

FOREWORD

This Emergency Response Plan outlines the procedures and responsibilities related to emergency response at 2601 East Mall. It serves as a reference document to guide tenants in responding effectively to potential emergencies within the facility.

As the landlord, FPIInnovations provides this plan to support the tenant's overall fire safety and emergency preparedness. It fulfills FPIInnovations' obligation to provide:

- a training guide for the tenant's staff members who have roles in emergency response,
- a tool to support overall emergency awareness among tenant employees, and
- a reference document to support emergency responders during emergencies.

While FPIInnovations supplies the framework and building-related information, it remains the tenant's responsibility to integrate the relevant content into their own Health and Safety Program, implement the corresponding procedures within their daily operations, and actively appoint employees to fill the roles required by this plan.

This plan aims to help readers understand:

- the roles and responsibilities of FPIInnovations and tenants,
- the identification of emergency events or situations,
- what to do and where to go during specific emergency situations,
- the communication channels provided by FPIInnovations and how to use them during an emergency,
- design features and floor plans of the building, and
- the safety signage posted within the building.

The owner of this plan is FPIInnovations' Emergency Measures Coordinator, who is responsible for issuing, maintaining, and keeping the document up to date.

If tenants identify a need for revisions, they should communicate the proposed updates to FPIInnovations' Emergency Measures Coordinator. Updates may be required to reflect:

- newly identified emergency situations,
- changes in the tenant's operations,
- lessons learned from emergency drills or incidents, or
- any other information deemed necessary to improve the plan.

Important Notice

During an emergency, tenant employees should refrain from providing information to external parties. All external communications will be managed by FPIInnovations' Emergency Measures Coordinator.

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1. RESPONSIBILITY

Tenant

To support a coordinated emergency response within the building, the tenant is expected to appoint employees to the following roles. These roles work alongside FPIInnovations' responders during emergencies.

a) Tenant Representative

The Tenant Representative is a tenant employee responsible for health and safety matters. They integrate the relevant content of this plan into the tenant's Health and Safety Program and help ensure that the emergency procedures described in this plan are understood and followed within the tenant's operations. They also serve as the primary point of contact for FPIInnovations during emergencies.

Responsibilities include:

- Informing FPIInnovations' Emergency Measures Coordinator of an emergency situation.
- Ensuring they are reachable during emergencies through a reliable phone.
- Reporting to the command post during emergencies and providing FPIInnovations' Emergency Measures Coordinator (or the fire department, if they arrive before FPIInnovations' Emergency Measures Coordinator) with information about the tenant's operations, such as:
 - When and where the emergency was first noticed,
 - What activities were taking place at the time, and
 - Whether any hazardous materials are stored nearby.
- Ensuring that a sufficient number of tenant employees are appointed as fire wardens and enrolled in training provided by FPIInnovations.
- Ensuring that employees, subcontractors, and visitors under the tenant's control receive orientation on the applicable emergency measures.
- Coordinating with FPIInnovations on matters related to emergency measures, updates, or recommended improvements.

b) Fire Warden

The Fire Warden is a tenant employee responsible for helping occupants evacuate safely from their assigned zones or floor. Fire Wardens support FPIInnovations' Muster Point Leader by providing accurate information about the evacuation status.

Responsibilities include:

- Moving quickly to their assigned evacuation zone when the alarm is activated.
- Conducting a sweep of the area.
- Directing occupants to evacuate calmly using the nearest safe exit.
- Closing doors safely (without locking them), if possible, before leaving.

- If unsafe to conduct the sweep, leave by the nearest safe exit and report directly to the muster point leader

Once outside, report to the Muster Point Leader with:

- Zones confirmed evacuated
- Areas that are inaccessible
- Persons who refused or were unable to evacuate
- Any hazards or building damage

Fire Wardens must remain at the muster point until further instructions are given.

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During its normal operating hours, FPIInnovations will ensure that the following roles have been assigned to its employees in order to support a coordinated emergency response for the 2601 facility.

c) Emergency Measures Coordinator

The Emergency Measures Coordinator is an FPIInnovations employee designated to coordinate the initial emergency procedures until external emergency responders arrive and take command.

Responsibilities include:

- Proceeding to the command post during emergencies and coordinating evacuation and response activities until relieved by external emergency responders.
- Acting as the primary point of contact for information exchange with the Tenant Representative, FPIInnovations' Muster Point Leader, Building Supervisor, and external emergency responders.
- Ensuring continuous and reliable communication throughout the emergency, including keeping agreed communication channels open.
- Enrolling in emergency alert systems (BC Emergency Alerts, UBC Alert, FPIInnovations Alert) to receive emergency notifications.
- Planning and delivering training and emergency drills for tenants.

d) Muster Point Leader

The Muster Point Leader is an FPIInnovations employee designated to coordinate evacuees at the muster point.

Responsibilities include:

- Proceeding to the muster point and maintaining order and safety among evacuees.
- Ensuring evacuees remain at the muster point until official instructions for re-entry, relocation, or dismissal are provided.

- Receiving evacuation reports from Fire Wardens, including evacuated zones, uninspected areas, and any missing or injured persons.
- Promptly relaying critical information to the Emergency Measures Coordinator via walkie-talkie or phone.

e) Building Supervisor

The building supervisor is an FPInnovations employee with detailed knowledge of the building's mechanical, electrical, and fire protection systems. They support the Emergency Measures Coordinator and external emergency responders by providing technical building information and access.

Responsibilities include:

- Proceeding to the fire alarm panel during a fire to identify the activated zone or device.
- Assisting the Emergency Measures Coordinator by verifying building conditions and the status of critical systems.
- Providing external emergency responders with information on:
 - Fire alarm panels and annunciators
 - Fire protection and suppression systems (e.g. sprinklers, extinguishers)
 - Building mechanical systems (e.g. ventilation shutdowns, electrical isolation)
 - Paths of travel, exits, and stairwells
- Remaining available to escort external emergency responders to specific building areas or equipment rooms as needed.
- Supporting FPInnovations by maintaining accurate and up-to-date information on building infrastructure relevant to emergency response.

2. EMERGENCY PROCEDURES

As the landlord, FPIInnovations provides information and procedures to assist occupants in responding to the following emergencies.

Refer to the relevant chapter using the hyperlinks below.



[Fire and Evacuation](#)



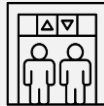
[Natural Disaster](#)



[Contaminated Water](#)



[Power Outage](#)



[Person Stuck in Elevator](#)



[Theft and Vandalism](#)



[Confinement](#)

FIRE & EVACUATION

Recognizing a Fire

A fire emergency may be recognized by one or more of the following:

- Visible flames, smoke, or sparks.
- A strong burning smell or unusual heat.
- Crackling, popping, or explosion-like sounds.
- Activation of fire alarms or sprinkler systems.
- Reports of smoke or fire by occupants.

Upon recognizing any of these signs, follow the procedures according to your role below.

Recognizing an Evacuation

An evacuation may be initiated when any of the following signals or instructions occur:

- A public announcement (PA) message instructs occupants to evacuate.
- Visible hazards inside the building (e.g., smoke, structural damage, chemical spill, unsafe air quality) require immediate evacuation.
- Direction from emergency services (fire department, UBC security, or emergency responders) to evacuate.

When any of these signs or instructions occur, follow the procedures below according to your role.

Tenant

TENANT REPRESENTATIVE

1. Dial 911 if there is a fire or if the emergency situation requires it.

Provide the dispatcher with the following information:

- Address: 2601 East Mall, Vancouver
- Your name and phone number
- A brief description of the emergency
- The condition and location of any affected person(s)

Do not hang up until the dispatcher confirms you may do so.

2. If an evacuation is required due to an emergency other than a fire, use the Public Announcement (PA) system to deliver the following message:

Attention all staff. This is an evacuation. Leave the building immediately using the nearest safe exit. Do not use elevators. Proceed directly to the muster point and wait for further instructions.

(Continue next page)

3. Call FPInnovations' Emergency Measures Coordinator at 778-731-1610.

Backup contacts: Rod Stirling (604-842-4383), Darrell Wong (604-837-8089), Sorin Beschea (604-803-9436).

4. Take the Emergency Response Plan binder and move quickly to the command post.

If emergency responders arrive before FPInnovations:

5. Meet the fire department upon arrival, open this Emergency Response Plan binder to Section 7 – Floor Plans and provide it to the Fire Chief.

