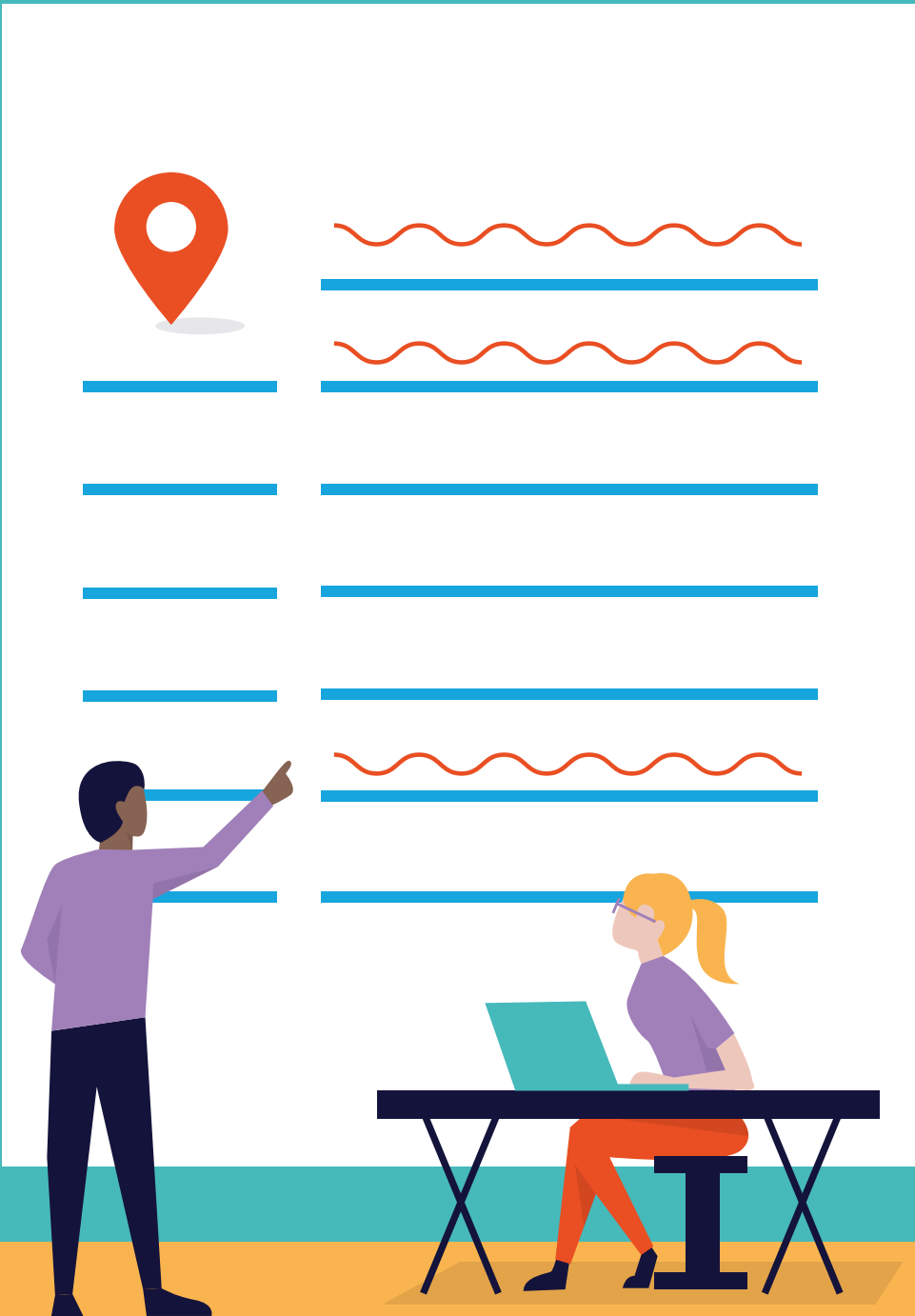


Copies of important documentation (insurance documents, immigration documents)



Flashlight, extra batteries, multitool





If you cannot get home, get informed about resources available on campus.

- Download the **UBC Safe app** to receive emergency notifications.
- Look out for training delivered by UBC Safety & Risk Services or invite the Emergency Management team for an information session.
- Check <https://www.ubc.ca> for important updates in the event of an emergency.

Take the following steps to prepare your workplace

- Avoid storing heavy objects on high shelves.
- Secure bookcases, cabinets, and equipment.
- Install restraints on laboratory shelves and store glass cylinders in properly designed racks.
- Be familiar with emergency plans and procedures.
- Practice earthquake response often and participate in annual earthquake drills, such as ShakeOut BC.
- Keep the space under your workspace clear to be able to drop, cover and hold on in an earthquake.
- Make sure all employees are aware of all emergency exits and the outdoor designated meeting area.
- Discuss the importance of preparing emotionally for an emergency.

Prepare emotionally for emergencies

It can be helpful to create a self-care plan in advance of an emergency. Anticipating, monitoring and understanding your own and your loved ones' reactions is an important preparedness action.

Ask yourself the following questions:

How do you recognize when you are stressed?

What are the personal things in your life or actions you take to feel better? These could include physical, emotional, relationships, spiritual and cultural supports.

How do you cope with stress?

What are three things you can do to decompress after a stressful experience?

Get connected

Think about:

Who in your network, friends and family, can you turn to when you experience increased stress? Be specific, and let these people know that they are part of your support network in the event of emergencies. Include out of town contacts in your list.

- a. b.
- c. d.

Who do you consider to be part of your community? Who are your neighbours? Introduce yourself. Start a conversation about how an emergency might affect your local community.

Get to know services in your area

What services do you and your loved ones access in your local community to increase wellbeing and decrease stress? These could be recreational activities, or formal services like counselling. Think about how you can continue or adapt these activities in an emergency.

Get organized

Being organized helps us have a sense of order after an emergency.

- How will you connect with your family members including your children after disasters or emergencies?
- Are you or your loved ones actively managing any physical or mental health conditions? What supports will you require after an emergency?
- What needs to be in your kit in addition to food, water and warm clothing? List medications or medical assistance of any kind you currently rely on and include them in your kit, if possible.





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