

1. CALL TO ORDER

Call to Order – 10:05 PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəyəm (Musqueam), Sk̓wx̓wú7mesh Úxwumixw (Squamish), Sel̓íl̓wítulh (Tsleil-Waututh), k^wik^wəłəm (Kwikwetlem) and ḡicəy̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Committee Composition

President (<i>Chair</i>).....	Gabe Liosis
VP Events and Student Affairs (<i>Vice Chair</i>).....	Jess Dela Cruz
VP External and Community Affairs	Matthew Provost
VP Equity and Sustainability	Marie Haddad
VP Finance and Services	Almas Phangura
VP Internal and Organizational Development.....	Corbett Gildersleve
VP University and Academic Affairs	Serena Bains

3.2 Society Staff

Operations Organizer	Ayesha Khan
Board Organizer	Emmanuela Droko
Administrative Assistant.....	Joseph An

3.3 Regrets

VP External and Community Affairs	Matthew Provost
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4. CONSENT AGENDA

4.1 CONSENT AGENDA

Be it resolved to adopt the consent agenda by unanimous consent.

CARRIED UNANIMOUSLY

4.1.1. MATTERS ARISING FROM THE MINUTES-Executive Minutes-MOTION EXEC 2021-07-06:01

Be it resolved to receive and file the following minutes:

- EXEC 2021-06-22

5. ADOPTION OF THE AGENDA

5.1 MOTION EXEC 2021-07-06:02

Jess/Marie

Be it resolved to adopt the agenda as amended.

CARRIED UNANIMOUSLY

- Add discussion item 10.2 Emergency Action Plan Feedback
- Add discussion item 10.3 SUB Access Guidelines - Non-Essential Personnel, Council, Students, and Guests
- Add discussion item 10.4 Staff Training Budget Increase
- Add discussion item 10.5 Update on Strategic Planning
- Add section 6 Ratification of Regrets for Matthew Provost
- Extend meeting by 15 minutes.

6. RATIFICATION OF REGRETS

6.1 RATIFICATION OF REGRETS – MOTION EXEC 2021-07-06:03

Marie/Corbett

Be it resolved to ratify regrets from Matthew Provost.

CARRIED UNANIMOUSLY

7. PRESENTATION

7.1 Scott Road Rapidbus, R6 - Student Engagement

SUBMITTED BY: President “Gabe Liosis”

8. REPORT FROM SUB-COMMITTEES

8.1 Report from the HR & Personnel Sub-Committee

- Approved the job description for Administrative Coordinator.
- Approved the job description for Accessibility Coordinator.
- Approved the job description for Building Coordinator.
- Looking towards establishing policy to improve communication between constituency groups who have a staff coordinator and the SFSS.

9. NEW BUSINESS

9.1 Appoint an Executive Committee Member to be at Administrative Coordinator Hiring Committee- MOTION EXECUTIVE 2021-07-06:04

SUBMITTED BY: President “Gabe Liosis”

ATTACHMENT: Administrative Coordinator Job Description

Jess/Corbett

Be it resolved to appoint Corbett Gildersleve and Emmanuela Droko to the Administrative Coordinator Hiring Committee.

CARRIED AS AMENDED UNANIMOUSLY

- Strike X with Corbett and Emmanuela
- The position will aid with coordinating the administrative team and working under the Board Organizer.
- Emmanuela and Corbett were appointed.

9.2 Appointing VP Internal & Organizational Development as Acting Staff Liaison Officer from July 17-25 -MOTION EXECUTIVE 2021-07-06:05

**SUBMITTED BY: President “Gabe Liosis”
Gabe/Marie**

Whereas, the President is on a leave of absence from July 17-25.

Whereas, the President serves as the Staff Liaison Officer of the SFSS.

Whereas, the SLO often must be available to respond to time sensitive matters and queries related to SFSS staff and operations.

Whereas, the VP Internal and Organizational Development, as per By-Law 4(11)(i), “[s]upport[s] and assist[s] the President in the duties of the President’s office”.

Be it resolved to appoint VP Internal & Organizational Development Corbett Gildersleve as Acting Staff Liaison Officer from July 17-25 while the President is on a leave of absence.

CARRIED UNANIMOUSLY

9.3 Appoint of an Alternate Employer Representative for Building Coordinator Hiring Committee- MOTION EXECUTIVE 2021-07-06:06

**SUBMITTED BY: President “Gabe Liosis”
Jess/Corbett**

Be it resolved to appoint Ayesha Khan as an Alternate Employer Representative on the Building Coordinator Hiring Committee.

