ICICS COVID-19 Building (Common Areas) Safety Plan

Introduction
The Institute for Computing, Information and Cognitive Systems (ICICS) is a multidisciplinary research institute that supports collaborative research in advanced technologies systems. This document provides site-specific instructions for implementing the Faculty of Applied Science’s Resumption of Research Plan in harmony with the Faculty of Science’s Safety Plan for the Resumption of On-Campus Research, within the common spaces of the ICICS building. It has been developed by the ICICS Local Safety Team (LST) in consultation with the Department of Computer Science LST. The intent is to ensure effective measures are in place to promote safe working conditions within the common areas of the ICICS building. The Plan reflects current government guidance and notices found, along with information about UBC’s response to the pandemic, at https://covid19.ubc.ca/.

The ICICS/CS building (ICCS) is shared by two units, the Institute for Computing, Information, and Cognitive Systems (ICICS), and the Department of Computer Science (CS). It comprises two wings, the West Wing, and the X-Wing. Both ICICS and CS occupies administrative and faculty/student offices, as well as research labs, equipment rooms and meeting rooms, most of which also serve as teaching rooms and seminar rooms. Some research labs are used solely by faculty members of CS and others are shared between CS faculty members and ICICS members outside of CS. The lowest floor of the West Wing and some of the X-Wing house undergraduate labs. ICICS also houses the HATCH Accelerator, an incubator for startup companies. Safety plans for the ICICS/CS building will be submitted to APSC by the ICICS Director and to Science by CS.

Name of Building: The Institute for Computing, Information and Cognitive Systems (ICICS)
Address of Building: 2366 Main Mall, Vancouver BC V6T 1Z4

Reference Documents:
The following guidance documents and resources on the were used in the development of this plan:

- Preventing Exposure
- Personal Protective Equipment
- Physical Distancing Guidelines
- Reporting COVID-19 Exposure
- Communications Resources
- UBC COVID-19 Campus Rules
- Guidelines for Safe Washroom Occupancy
- Building Operations Faculty Notice – Cleaning

General Procedure
The underlying principle is to promote safe working conditions through reduced building occupancy, physical distancing, surface cleaning and personal hygiene. ICICS follows directives set forth by the Province and the University, and any policies or changes put forward by the University will supersede the contents of this document.
The ICICS building will be open from 8 am to 5 pm, Monday to Friday, for researchers and research support staff listed as authorized personnel on a Workspace/Lab Safety Plan detailing clear plans for implementing physical distancing and sanitation in laboratories and other workspaces, and that has been approved by the ICICS Director. It is understood that those granted onsite permission will carry out tasks that cannot be done elsewhere—time spent onsite must be kept to a minimum where possible. It is expected that those who do not have permission to work onsite will continue to work remotely.

Individuals may access the ICICS building for quick visits (<60 minutes) to gather materials or equipment, with permission from the ICICS Director (email access@icics.ubc.ca) stating your name, and reason, date and space(s) for desired access. You may be asked to display the emailed response to this request at any time as authorization for being in the building.

Traffic flow in common spaces in the building has been designed to enable physical distancing (see attached floor plans). Tape and signage have been posted in hallways, stairs, common areas and washrooms to ensure traffic flow and distancing rules are clear. UBC Custodial Services cleans ICICS common areas and washrooms once a day on weekdays, provides soap and paper towels in the washrooms, and refills the hand sanitizer stations, located at each entrance. If a location / station requires more supplies, please send an email to servicecenter.buildingops@ubc.ca or admin@icics.ubc.ca outlining the issue and location.

Administrative areas, copier rooms, meeting rooms, staff and faculty offices, lounges and kitchenettes will be closed throughout Phase 1. Occupants of the building are strongly encouraged to wear cloth or disposable, non-medical grade masks while in common areas, taking care that the mask does not impair vision or exacerbate an existing respiratory condition. While working in labs, research personnel are expected to adhere to UBC Safety & Risk Services guidelines for the use of Personal Protective Equipment (PPE—nitrile gloves, face shields and goggles), and as specified in the Workspace/Lab Safety Plans for their lab.

