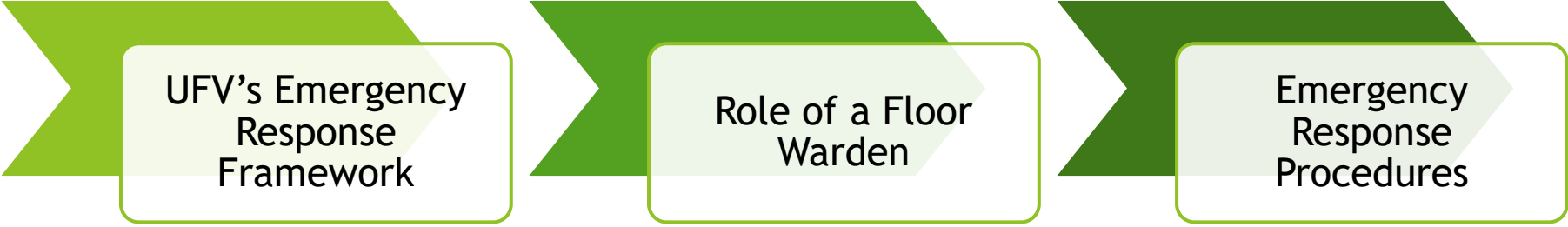




Floor Warden Training

Safety & Security

Outline



UFV's Emergency
Response
Framework

Role of a Floor
Warden

Emergency
Response
Procedures



UFV's Emergency Response Framework

How does UFV respond in emergencies?
Who's responsible for each aspect?

UFV's Emergency Response Framework

Readiness, Response, Recovery

- ▶ All-hazards Emergency Management Plan
 - ▶ Hazard specific Emergency Response Procedures
- ▶ Incident Command System used for all responses
- ▶ Communicate with UFV population through UFV Alert, website and onsite alerts
- ▶ Response Team includes:
 - ▶ Security - initial response
 - ▶ Floor Wardens - evacuation and incident level support
 - ▶ UFV Safety & Security and UFV Response Team - site level support
 - ▶ UFV Emergency Policy Committee - policy level support
 - ▶ External Emergency Services - specialized skills, major responses

Incident Command System

A common system used to direct emergency responses

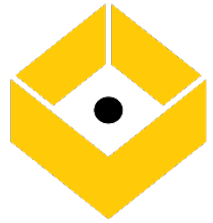
Can be used in large and small emergencies

Priorities for all responses:

- Life Safety
 - Responders
 - Subjects
 - Bystanders
- Incident Stabilization
- Property & Environment Conservation

As a responder, your safety should be your #1 priority

UFV Security aka Incident Command



Securiguard



Communication During an Incident

- ▶ Information will be communicated as quickly, completely and widely as possible
- ▶ UFV Alert
 - ▶ Mass notification system
 - ▶ Sends text, email and/or voice notifications
 - ▶ Sign up at: <https://fraservalley.bbcportal.com/Entry>
- ▶ ufv.ca and myUFV
- ▶ Email, social media and local media
- ▶ Onsite alerts - PA system, in-person communication, alarms & strobes



Contacting Security on-campus

For assistance at all campuses 24/7:

Contact security at **1-855-239-7654**

Contact first aid at **1-855-282-7770**

Use Security Call stations where available

Security Offices Located at:

Abbotsford:

Building 'B' room B120 (First floor)

Chilliwack:

Building 'A' room A1115 (First floor)

TTC / Building 'T' room T1108 (First floor)

If you call 911, call security immediately afterwards and let them know who is coming and why





Address:
3844 King Road, Abbotsford BC
Building B

COVID-19 MASKS
Unless you are
masks are re
ufv.ca/risk-and-safety

REPORT A HAZARD
CAUTION
CAUTION
CAUTION
employees and
are of hazards
society
UNIVERSITY
FRASER VALLEY

NOTICE TO OCCUPANTS
TO PREVENT INJURIES
IF YOU ARE INJURED
HOW TO CLAIM COMPENSATION
FOR ASSISTANCE WITH YOUR CLAIM

Floor Wardens

Role, Responsibilities and Expectations

What is a Floor Warden?

