



**Agri-Food Discovery Place Emergency Response Plan**

**WORKPLACE**

Faculty/Department Agriculture, Food & Nutritional Science	Workplace Agri-Food Discovery Place	Completed By Linda Hui & Karen Sochatsky	Emergency Response Plan Date Revision Date: July 10, 2015
Address Building F-83, 6020 – 118 Street NW, T6G 2E1 Edmonton, AB			
<b>Note: Inform fire, ambulance and all other emergency vehicles that the official entrance is off 115 street via 60 Ave, West into U of A Research Farm.</b>			

**EMERGENCY EQUIPMENT AND SUPPLIES**

First Aid	In the middle of the corridor of both wings, near the ice machine and in the first aid storage room.
Eye Wash & Emergency Showers	Meat Wing: Located just inside the doorway of the Cold Processing (room 1-110) and Microbiology (room 1-113) Laboratories. Crop Wing: Located just inside the doorway of each of the Processing Suites
Telephones	One phone on the wall in each of the Wing’s corridor and one phone in the Microbiology Lab (room 1-113) and the Sample Prep Lab (room 1-212) and Food application lab (1-206A). NOTE: for emergency dial 911. For other non-university calls dial 9(area code) and then the number.
MSDS	Material Safety Data Sheets in the Meat Wing are located on the media room (1-113B) storage shelf in the Microbiology Laboratory (Room 1-113) and in the Sample Prep Lab (room 1-212) for the Crop Wing. MSDS sheets for both Wings are also located on the wall in the Shipping Receiving (Room 1-100) area.
Flashlight	One in the First Aid Room.
Battery Operated Radio	One in each receptionist area.



**EMERGENCY RESPONSE PERSONNEL**

**Qualified First Aider:** See First Aid certified list

**Area Warden:**

Building Executive Director: Bob Rimes
Chief Fire Warden: Gabriel Chemello
Area 1: Laurie Heidebrecht & Brenda Gregor
Area 2: Zhixiong Zhang & Jiancheng Qi
Area 3: Ross Lowe & Patrick Ward
Area 4: Norman Zhang & Niranjan Purohit
Area 5: Nathan Buzik & Ross Lowe

<b>Area 1</b>	Office, reception areas, seminar and boardroom and grad student area
<b>Area 2</b>	Technical support offices, washrooms, laundry, first aid and loading dock area
<b>Area 3</b>	Meat Safety and Processing Research Unit, change rooms and retail display
<b>Area 4</b>	Bio-resource and Food Processing Research Unit and Change Room
<b>Area 5</b>	(second floor) Mechanical Boiler Room, telecom room and maintenance shop

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**Medical/Life Emergency**

**WORKPLACE EMERGENCY REQUIREMENTS AND PROCEDURES**

Telephone Numbers for Emergency Services

**FIRE - 911**

**POLICE - 911**

**AMBULANCE - 911**

To **respond** when someone becomes ill or is injured and requires emergency medical assistance:

The person who detects the illness or injury will:

Call 911 to report the emergency.

Follow direction from 911 dispatchers.

Render first aid assistance that they are trained to provide before trained responders arrive.

Order someone to meet EMS at the main door of the building.

NOT move an injured person unless they are in immediate danger.

Comfort the person with reassurances and try to limit others entering the area.

Protect him- or her from blood and bodily fluids that may be present.

Remain to provide information to the emergency medical responders and provide assistance if required.

Notify his or her manager or designate at the earliest safe opportunity.

If there are any media on-site, refer their questions to University Relations at phone number 780 717-8404.

The manager or his or her designate will:

Notify Environment, Health and Safety (EHS) of any incident, injury or near-miss event involving University faculty, staff, students, or visitors who were conducting activities on behalf of the U of A, following the steps outlined on the EHS Portal Reporting website, <http://www.ehs.ualberta.ca/en/ReportAnInjuryIncident>.

Ensure that all staff are aware of the incident.

Give instructions to other staff.

**If First Aid is Required**

1. Render first aid as trained or call for a first aid attendant. A list of certified first aider is posted on the Safety Board and in First Aid Room.

1. Call 911
2. If in the solvent processing area or meat safety and processing (pathogen R & D), share this information during the 911 call. There are chemicals, bio hazards in restricted areas.
3. Send a designate to meet EMS or Fire.

2. Complete the appropriate injury report forms located in the first aid storage room or on the AFDP website.

**Legislated Requirements and References**

(Include names of specific regulations, codes, standards, guidelines and best practices.)