It is the responsibility of each PI to submit a Request to Restart Research form to the Director of ICICS. Access to the lab will not allowed until the completed form is approved by the Director and Local Safety Team. PIs will be responsible for creating Lab Safety Plans, ensuring adequate access to PPE in their labs, scheduling lab personnel and providing updated schedules on the master sheet. Gable Yeung will provide support to PIs in setting up signin / signout procedures that are easy to manage and transparent. Research personnel granted access will be sent an email from the ICICS administration indicating this permission has been granted, with the individual’s name and PI, lab, and date(s) of authorized access. Research personnel may be asked to display the emailed response to this request at any time as authorization for being in the building. Work that can be done at home must be done at home.

UBC Guiding Principles Apply at all Times:

1. Anyone who is ill or has symptoms of cold or flu will not come to work on UBC campus. Individuals may work at home, access sick leave or request an unpaid leave of absence with their supervisor or manager.
2. Anyone who had a positive COVID-19 diagnosis should self isolate at home for 14 days and until they are symptom free.
3. Anyone who has travelled or had contact with a possible COVID-19 infected person or area is expected to work from home for 14 days and only return to work on campus if fully asymptomatic.
4. Everyone should practice good hygiene including frequent handwashing, avoiding touching their face, coughing into their sleeve and maintaining physical distancing guidance provided.
5. All occupied rooms will have clearly identified Workspace/Lab Safety Plans, which will include cleaning procedures. Everyone returning to campus will be responsible for following the procedures outlined in their Workspace/Lab Safety Plan, including regularly cleaning frequently touched surfaces in their workspaces.

6. Everyone will maintain a physical distance of 2 metres from others.

7. Meetings will be conducted by phone or video conferencing unless the 2 metre distance between participants can be adhered to.

8. Common areas will be marked with directional symbols as well as maximum occupancy allowances. Individuals are requested to follow relevant signage and floor markings when moving around campus spaces and buildings to ensure adequate social distancing.

9. Individuals will complete the University-wide mandatory online training module ‘Preventing COVID-19 Infection in the Workplace’ prior to returning to campus. Individuals should familiarize themselves with the Workspace/Lab Safety Plans approved for their work areas – these outline the plan for occupancy, traffic flow and hygiene at your worksite. Individuals should also familiarize themselves with the corresponding guidelines for ICICS common areas laid out in the current document.

Monitoring Personal Health Status
All work that can be done remotely should be done remotely, where possible. For example, data processing, writing manuscripts, creating presentations, studying, online library research, computations, should be done from home. Individuals accessing ICICS space must complete the self-assessment questionnaire at https://bc.thrive.health/ on the day they intend to access space. If you are feeling unwell in any way, please do not come in, and follow medical advice. Anyone experiencing any of the below symptoms should stay home and seek medical advice.

Symptoms of COVID-19

Severe Symptoms. These symptoms require immediate attention. You should call 9-1-1 immediately, or go directly to your nearest emergency department.

- Severe difficulty breathing (e.g. struggling to breathe or speaking in single words)
- Severe chest pain
- Having a very hard time waking up
- Feeling confused
- Losing consciousness

Moderate Symptoms. Please consult your family doctor. If you are unable to reach your regular health care provider, call 8-1-1 to speak with HealthLink BC.

- Mild to moderate shortness of breath
- Inability to lie down because of difficulty breathing
- Chronic health conditions that you are having difficulty managing because of difficulty breathing
Mild Symptoms. The Ministry of Health is asking anyone with the following symptoms to stay home for 10 days. If your symptoms worsen, call your family physician. If you are unable to reach your regular health care provider, call 8-1-1 to speak with HealthLink BC.

- Fever
- Cough
- Sneezing
- Sore throat

Anyone who has travelled, or have close contact with a person who has travelled, to countries outside Canada (including the United States) within the last 14 days are requested to self isolate for 14 days.

Please note: it is mandatory for all travelers returning to Canada to self-isolate for 14-days.

Workers who live with, provide care for, or have close contact with a person with confirmed or clinical COVID-19 who is self-isolating, or who have been exposed to a confirmed infected person, are advised by 811 (public health) to self-isolate. To ensure everyone’s safety, all individuals who exhibit cold or flu-like symptoms will be required to stay home. If you are feeling unwell in any way, do not come in, if you develop symptoms while at work, you are to leave immediately for home where you are to self-isolate and monitor your symptoms and/or seek medical attention in accordance with Public Health directives. If a worker experiences any symptoms they must also follow the workplace reporting procedure outlined below:

Reference: https://bc.thrive.health/

Workplace Reporting Procedures

Faculty, Staff and Students: If you experience any symptoms of COVID-19, or believe you have been exposed to COVID-19 in the workplace, notify your supervisor immediately. The supervisor will then notify UBC Safety and Risk Services using the contact information below. (If you are exposed outside of work, follow instructions at bccdc.ca).