- ▶ Trained emergency response volunteers - more than just a person with a vest
- ▶ You are the “eyes and ears” in a building during an emergency
- ▶ Play a key role in UFV’s Emergency Response Framework
- ▶ A symbol of safety during an emergency
- ▶ A resource for staff, students and faculty regarding ERPs

Floor Warden Responsibilities

Know your assigned area

Be an advocate for fire prevention and floor safety

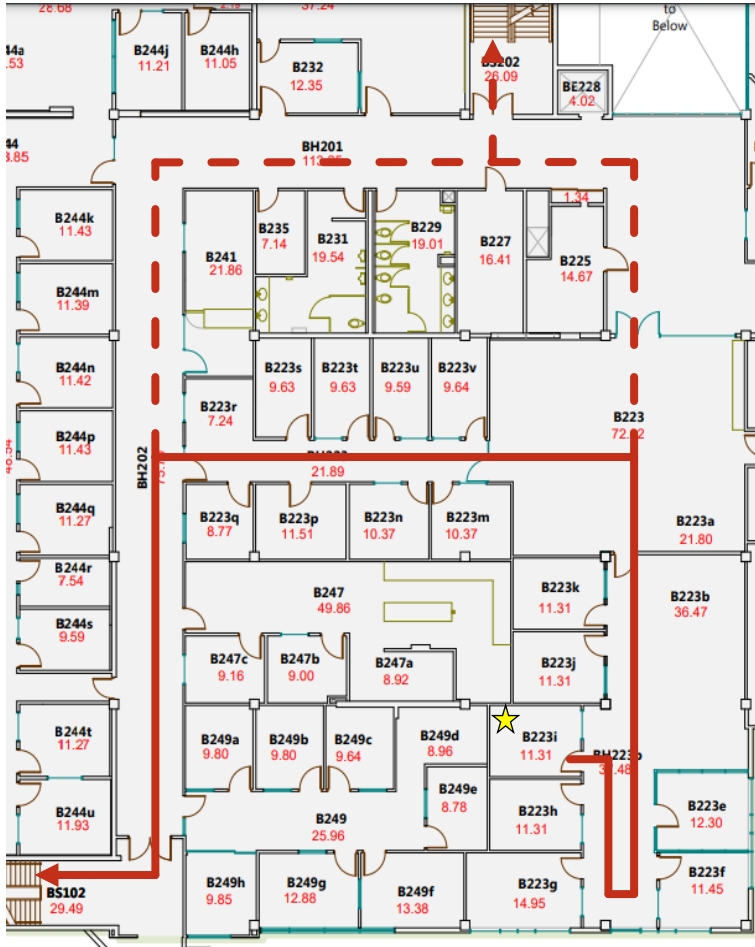
Use and Care for your PPE

Assist with Emergency Responses

Participate in post-incident debriefs

Participate in annual training, drills and exercises

Knowledge of Assigned Area



- ▶ Safe exit routes
 - ▶ Alternatives if primary route is blocked
- ▶ Areas of refuge and whether persons in your area require assistance
 - ▶ Some may need extra time and support or to be unable to evacuate
- ▶ Areas where occupants may not hear or be aware of alerts and alarms
 - ▶ Noisy workshops
 - ▶ Areas where hearing protection is worn
- ▶ Nearest Emergency Assembly Area

Fire Prevention and Floor Safety

During your typical day at work, please keep an eye out for the following possible hazards:

Accumulation of combustible materials

Possible ignition sources

Exit signs that are damaged or unlit

Damaged fire doors

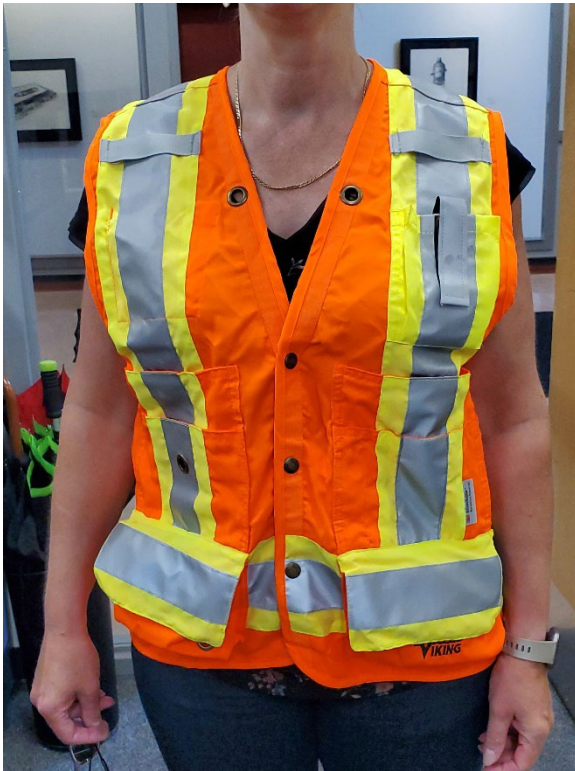
Obstructed exit routes

Obstructed or damaged fire safety equipment

If you see any of the above, report to Facilities or Security immediately

Floor Warden PPE

All floor wardens will be issued a reflective vest and hardhat, that should be worn during evacuations

