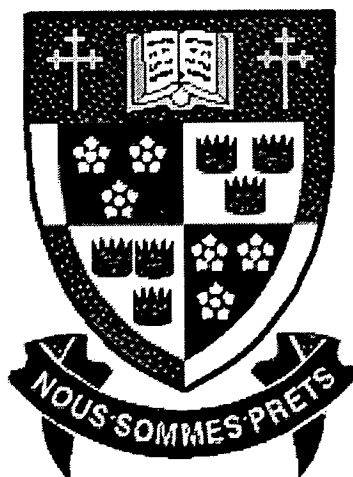


For Information

S.03-73

SIMON FRASER UNIVERSITY



EMERGENCY PLAN

Simon Fraser University Emergency Plan

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APPROVAL SHEET

The Simon Fraser University Emergency Plan is a living document and as such, will be reviewed annually or as events warrant.

This plan is approved by

President

Date

Distribution List

The following are to receive copies of the Plan and all amendments:

#	Department, Agency	Function	Name	Date
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Amendment Record

This plan is a living document that will require amendment on a regular basis.

Amendments will be incorporated into the manual on an annual basis. The Emergency Planner will maintain a master record of amendments. Amendments will be controlled by showing the revision date contained in the footer of any revised page, for example:

1	12.01.03	Emergency Plan,	1.4	4	Jane Doe
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Amendments will be distributed to everyone holding an authorized copy of the SFU Emergency Plan. Amendments will be posted on the SFU Emergency Preparedness web site.

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Commonly Used Acronyms

AG	Provincial Ministry of the Attorney General
BCAS	BC Ambulance Service
BCERMS	BC Emergency Response Management System
BFD	Burnaby Fire Department
CANUTEC	Canadian Transport Emergency Centre
CHLOREP	The Chlorine Institute, Inc.
CISD	Critical Incident Stress Debriefing
DFA	Disaster Financial Assistance
DFAR	Compensation and Disaster Financial Assistance Regulation
DOC	Departmental Operations Centre
DND	Department of National Defence
E-COMM	Emergency Communications Centre (Greater Vancouver)
EOC	Emergency Operations Centre
EMC	Emergency Management Committee
EPA	Emergency Program Act 1996
EPC	Emergency Preparedness Canada
EMPR	Emergency Program Management Regulations
ESS	Emergency Social Services
FPC	Forest Practices Code of BC
FHA	Fraser Health Authority
GVRD	Greater Vancouver Regional District
HAZMAT	Hazardous Materials
HCCC	Health, Counselling & Career Centre
HUSAR	Heavy Urban Search and Rescue
ICP	Incident Command Post

ICS	Incident Command System
LUSAR	Light Urban Search and Rescue
MWLAP	Provincial Ministry of Water, Land and Air Protection
MoAFF	Provincial Ministry of Agriculture, Food and Fisheries
MoF	Provincial Ministry of Forests
MoH	Provincial Ministry of Health Services
MoTH	Provincial Ministry of Transportation
OH&S	Occupational Health & Safety
PECC	Provincial Emergency Coordination Centre
PEP	Provincial Emergency Program
PG	Policy Group
PESSOC	Provincial ESS Operations Centre (co-located with PREOC)
POC	Provincial Operations Centre
PREOC	Provincial Regional Emergency Operations Centre (Green Timbers)
RBDA	Rapid Building Damage Assessment
RCMP	Royal Canadian Mounted Police
RECC	Regional Emergency Communications Centre (co-located with E-COMM)
SAR	Search and Rescue - Division of PEP
SFU	Simon Fraser University
UA	University Act
UC	Unified Command
WCB	Workers Compensation Board

1.1 Purpose

The purpose of SFU's Emergency Plan is to provide a framework for planning for, responding to and recovering from an emergency at SFU.

The Emergency Plan sets out guiding principles that will need to be applied with flexibility to the circumstances of a particular emergency.

The Emergency Plan is supported by the detailed plans attached as Appendices.

1.2 Authority

The Plan is promulgated under the authority of the Board of Governors and guided by legislation, and by SFU's policies as shown in Appendix A.

1.3 Priorities

In any emergency situation, SFU's priorities are to:

- Provide for health and safety of all responders
- Save lives
- Reduce suffering
- Protect public health
- Protect university property
- Restore university operations
- Protect the environment
- Reduce economic & social losses

1.4 Program Structure & Management

SFU's Emergency Program

SFU's Emergency Program is responsible for coordinating the systems and processes for mitigating against, preparing for, responding to and recovering from emergencies at SFU.