Alberta Occupational Health and Safety Code Part 7 Emergency Response and Part 11 First Aid, Schedule 2 First Aid

**Response Plan Communicated to Employees at the Workplace?**  Yes  No



**Building Alarms/Smoke/Fire/Explosion**

**WORKPLACE EMERGENCY REQUIREMENTS AND PROCEDURES**

Telephone Numbers for Emergency Services

**FIRE - 911 POLICE - 911 AMBULANCE - 911**

1. To respond to the presence of smoke or fire in an area:  
 The person who detects the smoke or fire will immediately:  
 Remove those in immediate danger if safe to do so.  
 Extinguish the fire if it is safe to do so.  
 Leave the space.  
 Close the room door when leaving.  
 Activate building alarms.  
 Leave the building through the nearest Fire Exit (Not using pedways).  
 Call 911 to report the smoke or fire.  
 Follow direction from 911 dispatchers.  
 Give information about the fire to Floor Wardens or the Building Warden or Report to the Main Building Fire Panel.  
 Notify their supervisor at the earliest safe opportunity.  
 If there are any media on-site, refer their questions to University Relations at phone number 780 717-8404.  
 Respond to the U of A alert - Act as instructed by the alert - Share the alert with the people around you  
 Monitor the U of A website and @UAlberta Twitter for updates
2. When the building alarm sounds, stop what you are doing and shutdown all processing equipment following all emergency shutdown procedures.  
 Ensure that visitors in their immediate area are aware of the alarm.
3. All staff will:  
 Evacuate their areas to the muster point. Comply with the evacuation instructions.  
 Meet outside at the emergency assembly point which is outside the main entrance, in the far north corner of the parking lot. If the Chief Fire Warden deems this assembly point unsafe, a secondary site will be communicated to all.  
 Staff do not need confirmation of smoke or fire to evacuate.  
 Escort visitors and students out to the muster point.  
 Follow directions from Floor Wardens.  
 NOT re-enter the building until they are told it is safe to do so.  
 Report to the muster area.  
 People who cannot evacuate due to mobility challenges will:  
 Report to the nearest emergency exit and remain there.  
 Identify themselves to the Floor Warden or to Protective Services at 780-492-5050  
 The supervisor will:  
 Notify EHS on-call (780-868-0489).  
 Ensure that all staff are aware of the incident  
 Give instructions to other staff



4. Wait for the All Clear announcement from Emergency Response Team Members before re-entry into the building/area.

**EVACUATION ACCOUNTABILITY**

- The Chief Fire Warden and/or Deputy Chief Fire Warden will check the alarm panel (identified by WHITE hat) located in vestibule of main entrance to identify the location, nature of the alarm.
- The Chief Fire Warden will back up the Floor Wardens as required.
- Area 1 Floor Warden is responsible for calling 911. **Ensure to mention the entrance is off 113 St. via 60 Ave. West into the University Research Farm or 122 St. east to 118 St. and the Feed Mill. A key box for fire to open the gate has been installed.**
- Area 1 Floor Warden is responsible for taking out the Sign in Binder and staff white board. Designated monitor will ensure any special needs persons get out safely.
- Area wardens will put on the warden vest and sweep their assigned area as they exit the building and guide the personnel to the nearest exits.
- Do not get into your vehicle and drive away unless authorized to do so by the Chief Fire Warden.
- The Chief Fire Warden will begin roll call at the assembly point once all floor wardens have completed their sweeps. After the emergency situation, the Chief Fire Warden or Fire Marshall must give the “all clear” prior to anyone re-entering the building.

**Legislated Requirements and References**

Alberta Occupational Health and Safety Code Part 7 Emergency Response

**Response Plan Communicated to Employees at the Workplace?**  Yes  No



**Hazardous Materials Release or Spill**

**WORKPLACE EMERGENCY REQUIREMENTS AND PROCEDURES**

Telephone Numbers for Emergency Services

**DANGEROUS GOOD TEAM: 911      POLICE - 911      AMBULANCE – 911**

To **respond** to a small hazardous materials release with a known substance that does not create danger to staff in the immediate area:

The person who detects the spill will:

Secure or isolate the area to prevent others from coming in contact with the spill.

Notify qualified clean-up personnel or spill designates.

Notify supervisor.

Qualified clean-up personnel will:

Consult the manufacturer’s MSDS.

Cleaned up the spill with the proper equipment and protection.

To **respond** to a large hazardous materials spill or one that is unidentified or known to be dangerous or one that is radioactive:

The person who detects the spill will:

Alert others in the immediate area.

Assist any injured people if it is safe to do so.

Pull the fire alarm. Evacuate the area and go to the building muster point.

Flush any affected skin area with copious amounts of water.

