



UNIVERSITY OF SASKATCHEWAN

LOCAL EMERGENCY RESPONSE PLAN

VOYAGEUR PLACE RESIDENCES

Athabasca Hall, Saskatchewan Hall, Qu'Appelle Hall &
Qu'Appelle Hall Addition

Key Contact Numbers:

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

Emergency Planning Manager	306-966-8741
Consumer Services Safety Consultant	306-966-8838
Safety Resources General Office	306-966-4675
Spill Response and Waste Management	306-966-8497
Chemical and Environmental Safety Manager	306-966-8512
Biosafety Manager	306-966-8496
Occupational Safety and Hygiene Manager	306-966-8511
Wellness Resources	306-966-4580
Facilities Management Division	306-966-4700

AUGUST 2015
VERSION
1.1



Emergency Response Plan Authorization

Facilities	Voyageur Place Residences
Division	Consumer Services
Version and Date	Version 1.1 – August 2015

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I. ABOUT THIS PLAN

The University of Saskatchewan recognizes the need to be prepared for emergencies and disasters in order to minimize the impact on students, faculty, staff, contractors and visitors.

Local emergency plans such as this you are reading will help 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.

In the event of a major emergency, the University of Saskatchewan Institutional Crisis and Emergency Measures Plan (and authority structure defined within) supersede 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. Authority of the University's Crisis and Emergency Measures Plan is derived from the [University of Saskatchewan Emergency Measures Policy 4.25](#).

Responsibilities for specific trained personnel include:

- ✓ Providing orientation for new students
- ✓ Answering questions about this plan
- ✓ Training residences supervisors on specific actions required in the event of an emergency
- ✓ Conducting drills
- ✓ Providing first aid as required
- ✓ Assisting in an evacuation, lockdown or other emergency response

Responsibilities for students living in University of Saskatchewan residences are:

- ✓ React appropriately according to this plan when responding to audible alarms
- ✓ Participate in drills
- ✓ Report any hazards or dangerous situations

To continuously improve the quality of this Local Emergency Response Plan, all personnel are encouraged to provide feedback. Please first forward your comments or suggestions to your ***Residence Life Coordinator***.

Please call Safety Resources at 306-966-4675 with any technical questions relating to campus health, safety or the environment.

Call Protective Services if you have security concerns, at 306-966-5555.



II. SAFE STUDYING AT THE UNIVERSITY OF SASKATCHEWAN

Protective Services encourages proactive, safety conscious behaviour at all times. The following tips may be particularly helpful for students, faculty and staff who study or work on campus during off peak hours such as nights or weekends.

Tips for Safe Afterhours Study or Work on Campus

- ✓ Use a buddy system and ensure someone knows where you are, how long you plan to be there and when you leave – communicate effectively.
- ✓ Discuss your plans in advance with a supervisor and follow any established local procedures, such as a departmental working afterhours and/or working alone policy and procedure – plan ahead.
- ✓ Keep doors locked when working alone and have the means to communicate in an emergency, a cellular phone or the nearest landline.
- ✓ On the Saskatoon campus, you can call [Safewalk](tel:306-966-7233) at **306-966-SAFE (7233)** for an escort to your vehicle or residence on campus.
- ✓ Follow local procedures for specified areas when working alone and after regular hours.
- ✓ Report all suspicious activity.

Report suspicious activity to Protective Services at 306-966-5555

Find additional [Protective Services](http://www.usask.ca/protectiveservices) information and resources go to:

www.usask.ca/protectiveservices

Or Call:

306-966-5555 (or 5555 from a campus landline)

IN AN EMERGENCY CALL 9-1-1

III. MEDICAL EMERGENCIES



FIRST AID TRAINING

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

<http://recservices.usask.ca/programs-services/aquatics/cpr-first-aid/cpr-first-aid.php>

First Aid training recognized by OHS legislation is a 16 to 18 hour (two-day) course.

- ✓ Or visit St John Ambulance at www.sja.ca/saskatchewan
- ✓ Or visit the Red Cross at www.redcross.ca/

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

- 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 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 the 911 operator's instructions. Do not hang up the phone until instructed to do so by the 911 operator.
- University Protective Services will meet emergency vehicles at the university and or building entrance to bring them quickly to the site.

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:

	FIRST AID KIT LOCATIONS:
	RLC offices

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.

Refer to: http://www.usask.ca/fsd/resources/guidelines/guidelines_for_vehicle_use.php

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- 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: REPORTING THE INCIDENT

- All students living in residence are required to report any incident involving injury at the residence as soon as possible to their residence supervisor.
- 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 <http://safetyresources.usask.ca>
- 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. Students are covered by CURIE, while faculty have workplace injury coverage in their collective agreement. However faculty must still report through Safety Resources' online incident reporting system.

Report all workplace injuries at: <http://safetyresources.usask.ca>

IV. 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. The Building Evacuation Plan for the Voyageur Place Residences is included in Appendix I of this Emergency Response Plan.

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)

All faculty and staff are encouraged to obtain fire extinguisher training. Visit Safety Resources website, at <http://safetyresources.usask.ca/> for fire extinguisher training.

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 <http://safetyresources.usask.ca/>

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

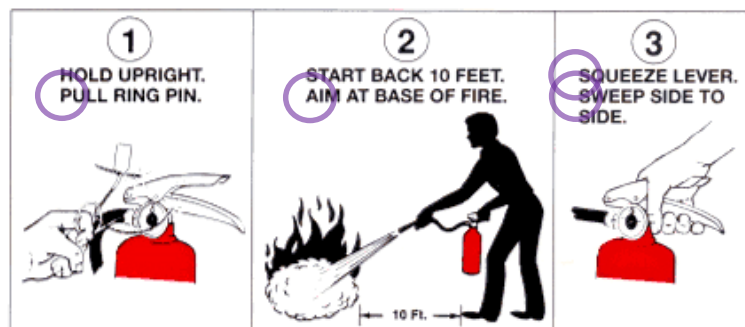
- If you can do so safely, extinguish the fire using an appropriate fire extinguisher. In using a fire extinguisher remember **PASS**:

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



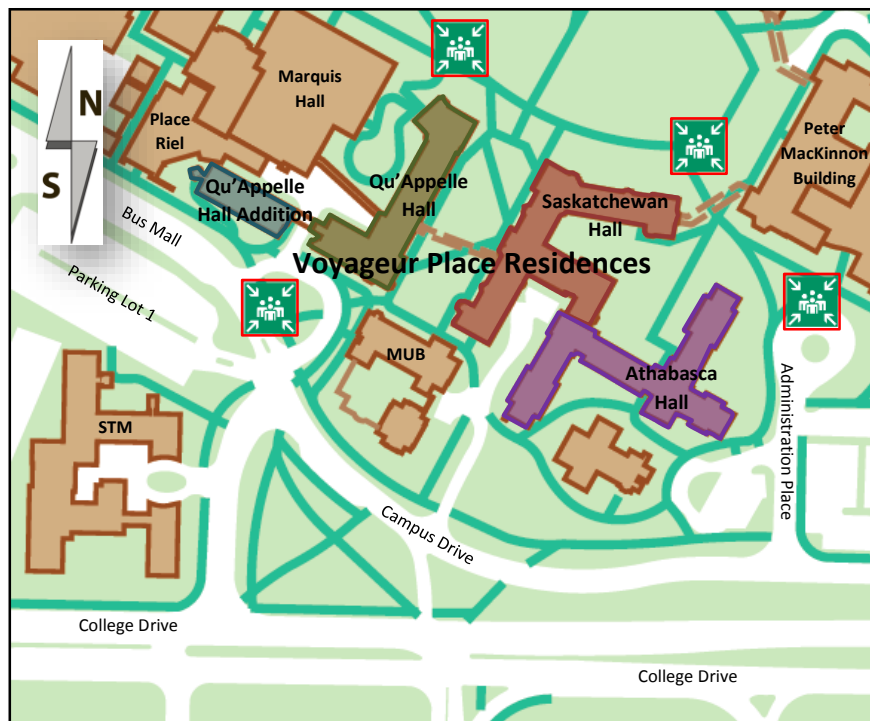
- If the fire is too large, or cannot be extinguished safely, or if you feel uncomfortable attempting to extinguish the fire, commence with evacuating from the building.
- If you smell smoke in your room or office, then evacuate immediately.
- If you see smoke in the hallways, then evacuate immediately.



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 Voyager Place:





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, the Chief Fire Warden or a WSR representative. 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 <http://safetyresources.usask.ca>

OTHER REASONS FOR EVACUATING

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.

