

CEME Floor Warden Responsibilities

Building Floor Wardens

The Building Floor Wardens **MUST** be familiar with their assigned areas to ensure a safe and orderly evacuation. The role of a Building Floor Warden is to lead the evacuation of building occupants within their designated area. They are responsible for recording the names and locations of areas of concern. (e.g. locked doors, missed areas, people who are unable or refuse to evacuate). These concerns must be reported directly to the Building Emergency Director. The Building Emergency director reports all information to the Fire Chief. If the Building Emergency Director is unavailable, the Building Floor Wardens shall their report to the Fire Chief or any member of the Fire Department.

Building Floor Wardens should check their floor or area regularly for:

- Accumulation of combustible material, rubbish, or flammable liquids in excess of quantities allowed by permit.
- Dangerous ignition sources (e.g. worn extension cords, oily rags, overheating equipment).
- Hazardous equipment such as portable heaters must never be left unattended. One must ensure heat emitting equipment is not next to cardboard boxes, paper, or any combustible materials.
- Exit signs in good order and adequate lighting in public corridors and stairwells.
- Fire and exit doors and their self-closing hardware in good operating condition (Doors should not be wedged open under any conditions).
- Exit routes (means of egress) are unobstructed.
- Fire hose and portable fire extinguishers are not obstructed, in good order and ready to use.
- Emergency Response Key Plans are correct.

All fire hazards that are discovered must be reported to the Building Emergency Director immediately for corrective action.

Building Occupants

Building Occupants **MUST be familiar with this plan** and know all the locations of the building evacuation route(s) and exit(s). During an evacuation, Building Occupants **MUST** follow instructions of Building Floor Wardens and/ or the Building Emergency Director.

If you require assistance during an evacuation, please notify Building Emergency Director and Building Floor Wardens right away to facilitate a Personal Evacuation Plan (See Appendix 5: Personal Evacuation Plan)

Contacts – Building Emergency Directors and Building Floor Wardens

The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is: on the northwest corner of the intersection of East Mall and Applied Science Lane.

The Predesignated Meeting Area for Building Occupants is: on the east side of East Mall by the Health Sciences Parkade.

CEME/Rusty Hut - Building Emergency Directors					
Responsibility	Name	Activities:	Office	Phone	Email
Co-Director CEME	Jennifer Pelletier <i>Mech</i>	Co-Director - Corresponds with Fire Dept, liaises with other Co-Directors and Floor Wardens Floor Wardens - Emergency Fire Duties, check assigned areas in emergency/fire drill, report to Co-Directors	CEME 2054	604-827-4090	jen@mech.ubc.ca
Co-Director CEME	Freda Moraes <i>Civil</i>		CEME 2002D	604-822-1212	freda.moraes@civil.ubc.ca
Alternate Co-Director CEME	Monica Clarkson <i>Mech</i>		CEME 2054	604-822-3738	monica@mech.ubc.ca
Alternate Co-Director CEME	Sheeraz Marfatia <i>Civil</i>		CEME 2002C	604-822-2065	sheeraz@civil.ubc.ca

CEME Building Floor Wardens

APSC IT / MECH LABORATORIES (CEME 1st Floor - South-West Wing)

Section	Name	Responsibility	Assigned areas / rooms:	Office	Phone	Email
C	Ron Siy	Floor Warden	1002, 1002A, 1002B, 1002C, Ladies Restroom, 1050, 1050A, 1050B, 1050C, 1051, 1052, 1053,	CEME 1057	822-9450	Ron.Siy@ubc.ca
	Ben Lai	Alternate Floor Warden	1053A, 1053B, 1054, 1055, 1057, 1059, Stairwell #1 Landing, Basement: 0050, 0050B, 0050C	CEME 1057	827-5151	ben.lai@ubc.ca

LECTURE HALL WING (CEME 1st Floor - South Wing)

Section	Name	Responsibility	Assigned areas / rooms:	Office	Phone	Email
D	Rico Choi	Floor Warden	1201, 1202, 1203, 1204, 1206, 1210, Ladies Restroom, Men's Restroom, 1210, 1212, 1215, 1214, Stairwell #3 Landing	CEME 2054	822-6367	rico@mech.ubc.ca
	Rinna Gotay	Alternate Floor Warden		CEME 2054	822-4163	rinna@mech.ubc.ca
	Jeff Yathon	Alternate Floor Warden		CEME 1201	778-886-9845	jsyathon@gmail.com
	Heather Gerrits	Alternate Floor Warden		CEME 2205	822-3357	heather@mech.ubc.ca

