



Simon Fraser Student Society Emergency Response Plans

V1.2 May 2023.

Contents

Preface:	4
1.0 Staff Reaction to Incidents & Communication	6
1.1 Reporting of Incidents/Accidents	7
1.2 Building Alarm Systems	7
1.3 Making an Emergency Call	7
2.0 First Aid & Basic Life Support	9
2.1 Mental Health First Aid	10
3.0 Alarm Raising & Procedures	11
3.1 Robbery	11
3.2 Assault/Violent Behavior	11
3.3 Bomb Threat	12
3.4 Threat of Harm	13
3.5 Active Threat	14
3.6 Elevator/Lift Entrapment	15
3.7 Missing Child Report	16
3.8 Earthquake	16
3.9 Power Failure	18
3.10 Fire	18
3.11 Gas Leak	19
3.12 Protests	19
4.0 Evacuation Procedures	21
4.1 Facilitated Building Closure	21
4.2 Emergency Evacuation Procedure	21
5.0 Following an Incident	23
5.1 Re-Admittance	23
5.2 After the Incident	23

Appendix 1 – Alarm and first aid location maps by floor.	24
Appendix 2 – List of qualified first aid responders	30
Appendix 3 – Incident report form	31
Appendix 4 - List of fire wardens and assigned floors	36
Appendix 5 – Fire warden report form	37
Appendix 7 – Interaction escalation procedure	41
Appendix 8 – List of qualified mental health first aid responders.....	43

Preface:

Membership, staff, and stakeholders,

Please see the attached Simon Fraser Student Society (SFSS) Emergency Response Plans. While this is a preliminary yet comprehensive review of emergency and incident response procedures, this plan falls short of working through institutional changes the Simon Fraser Student Society has made throughout the 2019-2022 Board Terms.

The Simon Fraser Student Society worked collaboratively with Amal Ishaque, Principal of Cambium Arts & Education, to address concerns brought forward by multiple stakeholders. Ultimately, we strive to build more equitable building response plans while prioritizing the safety of students, staff, and SFU community members who operate in and out of the Student Union Building.

As the SFSS has undergone significant organizational culture shifts throughout the last few years, we understand the need for multi-layered infrastructures of response, documentation, oversight, and support for responding to incidents of violence. Regular training for staff and Executive Committee members who are designated to respond to incidents of violence or perceived harm is also needed to ensure the physical safety of all using the Student Union Building.

We've identified the need to provide advanced training for:

- Trauma-informed, equity centred de-escalation and crisis response techniques
- Transformative Justice
- Know Your Rights – responding to all forms of law enforcement (including campus security, police, CBSA)
- Political Education workshops: alternatives to policing, impacts of policing on

marginalized communities, why abolition on campuses is critical for student and staff well-being.

- First Aid training
- Harm Reduction
- Occupational Health & Safety within an intersectional framework

We are developing clear internal and external SFSS safety guidelines regarding the Student Union Building. The President and Management are considering the impact to specific staff, Councilors, volunteers, or members' ability to carry out the below Emergency Response Plan, alongside any identified gaps. In consultation with SFSS Constituency Groups, we aim to identify the specific needs of diverse community members to create a thorough approach to complex safety situations. In the implementation of future safety protocols, the SFSS will work to review safety protocols annually, ensuring concrete and clear directions and detailed procedures during unclear escalatory situations.

The Simon Fraser Student Society.

1.0 Staff Reaction to Incidents & Communication

At all times staff, whether on-duty or off-duty but in the building, are to remain calm, and ensure a safe and secure environment, in the event of an emergency.

All staff are responsible for their awareness of building procedures and the implementation of same as appropriate (for example if the Building Coordinator or, in their absence, a member of management cannot be contacted).

All staff will be trained in these procedures and provided with the relevant information to ensure they implement these procedures equitably and safely.

In the event of an emergency, contact is immediately made with the Building Coordinator (Building Coordinator Cell + 1 236 880 3229), and members of SFSS management and Campus Public Safety staff as appropriate. If the emergency services are required they 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 building 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 Building Coordinator, even if they arrive at a later time, is the lead in emergency response situations and 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 the Building Coordinator cell phone. The Building Coordinator or suitable person aims to keep all SFSS staff and Campus Public Safety staff (where necessary) 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, staff are to remain calm, and ensure a safe and secure environment is maintained, in the event of an emergency.

1.1 Reporting of Incidents/Accidents

All reported accidents and incidents are recorded in detail on the appropriate report form. Forms can be accessed at General Office desk, Administration office, Building Manager office or by contacting the Building Coordinator. Where possible / appropriate, take photos.