6. Provide the fire department with information received from Fire Wardens, including:

- Evacuation zones cleared, or still being evacuated
- Areas not inspected or inaccessible, if any
- Any missing person(s)
- Any hazards or obstacles noticed during evacuation (e.g. visible building damage)

7. Assign a knowledgeable person, if requested, to accompany emergency responders to fire protection systems, mechanical rooms, and security systems.

8. Keep the fire department updated on evacuation progress and any new information.

9. Authorize re-entry only after the fire department confirms the building is safe.

FIRE WARDEN

1. Move quickly to your assigned evacuation zone.

2. Evacuate all occupants calmly and respectfully, using available exits.

3. If any area is inaccessible, take note and report it to the Muster Point Leader once outside.

4. Close doors without locking them if it can be done safely.

5. Report to the Muster Point Leader with:

- Evacuation zones cleared, or still being evacuated
- Areas not inspected or inaccessible, if any
- Any missing person(s)
- Any hazards or obstacles noticed during evacuation (e.g. visible building damage)

6. Wait for further instructions from the muster point leader regarding re-entry.

OCCUPANTS

1. Stop equipment or activities immediately, if this can be done quickly and safely.
2. Pull the nearest manual fire alarm, if it is not already sounding.
3. Listen carefully to instructions provided over the public announcement (PA) system, if applicable.
4. If trained and it is safe to do so, use a fire extinguisher to control a small fire. Do not attempt to fight large fires or put yourself at risk.
5. Leave the building using the nearest safe exit.
6. Don't use the elevator.
7. Proceed directly to the muster point and remain there until further instructions are given.

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EMERGENCY MEASURES COORDINATOR

1. Take this Emergency Response Plan binder and move quickly to the command post.
2. Call FPIInnovations' Building Supervisor to the command post.
3. Call FPIInnovations' Muster Point Leader to the muster point.
4. Communicate with the Tenant Representative and record:
 - When and where the emergency was first detected
 - What activities were taking place at the time
 - Whether any hazardous materials are stored nearby
5. Communicate with the Muster Point Leader and record:
 - Evacuation zones cleared, or still being evacuated
 - Areas not inspected or inaccessible, if any
 - Any missing person(s)
 - Any hazards or obstacles noticed during evacuation

If 911 was called,

6. Meet the fire department upon arrival and provide information received from the Muster Point Leader and the Tenant Representative.
7. Open this Emergency Response Plan binder to Section 7 – Floor Plans and give it to the Fire Chief.
8. Keep the fire department updated on evacuation progress and any new information.
9. Authorize re-entry only after the fire department confirms the building is safe, and you have verified safe conditions through a site walk-through.

MUSTER POINT LEADER

1. **Wear a helmet and a high-vis vest.**
2. **Bring the following and move quickly to the muster point:**
 - Evacuation zones register and a pencil
 - Walkie-talkie
 - Megaphone (if available)
3. **Perform a functionality test on your walkie-talkie.**
4. **Position yourself so evacuees can see you.**
5. **Greet fire wardens and record the following:**
 - Areas that have been evacuated
 - Zones not visited or inaccessible
 - Missing or injured persons, or persons who did not comply with evacuation orders
 - Any new information about the incident
6. **Relay such information to the Emergency Measures Coordinator.**
7. **Instruct evacuees to remain at the muster point until the Emergency Measures Coordinator provides updates regarding:**
 - Re-entry authorization
 - Possible relocation or secondary evacuation

BUILDING SUPERVISOR

1. **Move quickly to the command post and access the fire alarm control panel.**
2. **Check the status of the fire alarm control panel and verify that building systems, e.g. ventilation and other auxiliary systems, have been automatically shut down.**
3. **Report findings to the Emergency Measures Coordinator.**
4. **Gather and provide building information that may assist emergency responders, including:**
 - Status and location of, and access routes to, fire protection and building services equipment, including mechanical rooms
 - Building layout
 - Any other relevant operational details
5. **Accompany emergency responders to fire protection systems, mechanical rooms, or security systems when requested.**
6. **Remain available to assist the Emergency Measures Coordinator as needed.**

NATURAL DISASTER

Recognizing a Natural Disaster

A natural disaster may be recognized by sudden environmental events such as:

- **Earthquake** – strong ground shaking, falling objects, or building vibration.
- **Tsunami** – official alerts following an offshore earthquake, rapid shoreline changes, or unusual ocean activity.
- **Strong wind** – extreme gusts causing falling branches, debris hazards, or difficulty moving outdoors.
- **Flooding** – rising water levels, pooling water entering the building, or heavy rainfall causing drainage overflow.

When any of these signs observed, follow the procedures below according to your role.

Tenant

TENANT REPRESENTATIVE

1. Use the Public Announcement (PA) system to deliver the following message:

Earthquake – Attention all staff. An earthquake has been reported. Please remain calm and immediately DROP, COVER, and HOLD ON. Stay where you are until the shaking stops. If you need help, dial 911.

Tsunami – Attention all staff. A tsunami warning has been issued by official authorities. Please remain calm and move away from lower levels and stay on higher floors. Do not leave the building unless directed. Await further instructions.

Strong wind – Attention all staff. Severe wind conditions have been reported. Please stay indoors and keep away from windows and exterior doors. Avoid using entrances unless necessary. Await further instructions.

Flooding – Attention all staff. Local flooding has been reported. Please stay calm and move away from lower levels, basements, and any area where water is entering. Avoid contact with floodwater. Await further instructions.

2. Call FPInnovations' Emergency Measures Coordinator at 778-731-1610.

Backup contacts: Rod Stirling (604-842-4383), Darrell Wong (604-837-8089), Sorin Beschea (604-803-9436).

3. Check whether any occupants are injured or require assistance.

OCCUPANTS

1. **Earthquake** – DROP, COVER, and HOLD ON. Protect your head and neck. Stay where you are until the shaking stops.
Tsunami – Move away from lower levels and stay on higher floors. Do not leave the building unless directed.
Strong wind – Stay indoors and keep away from windows and exterior doors. Avoid using entrances unless necessary.
Flooding – Move away from lower levels, basements, and any area where water is entering. Avoid contact with floodwater.
2. **Stop equipment or activities, if it is unsafe to continue.**
3. **Listen carefully to the public announcement system instructions.**
4. **If you need help, dial 911.**

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EMERGENCY MEASURES COORDINATOR

1. **Confirm the situation using available alerts and information (e.g. BC Emergency Alerts, UBC Alert, on-site observations).**
2. **Decide on the appropriate response based on the nature and severity of the incident and inform the Tenant Representative:**
 - **Evacuation** – Direct occupants to the muster point or a temporary reception area; or
 - **Shelter-in-place** – Keep occupants inside the building when it is safer to remain indoors; or
 - **Higher-floor assembly** – Used only if directed by emergency responders or when ground-level evacuation is unsafe.
3. **Once the emergency situation is over, contact the Building Supervisor to initiate building condition checks and coordinate next steps.**

BUILDING SUPERVISOR

1. **When directed and when safe, conduct an inspection of the following:**
 - Building's structural condition
 - Electrical power
 - Potable water
 - Gas leaks or pressure system issues (e.g., natural gas)

(Continue next page)

- Fire separations (fire-rated walls, floors, doors that limit fire spread)
- Fire alarm panel operation
- Automatic sprinkler system status
- Emergency lighting systems
- Heating and ventilation systems
- Elevator status
- Computer server room condition
- External site hazards

2. Report findings promptly to the Emergency Measures Coordinator and support follow-up actions as conditions allow.

CONTAMINATED WATER

Recognizing Contaminated Water

Contaminated water may be identified by one or more of the following:

- Unusual taste, odour, or colour in tap water
- Official do-not-drink advisories from UBC or municipal authorities
- Notification from FPIInnovations' Building Supervisor

When any of these signs observed, follow the procedures below according to your role.

Tenant

TENANT REPRESENTATIVE

1. **Use the Public Announcement (PA) system to deliver the following message:**

Attention all staff. Tap water is not safe for consumption at this time. Stop using tap water. Await further instructions.

2. **Call FPIInnovations' Emergency Measures Coordinator at 778-731-1610.**

Backup contacts: Rod Stirling (604-842-4383), Darrell Wong (604-837-8089), Sorin Beschea (604-803-9436).

