

Facilities Ancillary Services Best Practice

ShakeOutBC Earthquake and Evacuation Annual Drill

INTRODUCTION (Purpose and Importance)

The purpose of this best practice is to provide information on the process to support 100% VIU participation in Shakeout BC; as well as ensuring a minimum yearly documented emergency evacuation drill required for all facilities. (All buildings and programs will be encouraged to enact their own separate evacuation drill preferably in the spring) Shakeout BC will always occur on the third Thursday in October and will be as close as possible to 9:45 am, but the time will be adjusted yearly to match with class breaks to reduce educational impacts as much as practicable.

Intent

- It is intended that all parts of VIU participate so that staff, contractors, students and visitors exercise both the earthquake and evacuation procedures, thereby testing, updating and improving confidence in emergency preparedness systems.
- This is an annual VIU event that improves emergency preparedness and is supported by all departments. Security Services will be official observers during the event.

Coordination

- Done by the Health & Safety Office (Erin Bascom is the central contact) through the direction of the EDFAS, supported by the Provost's office.

Timeline

- January
 - The EDFAS, through support of the Health & Safety Advisors, will liaise with the Provost's Office to determine the best time of day for Shakeout BC on the third Thursday of October that year. Communication scheduling will be discussed with messaging being sent through the Provost's office as well as through Administration. Support to ensure that Faculty are asked to include Shakeout BC is mentioned as part of student orientation.
 - H&S and Facilities to meet to discuss operational plan and responsibilities.
 - H&S and Facilities build a coordinated plan to set off the alarm in each building, followed by a plan to silence the alarms at a specific time.
- March
 - Health & Safety Advisors will instruct Emergency Wardens/Local Safety Committees in their role of providing a conduit for upcoming questions from their areas on extra planning for earthquake preparedness. A checklist will be created by H&S for Emergency Wardens/Local Safety Committees.
 - Assistance from UR Communications with messages to go out to all Employees regarding the date and participation. Advice to avoid critical scheduled events around the time of the Shakeout BC practice. Individuals will be advised to work through their Emergency Wardens/Local Safety Committees to address potential challenges with "Drop, Cover and Hold On" in unique work areas. Channels for notices could include, Events, Digest, Navigator, Compass, ResTide, and News release. (Kitchens, laboratories, and any other area with potentially dangerous processes in place may need extra planning. This is obviously needed due to the potential need to react during an earthquake.)
 - Notice to VIUSU and notice to food services contractors from the EDFAS office.

- April
 - Health and Safety Advisors will work through Emergency Wardens/Local Safety Committees to attempt to convince their senior building administrator to conduct a spring evacuation drill in their specific building.
- May
 - Reminder sent out by Provost's office and EDFAS to all employees about keeping the third Thursday in October mid-morning clear for Shakeout BC. (Assisted by UR Communications)
 - Reminder to Events and Rental groups to keep bookings for the third Thursday in October well informed of their need to participate in Shakeout BC
 - Reminder to all employees to avoid items that can't be left for twenty minutes. (eg. Culinary Arts/Food Services, Cash/Store operations that have to be secured, Science experiments – processes that can't be stopped.)
- August
 - Book EOC room for third Thursday in October from 10:00 am until 2:00pm.
 - Reminder to all staff and food contractors etc. from Ancillary Services
 - Notice to contractors from Facilities Services
- September
 - Notice to students regarding participation in Shakeout BC through UR Communications
 - Student residences to work out notification of students and plan for Shakeout BC
 - Posters to be deployed by H&S and Facilities (Kim Sharpe to arrange design)
- October (First 2 weeks)
 - Communications weekly in VIU Digest
 - H&S updates to Emergency Wardens/Local Safety Committees through email. H&S to review options for bullhorns and other all clear messaging tools.
 - Community Stakeholders informed of VIU's 100% participation through UR (and/or Presidential message)
 - Price's Alarms, Fire, RCMP, SD68 and Transit made aware of the plan by Facilities
- Third Thursday in October
 - The four Mass Notification Systems would be enacted system wide at the agreed to time for Shakeout BC. UR Communications to feed social media messaging.
 - Everyone participates in the "Drop, Cover and Hold On"
 - Two to three minutes later, the fire alarm systems for each building are activated as per January plan.
 - The four mass notification systems will be updated to the building evacuation mode.
 - After about 10+ minutes, all alarms will be reset on all buildings
 - The all clear message will be on the four mass notification systems.
 - VIU goes back to normal operation
 - Emergency Wardens/Local Safety Committees will be asked to gather comments and suggestions for improvements to be forwarded to Health and Safety for compilation and review with the EDFAS.
 - The Emergency Operations Centre will be mock "activated" and a table top exercise will be run on a related scenario.
- November
 - A briefing note will be created for the Senior Management Group and President's Council.
- December
 - Improvements will be incorporated into systems and updated for the next year's plan
 - This Best Practice will be updated as needed.