1.2 Building Alarm Systems

- Fire alarm panel. Located Level 1000 outside the Napping Room. SUB fire alarm system is linked to MBC, UBC and MECS Theatre.
- Emergency Phones. Located on each floor of the SUB building, in case of emergency, push the red button and Campus Public Safety will be notified of your location.
- Emergency Call buttons. Located in all accessible bathrooms, in case of emergency, pull the cord or push the button and Campus Public Safety will be notified of your location.
- Distress alarm GO Desk. Located under the reception desk, in case of emergency engage the button and Campus Public Safety 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 Public Safety will be automatically notified of the call.
- 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 Public Safety of the call immediately after via their emergency line 778.782.4500

2.0 First Aid & Basic Life Support

If significant first aid is required this should be provided by Campus Public Safety staff. If a person (non staff member) in the building requires first aid this can be attained by contacting the campus emergency response line on 778.782.4500.

Appropriately qualified members of SFSS staff may provide first aid at their discretion to anybody in the building and they should do so as follows;

(First aid must only be administered by a qualified member of staff (see appendix 2), and as per their training)

1. The Building Coordinator 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 when possible. Two members of staff should always present when attending to a child or minor.
5. Do not make “pronounced” diagnosis or form a “clinical impression”.
6. Remain calm, and ensure a safe and secure environment is maintained.
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.

2.1 Mental Health First Aid

If there is an immediate risk of harm emergency services should be contacted immediately and then Campus Public safety. In scenarios where there is not an apparent immediate risk of harm the person who has presented themselves should be located in a safe space (meeting room, office etc.) and a mental health first aider should be contacted (appendix 8). If no SFSS mental health first aider is available Campus Public Safety should be contacted to send an appropriately trained individual. Try to avoid leaving the person who has presented alone where possible. Always stay with them until a responder has arrived. An incident report must be filled out by the building coordinator and responder afterwards.

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 buttons 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 Public Safety 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 they must refer the matter to the Building Coordinator or a 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 aggravated persons; they must maintain calm and a neutral demeanor at all times.
5. If required Campus Public Safety should be called for assistance in dealing with an aggravated person. The escalation to campus public safety should be as per appendix 7 – interaction escalation procedure.
6. If Campus Public Safety respond the building coordinator or the most senior member of SFSS staff available must remain present for the duration of the incident. CPS are not to be left alone when dealing with any situation in the building.
7. Any assaults, incidents of verbal abuse or situations which required CPS's attendance must be reported to the Building Coordinator and Management immediately. Any incident that involves CPS's attendance will be reviewed in full by management in conjunction with the staff involved.

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?
- Take note of any distinguishing factors about the caller
- Listen for any background sounds

- Contact 911 and Campus Public Safety. 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 Threat of Harm

Threats of harm most likely will be received in person, online, via mail or by telephone. SFSS staff are required to immediately report any threats of harm they have received or have been made aware of to management.

Procedure

1) *Threat towards a person or space in the building.*

- Building coordinator to be made immediately aware of the threat received. As much information as possible should be relayed to the Building Coordinator. Management should then be made aware.
- Building Coordinator should immediately contact Campus Public Safety and ask to speak to the supervisor.
- Building Coordinator will relay all information to CPS. CPS will assess the threat at that time and provide direction to the BC.
- If an immediate building evacuation is deemed necessary the emergency evacuation procedures should be followed.
- Building coordinator to complete a full incident report post incident.
- Management to follow up with all involved after the incident.

2) *Threat towards a person or space not in the building.*

- Any threat received should be immediately reported to management.
- If the reporter is not the target of the threat, the person targeted should be immediately informed by management.
- Management will work with the target of the threat to cater to their immediate needs in order to feel safe and supported.
- Management to ensure that the all available information associated with the threat is documented and that SFU bullying and harassment (when appropriate) are notified.
- Management to complete a full incident report post incident.

3.5 Active Threat

What is an active threat?

An active threat can be defined as “one or more persons who seek out a target rich environment and participate in a random or systematic infliction of death or grievous bodily harm”.

Active threats:

- are rare on Canadian campuses
- are unprovoked and generally involve the use of guns
- are dynamic, can shift locations and are unpredictable

Procedure:

In the event of an active threat:

Individuals should act to protect your own personal safety immediately. Your best options are to:

Evacuate if you see or hear an armed intruder and it is possible to safely exit the area.

- **Exit** the area by the shortest and safest means possible
- **Leave belongings** behind.
- **Tell** others to leave
- **Assist** others if you can
- **Warn** others of the threat
- **Call 911** when safe to do so

Follow lockdown procedures if you cannot evacuate safely.