V. 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 Management Division (FMD) Customer Service Centre for cleanup:
Telephone: **306-966-4496**, Facsimile: 306-966-8854, workcontrol.centre@usask.ca
- After hours call Protective Services at **306-966-5555**.
- The supervisor in the area or unit designate must report the flood to Wellness and Safety Resources at **306-966-4675** to determine if an incident report must be generated.



VI. 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: BE MINDFUL OF PERSONAL SAFETY

- If you observe a criminal act, a suspicious individual(s) or a suspicious object, immediately **call Protective Services at 306-966-5555 to report.**
- 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: CONTACT EMERGENCY RESPONDERS – IF NECESSARY

- Do not confront an individual engaged in criminal or violent 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.



VII. 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.

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 1) Alertus Beacons, 2) Alertus mobile application for cellular phones and mobile devices and 3) desktop alerts for ICT networked computers (#3 in 2016).

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

NOTE: A lockdown may be initiated at the local level, prior to notification via Alertus.

ALERTUS

To find out more information about Alertus and to get the Alertus app for your phone or laptop visit: www.usask.ca/usafe

ACTION ITEM – take the time now to sign up for **Alertus**. Visit:



Step 2: INITIATE LOCKDOWN

Upon receipt of a lockdown notification, either through Alertus 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.

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**.

VIOLENCE INVOLVING A WEAPON

In the event of suspected 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 **Voyageur Place Residences** are listed in the following sections of this Local Emergency Response Plan:

- **Section VIII. VIOLENCE**
- **Section IX. 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 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.

Alertus – a new emergency notification system is being installed on our campus. The new multi-device emergency alert system will include:

- wall display beacons (see picture)
- desktop computer alerts (for ICT network computers)
- smartphone / laptop / mobile device app

Twenty-five bright yellow wall-display alert beacons will be installed over the summer in various high-traffic locations on campus. In addition, all networked computers on campus will be set to receive emergency alerts. During an emergency, an alert will overtake the computer screen providing you with the nature of the emergency and instructions. Desktop alerts may also be available for non-networked computers – see instructions from the Service Desk. In future, the system may be expanded to include telephone and email alerts. The campus community will be notified by email with updates and again, once the system installation is complete.

Testing of Emergency Alerts:

Testing will occur frequently over the next few months while implementation is ongoing. After the system is fully implemented, system tests will occur once every term. If you wish to report a concern with testing, please contact [Protective Services](#).



What about Text Messages?

SMS text messaging has not been a reliable form of emergency mass-notification. The university will no longer send SMS text messages for emergency notifications. Text messaging for non-emergency information will continue.

Smartphone App Download Instructions:

- The App is currently available for iOS and Android devices.
- Search the App Store for the "Alertus" app (choose Alertus+, **NOT** Alertus Dispatcher)
- Open the app and enter the code "usask"
- Follow the in-app instructions for proper notifications settings on your device.
- Anyone, anywhere can download the Alertus app and receive Usask emergency alerts
- If you have problems installing the Alertus app, please contact the [ICT Service Desk](#)

Help and Support Instructions:

- In an emergency, Call 9-1-1 ([9-9-1-1](#) from university phones)
- Report concerning or suspicious activity to [Protective Services](#)
- If you have technical questions, please contact the [ICT Service Desk](#)

For more information:

Please contact protective.services@usask.ca



VIII. 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 (ACTIVE SHOOTER)

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 LANDLINE).

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

Step 4: INITIATE LOCKDOWN AND SEEK SAFE SHELTER.

- Inside a locked residence room is considered safe shelter.
- 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.
- If you are not home then seek shelter in a secure area that can be locked (e.g. classrooms, laboratories, or other lockable areas).
- Once you've sought shelter, call **911** from a mobile phone, or **9-911** from a campus telephone. Do not assume they have been notified. Be prepared to provide as much information as possible.

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

IDENTIFIED SAFE LOCKDOWN AREAS
Voyageur Place Residences:
Inside a locked residence room is considered safe shelter.



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, Safety Resources, 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.

IX. 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

Step 1: IMMEDIATELY CEASE ALL ACTIVITIES

Step 2: REMAIN CALM

Step 3: INITIATE LOCKDOWN

Upon receipt of a lockdown notification, either through Alertus 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.
- Ensure all research is in a safe state.
- 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.

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

IDENTIFIED SAFE LOCKDOWN AREAS FOR SEVERE WEATHER
Voyageur Place 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

X. 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

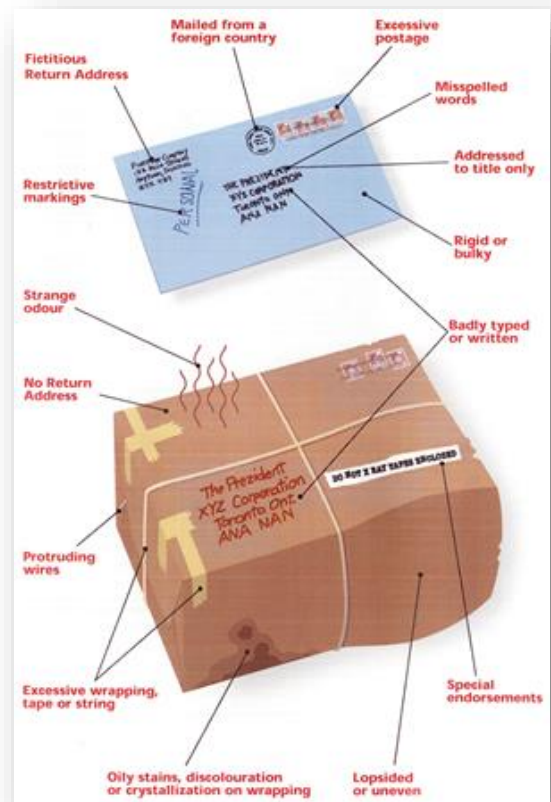
In the event you receive, or encounter a suspicious package:

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.

XI. 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.





XII. 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 the Facilities Management Divisions 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 the Facilities Management Division 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.

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

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

Concern	Behaviour	Contact
Traumatic Event	<ul style="list-style-type: none"> • Seeing or experiencing an event (or an ongoing condition) that is severe and/or life threatening and which exceeds one's coping resources. • Examples: witnessing or coming upon the aftermath of an attempted suicide, car accident, a medical crisis, or being assaulted. 	<ul style="list-style-type: none"> • Saskatoon Police Services at 911 • Protective Services at 306-966-5555 • Student Affairs Case Manager at 306-966-5757 (<i>Students of Concern Advisory Team (SOCAT) Coordinator; Student Affairs Case Manager</i>) <p>Consultation:</p> <ul style="list-style-type: none"> • Student Counselling Services at 306-966-4920 <p>Refer to appropriate support:</p> <ul style="list-style-type: none"> • Student Counselling Services • Student Health Services
Personnel in Crisis	<ul style="list-style-type: none"> • Depression • Personnel crisis • Suicidal • Any other crisis 	<p>Refer to Employee Assistance Program (EAP):</p> <ul style="list-style-type: none"> • 306-653-3327 • 306-966-4300

Emergency Crisis Services:

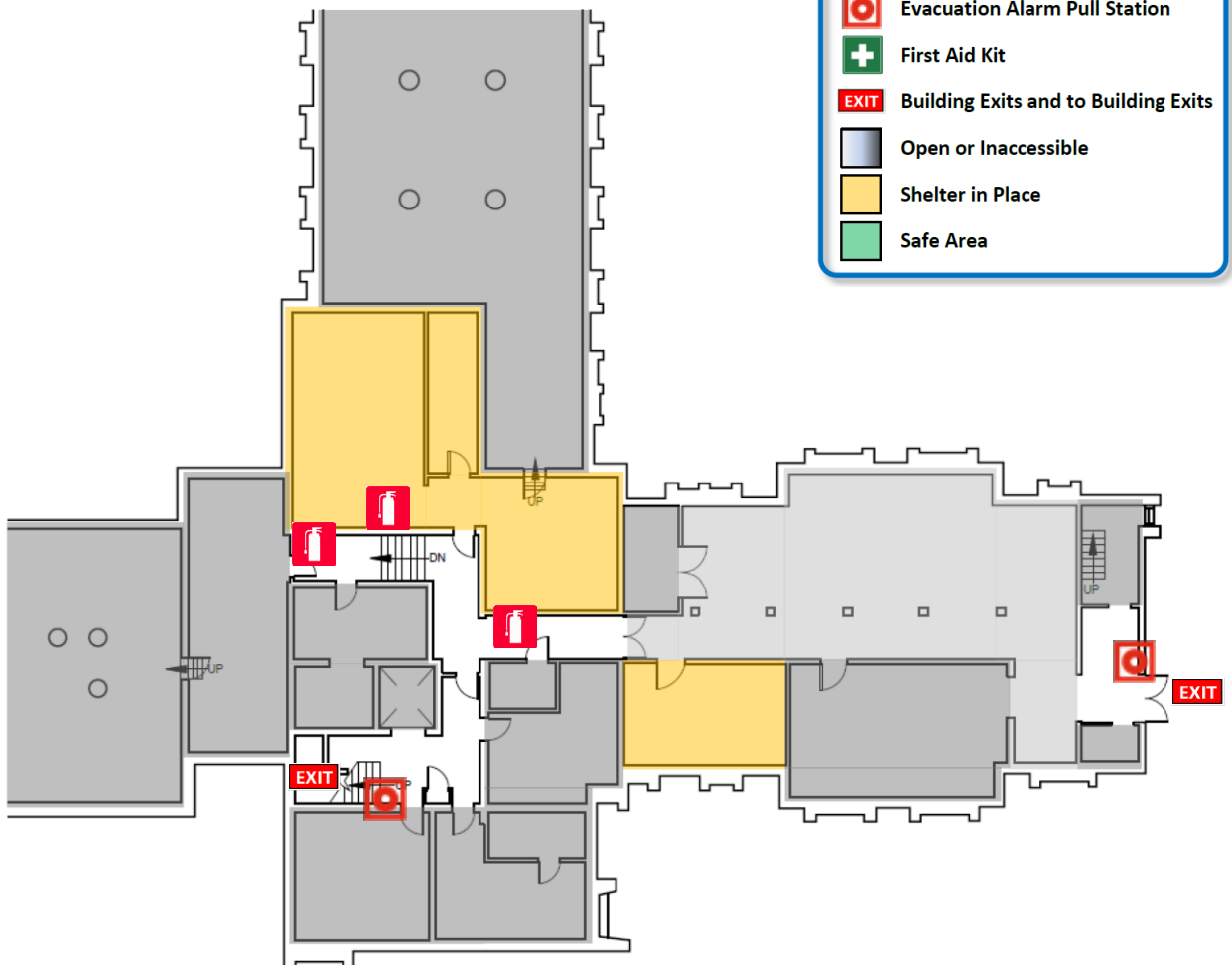
- Protective Services: 306-966-5555, 9-911, or 911 using a mobile telephone.
- Saskatoon Crisis Intervention Services: 306-933-6200 – Provides comprehensive mobile crisis response services to individuals and families 24 hours each day, 365 days of the year.
- Saskatchewan HealthLine: 1-877-800-0002 – A confidential, 24-hour health information and support telephone line, staffed by Registered Nurses, Registered Psychiatric Nurses and Social Workers.

XIV. MAPS – VOYAGEUR PLACE RESIDENCES

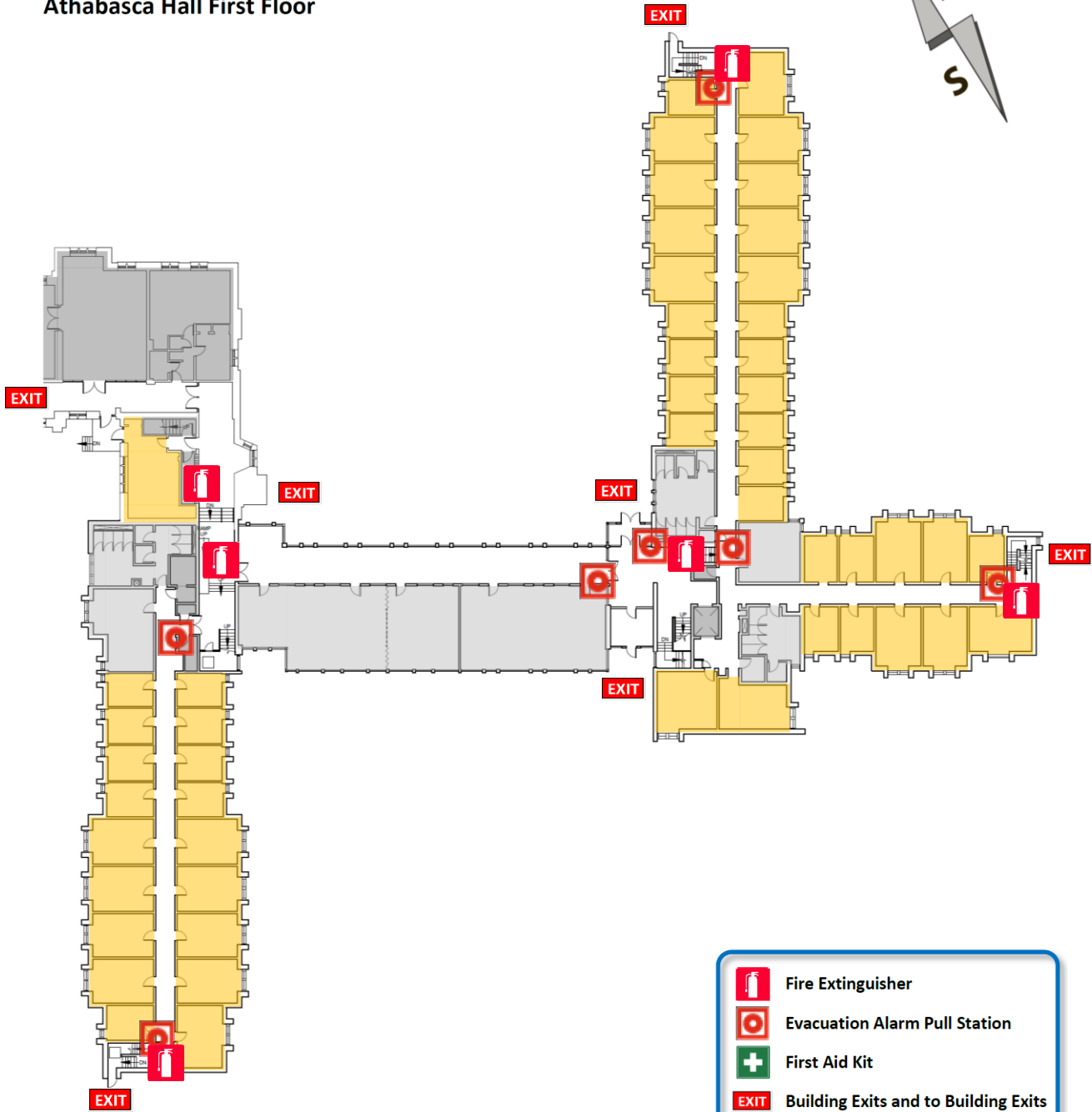
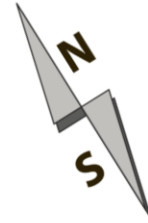
Athabasca Hall Basement



	Fire Extinguisher
	Evacuation Alarm Pull Station
	First Aid Kit
	Building Exits and to Building Exits
	Open or Inaccessible
	Shelter in Place
	Safe Area