CARRIED AS AMENDED UNANIMOUSLY

- Strike X with Ayesha Khan
- John Walsh will be on vacation during the interview times for this position.
- Will need an alternate member to help with the interview for hiring this position.
- Interview period is July 21 to 31st.
- Ayesha Khan was appointed.

10. DISCUSSION ITEMS

10.1 Hiring Committee Updates

- Full time posting out for Building Coordinator and part time posting will be up as well.
- Out on Campus Program Assistant hiring committee has not yet met since last meeting and there are no updates, similarly to administrative coordinator meeting.

- Campaigns and Mobilizing Coordinator is being wrapped up with candidates being selected for interviews.
- Women Center Assistant hiring committee is meeting tomorrow to come up with five top candidates to contact for interviews.
- Out on Campus Coordinator hiring committee has not met yet and is making updates to job description.

10.2 Emergency Action Plan Feedback

ATTACHMENTS: Emergency Response Plan – Draft

- Needs feedback on the guidelines to get back to John.
- Most members have not yet had the time to read over the guidelines and the discussion will be postponed for the next meeting.

10.3 SUB Access Guidelines - Non-Essential Personnel, Council, Students, and Guests

ATTACHMENTS: SUB Access Guidelines - Transition Period - Council and Invited Guests

- Corbett presented a draft set of guidelines for who may access the SUB before the building opens.
- SUB Access Guidelines are for Council members, guests, students, etc.
- Jess brought up that some contractors are not wearing masks inside the building and that they should be reminded to be wearing it at all times, as well as anyone else who may now be coming into the building.
- Gabe suggested spreading out who facilitates tours instead of putting restriction on number of tours.

10.4 Staff Training Budget Increase

- Idea to improve staff training to be similar Council development sessions and training.
- Ayesha and Ella have been looking at having different sessions in retreats to improve soft-skills, communications, anti-oppression and so on.
- Historically, the budget line item is \$2500 per year for staff development, but it's not sufficient.
- Looking to increase that budget to about 20k for the year. And Corbett is working on a draft budget.
- Corbett will bring a proposal to the next Council meeting.

10.5 Update on Strategic Planning

- Ella has been working with Amal Rena to build the Strategic Planning program and establishing the schedule for 2021/2022.
- Proposal to establish a Strategic Planning working group based out of Council, Constituency group representatives and execs to work with Amal to build a draft and take it forward to Council to be approved.
- The development sessions would work would be there would be one pre training session on building organizational cultures of inclusion and doing prep work through a half day facilitated series of sessions with Amal to get the strategic plan drafted.
- Expected budget is around \$2500-3000.

11. IN-CAMERA

11.1 MOTION EXECUTIVE 2021-07-06:07

ATTACHMENTS: SFSS Annual Claims Report 19-20 & SFSS Survey Report_W21

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Be it resolved to go in-camera for the remainder of the meeting.

CARRIED / NOT CARRIED /CARRIED AS AMENDED

- Health and Dental Plan - Survey Results and Claims
- postponed to the next executive meeting

12. EX-CAMERA

12.1 MOTION EXECUTIVE 2021-07-06:08

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Be it resolved to go ex-camera.

CARRIED / NOT CARRIED /CARRIED AS AMENDED

- postponed to the next executive meeting

13. 30 MINUTES Q&A

14. ANNOUNCEMENTS

14.1 Next Executive Committee Meeting will be on Tuesday, July 20, 2021 at 10 AM.

- Hybrid: SUB 2420 or SUB 2440 & Online via Zoom

14.2 Leave of Absence, President, July 17-25, Personal Mental Health Leave

15. ATTACHMENTS

15.1 Administrative Coordinator Job Description

15.2 Emergency Response Plan – Draft

15.3 SUB Access Guidelines - Transition Period - Council and Invited Guests

16. ADJOURNMENT

16.1 MOTION EXECUTIVE 2021-07-06:09

Marie/Corbett

Be it resolved to adjourn the meeting at 12:10 PM.

CARRIED UNANIMOUSLY

Internal/External **Administrative Coordinator** (Permanent, Full-Time)

The Simon Fraser Student Society (SFSS) is a not-for-profit organization that represents all Undergraduate Students at Simon Fraser University (SFU). The SFSS provides our members with a broad range of advocacy work, services, and events. The vision of the SFSS is students thriving everywhere and is realized through our support of students to reach their full potential- by providing resources and services that represent, connect and benefit our membership.