- **Take shelter.** If you are inside a meeting room/office, stay there. If you are in a corridor, go to the closest room that's not already locked

- **Lock windows and doors**, refer to any lockdown procedures posted in the room (if any), and await instructions from Building Coordinator or emergency personnel
- **Barricade the entry** if the door does not lock
- **Close curtains and blinds**
- **Turn off the lights**
- **Stay low** and keep away from windows and doors
- **Keep quiet**. Put your cell phone on silent mode
- **Remain calm** and await further instructions from Building Coordinator or emergency personnel
- **Call 911** if safe to do so
- *If the fire alarm is activated, remain where you are and await further instructions from Building Coordinator or emergency personnel*
- *Do not open the door for anyone unless they validate their identity as an emergency personnel*

If you cannot run or hide, take other action to protect yourself.

- Commit to other actions to delay, block or overcome the threat
- Work with people around you.
- Do what you need to stay alive, including using force to protect yourself
- Look for objects that could be used as tools in self-defense

Attempting to overcome an armed intruder with force should only be initiated if your life is in imminent danger.

3.6 Elevator/Lift Entrapment

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

2.0 Campus Public Safety 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 elevator/lift services company.

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

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

4.2 Campus Public Safety liaises with the elevator/lift services company to arrange for an engineer to attend

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

6.0 Following an elevator/lift entrapment, the Building Coordinator completes an incident report form and supplies it to the Building Manager. The Building Manager will request a full report from Campus Public Safety and or facilities services.

3.7 Missing Child Report

On report of a missing child staff are to contact Campus Public Safety immediately and Campus Public Safety staff will coordinate a response.

If possible, it would be beneficial to be able to provide Campus Public Safety with the following information in order to expedite proceedings.

- Child's name
- Pronouns
- 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

3.8 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 (Green field space rear of MBC L1000 south of SUB)

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

3.9 Power Failure

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

The Building Coordinator or another member of management will contact facility 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 Building Coordinator or a member of management feels the lighting levels are inadequate in the building they may enact a facilitated building closure and coordinate the controlled evacuation of all patrons from the building.

3.10 Fire

Upon discovery of a fire you should evacuate immediately ensuring you activate the nearest pull station on your way out. In the event of the fire alarm sounding in the building, fire wardens (appendix 4) 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 or other accessibility issues. Once a fire wardens 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 Public Safety and emergency services. Where possible reentry to any floor should be restricted until the building evacuation coordinator has given the all clear.

All others who are not involved in coordinating the evacuation should immediately exit the building and make their way to the assembly point to await further instruction upon any activation of the fire alarm.

- The staff assembly point is the Green field space at the rear of MBC (L1000 south west of SUB)

3.11 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 whilst waiting for SFU response and decide if any further closures or an evacuation is necessary. If there is any doubt to the extent of the issue a facilitated building closure should be enacted and coordinated with the help of Campus Public Safety staff. Only authorized and appropriately qualified personnel may interact with gas safety systems.

3.12 Protests

The SFSS fully supports groups and individuals' right to peacefully protest.

1.0 Upon discovery of a protest in progress or assembling in the SUB the Building Coordinator should be notified.

2.0 The Building Coordinator should visually verify that indeed this is an assembly or protest happening in the SUB.

3.0 Once verified the Building Coordinator should contact a member of management and or SFSS President/SLO (escalatory contact) to inform them. The Building Coordinator should not make any contact with the group.

4.0 Once the escalatory contact is aware no further action is to be taken by the Building Coordinator.

5.0 If the protest moves from peaceful to unjustly disruption, the escalatory contact should be contacted and notified.

5.0 1 Unjustly Disruptive means engaging in dangerous behavior that causes immediate harm to another group or that infringes the safety of people in the space in a hazardous way in the building. The escalatory contact will assess the level of disruptiveness and ensure that any appropriate de-escalatory measures are exhausted before making a decision.

5.1 If the escalatory contact is on site at this point they should make their way to the location to observe the protest them self and assess the level of disruption.

5.1.1 If deemed that the disruption is causing undue hardship to others at this point the escalatory contact may engage an organizer in dialogue and just inform them of such asking that they deescalate and return to a peaceful protest.

5.1.2 The escalatory contact should be working towards compromise in these situations and accepting any reduction in unjustly disruption at this point.

5.1.3 Only if the protest becomes dangerous or is disrupting other activities and various staff routines in the SUB the CPS should be contacted. This should only ever happen if there has been repeated dialogue and attempts for de-escalation that have been ignored or not engaged with by the organizer.

5.2 If the escalatory contact is not on site and no escalatory contact can make their way to site in a timely manner the escalatory contact may request that the BC make contact with an organizer.

5.2.1 The BC should follow the instruction from the escalatory contact when engaging the organizer. BC should relay all information to escalatory contact and follow direction solely from the escalatory contact at that point.

6.0 Nothing in this section protects the right of a demonstrative activity that spreads hate, hatred or incites crime against or towards any identifiable or protected group under BC or Canada Human rights legislation, or any marginalized communities. If there is an incident that meets these criteria, please refer to section 3.2 in the SUB Emergency Plan.