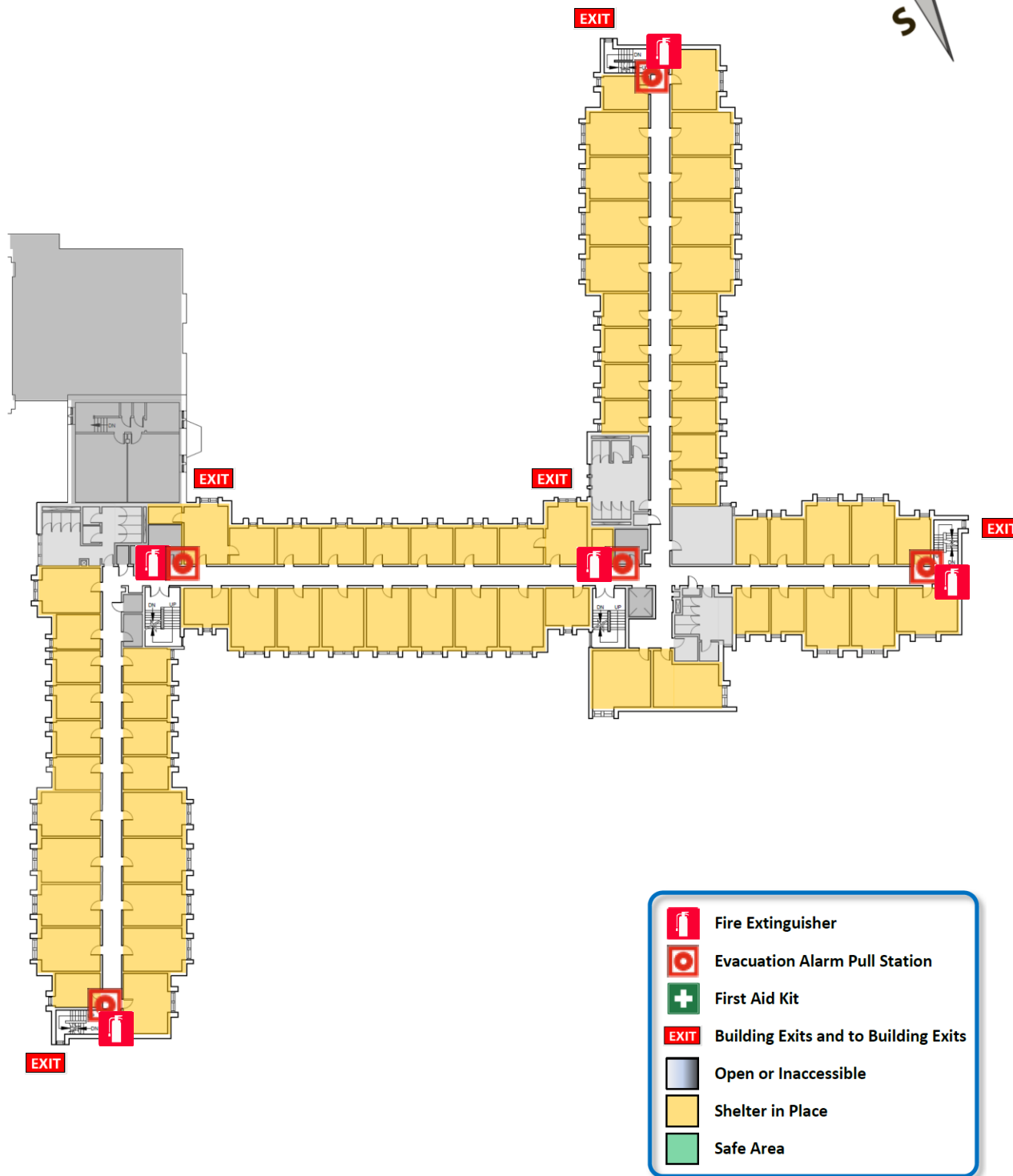


Athabasca Hall First Floor

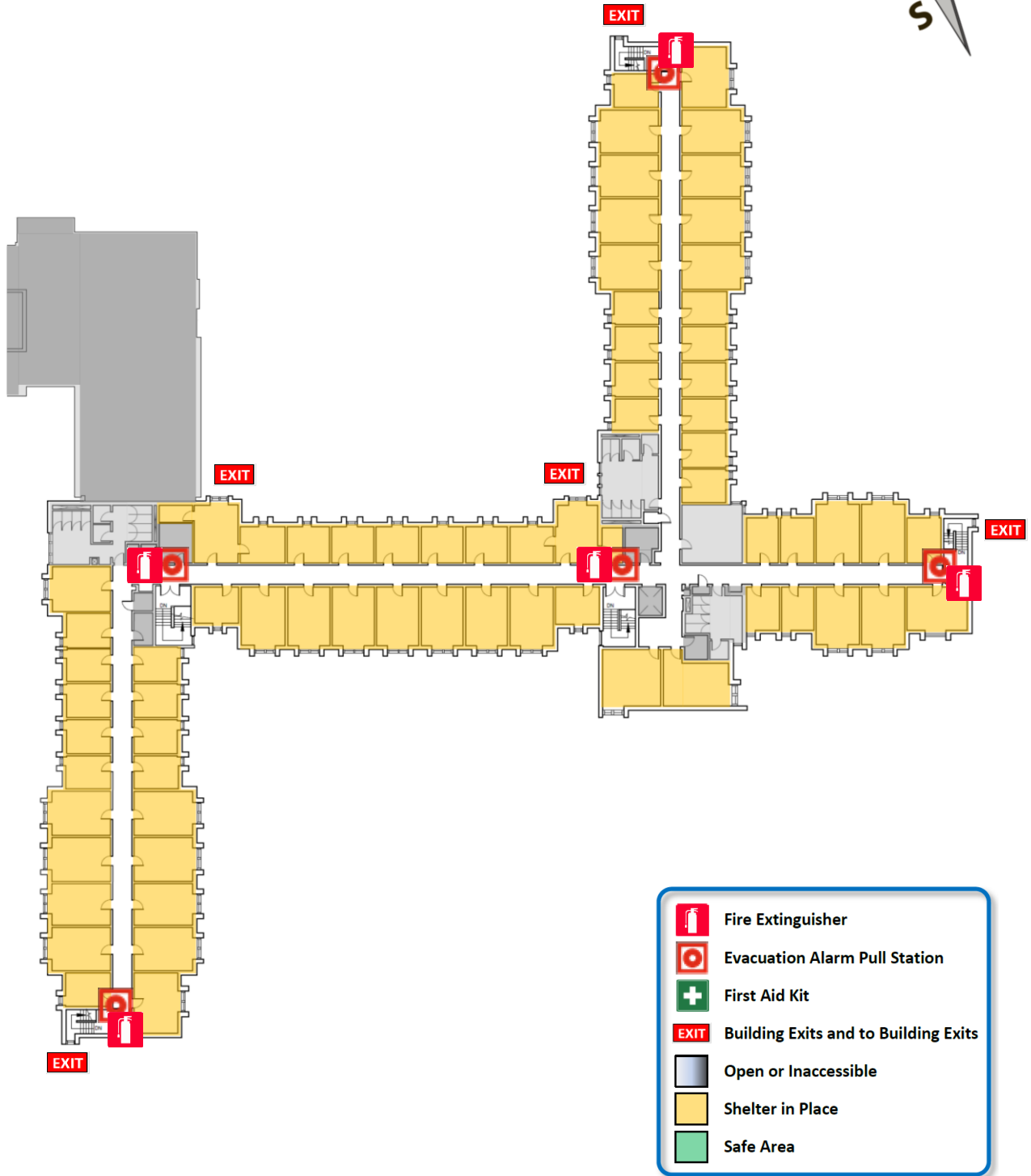


	Fire Extinguisher
	Evacuation Alarm Pull Station
	First Aid Kit
	Building Exits and to Building Exits
	Open or Inaccessible
	Shelter in Place
	Safe Area