Call 911 or the Control Centre 780-492-4855 and report the incident and any injuries, and request that ventilation systems be shut down.

Warn them that the spill or release is in a restricted area.

Notify their supervisor at the earliest safe opportunity.

Secure or isolate the area to prevent unqualified personnel from entering the contaminated area.

All staff will:

Evacuate when told to do so and go to the building muster point.

**People who cannot evacuate due to mobility challenges will:**

Report to the nearest emergency exit and remain there.

Identify themselves to the Floor Warden or to Protective Services at 780-492-5050

Follow direction from emergency responders.

Report any medical symptoms to the medical responders.

If there are any media on-site, refer them to University Relations at phone number 780 717-8404.

The manager or his or her designate will:

Request that the Control Centre (780-492-4855) notify EHS on-call (780-868-0489).

Ensure that all staff are aware of the incident.

Give instructions to other staff.

4. When cleaning up a Biohazard spill you must follow the “Biological Spill Remediation Protocol” that is laminated and contained in both of the Meat Wing Biological Spill Kits. There is one kit in the blue plastic container in the Microbiology Lab (room 1-113) and a



second in the Meat Wing corridor on the PPE rack near the entrance to the Cold Processing Room (1-110).

**If Evacuation is required follow the evacuation procedure.**

**Legislated Requirements and References**

Alberta Occupational Health and Safety Code Part 4 Chemical Hazards, Biological Hazards and Harmful Substances 7 Emergency Response

**Response Plan Communicated to Employees at the Workplace?**  Yes  No



**Bomb Threat**

**WORKPLACE EMERGENCY REQUIREMENTS AND PROCEDURES**

Telephone Numbers for Emergency Services

**Dangerous Goods Team - 911                      POLICE - 911                      AMBULANCE – 911**

1. If you have received a bomb threat, Keep the caller on the line as long as possible and refer to Bomb Threat **Checklist** below. Always remember to ask the caller when and where the device is supposed to activate.

2. Remain calm and let a receptionist know to **call 911**.

**If you find a suspicious object:**

1. Don't touch the object to ensure your safety and to preserve evidence.

2. Don't activate the building alarm because it could trigger the bomb or upset the bomber.

3. Don't open drawers or cabinets because this could trigger the bomb.

4. Don't turn on/off electrical devices or switches (light switches, cell phones, radios, or any other kind of electronic device) because this could trigger the bomb.

5. Be aware of secondary devices that could trigger the bomb.

To **respond** to a bomb threat phone call:

The person who receives the bomb threat phone call will:

**Check list**

Remain calm.

Keep the caller talking, unless they are told that the bomb will go off within a few minutes.

Write down all the information you receive; use exact words when possible

Get these key facts if you can:

Date and time of the call

When the bomb is set to go off?

Which part of the building is it in?

Type of bomb

Identifiable characteristics of the caller; e.g. male female, accent, laughing, serious

Any background noises you can hear

Do not hang up the phone.

Do not put the caller on hold or transfer the call.

Try to alert someone close by to call a supervisor or UNIVERSITY OF ALBERTA PROTECTIVE SERVICES at 780 492-5050.

Report bomb threats to UNIVERSITY OF ALBERTA PROTECTIVE SERVICES at 780 492-5050.

Follow UNIVERSITY OF ALBERTA PROTECTIVE SERVICES directions.

After the call has ended record as much information as possible.

If there are any media on-site, refer their questions to University Relations at phone number 780 717-8404.

**DO NOT activate a fire alarm** unless told to do so by police officer. If you feel this is a credible threat, evacuate and call 911.

**Legislated Requirements and References**

(Include names of specific regulations, codes, standards, guidelines and best practices.)





Alberta Occupational Health and Safety Code Part 7 Emergency Response.

**Response Plan Communicated to Employees at the Workplace?**  Yes  No



**Severe Weather Emergencies**

**WORKPLACE EMERGENCY REQUIREMENTS AND PROCEDURES**

CALL 911 IF YOU SPOT A TORNADO  
DO NOT PULL FIRE ALARM.  
TAKE SHELTER, DO NOT LEAVE THE BUILDING

**Watch for tornado danger signs.** Tornadoes may happen so quickly warnings can't be issued in advance. Pay attention to weather clues around you that may warn of imminent danger.

To **respond** to weather emergencies

All staff will:

Notify other staff that the emergency exists.

Notify visitors that the emergency exists.

Follow directions given by Environment Canada, or municipal officials, or first responders.

Managers or his or her designate will:

Determine whether staff should go home in advance of a weather warning.

To **reduce** weather emergencies

All staff will:

Avoid areas affected by severe weather.