The Simon Fraser Student Society is an equal opportunity employer.

This is a full-time (up to 35 hours) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$26.54 per hour with additional benefits as defined in the Collective Agreement.

Working Relationship/Reporting Structure: The Administrative Coordinator reports to and takes direction from the Board Organizer, the President (and the Operations Organizer). The Administrative Coordinator works closely with SFSS staff. The Administrative Coordinator supervises and supports the work of the Designated Assistants in the Administrative (Admin) Department.

Duties & Responsibilities:

The Administrative Coordinator will be assigned the following duties:

- Committee Documentation Support
 - Shared drive organization and infrastructure
 - Liaise with Comms for website and YouTube upload of minutes and meeting recordings
 - Maintain Standard Operating Procedures for Administrative processes
- Coordination of Admin Team
 - Collect schedule availability
 - Build semesterly schedule
 - Collect and verify timesheets
- Committee Admin - Week to week
 - Support all chairs with room booking and AV (or Zoom)
 - Oversee agenda development, distribution, minute taking, approval etc
 - Assign Admin Team minute takers

- Administer any software that consolidates meeting agendas, supplemental documents, and/or voting
- New Executive Training
 - Coordination of training materials
 - Schedule, room booking, AV, food and drink
- New Council Training
 - Coordination of training materials
 - Schedule, room booking, AV, food and drink
- G Suite Administration
 - Create new emails & manage password changes
 - Email list updates
 - Google Calendar creation, management and troubleshooting
- Financials
 - Process Admin cheque reqs for copiers, monthly invoices
 - Staff and Board CRs for Office Supplies, other
 - Coordinate 'change of signers' official documents
- Staff Support
 - Staff office supplies and equipment
 - Staff Meetings, agenda, room setup, tech, snacks
 - Annual Staff Workshop/Retreat - booking, supplies & equipment, AV, food & drink
- Good & Welfare
 - Staff and Board birthdays
 - Special occasion lunches, celebrations, "Staff & Council/Executive Meet and Mingle"
 - Seasonal SFSS-wide Party
- Hirings/Postings
 - Building new job postings in Collage
 - Administer job postings with Charity Village, WorkinNonProfits, etc.
 - Request work orders for SFSS distribution with the Communications Department
- Phones
 - Add, cancel, move phone lines for the SFSS
 - Manage physical phones, including upgrades/replacements
 - Support and manage staff voicemail, including password resets
- Computing and I.T.
 - Point of contact for administration of SFSS "managed" equipment

- Track and support hardware upgrades
- Support with software and wifi issues
- Request new SFU computing accounts, annual renewals
- Keys
 - With Building Manager, Coordinate key/card distribution
 - Liaise with SFU Security for new and returned keys
- Other duties as assigned

Required Skills & Experience:

- Knowledge of and experience with the issues and regulatory environment pertaining to post-secondary education
- Knowledge of post-secondary student organizations' structure and mandate
- Broad knowledge of Society policies, procedures and governing structures
- Ability to work in a self-supervisory, multi-task environment, within clear timelines
- Strong interpersonal skills
- Demonstrated knowledge of issues confronting students and is familiar with conflict resolution
- Excellent verbal and written communication skills
- Administrative ability and experience
- Ability to review and process meeting minutes and complete cheque requisitions
- Familiarity with Microsoft Office Suite and Google Suite

Please send your documents as PDF files in Collage (with link to posting). Applications must be received no later than X:XX xm (PST) on Month XXth, 2021. Applicants must be available to work during regular office hours Monday to Friday, including evenings and/or possibly weekends.

The SFSS is committed to making a sustained effort in recruiting, nominating, and supporting skilled candidates who have a commitment to equality and justice, and we encourage applications from women, Black, Indigenous, and members of racialized communities, persons with disabilities, and members of LGBTQ+, cultural, religious and linguistic communities.

We thank all who apply, but only those candidates selected for interviews will be contacted.

Please Note: The SFSS is an independently incorporated organization working within the SFU community. This position is not an SFU staff position. For more information about the SFSS, please visit [our website](#).



Simon Fraser Student Society Emergency Response Plans

DRAFT

V1.0 April 2020.

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1.0 Staff Reaction to Incidents & Communication

At all times staff, whether on-duty or off-duty but in the facility, are to maintain a safe, calm and controlled environment, in the event of an emergency.

All staff are responsible for their awareness of facility procedures and the implementation of same as appropriate (for example if the Duty Manager or, in their absence, another member of management cannot be contacted).

