

Brescia University College provides a safe and secure environment for its employees and students through the work of several academic/administrative units and student organizations.

### What is an emergency?

An urgent and/or critical situation, temporary in nature, that threatens or causes harm to people, the environment, Brescia's property or disrupts critical operations.

### Purpose of the Building Emergency Team (BET):

In the event of a fire alarm or other emergency, a Building Emergency Management Team member will don a vest, grab their coat and keys, quickly sweep the area for no immediate danger, and find the closest exit. Then, using maps provided, go to a main exit and help with the evacuation by sending people to the designated check points for evacuations.

### Understanding the Role:

- **The Building Emergency Team** is coordinated by the **Building Emergency Coordinator (BEC)**.
  - **The Building Emergency Coordinator** has the task of recruiting and maintaining a group of people who will act as a member of their Building Emergency Team. During an emergency evacuation, the BEC will proceed to a designated meeting place to await the arrival of the responding Emergency Services. The BEC will liaise with other Building Emergency Team Members to determine any pertinent information about the emergency, which may include; areas of the building which have been searched, locations of people in the building, cause of the alarm, cause of the fire, signs of smoke or fire, or any other information which they deem pertinent for crews responding from any Emergency Response Agency. They will relay this information to the incoming agencies and act as a liaison with these agencies. An additional duty of the BEC is to inform other team members, upon the instructions from the Incident Commander, be it Police, Fire or Other, that the building can be re-occupied. In the case that it is not possible to re-occupy the building, it is the duty of the BEC to relay to other team members that they will be required to move to the pre-determined temporary shelter building.
  - All **Building Emergency Team** members and Building Emergency Coordinators are issued vests to be donned in the event of an emergency. These vests assist responding

Emergency Agencies and building occupants in identifying their designation as Building Emergency Team members.

Legislative Requirements:

- Accessibility for Ontarians with Disabilities Act (AODA)
- Ontario Fire Code

Ontario Fire Code – 2.8.2

- *Measures in a fire safety plan*
- 2.8.2.1. (1) A fire safety plan shall include
  - (a) the emergency procedures to be used in case of fire, including
    - (i) sounding the fire alarm,
    - (ii) notifying the fire department,
    - (iii) instructing occupants on procedures to be followed when the fire alarm sounds,
    - (iv) ***evacuating occupants, including special provisions for persons requiring assistance,***
    - (v) the procedures for use of elevators, and
    - (vi) confining, controlling, and extinguishing the fire,
  - (b) the appointment and organization of designated supervisory staff to carry out fire safety duties,
  - (c) the training of supervisory staff and instruction of other occupants in their responsibilities for fire safety,
  - (d) documents, including diagrams, showing the type, location and operation of the building fire emergency systems.
  - (e) the holding of fire drills,
  - (f) the control of fire hazards in the building,
  - (g) the maintenance of building facilities provided for the safety of occupants,
  - (h) the provision of alternative measures for the safety of occupants during any
    - shutdown of fire protection equipment and systems or part thereof.

## “Safe Area” for Persons with Disabilities:

“Safe Area” for Persons with Disabilities:

- Persons with a physical disability are often limited in their ability to evacuate using stairwells. It is primarily for this type of disability that the following procedures apply.
- Procedure When an Alarm Sounds

Ground Level

- If you can evacuate the building at ground level, a Building Emergency Team member (BET) or a volunteer should escort you to a safe location away from the building. This information should be outlined in the Employee Emergency Response document.

Above or below the ground floor

- Seek a safe area with or without the assistance of a BET.
- When there is a fire alarm, if possible, phone Campus Police at 911 to inform them of your location, circumstance and intentions.
- Tell the communication officer that your fire alarm is sounding, but you have a disability and cannot leave your floor area. If you smell smoke or are in immediate danger, inform the communications officer immediately.
- The Building Emergency Team (BET) has been instructed to ask and help you to identify where you will wait for evacuation. They are not trained to lift and carry you out of the building. Please ask someone to remain in the building with you until trained rescue workers arrive from the fire department.

Ensure someone from the evacuation team or a volunteer has noted your location, floor and stairwell and that this person will notify the authorities of your need for assistance.

- Campus Police have radio contact with officers at the scene and will provide you with updates on the situation via the phone number you provide. In the event that your safety could be compromised,
- Firefighters will assist in your safe evacuation. At any time, you can also call back for an update.