CIVIL LABORATORIES (CEME 1st Floor - North-East Wing)

Section	Name	Responsibility	Assigned areas / rooms:	Office	Phone	Email
E&F	Kevin Veltheer	Floor Warden	1001, 1003, 1003A, 1005, 1005A, 1005B, 1005C, 1005D, 1005 Mezz, 1005 Bsmt, 1007 all floors and areas	CEME 2005	822-4429	gradsupport@civil.ubc.ca
	Felix Shuen	Alternate Floor Warden		CEME 1301	822-4833	f.shuen@civil.ubc.ca
	Jane Wu	Floor Warden	1006, 1006A, 1008, 1008A, 1008B, 1008C, 1010, 1010A, 1012, 1012A, 1012B, 1012C, 1012D, 1012E, 1012F, 1012G,	CEME 1012H	822-6737	jwu@civil.ubc.ca
	Chris Gorczyński	Floor Warden	1012H, 1012J, Men's Restroom,	CEME 2005	822-0667	managerstudentservices@civil.ubc.ca

	S. Salemein-Dashtaki	Alternate Floor Warden	Ladies' Restroom, Stairwell #4 Landing	CEME 1012D	822-6039	salman@civil.ubc.ca
--	----------------------	------------------------	--	------------	----------	--

ENVIRONMENTAL LABORATORIES (CEME 1st Floor - South-East Wing)

Section	Name	Responsibility	Assigned areas / rooms:	Office	Phone	Email
G	Felix Shuen	Floor Warden	1301, 1301A, 1301B, 1301C, 1301D, 1301E, 1301F, 1301G, 1301H, 1302, 1302A, 1302B, 1304, 1306, 1306A	CEME 1301	822-4833	f.shuen@civil.ubc.ca
	Abhishek Dutta	Floor Warden		CEME 1007		abhishekdutta1094@gmail.com
	Kali Dumbrell	Alternate Floor Warden		CEME 2005	827-5824	undergradsupport@civil.ubc.ca

MECHANICAL ENGINEERING Offices (CEME 2nd Floor - South-West Wing)

Section	Name	Responsibility	Assigned areas / rooms:	Office	Phone	Email
H&I	Sisi Zhou	Floor Warden	H:Universal Restroom (2051), 2050, 2052, 2053, 2053A, 2054 (A-H) I:2055, 2057, 2058, 2059, 2060 2061, 2062, 2063, 2064, 2065, 2066, 2067,2069, 2071 Men's Restroom, Ladies Restroom, Stairwell #1 Top Landing, Kaiser Link Entrance	CEME 2054	827-2023	sisi@mech.ubc.ca
	Erwin Avelino	Floor Warden		CEME 2054	822-8290	erwin@mech.ubc.ca
	Dennis Kwong	Alternate Floor Warden		CEME 2054	827-0399	dennis@mech.ubc.ca
	New Reception Hire	Alternate Floor Warden		CEME 2054	822-2781	reception@mech.ubc.ca

OFFICES, LOUNGE, MEETING ROOM, COMPUTER LABS (CEME 2nd Floor - South Wing)