Post incident, an incident report should be completed by either the escalatory contact or BC (whomever made contact with the group).

4.0 Evacuation Procedures

4.1 Facilitated Building Closure

- Once a Facilitated Building Closure is deemed necessary the Building Coordinator is to contact the Building Manager or another member of management immediately.
- The Building Coordinator will then contact Access Control or SFU non-emergency to have the exterior doors of the building closed.
- The building coordinator or their designate will close the MBC shutter
- Building Staff will systematically make their way from L5000 of the building down asking all patrons to leave through the nearest exit in a calm and controlled manner.
- The message relayed to patrons will be dependent on the nature of the facilitated closure e.g inclement weather, power issues, burst pipe etc.
- Once the above is completed the Building Coordinator will do one final sweep of the entire building ensuring nobody remains.

4.2 Emergency Evacuation Procedure

Fire Warden

Upon the activation of the fire alarm all fire wardens should:

- 1) Put on their fire warden vest and pick up their clipboard
- 2) Begin to evacuate their designated floors and take note of required information as per Fire Warden form (appendix 5). Ensuring all doors are closed behind them as they make their way through the building
- 3) Once assigned floor(s) clear, they should report back into the Building Evacuation Coordinator who will be at the annunciator panel L1000 southside of the building
- 4) Follow further instruction as administered but Building Evacuation Coordinator for example preventing reentry to the building at a specific entrance

Building Evacuation Coordinator

Upon activation of the fire alarm the building evacuation coordinator should (appendix 6):

- 1) Immediately put on their building evacuation coordinator vest and pick up their clipboard

- 2) Make their way to the annunciator panel on L1000 southside of the building
- 3) Immediately check the panel to ascertain the source of the alarm and location
- 4) Remain at the panel and complete the BEC form as wardens check in
- 5) Coordinate wardens as necessary
- 6) Liaise with Campus Public Safety and if necessary the Fire Brigade
- 7) Advise all staff and other patrons of next steps as necessary. E.g. Reentry if appropriate
- 8) Immediately after a fire alarm activation the BEC must collate all fire warden reports and their own BEC report and send them to the relevant SFU departments

5.0 Following an Incident

The Building Coordinator, in conjunction with other members of management are responsible for ensuring the smooth transition back from incident response to normal operations.

Staff are to remain on-site immediately after an incident until otherwise directed by the Building Coordinator or other member of management.

Following any incident, the Building Coordinator and management will do a full review of the incident response.

5.1 Re-Admittance

Patrons are re-admitted to continue with their activity, as appropriate and as directed by the Building Coordinator, following consultation with Emergency Services and Campus Public Safety. 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 Building Coordinator completes the incident report form (appendix 3) and provides this to the Building Manager. Where necessary the Building Manager will request a full report from Campus Public Safety and review it accordingly. Management in conjunction with all staff involved will conduct a full review of the incident response.

The Building Manager or their delegate (situation dependent) will be responsible for following up with the people noted on any incident report. This is to ensure that all parties involved are connected to the resources they require post incident.

Appendix 1 – Alarm and first aid location maps by floor.



4277 Kent Street
Denver, CO 80202, U.S.
1-877-828-0042
www.pediatrics.com

**Simon Fraser
University:
Student Union
Building**

1988 University Dr. Burnaby, BC
V5A 1S6

**ISSUED FOR
CONSTRUCTION**

05/06/2016

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**FLOOR PLAN -
LEVEL 2000**

A03-02
Sheet

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Building

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University:
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Building

Simon Fraser University
Vancouver, BC
V6A 5S6

**ISSUED FOR
CONSTRUCTION**

05/06/2016

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9	Sheet Information	
10	Sheet Information	