Shelter in Place

- Find a safe area such as an office, classroom, bedroom, suite or stairwell
- Call 911 and provide details
  - a) Your location – Building & Room number
  - b) You're unable to evacuate
  - c) Do you smell smoke, and are you in immediate danger
- Have BET's assist whenever possible
- Inform persons with disabilities of these options

## Severe Weather:

### Severe Weather Messaging

*(Initiated only for tornado warnings)*

- Outdoor notification speaker array – on continuously during a warning
- Mass notification using fire alarm speaker systems where available (presently 60% of campus)
- BEM EMAIL- [buc-secure@uwo.ca](mailto:buc-secure@uwo.ca)
- Social Media
- Website

### Weather Advisory

– An actual or expected weather condition may cause general inconvenience or concern, but will not pose a threat

### Weather Watch

– Is an alert that conditions are favourable for the development of severe weather

### Weather Warning

- Means severe weather is occurring, and that hazardous weather is highly probable

## What should you do?

- Inform building occupants of the tornado warning
- Recommend that they move away from outside facing windows and doors
- Seek shelter in interior stairwells, corridors, classrooms, offices, washrooms and other structurally sound rooms

Western's Whelen WPS-2808 Tornado Siren Test

<http://www.youtube.com/watch?v=8J3AVucOV0E>

## What is my role as Building Emergency Team (BET) in the event of alarm?

Your primary role is to assist people to get out of the building safely and quickly, by the closest exit.

## My area is the Ursuline Hall 49 Wing. I am in the basement on break when the alarm is activated. Should I go up to my floor to do my BET duties?

“NO” - you should exit the building and inform officials that you were not able to complete your duties

## What do I do when someone refuses to leave in the event of alarm?

- Inform them there is an alarm and that everyone must exit the building
- If they choose not to leave, do not get confrontational; continue with your duties and inform officials

### What equipment needs to be shut down safely in the event of alarm?

Any equipment that poses a hazard to persons or property that can be easily stopped

### Where do 911 calls go?

- From any campus phone to Campus Community Police Services (911)
- From any other phone (i.e. mobile) downtown (which will be redirected to CCPS)

### What do I do if there is a person with a disability in my area during alarm?

For a person who cannot evacuate, seek a safe area such as an office, classroom, bedroom suite, or stairwell and call 911

### Severe weather emergency. Would our role be to encourage people to stay in the building?

“Yes” - advise people to move away from the exterior walls and windows and into the core of the buildings.

### When is it safe to re-enter a building?

Once the Fire department has given the all clear or when the signaling devices stop.

### Can students be BET's?

Yes” – where practical

### Does Fire Safety provide Fire Extinguisher training?

“Yes - it's free on a first come, first serve basis. Sign up via email at “Firesafety@uwo.ca”

### During evacuation - how far should people move away from a building?

In the wintertime, it is tempting to stay close to the door. Be mindful of the Fire Department coming in, as they need the space. Getting people farther than 10 meters is recommended

### What happens if someone in our facility has a medical emergency and a 911 call is made from a cell phone?

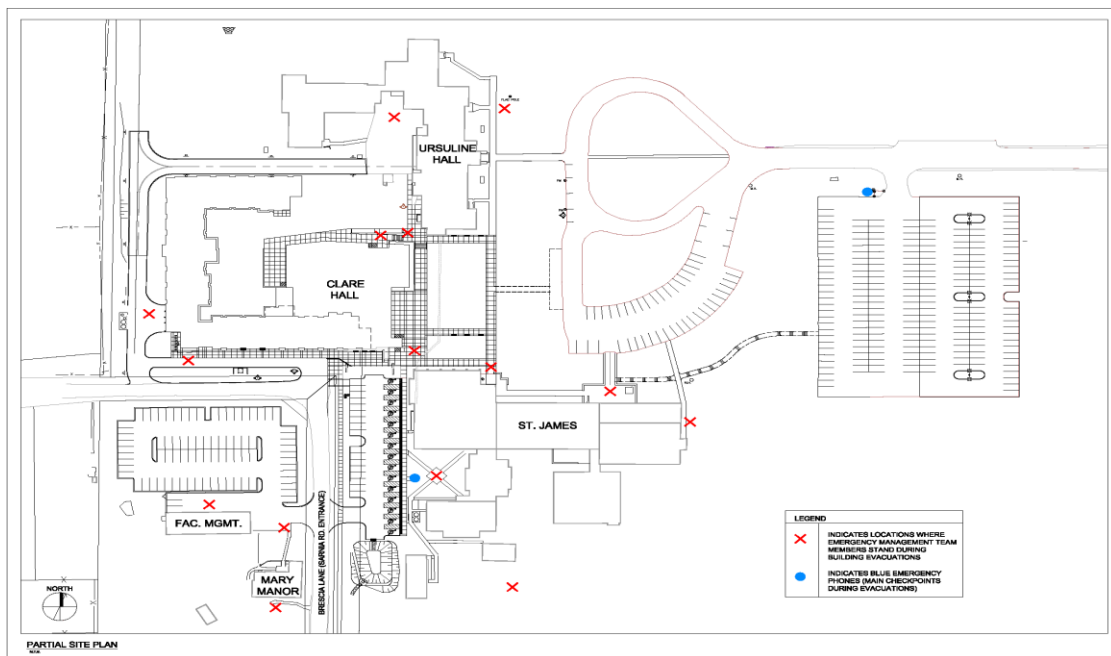
A 911 call from a cell phone goes to the London Police emergency communications centre. They will redirect the call to EMS for an ambulance and also back to Campus Police to advise us of the situation. EMS will advise Campus Police Communications they have sent an ambulance. Campus Police will respond to the source of the emergency. (A 911 call from a campus phone goes directly to Campus Police)

