



# UNIVERSITY OF SASKATCHEWAN

## LOCAL EMERGENCY RESPONSE PLAN

### *Consumer Services Division*

## COLLEGE QUARTER RESIDENCES

Aspen Hall, Birch Hall, Pine Hall, Spruce Hall

April 2021

### Key Contact Numbers:

Protective Services	306-966-5555 (mobile Phone) 5555 (campus phone)
Emergency Response Services	<b>911</b> (mobile phone) <b>9-911</b> (campus phone)
Residences Main Office	306-966-6775
Maintenance Manager	306-966-2667

### PROTECTIVE SERVICES & SAFETY RESOURCES

Protective Services	306-966-5555
Safety Resources	306-966-4675
Spill Response and Waste Management	306-966-8497
Safety and Compliance Coordinator	306-966-8838
Injury Prevention/WBC	306-966-8881
USask Facilities	306-966-4496



## **Emergency Response Plan Authorization**

<b>Facilities</b>	<b>College Quarter Residences</b>
<b>Unit</b>	<b>Consumer Services</b>
<b>Version and Date</b>	<b>Version 2.0 – April 2021</b>

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## I. HOW TO USE THIS PLAN

The University of Saskatchewan recognizes the need to be prepared for emergencies and disasters in order to minimize the impact on staff, students, faculty, contractors and visitors. Authority of the University of Saskatchewan Institutional Emergency Management Plan is derived from the Board of Governors Emergency Measures Policy and can be found here:

<https://policies.usask.ca/policies/operations-and-general-administration/emergency-measures.php#AuthorizationandApproval>

Local emergency plans will ensure colleges and units are prepared to respond to emergencies at the local level. All personnel should become familiar with the local emergency response plan. Further responsibilities for specific personnel include:

- ✓ Providing orientation for new personnel and students
- ✓ Ensuring those you supervise are appropriately informed of this plan
- ✓ Creating more specific emergency response plans for designated areas, such as laboratories
- ✓ Creating more specific emergency response plans for fieldwork activities
- ✓ Assisting in an evacuation, lockdown or other emergency responses (including drills)
- ✓ Regularly reviewing and updating this local emergency response plan

### Institutional Responsibilities, and Municipal and Provincial Jurisdiction

In the event of a major emergency, the University of Saskatchewan Institutional Emergency Management Plan (and authority structure defined within) supersedes all local emergency response plans. Local emergency plans do not govern the actions of civic emergency services or supersede any applicable legislation relating to emergency measures.

### Personnel, Supervisory, Management and Unit Responsibilities in ERP

**Local management and supervisors:** are responsible for providing duly diligent local training and recruiting local volunteers for assisting in an emergency response as well as administering and updating this ERP as necessary, according to the risk level of the local activities. Each building must have a Chief Building Warden (or Chief Fire Warden), a Deputy Warden, and a slate of volunteers to help out in the event of an emergency. The Chief and Deputy Wardens coordinate local emergency response duties and liaises with Safety Resources to keep the local ERP up to date.

**All local personnel and students:** are to be trained to understand and follow procedures in this ERP, and ask questions. Take note of 'preparedness' sections, so you can respond appropriately in an emergency.


**USask Safety Resources:** provides occupational health and safety consulting and training services, facilitates the operation of Local Safety Committees, manage chemical, biological and nuclear safety programs, conducts ergonomic consultations as well as providing assistance in developing and updating local Fire Safety Plans and Emergency Response Plans.

**USask Protective Services:** responsible for security, emergency response and incident command on campus, 24 hours a day. Protective Services peace officers enforce the Traffic Safety Act and other legislation on campus.

**USask Wellness Resources:** Long and short term disability and supports the Employee Assistance Program.

**USask Facilities:** provides facility operations and maintenance services, as well as electrical and construction services for the university campus community.

**ERP Continual Improvement** To continuously improve the content quality of this Local Emergency Response Plan (ERP), all personnel are encouraged to provide feedback.



Please first forward comments or suggestions to your direct supervisor and then through the Local Safety Committee and to Safety Resources at 306-966-4675.

## II. MEDICAL EMERGENCIES

### FIRST AID TRAINING

First aid training is recommended for all university personnel.

First aid training is available through the College of Kinesiology, visit PAC Room 222 to inquire or visit:

<https://beactive.usask.ca/Program/GetProgramDetails?courseId=94bbae3a-8cf0-4ebc-a157-c435e7d6f5c4&semesterId=c71a2b9e-31c0-40ed-acca-bcfa4d767c7c>

**In the event of a medical emergency:**

#### **Step 1: ASSESS SCENE SAFETY**

- The first person on the scene should ensure the scene is free of hazards (e.g. hazardous materials, sources of hazardous energy, fire or flammable materials, violent person).
- Do not move the victim unless there is a life threatening danger.
- Do not put yourself at undue risk.

#### **Step 2: ASSESS SERIOUSNESS OF THE INJURY**

### MAJOR MEDICAL EMERGENCY

- From a mobile phone call Protective Services at **306-966-5555** or call **911**; or, call **5555** or **9-911** from a campus telephone.
- Be prepared to provide the nature of the emergency, exact location including the building, room number and closest entrance, your name and the phone number at which you can be reached.
- Follow Protective Services or the 911 operator's instructions. Do not hang up the phone until instructed to do so by Protective Services or the 911 operator.
- Protective Services will meet emergency vehicles at the university entrance to bring them quickly to the site and assist.

## **MINOR MEDICAL EMERGENCY**

- For medical situations that do not initially appear to require emergency services but may be serious, (e.g. fainting or seizures), call Protective Services at 306-966-5555.
- For less serious injuries (e.g. cuts, minor punctures, bites, pinches, contusions, scrapes, sprains, strains, spasms), first responders should use their best judgment in following standard first aid practices.


