

**UNBC** UNIVERSITY OF  
NORTHERN BRITISH COLUMBIA

**Prince George  
Campus**

**Contractor/Visitor**

To Contact the UNBC Risk, Safety & Security Office

- Location Administration Building, Room 1085
- Telephone 250-960-5535 or 250-960-5020
- Fax 250- 960-5507
- Email: [safety@unbc.ca](mailto:safety@unbc.ca)
- Website [www.unbc.ca/safety](http://www.unbc.ca/safety)

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# Safety Orientation UNBC

3333 University Way, Prince George, BC V2N 4Z9

# **Safety Orientation UNBC Prince George Campus**

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## **Introduction**

The University is responsible for ensuring that activities are conducted with minimal hazard to employees, workers, students and the community and that all are educated in how to respond in the event of an emergency.

Safety is much more than Do's and Don'ts. Surprising to many is that safety is more than common sense – and it does require super human effort. Safety is not just a consciousness or awareness about how something may cause harm, but is as simple as taking deliberate actions to prevent injury each time we work or play. Safety is something that must be learned, practiced, and exercised. In a University environment, it is also something which has to be demonstrated, exemplified, and modeled to students and others. Safety, in many ways, is how we take responsibility for each other and ourselves.

The procedures described in this pamphlet are basic and essential to our emergency response program. The more informed and prepared people are, the better they can act to minimize panic or confusion when an emergency occurs. No matter what the crisis, think before acting, then act swiftly to minimize exposure to danger.

UNBC Risk Management & Safety Office  
Telephone: 250-960-5535 or 250-960-5020  
Fax: 250-960-5507  
E-mail: [safety@unbc.ca](mailto:safety@unbc.ca)









There are two Security Officers on duty at all times, at least one of which is female, for 24 hours a day, 365 days a year. They can be reached at the following numbers:

**Emergency Dial 3333**

**Non Emergency 250-960-7058**

## **Food Services**

There are Four (4) areas at the University where you can purchase food and beverages:

**Agora Food Court:** A full service Cafeteria serving Pizza, Specialty Sandwiches, Wraps & Subs, Market Grille, and much more.

**Tim Horton's:** Provides a range of beverages (coffee, tea, juice, and pop), as well as a selection of breakfast and snack items such as muffins, bagels with cream cheese, donuts, croissants and tea biscuits. Located in the Agora Wintergarden.

**Stackers Deli:** Provides Custom made sandwiches and wraps with a choice of specialty breads and toppings. Located next to Tim Horton's.

**Thirsty Moose Pub:** Serves appetizers, soups, salads, burgers and much more. Located in the Northern University Student Centre.

Hours of operation and menus vary depending on time of year.

**Access to UNBC Food Services will be determined by UNBC and the Contractor/Vendor**

## **Fire Safety Program**

UNBC's Fire Safety Program consists of a number of key elements including:

- UNBC Fire Policy & Procedures
- Building Fire Alarm Systems & Fire Safety Equipment;
- Building Fire Safety Plans;
- Designated and Trained Fire Safety Personnel;
- Tests, Maintenance and Inspections of Fire Safety Equipment; and
- Routine Formal Inspections of Worksites and Facilities for Fire Safety Hazards

UNBC is considered a leader in the development of fire safety plans and training of fire safety personnel in Prince George.

## **Fire Safety Personnel**

Fire safety personnel consist of trained Security and Facilities staff.

During an emergency situation, fire safety personnel are required to carry out specific functions. Please cooperate with these personnel – they are an important resource at UNBC and are there to ensure all persons have evacuated the affected building(s). Each person must take personal responsibility to follow fire and evacuation procedures to prevent injury or death.

## **Fire Alarms**

The core campus buildings (Administration Bldg., Conference Centre, Power Plant, Donald Rix Health Sciences, Laboratories, Library, Agora and Teaching & Learning Building) are equipped with a two-stage alarm system. This means that in certain

circumstances the alarm bells will ring intermittently before ringing steadily.

The Residences & Daycare buildings are equipped with a single-stage alarm system which means the alarm bells will ring steadily upon the initiation of any alarm activating device (i.e. smoke detector, heat detector, pull station, etc.).