### What is the management strategy, during an evacuation, for persons with mobility problems?

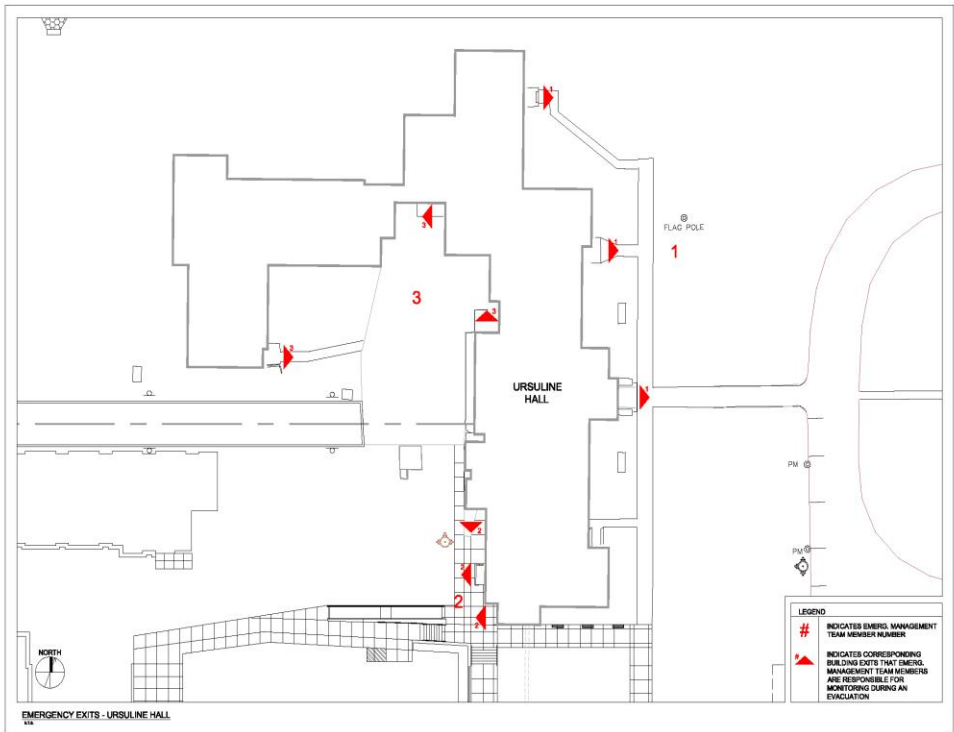
In traditional residences, persons with permanent disabilities are on a list, and during fire alarms, these persons are contacted by telephone and updated on the situation. In other circumstances, areas of refuge are offices or suites and stairwells or landings. Persons can choose to remain in an office or suite and call Campus 911 and apprise the Communications Operator of their situation, or they can wait in a stairwell or landing area but they should ensure that someone can report their location to the responding emergency personnel. Building emergency team members are encouraged to stay with the impaired person(s), but that is not always possible.