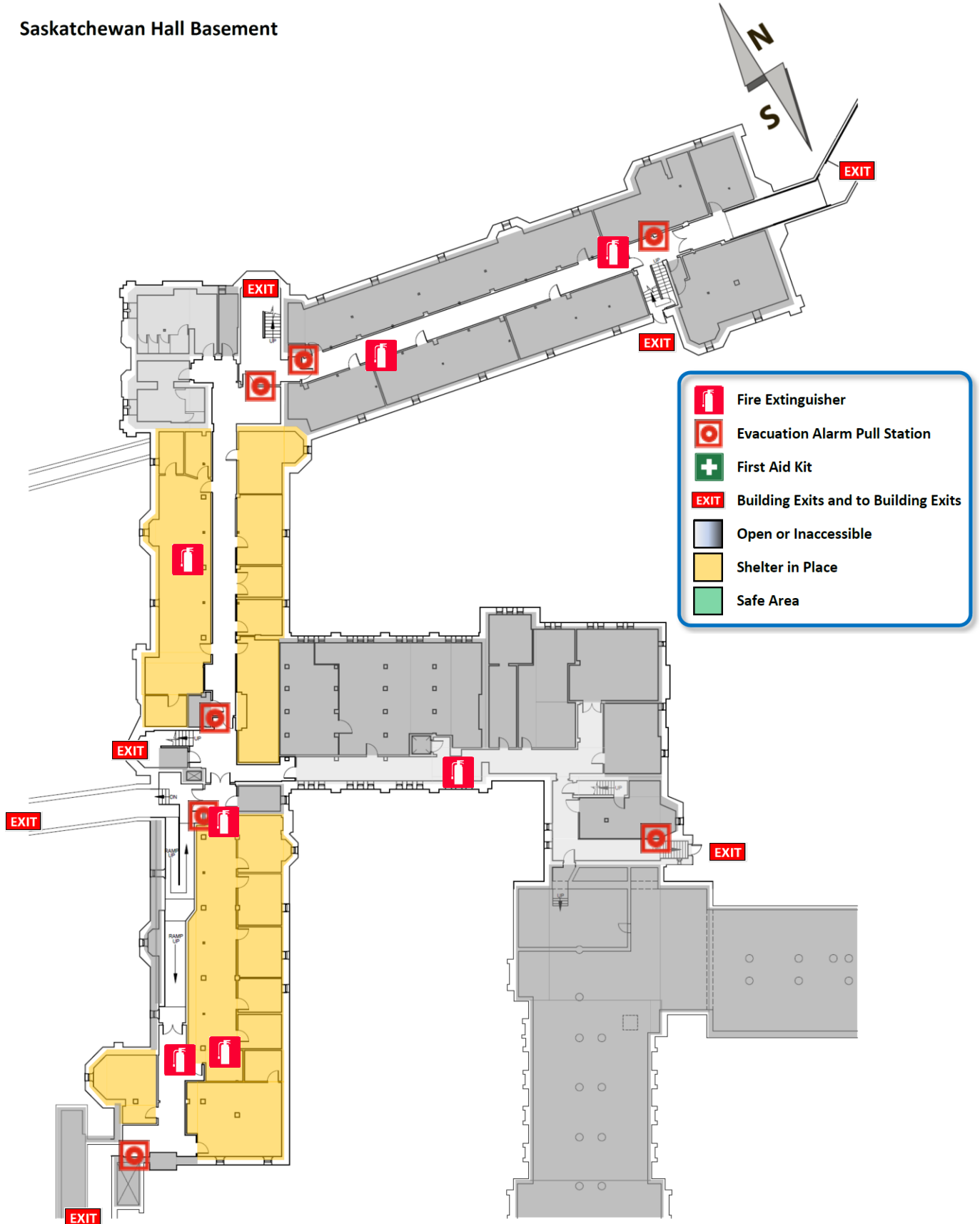
Athabasca Hall Second Floor



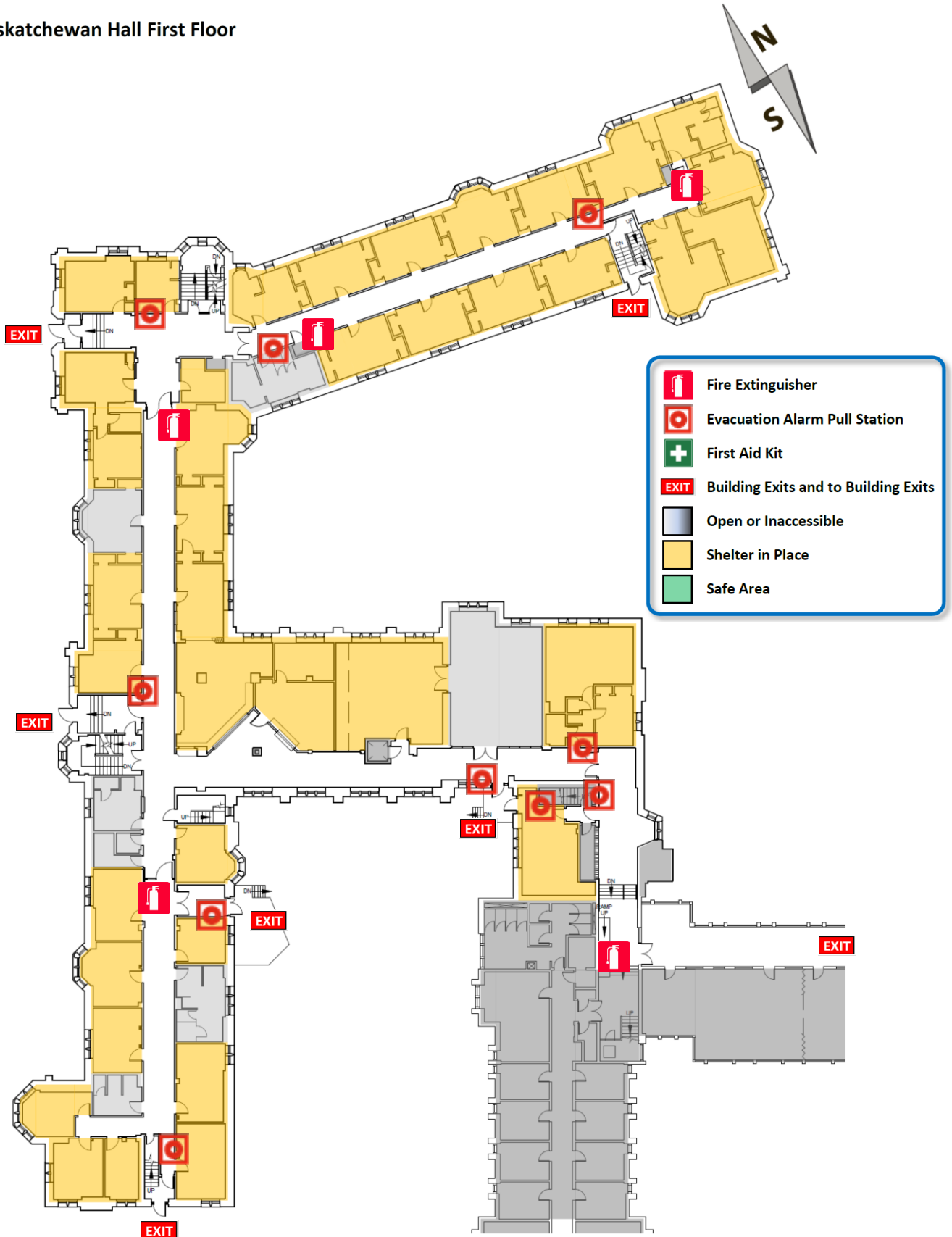
Athabasca Hall Third Floor



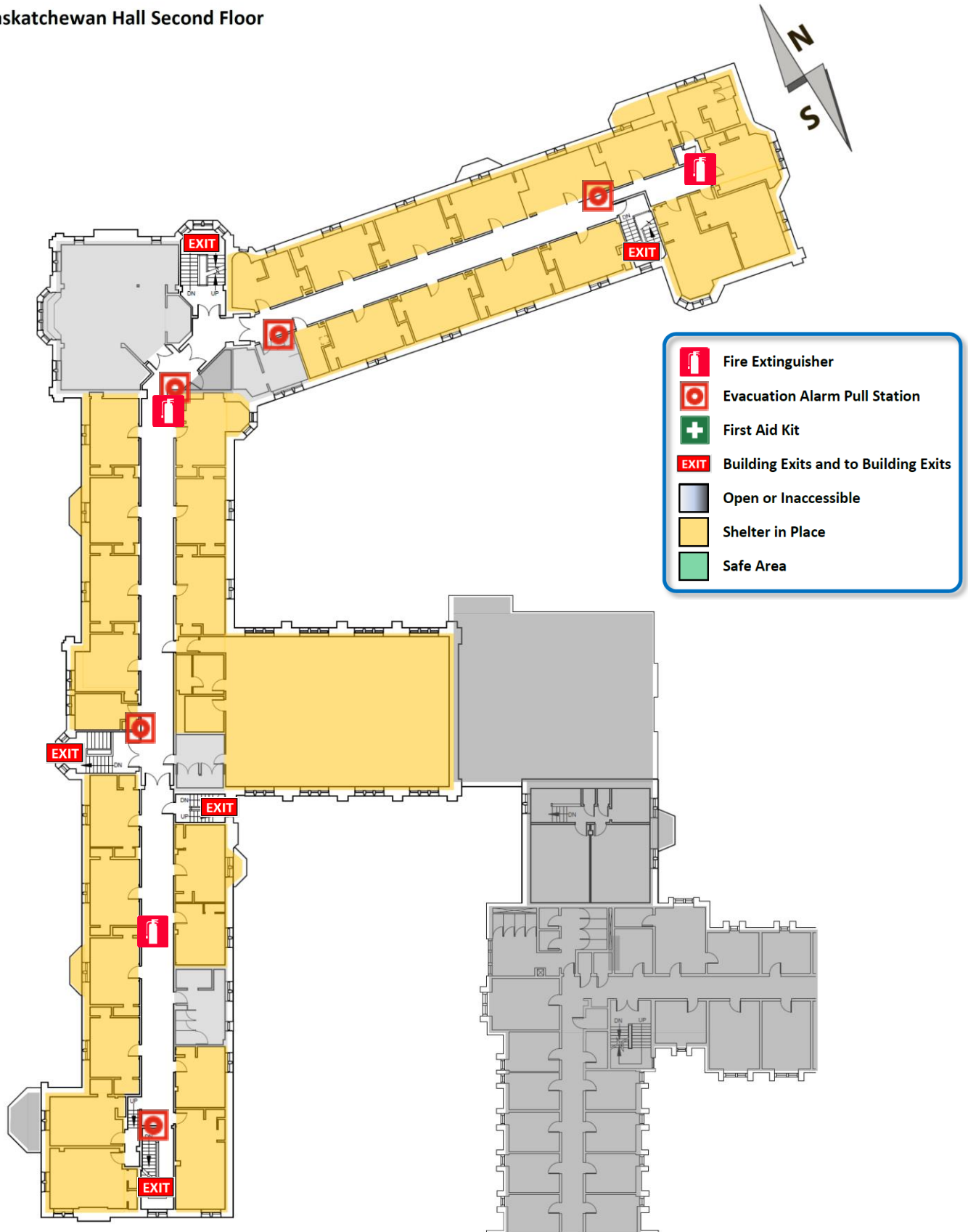
Saskatchewan Hall Basement



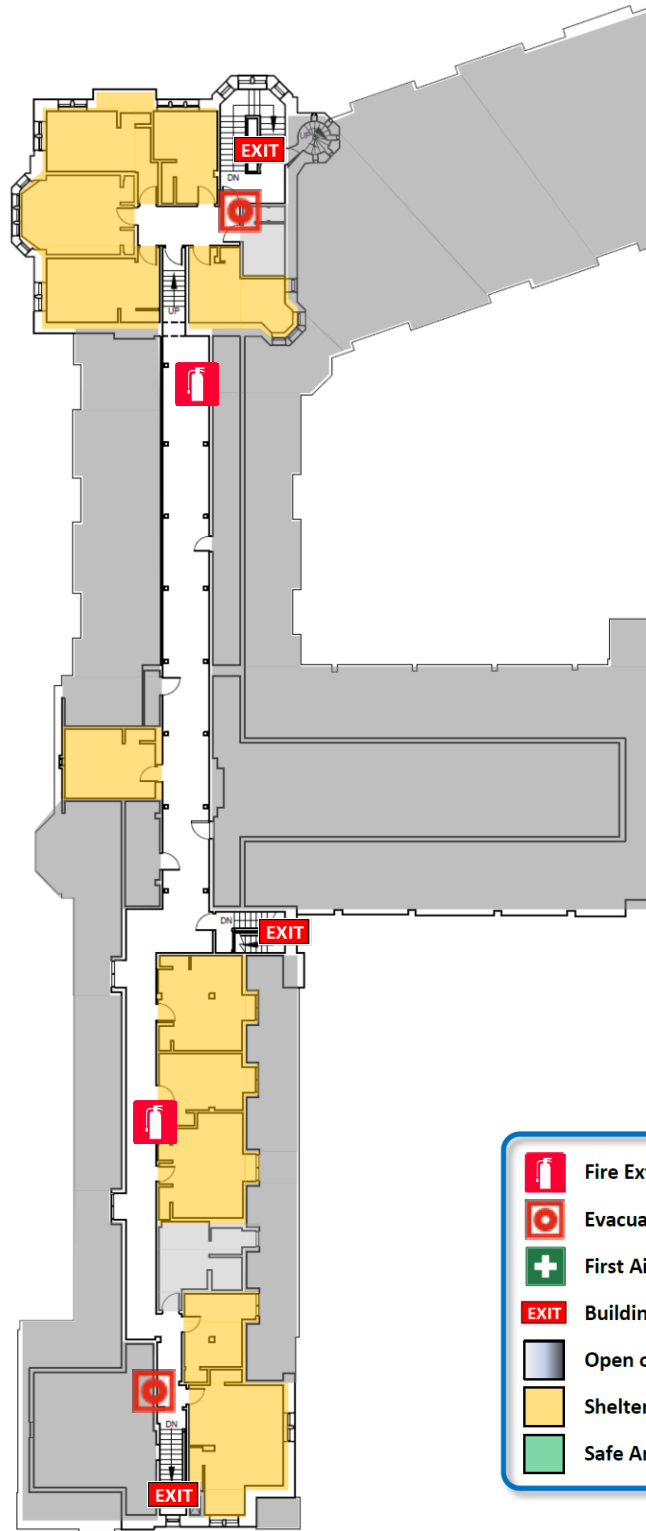
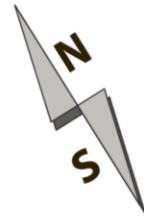