3. **Post "Contaminated Water" signage provided by FPIInnovations in these locations:**

- Water fountains
- Washrooms
- Cafeteria or kitchen areas

OCCUPANTS

1. **Stop using tap water.**
2. **Follow instructions given over the Public Announcement (PA) system.**
3. **Use alternative water sources if provided.**

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EMERGENCY MEASURES COORDINATOR

1. Inform the Tenant Representative, if needed.
2. Contact the Building Supervisor to confirm the scope of the water issue, if needed.
3. Ensure “Contaminated Water” signage is posted in key locations, including:
 - Water fountains
 - Washrooms
 - Cafeteria or kitchen areas
4. Monitor official advisories from authorities, e.g. BC Emergency Alerts and UBC Alert, and relay relevant update to the Tenant Representative.
5. Notify the Tenant Representative when water system is confirmed safe for use.

BUILDING SUPERVISOR

1. If safe and feasible, isolate or close valves at critical points to prevent further contamination of the internal water system.
2. Investigate the source of the issue to determine whether the contamination originates within the building or from the upstream supply. If the issue appears to originate upstream, call UBC at 604-822-2173.
3. Confirm whether the contamination affects the building internal water system and report findings to the Emergency Measures Coordinator.
4. Once the municipal or UBC water advisory is lifted, if any, flush and circulate the water system to ensure safe restoration of service.

POWER OUTAGE

Recognizing Power Outage

A power outage may be recognized by one or more of the following:

- Loss of lighting, or activation of emergency lighting.
- Loss of power to equipment.
- Elevators stopping or becoming inoperable.
- Reports of power loss from occupants or neighbouring buildings.

When any of these signs observed, follow the procedures below according to your role.

Tenant

TENANT REPRESENTATIVE

1. Use the Public Announcement (PA) system to deliver the following message:

Attention all staff. A power outage has occurred in the building. Please remain calm and stay where you are. Do not use elevators. Await further instructions.

2. Call FPIInnovations' Emergency Measures Coordinator at 778-731-1610.
Backup contacts: Rod Stirling (604-842-4383), Darrell Wong (604-837-8089),
Sorin Beschea (604-803-9436).
3. Confirm whether any occupants are trapped in the elevator. If occupants are trapped, follow the procedures outlined in the [Person Stuck in an Elevator](#) section.
4. Remain available to assist the Emergency Measures Coordinator as needed.

OCCUPANTS

1. Stop equipment or activities if it is unsafe to continue.
2. Stay where you are.
3. Follow instructions given over the Public Announcement (PA) system.
4. Do not use elevators.

EMERGENCY MEASURES COORDINATOR

1. **Coordinate with the Building Supervisor to assess whether the power outage is:**
 - Localized to the building, or
 - Widespread (affecting nearby buildings or the neighbourhood)
2. **If the outage appears localized, ask the Building Supervisor to determine the cause and the expected restoration time.**
3. **If the outage appears widespread, consult the [BC Hydro Outage Map](#) and notify UBC Security if required.**
4. **Based on the situation, decide on appropriate actions, such as:**
 - Directing occupants to remain in place,
 - Moving occupants to the indoor assembly area (cafeteria), or
 - Initiating a controlled evacuation without activating the fire alarm.
5. **If required, communicate instructions to the Tenant Representative.**
6. **If needed, maintain communication with UBC Security.**
7. **When power is restored, verify critical systems with the Building Supervisor before authorizing the Tenant Representative to resume normal operations.**

BUILDING SUPERVISOR

1. **Turn on all emergency lighting and backup power systems, if any.**
2. **Coordinate with the Emergency Measures Coordinator to assess whether the power outage is:**
 - Localized to the building, or
 - Widespread (affecting nearby buildings or the neighbourhood)
3. **Coordinate power restoration with the appropriate electrician or service provider.**
4. **Accompany external technicians or emergency responders to electrical or mechanical rooms as required.**
5. **Once 'normal' power is restored, perform a visual check of key systems, including:**
 - Fire alarm panel and components
 - Emergency and common area lighting
 - Elevators
 - Heating and ventilation systems
 - Server rooms and critical equipment
6. **Inform the Emergency Measures Coordinator that normal power is restored.**

PERSON STUCK IN AN ELEVATOR

Recognizing a Person Stuck in the Elevator

A person may be stuck in the elevator if any of the following occur:

- An elevator alarm is heard.
- Occupants report being trapped using the elevator emergency phone.
- A power failure or mechanical issue prevents elevator movement or door operation while occupants are inside.

When any of these signs observed, follow the procedures below according to your role.

Tenant

TENANT PREPSENTATIVE

1. **Proceed to the elevator and make verbal contact with the trapped person(s).**
2. **Ask the trapped person(s) to:**
 - Identify themselves,
 - Confirm how many people are inside, and
 - Whether anyone requires medical attention.
3. **If there is any risk to health or safety, immediately dial 911.**

Provide the dispatcher with:

- Address: 2601 East Mall, Vancouver
- Number of people trapped, and
- The condition of the trapped person(s).

Do not hang up until the dispatcher confirms you may do so.

4. **Call FPInnovations' Emergency Measures Coordinator at 778-731-1610.**
Backup contacts: Rod Stirling (604-842-4383), Darrell Wong (604-837-8089),
Sorin Beschea (604-803-9436).
5. **Maintain verbal contact with the trapped person(s).**
6. **Use the Public Announcement (PA) system to deliver the following message:**

*Attention all staff. The elevator is out of service. Do not use the elevator until further notice.
Use stairways only.*

7. **Remain available to assist the Emergency Measures Coordinator as needed.**

OCCUPANTS (IF YOU ARE TRAPPED IN THE ELEVATOR)

1. Use the emergency phone, identify yourself and advise how many people are inside and whether anyone needs medical assistance.
2. Do not attempt to open the doors or exit the elevator.
3. If your condition worsens, ask the elevator company to call 911. Or if communication is lost, call 911.

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EMERGENCY MEASURES COORDINATOR

1. Contact the Building Supervisor and request that the elevator maintenance company be notified immediately.
2. Proceed to the elevator.
3. Ensure verbal contact is maintained with the trapped person(s).
4. Ensure the trapped person(s) do not attempt to open elevator doors.
5. Obtain an estimated response time from the Building Supervisor.
6. Ensure "Do Not Use Elevator" signage is clearly posted.
7. Authorize re-use of the elevator only after the maintenance company confirms it is safe.

BUILDING SUPERVISOR

1. Contact the elevator maintenance company at 800-233-5757 for emergency repair. Obtain an estimated response time from them.
2. Proceed to the elevator.
3. Provide the maintenance company with updates on the elevator's condition.
4. Post a "Do Not Use Elevator" signage.
5. Provide maintenance personnel and/or emergency responders with access to the elevator and mechanical spaces as required.
6. Assist the Emergency Measures Coordinator until the situation is resolved.

THEFT AND VANDALISM

Recognizing Theft or Vandalism

Theft or vandalism may be identified by one or more of the following:

- Missing equipment, materials, or personal property.
- Visible damage to doors, locks, windows, walls, or equipment.
- Signs of forced entry or tampering.
- Reports from occupants or witnesses

When any of these signs observed, follow the procedures below according to your role. However, if theft or vandalism is in progress, prioritize personal safety first, then dial 911.

Tenant

TENANT REPRESENTATIVE

1. **After receiving the report, confirm whether the theft or vandalism is ongoing or has concluded.**
2. **Contact RCMP and provide:**
 - Location of the incident
 - Nature of theft or vandalism
 - Any known safety concerns
3. **Call FPInnovations' Emergency Measures Coordinator at 778-731-1610.**
Backup contacts: Rod Stirling (604-842-4383), Darrell Wong (604-837-8089), Sorin Beschea (604-803-9436).
4. **Remain available to assist the Emergency Measures Coordinator as needed.**

OCCUPANTS

1. **Prioritize your safety.**
2. **If theft or vandalism is in progress and poses a risk, dial 911 immediately.**
3. **Do not confront, chase, or attempt to stop the individual(s) involved.**
4. **If safe to do so, note key details (e.g. time, location, description of persons involved).**
5. **Notify the Tenant Representative.**

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EMERGENCY MEASURES COORDINATOR

1. Proceed to the affected area and restrict access to prevent further damage or disturbance of evidence.
2. Contact UBC Security if needed.
3. Calmly receive witnesses in a private area, if appropriate.
4. Request witnesses to complete the “Theft and Vandalism Witness Form”.
5. Coordinate with the Building Supervisor to:
 - Secure the affected area,
 - Preserve potential evidence, and
 - Perform temporary repairs as needed.
6. Communicate with FPInnovations management to determine next steps.
7. When requested, provide RCMP or UBC Security with relevant documentation and information.

BUILDING SUPERVISOR

1. Proceed to the affected area.
2. Review available CCTV coverage.
3. Assist emergency services by providing:
 - Access to CCTV systems or footage, and
 - Information on building security, access points, or recent maintenance issues.
4. Coordinate any temporary repairs required.