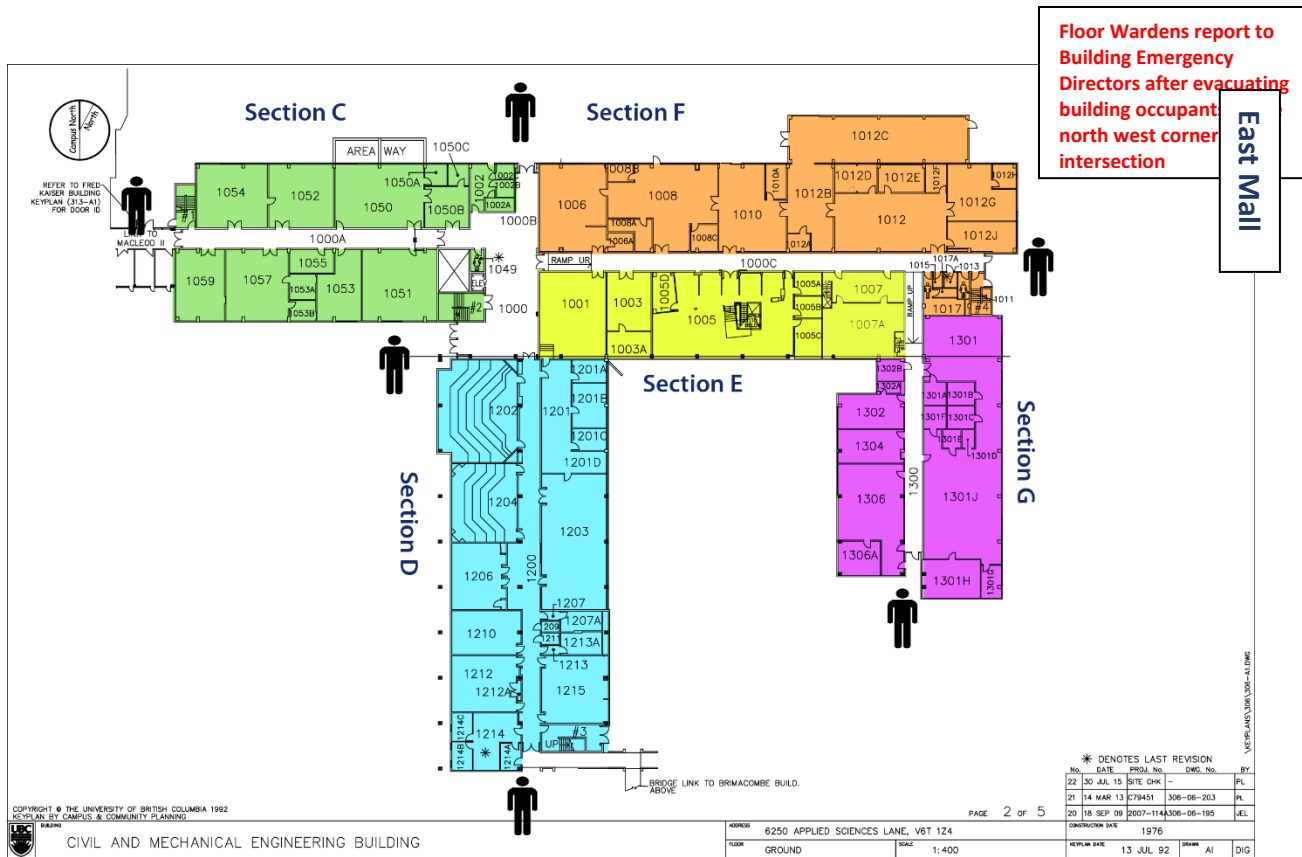
Section	Name	Responsibility	Assigned areas / rooms:	Office	Phone	Email
K	Sarah Clayton	Floor Warden	2001, 2201,2203, 2205, 2207, 2209, 2211, Men's Restroom, 2215, Stairwell #3 Top Landing	CEME 2205	822-4350	sarah@mech.ubc.ca
	Athena Leong	Alternate Floor Warden		CEME 2205	822-9861	athena@mech.ubc.ca