Saskatchewan Hall First Floor



Saskatchewan Hall Second Floor

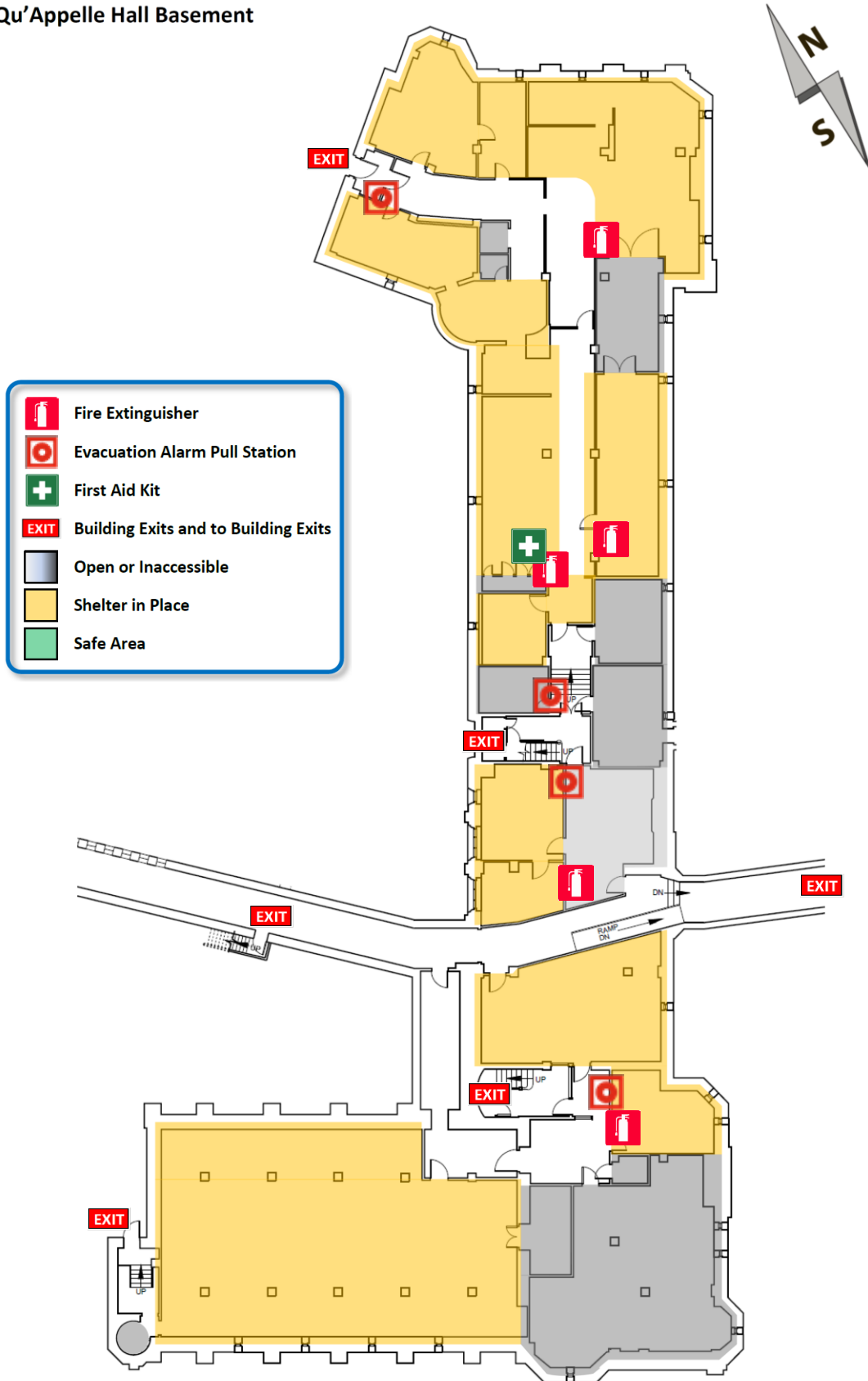


Saskatchewan Hall Third Floor










	Fire Extinguisher
	Evacuation Alarm Pull Station
	First Aid Kit
	Building Exits and to Building Exits
	Open or Inaccessible
	Shelter in Place
	Safe Area