### **Step 3: ADMINISTER FIRST AID**

- Implement first aid measures consistent with the nature of the medical emergency. As appropriate and available, utilize safety equipment or automated external defibrillators.
- AEDs are in all Protective Services patrol vehicles and patrol officers are trained in the use of AEDs.
- Retrieve a first aid kit from a designated location, see list below:

	<b>FIRST AID KIT LOCATIONS:</b>
	<b>RLC offices</b>

### **Step 4: TRANSPORTATION OF INJURED PERSON**

- For medical emergencies, or if there is any doubt about the seriousness of the injury, do not attempt to transport the person. Wait for Protective Services and emergency services (ambulance) to respond. Do not, under any circumstances, attempt to move or transport a person with a suspected spinal cord or head injury.
- For minor injuries, if you believe further attention is required (e.g. cut, possibly requiring stitches and/or tetanus shot, sprain/strain) the injured person may arrange safe transportation.
- Students should not be transported by university personnel in private vehicles.
- Please note: If the student or employee cannot arrange transportation, it is the residence supervisor's responsibility to ensure that any drivers driving on behalf of the University are authorized and qualified and that vehicles are safe.
- An injured person should only be allowed to transport his/her self for medical attention if it is deemed that it can be done so safely and without further risk to the individual, or the public.
- The parents of any students who are under 18 should be informed of any medical incidents that involve their children. Complete all forms relating to personal emergency



contact information. Adult students are also asked to provide personal emergency contact information.

Students may be walked to or advised to visit the Student Health Centre (SHC) located on the 4th floor of Place Riel.

### **Step 5: REPORT THE INCIDENT**

- All faculty, staff and students are required to report any workplace related incident involving injury as soon as possible to their supervisor. Faculty and staff must also complete a university incident report **as soon as possible** using Safety Resources online incident reporting system, at

<https://usaskca1.sharepoint.com/sites/srdl/SitePages/Incident-Management.aspx>

- When a university employee (with the exception of faculty) requires professional medical attention as a result of a workplace related injury, and/or loses time other than the day of injury, the employer (the university), is required to file a report with the Saskatchewan Workers' Compensation Board (WCB) **WITHIN FIVE DAYS**. Please contact Wellness Resources at 306-966-4580 to assist in the reporting process.

#### **Personnel and Student Employees:**

Your supervisor must complete a WCB E1 form within five (5) days of being made aware of the injury – this is dictated by Workers' Compensation Board regulation and to ensure timely claims for injured workers.

#### **Faculty and Students:**

Are exempt from the WCB legislation, therefore, workplace injuries involving faculty and students do not require reporting to the WCB.

However, reporting through Safety Resources' online incident reporting system is still required.

## III. EVACUATION

### GENERAL INFORMATION

All personnel should become familiar with the Building Evacuation Plan for the building they work in including where the nearest fire extinguishers, fire pull boxes and exits are located.

Always use the closest exit in the event of an emergency.

Evacuation procedures may be initiated in a variety of emergency situations including, but not limited to:

- A fire;
- A hazardous material release;
- Significant disruption of building utilities (e.g. no water)

The **University of Saskatchewan Fire Safety Plan** provides information on fire safety and procedures to be followed in the event of a fire on campus. The Fire Safety Plan is available on the Safety Resources website, at <https://paws5.usask.ca/#safety>

**Building fire alarms are tested for less than ten seconds on the first Monday of each month. At any time a fire alarm sounds for more than ten seconds, the building is to be evacuated.**

In the event of a fire:

#### Step 1: ASSESS THE SEVERITY OF THE FIRE

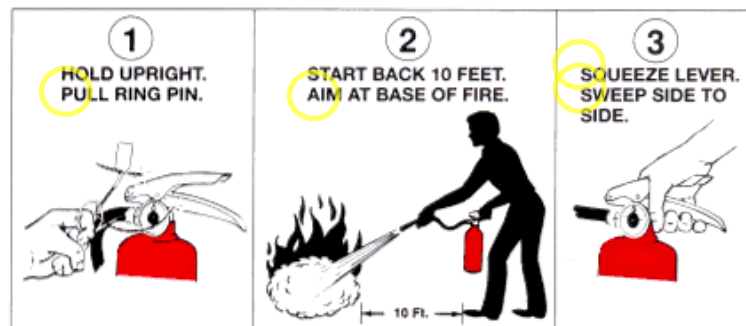
- If you can do so safely, extinguish the fire using an appropriate fire extinguisher. In using a fire extinguisher remember **PASS**:

**P** – Pull out the pin

**A** – Aim the fire extinguisher nozzle at the base of the fire

**S** – Squeeze the fire extinguisher handle

**S** – Sweep nozzle side to side at the base of the fire






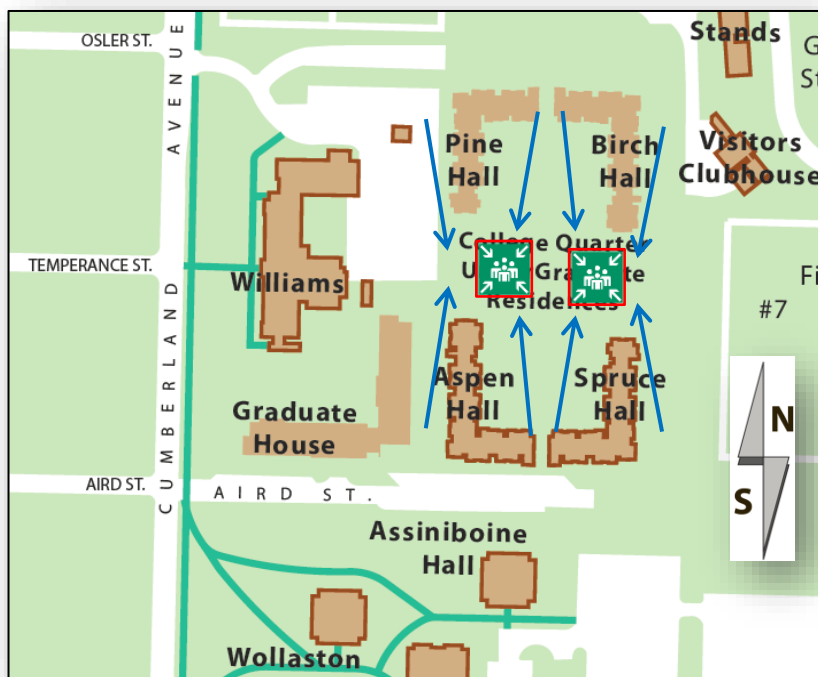
- If the fire is too large, or cannot be extinguished safely, or if you feel uncomfortable attempting to extinguish the fire, commence with evacuating from the building.
- If you smell smoke in your room or office, then evacuate immediately.
- If you see smoke in the hallways, then evacuate immediately.