In the event of an emergency, contact is immediately made with the Duty Manager, and members of SFSS management and Campus Security staff as appropriate. If the emergency services are required the must be first contacted by dialing 911.

Emergency situations and incidents require an appropriate member of SFSS staff to take control of the event and co-ordinate an appropriate response, as per facility procedures, laid out in this and other documentation. This member of staff may initially be the original member on the scene, but at all times the Duty Manager, even if they arrive at a later time, works with all other members of staff and university staff to ensure that the situation is managed in the best possible way.

On-going communication must be maintained throughout the response to any incident, and includes the use of staff radios. Non-essential staff radio traffic is minimized at all times, and in the event of an incident response, non-essential traffic is eradicated completely. Staff should maintain regular contact with the Duty Manager and provide on-going updates (this includes the repetition of messages where possible and appropriate). The Duty Manager or suitable person aims to keep all SFSS staff and Campus Security staff informed, as appropriate, of developments, updates or any changes to the response protocols and practices.

This document is intended as a reference and guide for response to foreseeable incidents. However, it is recognized that the list of situations mentioned is not exhaustive, and in emergency situations it is difficult to adhere to procedure. Therefore, above all else, calm and control **MUST** be maintained when dealing with incidents.

1.1 Reporting of Incidents/Accidents

All reported accidents, incidents or complaints are recorded in detail on the appropriate report form. Forms can be accessed at GO reception, Administration office, Building Manager office or by contacting the Duty Manager. Where possible, take photos.

1.2 Facility Alarm Systems

- Fire alarm panel. Located Level 1000 outside the Napping Room. SUB fire alarm system is linked to MBC and MECS Theatre.
- Emergency Phones. Located on each floor of the SUB building, in case of emergency, push the red button and Campus Security will be notified of your location.
- Disabled distress buttons. Located in all disabled bathrooms, in case of emergency, pull the cord or push the button and Campus Security will be notified of your location.
- Distress alarm GO Desk. Located under the reception desk, in case of emergency engage the button and Campus Security will be immediately notified.

1.3 Making an Emergency Call

- Call 911 from any phone, but if you can call from a campus phone, Campus Security will be automatically notified of the call location.
- If you are unsure if it is an emergency, always err on the side of caution.
- When you call 911 you will be asked if you need police, fire or ambulance, and then what is happening and the location. Be prepared to answer these questions. Remain as calm as possible and try to be as clear and concise when speaking as possible.
- If you do not use a campus phone to place the call please inform Campus Security of the call immediately after via their emergency line 778.782.4500

2.0 First Aid & Basic Life Support

In the majority of instances first aid should be provided by campus public safety staff. If a patron of the building requires first aid this can be attained by contacting the campus emergency

response line on 778.782.4500. In the rare case when SFSS staff may required to provide first aid they should do so as follows;

(First aid must only be administered by a qualified member of staff, and as per their training)

1. The Duty Manager or another member of SFSS management must be alerted immediately in ALL instances where First Aid is deemed appropriate.
2. In the event of a major first aid event (AED, stroke, resuscitation) the emergency response services should be immediately contacted via 911 and where possible the immediate area is evacuated.
3. Where possible, personal protective equipment (PPE) is worn by the staff member administering First Aid at all times, including face masks or barrier protection when administering mouth-to-mouth or mouth-to-nose resuscitation.
4. Avoid one to one situations – where possible male & female members of staff are present. Two members of staff are always present when attending to a child.
5. Do not make “pronounced” diagnosis or form a “clinical impression”.
6. Maintain calm & control throughout.
7. Dispose of all used First Aid items safely.
8. An Incident / Accident report form must be filled out by all members of staff administering the procedure or distributing the First Aid items and must be passed on to the Building Manager for appropriate follow-up.

3.0 Alarm raising & procedures

3.1 Robbery

1. In the event of a robbery staff members should cooperate with the aggressors at all times and do nothing to inflame the situation.
2. Staff members should remain calm.

3. There is a distress alarm located at the GO Reception desk. This button activates a silent alarm and informs security of distress immediately so they can then coordinate a response. This alarm should be engaged as soon as possible.
4. Staff members should try to observe all persons involved in the robbery and remember details on their appearance, accents, build, hair color, clothes, vehicles, etc. If possible write details down as soon as the raiders have left and it is safe to do so.
5. Where the distress button has not been pressed, as soon as it is safe to do so the RCMP and Campus Security must be informed of any robbery.
6. Preserve the scene of the robbery intact for RCMP examination. Do not touch anything the raiders have touched and do not move anything.