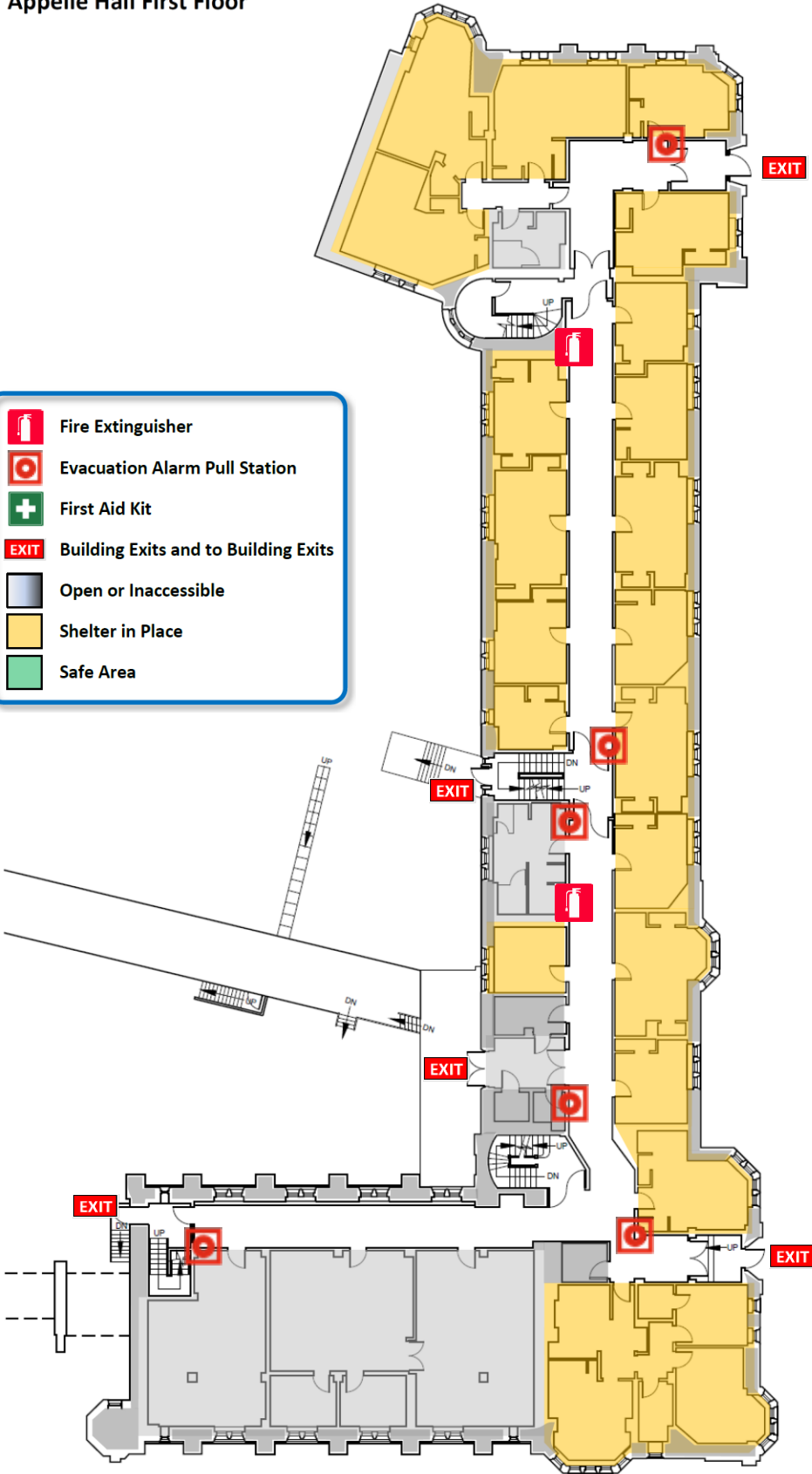
Qu'Appelle Hall Basement



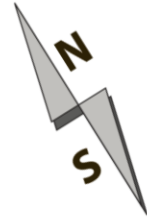
Qu'Appelle Hall First Floor



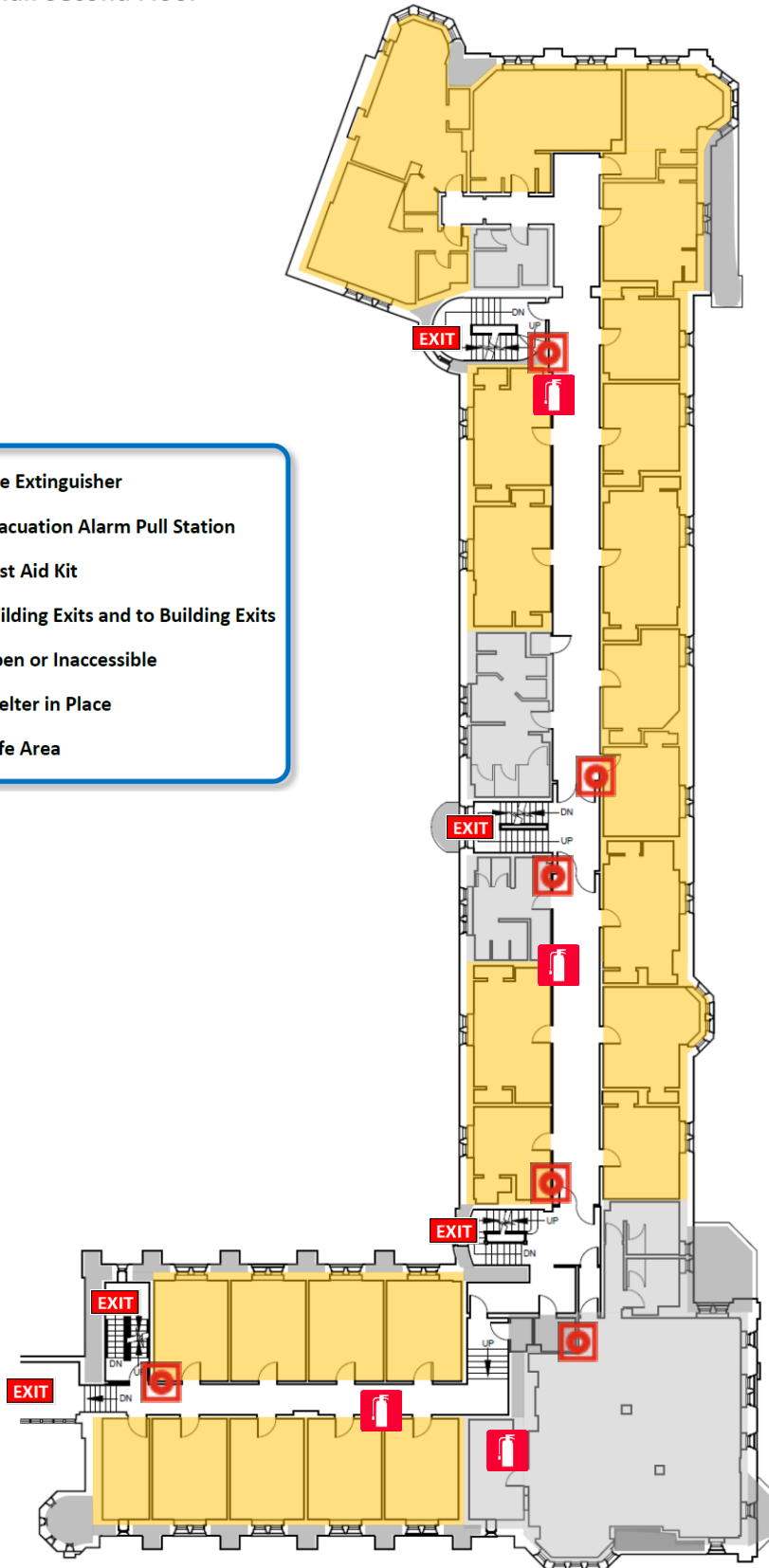
-  Fire Extinguisher
-  Evacuation Alarm Pull Station
-  First Aid Kit
-  Building Exits and to Building Exits
-  Open or Inaccessible
-  Shelter in Place
-  Safe Area