**Step 2: EVACUATING THE BUILDING**

- Notify individuals in the area that a fire has occurred.
- Activate the nearest fire alarm (fire alarm pull station) located throughout the building.
- If possible, electrical equipment should be turned off and doors closed (but not locked) during the evacuation.
- Do not use elevators during a fire evacuation.
- If there is a person(s) with special needs, notify the Fire Warden or a Floor Warden. One or two people should be assigned to assist the person(s) with special needs to evacuate or to stay with them in a safe place until Saskatoon Fire and Protective Services arrives. Do not leave them alone unless you are in danger, and then leave them alone only if you cannot evacuate them. Report immediately to emergency responders upon evacuating.
- The **Residences Supervisors** will direct the general evacuation as quickly as possible in a safe and controlled manner to the designated marshalling area(s) as defined in the Building Evacuation Plans (see Appendix).
- The Marshalling Area symbol is: 

Refer to the figure below for the locations of Marshalling Areas for College Quarter:





### **Step 3: CALL EMERGENCY SERVICES**

- Call **911** from a mobile phone or **9-911** from a campus telephone. Protective Services is notified immediately of all 911 calls from the University Campus and will assist on all medical emergencies and otherwise when requested.
- Be prepared to provide the following information: the nature of the fire, exact location including the building, room number and closest entrance, your name and the phone number at which you can be reached at a later time.

### **Step 4: BUILDING RE-ENTRY**

No one is to re-enter the building following a fire or fire drill until permission has been given by Saskatoon Fire and Protective Services, Saskatoon Police Service, Protective Services, or the Chief Fire Warden. Door guards shall not allow entry until they have been notified by one of the above mentioned authorities.

### **Step 5: REPORT THE FIRE.**

As soon as possible the supervisor in the area or unit designate must report the fire by completing a university incident report using Safety Resources online incident reporting system, at:

<https://paws5.usask.ca/#safety>

## **OTHER EVACUATIONS**

A building evacuation may be undertaken when there is not an immediate emergency, when circumstances over time make the building unfit for occupancy. Extended lack of municipal water supply can make remaining in a building very uncomfortable. In this case the building just empties and people are eventually asked to leave, once the decision is made. Public address systems and alarms may be used to clear a building. Also, if temporary water supply is not fit for drinking without first boiling it, then drinking water will be supplied – however, not an unlimited supply. In this situation university personnel are encouraged to bring drinking water from home.

**ALL UNIVERSITY PERSONNEL AND STUDENTS** – know the primary and secondary evacuation routes from every place you occupy on campus and in residence. Call Safety Resources if you have any questions at 306-966-4675.

## IV. FLOOD

In the event of flooding in a building:

### Step 1: SECURE THE AREA

- Do not enter any flooded area without proper protection, as the area may be unsafe.
- Secure the area so others cannot enter the flooded area until it is safe to do so.
- If unsafe to remain in the building, proceed with an orderly evacuation of the building.

### Step 2: REPORT THE FLOOD

- Immediately report all floods and flooded areas to the Facilities Customer Service Centre for cleanup: Telephone: **306-966-4700**, Facsimile: 306-966-8854, website E-Service Requests: <https://facilities.usask.ca/>
- After hours call Protective Services at **306-966-5555**.
- The supervisor in the area or unit designate must report the flood to Safety Resources at **306-966-4675** to determine if an incident report must be generated.



## V. SUSPICIOUS PEOPLE AND ACTIVITY

Suspicious activity may take the form of a suspicious individual(s), suspicious activities or suspicious objects.

**In the event suspicious activity or a suspicious object is observed:**

### **Step 1: CONTACT EMERGENCY RESPONDERS**

- If you observe a criminal act, a suspicious individual(s) or a suspicious object, immediately call **911** from a mobile phone or **9-911** from a campus telephone.
- Protective Services is notified immediately of all 911 calls from the University Campus and will assist on all medical emergencies and otherwise when requested.
- Provide the nature of the activity, and the exact location including the building, room number and closest entrance, your name and the phone number at which you can be reached.

### **Step 2: BE MINDFUL OF PERSONAL SAFETY**

- Do not confront an individual engaged in criminal activity.
- If you see the person is armed, do not attempt to disarm the individual.
- Do not attempt to block or restrain the individual from leaving the area.
- Do not touch, open or move any suspicious package.
- Immediately and calmly leave the area. Call **911** from a mobile phone or **9-911** from a campus telephone. Protective Services is notified immediately of all 911 calls from the University Campus and will assist on all medical emergencies and otherwise when requested.



## VI. LOCKDOWN

### GENERAL INFORMATION

Lockdown procedures may be initiated in a variety of emergency situations including, but not limited to:

- Severe weather (e.g. tornado);
- A serious environmental event (e.g. chemical spill due to a train derailment);
- A person seen armed with a firearm; or
- Violence involving weapons (e.g. active shooter on campus).

Individuals should use careful judgment to determine the safest decision during a lockdown. The key to formulating safe/smart decisions is recognizing and understanding your environment. As such, it is important that you are familiar with your surroundings including:

- Local emergency contact information;
- Location of secure areas; and
- The nearest exits and alternative exits.

**In the event of a lockdown:**

#### **Step 1: LOCKDOWN NOTIFICATION**

In the event an emergency where a lockdown response is indicated, the university will utilize its emergency mass alert system, AlertUS, to deliver alerts via text message and/or email to the campus community.

A text message and email will be comprised of pre-scripted messages, initiating a lockdown process. Update text message(s) and email(s) will be disseminated whenever possible with more information.

A lockdown may be initiated at the local level, prior to notification via AlertUS.

### ALERTUS

**To find out more information about AlertUS and to sign on to AlertUS visit**

[www.usask.ca/AlertUS](http://www.usask.ca/AlertUS)

**(download the AlertUS App, use code ' usask ')**



## Step 2: INITIATE LOCKDOWN

Upon receipt of a lockdown notification, either through AlertUS, on a lobby monitor or from others in your immediate area, you must be prepared to react quickly. Your initial response to seek safe shelter will depend on the circumstances, and any directions issued through AlertUS messages.