**FLOOR PLAN -
LEVEL 3000**

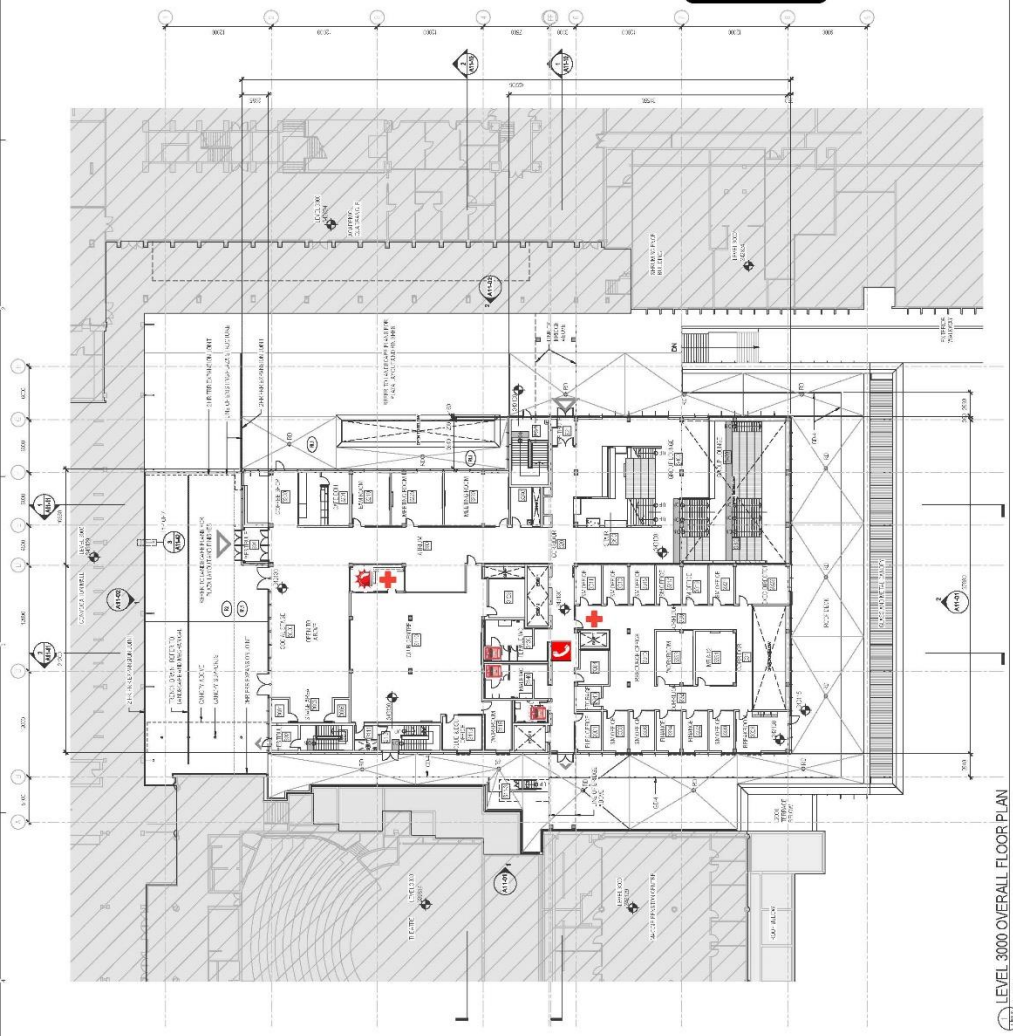
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Simon Fraser University

NO.	DESCRIPTION	DATE
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10	Sheet Information	

Fire Alarm Panel
Emergency Phones
Emergency Call Buttons
Distress Alarm
First Aid Stations
AED



LEVEL 3000 OVERALL FLOOR PLAN



Simon Fraser University
Vancouver, BC
V6A 5S6

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University:
Student Union
Building

Simon Fraser University
4615 Keele Street
Burnaby, BC V5A 1S6

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06/06/2016

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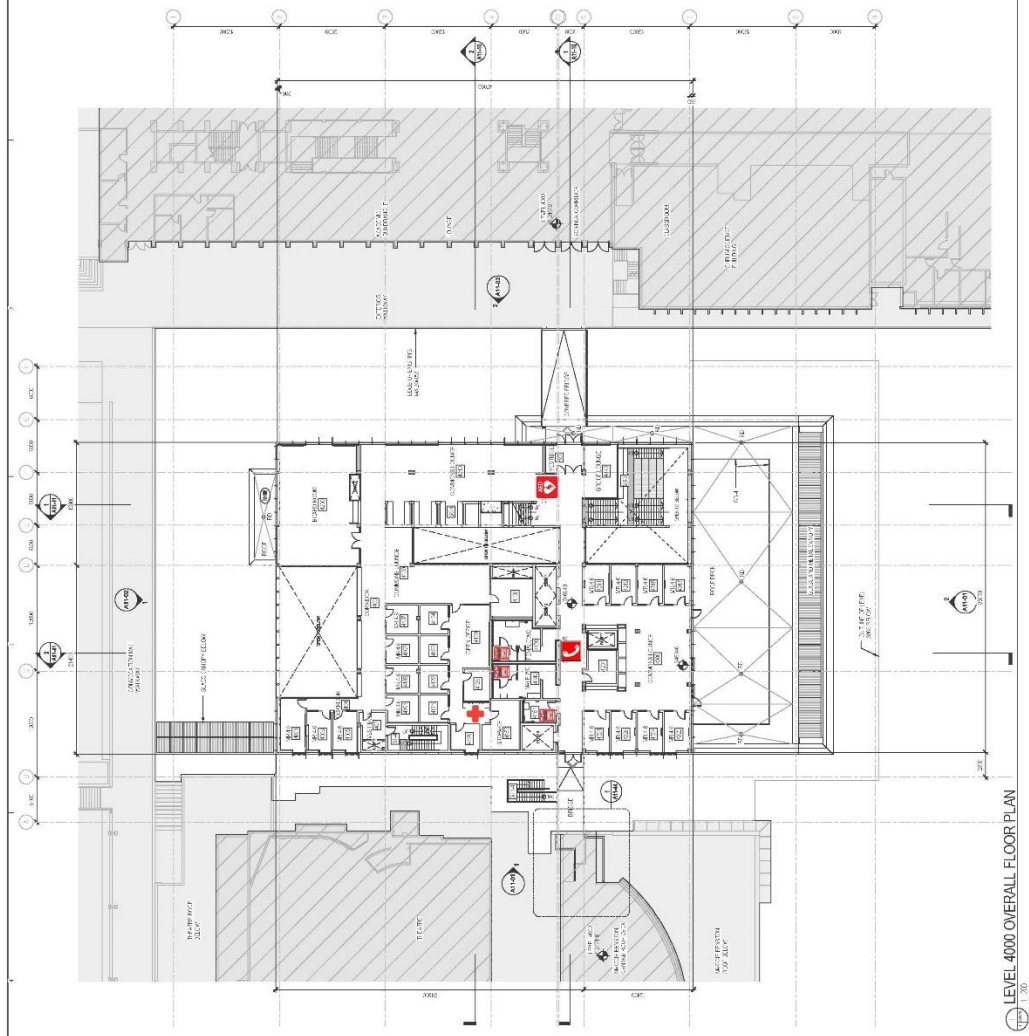
FLOOR PLAN -
LEVEL 4000