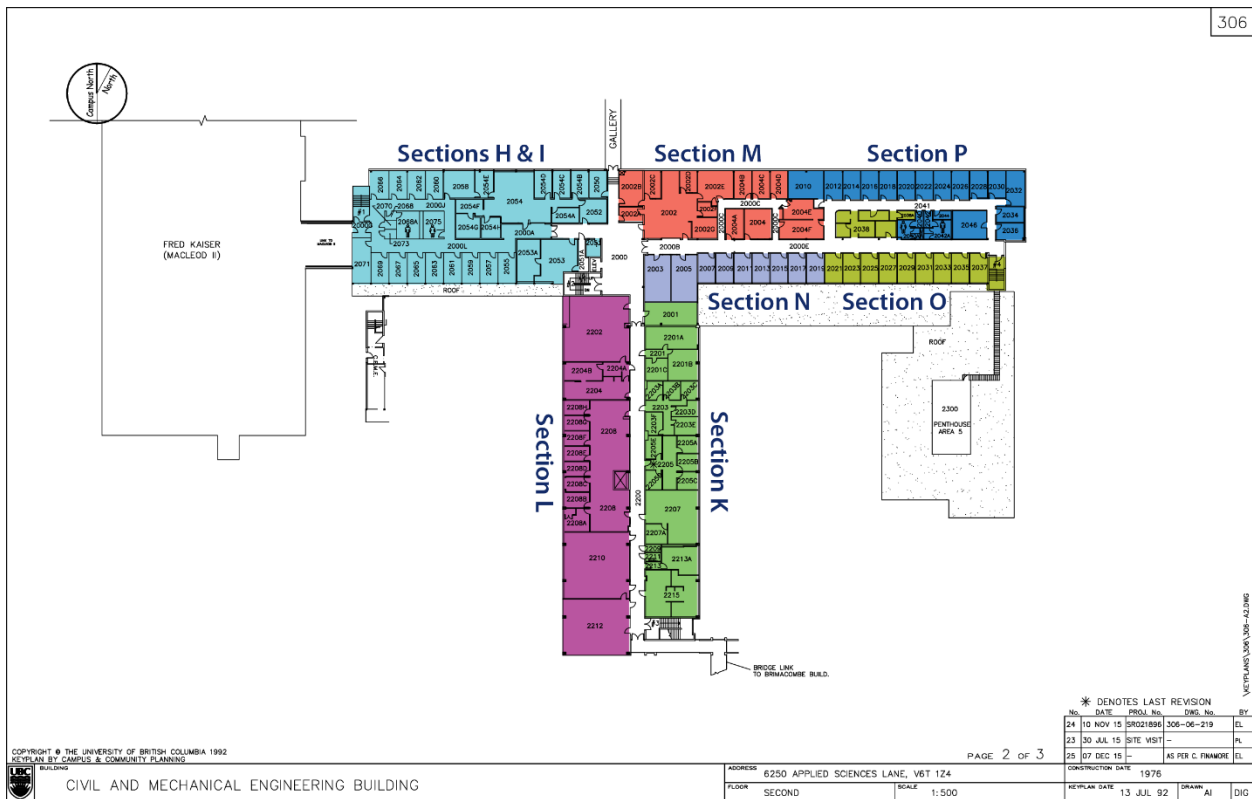
L	Josy Austin	Floor Warden	2202, 2204, 2206, 2208 (2208A), 2210, 2212	CEME 2205	822-4784	josy@mech.ubc.ca
	Amelia Pitt-Brooke	Alternate Floor Warden		CEME 2205	827-1743	amelia@mech.ubc.ca
CIVIL ENGINEERING (CEME 2nd Floor - North-East Wing)						
Section	Name	Responsibility	Assigned areas / rooms:	Office	Phone	Email
M&N	Sheeraz Marfatia	Floor Warden	2002, 2002A, 2002B, 2002C, 2002D, 2002E, 2002F, 2002G, 2004, 2004A, 2004B, 2004C, 2004D, 2004E, 2004F 2003, 2005, 2007, 2009, 2011, 2013, 2015, 2017, 2019	CEME 2002C	822-2065	sheeraz@civil.ubc.ca
	May Liu	Floor Warden		CEME 2002B	822-6715	gen-accounts@civil.ubc.ca
	Freda Moraes	Floor Warden		CEME 2002A	822-1212	headoffice@civil.ubc.ca
	Claire Wei	Alternate Floor Warden		CEME 2002	822-2637	info@civil.ubc.ca
O&P	Donna Seto	Floor Warden	2021, 2023, 2025, 2027, 2029, 2031, 2033, 2035, 2037, 2038, 2038A Stairway #4 Top Landing, 2010 2010, 2012, 2014, 2016, 2018, 2020, 2022, 2024, 2026, 2028, 2030, 2032, 2036, 2048, 2040 2042 (Ladies' & Mens' washroom), 2038	CEME 2004B	822-2516	researchdevelopment@civil.ubc.ca
	Elnaz Mani	Alternate Floor Warden		CEME 2002	822-5922	adminsupport@civil.ubc.ca
	Helen Yau	Floor Warden		CEME 2002B	822-0662	gen-account@civil.ubc.ca
	Lee Yang	Alternate Floor Warden		CEME 2002	822-9937	communications@civil.ubc.ca

NOTE: Do not include personal home phone numbers on this list. This document is a workplace document and it is meant for UBC faculty and staff, so it must not include any external personal contact information