CONFINEMENT

Recognizing a Confinement Situation

A confinement (shelter-in-place) may be required when it is safer to remain inside the building than to evacuate. This may occur due to:

- A hazardous release outside the building (e.g. chemical spill, smoke).
- Severe weather conditions.
- A security threat in the surrounding area.
- Direction from emergency authorities (UBC, police, fire department)

When a confinement is ordered, follow the procedures below according to your role.

Tenant

TENANT REPRESENTATIVE

- 1. Proceed to the command post with this Emergency Response Plan binder.**
- 2. Call FPIInnovations' Emergency Measures Coordinator at 778-731-1610.**
Backup contacts: Rod Stirling (604-842-4383), Darrell Wong (604-837-8089), Sorin Beschea (604-803-9436).
- 3. Assess the situation and determine which areas of the building must be confined and which areas, if any, can remain accessible.**
- 4. Use the Public Announcement (PA) system to deliver the following message:**

Attention all staff. A confinement has been ordered. Please remain inside the building. Close all doors and windows and wait for further instructions. Do not leave the building until advised.
- 5. Ensure all doors and windows are closed.**
- 6. Shut down or adjust ventilation and fresh air intakes, if required.**
- 7. Post confinement signages as required.**
- 8. Maintain communication with the Emergency Measures Coordinator.**

OCCUPANTS

1. Notify the Tenant Representative if you get the confinement notice elsewhere.
2. Enter the building if you are outside, unless instructed otherwise.
3. Remain indoors and do not leave the building until instructed.
4. Close doors and windows and avoid opening them unnecessarily.
5. Follow instructions provided over the Public Announcement (PA) system.

FPInnovations

EMERGENCY MEASURES COORDINATOR

1. Remind the Tenant Representative to post confinement signages as required.
2. Confirm with the Tenant Representative that:
 - Exterior doors, where appropriate, are closed.
 - Shut down or adjust ventilation and fresh air intakes, if required.
3. Monitor information from official sources (e.g., BC Emergency Alerts, UBC Alert, emergency services).
4. Maintain communication with external emergency responders and follow their guidance.
5. End the confinement only when authorized by emergency authorities and it is confirmed safe to do so.

BUILDING SUPERVISOR

1. Provide information on building systems to the Emergency Measures Coordinator.
2. Remain available to assist the Emergency Measures Coordinator as needed.

3. EMERGENCY RESPONSE LOCATIONS

During an emergency, specific locations are designated to help manage the response and ensure occupants gather in safe and controlled areas. All persons with emergency roles must be familiar with these locations and their purpose.

Command Post



Room MAPLE is designated as the Command Post for emergency response. It is located near the main entrance of the building.

The Command Post serves as the central coordination point during an emergency. The Emergency Measures Coordinator and Tenant Representative report to this location to manage response activities.

The fire alarm panel is located here, allowing external emergency responders to quickly review alarm information and building system status. External emergency responders should report to this location upon arrival to receive building information, floor plans, and updates on the situation.

Muster Point



The Muster Point is located at the back of the parking lot.

This is the designated outdoor assembly area during a fire or evacuation. All occupants must proceed directly to the Muster Point using the nearest safe exit and remain there until further instructions are given.

The Muster Point Leader coordinates evacuees at this location and receives evacuation status reports from Fire Wardens.

If the Muster Point becomes unsafe due to nearby hazards (e.g., fire spread, toxic smoke, severe weather), an alternate location will be designated by the Emergency Measures Coordinator.

Indoor Assembly Area



The cafeteria is designated as the Indoor Assembly Area.

This location must not be confused with the Muster Point. During a fire or evacuation, occupants must always go to the Muster Point unless directed otherwise.

The Indoor Assembly Area is used only when instructed by the Emergency Measures Coordinator. It may be activated during situations such as flooding, extreme weather, or confinement events where remaining indoors is safer than evacuating.

Fire Refuge Point



Fire Refuge Points are located at each side staircase on every floor.

These areas provide temporary protection for persons who are unable to use stairs during a fire or evacuation, such as individuals with mobility impairments. Fire Refuge Points are constructed with fire-resistant materials designed to provide protection for a minimum of 30 minutes.

Individuals requiring assistance should remain in the Fire Refuge Points and notify a Fire Warden or emergency responder of their location.

Fire Refuge Points must be kept clear and free of clutter at all times.

4. BUILDING SYSTEMS AND EMERGENCY EQUIPMENT

The following systems are installed at 2601 East Mall and play a key role in fire safety and emergency response. Occupants with assigned emergency roles should be familiar with their general purpose and locations, while operation of these systems is primarily intended for trained personnel only.

Fire Alarm Panel



Description

The fire alarm panel is the central control unit of the building's fire alarm system. It receives signals from fire detection devices and manual pull stations and activates audible and visual alarms to alert occupants of a potential fire.

The fire alarm system is monitored by an external monitoring service, which may notify the fire department when an alarm condition is detected. The panel may also interface with other building systems, such as ventilation controls, to help limit the spread of smoke within the building.

Technical Information

The fire alarm panel includes the following indicators and controls:

- Alarm (ALM) – Indicates an active alarm condition
- Supervisory (SUP) – Indicates a supervisory condition (e.g., valve tamper)

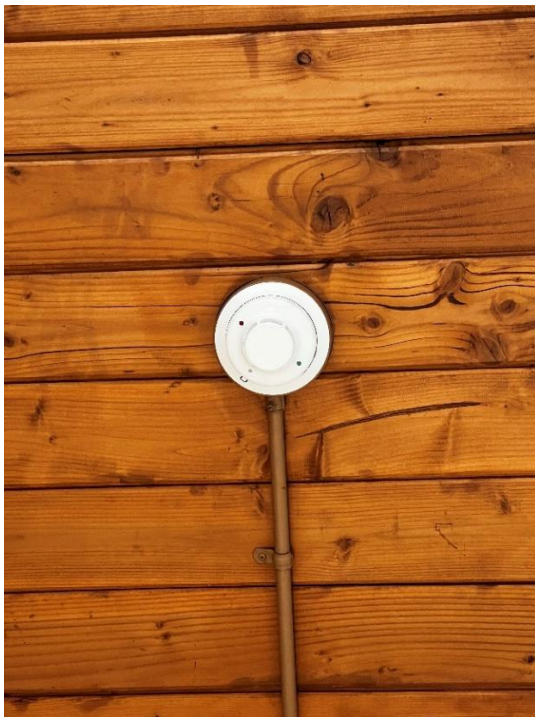
- Trouble (TBL) – Indicates a system fault or malfunction
- Signal Silence – Silences the panel’s internal buzzer
- Acknowledge – Used by responding firefighters or authorized personnel
- General Alarm – Initiates building-wide evacuation
- System Reset – Resets alarm system components after an event
- Detection Zones – 14

Location

The fire alarm panel is located in Room MAPLE, the first room on the left after entering through the main entrance.

Refer to Section 7 – Floor Plans for the exact location of the fire panel.

Smoke Detector



Description

A smoke detector is a fire protection device designed to activate when smoke or combustion products in the air reach a preset level, indicating a potential fire condition.

Technical Information

Smoke detectors are connected to the building’s fire alarm system. When a detector activates, a signal is sent to the fire alarm panel, which then initiates the appropriate alarm response in accordance with the building’s fire alarm configuration.

Location

Smoke detectors are installed at the top of the wing staircases on each side of the building, as well as in the mechanical room on the third floor.

Manual Pull Station



Description

Manual pull stations are devices used to manually activate the fire alarm system when a fire or smoke is observed.

Technical Information

When the pull station is activated, a signal is sent to the fire alarm panel, initiating the building alarm and evacuation sequence. Resetting pull stations and the fire alarm system is performed only by authorized personnel or responding fire services after the situation has been assessed.

Location

Manual pull stations are primarily located near emergency exits and in corridors leading to exits. Refer to Section 7 – Floor Plans for the exact location of the pull stations.

Fire Bell



Description

The fire bell is an audible warning device that alerts occupants when the fire alarm system has been activated and evacuation may be required.