Evacuation is to commence upon the ringing of the alarms regardless of whether the bells are intermittent or steady.

## Fire & Evacuation Procedures

### IF YOU DISCOVER A FIRE OR SMELL SMOKE...

- **IMMEDIATELY** sound the fire alarm by activating the nearest red alarm pull stations.
- Call Security at a phone outside the affected area. **Dial 3333**. If you are calling from the Residence Building **Dial 250-960-7000**. Tell them you are reporting a fire. If in proximity to a Help Line (press button and speak) or Public Telephone (press yellow button labeled **S**), use this means to report the fire.
- If you are qualified, attempt to extinguish or control the fire using an available fire extinguisher.
- If you cannot control the fire, isolate it by closing the doors. Leave the building by the nearest safe exit and proceed to the nearest assembly point outside the building.
- **DO NOT USE THE ELEVATORS**

**Contractors/Vendors are to park in designated areas as agreed upon by UNBC**

## Violations

Any vehicle in violation of these regulations (except those parked in restricted areas and special spaces which are subject to an immediate ticket, immobilization of vehicle and towing) will receive:

- \$30.00 fine if parked in Restricted Areas, No Parking Zone or parked in a crosswalk
- \$30.00 fine if parking stub expired or not clearly visible
- \$50.00 fine if parked within 5 meters of a fire hydrant plus the risk of towing
- Fire Lane \$50.00 plus the risk of towing
- Parked in a space reserved for physically disabled \$100.00 plus the risk of towing
- Where one ticket remains unpaid, all further violations result in the vehicle being towed or immobilized

**Towing charges approximately \$100.00**

## Security at UNBC

The Security Department is a division of the Purchasing, Contract & Risk Management Department and is located in the Agora in the Prince George campus.

### Responsibilities

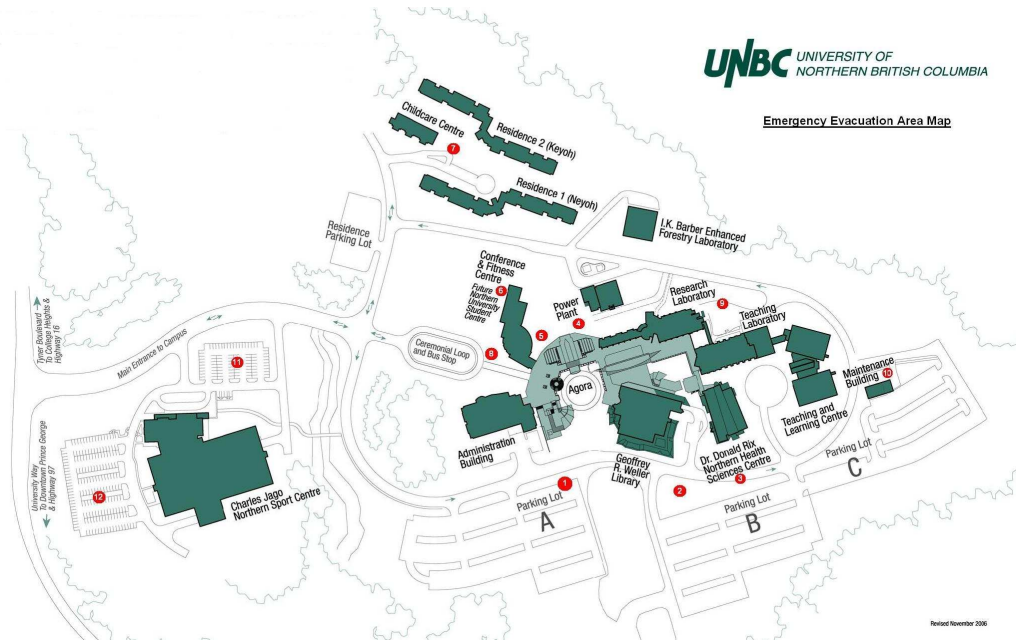
- Emergency First Aid
- Lost and Found
- Safe Walk Program
- Security Duties

Parking Fine Payment c/o Cashier  
 University of Northern British Columbia  
 3333 University Way  
 Prince George, BC V2N 4Z9

## Emergency Evacuation Area Map



Emergency Evacuation Area Map



## Special Parking

Permits to allow vehicle to park in one of the special parking spaces (service vehicle or reserved parking) must be obtained from Parking Services located at the Security Office. Such permits are issued only upon presentation of appropriate documentation. Please consult Parking Services for details.