A residence lockdown would typically include a perimeter lockdown, which restricts access to or from residence buildings in the event of an immediately dangerous hazard such as severe weather or violence. In an emergency lockdown please remain in your room and lock the door.

### **SEVERE WEATHER OR ENVIRONMENTAL EMERGENCY**


In a lockdown situation involving severe weather or an environmental incident outside the building, the following general steps should be followed:

- Remain calm.
- Immediately cease all other activities.
- Inform others in the vicinity of the situation.
- Provide assistance to those in need if you can do so safely.
- Seek safe shelter within the building.
- Once you've sought shelter call Protective Services at **306-966-5555** or call **911** from a mobile phone, or call **5555** or **9-911** from a campus telephone.

### **VIOLENCE INVOLVING A WEAPON**

In the event of impending or actual violence:

- Immediately cease all other activities.
- Remain calm.
- Inform others in the vicinity of the situation.
- Provide assistance to those in need if you can do so safely.
- If you are able to safely exit to avoid violence, then do so and locate a secure area.
- Seek shelter in a secure area which can be locked (e.g. classrooms, boardrooms, offices, storage areas).
- Call **911** from a mobile phone or **9-911** from a campus telephone. Protective Services is notified immediately of all 911 calls from the University Campus and will assist.
- Do not assume they have been notified. Be prepared to provide as much information as possible.



Identified secure areas within the residences are listed in the following sections of this Local Emergency Response Plan, they are:

**Section VII. Violence**

**Section VIII. Severe Weather**

Individuals may be unable to locate a secure area and be exposed in an open area. An open area may include cafeterias, gymnasias, libraries, and tunnels, which are difficult to isolate and secure. In this instance, individuals should recognize the inherent 'safety in numbers' ideology and collectively locate an exit, or attempt to hide in their location.

**Step 3: CEASE LOCKDOWN**

Do not leave designated secure areas until notified by authorities (which are: Protective Services, Saskatoon Fire and Protective Services, Saskatoon Police Service, and AlertUS messages) that it is safe to do so.



## VII. VIOLENCE

The threat of violence may be an implied threat or a perceived threat. It may take the form of a physical or verbal threat to an individual, a group of people or the institution as a whole.

**In the event of a threat of violence the following general steps should be followed:**

### **IN-PERSON THREAT OF VIOLENCE (NO VISIBLE WEAPONS)**

**Step 1: ASSESS THE SITUATION.**

**Step 2: PUT DISTANCE BETWEEN YOURSELF AND THE INDIVIDUAL(S).**

**Step 3: TREAT THE PERSON WITH RESPECT AND SENSITIVITY.**

- Avoid raising your voice, arguing or using condescending tones.
- Do not engage in physical confrontation.
- Do not attempt to block or restrain the individual from leaving the area.

**Step 4: ALERT OTHERS OF THE SITUATION AND SEEK SAFE SHELTER.**

- Alert others in the area of the situation.
- Contact your supervisor for assistance in dealing with the situation.
- Initiate lockdown procedures if necessary, retreat to your room and lock the door.

**Step 5: CONTACT PROTECTIVE SERVICES.**

- Call **911** from a mobile phone or **9-911** from a campus telephone. Protective Services is notified immediately of all 911 calls from the University Campus and will assist.
- Provide the nature of the emergency, and the exact location including the building, room number and closest entrance, your name and the phone number at which you can be reached at a later time.
- Once Protective Services has arrived, direct them to the individual(s) and follow their instructions. If the individual(s) have left the area describe them to the best of your ability.





## **IN-PERSON THREAT OF VIOLENCE (USE OF OR VISIBLE WEAPONS)**

**Step 1:** IMMEDIATELY CEASE ALL OTHER ACTIVITIES.

**Step 2:** PROCEED CALMLY AWAY FROM THE AREA OF VIOLENCE, AND IF POSSIBLE IMMEDIATELY CONTACT 911 USING A MOBILE PHONE.  
(NOTE THAT YOU MUST DIAL 9-911 WHEN USING A CAMPUS PHONE).

**Step 3:** ALERT OTHERS OF THE SITUATION AS YOU MOVE TO SEEK SHELTER.

**Step 4:** INITIATE LOCKDOWN.

- Provide assistance to those in need if you can do so safely.
- If you are able to safely exit to avoid violence, then do so and locate a secure area.
- Seek shelter in a secure area which can be locked (e.g. classrooms, boardrooms, offices, storage areas).
- Ensure all research is put into a safe state.
- Once you've sought shelter, call **911** from a mobile phone or **9-911** from a campus telephone. Protective Services is notified immediately of all 911 calls from the university campus and will assist.
- Do not assume they have been notified. Be prepared to provide as much information as possible.

**Identified secure areas within the Residences are listed in the table below:**

<b>IDENTIFIED SAFE LOCKDOWN AREAS</b>
<b>College Quarter Residences:</b>
<b>Inside a locked residence room is considered safe shelter.</b>



## WHEN IN A SECURE LOCKDOWN AREA BECAUSE OF VIOLENCE:

### DO:

- ✓ Close and lock the door
- ✓ Remain hidden from plain view
- ✓ Turn off lights, and cover windows
- ✓ Take additional cover under a desk or other furniture
- ✓ Silence your mobile telephones
- ✓ Monitor your mobile telephone for additional information via a AlertUS text message
- ✓ Call emergency services if you are not in a designated lockdown area.

### DO NOT:

- ✗ Answer the door
- ✗ Respond to the sound of a fire alarm
- ✗ Remain in hallways or pedestrian tunnels
- ✗ Leave the secure area until notified by emergency responders

### Individuals may be unable to locate a secure area and be exposed in an open area.

An open area may include cafeterias, gymnasias, libraries, and tunnels, which are difficult to isolate and secure. In this instance, individuals should recognize the inherent 'safety in numbers' ideology and collectively locate an exit, or attempt to hide in their location.

### Step 5: CEASE LOCKDOWN

Do not leave your secure area until notified by authorities (which are Protective Services, Saskatoon Fire and Protective Services, Saskatoon Police Service, , and AlertUS) that it is safe to do so.