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A03-04

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NO.	REVISION	DATE
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Fire Alarm Panel
Emergency Phones
Emergency Call Buttons
Distress Alarm
First Aid Stations
AED



LEVEL 4000 OVERALL FLOOR PLAN
1:300



Simon Fraser University
4615 Keele Street
Burnaby, BC V5A 1S6

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University:
Student Union
Building

Simon Fraser University
Student Union Building

Simon Fraser University
Student Union Building

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05/06/2016

Revisions

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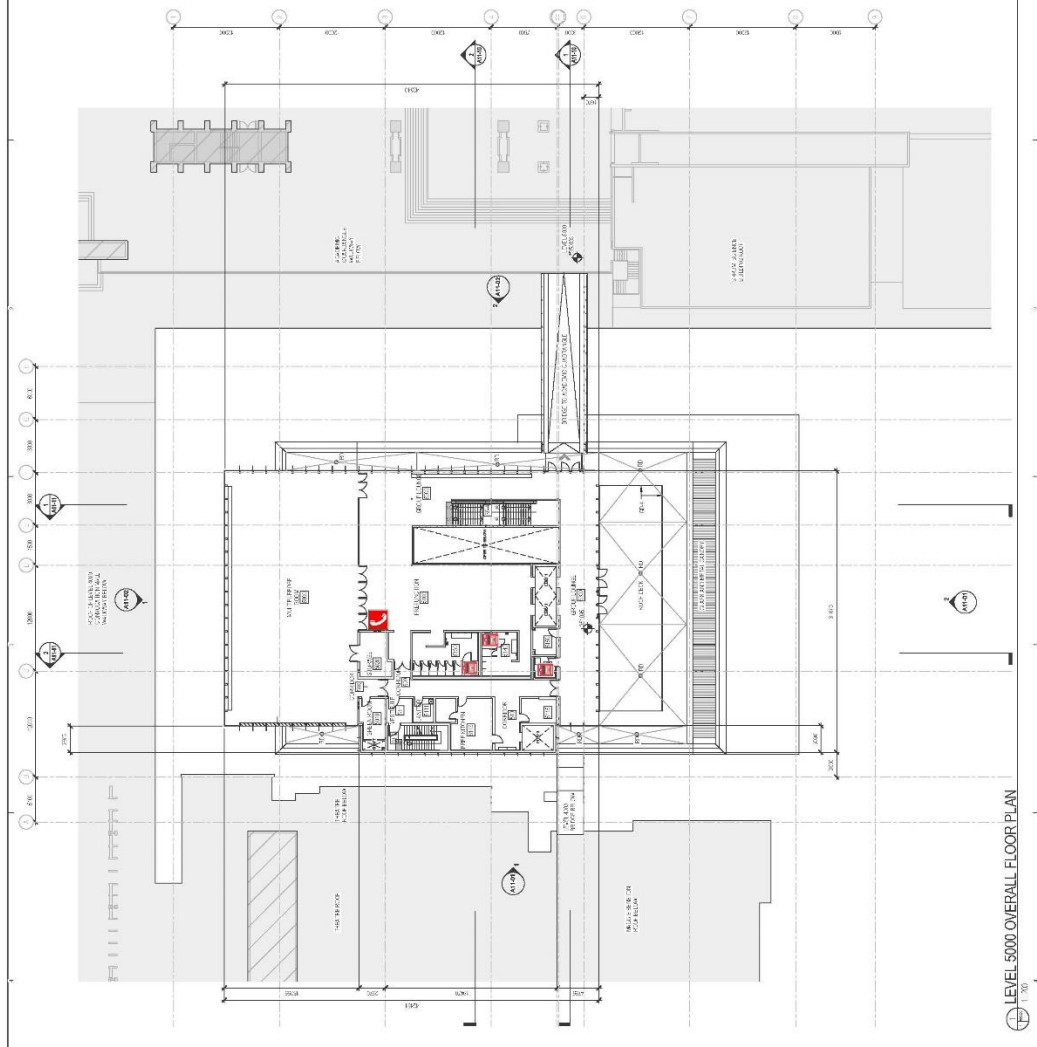
FLOOR PLAN -
LEVEL 5000