Supervisors: Contact Safety and Risk Services at 604-822-2029 or email ready.ubc@ubc.ca and a safety expert will provide guidance on any immediate follow-up measures.

Claims Reporting: If a worker reports that they have been exposed to COVID-19 in the workplace, please contact Workplace Health Services by emailing aidan.gregory@ubc.ca. Aidan, WSBC Claims Associate, will ask a series of questions to help determine if UBC needs to report a claim to WSBC.

If a worker has reported on any of above that would prohibit access, the following steps will be taken:

- Labs will be shut down or a minimum of 72 hours for cleaning and disinfecting.
- Anyone who has come in contact with that individual will be notified that they may have come into contact with the virus and will be required to self-isolate for 14 days. Please note, UBC will not identify persons infected by COVID-19.

Note: Supervisors cannot require trainees to work under conditions in which they feel unsafe. If you feel unsafe, contact the graduate advisor or Head and do not report to work.
Should your area periodically need to be serviced by custodial services or similar, we ask you to please move out of the immediate area to ensure that social distancing and the safety needs of these workers can be met.

Common Area Plans
The following common area safety plans must be followed (see attached floor plans):

**Building Access.** The ICICS building will open from 8 am to 5 pm, Monday to Friday, for researchers and research support staff listed as authorized personnel on an approved Workspace/Lab Safety Plan. Individuals may access the ICICS building for quick visits (<60 minutes) to gather materials or equipment, with permission from the ICICS Director (email access@icics.ubc.ca stating your name, and reason, date /time and space(s) for desired access. You may be asked to display the emailed response to this request at any time as authorization for being in the building. If there is a need for after-hours access (e.g. to accommodate daycare schedules or off-peak hours of public transit) please email the ICICS Director.

**Entrances/Exits**

- All persons entering the building must use designated entrances. Entry through other doors is not permitted at this time, card access has been deactivated for all other doors. Do not attempt to circumvent a deactivated door by wedging it open. When several persons are attempting to enter and exit at the same time, persons exiting have priority, one at a time, while others must wait their turn. Do not let others enter behind you.
- At building entries use automatic door openers if available to reduce touchpoints, otherwise open doors normally and **immediately wash hands.**
- Inside buildings, leave doors open where permitted to minimize touchable surfaces

Please note all common/shared areas will remain closed during Phase 1, including administrative areas, common or shared areas such as kitchens, photocopy rooms, communal seating areas and patios. Individuals may pass through areas as needed without stopping.

**Open Common Areas (including lobbies and reception).** There are several common areas (e.g., ICICS atrium) that normally accommodate multiple people and where individuals often congregate. These areas are closed for the duration of Phase 1. Signage will be put on the couches to prevent any use. Pass-through areas that have study spaces will have signage stating that no one can use the study space and that personnel should pass through the areas without stopping.

**Hallways.** Hallways have been marked to indicate if they are unidirectional. Please follow signage to ensure adequate social distancing. Given the reduced occupancy of the building, we do not anticipate a lot of traffic. The hallways provide sufficient visibility to practice physical distancing, but you may need to be patient and let other people clear the hallway before you enter. To reduce surface touching, doors that can be propped open (that are not considered fire doors) will be.

- In cases where two people are headed in opposite directions, in order to pass safely, one person must step aside briefly into the nearest hallway recess. In hallways designated as unidirectional the direction of travel will be marked with tape on the floor. Hallways must be kept clear of
clutter at all times. No extraneous items (e.g. crating, materials, boxes, furniture) shall be placed in the hallways for any length of time.

- In hallways, walk on the right. If a hallway is not at least 2m wide, yield to oncoming traffic.

**Stairwells.** The majority of stairwells in the ICICS building do not allow full 2m distancing. The main centre stairs in the West Wing are at least 2m wide and signs are posted to stay right. The other stairwells have been designated as either “Up only” or “Down only.” Signs indicating the directionality and locations of alternative stairwells have been posted.

- For stairwells NOT designated as unidirectional, please adhere to the following passing etiquette – persons going down have priority. In other words, persons going up are to yield to the persons heading down by stepping aside on landings. Please follow the directional signs and instructions.
- In hallways and stairwells, practice walking on the right. If stairwells or hallways are not at least 2m wide, yield to oncoming traffic.