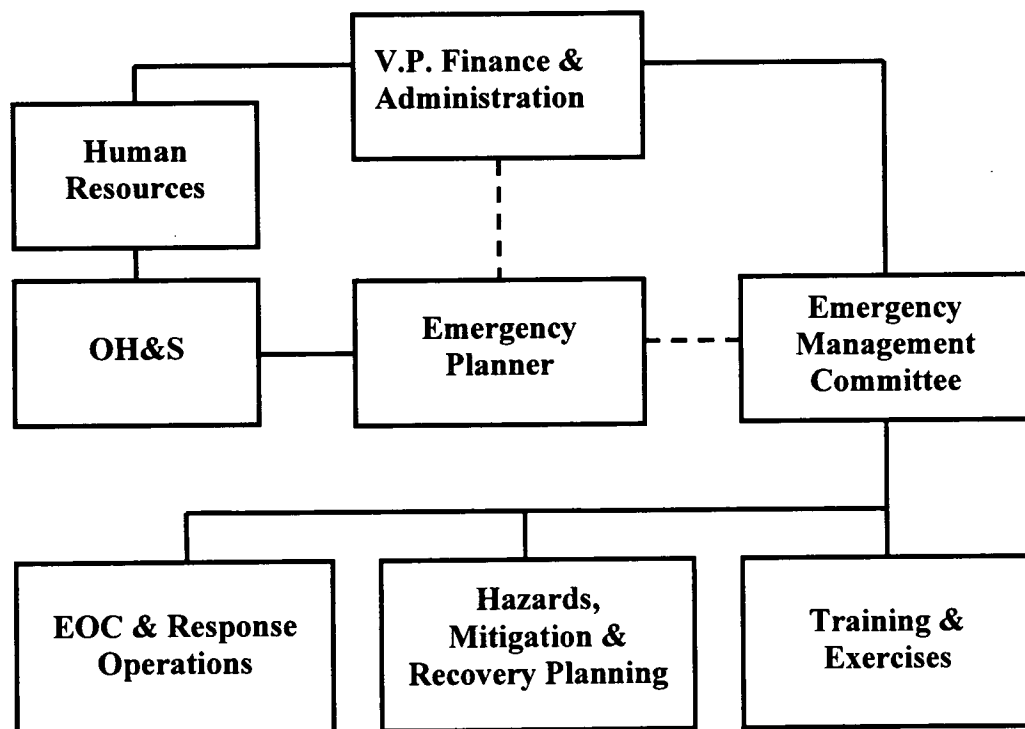
SFU's Emergency Program involves the following staff and committee:

Emergency Planner

A staff position responsible for the management, training, education and coordination of emergency preparedness, response and recovery activities for SFU. The Emergency Planner reports to the Manager of Occupational Health & Safety (OH&S) and receives direction and support from the Emergency Management Committee.

Emergency Management Committee (EMC)

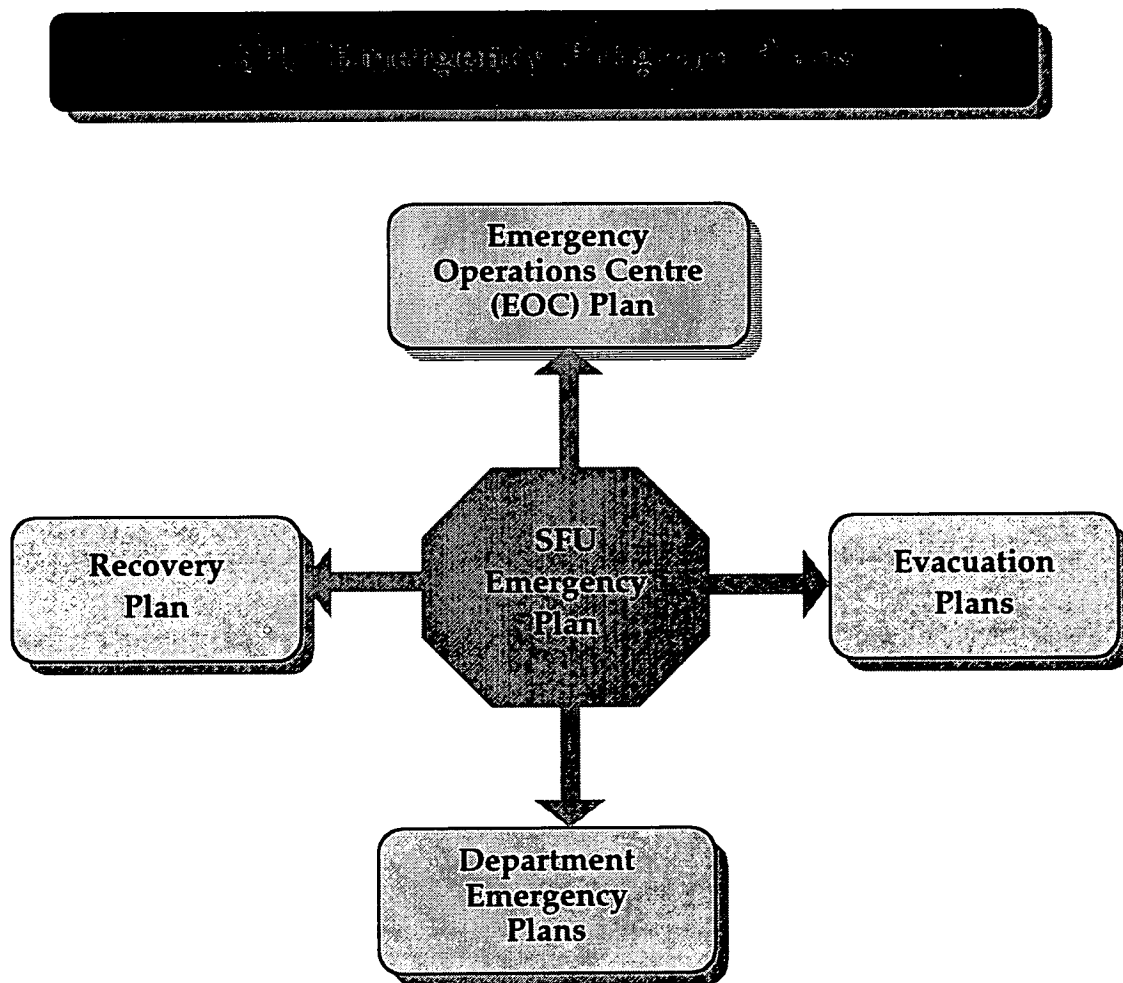
The Emergency Management Committee (EMC) is a high level committee responsible for setting direction and ensuring that all aspects of SFU's Emergency Program are adequately addressed. A senior member of the EMC will chair the committee and, as necessary, sub-committees will be implemented to address specific issues. The committee meets quarterly or more frequently as necessary.