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Fire Alarm Panel
Emergency Call Buttons
Emergency Call Buttons
Dispersal Alarm
First Aid Stations
AED



LEVEL 5000 OVERALL FLOOR PLAN
1:300



Simon Fraser University
Student Union Building

Appendix 2 – List of qualified first aid responders

Staff Member	Qualification
Mary Phan, Building Coordinator	OFA Level 2
Jenny Lu, Building Coordinator	OFA Level 2
Cicely A, Building Coordinator	OFA Level 2
Ricky Che, MSC Coordinator	OFA Level 2
Ayesha Khan, Operations Organizer	OFA Level 1
Trish Everett, Student Advocate	OFA Level 1
Somayeh Naseri, Administrative Coordinator	OFA Level 1
Brianna Price	OFA Level 1
Sam Robinson	OFA Level 1

Appendix 3 – Incident report form

Simon Fraser Student Society Incident Report Form

Instructions

This form must be completed by a staff member, not by the injured person(s). No inspection of any plant, premises or machinery, other than by SFSS staff, should be permitted. Any evidence or equipment should be carefully preserved. Any third party correspondence received should be forwarded unanswered to the Executive Director.

General Information

Date: _____ Time: _____

Location: _____

Injured Person Details

Name: _____

Age: _____ Pronoun: _____ Telephone Number: _____

Address: _____

Nature of business on site:

SFSS Staff ☐

Student ☐

Other (please specify) ☐

Student / Staff Number: _____

Additional Information

Additional Information: _____

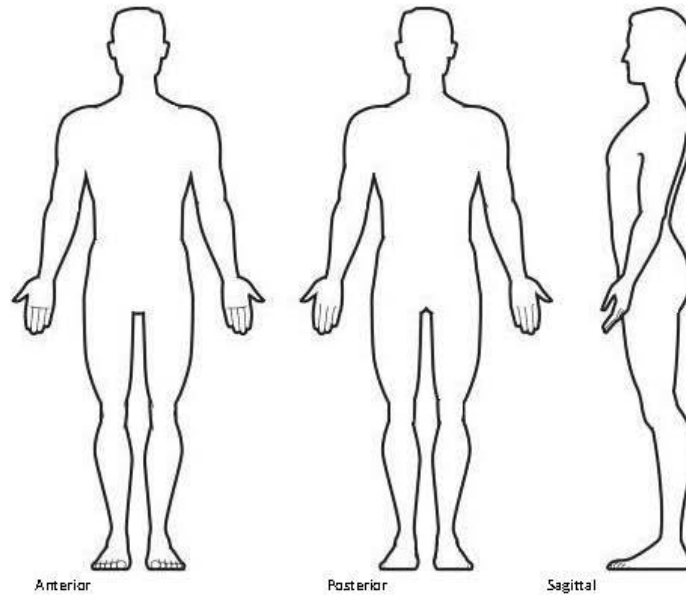
Report Compiled by: _____ Position: _____

Contact number: _____

Injury or Illness Details

Description of injury or illness: _____

(Please give as much detail as possible, marking the chart below for reference)



Name of staff member who administered first aid: _____

Type of first aid administered: _____

Where did the person affected go after leaving (hospital/doctor/home/etc.)?

Incident Details

Description of Incident:

Incident Location:

Work/Activity being done at the time of the incident:

Relevant Conditions:

Cause of incident and main hazards involved:

Have photographs been taken of the area where the incident occurred? (Ensure photographs are taken where appropriate).