**Elevators.** Use of the elevator is intended for those needing to transport materials and for those who need assistance travelling between floors. Those who can manage the stairs should use them. A maximum of one person is permitted to use the elevators at the same time. Immediately wash hands or use hand sanitizer after exiting the elevator. Signs outlining safe elevator use have been posted by UBC Safety and Risk Services.

**Washrooms.** Washrooms are high-traffic spaces. Extra care in hand-washing, not touching your face with unwashed hands and respecting physical distancing measures is crucial. Single occupancy washrooms will remain single occupancy washrooms with locking doors. Users should use a single paper towel to touch the door handle when leaving and dispose of the towel in bin provided. All multi-stall washroom entrance doors will be permanently propped open so that users avoid touching door handles, and can verbally confirm whether others are using the washroom before entering. Washrooms that have three toilet stalls or urinals and three sinks or less will be restricted to a single occupant. A second person wishing to enter the washroom to wash their hands may do so only after verbally confirming with the occupant that handwashing will not compromise the occupant’s safe space.

**Showers.** Showers will be available in the basement of the West Wing and on the first floor of the X-wing. Users must sanitize surfaces touched while using the shower (e.g., door handles, faucets, etc.). Appropriate cleaning supplies will be provided.

**Lunchrooms and Kitchens.** All lounge and kitchen areas will be closed for the duration of Phase 1, including fridges and microwaves. Absolutely no food or drink preparation will take place in the building.

**Meeting Rooms and Classrooms.** Meeting rooms (including seminar rooms) will remain closed during Phase 1.

**Research Space**
- Occupancy is to be coordinated between all PI’s accessing the space in labs with shared space (e.g., common lab space shared with other research groups).
- It is recommended that a calendar such as Google calendar be used to coordinated access across shared labs where relevant.
COVID-19 Safety Plan Template

- All lab users must adhere to the detailed COVID-19 Workspace/Lab Safety Plan submitted by their PIs. Lab occupancy limits as well as a copy of the the Workspace/Lab Safety Plan and the Access Agreement will be posted on the door in each space. Instructions, contact details and sign-ins will also be posted. PIs are responsible for posting this information once it has been approved.
- PIs are responsible for ensuring that their research staff are trained in appropriate cleaning protocols for their lab/research space, including cleaning high contact surfaces, benches, shared equipment, fume hood sash handles, doorknobs and other areas within their labs on weekends. They will also be responsible for ensuring that common areas that they use are clean, by spraying and wiping down surfaces after use. The procedure used should be specified.

Offices. Use of offices is discouraged, apart from brief access to collect materials and supplies (<60 minutes) with approval from ICICS Director (email access@icics.ubc.ca stating your name, and reason, date and space(s) for desired access). Only one person may occupy an office at a time. Surface cleaning by users is expected, as well as sanitization of other contact areas.

Shipping and Receiving. Mail/packages will continue to be delivered to the newly created mail room (285). Individuals can retrieve their mail/packages directly there. Hand sanitizer has been provided in the room. Only one person can enter the room at a time. Individuals are discouraged from ordering items to campus unless necessary.

Patio. Will remain closed during Phase 1.

General Considerations

Getting to Work. Private methods of transportation are preferred – free parking permits are available at parking.ubc.ca until the end of August. Biking and walking are options if possible. If you need to take transit, try your best to maintain social distancing at all times and follow hygiene recommendations (hand washing, use of hand sanitizer etc.).

Physical Distancing. Onsite in-person interactions should maintain a minimum physical distance of 2 m, including while working. In circumstances where physical distancing cannot be maintained, supervisors must put in place other protective measures (refer to UBC Employee COVID-19 Physical Distancing Guidance). If persons must work in close proximity, they must obtain approval from the local safety committee (contact fatimas@icics.ubc.ca).

Hand Washing/Sanitizing. Hand sanitizer is provided at the main building entrances and exits. You must sanitize your hands when entering or leaving the building. Wash/sanitize your hands frequently and whenever you move between areas; i.e., from lab, office, and common areas. Avoid touching your face. Regularly clean and disinfect frequently touched surfaces, and do not share food, drinks, utensils, etc.