Emergency Plan

The Plan provides for central responsibility for responding to all levels of emergencies from simple to complex. It also provides the flexibility to respond to an event as it escalates in severity.

The Plan is based on the British Columbia Emergency Management Response System (BCERMS) and the Incident Command System (ICS) and has been written to interface with the City of Burnaby's Emergency Plan.



The SFU Emergency Plan is supported by the detailed plans included as Appendices to the Plan:

Emergency Operations Centre (EOC) Plan

Identifies the facility, equipment, organizational structure and responsibilities. Contains forms and documentation for managing, coordinating and operating the EOC.

Evacuation Plans

Outlines the authority and procedures for conducting mass or building evacuations. Identifies appropriate emergency assembly points, personnel responsible for facilitating evacuations, outlines responsibility and procedures for collection and dissemination of emergency information and documents training and evacuation exercises. Contains evacuation maps, specifies safety features and equipment in the buildings and maintenance of those safety features. Under the aegis of OH&S, each building under the control of SFU has a specific Building Evacuation Plan. Each Building Evacuation Plan may reference a group of buildings within a limited area.

Department Emergency Plans

Outlines the detail of each department's response to and recovery from an emergency situation. Under the aegis of the Vice-President Academic/Vice-President Finance & Administration each department has an appropriate Department Emergency Plan. A Department Emergency Plan may be for a Faculty, Department or Administrative unit.

Recovery Plan

Outlines SFU's response to providing for immediate and short-term assistance to the people affected by an emergency and the repair and restoration of essential lifeline systems.

1.5 Hazard, Risk & Vulnerability Analysis

Hazard	Risk Likelihood L/M/H	Vulnerability Level 1-5	SFU's Capability L/M/H
Bomb Threat	L	3	L
Civil Disturbance	L	2	L
Earthquake	M	5	L
Epidemic - Human	L	3	L
Explosion	M	2	M
Fire - Forest	L	1	L
Fire - Other	M	4	M
Flood	L	2	H
HAZMAT Incidents	M	3	M
Hostage	L	3	M
Infrastructure Failure	M	4	M
Severe Weather	M	2	M
Terrorism	L	3	L