## THREAT OF VIOLENCE THROUGH ELECTRONIC COMMUNICATIONS

In instances where threats are made by telephone or through other electronic means (e.g. email, text message, social media), contact your supervisor and Protective Services immediately at **306-966-5555**. Be prepared to provide Protective Services with any available information.

## VIII. SEVERE WEATHER

Students, staff and faculty of the University of Saskatchewan will be exposed to natural hazards, including severe weather such as extreme cold or heat, snowstorms, blizzard conditions and possibly tornados.

Everyone (students, personnel and visitors) should seek shelter and refrain from driving during severe weather conditions.

In the event of severe weather, the university may assume authority of institutional responses in accordance with the University of Saskatchewan Crisis and Emergency Measures Plan.

The campus community will be notified through the mass alert system, AlertUS. The text message and email will be comprised of a pre-scripted message outlining any potentially severe weather. Updated text message(s) and email(s) will be disseminated with specific information as available.

### SUSPENSION OF CLASSES AND WORK ACTIVITIES

Prior to the suspension of classes and work activities, the Institutional Crisis Management Team Lead will liaise with the Provost or President to ensure a centralized institutional response. The President or the Provost are the only individuals with authority to suspend classes and work activities. In the event of a decision to suspend classes and work activities, the campus community will be advised through AlertUS.

### TORNADO – WEATHER LOCKDOWN





## **IF YOU ARE INSIDE A BUILDING**

**In the event of a tornado threat:**

**Step 1: IMMEDIATELY CEASE ALL ACTIVITIES**

**Step 2: REMAIN CALM**

**Step 3: INITIATE LOCKDOWN AND SEEK SAFE SHELTER**

Upon receipt of a lockdown notification, either through AlertUS, a lobby monitor or from others in your immediate area, you must be prepared to react quickly. Your initial response will depend on the circumstances and any directions issued through AlertUS messages.

In a lockdown situation involving severe weather outside the building, the following general steps should be followed:

- Remain calm.
- Immediately cease all activities.
- Inform others in the vicinity of the situation.
- Provide assistance to those in need if you can do so safely.
- Seek safe shelter within the building.
- Once you've sought shelter call Protective Services at **306-966-5555** or call **911** from a mobile phone, or call **5555** or **9-911** from a campus telephone.

**Identified secure areas within the Residences are listed in the table below:**

### **IDENTIFIED SAFE LOCKDOWN AREAS FOR SEVERE WEATHER**

#### **College Quarter Residences:**

**Inside a locked residence room is considered safe shelter.**

## WHEN IN A SECURE LOCKDOWN AREA IN SEVERE WEATHER:

### DO:

- ✓ Remain in the building in a secure area
- ✓ Close blinds and stay away from windows
- ✓ Provide assistance to those in need
- ✓ Seek shelter under heavy furniture, in a doorway or in a stairwell
- ✓ Monitor your mobile phone for additional information from AlertUS

### DO NOT:

- ✗ Go outside until the warning has passed
- ✗ Use the elevators
- ✗ Remain near exterior windows

### Step 4: CEASE LOCKDOWN

Do not leave your secure area until notified by authorities (which are Protective Services, Saskatoon Fire and Protective Services, Saskatoon Police Service, SAFETY RESOURCES, and AlertUS) that it is safe to do so.

## IF OUTSIDE A BUILDING

### Step 1: IMMEDIATELY CEASE ALL ACTIVITIES

### Step 2: REMAIN CALM

### Step 3: SEEK SAFE SHELTER

In the event you are outside during a tornado threat you should make all attempts to seek shelter indoors.

## IF OUTSIDE WHEN A TORNADO IS APPROACHING:

### DO:

- ✓ Seek shelter indoors
- ✓ Find a low/flat location and lie down
- ✓ Cover your head
- ✓ Monitor your mobile telephone for additional information if possible

### DO NOT:

- ✗ Remain in your vehicle
- ✗ Approach a tornado or attempt to determine its path

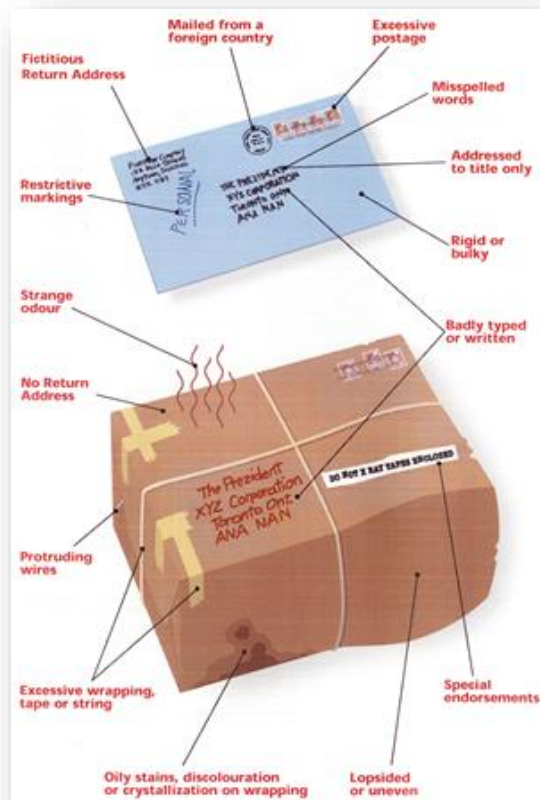
# IX. BOMB THREATS

## SUSPICIOUS PACKAGES OR ITEMS

All suspicious packages should be treated with care. This includes packages mailed to specific individuals, as well as those found unattended across campus.

### CHARACTERISTICS OF A SUSPICIOUS PACKAGE OR ITEM

- Oily stains or discolouration
- Excessive weight
- Protruding wires or foil
- Excessive securing materials
- Rigid envelope
- Lopsided or uneven envelope
- Hand written titles or poorly typed
- Titles but with no names
- Excessive postage
- Restrictive markings such as “personal”
- From international origins



In the event you receive, or encounter a suspicious package:

#### Step 1: DO NOT TOUCH THE PACKAGE

- Do not touch or attempt to open the package.
- Do not move the package.