Wearing Nonmedical Masks. Occupants of the building are strongly encouraged to wear cloth or disposable, non-medical grade masks while in common areas, taking care that the mask does not impair vision or exacerbate an existing respiratory condition. While working in labs, research personnel are expected to adhere to UBC Safety & Risk Services guidelines for the use of Personal Protective Equipment (PPE—nitrile gloves, face shields and goggles), and as specified in the Workspace/Lab Safety Plans for their lab. Guidance on the wearing of non-medical masks is available from Public Health Canada.
Surface Cleaning. Users are expected to wipe down any frequently touched surfaces before and after use with spray disinfectant or wipes. Disinfectant spray and paper towels will be provided in shared spaces. It is the responsibility of the PI for each lab to provide adequate supplies for their lab. Surfaces include benchtops, handles, chairs, knobs, switches, table tops, multiuser equipment, desktops, shared computers and instruments, etc.

Working Alone. Researchers should not work alone in the building unless absolutely necessary. Anyone who will be working alone will require a work-alone plan that should be detailed in the Workspace/Lab Safety Plan. This should include but not be limited to a buddy system check-in/check-out (via email/text/IM). It is also important that workers familiarize themselves with the Building Emergency Response Plan (BERP, included at the end of this document) and Evacuation Plan located near the building elevators and stairwells, as many floor wardens will not be returning to campus.

Communications Plan
The ICICS Building Safety Plan will be communicated with all occupants of the building via the building wide email list (icics@icics.ubc.ca). Hard copies of this plan and other relevant safety related materials will posted on informational bulletin boards. The approved plan will be posted on the ICICS website (icics.ubc.ca), along with links to important documentation listed above. ICICS Administrator Fatima Damji (admin@icics.ubc.ca; 604-827-5272) is available to respond to questions about the plan, and will relay information in person but at a distance, if an urgent need arises.

Monitoring
- Each PI is responsible for monitoring their team, either in person, via videoconference or by assigning a designate (i.e., senior graduate student, research staff). PIs must keep a record of all individuals in their labs each day. Gable Yeung will assist in setting up a process for monitoring.
- Research personnel listed as authorized personnel on a Workspace/Lab Safety Plan as well as those granted access the ICICS building for quick visits (<60 minutes) to gather materials or equipment will have this permission in an email from ICICS. They may be asked to display the permission at any time as authorization for being in the building

Compliance
All faculty, staff and students are encouraged to bring concerns about the operation of the safety protocols or incidents of non-compliance to the attention of the ICICS Administrator Fatima Damji (admin@icics.ubc.ca; 604-827-5272). All inter-team complaints or concerns should first be directed to the PI. Any concerns regarding the PI should be directed to the ICICS Director via Fatima Damji. Responses will be on a case-by-case basis with direction from the Administrator/Director, with a final decision by the ADR/Dean, with input from VPRI as needed. APSC will keep record all complaints/noncompliance.

Responsibilities
Faculty Members (PIs) and Facilities Managers
- Must complete a workplace safety plan specific to your group and all spaces assigned to your group. In the case of multiple PIs in a shared space, one PI can submit on behalf of the combined team. PIs should include worker input and feedback in the creation of their plans.
- Establish a research, personnel and maintenance schedule for the lab.
COVID-19 Safety Plan Template

- Ensure all personnel under their supervision have read and understood all policies pertaining to their research site, have completed safety training and understand that they need to adhere to all the Federal/Provincial regulations and UBC policies
- Keep records of the completed training courses for all personnel under their supervision, and the signed statement that the personnel have read and understood the building, university and WorkSafe policies relevant to the Phase I restart.
- Provide a contact list of personnel entering the lab to the building manager (e.g., via the Request to Return to Research form).

Staff and Students
Are responsible to:
- Read, understand and signoff that they consent to all Federal/Provincial regulations and UBC policies pertaining to performing research during COVID-19
- Be up to date on relevant training, including pandemic-specific training required by UBC
- Report concerns regarding COVID-19 to supervisors, as appropriate in the context of UBC and BC privacy regulations.