Maintain clean outdoor areas.

Managers or his or her designate will:

Ensure that work areas are clean.

Ensure that there are adequate supplies of essential consumables such as food and water.

To be **ready** for weather emergencies

All staff will:

Review Environment Canada instructions found

at: <http://www.getprepared.gc.ca/cnt/hzd/index-eng>

Be aware of emergency exits and emergency routes.

To **recover** from weather emergencies

All staff will:

Report damage to F&O (780-492-4833)

Report injuries to EHS <http://www.ehs.ualberta.ca/ReportanInjuryIncidentorConcern.aspx>

tornado watch - Building warden will issue an email alert, staff will be on standby to move to shelter (main washroom corridor)

tornado warning - Building warden will issue an immediate instruction to take shelter (main washroom corridor)

**Severe thunderstorm watch** - Building warden will issue an email alert, staff will charge phones, plan work activities accordingly

**Severe thunderstorm warning** - Building warden will issue an immediate instruction to power down electronics and equipment then take shelter (main washroom corridor).

**Secure AFDP Building (Shelter in Place)**

([http://en.wikipedia.org/wiki/Shelter\\_in\\_place](http://en.wikipedia.org/wiki/Shelter_in_place))

Emergency responders may direct University members to Shelter in Place.



To **respond** to Shelter in Place:

All staff will:

Gather in corridor by main washroom.

Close doors and windows.

Turn thermostats off.

Cancel travel and meetings.

Monitor e-mail and the University web-site for updates.

Call 911 for any medical emergencies.

If there are any media on-site, refer their questions to University Relations at phone number 780 717-8404.

Managers or his or her designate will:

Ensure that all staff are aware of the direction to Shelter in Place.

### **Legislated Requirements and References**

Alberta Occupational Health and Safety Code Part 7 Emergency Response

**Response Plan Communicated to Employees at the Workplace?**  Yes  No



**Serious Crime/Workplace Violence/Active Shooter**

**WORKPLACE EMERGENCY REQUIREMENTS AND PROCEDURES**

Telephone Numbers for Emergency Services

**POLICE - 911    AMBULANCE – 911**

1. If you observe a criminal act or suspicious person dial 911.
2. Be mindful of your personal safety.
3. Remember details of the incident; description of clothing, physical characteristics , accent, tattoos, more than one suspect, etc.
4. Do not sound the fire alarm.
5. Exit the area immediately and report to University Protective Services at phone number 780 492-5050 or Local Police.

To **respond** to workplace violence where an immediate threat exists:

Staff immediately threatened will:

**Get Out - Hide - Fight**

Escape if possible.

Lock out a violent individual if possible, and turn out lights and silence phones.

Hide under a desk or other pieces of furniture or equipment.

Keep still, stay silent and listen.

If possible call 911 and report the emergency.

Follow direction from 911.

Stay in your hiding place and listen for instructions from emergency response team or other rescuers from emergency responders.

Will take deliberate action if unable to get out or hide.

The manager or his or her designate will:

Ensure that all staff are aware of the incident

Give instructions to other staff

**How to exit a building safely:**

1. Do not attempt to carry anything with you while fleeing
2. Move quickly and keep your hands visible with palms upraised, as you exit the building.
3. Do not attempt to treat or remove injured people, but note their location so that you may provide the information to emergency responders.
4. Proceed to a safe location, but keep in mind that the entire area is still a crime scene, and police officer will need to obtain information from you before you leave.

Note: Always comply with commands from law enforcement officers

**What to expect from Police Officer:**

Police officers responding to an active shooter may be wearing regular uniforms or special tactical gear, but they will be clearly identified as law enforcement officers

1. Responding officers will point firearms at you while seeking the threat. This is a normal part of their training and response. Avoid any sudden furtive movements and obey all officer commands. Keep your hands visible to officer at all times.
2. Responding officers are trained to proceed immediately to the area where shooting is taking



place to neutralize the threat. If you are injured, they will not stop to assist you

3. Another group of officer and/or medics will follow to provide medical assistance and help with evacuation

**Legislated Requirements and References**

(Include names of specific regulations, codes, standards, guidelines and best practices.)