3.2 Assault/Violent Behavior

1. When dealing with students and members of the public SFSS staff should behave in a non-confrontational manner.
2. In the event of a dispute arising from any encounter with a student or member of the public that causes a staff member to feel threatened then they must refer the matter to the duty manager or another member of management immediately if possible.
3. Staff members should maintain a distance of least 2 metres / 6 feet from an aggressive person and if possible remain behind a desk or counter.
4. Staff must never enter into an argument with aggressive persons; they must maintain a calm and neutral demeanor at all times.
5. If required Campus Security should be called for assistance in dealing with an aggressive student or member of the public on campus.
6. Staff members must never place themselves in any situation that may endanger their safety.
7. Any assaults or incidents of verbal abuse must be reported to the duty manager / staff members' manager immediately.

3.3 Bomb threat

Bomb threats are most commonly received by telephone, by letter or online. All threats must be taken seriously and handled as though an explosive device is on campus. SFSS staff are expected to follow the SFU procedure as outlined below.

Procedure

- If you receive a bomb threat by telephone, try to gather as much information as possible from the caller by asking such questions as:
 - When is the bomb going to explode?
 - Where is the bomb? What does it look like?
 - Did you place the bomb? Why?
 - Who are you and where do you live?
- Be aware of the caller's:
 - Voice
 - Estimated age
 - State of mind (are they calm? agitated? angry? crying?)
 - Any accent or distinguishing characteristics
- Listen for any background sounds
- Contact 911 and Campus Security. They may make the decision to evacuate the building, the fire alarm may be sounded and procedures will follow the building fire evacuation plan

3.4 Elevator/Lift Entrapment

1.0 An alarm is activated inside the elevator/lift which relays a signal to Campus Security.

2.0 Campus Security attends the situation and evaluates as appropriate:

2.1 Confirming a false activation

2.2 Confirming an appropriate activation

3.0 In the event of an appropriate activation, the details of the situation must be relayed to the lift Services Company.

4.0 If there is an individual inside a lift car which has stopped moving:

4.1 A member of staff remains beside the lift car to provide reassurance to those inside

4.2 Campus Security liaises with the lift services company to arrange for an engineer to attend

5.0 No attempt is made by staff to rescue passengers trapped inside the lift.

6.0 Following an elevator/lift entrapment, the Duty Manager completes an incident report form and supplies it to the Building Manager. The Building Manager will request a full report from Campus Security.

3.5 Missing child report

On report of a missing child staff are to contact campus security immediately and campus public safety staff will coordinate a response.

If possible it would be beneficial to be able to provide security with the following information in order to expedite proceedings.

- Child's name
- Gender
- Description of child (appearance, clothing etc.)
- Age
- Location and time last seen
- Any other relevant details
- Name of individual reporting missing child
- Contact number of individual reporting missing child

3.6 Earthquake

Preparedness

- Avoid storing heavy objects on high shelves
- Secure bookcases, cabinets and equipment

- Be familiar with emergency plans and procedures
- Have an emergency kit at home, office and car
- Practice earthquake response often and participate in SFU's annual earthquake drills

During an earthquake:

If inside the building:

- Drop, cover, and hold on under a desk, table, interior wall or corner
- Wait 60 seconds after the shaking stops
- Proceed to the designated assembly area

If outside the building:

- Stay outside
- Move to an open area away from buildings, glass and power lines
- Do not enter any buildings until they have been approved for re-entry

After an Earthquake:

- After the shaking stops count to 60 and then move cautiously outside to an open area with others to wait for information
- Things may have shifted so move carefully and be aware of your surroundings
- Expect aftershocks
- Avoid broken glass and debris
- Do not use elevators
- Do not re-enter buildings until they have been inspected and approved for re-entry
- Check yourself and others for injuries
- Do not leave SFU until you have checked in with your supervisor to let them know you are safe. If you do not check-in they may think you are injured and responders will look for you

3.7 Power Failure

The emergency lighting will immediately kick in and power should automatically switch over to the generator.

The duty manager or another member of management will contact university services to ascertain whether it is a building specific issue or a campus issue.

The appropriate response will be coordinated then. At any time if the duty manager or a member of management feels the lighting levels are inadequate in the building they may enact a facilitated facility closure and coordinate the controlled evacuation of all patrons from the building.