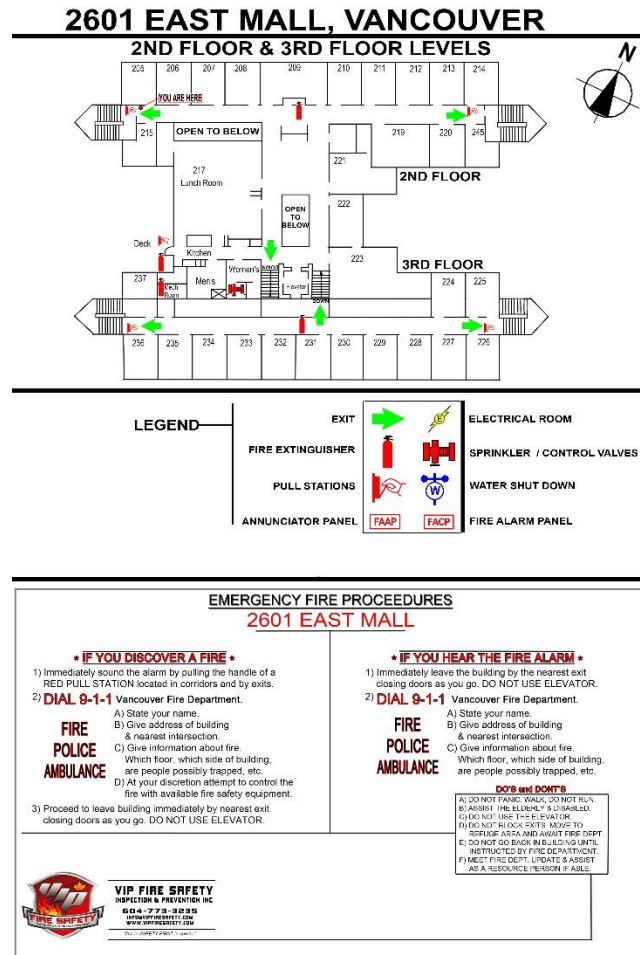
Technical Information

The fire bell activates automatically when the fire alarm system is triggered by detectors, sprinkler flow, or a manual pull station. It remains active until the fire alarm system is silenced and reset by authorized personnel.

Location

Fire bells are installed throughout the building in common areas and near exits to ensure they are clearly audible in all occupied spaces.

Evacuation Plan



Description

Evacuation plans are posted on each floor to guide occupants during emergencies. These plans illustrate evacuation routes, exits, assembly areas, and other key information needed for safe evacuation and initial response.

Technical Information

Each evacuation plan includes:

- A floor layout of the building
- A “you are here” indicator
- Nearest emergency exits
- Designated muster point
- Basic evacuation procedures
- Emergency contact numbers
- A legend explaining symbols and pictograms

Evacuation plans are oriented to match the viewer's physical location, allowing occupants to easily identify their routes of evacuation.

Location

Evacuation plans are posted throughout the building, typically in common corridors, near stairwells, and in high-traffic areas on each floor.

Emergency Lighting



Description

Emergency lighting is a backup electrical system designed to provide illumination during a power outage, assisting occupants in leaving the building safely.

Technical Information

Emergency lighting activates automatically when normal building power is lost. Power is supplied to designated lighting fixtures through battery packs or emergency power sources along evacuation routes and exits. The required operating duration of the emergency lighting system is a minimum of 30 minutes.

Location

Emergency lighting fixtures are installed along exit routes, in common corridors, and at stairwells and fire exits throughout the building.

Exit Sign



Description

An exit sign is an illuminated safety sign that indicates the direction of the nearest emergency exit.

Technical Information

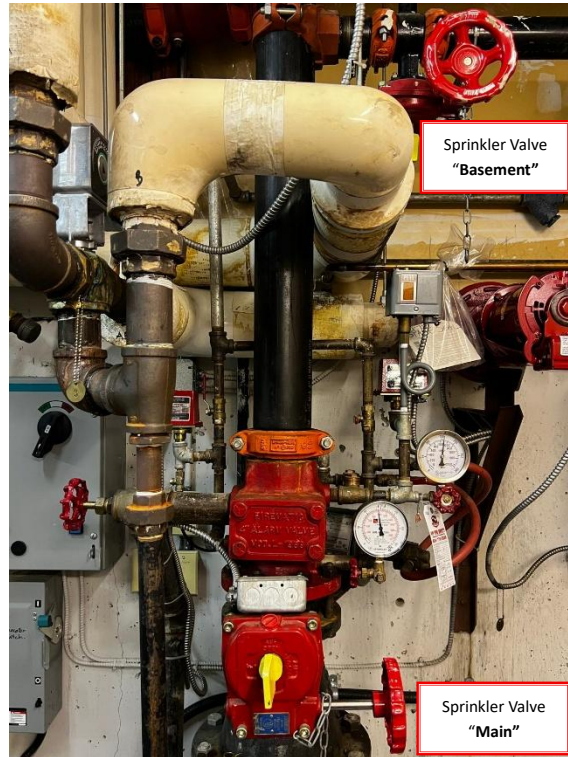
Exit signs are connected to the building's electrical system and are equipped with battery backup power. In the event of a power failure, the sign remains illuminated to guide occupants safely to exits.

Exit signs must remain visible and unobstructed at all times.

Location

Exit signs are installed above exit doors and along designated exit routes throughout the building.

Sprinkler System



Sprinkler Valve in the **ground floor women's washroom**, over the suspended ceiling.



Description

Automatic sprinkler systems consist of a fixed network of pipes connected to a water supply, with sprinkler heads installed throughout the building. Each sprinkler head is designed to activate when exposed to heat, discharging water directly over the affected area.

Technical Information

The sprinkler system operates automatically. When a sprinkler head reaches its preset temperature, it activates and releases water to suppress the fire. Activation also sends a signal to the fire alarm panel.

The building is protected by a wet pipe sprinkler system which contains water in the piping at all times.

Sprinkler valves, piping, and equipment must always remain clear and accessible.

Location

The sprinkler control valves (“Main” and “Basement”) are located in the basement mechanical room. The Main valve shuts off the water supply to all sprinklers in the building, whereas the Basement valve isolates the sprinkler system serving the basement area. The Main valve is connected to the sprinkler riser supplying sprinklers on all floors of the building. An additional control valve controlling the ground and second floor sprinkler zones is located in the ground floor women’s washroom. Refer to Section 7 – Floor Plans for system locations.

Portable Fire Extinguisher



Description

Portable fire extinguishers are handheld devices designed to control or extinguish small fires in their early stages by discharging a pressurized extinguishing agent.

Technical Information

Portable fire extinguishers should only be used by persons who have received training and only when it is safe to do so.

Before attempting to use an extinguisher:

- Alert nearby occupants.
- Activate the nearest manual pull station to initiate the fire alarm.
- Ensure you have a clear exit route behind you.

Use the PASS method:

- Pull the safety pin.
- Aim the nozzle at the base of the fire.
- Squeeze the handle.
- Sweep side to side.

Only attempt to extinguish small, contained fires. Do not fight large or spreading fires. If the fire cannot be controlled immediately, evacuate the area.

After using an extinguisher:

- Leave the building using the nearest safe exit.
- Proceed to the muster point.
- Remain there until further instructions are given.

Location

Portable fire extinguishers are located throughout common corridors and workshop areas. Refer to Section 7 – Floor Plans for exact locations.

Siamese Connection



Description

The Siamese Connection is located on the exterior of the building and allow firefighters to supply water directly to the sprinkler system and standpipes using fire department apparatus.

Technical Information

During a fire, firefighters connect hoses from their vehicles to the Siamese Connection to boost water pressure and support the building's fire protection systems. The connection must always remain clearly visible and accessible.

Signage is installed above the connection to identify the system it supports and, where applicable, the areas of the building it serves.

Location

The Siamese Connection is installed on the exterior wall to the left of the main building entrance.

Fire Department Lock Box



Description

A Fire Department Lock Box (FD Box) is a secure exterior key box installed at the building entrance to provide emergency responders with access to the building during an emergency.

Technical Information

The FD box contains building access keys and other critical keys required for emergency response (e.g., fire alarm panel key).

The FD box can only be opened by the fire department using a proprietary key. This allows emergency responders to enter the building quickly without forcing doors, reducing delays and property damage.

Location

The FD Box is installed at the main entrance of the building.

Fire Pump



Description

The fire pump supplies additional water pressure to support the building's fire sprinkler system during a fire.

Technical Information

The fire pump starts automatically when water flow is detected in the sprinkler system. Its purpose is to ensure adequate water pressure for fire suppression throughout the building. The pump operates independently of normal building power and is driven by a diesel engine.

Location

The fire pump is located outdoors at the northwest side of the yard at 2665 East Mall, housed within a dedicated enclosure known as the "Fire Pump House".