#### Step 2: CALL PROTECTIVE SERVICES

- Contact Protective Services at **306-966-5555**.
- Protective Services will provide an initial response to determine the likelihood the package may contain a bomb or other dangerous material.
- If Protective Services suspects the package to be dangerous, then a building evacuation may be initiated.



## **BOMB THREAT BY TELEPHONE**

**Step 1:** Write down the exact date and time the call came in.

**Step 2:** If possible, try to have other individuals in the room or on the line to assist in gathering information. Repeat the caller's responses out-loud so those in the room can also hear.

**Step 3:** Listen carefully to the details of the threat and try to keep the caller talking until you are able to obtain the answers to the following questions:

### **QUESTIONS**

- When will the bomb explode?
- Where is it located?
- What types of explosive materials were used in the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- Where are you calling from?
- What is your address?
- What is your name?

**Step 4:** Write down whether the caller is male or female, what age they sound like, any voice characteristics the caller may have (e.g. lisp, stuttering, accents, disguised), and any background noise you may hear.

**Step 5:** Write down whatever appears on the digital display, even if it's not a standard telephone number (e.g. private number or unlisted).

**Step 6:** Contact Protective Services at **306-966-5555** and report all the information acquired during the telephone exchange.

- Protective Services may initiate an evacuation of the building and area.
- In some situations, Protective Services may request assistance by a department member while searching a building for suspicious items (building personnel will be more familiar with items which should or should not be found in the area). You may refuse if you feel you are putting yourself at undue risk.

## X. LOST CHILDREN

### FOUND LOST CHILD

**In the event you find a child who is lost:**

- Call Protective Services at **306-966-5555**.
- Together with a third party in the area, stay with the child until Protective Services arrives.
- Protective Services may stay at your location or bring the child back to their office.

**If a parent or guardian arrives to retrieve a child which has already been reported to Protective Services:**

- And the child has not yet been picked up by Protective Services, ask them to wait until Protective Services arrives, or call Protective Services at **306-966-5555**.
- And Protective Services has picked the child up already; inform the parent or guardian to contact Protective Services at **306-966-5555**.

**A parent or guardian reporting a missing child should be instructed to contact Protective Services immediately at 306-966-5555.**

### LOST A CHILD UNDER YOUR CARE

**In the event a child under your care has gone missing:**

- Call Protective Services at **306-966-5555**.
- Begin coordinating a search for the child.
- Contact your supervisor.
- Contact the child's parent.







## XI. POWER OUTAGE

### GENERAL INFORMATION

Power outages are not generally considered to be an emergency, but rather more of an inconvenience. **Buildings have emergency lighting and some facilities have backup power generators to power critical building systems.**

In the event of a power outage:

### **NORMAL UNIVERSITY BUSINESS HOURS (8:00 AM – 4:30 PM)**

#### **Step 1: CEASE WORK ACTIVITIES AND SECURE WORK AREAS**

- Ensure equipment and research is in a safe state for when power is restored.
- Turn off all or unplug non-surge protected electrical equipment (except refrigerators) and all heating devices (such as stoves, ovens, kettles, coffee makers).
- If applicable, refer to local power outage procedures specific to laboratory equipment.
- Shut off all water taps.

#### **Step 2: REMAIN PREPARED FOR AND WAIT FOR THE POWER TO RESTORED**

- Remain in your work area unless advised to evacuate.
- If the weather is severe, go to a secure location in accordance with lockdown instructions.
- Physically disabled individuals should remain where they are if there is no immediate danger. A volunteer may stay with them.
- Do not use the elevators.
- Elevators will be checked for people trapped inside.
- Contact your supervisor or the general office regarding the nature, and expected duration and range of the power outage.
- Do not contact facility managers or Facilities with questions about power outages.



### **Step 3: REOCCUPYING THE BUILDING**

- All personnel will be contacted with instructions regarding reoccupation of the building, if the building is evacuated.
- Check for any strange odours or spills.
- Reset/restart and check equipment as necessary.
- Report any anomalies to supervisors and to Facilities as required.

### **AFTER REGULAR BUSINESS HOURS**

- The senior person or supervisor working is responsible for all evacuation procedures, if required.
- **Contact Protective Services at 306-966-5555** regarding the nature, duration and range of the power outage to determine whether personnel will be sent home or re-entry into the building will be permitted, if the building was evacuated.



## XII. CLEANING SPILLS

**In the event of a low risk spill:**

**Step 1: ASSESS THE SPILL.**

- Attend to individuals injured as a result of a spill, if safe to do so, prior to dealing with the spill.
- Call 911 or Protective Services at 966-5555 immediately if any individual is seriously injured.
- If you feel you are unable to deal with the spill yourself, seek help by first notifying your supervisor. Personnel are not disciplined for accidental spills.
- If necessary call the Waste Management Facility at 966-8497 for assistance with the spill response.
- After hours, call Protective Services at 966-5555.

**Step 2: CONTROL THE SPILL AREA.**

- Cordon off the area around the spill and restrict access to the area. Set up slippery floor signs.
- Alert those in the area or traveling through the area that a spill has occurred.
- Clear the area, as necessary.
- Place compatible absorbent material such as disposable paper towels around the spill to keep it from spreading.
- Gather a spill kit, which is typically a mop and bucket.
- As necessary, refer to SDS for the chemical(s) spilled.

**Step 3: DON APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.**

- Individuals engaged in the cleanup of a spill of chemicals must wear the appropriate personal protective equipment (PPE) including long pants, proper shoes, rubber gloves, and safety glasses.
- Talk to a supervisor if you cannot get the proper personal protective equipment.

**Step 4: CLEAN UP SPILL.**

- Always work from the outside of the spill area towards the centre of the spill. Repeat cleanup steps as required.

Pick up any broken glass or other hazardous items using care. Place in an appropriate disposal container.

### XIII. STUDENTS OR PERSONNEL IN CRISIS

By nature, crisis situations are often complex and stressful. If you are unsure of how to manage or respond to a student or a residences employee who may be in crisis, please call the contacts listed in the table below for assistance.