To purchase a special handicap permit, an approved handicapped parking decal is required. This decal is recognized throughout the City of Prince George and can be obtained from Social Planning and Research Council of BC c/o Paraplegic Association, 777 Kinsmen Place. Phone 250-563-6942

Should an individual require a temporary handicap permit (eg. broken leg) it may be obtained through Parking Services located at the Security Office.

Vehicles without proper permits parked in special parking spaces will be immediately subject to a parking ticket and/or immobilization of vehicle and/or towing without warning and at the owner's expense and risk.

## Visitors

Visitors to the University of Northern British Columbia may park in any pay parking lot provided they either pay the posted fee or display a courtesy parking permit valid for that day. These courtesy permits are available from Parking Services, or designated executive. Call 250-960-5692 or 250-960-5690 for further information.

## Designated Assembly Areas By Building

Building	Assembly Areas
Administration	1 or 8
Agora	1 or 2 or 4
Conference Centre	5 or 6 or 8
Daycare Centre	5 or 7
Research Laboratory	4 or 9
Teaching Laboratory	3 or 9
Dr Donald Rix Health Sciences Centre	2 or 3
Library	1 or 2 or 3
Power Plant	4
Charles Jago Northern Sport Centre	11 or 12
Residence 1	5 or 7
Residence 2	5 or 7
Teaching & Learning Centre	3 or 9 or 10
Enhanced Forestry Laboratory	4 or 5

## Fire Safety Equipment

Fire Safety equipment including fire extinguishers, sprinklers, heat and smoke detectors, alarm bells, pull stations, strobe lights, fire doors, emergency evacuation plaques, and emergency lighting exists for life safety. Tampering with life safety equipment is strictly forbidden and may result in disciplinary action. If witnessed, please notify Security immediately.

## Refusing to Evacuate

Refusing to evacuate a building in an alarm condition is a serious act which has the potential to endanger the life of the occupant and fire services personnel. Personnel or students refusing to evacuate a building are subject to disciplinary action.

For Further Information please contact:

Manager – Risk, Safety & Security

Prince George Campus

Phone 250-960-5535

Fax 250-960-5507

E-mail: [safety@unbc.ca](mailto:safety@unbc.ca)

The Facilities Department encompasses many areas of the UNBC Administration. Its main office is located in the Agora next to the Dining Room. This area houses the Director's Office, Operations & Maintenance, Internal Room Booking, Campus Design & Construction. Our office number is 7-304.

## UNBC Parking Services

UNBC Parking Services is a division of the Purchasing, Contract & Risk Management Department and is located in the Security Offices in the Agora.

### Restricted Areas:

Vehicles shall not park in, or on:

- University roadways
- Emergency or fire lanes
- Entrances to/from parking lots
- Any area not clearly marked as a parking lot
- Such a way as to block other vehicles or impede travel

Any vehicle which is improperly parked and/or parked in one of the designated parking lots or special spaces without displaying a proper parking permit or ticket will be subject to a parking citation and/or towing away without warning at the owner's expense and risk.

All vehicles must be parked either in a designated parking lot or in a special parking space (providing the vehicle has the correct permit). It is the user's responsibility to ensure that all permits and tickets are clearly displayed on the driver's side dash or rear view mirror.

Fine Payments can be made in person to the Cashier on Student Services Street in the Agora Building or by mail to:

assured of not being injured due the accidental or inadvertent engagement of any power supply system. The intention is to ensure that the machine or equipment is placed in a zero energy state.