Public Announcement (PA) System



Description

The PA system allows authorized personnel to broadcast voice messages throughout the building during emergencies.

Technical Information

Messages spoken into the PA system microphone are broadcast through speakers across the facility, allowing instructions to be heard by occupants in multiple areas at the same time. The PA system is connected to an Uninterrupted Power Supply (UPS), enabling it to continue operating for an extended period during a power outage.

Location

The PA system control point is located inside the side service door just next to the electrical room in the basement.

Water Supply System



Description

The building's water supply system provides potable (drinking) water for normal building operations and supports the automatic sprinkler system.

Technical Information

The main water inlet supplies water to both domestic fixtures (e.g. washrooms and cafeteria taps) and the building's fire protection systems. Shutting off this inlet will stop water service to the entire building.

Location

The main water inlet is located inside the mechanical room in the basement. Refer to Section 7 – Floor Plans for the exact location of the mechanical room.

Electrical Power System



Description

Electrical power is delivered from BC Hydro through UBC's network and distributed throughout the building via the main electrical system. It supports both daily building operations and life safety systems, such as the fire alarm and emergency lighting.

Technical Information

The electrical room contains the main switch and distribution panels. Access to this room, as well as operation or isolation of electrical systems, is restricted to qualified electricians only.

In the event of a power outage, the building is supported by multiple backup systems:

- Emergency Lighting: Battery-backed emergency lighting provides illumination along exit routes and corridors for evacuation.
- Fire Alarm System: The fire alarm panel and its components have dedicated batteries, providing approximately 48 hours of backup power.
- IT Generator: A backup generator supplies power to the computer server room to maintain critical IT services.
- Pilot Plant Generator: A separate generator supplies power to pilot plant equipment during outages.

These backup systems help maintain life safety functions and critical operations during power failures.

Location

The electrical room is located in the basement. There is a switch over to backup generators located in the basement mechanical room. Refer to Section 7 – Floor Plans for the exact location of the electrical room.

Ventilation System

Description

The ventilation system supplies fresh air and provides heating and cooling throughout the building to maintain indoor comfort and air quality. During a confinement, the system can be adjusted or shut down to help limit the movement of contaminated air into occupied areas.

Technical Information

Under normal operation, the ventilation system draws in outdoor air through rooftop units, conditions it through the air handling units (AHUs), and distributes it throughout the building via ductwork. Heating and cooling are provided as required to maintain indoor conditions.

During a confinement or air-quality emergency, ventilation may be reduced or stopped by the Building Supervisor, under the direction of the Emergency Measures Coordinator, to help prevent outside contaminants (e.g., smoke or chemical vapours) from entering the building.

Location

Air conditioning units are located on the roof of the building. The main AHU is located in the mechanical room on the third floor. Unit heaters are installed throughout work areas. Refer to Section 7 – Floor Plans for the exact location of the mechanical room.

Elevator



Description

The elevator is used to transport occupants between floors during normal building operations.

Technical Information

The elevator is equipped with:

- An emergency alarm button, which alerts building personnel when activated.
- An emergency phone, allowing trapped occupants to communicate with designated personnel responsible for coordinating emergency response and assistance.

In the event of a fire alarm, power failure, or other emergency, elevators must not be used because they may stop operating or become unsafe.

Location

The building has one elevator located to the left upon entering through the main entrance. Refer to Section 7 – Floor Plans for the exact location.

5. MAINTENANCE OF EMERGENCY EQUIPMENT

The table below outlines the inspections, maintenance activities, and tests required for fire protection, life safety, and emergency systems within the building. These activities must be performed at the prescribed intervals in accordance with the BC Fire Code (2018) and referenced standards.

A record of all inspections, maintenance, and testing must be maintained on site and made available to external emergency responders or authorities upon request. Records must be retained for a minimum of two (2) years. FPInnovations maintains all records.

Definitions

The following terms are used in this section:

- Verification – A check performed to confirm that a device or system is present, unobstructed, and not visibly damaged. This may include visual observation or calibration where applicable.
- Inspection – A physical examination to confirm that a device or system appears capable of operating as intended, or to determine whether it is approaching the end of its service life.
- Testing – The activation or simulation of operation to confirm that a device or system functions as designed under emergency conditions.

Each maintenance task is referenced to the applicable clause in the BC Fire Code (2018), Division B.

Task	Equipment and systems	Reference
Daily		
Verification	Exit lighting and exit signs shall be illuminated during times when the building is occupied.	2.7.3.1 2)
Verification	Fire doors remain in the closed position when not in use.	2.2.2.4 2)
Verification	Fire department vehicles shall have direct access to at least one face of the building.	2.5.1.1 1)
Inspection	Hot work equipment shall be maintained in good operating condition.	5.2.2.2 1)
Weekly		
Inspection	Sprinkler systems shall be inspected in conformance with NFPA 25.	6.4.1.1 1)
Monthly		
Verification	Portable extinguishers shall be maintained in conformance with NFPA 10.	6.2.1.1 1)
Inspection	Fire pump electric motor shall be inspected in conformance with NFPA 25.	6.4.1.1 1)
Testing	Fire pump and sprinkler systems shall be tested in conformance with NFPA 25.	6.4.1.1 1)
Testing	All doors forming part of a means of egress shall be tested to ensure that they are operable.	2.7.2.1
Inspection and Testing	Fire alarm system shall be inspected and tested in conformance with CAN/ULC-S536.	6.3.1.2 1)

Inspection and Testing	Water supply control valves for fire protection systems shall be inspected, tested, and maintained in conformance with NFPA 25.	6.4.1.1 1)
Inspection and Testing	Self-contained emergency lighting unit equipment shall be inspected and tested.	6.5.1.6
Inspection and Testing	Standby generator shall be inspected, tested, and maintained in conformance with CSA C282.	6.5.1.1
Every 2 months		
Testing	Fire pump and sprinkler systems shall be tested in conformance with NFPA 25.	6.4.1.1 1)
Every 3 months		
Inspection	Fire hydrants shall be inspected in conformance with NFPA 25.	6.4.1.1 1)
Testing	Water supply monitoring devices shall be tested in conformance with NFPA 25.	6.4.1.1 1)
Every 6 months		
Inspection and Testing	Standby generator, including the engine crankcases, linkages, and standby generator speed governors shall be inspected, tested, and maintained in conformance with CSA C282.	6.5.1.1
Annually		
Verification	The fire safety plan shall be reviewed to ensure that it takes account of changes in the use and other characteristics of the building.	2.8.2.1 2)
Verification	Sprinkler heads and suspension system shall be maintained in conformance with NFPA 25.	6.4.1.1 1)
Inspection	Fire pump and sprinkler systems shall be inspected in conformance with NFPA 25.	6.4.1.1 1)
Inspection	Portable extinguishers shall be inspected in conformance with NFPA 10.	6.2.1.1 1)
Inspection	Liquid fuel storage tanks shall be drained and refilled with fresh fuel.	6.5.1.5 1)
Inspection	Disconnect switches for mechanical air-conditioning and ventilating systems shall be operated to establish that the system can be shut down in an emergency.	2.6.1.6 2)
Inspection	Flue pipes shall be inspected to identify any dangerous condition.	2.6.1.4 1)
Inspection	Emergency lights shall be inspected to ensure that they are functional.	6.5.1.7 1)
Testing	Self-contained emergency lighting unit equipment shall be tested to ensure that the unit will provide emergency lighting for a duration equal to the design criterion under simulated power failure conditions.	6.5.1.6 2)
Testing	Fire alarm systems shall be tested in conformance with CAN/ULC-S536.	6.3.1.2 1)
Testing	Main water supply shall be tested in conformance with NFPA 25.	6.4.1.1 1)
Testing	The safety features of revolving doors shall be tested; Sliding doors that are required to swing on their vertical axes in the	2.7.2.1 2) 3) 4)

	direction of egress when pressure is applied shall be tested; When doors are equipped with electromagnetic locks, these locks shall be tested.	
Inspection and Testing	Emergency power systems shall be inspected, tested, and maintained in conformance with CSA C282.	6.5.1.1 1)
Inspection and Testing	Fire dampers and smoke dampers shall be inspected to ensure that they are in place and not obviously damaged or obstructed, and tested in accordance with NFPA 80.	2.2.2.4 5)
Every 5 years		
Testing	Portable extinguishers shall be tested in conformance with NFPA 10.	6.2.2.1 1)
Inspection and Testing	Generator winding and motor insulation shall be inspected and tested in conformance with CSA C282.	6.5.1.1 1)
Every 12 years		
Testing	Portable extinguishers shall be tested in conformance with NFPA 10.	6.2.2.1 1)

6. TRAINING

To support effective emergency response at 2601 East Mall, information contained in this plan must be communicated and reinforced according to individuals' roles during an emergency. FPIinnovations provides training and drills associated with this plan, and tenants are encouraged to ensure participation by their employees.