Highest risk/vulnerability in bold

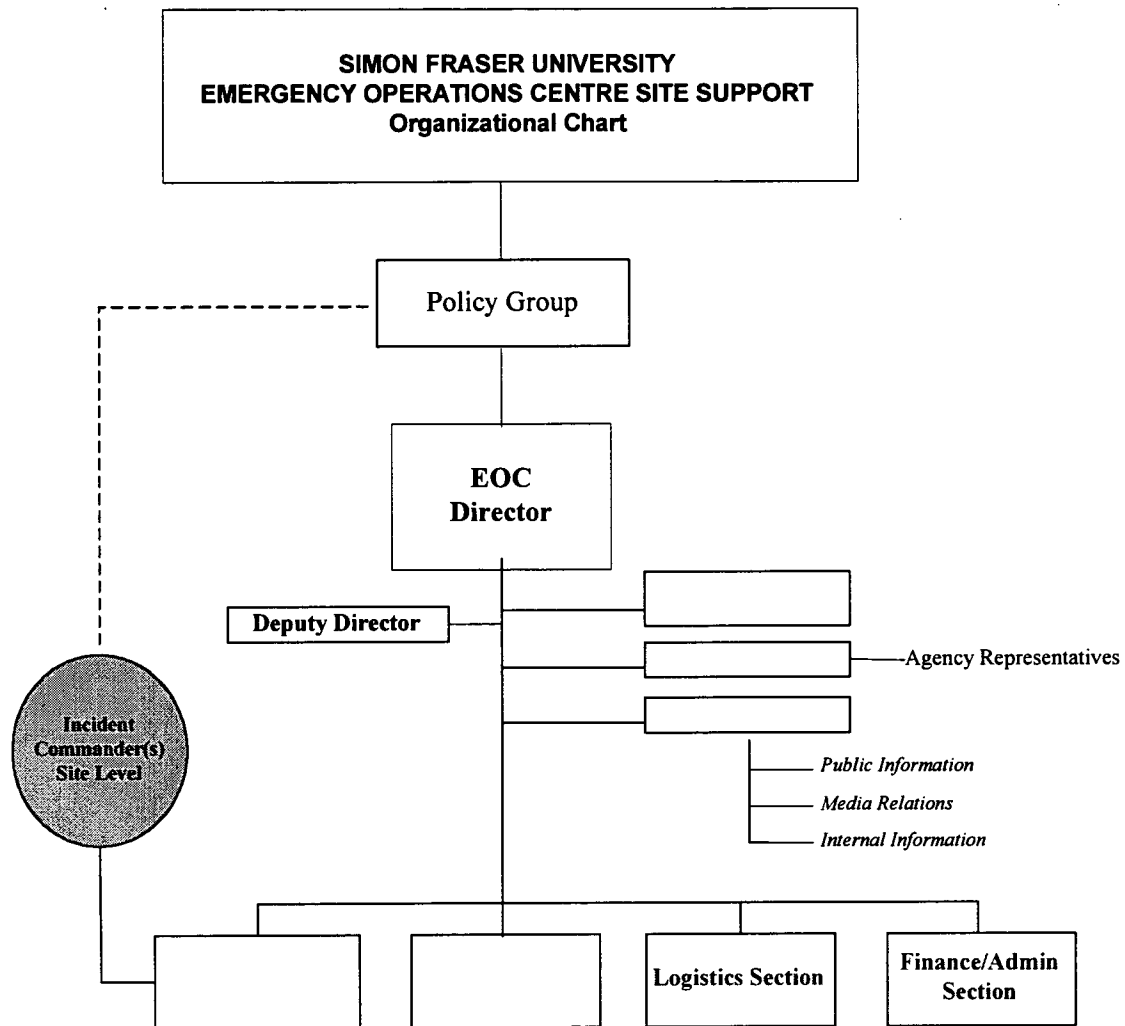
Legend: L/M/H - Low/Medium/High
Level 1-5 - Level 1 is low impact, Level 5 is high impact

1.6 Concept of Response Operations

- Event occurs.
- Campus Security, as SFU's emergency first responders, establishes Incident Command at the site.
- Call fire, police, and ambulance as needed.
- Call out all appropriate internal departments to assist.
- Call Office of Media & Public Relations
- Evaluate incident.
- Campus Security identifies appropriate person to assume Incident Command.
- Campus Security/Incident Commander notifies the Office of the V.P. Finance & Administration of the incident.
- Incident Commander determines need to activate Emergency Operations Centre.
- If determination is made to open EOC, the Incident Commander notifies EOC Director and Emergency Planner.
- EOC Director and Emergency Planner report to EOC and determine additional staff call-out.

1.7 Emergency Operations Centre Organization Chart

The following organization chart shows the structure of the Emergency Operations Centre:



1.8 EOC Organization

Policy Group

The Policy Group shall consist of the following members:

- President and Vice-Chancellor of the University
- Vice-President, Academic
- Vice-President, University Advancement
- Vice-President, Finance & Administration
- Vice-President, Research
- Vice-President, University Relations
- Any other senior official deemed essential by the President

Responsibilities of the Policy Group include, but are not limited to:

- Providing overall emergency policy and direction to the EOC Director
- Authorizing the expenditure of necessary funds
- Formally requesting municipal support/resources
- Providing direction for emergency public information activities
- Representing SFU in making public statements
- Authorizing evacuation of SFU buildings
- Authorizing employees of SFU to perform any services deemed necessary

Policy direction is informed by consultation with the EOC Director.

