



Building Emergency Response Plan (BERP) Guidance Document

Building Evacuation Amendment COVID-19

Purpose

The following document is to provide guidance for incorporating COVID-19 precautions to Building Emergency Response Plans (BERP). The leadership and guidance of Emergency Directors and Floor Wardens are essential during this time of physical distancing to prevent disease transmission. While it is important to maintain a safe physical distance (>2 metres) to minimize the risk of spreading the disease, the priority is to execute a safe and expeditious evacuation.

Responsibilities

Building Emergency Directors

The Emergency Director is responsible for determining and implementing the following:

1. Are designated floor wardens in attendance to perform their duties? (Are they working in the building or from home?) Where necessary, interim Floor Wardens can be designated to fill this role.
2. Are the available Floor wardens familiar with all the evacuation routes from their areas?
3. Have physical distancing measures been considered and included?
 - a. Once evacuated, floor wardens are to provide physical distance guidance to all evacuees.
Note: Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.
 - b. When providing updates about the emergency and evacuation to the Fire Chief on site, maintain appropriate physical distancing (at least 2 metres apart).
4. Encourage all floor wardens to provide an update about evacuations in their individual areas. (Cell phones, Walkie talkies are recommended where possible)
5. Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. Once permitted to re-enter the building, maintain your physical distance and wash your hands with soap and water for a minimum of 20 seconds.

Building Floor Wardens – Instructions

Building Floor Wardens are responsible for the following:

1. Review wall mounted Emergency Procedure Key Plans to ensure all evacuation routes and Predesignated Meeting Areas are known and appropriately used.
2. Physical distancing is **not required** during an evacuation.
Note: Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.



3. When all occupants have exited the building and met at the Predesignated Meeting Area, floor wardens are to provide instruction for all to maintain a 2-metre physical distance from each other.
4. When reporting the status of the evacuation to the Building Emergency Director, utilize electronic means of communication where possible to minimize in person-to-person conversations.
5. Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. Once permitted to re-enter the building, maintain your physical distance and wash or sanitize your hands before returning to your work area.

Building Occupants – Instructions

When evacuations are necessary for various emergencies outlined in this document, you must evacuate the building and follow the instructions of building floor wardens. Maintain appropriate physical distancing when gathering at the predesignated meeting area.

Note: Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.

Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. If possible, sanitize your hands. Once permitted to re-enter the building, maintain your physical distance and wash your hands with soap and water before returning to your work area.

Persons Requiring Assistance

Persons Requiring Assistance (as identified by the process outlined in Appendix 5 of the BERP) who are not working from home and reporting to work as usual, should work with their Floor Warden and Building Emergency Director to develop a modified personal evacuation plan that incorporates physical distancing. If this is not feasible, a **safe location** that is away from the hazard should be identified so the individual can remain there until the Emergency responders can assist these persons.

Safe Locations

For personnel who are unable to evacuate the building, it is recommended that if a safe location in the building has been pre-identified in the BERP that the individual remain there until emergency responders can assist. If more than one person needs to remain in the safe location, maintain 2 metres distance or the maximum possible, where 2 metres is not feasible.

Fire Evacuation Drills

All fire drills are on hold for the year 2020. This decision has been made after consultation with the Vancouver Fire and Rescue Services. Building users are advised not to submit a fire drill service request until further notice.



COVID-19 Amendment- Emergency Procedures
Safety & Risk Services

Do's

- ✓ If fire alarm is ringing, promptly evacuate the building
Note: Physical distancing is **not** required during evacuation
- ✓ Remain calm
- ✓ Meet at predesignated meeting area (Location identified on wall mounted Emergency Procedures maps)
- ✓ Physically distance (2 m) once you have evacuated from building
- ✓ Wash hands before re-entering workspace
- ✓ Follow instructions from emergency personnel

Don'ts

- ✓ Impede a prompt evacuation from building
- ✓ Panic
- ✓ Ignore alarm and direction from emergency personnel