Concern	Behaviour	Contact
<b>Aggressive</b>	<ul style="list-style-type: none"> <li>Threatening or intimidating.</li> <li>Physical, verbal, and/or written (including email, Facebook and other social media).</li> </ul>	<b>Contact emergency response:</b> <ul style="list-style-type: none"> <li>Protective Services at 306-966-5555</li> <li>Saskatoon Police Services at 911</li> <li>Student Affairs Case Manager at 306-966-5757</li> </ul>
<b>Disruptive</b>	<ul style="list-style-type: none"> <li>Interferes with the learning, working or living environment of students, staff or faculty.</li> </ul> <p>Examples include erratic or unusual behaviours; inappropriate comments or sharing; frequent interruptions; excessive requests for assistance.</p>	<b>Behaviours are in progress:</b> <ul style="list-style-type: none"> <li>Protective Services at 306-966-5555</li> <li>Student Affairs Case Manager at 306-966-5757 (<i>Students of Concern Advisory Team (SOCAT) Coordinator; Student Affairs Case Manager</i>)</li> </ul> <b>Consultation:</b> <ul style="list-style-type: none"> <li>Student Counselling Services 306-966-4920</li> </ul>
<b>Emotional Distress</b>	<ul style="list-style-type: none"> <li>Unsure about urgency/safety, but concerned about student's behaviour and wellbeing.</li> </ul>	<b>Consultation:</b> <ul style="list-style-type: none"> <li>Student Counselling Services at 306-966-4920</li> <li>Saskatoon Crisis Intervention Services (after hours) at 306-933-6200 <i>24 hr. Crisis Line</i></li> </ul>
	<ul style="list-style-type: none"> <li>No immediate concern about safety, but concerned about student's wellbeing.</li> </ul>	<b>Refer to appropriate campus support:</b> <ul style="list-style-type: none"> <li>Student Counselling services at 306-966-4920</li> <li>Student Health Services at 306-966-5768</li> <li>International Study and Student Abroad Centre at 306-966-4925</li> <li>Disability Services for Students at 306-966-7273</li> <li>Aboriginal Student Centre at 306-966-5780</li> <li>University Chaplains at 306-966-2509</li> </ul>

Concern	Behaviour	Contact
<b>Illness, Injury</b>	<ul style="list-style-type: none"> <li>Any evidence of illness or injury that is interfering with the student's ability to study or attend class.</li> </ul>	<ul style="list-style-type: none"> <li>Student Health Services at 306-966-5768</li> </ul> <p><b>NOTE: Student Health Services do not provide sick notes. Please see Declaration of Absence Form</b></p>
<b>Obvious Medical Emergency – Concerned for immediate safety</b>	<ul style="list-style-type: none"> <li>Life threatening or serious illness or injury.</li> </ul> <p>Examples include seizure, loss of consciousness, trauma, broken bone, severe allergic reaction, severe abdominal pain, acute shortness of breath, severe headache, or imminent plans of suicide.</p>	<p><b>Contact emergency response:</b></p> <ul style="list-style-type: none"> <li>Emergency Services at 911</li> <li>Protective Services at 306-966-5555</li> </ul> <p><b>Royal University Hospital:</b></p> <ul style="list-style-type: none"> <li>EMERGENCY ROOM</li> <li>RUH Address: 103 Hospital Drive</li> </ul> <p><b>Consultation:</b></p> <ul style="list-style-type: none"> <li>Student Counselling Services at 306-966-4920</li> <li>Saskatoon Crisis Intervention Services (after hours) at 306-933-6200 <i>24 hour crisis line</i></li> </ul>
<b>Discrimination and Harassment, including Sexual Harassment</b>	<ul style="list-style-type: none"> <li>Any form of discrimination regarding age, race, nationality, color, family status etc.</li> <li>Can be in the form of words, actions, and/or pictures. Includes cyber bullying/discrimination.</li> </ul>	<ul style="list-style-type: none"> <li>Discrimination and Harassment Prevention Services</li> <li>Email: <a href="mailto:dhps@usask.ca">dhps@usask.ca</a></li> <li>Phone: 306-966-4936</li> </ul>
<b>Disability/ Medical Condition</b>	<ul style="list-style-type: none"> <li>A student who has disclosed a disability/medical condition and requires academic support and assistance.</li> <li>Encourage the student to seek assistance from Disability Services for Students (DSS).</li> </ul>	<ul style="list-style-type: none"> <li>Disability Services for Students 306-966-7273</li> </ul>
<b>Missing Student</b>	<ul style="list-style-type: none"> <li>Repeated absence from class and / or school functions and there has been no contact with fellow students, faculty and/or staff.</li> </ul>	<ul style="list-style-type: none"> <li>Protective Services at 306-966-5555</li> <li>Student Affairs Case Manager at 306-966-5757</li> </ul> <p><b>To file a missing persons report:</b></p> <ul style="list-style-type: none"> <li>Saskatoon Police at 306-975-8300</li> </ul>

Concern	Behaviour	Contact
<b>Traumatic Event</b>	<ul style="list-style-type: none"> <li>• Seeing or experiencing an event (or an ongoing condition) that is severe and/or life threatening and which exceeds one's coping resources.</li> <li>• Examples: witnessing or coming upon the aftermath of an attempted suicide, car accident, a medical crisis, or being assaulted.</li> </ul>	<ul style="list-style-type: none"> <li>• Saskatoon Police Services at 911</li> <li>• Protective Services at 306-966-5555</li> <li>• Student Affairs Case Manager at 306-966-5757 (<i>Students of Concern Advisory Team (SOCAT) Coordinator; Student Affairs Case Manager</i>)</li> </ul> <p><b>Consultation:</b></p> <ul style="list-style-type: none"> <li>• Student Counselling Services at 306-966-4920</li> </ul> <p><b>Refer to appropriate support:</b></p> <ul style="list-style-type: none"> <li>• Student Counselling Services</li> <li>• Student Health Services</li> </ul>
<b>Personnel in Crisis</b>	<ul style="list-style-type: none"> <li>• Depression</li> <li>• Personnel crisis</li> <li>• Suicidal</li> <li>• Any other crisis</li> </ul>	<p><b>Refer to Employee &amp; Family Assistance Program (EFAP):</b></p> <ul style="list-style-type: none"> <li>• 306-966-4300</li> </ul>

#### Emergency Crisis Services:

- **Protective Services:** 5555 from a campus landline, or 306-966-5555 using a mobile telephone.
- **Emergency Response:** **9-911** from campus landline, or **911** using a mobile telephone.
- **Saskatoon Crisis Intervention Services:** 306-933-6200 – Provides comprehensive mobile crisis response services to individuals and families 24 hours each day, 365 days of the year.
- **Saskatchewan HealthLine - 811** – A confidential, 24-hour health information and support telephone line, staffed by Registered Nurses, Registered Psychiatric Nurses and Social Workers.