Emergency Operations Centre Management Team (EOCMT)
consists of:

- EOC Director
- Deputy EOC Director
- Information Officer
- Liaison Officer
- Risk Management Officer
- Agency Representatives (e.g. Fire, Police, Ambulance, etc.)

1.9 EOC Staff

- **Management:** Responsible for overall emergency policy and coordination; public information and media relations; agency liaison; and proper risk management procedures through the joint efforts of SFU's response functions, local government agencies and private organizations.

Section Chiefs who report directly to the EOC Director oversee each of the four functions in the EOC:

- **Operations:** Responsible for coordinating all operations in support of the emergency response through implementation of appropriate procedures.
- **Planning:** Responsible for collecting, evaluating and disseminating information; developing action plans or procedures and situation status in coordination with other functions; maintaining all EOC documentation. Determines need to restore SFU's infrastructure to pre-emergency conditions.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment and materials.
- **Finance/Administration:** Responsible for financial activities and other administrative aspects.

In addition to this document, each of the functions in the EOC has developed procedures outlining their primary roles and responsibilities for providing critical restorative services for SFU.

1.10 Emergency Activation Levels

The following are to be used as a guide when determining the level of response required. It is important to remember that not every EOC function will be required in every emergency.

- | | |
|----------------|--|
| Level 1 | A situation confined to one area of the campus that does not affect university-wide services, population or traffic. The emergency can be managed using normal operations or limited activation of the EOC may occur if necessary. |
| Level 2 | A situation affecting multiple areas of the campus requiring the coordinated response of the EOC. |

Level 3 A campus or region-wide emergency that involves widespread damages in addition to the disruption of services. Requires a coordinated response with local governments, departments and outside agencies. EOC fully activated. A State of Local Emergency may be declared by the City of Burnaby if additional authority is required. A State of Emergency may be declared by the Province of British Columbia if additional Provincial authority is required.

1.11 Locations of Emergency Operations Centre Site

Primary EOC Location:
Maggie Benston Centre Room 1333

Secondary EOC Location:
Facilities Management

Alternate Location:
Emergency Communications Vehicle

If the primary EOC location has sustained significant damage, members should not enter the building until a qualified individual using Rapid Damage Building Assessment guidelines evaluates it. If it is deemed that the primary EOC is not safe, the EOC Director will move to the secondary location and notify members accordingly.

1.12 Campus Emergency Evacuation Guidelines

The type and urgency of the emergency situation directly affects the means by which people will leave their building or area of campus. These are covered by the Evacuation Plans in Appendix C.

The decision to implement a campus-wide evacuation rests with the Policy Group, on recommendation from the EOC Director. In situations requiring immediate action, public safety responders (police, fire, ambulance) can also initiate an evacuation.

1.13 Off-Campus Assistance and Mutual Aid

SFU may not have all the resources to handle effectively all potential emergencies. In certain circumstances, SFU may request outside assistance from the City of Burnaby as well as from other sources.

1.14 Role of Employees and Students

All employees and students of SFU are expected to comply with the general safety requirements and emergency procedures, including evacuation procedures, of SFU.

Subject to the foregoing and with the exception of employees with specific responsibilities in emergencies, SFU will not require employees or students to give assistance in the event of an emergency.

1.15 SFU Harbour Centre and SFU Surrey

The SFU Emergency Plan applies to buildings that SFU owns. Tenanted facilities such as Harbour Centre and Surrey have separate plans shown in Appendices F and G.

APPENDIX A

SFU Policies

This section contains copies of relevant policies applicable to emergencies.

1. SFU Policy GP 31 “Emergency Management of Physical and Other Disasters
2. SFU Policy GP 4 “Unscheduled Cancellations of Classes and/or Closure of the University – Burnaby Campus

SIMON FRASER UNIVERSITY
Policies and Procedures

Date
April 25, 2002
Revision Date

Number
GP 31
Revision No.

Emergency Management of Physical and Other Disasters

Introduction

This policy sets out the appropriate response within the University to address physical or other disasters which have significantly disrupted University operations, or which have the potential to do so. The most likely event of this sort would be a major earthquake; however, this policy could appropriately be invoked in other circumstances which exceed the ability of academic and administrative units to respond within their normal lines of authority and procedures. Examples of other disasters or potential disasters directly affecting the University could be, but are not limited to: major fire, large-scale toxic spill, explosion, volcanic eruption and so on.

The primary purpose of the policy is to protect and ensure the safety of people and property when such disasters occur or when there is reason to believe they may soon occur. The University cannot anticipate every possible situation relating to the application of this policy. The University, therefore, commits to follow the spirit of the policy in all relevant situations but may adapt its application as circumstances require.