### **Maps of all areas:**

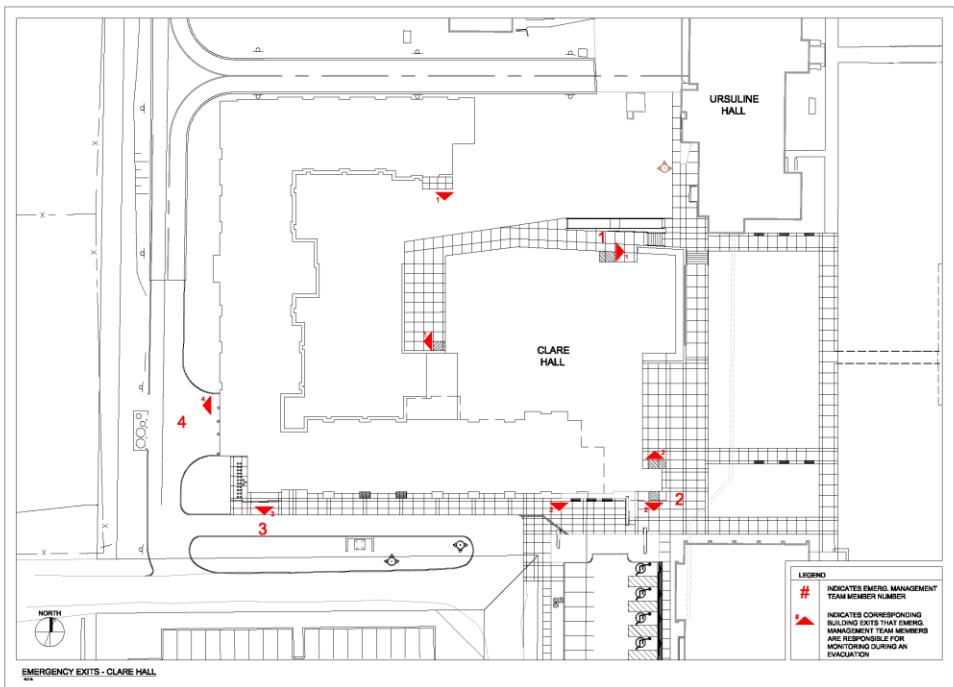
#### **All Campus**



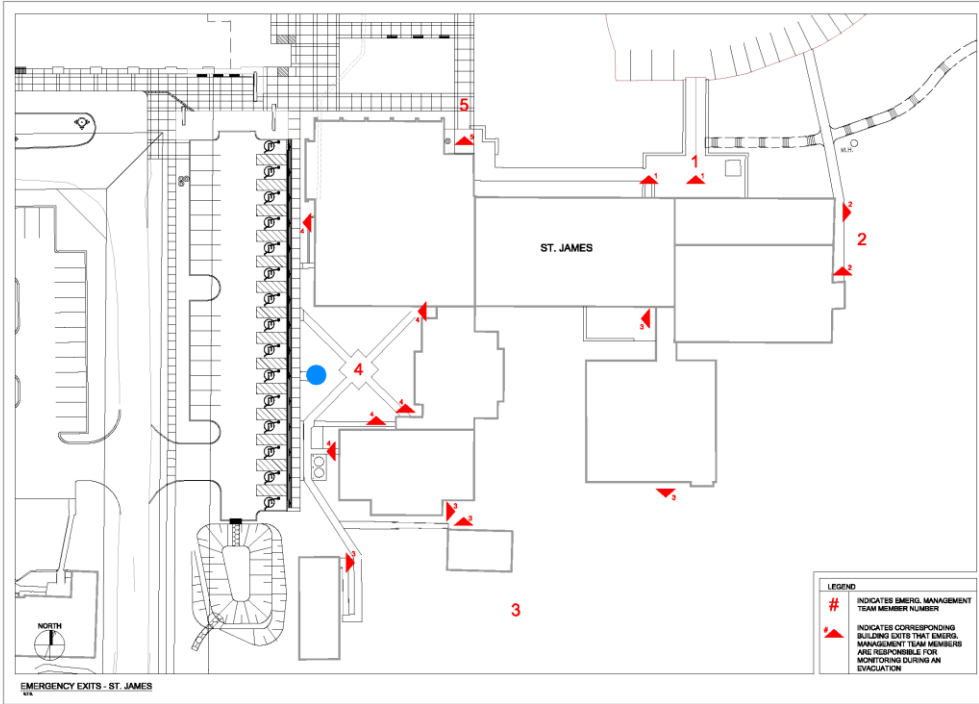
**Ursuline Hall Building**



**Clare Hall Building**



**St. James Building**



**Mary Manor/ Facilities Management Building**