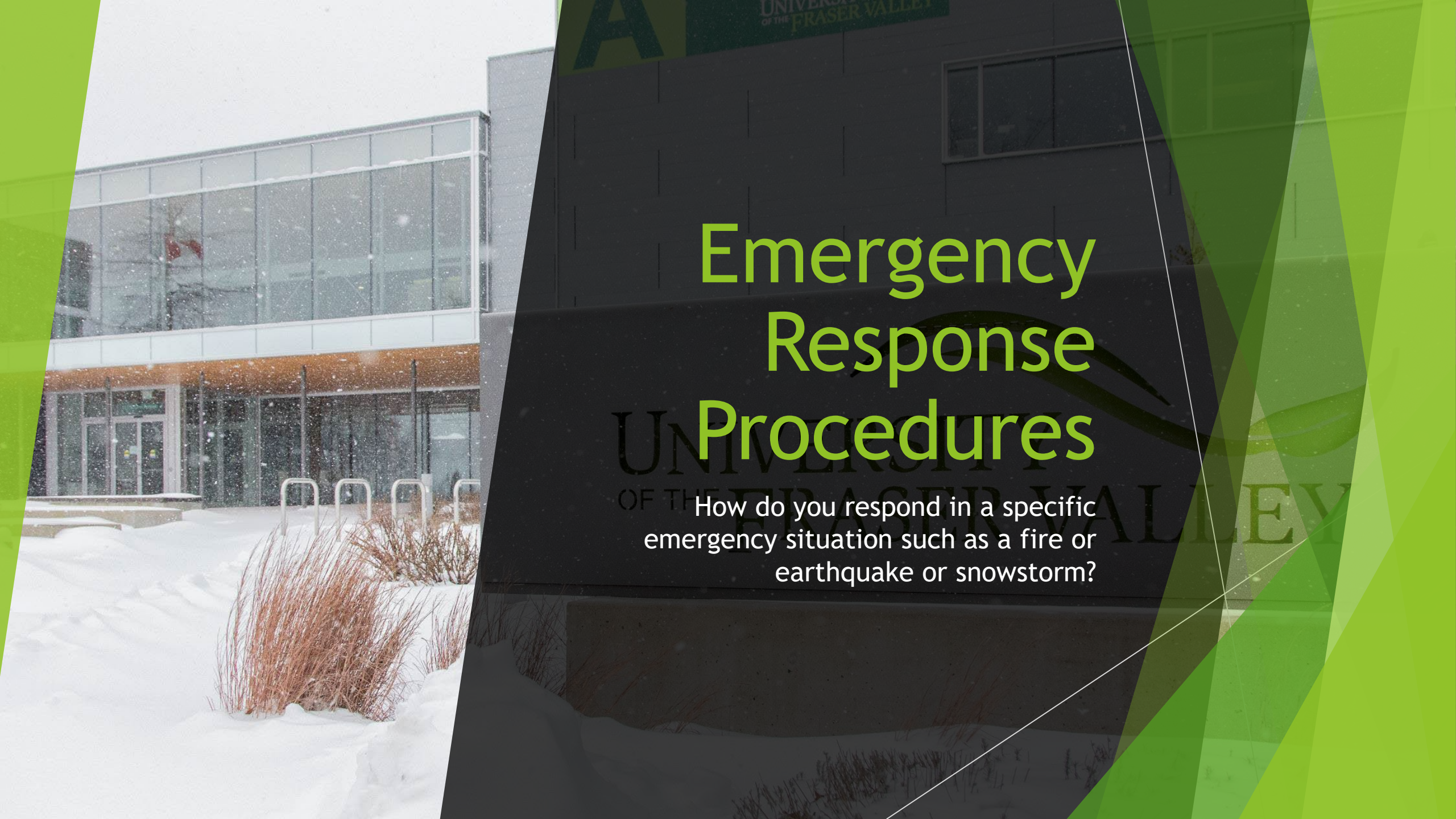


Training, Drills & Exercises

- ▶ Orientation will be provided annually to all Floor Wardens
 - ▶ All wardens provided with Procedures Guide
- ▶ Floor Wardens are required to participate in scheduled drills and emergency exercises as requested by Safety & Security
- ▶ Fire drills are held once per year at each Campus and twice per year for Lá:lem te Baker
 - ▶ Fire drill dates: Dates Announced Annually
 - ▶ BC Shake Out: October of every year

Post Incident/Exercise Duties

- ▶ Think about:
 - ▶ What went well?
 - ▶ What didn't go well?
 - ▶ Where could we improve?
- ▶ Participate in debriefings
- ▶ Distribute information to floor occupants as required
- ▶ Ensure used/broken supplies and equipment are replenished

The background of the slide is a photograph of a modern building with large glass windows, partially obscured by a dark, semi-transparent overlay. The scene is set in winter, with snow on the ground and falling snow visible in the air. The building has a multi-story structure with a prominent glass facade. In the foreground, there are some dry, brown reeds or grasses sticking out of the snow. The overall color palette is dominated by the white of the snow, the grey of the building, and the various shades of green and black in the overlay and text.

Emergency Response Procedures

How do you respond in a specific emergency situation such as a fire or earthquake or snowstorm?

Evacuations - all hazard

ALARM or Order

Put on equipment

Evacuate your area

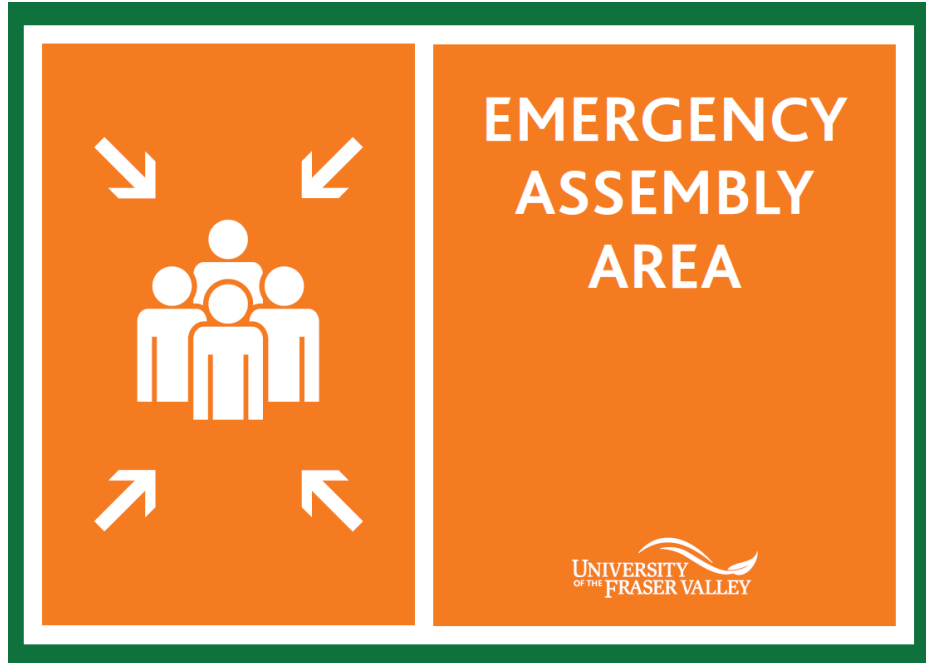
Prevent re-entry

Report Status

All Clear > Re-Entry



Assembly Areas



Clearbrook Campus Only

- ▶ Located in each parking lot and other designated areas
- ▶ Maps on ufv.ca and in Floor Warden Emergency Procedures Guide