Scope

This policy and its related procedures apply to all University property including the Burnaby and Harbour Centre Campuses. Where a disaster affects the Burnaby and Harbour Centre campuses, operations at both locations will be coordinated by the Emergency Operations Centre at Burnaby Mountain. For those events affecting only the Harbour Centre campus, an Emergency Operations office will coordinate and direct operations at Harbour Centre in consultation with the Associate Vice-President, Harbour Centre. Where a disaster affects another location, the senior administrator at that location will coordinate operations in liaison with the Director, Emergency Operations Centre.

Definitions

University property includes, but is not limited to, all lands, facilities, and equipment located on owned property or leased areas or field sites.

The Director is the Director, Emergency Operations Centre

Emergency Operations Centre (EOC) is a designated and suitably equipped facility where the appropriate senior administrators and administrative managers may be convened, decisions taken and actions recorded throughout the emergency event. For the Burnaby Mountain campus, this will typically be Room 1333 of the Maggie Benston Student Services Building. For Harbour Centre events this will be the administration office in the Centre for Dialogue. This location may be supplemented by an existing vehicle-based Command Center to accommodate the Emergency Operations Group onsite.

Senior Officials Group (SOG) is composed of the President or those members of the senior administration of the University who represent the delegated authority of the President to provide advice and/or direction to the Director of the Emergency Operations Centre in matters of policy or strategy. The Senior Officials Group will typically include the President, Vice-Presidents and other appropriate individuals as required.

Policy

This policy and its related procedures are intended to ensure that the University's response to disasters is effective and well coordinated across the University by:

- * Identifying the University's priorities in addressing a disaster, or in preparing for an anticipated disaster;
- * Establishing a Director, Emergency Operations Centre (EOC) with the delegated authority to organize an effective response to disaster events;
- * Establishing an Emergency Operations Group (EOG) to provide the authority and expertise necessary to support the Director in managing the emergency response; and
- * Establishing procedures to ensure that senior administrators are kept appropriately informed of and involved with developments, and that all appropriate records are kept to document the actions taken under authority of this policy.

**SIMON FRASER UNIVERSITY
Policies and Procedures****Date**

December 6, 1974

Revision Date

December 5, 1995

Number

GP 04

Revision No.

C

Unscheduled Cancellations of Classes and/or Closure of the University – Burnaby Campus

General

From time to time as a result of an unusual occurrence (e.g. snow storm) it may be necessary to cancel classes or close the University or part of it for reasons of public safety. The purpose of this policy is to establish underlying principles related to the University's ability to continue to offer classes and maintain normal services and facilities, acknowledging as well that a significant proportion of the Burnaby campus community relies on public transportation; and to outline the procedures, which will be followed in situations of this kind.

Policy

1. The University will remain open during all normal working hours unless there is a situation which makes it extremely difficult or dangerous for faculty, staff or students to inhabit University facilities or to remain at the University. The primary consideration will be the University's ability to continue to offer classes, tutorials, and labs and the ability of faculty, staff, and students to travel to and from the University. In exceptional circumstances, the University will extend the normal hours of operation of facilities and services to provide food and shelter for people unable to leave.
2. The decision to cancel some or all classes may be made separately from the decision to close a part or all of the University. Factors contributing to the decision to cancel classes will be road conditions, the availability of public transport, time of day, etc. The decision to cancel classes or close the University will be made by the President after consultation with the Vice-President, Academic and the Vice-President, Finance and Administration. The decision to cancel classes will be made with as much notice as possible.
3. The University may need to keep certain facilities open even when classes are canceled and when the University is closed. Some departments and services such as Food Services, Health Services, Campus Security, Library, Facilities Management, etc. may have to continue total or partial operations depending on the circumstances. It can be anticipated that some or all of the employees in such departments may be asked to remain at work or come in to work to provide emergency services. In addition, under emergency conditions, particular attention may need to be paid to certain research operations, including Animal Care.
4. Depending on the circumstances which made the cancellation of classes or closure necessary, the roads leading to and from the Burnaby campus may not be able to carry the normal volume of traffic safely. Faculty, staff and students should be encouraged to vary their departure times. This is especially important if one of the reasons for the cancellation of classes or closure is the road conditions (snow or ice, etc.). Personal circumstances of staff, faculty and students may require special consideration by departments when making differing departure allowances.
5. In emergency situations senior line managers¹ are expected to remain on campus; however, in the absence of the appropriate senior line manager, Campus Security has the authority to reopen and maintain University services and facilities and to use University equipment as determined appropriate to provide essential services. In the event of a snow

emergency, Facilities Management will be advised at the earliest opportunity so that emphasis can be placed on clearing exit roads from campus.