# XIV. POSTINGS

## Emergency Evacuation and Response

**In the Event of an Emergency Call 306-966-5555 (or 911)**  
 Description of this Location: Graduate House, 1593 Aird Street, Main Lobby

### Medical Emergency:

1. Try to ensure the scene is free from further hazard.
2. Call Campus Safety at 306-966-5555 to report; Campus Safety will help to assess the situation and provide immediate assistance.
3. Call 911 as necessary.
4. Solicit assistance from others formally trained in providing emergency first aid.

### Severe Weather Lockdown:

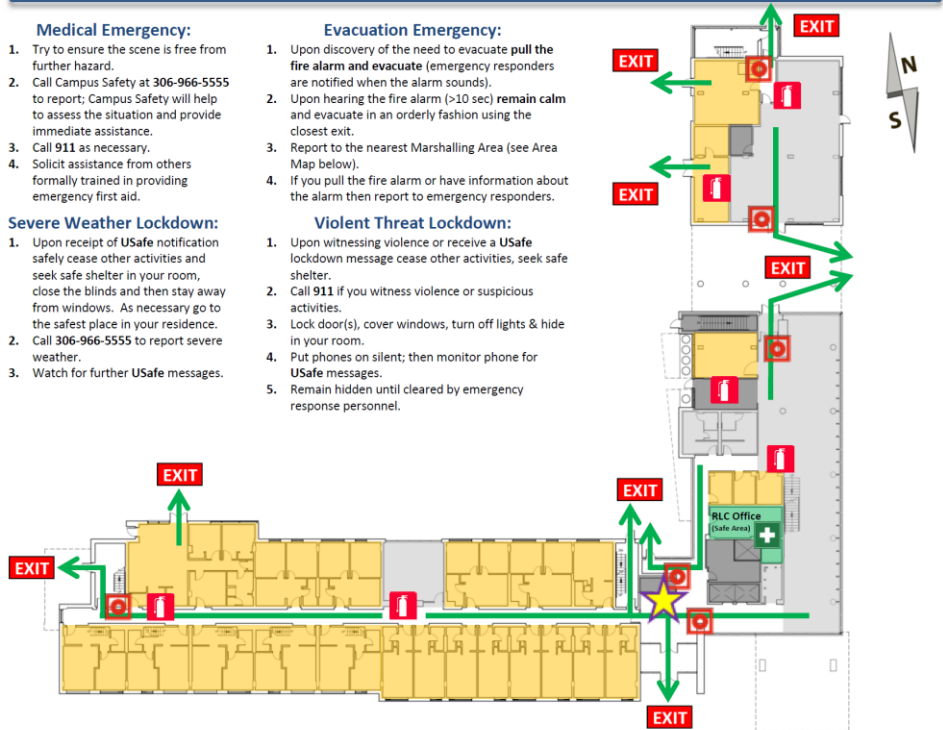
1. Upon receipt of USafe notification safely cease other activities and seek safe shelter in your room, close the blinds and then stay away from windows. As necessary go to the safest place in your residence.
2. Call 306-966-5555 to report severe weather.
3. Watch for further USafe messages.

### Evacuation Emergency:

1. Upon discovery of the need to evacuate **pull the fire alarm and evacuate** (emergency responders are notified when the alarm sounds).
2. Upon hearing the fire alarm (>10 sec) **remain calm** and evacuate in an orderly fashion using the closest exit.
3. Report to the nearest Marshalling Area (see Area Map below).
4. If you pull the fire alarm or have information about the alarm then report to emergency responders.

### Violent Threat Lockdown:

1. Upon witnessing violence or receive a USafe lockdown message cease other activities, seek safe shelter.
2. Call 911 if you witness violence or suspicious activities.
3. Lock door(s), cover windows, turn off lights & hide in your room.
4. Put phones on silent; then monitor phone for USafe messages.
5. Remain hidden until cleared by emergency response personnel.



**Legend:**

- You Are Here
- First Aid Kit – refer to the map above for the nearest first aid kit. First aid is available at the Residence Assistant's office Room ##.
- Automated External Defibrillator (AED) – located in every Campus Safety patrol vehicle.
- Evacuation Exit – use closest exit whenever possible during an evacuation; follow posted exit signs in the building; report to the nearest Marshalling Area (see Area Map).
- Fire Alarm Pull Stations
- Fire Extinguishers
- Marshalling Areas – evacuation gathering points
- Safe Area
- Shelter in place
- Open or inaccessible
- Evacuation Routes
- Emergency First Aid is Available in Rooms: 1, 2.



**USafe:**  
 For more information and to register for the USafe emergency notification system visit:  
<http://www.usask.ca/usafe>

**Further Information:**  
 The points provided above are only for basic reference; for more detailed information see the Residences Local Emergency Response Plans and Building Evacuation Plans at:  
[URL – for Residences Emergency Response Information](#)



## XV. **Table 1 Notes:**

- The Table 1 is the list of Building Wardens and Guards, those volunteers who help facilitate effective evacuations during emergencies and annual drills, is a standalone document which is updated more frequently than the building ERPs. This list is typically kept up-to-date through discussion at Local Safety Committees and through discussion with the Chief Building (Fire) Wardens.
- **Currently, the Tables 1 lists have generally been abandoned right now for most buildings on campus, because they no longer reflect the reality for occupation in the buildings. The pandemic restrictions have basically made the Table 1 lists irrelevant.**
- **So, during pandemic restrictions workers and students authorized to work/study/research on campus must:**
  - **Know how to evacuate from every place they are authorized to be, and evacuate immediately if there is an evacuation alarm;**
  - **Be aware of this building ERP;**
  - **Ask your supervisor any questions relating to emergency preparedness/response expectations;**
  - **Complete the USask Virtual Fire Drill Survey:**

<https://www.surveymonkey.ca/r/RHTFWW2>