The following table outlines the recommended training framework. ● Tenant ● FPIinnovations ● Joint

	Emergency Response Plan Orientation	Emergency Response Plan Training	Emergency Drills
Tenant			
Tenant Representative		●	●
Fire Wardens		●	●
Occupants	●		●
Contractors or Visitors	●		
FPIinnovations			
Emergency Measures Coordinator		●	●
Muster Point Leader		●	●

Note: A dot indicates that the training is required for that role. FPIinnovations maintains records of the Emergency Response Plan Training and the Emergency Drills, while tenants are responsible for keeping records of the Emergency Response Plan Orientation.

Emergency Response Plan Orientation

The Emergency Response Plan Orientation should be a brief introduction delivered as part of tenant's general health and safety orientation. It focuses on basic awareness and applies to all occupants, contractors, and visitors in the building. Tenants should be providing such training.

The orientation covers:

- What to do during an emergency
- Location of exits and the designated muster point
- How to follow posted evacuation plans
- Recognition of exit signage and emergency lighting

Emergency Response Plan Training

FSEMP Training builds on the orientation and is intended for individuals with assigned roles during emergencies.

The training includes:

- Review of emergency procedures relevant to the role
- Roles and responsibilities during different emergency scenarios
- Expectations for communication and coordination
- Overview of building features relevant to emergency response
- General awareness of fire protection and suppression systems within the building, including their purpose and locations

Emergency Drills and Exercises

Emergency drills and exercises are conducted to verify that emergency procedures are understood, roles are clear, and communication functions effectively during an incident. They provide an opportunity to practise response actions and identify areas for improvement before an actual emergency occurs.

Exercises related to this Emergency Response Plan are administered by FPIInnovations, with participation from tenant occupants and selected FPIInnovations employees who have assigned emergency roles.

At minimum, one annual deployment exercise (evacuation drill) should be conducted in accordance with the BC Fire Code. Additional exercises may be conducted based on needs, planned by the tenant or FPIInnovations.

Tabletop Exercise

A tabletop exercise is a discussion-based activity conducted at the command post or in a meeting setting. Participants review a selected emergency scenario and walk through their roles, decisions, and communication steps. The exercise focuses on understanding procedures, decision-making processes, and coordination between roles, without any physical deployment or disruption to building operations.

Functional Exercise

A functional exercise is a scenario-based activity that tests selected emergency functions in real time. Participants perform their assigned roles, including communication and coordination tasks, while remaining within normal building operations. This exercise evaluates response timing, use of communication tools, and coordination between key roles without requiring a full evacuation.

Deployment Exercise

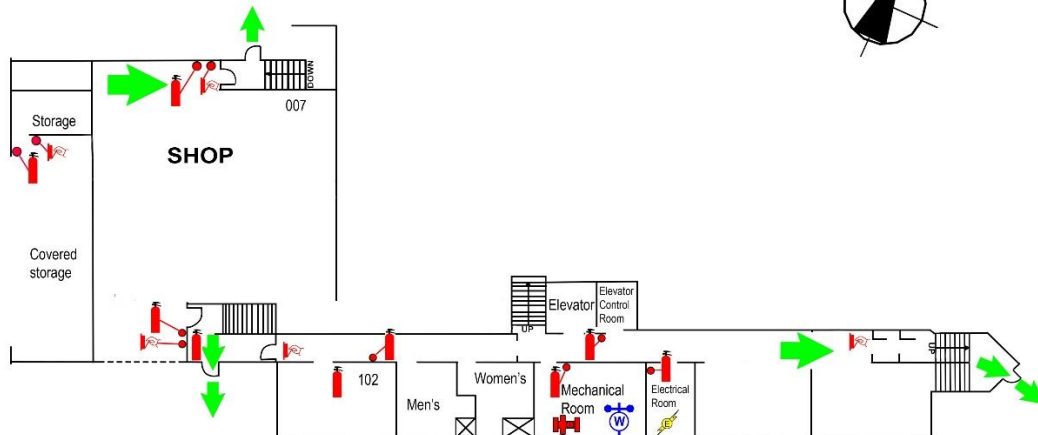
A deployment exercise simulates an actual emergency response and may involve the physical movement of occupants. Normal operations may be temporarily disrupted. This type of exercise is used to practise evacuation routes, muster point procedures, and overall response coordination. Deployment exercises include evacuation drills required for buildings equipped with fire alarm systems.

The type and frequency of exercises conducted depend on training objectives and building operations. Outcomes from exercises are reviewed and used to improve procedures and future training activities.

7. BUILDING PLANS

2601 EAST MALL, VANCOUVER

BASEMENT LEVEL



LEGEND

EXIT		ELECTRICAL ROOM
FIRE EXTINGUISHER		SPRINKLER / CONTROL VALVES
PULL STATIONS		WATER SHUT DOWN

EMERGENCY FIRE PROCEDURES

2601 EAST MALL

* IF YOU DISCOVER A FIRE *

- 1) Immediately sound the alarm by pulling the handle of a RED PULL STATION located in corridors and by exits.
- 2) **DIAL 9-1-1** Vancouver Fire Department.
 - A) State your name.
 - B) Give address of building & nearest intersection.
 - C) Give information about fire. Which floor, which side of building, are people possibly trapped, etc.
 - D) At your discretion attempt to control the fire with available fire safety equipment.
- 3) Proceed to leave building immediately by nearest exit closing doors as you go. DO NOT USE ELEVATOR.

**FIRE
POLICE
AMBULANCE**

* IF YOU HEAR THE FIRE ALARM *

- 1) Immediately leave the building by the nearest exit closing doors as you go. DO NOT USE ELEVATOR.
- 2) **DIAL 9-1-1** Vancouver Fire Department.
 - A) State your name.
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**FIRE
POLICE
AMBULANCE**

DO'S and DONT'S

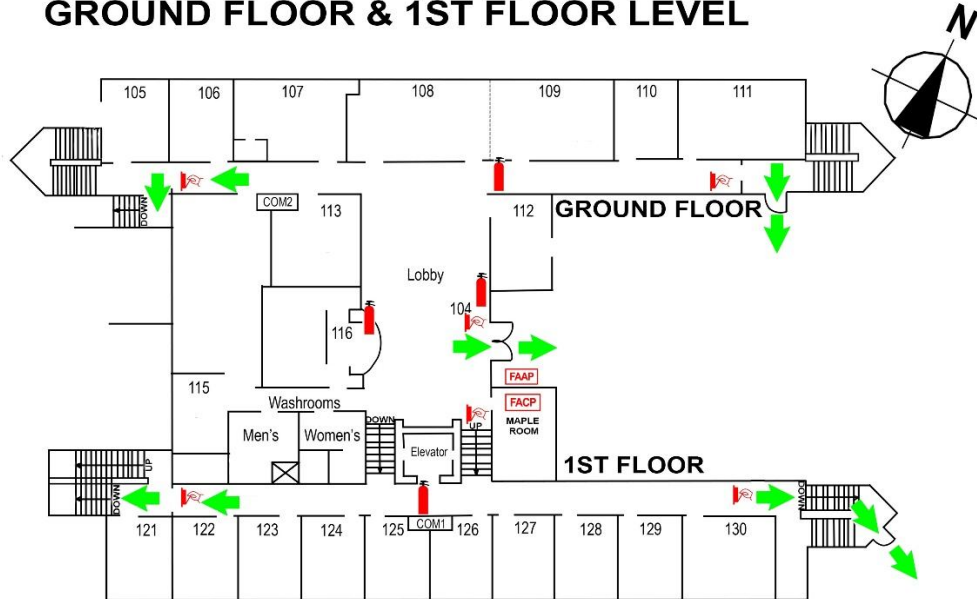
- A) DO NOT PANIC. WALK. DO NOT RUN.
- B) ASSIST THE ELDERLY & DISABLED.
- C) DO NOT USE THE ELEVATOR.
- D) DO NOT BLOCK EXITS. MOVE TO REFUGE AREA AND AWAIT FIRE DEPT.
- E) DO NOT GO BACK IN BUILDING UNTIL INSTRUCTED BY FIRE DEPARTMENT.
- F) MEET FIRE DEPT. UPDATE & ASSIST AS A RESOURCE PERSON IF ABLE.