6. Canceled examinations will be rescheduled or alternative arrangements made. Appendix A to this policy outlines the procedures to follow in the event that closure will affect the Final Examination Period.
7. Effect on Employee Time and Absence Records

When the University or part of the University is closed under this policy, University employees whose work sites are affected shall receive salary maintenance during the closure. These closures shall not be considered University holidays. Employees (both continuing and temporary) who were scheduled for work and who would have been at work but for the closure will have their salary maintained for the closure. Such time should be recorded as "T" on Time and Absence Reports.

However, employees who were not intending to be at work and who had scheduled vacation, sick leave, compensating time off for overtime, days off in lieu of statutory holidays, modified days off, normal days off or personal leave will have their time recorded as scheduled before the closure was announced.

Employees who are not covered by collective agreements and who are required to remain on duty or who are asked to report for their regularly scheduled hours of work to provide essential services shall be given the equivalent time off for all hours actually worked during a closure, with such time to be taken within the following calendar month. Employees who are covered by collective agreements shall be governed by the provisions in their agreements.

Procedures

A. Notification of Cancellation of Classes

1. During **Monday to Friday 8:30 am to 4:30 pm**
 - a. The Vice-President, Academic will notify the academic units who will be affected by the cancellation of classes who will in turn advise all instructional staff.
 - b. The Vice-President, Finance and Administration will notify the affected administrative units, including the Campus Security office.
 - c. The Campus Security office will be responsible for notifying BC Transit, the RCMP and SFU Media and Public Relations of the cancellation of classes and of the removal of the cancellation of classes notice. Campus Security will liaise with off-campus emergency services as required by the situation, and update the road conditions telephone message and provide a group E-mail update to the campus community.
 - d. SFU Media and Public Relations will be responsible for informing the local news media of the cancellation of classes and of the removal of the cancellation of classes notice.
2. **At all other times**
 - a. The Vice-President, Finance and Administration will notify the Campus Security office.
 - b. The Campus Security office will be responsible for notifying academic teaching personnel, BC Transit, the RCMP and SFU Media and Public Relations of the cancellation of classes and of the removal of the cancellation of classes notice.

- c. SFU Media and Public Relations will be responsible for informing the local news media of the cancellation of classes and of the removal of the cancellation of classes notice.

B. Notification of University Closure**1. During Monday to Friday 8:30 am to 4:30 pm**

- a. The Vice-President, Finance and Administration will notify Human Resources.
- b. Human Resources will be responsible for informing the SFU Burnaby Campus of the closure through a distributed notification process (which is based on a geographic grouping of departments). This includes informing some essential first contacts such as Campus Security, SFU Media and Public Relations etc., then initiating the remaining notification process. The details of that process are contained in the attached Appendix B to this policy.
- c. While the initial contacts are being made, the further relaying of the message should be delayed for at least fifteen minutes, to ensure the phone system does not get overloaded before all the initial calls/contacts are made.
- d. Faculty, staff and students should be encouraged to vary their departure times. This is especially important if one of the reasons for the closure is the road conditions (snow or ice, etc.).

2. At all other times

- a. The Vice-President Finance and Administration will notify the Campus Security office.
- b. The Campus Security office will be responsible for notifying BC Transit, the RCMP and SFU Media and Public Relations of the closure and of the removal of the closure.
- c. SFU Media and Public Relations will be responsible for informing the local news media of the closure and of the removal of the closure.

GP 4**Appendix A****Undergraduate – Semester Final Examination Period****Purpose**

The procedures described below are to be followed should it be decided to close the University during the period of scheduled final examinations.

Procedures**A. Rescheduling of Scheduled Final Examinations**

The closure of the University will be announced through the communication network in existence for the purpose.

The Director of Records and Registration will advise the offices of the Deans and Chairs who have courses with scheduled final examinations affected by the closure. The Chairs, or designates, will advise the members of faculty impacted by the closure.

The Director of Records and Registration will arrange for the end of term academic evaluation process and release of grades to be delayed if required.

i. Rescheduling Procedures:

The Associate Director of Schedules will reschedule the examinations as follows:

1. If an entire day of final examinations is to be rescheduled, that day will be added to the end of the examination period.
2. If some portion of a day of final examinations is to be rescheduled, that portion of the day to be rescheduled will be added to the end of the examination period.
3. If two or more days of final examinations are to be rescheduled, then they will be moved to the end of the examination period in the same sequence as originally scheduled.
4. Whenever possible, rescheduled examinations will take place at the same time and location -- only the day(s) will be changed.
5. If the last day of the published examination schedule occurs on a Saturday, then the rescheduled examinations will be moved to the next Monday provided that day is not a statutory holiday. In the event the Monday is a statutory holiday, then the examinations will be scheduled to Tuesday.

ii. Students Attendance at Rescheduled Examinations

All students are expected to attend their rescheduled examination(s). Students who do not attend a rescheduled examination, will be assigned a deferred grade (DE) for the course. Students assigned a DE grade because they failed to attend a rescheduled final examination will be advised by the Office of the Registrar that they must contact the course instructor to determine the final grade. It is the decision of the instructor whether to assign a grade or a GN or AE notation for the course. Existing policies governing the approval of grades and the assignment of the GN or AE notations will apply.