Evacuation Refusals

Encourage

Inform

Record

Report

Fire

If you encounter a fire:

Call	Activate	Evacuate
Call 911	Activate the alarm to notify others	Evacuate the building

- ▶ If the fire is small and you are trained, use a fire extinguisher to put out the fire
 - ▶ If you don't know how, focus on evacuating your area
 - ▶ After use, immediately contact Facilities and arrange for the fire extinguisher to be recharged

Earthquakes: Indoors

1

DROP under heavy furniture

2

COVER your head, face and torso

3

HOLD ON and be prepared to move with your cover

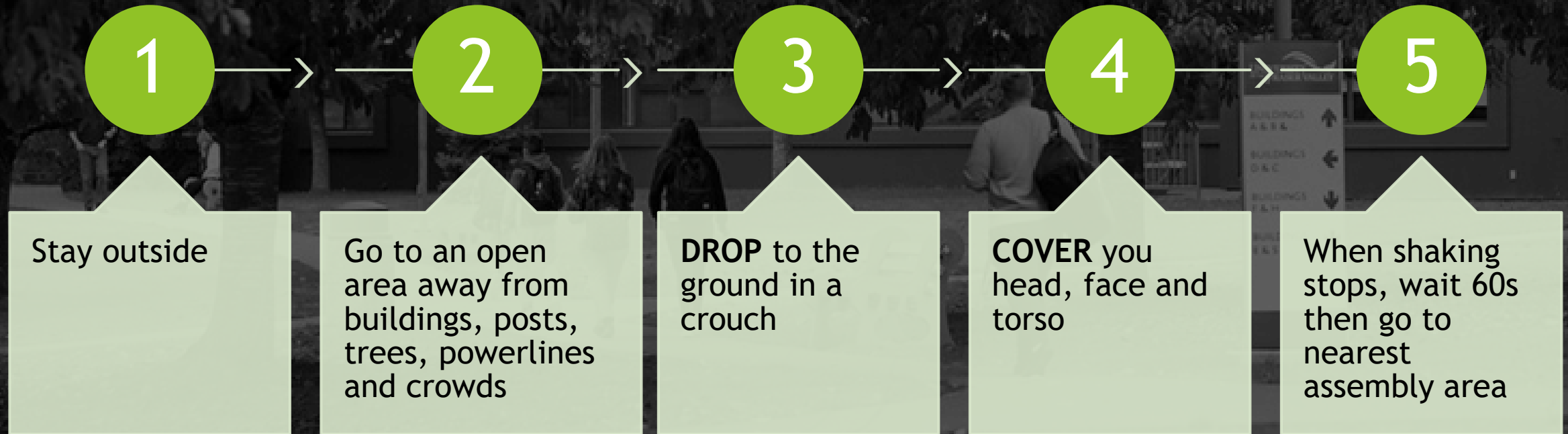
4

When shaking stops, wait 60s then evacuate if safe

5

Be prepared for aftershocks

Earthquakes: Outdoors



Shelter in Place

When it is safer to stay inside than go outside, we may call a shelter in place:



Seek and
Share Shelter

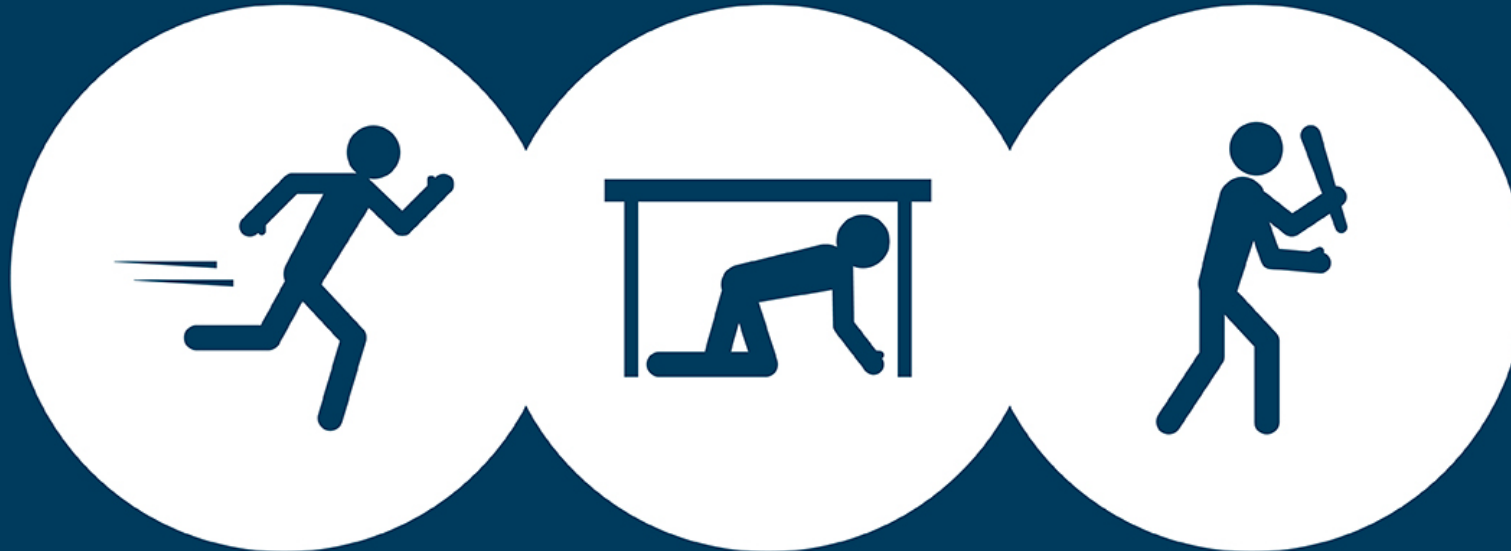
Seal exterior
doors and
windows, but
do not lock

Keep calm
and alert

Stay in place
until given
more
instructions

Active Threat - Run, Hide, Fight

Depending on the situation, a Lockdown may be called, but there may not be time



Lockdown

Used when a threat is *on campus*

When ordered to lockdown:

- Move to nearest room with a locking door
- Lock doors and close windows
- Turn off lights and close blinds
- Stay low and quiet
- Wait for contact by the police

DO NOT:

- Evacuate if the fire alarm goes off
- Open the door to anyone except emergency personnel
- Assemble in large open areas or travel long corridors

Hold and Secure

Used when a threat is *close to, but not on campus*

Order usually comes from the local police

When ordered to hold and secure:

- Move inside the nearest building
- Remain indoors and do not move between buildings outside
- Classes may continue as normal unless directed otherwise
- Wait for further direction

Bomb Threat

- ▶ If you receive a bomb threat over the phone, refer to the *Threat Telephone Checklist* available on our website
- ▶ In the event of a bomb threat, we may call a *Hold and Secure* or *Evacuation*
 - ▶ Follow existing procedures and any additional instructions
- ▶ If the *Hold and Secure* or *Evacuation* is called for another area, DO NOT ATTEMPT TO ACCESS IT

Hazardous Materials / Gas Leak

Evacuate and contain the area



Do not allow entry unless staff are trained and risk is low



If safe to do so, shut down equipment and turn off the gas valve



Notify Security as soon as possible



Do not re-enter until given the all-clear by Security or Emergency Personnel

Refer to Spill Response Guidelines (on our website) for hazard specific procedures

Power Outage

Stay	Stay where you are, emergency generators will automatically turn on
Secure	If safe to do so, secure equipment and materials that you were working with
Wait	Wait for further information
Evacuate	Evacuate only if directed to do so

Questions?

