



Emergency Buddy Program

Emergency Management

<https://www.ucalgary.ca/emergencyplan/>

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Introduction	1
Who may need an Emergency Buddy?	1
Who would be a good Emergency Buddy?	2
The Evacuation Plan during an Alarm	2
Impaired Person(s) Roles and Responsibilities:	3
BEFORE an alarm	3
DURING an alarm	3
Emergency Buddy Roles and Responsibilities:.....	3
DURING an alarm	4
UC Emergency App	5
Appendix A: Definitions	5

Introduction

The Emergency Buddy Program can greatly reduce the risk associated with the evacuation of persons with an impairment. All persons with an impairment that are located in your area of responsibility should be made aware of the Emergency Buddy Program; however, individuals are ultimately in charge of their own personal safety.

The Emergency Buddy Program is the best way to ensure that the Emergency Response Team is made aware of the location of a person with an impairment. The Emergency Buddy assists a person with an impairment in egress to the nearest Emergency Exit and fire rated stairwell landing and waits until the Emergency Response Team can evacuate the person with an impairment. The person’s name, location, and any special evacuation requirements can be passed on to the Emergency Response Team via an Emergency Warden or another evacuating occupant.

Who may need an Emergency Buddy?

Any persons with temporary or permanent:

- Mobility Impairment
- Visual Impairment
- Hearing Impairment

Also consider the following:

- Someone with asthma may need help walking long distances or with stairs, especially if there is smoke, dust, fumes or chemicals in the air.
- An employee may have a condition such as arthritis, weak knees/hips, or a temporary impairment (e.g., a broken leg) that may make it difficult to move quickly down stairs.
- An employee with an impairment that limits manual dexterity may not be able to pull a fire alarm.
- A person with a speech an impairment may need different ways to communicate in an emergency.
- A person with a mental health condition may have trouble dealing with high anxiety, panic or stress in an emergency.

Who would be a good Emergency Buddy?

The following general criteria will be useful in the selection of an Emergency Buddy and a Backup Emergency Buddy. These criteria along with other factors suggest that a high level of trust be established in this relationship. Therefore, the person with an impairment should take great care in choosing an appropriate Emergency Buddy.

- The person with the impairment and the Emergency Buddy should be located on the same floor of the building.
- The person with the impairment should feel comfortable enough to inform the Emergency Buddy of any schedules such as regular work hours, holidays, class schedules, study locations, etc.,
- The Emergency Buddy should be physically able to assist the person with an impairment in egress to an Emergency Exit and stairwell landing.

The Evacuation Plan during an Alarm

All University of Calgary building fire alarms are monitored by Campus Security and the Calgary Fire Department and when any building goes into alarm a notification is instantly sent to both within moments. The fire alarm system may be used for evacuations other than Fire, all evacuation alarms should be treated as “real” and proper evacuation conducted.

Campus Security and the fire department will respond to the building. All occupants of a building in alarm should immediately evacuate the building through the **nearest** and **safest** Emergency Exit and proceed to their designated Assembly Point.

Occupants should be exiting to the exterior of the building and are not to use building connectors/tunnels to get to the assembly point.

Impaired Person(s) Roles and Responsibilities:

BEFORE an alarm

1. Choose an appropriate Emergency Buddy, and a Backup Emergency Buddy
2. Replace your Emergency Buddy, or Backup Emergency Buddy as necessary
3. Provide your Emergency Warden with the following information:
 - Your name, building, room number, telephone number, type of impairment, and any special evacuation requirements
 - Your Emergency Buddy's name, building, room number, telephone number
 - Your Backup Emergency Buddy's name, building, room number, telephone number
4. Update your Emergency Warden of any change to the above information
5. Obtain information from the Emergency Management Website or your Emergency Wardens regarding emergency egress routes both primary and secondary for all frequently used areas.