3.8 Fire

In the event of the fire alarm sounding in the building, Fire Marshals should begin to evacuate their assigned floors immediately. They should make note of any irregular occurrences, people refusing to evacuate or people who have taken refuge in the designated refuge areas due to mobility issues. Once a fire marshals floor is clear they should relay all the information collated to the building evacuation coordinator who will be positioned at the fire annunciator panel in order to liaise with campus security and emergency services. Where possible reentry to any floor should be restricted until the building evacuation coordinator has given the all clear.

3.9 Gas Leak

In the event that a gas leak is suspected the Campus Emergency Response line should be contacted and the immediate area is to be evacuated. The Building Manager if available should assess extent of issue and decide if any further closures or an evacuation is necessary. If there is any doubt to the extent of the issue a facilitated facility closure should be enacted and coordinated with the help of campus public safety staff. Only authorized personnel may interfere with gas safety systems.

4.0 Evacuation Procedures

Waiting for finalized fire evacuation plan

4.1 Facilitated Facility Closure

4.2 Emergency Evacuation Procedure

5.0 Following an incident

The Duty Manager, in conjunction with other members of management and Campus Security, is responsible for managing both the response to incidents and their follow-up.

Staff are to remain on-site until otherwise directed by the Duty Manager or other member of management.

Following any incident, the Duty Manager, in consultation with management, conducts a review of procedures in line with all aspects of the response.

5.1 Re-Admittance

Patrons are re-admitted to continue with their activity, as appropriate and as directed by the Duty Manager, following consultation with Emergency Services and Campus Security. Where possible allowances may be made to booking end times to allow for the disturbance but this may not be feasible in all cases.

5.2 After the Incident

The Duty Manager completes the incident report form and provides this to the Building Manager. Building Manager will request full report from Campus Security and review it accordingly.

Appendix

Appendix 1 – Alarm location maps

Appendix 2 – List of qualified first aid responders and map of first aid location station

Appendix 3 – Incident report form

Appendix 4 - List of fire marshals and assigned floors

Appendix 5 – Fire marshal checklist

Appendix 6 – Assembly location areas

Definitions:

Transition Period: July 6, 2021 - August 23, 2021

Council Members: Executive Officers, Student Union Representatives, Constituency Group Representatives, and Affiliated Student Group Representatives

Executive Officers: President, VP Internal and Organizational Development, VP External and Community Affairs, VP University and Academic Affairs, VP Events and Student Affairs, VP Equity and Sustainability, VP Finance and Services

Invited Guests: people, including students, alumni, SFU staff, that are invited to the student union building for a specific purpose

Tours: where people are provided a guided tour of the Student Union Building

Consultation Visits: where invited guests are brought on site to view a space that the SFSS has been consulting on with them.

In-Person Meetings: Meetings between two or more people in-person in the Student Union Building

Hybrid Meetings: Meetings between three or more people, where at least two people are in-person and the others are joining virtually

Office Work: Working in an office or room to conduct work as tasked or under a Council member's portfolio

Purpose:

These guidelines are designed to regulate accessing the Student Union Building from now until the building opens to the public for members of Council and invited guests. Currently, access for staff is regulated in the SFSS's return to work plan. Access for contractors is managed by our safety policy. However, no such plan currently exists for members of Council (including Executive Officers) and invited guests.

Use of Space:

Currently, use of space by members of Council has generally been kept to a minimum to allow for contractors to finish correcting deficiencies and prevent the spread of COVID-19 in the case of an outbreak. Generally, only Executive Officers have worked in the building, and even then, not consistently. However, with case numbers dropping significantly, vaccination rates increasing, and Public Health Orders changed on July 1st making masks optional in BC, we can develop new guidelines for members of Council. Additionally, as part of the work to open the SUB for August 23rd, there's a need to invite more external guests such as SFU staff, constituency groups who have been granted space, and students and alumni that we have been consulting with on different projects.

Guidelines:

SUB Access

- All people accessing the SUB need to register ahead of time with the Building Manager
 - Council members fill out the SUB Access sheet for themselves and invited guests
- Check with the Building Manager ahead of time to make sure the space you would like to use or see is available or if an alternate space needs to be provided

- Contractors might be working in or around the space
- Tours for Council members and/or invited guests must be registered and scheduled ahead of time.

Safety

- Disinfect your hands upon entry to and exit from the Student Union Building
- Tours and Consultation Visits
 - Wear a mask at all times in the building
- Working in a room
 - No mask is needed for Office work if you are by yourself
 - Wear a mask for in-person and hybrid meetings

Restrictions

- Tours
 - Maximum of 5 people per tour
 - Maximum of 2 tours per week