B. Cancellation of Scheduled Final Examinations

When the decision is to cancel the scheduled final examination(s) and not to reschedule them, students scheduled to take the cancelled final examinations will be assigned a grade or a GN or AE notation for the course(s). It is the decision of the instructor whether to assign a grade or a GN or AE notation for a course. Existing policies governing the approval of grades and the assignment of the GN or AE notations will apply.

GP 4**Appendix B****Notification of University Closure Process**

During **Monday to Friday 8:30 am to 4:30 pm**

Once the decision to close has been made, Human Resources will notify the first and second contacts as listed below. The second contact groups have been set up geographically to ensure that the closure instruction can be relayed in person if necessary. In all cases, Human Resources will contact the General Office of the Departments indicated and instruct them to delay 10 minutes before proceeding with their calls. Those responsible for initiating the secondary calls will do the same. In the event that Human Resources cannot reach the first contact identified for a respective group, they will attempt to contact the next department listed in that group. Once contact for that group is established, then that department will be responsible for contacting the other members of that group.

Human Resources to Contact:	Contact to:
<i>First Contacts</i>	
Campus Security	Notify BC Transit, RCMP, Discovery Park and BC Hydro Communications Centre
Media & Public Relations	Notify the news media Analytical Studies and Ceremonies
Health, Counselling & Career Centre	All areas
Administrative Computing Services	To send E-Mail message to campus community
Facilities Management	All areas
Child Care Centre	N/A
LIDC	To put notice on TV monitors
Human Resources to Contact:	Contact to notify: (by phone or in person)
<i>Second Contacts</i>	
Academic Computing Services	N/A
Animal Care Facility	Aquaculture Building Bee Lab Greenhouse Insectory Building
Associate Vice-President, Harbour Centre (phone call only; for information only)	Advise Harbour Centre, Centre for Dialogue, Chief Dan George Centre, Segal Centre, Praxis, Alexander Centre as required
Audio Visual Services Classroom Technology Assistance	All 3000 level of AQ including Art Gallery
Biological Sciences	Chemistry Dean of Science Office Physics Science Stores Science Technical Centre
Bookstore	Microcomputer Store
Business Administration	West Mall Complex (East Wing) All floors & CIHR
Campus Community Services	Recreational & Athletic Services, Coaches
Cashier's	All 1000 level of MBC
Computing Science	Applied Science Building
Contemporary Arts	N/A
Dean of Arts	All 6000 Level of AQ
Dining Services	Mall Cafeteria West Concourse Cafeteria West Mall Cafeteria (Raven's) Diamond University Centre
East Academic Annex	All areas
Economics	West Mall Complex (West Wing) All floors
Education	Education Building, including LIDC, Archaeology, Museum
Geography	Robert C. Brown Hall including French, Images Theatre, Communication, Psychology)

Halpern Centre	N/A
Molecular Biology & Biochemistry	South Science Building
Kinesiology	Mathematics, Statistics, Actuarial Science Earth Sciences Resource & Environmental Management
Library	All floors
Media & Public Relations	Analytical Studies, Ceremonies
Pub	Peak, Theatre, Higher Grounds
Registrar's Office	All areas
Reprographics	All 0000 Level of MBC except HCCC
Residences Office	N/A
SFU Community Corporation	N/A
SFU Surrey(phone call only; for information only)	N/A
Sociology & Anthropology	All 5000 level of AQ
Student Society General Office	All 2000 level MBC & Women's Centre, Out on Campus, CJSF Radio, SFPIRG
University Advancement	Office of Research Services

Telephone Communications

Avoid using the telephone unless it is for urgent business. Many of the telephone line problems experienced in the past are simply an overload of the system by the number of calls, both outgoing and incoming.

Note: Highway and road conditions, and information regarding University closure will be available on the special phone line 604-444-4929.

We suggest that one individual call on behalf of your office or unit and share that information with others.

1

Including: President
Vice-President, Academic/Associate Vice-President, Academic
Vice-President, Finance and Administration
Director, Campus Security
Director, Facilities Management
Executive Director, External Relations
University Librarian
Director, Accounting Services (Food Services)