**Prior to commencing any work requiring LOCK-OUT, contact the Facilities Department for permission and procedures.**

### Important UNBC Phone Numbers

<b>Security – Non Emergency</b>	<b>250-960-7058</b>
<b>Emergency On Campus</b>	<b>3333</b>
<b>Facilities Department</b>	<b>250-960-6406</b>

## **Facilities At UNBC**

**(Director’s Office; Campus Planning, Design & Construction; Operations and Maintenance; Internal Centralized Room Booking; Locker Services (in conjunction with NUGSS))**

Room 7-304  
3333 University Way  
Prince George, B.C.  
V2N 4Z9

Tel: 250-960-6403  
Fax: 250-960-5552  
E-Mail: [facilities@unbc.ca](mailto:facilities@unbc.ca)

### **Mission Statement**

The mission of the office of Facilities is to provide & maintain a healthy, secure and safe environment that is conducive to the achievement of the academic, administration and student objectives of UNBC.

## **Emergency Evacuation Instructions** **for All Building Occupants**

**The Primary Building Evacuation Alarm for every building on campus is the **Fire Alarm**.**

- Whenever the fire alarm sounds evacuate the building in an orderly fashion observing the following general instructions for evacuation:
- WHENEVER POSSIBLE, terminate work/experiments and shut off or secure all equipment that requires constant attention for safe operation or that may create additional hazards for evacuees and emergency personnel responding to the scene (e.g., turn-off electrical equipment, gas or any heat or ignition source).
- Collect your valuables and any outer garments.
- The last person to leave the room should turn off the lights and close but not lock doors.
- Exit the Building and walk but do not run to the designated Evacuation Assembly Point OR proceed to adjacent building (s) NOT IN ALARM
- An Evacuation Assembly Point is a predetermined location at least 200 ft from the evacuated building where evacuees will assemble and wait for further instructions from Security.
- Do not block the flow of traffic in exit corridors
- Avoid moving against the flow of traffic.
- Allow persons from adjoining corridors and classrooms to file quickly into the exit corridor.
- Keep conversation to a minimum in the exit corridors.
- Once outside the building, report to the designated Evacuation Assembly Point immediately.

**DO NOT** block roadways, fire hydrants, or access to building entrances! Evacuate at least 200 ft from the building!

If the Building Evacuation Alarm (i.e., the Fire Alarm) fails Building occupants will be evacuated by Building Emergency Coordinators and Security Officers using AIR HORNS.

- Building occupants should respond to the sound of the air horn as they would the sound of the Building Evacuation Alarm.
- For a Partial Evacuation (i.e., the evacuation of several rooms, a hall or a floor)
- The effected building occupants will be evacuated by Building Emergency Coordinators and Security Officers using verbal communication (air horns will not be used).
- The Building Emergency Coordinators and Security will provide the evacuees with specific instructions on evacuation procedures, evacuation route(s) and the location of the evacuation assembly point(s).

**The instructions of the Security Officer(s) should be followed explicitly.**

If you have important information about the building emergency report it to a Security Officer.

## **Campus Security Emergency Number**

**Dial 3333**

**From Residence**

**250-960-7000**

## **Hot Work/Work Permits**

Permits are required for any cutting, welding of soldering in University owned buildings. The Facilities Department will issue and make any arrangements for permits, with a minimum of 48 hours notice. Permits may be issued by Facilities Department Trades or Supervisors. Persons receiving the permits are responsible for:

- Reading and understanding the conditions outlined on the permit.
- Informing the individual trades people conducting the work of the terms and conditions outlined on the permit and the **Conspicuous On-Site posting of the permit authorization card.**
- Issuer and workers must be knowledgeable of the UNBC Emergency Procedures as outlined in this book.

## **Equipment Lock-out**



“Lock-Out” is the term applied to a system or procedure designed to control all situations where the unexpected energization, start up, or release of stored energy of the equipment, machinery or process, would be likely to endanger or injure any personnel.

The WCB’s Occupational Health and Safety Regulations require that employees and workers that work on a machine for maintenance must disconnect or interrupt the power source through the use of a control device from that machine and secure the control device in an inoperative state by the use of padlocks.

Through compliance with this lock-out procedure, any person working on a piece of machinery for any period of time can be