ICICS Director
- Ensures that Safety information, the Building/Common Areas Plan and the Faculty Plan is shared with faculty, students, and other researchers in the Brimacombe building
- Approves Building Safety Plans developed by the Local Safety Committee and passes it on for approval at the Faculty level
- Approves PI Lab Safety Plans under the advice of the local safety committee co-chair.
- Approval will also consider prioritization for those with more urgent needs such as untenured faculty, students close to graduation, post-docs near the end of their appointments, research projects and industrial contract work that has strict deadlines, needs for major funding opportunities and COVID-19 related research.
- Communicates to everyone, with the help of the safety committee, the safety training requirements.
- Implements a plan to monitor compliance with safety measures and approve occupancy limits in conjunction the ICICS Safety Committee. This will involve monitoring of the building by the co-chair, the operations manager and by floor wardens that have been designated for each floor.
- Works with the safety committee to deal with violations of the common area and workspace requirements.
- Coordinates with the Associate Deans of Research in Science and in Applied Science, and communicate plans, as well as shares information on PI workspace proposals with Heads of affiliated departments
- Handles conflicts in ICICS and reports issues to the RRC committee.

List of Important Contacts for the Building

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<tr>
<th>Name</th>
<th>Unit Administrator</th>
<th>Email &amp; Phone #</th>
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<tbody>
<tr>
<td>Fatima Damji (Admin)</td>
<td>Administrator</td>
<td><a href="mailto:admin@icics.ubc.ca">admin@icics.ubc.ca</a> 604-827-5272</td>
</tr>
<tr>
<td>Robert Rohling</td>
<td>(ICICS Director)</td>
<td><a href="mailto:rohling@icics.ubc.ca">rohling@icics.ubc.ca</a></td>
</tr>
<tr>
<td>Name Unit Administrator</td>
<td>Email &amp; Phone #</td>
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<tr>
<td>Mark Donald Jones (Facilities Manager)</td>
<td><a href="mailto:mark.donald-jones@ubc.ca">mark.donald-jones@ubc.ca</a> 604-250-3883</td>
<td></td>
</tr>
<tr>
<td>Manmohan Mand (Community Safety Zone Manager)</td>
<td><a href="mailto:manmand@mail.ubc.ca">manmand@mail.ubc.ca</a> 604-961-5831</td>
<td></td>
</tr>
<tr>
<td>Moyra Ditchfield (Administrator CS)</td>
<td><a href="mailto:ditchfld@cs.ubc.ca">ditchfld@cs.ubc.ca</a> 604-822-5809</td>
<td></td>
</tr>
<tr>
<td>Richard Colwell (APSC Safety and Facilities Officer)</td>
<td><a href="mailto:richard.colwell@ubc.ca">richard.colwell@ubc.ca</a> 604-786-8008</td>
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**Department/School Head/Director Approval**

Robert Rohling, Director

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<thead>
<tr>
<th>Name, Title</th>
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<tr>
<td>Signature</td>
<td>16 June 2020</td>
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Building Emergency Response Plan (BERP) ([https://icics.ubc.ca/facilities/](https://icics.ubc.ca/facilities/))

The ICICS/CS building is shared between ICICS and CS. If you are a non-CS student, student, staff or faculty and have a concern, please contact admin@icics.ubc.ca (604-827-5272).

ICICS considers health and safety to be of paramount concern. Emergencies, disasters, accidents and injuries can occur at any time and without warning. Be prepared to handle emergencies. All new faculty, staff and graduate students working in the ICICS/CS building must complete the Safety Orientation Checklist.

Report all accidents or near-miss incidents immediately to your supervisor, ICICS Administrator (admin@icics.ubc.ca) and ICICS Director (rohling@icics.ubc.ca) and within 24 hours in the UBC online Central Accident Incident Reporting System (CAIRS).

**In Case of Emergency**

**When calling Emergency Number 9-1-1:**

Specify whether you need Police, Ambulance or Fire.

Have the following information available:

- Building Name and Address (ICICS/CS Building, 2366 Main Mall, Vancouver, BC V6T 1Z4)
- Room number

**Emergency Preparedness :What can I do to be better prepared BEFORE an emergency occurs?**

- Sign up for Emergency UBC Alerts to your cell phone
- Read the online ICICS/CS Safety Orientation
- Familiarize yourself with the ICICS building floor plan and ICICS Area of Assembly
- Participate in all practice drills and training programs
- This is a chemical free building. Please DO NOT bring in or use chemicals in the ICICS/CS building.
- Review UBC Emergency Procedures on Active Shooter, Bomb Threat, Earthquake, Evacuation ... etc.
- Familiarize yourself with UBC Occupational First Aid Program and UBC Centralized Accident / Incident Reporting System (CAIRS)
- Create your own Emergency Disaster Kit