Witnesses

Name	SFSS Staff/Student/Other	Staff / Student Number	Contact Number

Follow-Up (to be completed by management)

Follow-Up:

[illegible]

Signed: _____ Date: _____

Additional Comments

[illegible]

Appendix 4 - List of fire wardens and assigned floors

Staff Member	Assigned Floor
John Walsh, Building Manager	Building Evacuation Coordinator
Jenny Lu, Building Coordinator	Fire warden clipboards are labelled by floor
Mary Phan, Building Coordinator	Fire warden clipboards are labelled by floor
Shelley Durante, Building Coordinator	Fire warden clipboards are labelled by floor
Cicely Ashley, Building Coordinator	Fire warden clipboards are labelled by floor
Building Assistants (min 1 present during operating hours)	Fire warden clipboards are labelled by floor
Ricky Che, MSC Clubs	Fire warden clipboards are labelled by floor
Nancy Mah, MSC Clubs	Fire warden clipboards are labelled by floor

Appendix 5 – Fire warden report form



FIRE WARDEN REPORT FORM

Building: _____ Date: _____

Time of alarm		am	pm	Time reported to BEC		am	pm
Fire Warden's name				Floor area evacuated			

Number of disabled persons remaining in building		
Location	Name	Description

Number of occupants refusing to leave		
Location	Name	Reason

Any of the following detected?	√	Location
Visible fire?		
Visible smoke?		
Smell?		
Other?		

Any Fire Safety Equipment defective or out of order?

Description	Location

Other observations?

Describe:

Appendix 6 – Building evacuation coordinator form



BEC CHECK LIST Name: _____

Building: _____ Date: _____

Time of alarm	Am Pm	
Area of alarm		

Arrival times at annunciator panel of:

BEC	Am Pm
Campus Security	Am Pm
Fire department	Am Pm

Time of last reporting FW	Am Pm	# of minutes to evacuation: _____
# of minutes between Time of alarm and last FW checking in		
Time of Clearance (to re-enter building)	Am Pm	# of minutes to clearance: _____
# of minutes between Time of alarm and Time of Clearance		
Clearance given by: (name)		
NOTE: BFD or Security (except for Fire Drills: Security or BEC)		

Did all Fire Wardens check in?	Yes	No
If No, enter <u>sweep area</u> and <u>name</u> of absent Fire Warden(s)		
Comments:		

Appendix 7 – Interaction escalation procedure

We endeavor to provide a safe and enjoyable environment to all of our members and the wider SFU community. From time to time though scenarios may arise where staff are required to enforce rules, policy, or to try to put a stop to disruptive behavior within the building. Where possible the Building Coordinator will address these situations as they arise. All staff will follow the below procedure before escalating an incident to an external party.

1. The staff member will approach the individual(s) and politely ask them to cease their behavior or, depending on the nature of the issue, ask the individual to leave the building. If the individual (s) is cooperative no further action is required. If not, the staff member will proceed to step 2.
2. The staff member will contact a person of higher authority (Exec member, Building Manager, etc.) to address the situation for a second time.
 - If no such person is available, the staff member will approach the individual(s) and once again ask them to kindly cease their behavior or depart from the premises, this time they will communicate that failure to do so may lead to this incident being escalated to Campus Public Safety. If the individual(s) is cooperative no further action is required. If not, the staff member will proceed to step 3.
3. The staff member will approach the individual(s) a third time, asking them to either cease their behavior or to leave the building (situation dependent). However, this time the staff member will note that failure to do so will result in Campus Public Safety (CPS) being called to attend. If the individual(s) is cooperative no further action is required. If not the staff member will contact campus public safety on the non-emergency line 778 782 7991 and request their attendance. If urgent response required Campus Public Safety should be contacted on the emergency line 778 782 4500.

*** In the event that the staff is in a situation that does not suffice as an immediate threat or physically unsafe situation, the staff person may use their judgement and notify and raise the situation to higher authority or management as soon as reasonably possible. If a staff member is in the presence of an immediate threat or is in a physically unsafe situation due to that threat, they can use their judgment to notify or report the threat to SFU Campus Public Safety and notify higher authority or management as soon as reasonably possible.**

- In these scenarios where a staff member has deemed it necessary to escalate the situation to campus public safety or another external body without attempting to implement the above “3 strike procedure” there will be a post incident debrief with the President and/or VP equity and the Building Manager.

*** As per the SFSS Emergency Response Plan, anytime an external party is involved in incident response within the building the Building Coordinator or the most senior SFSS excluded staff person present will remain on the scene for the duration of the incident to ensure our members and staff safety.**

Appendix 8 – List of qualified mental health first aid responders

Staff Member	Qualification
Mary Phan, Building Coordinator	Mental Health First Aid, Standard
Cicely Ashely, Building Coordinator	Mental Health First Aid, Standard
Jenny Lu, Building Coordinator	Mental Health First Aid, Standard
Ayesha Khan, Operations Organizer	Mental Health First Aid, Standard
Trish Everett, Student Advocate	Mental Health First Aid, Standard
John Walsh, Building Manager	Mental Health First Aid, Standard