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2601 EAST MALL, VANCOUVER

GROUND FLOOR & 1ST FLOOR LEVEL



LEGEND

EXIT		ELECTRICAL ROOM
FIRE EXTINGUISHER		SPRINKLER / CONTROL VALVES
PULL STATIONS		WATER SHUT DOWN
ANNUNCIATOR PANEL		FIRE ALARM PANEL

EMERGENCY FIRE PROCEEDURES

2601 EAST MALL

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**FIRE
POLICE
AMBULANCE**

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**FIRE
POLICE
AMBULANCE**

DO'S and DON'T'S

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2ND FLOOR & 3RD FLOOR LEVELS



LEGEND

EXIT		ELECTRICAL ROOM
FIRE EXTINGUISHER		SPRINKLER / CONTROL VALVES
PULL STATIONS		WATER SHUT DOWN
ANNUNCIATOR PANEL		FIRE ALARM PANEL

EMERGENCY FIRE PROCEEDURES

2601 EAST MALL

* IF YOU DISCOVER A FIRE *

- 1) Immediately sound the alarm by pulling the handle of a RED PULL STATION located in corridors and by exits.
- 2) **DIAL 9-1-1** Vancouver Fire Department.
 - A) State your name.
 - B) Give address of building & nearest intersection.
 - C) Give information about fire. Which floor, which side of building, are people possibly trapped, etc.
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**FIRE
POLICE
AMBULANCE**

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**FIRE
POLICE
AMBULANCE**

DO'S and DONT'S

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- F) MEET FIRE DEPT. UPDATE & ASSIST AS A RESOURCE PERSON IF ABLE.



VIP FIRE SAFETY
INSPECTION & PREVENTION INC
604-773-3235
INFO@VIPFIRESAFETY.COM
WWW.VIPFIRESAFETY.COM

"First in SAFETY FIRST in service"

8. SIGNAGES



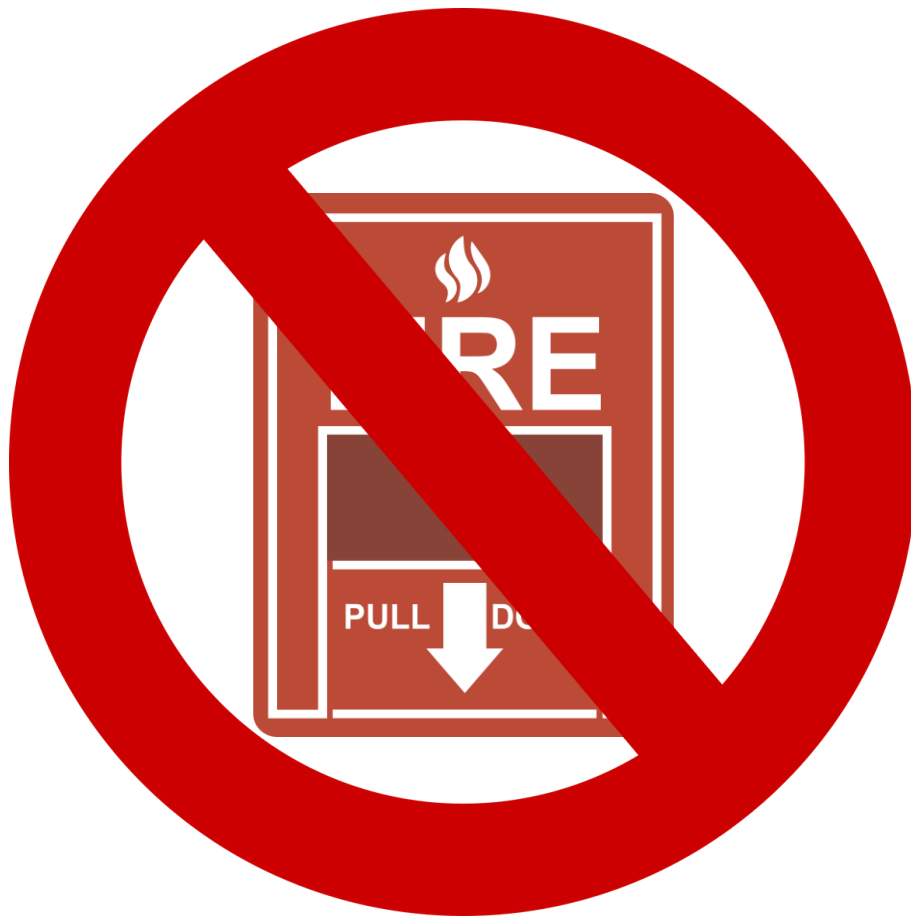
The Fire Sprinkler System is
OUT OF ORDER

Alternative fire prevention measures are in effect.

If you have any questions, please contact Sorin Beschea,
FPInnovations Building Supervisor, at 604-803-9436.

Posted by: _____

Date: _____



The Fire Alarm System is **OUT OF ORDER**

Alternative fire prevention measures are in effect.

If you have any questions, please contact Sorin Beschea,
FPInnovations Building Supervisor, at 604-803-9436.

Posted by: _____

Date: _____



Tap water supply is
SUSPENDED

If you have any questions, please contact Sorin Beschea,
FPInnovations Building Supervisor, at 604-803-9436.

Posted by: _____

Date: _____



Power supply is
SUSPENDED

If you have any questions, please contact Sorin Beschea,
FPInnovations Building Supervisor, at 604-803-9436.

Posted by: _____

Date: _____



Elevator is
OUT OF ORDER

Please consider using the stairs.

If you have any questions, please contact Sorin Beschea,
FPInnovations Building Supervisor, at 604-803-9436.

Posted by: _____

Date: _____

CONFINEMENT

For your safety, do not go outside.

All doors and windows are locked.



If you have any questions, please contact FPIinnovations
Emergency Measures Coordinator, at 778-731-1610.

Posted by: _____

Date: _____

9. EMERGENCY CONTACTS

The following telephone lists provide key emergency contacts and support resources for tenants and FPIInnovations personnel. Underlined items indicate links to useful online resources.

Tenant

Emergency

RCMP	911
Ambulance Service	
Fire Department	

Other Support

FPIInnovations Emergency Measures Coordinator	778-731-1610
Backup contacts: Rod Stirling Darrell Wong Sorin Beschea	604-842-4383 604-837-8089 604-803-9436
Public Emergency Alerting Services Inc.	Public Alerting System “Alertable” (Alerts about significant emergencies and weather events across Canada)
Government of BC	EmergencyInfoBC EmergencyMapBC (Alerts about significant emergencies and weather events in B.C.)
UBC	UBC Safe App (Alerts about emergencies in UBC)
BC Hydro	Power Outage Map (Alerts about power outage in BC)
BC Drug and Poison Information Centre	604-682-5050 (Asking drug/chemical poisoning questions)
Drive BC	Road Conditions Map (Alerts about road closures in BC)
Crisis Centre of BC	604-872-2311 (24-hr crisis counselling and suicide prevention)

FPIInnovations

The following contacts may be reached by FPIInnovations during emergencies or when technical assistance related to building systems is required.

External Service Supplier

Service	Supplier	Contact
Fire Protection & Suppression Systems	VIP Fire Safety Inspection & Prevention Inc. – Trevor Reynolds	604-773-3235
Direct Digital Control (DDC) System	Modern Systems Management Ltd. – Cheyanne Brinson	800-289-2647
Alarm System	Atlas Alarm Systems Ltd. – John Jacinto	604-876-5000
Generators Maintenance	Power-West Industries Ltd. – Kevin Neath	604-278-1615
Electrical Infrastructure	Advanco Electric Ltd. – Derek Lum	604-839-3586
Ventilation	Spencer's HVAC Services Ltd. – Spencer Macdonald	778-773-4109
Plumbing	Panago Enterprises Ltd. – Pan Choo	778-689-5860
Locksmith	Mike Aberdeen	604-782-9982
Elevator	TK Elevator	800-233-5757

UBC Contacts

Title	Name	Contact
Safety & Risk Services (8:30 am to 4:30 pm)	N/A	604-822-2029
Director, Emergency Management & Continuity Planning	Hailey Maxwell	604-822-3321
Director, Occupational Health & Safety	Bruce Anderson	604-822-7596
Director, Environmental Protection	Jamiann Questa	604-822-9280
Facilities (7:30 am to 5:30 pm)	N/A	604-822-2173
Facilities Manager	James Bellavance	604-822-4116
Campus Security (24-hour)	N/A	604-822-2222