Applied Science Lane

Area of Floor Wardens Responsibility Maps





In the Case of a Building Fire

Building Floor Wardens – Instructions

1. If not activated, activate the closest fire pull alarm immediately.
2. If immediately accessible, put on your safety vest.
3. Direct all personnel within your area to the nearest safe exit.
4. Urge people to stay calm and evacuate in a quick and orderly manner.
WALK, DO NOT RUN
5. Knock on closed and/or locked doors, state the nature of the emergency and proceed without delay to sweep through area. Ensure you evacuate with your assigned personnel and report any rooms/areas that were locked or inaccessible.
6. If it is safe to do so, close (do not lock) windows and doors on your way out. This will help to prevent oxygen from feeding the fire, provide containment, and slow the advancement of the fire.
7. Use the stairway to evacuate; DO NOT use the elevator(s). See Note 1.
8. If possible, assist occupants that are unable to evacuate using the stairs. Individuals requiring assistance are required to have a personal evacuation plan. Refer to **Appendix 4: Persons Requiring Assistance** and **Appendix 5: Personal Evacuation Plan**. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
9. Direct evacuated occupants to the Predesignated Meeting Area upon exiting the building. The building Predesignated Meeting Area is outside of the entrance to CEME building across East Mall by the Health Sciences Parkade, with overflow possible inside the parkade if needed or during inclement weather .
10. Call 911:
 - a) State your name.
 - b) Provide the address and the nearest intersection. The address of your building is: 6250 Applied Sciences Lane, Vancouver, BC.
 - c) Provide the following information about the fire:
 - **WHERE:** Floor number, room number
 - **WHEN:** Approximate time fire started
 - **WHAT:** What caused the fire, is it spreading, are people injured or requiring urgent assistance
 - **OTHER INFORMATION:** Hazardous materials, potential access issues etc.
11. Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building). The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is on the northwest corner of the intersection of East Mall and Applied Sciences Lane.
12. Relay pertinent information (e.g. occupants who were unwilling or unable to evacuate the building) to the Building Emergency Director or Fire Department at an open area that is a safe distance away from the building. See Note 2.

Note 1: Appendix 6: Elevator Upgrade Project, provides information on the elevator upgrades occurring across campus in efforts to meet the requirements of the Safety Code for Elevators and Escalators. In an emergency, elevators are not to be considered the primary mechanism for egress.

Note 2: All Building Floor Wardens report information to Building Emergency Director and the Building Emergency Director reports all information to the Fire Department. If Building Emergency Director is unavailable, the Building Fire Wardens can report directly to the Fire Department.

13. Stay on the scene until the Fire Department arrives. Once evacuated, DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department gives permission to do so.

In the Case of an Earthquake

Building Floor Wardens – Instructions

If you are indoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops and before attempting to exit.
2. Assess your immediate surroundings for dangers (i.e. check for fires, gas leaks, exposed/arcing electrical components/wires, leaking sewage pipes, broken water pipes, dangling fixtures/furnishings).
3. Determine whether it is safer to stay indoors or evacuate. Do not assume it is safe to exit.
Proceed with evacuating the building if it safe/ necessary.
4. Repeat DROP, COVER, AND HOLD procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.

5. Begin Building Floor Warden Evacuation Procedures.

- a. Evacuate occupants in the area(s) that are assigned to you.
- b. Urge people to stay calm, and to evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
- c. Do not allow building occupants to use the elevator(s).
- d. If possible, assist occupants that are unable to evacuate using the stairs. Refer to **Appendix 4: Persons Requiring Assistance** and **Appendix 5: Personal Evacuation Plan**.

Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to emergency personnel.

- e. Upon exiting the building, ask evacuated occupants to proceed to the Predesignated Meeting Area. The Predesignated Meeting Area is outside of the east entrance to CEME building across East Mall by the Health Sciences Parkade.
 - f. Meet the Building Emergency Director at the pre-determined location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building) to give any additional information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is on the northwest corner of the intersection of East Mall and Applied Sciences Lane.
6. Ensure pertinent information is relayed to the Building Emergency Director. Once evacuated, DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

If you are indoors - During the Shaking

1. DROP to the ground
2. Take COVER by getting under a sturdy desk or table (it is important to keep underneath of lab benches clear for this reason). Stay away from overhead windows, shelves, and heavy objects which may fall (e.g. ceiling mounted projectors).
3. HOLD ON to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished. If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.
4. Stay indoors till the shaking stops and you are sure it is safe to exit (i.e. stay away from exterior walls, as it is more likely to sustain damage during an earthquake). In most buildings in British Columbia, you are safer if you stay where you are until the shaking stops.