DURING an alarm

1. Evacuate along the primary emergency egress route (along designated hallway and out nearest and safest Emergency Exit for occupants on ground level floors, or along designated hallway and into nearest and safest Emergency Exit stairwell landing for occupants on upper floors).
2. If there is an emergency situation along the primary emergency egress route or if you are located on an upper floor and there is smoke in the stairwell, evacuate along the secondary emergency egress route.
3. If your Emergency Buddy is not present alert your nearest Emergency Warden of your name, location, and any special evacuation requirements.
4. Use any telephone to contact Campus Security at 220-5333 and inform them of your name, location, and any special evacuation requirements.
5. If you have evacuated into a stairwell, wait there until the Emergency Response Team can assist in your evacuation or it is confirmed that the building is safe to re-enter.
6. Confirmation that the building is safe to re-enter may come from a member of the Emergency Response Team, or by an announcement over the Public Address System.

Emergency Buddy Roles and Responsibilities:

DURING an alarm

1. Knock on the door of the disabled person's room and raise a voice alarm.
2. Assist the person with an impairment in evacuating along the primary emergency egress route along designated hallway and out nearest and safest Emergency Exit for occupants on ground level floors, or along designated hallway and into Emergency Exit stairwell landings for occupants on upper floors.
3. If there is an emergency situation along the primary emergency egress route, evacuate along the secondary emergency egress route.
4. Contact a member of the Emergency Response Team in order to pass on the name, location, and any special evacuation requirements of the person with an impairment by using any of the following methods:
 - Use any telephone to contact Campus Security at 220-5333.
 - Inform another evacuating occupant of the situation. Ask this evacuee to pass on the above information to a member of the Emergency Response Team.

If the above actions fail, you should evacuate the building and find a member of the Emergency Response Team to inform them of the name, location, and any special evacuation needs of the person with an impairment.

5. If you have evacuated into a stairwell, wait with the person with an impairment until the Emergency Response Team has attended to the evacuation of the person with an impairment, or you receive confirmation that the building is safe to re-enter. Confirmation will be given to you by a member of the Emergency Response Team, or by an announcement over the Public Address System.
6. When a fire alarm sounds and you are unable to locate the person with an impairment please evacuate immediately and inform a member of the Emergency Response Team of the person's **name**, **room** number, usual **emergency egress route** (primary and secondary), **telephone** number, and any **special evacuation requirements**. Information regarding the **routine** of the person with impairment is also beneficial for the Emergency Response Team in this situation.

DO NOT ATTEMPT TO CARRY ANYONE.

Emergency Wardens should report the location and name of all non-ambulatory persons in stairwells to the Senior Emergency Warden.

UC Emergency App

In the event of an emergency on campus, it is crucial to receive information quickly. The UC Emergency app delivers alerts and updates that can save lives and prevent injury. The app is one part of the university's emergency management plan and a big part of creating a safe and healthy living and learning environment for everyone on campus.



Download the app from your smartphone at one of the links below:

- Apple Store
- Google Play (for Android devices)
- Blackberry World

Once downloaded from your app store, simply login using your University of Calgary IT account credentials. Be sure to enable push notifications as you login to allow the university to send you emergency alerts.

Appendix A: Definitions

Assembly Point: designated areas where evacuated building occupants can gather and learn more information about their emergency.

Emergency Buddy System: having someone assist or stay with a non-ambulatory person during an alarm or other emergency situation. Emergency Buddy information can be downloaded from our website under 'Emergency Buddy – Safety Bulletin'.

Emergency Response Team: Emergency Warden, Campus Security Officer, or a City of Calgary Fire Department Member.

Emergency Warden: responsible for sweeping their assigned area and reporting to the Senior Building Warden.

Emergency Exit: door that lead outside of the building or to another building.

Fire-rated stairwell: enclosed stairwells usually constructed of cement, cinderblocks or other non-flammable materials leading to an exterior exit.

Response Point: area outside the nearest building entrance to the Fire Panel location.

Senior Warden: responsible for managing the Wardens in the building and for liaising with CS and CFD during the response.