Alberta Occupational Health and Safety Code Part 7 Emergency Response

**Response Plan Communicated to Employees at the Workplace?**  Yes  No



**Suspicious Letter or Package**

**WORKPLACE EMERGENCY REQUIREMENTS AND PROCEDURES**

Telephone Numbers for Emergency Services

**POLICE- 911 AMBULANCE - 911 UofA PROTECTIVE SERVICES 780-492-5050 (24 hrs)**

**Suspicious Mail/Package Alert Procedure:**

1. Handle with care. Do not shake or bump
2. Isolate the mail/package immediately
3. Do not open, smell, touch or taste
4. Treat it as suspect. **Call University Protective Services or Police for further investigation**

Use reasonable judgment in identifying suspicious mail. Packages or letter exhibiting characteristic listed below may raise suspicions, particularly if several of the items on the list below are present. Whether you are familiar with the addressee or the address of sender and whether the addressee was expecting package/letter. If so, verify contents. Also check for:

- No return address
- Insufficient postage
- Return address and postmark are not from same area
- Grease-stained or discolored paper
- Strange odors
- Hard-written or poorly typed addresses
- Incorrect titles
- Titles but no names
- Misspelling of common words
- Protruding wires or tinfoil
- Excessive securing material, such as masking tape, string, etc.
- Visual distraction

**If a parcel is open and/or a threat is identified**

For a bomb:

- Follow bomb threat emergency procedure.

**DO NOT activate a fire alarm** unless told to do so by police officer.

**If you are told to evacuate:** Close your room door but do not lock it.

If you suspect the package may be radioactive, call the Radiation Protection Manager at 780 492-5655 during normal hours or the U of A Control Centre 780- 492-4855 after hours and leave the package in a safe area.

**Legislated Requirements and References**

(Include names of specific regulations, codes, standards, guidelines and best practices.)

Alberta Occupational Health and Safety Code Part 7 Emergency Response

**Response Plan Communicated to Employees at the Workplace?**  Yes  No



Water, Power or Heat Emergencies

WORKPLACE EMERGENCY REQUIREMENTS AND PROCEDURES

Telephone Numbers for Emergency Services

POLICE- 911 AMBULANCE - 911

To respond to Water, Power, or Heat Emergencies

All staff will:

Contact F&O (780-492-4833) and report the emergency.

Follow directions from F&O.

In the case of loss of power, 'shed loads' by turning off non-essential systems to facilitate re-energizing of buildings.

Assist persons who require assistance.

Managers or his or her designate will:

Check work areas and surrounding areas for potentially trapped personnel.

Communicate the outage to staff and visitors.

Legislated Requirements and References

(Include names of specific regulations, codes, standards, guidelines and best practices.)

Alberta Occupational Health and Safety Code Part 7 Emergency Response

Response Plan Communicated to Employees at the Workplace? [X] Yes [ ] No

Vehicle Accidents

WORKPLACE EMERGENCY REQUIREMENTS AND PROCEDURES

Telephone Numbers for Emergency Services

POLICE- 911 AMBULANCE - 911

To respond to vehicle accidents:

All staff will:

Follow the procedures outlined in the Vehicle Management and Driver Safety Program

Manual http://www.facilities.ualberta.ca/en/Operations\_Maintenance\_FO/Driving/~-/media/80DDF0E6846D4DDDBF7F7A7EF44861B9.pdf

Legislated Requirements and References

(Include names of specific regulations, codes, standards, guidelines and best practices.)

Alberta Occupational Health and Safety Code Part 7 Emergency Response

Response Plan Communicated to Employees at the Workplace? [X] Yes [ ] No



**REVISION HISTORY**

Version	Effective Date	Summary of Change
01	October 9, 2009	New document
02	April 28, 2011	Revise fire reporting procedure
03	April 13, 2012	Revise Bomb threat, and Serious Crime/Violence/Active Shooter section Add Suspicious letter section
04	September 06, 2012	Add U of A Emergency Notification system in Serious Crime/Violence/Active section Add Revision History section
05	June 12, 2013	Remove fire warden duties to sweep the area in case of fire emergency Move emergency equipment, area description and emergency personnel to the top of the page and delete the duplicate in each emergency scenario
06	September 17, 2013	Added the fire warden duties. Fire warden only sweep the area as they exit. Modify Tornado Emergency Response Procedure: H&S Coordinator will monitor and access the situation to determine if initiation of the emergency procedure is necessary
07	May 9, 2014	Revise the area warden list
08	October 29, 2015	Review and revision of entire plan
09	November 25, 2015	Control Center phone number changed

**Emergency Response Plan**

**Approval:**

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Executive Director

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Date

\_\_\_\_\_

Co-Chair WHSC

\_\_\_\_\_

Date

**I acknowledge that I have received and understood all of the above information presented to me  
on the date indicated below by the supervisor/trainer indicated below:**

Print Employee Name  
\_\_\_\_\_

\_\_\_\_\_

Employee Signature

Date

\_\_\_\_\_

Supervisor and/or Trainer Signature

Date