In the Case of an Earthquake

Building Floor Wardens – Instructions

If you are outdoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops.
2. Assess your immediate surroundings for dangers. (e.g. fallen wires). Stay away from exterior walls and heavy objects which may fall.
3. Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building) and wait for Building Floor Wardens to report information about the earthquake, the evacuation, or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is on the northwest corner of the intersection of East Mall and Applied Sciences Lane.
4. Ensure all evacuation information is reported to the Building Emergency Director and then that information is relayed over to 1st Responders when they arrive (e.g. Fire, Police or Ambulance).
5. Do not enter your building to evacuate occupants
6. DO NOT ALLOW ANYONE TO ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

To sign up for UBC Alert:

Students:

1. Log into the [UBC Student Service Centre](#)
2. Add your cell phone number to “Your Details”

Staff and Faculty

1. Log onto www.msp.ubc.ca
2. Update your contact information on the Faculty and Staff Self Service Section
 - a. Update your cell phone number in order to receive UBC Alerts with the “Phone Numbers” link under my Personal Info
 - b. Update your emergency contact information (contact for parent, spouse, friend who can be reached in case you are ill or injured on campus) under “Emergency Contacts”

NOTE: Progress is currently being made by the University to address the area of Emergency Social Services (ESS) for the campus community. While the University is taking additional measures to help prepare the campus for disasters such as earthquakes, we also strongly encourage staff, faculty, residents and students to be personally prepared (e.g. having 72 hours emergency preparedness kits). Additional ESS related information will be provided once available.

If you are outdoors - During the Shaking

1. Stay outside if you are outdoors when the shaking starts, you should find a clear spot away from buildings, trees, streetlights, and power lines, then:
 - a) **DROP** to the ground,
 - b) **COVER** your head from falling debris. If you are in a crowded area, take cover where you won't be trampled.
 - c) **HOLD ON** until the shaking stops.

Post-Earthquake Instruction:

If available post-earthquake:

1. Monitor www.ubc.ca for information and updates regarding the event.
2. For individuals who have signed up for UBC Alert, monitor your landline phones, cell phones and email mailboxes for voicemail messages, text messages and emails for information and updates regarding the event.
3. Emergency Response Personnel or Volunteers may be deployed to areas across campus to disseminate pertinent information in response to the event.

Emergency and Safety Contacts

EMERGENCY:

911

Police | Fire | Ambulance | Hazardous Spill

NON-EMERGENCY	
RCMP	604 224 1322
Vancouver Fire and Rescue	604 665 6010
BC Ambulance Service	604 872 5151
SECURITY & PERSONAL SAFETY RESOURCES	
Campus Security (Vancouver)	604 822 2222
AMS SafeWalk	604 822 5355
FIRST AID RESOURCES	
Closest Automated External Defibrillator	CEME Lobby - 6250 Applied Science Lane, Vancouver
UBC Faculty, Staff, and Student Workers	604 822 4444
UBC Students	911 or Student Health at UBC Hospital
Visitors	911 or Urgent Care at UBC Hospital (604.822.7662)
SAFETY RESOURCES & SAFTY RISK SERVICES CONTACTS	
AMS Sexual Assault Support Centre	604 827 5180
Asbestos Safety	604 822 8772
Biological and Radiation Safety	604 822 4353
Chemical Safety	604 827 3409
Emergency Management & Business Continuity	604 822 1237
Environmental Services	604 822 9280
Health and Safety- Faculty of Medicine	604 827 1982
Health and Safety- Student Housing and Hospitality Services	604 827 2671
Health and Safety- Building Operations	604 822 1885
Report an Accident or Incident	www.cairs.ubc.ca
Safety Risk Services	604 822 2029
Safety Programs	604 822 6513
Student Health	604 822 7011
Equity and Inclusion	604 822 6353
Counseling Services	604 822 3811
Ergonomics	604 822 9040
Occupational Hygiene	604 822 6098