Qu'Appelle Hall Second Floor










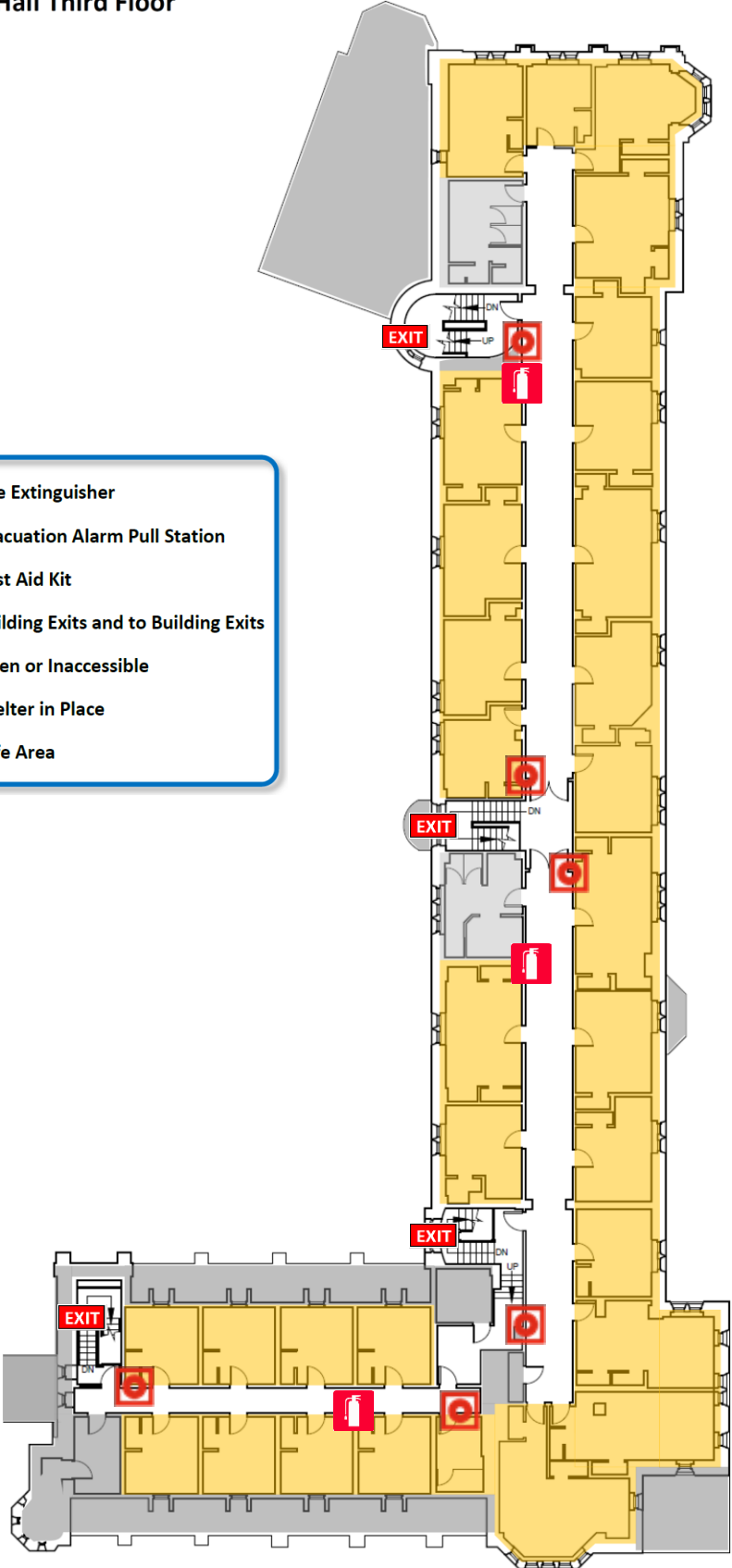
- Fire Extinguisher
- Evacuation Alarm Pull Station
- First Aid Kit
- Building Exits and to Building Exits
- Open or Inaccessible
- Shelter in Place
- Safe Area



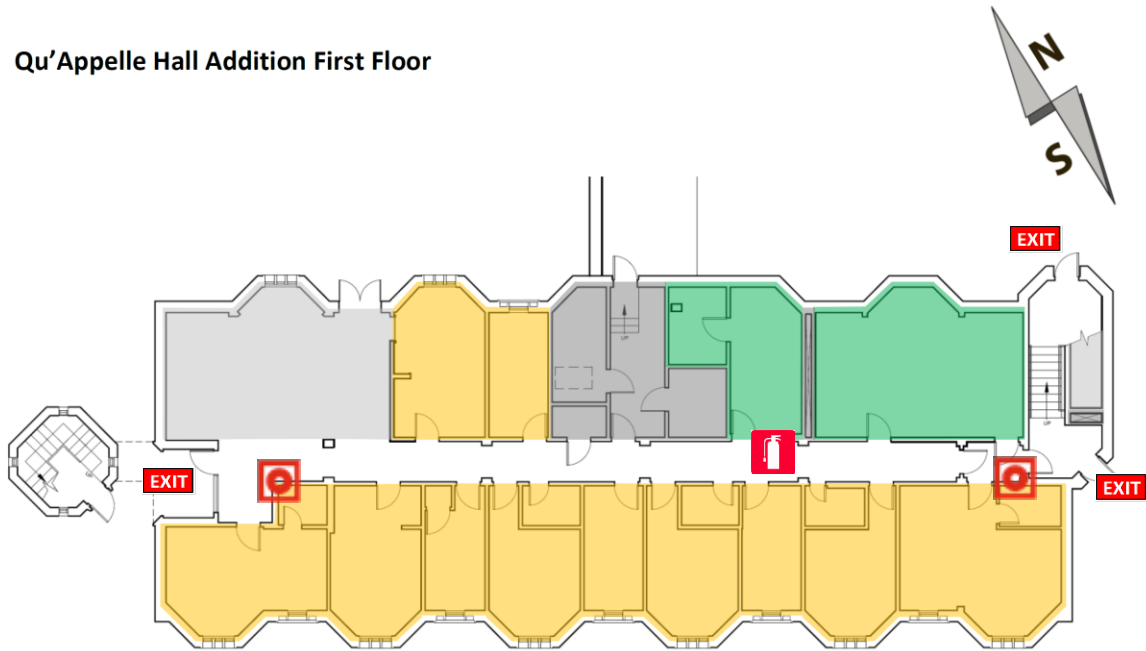
Qu'Appelle Hall Third Floor



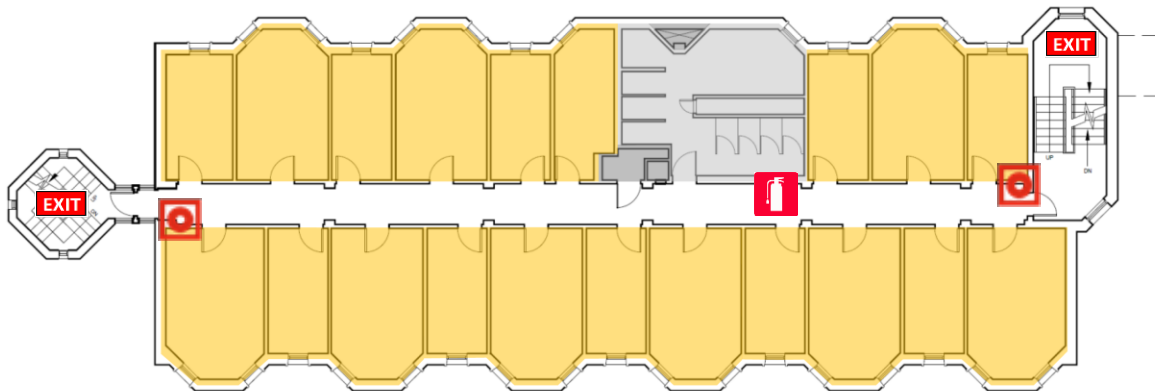
-  Fire Extinguisher
-  Evacuation Alarm Pull Station
-  First Aid Kit
-  Building Exits and to Building Exits
-  Open or Inaccessible
-  Shelter in Place
-  Safe Area



Qu'Appelle Hall Addition First Floor

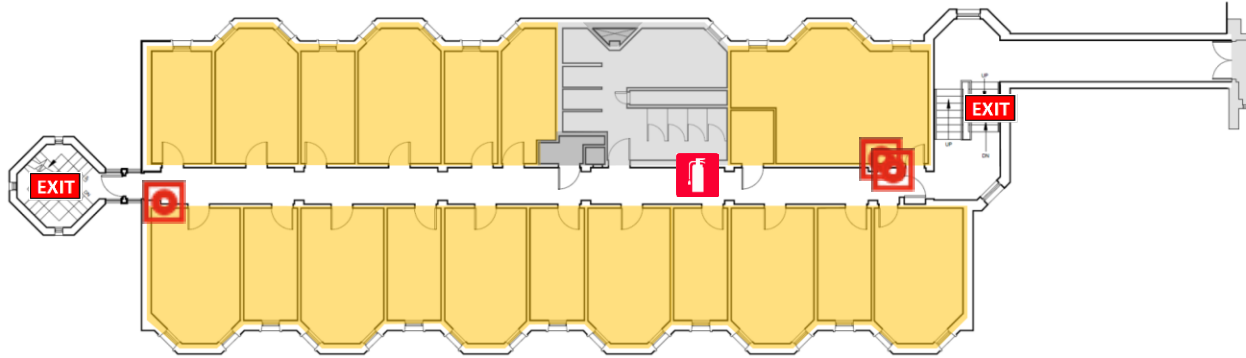


Qu'Appelle Hall Addition Second Floor



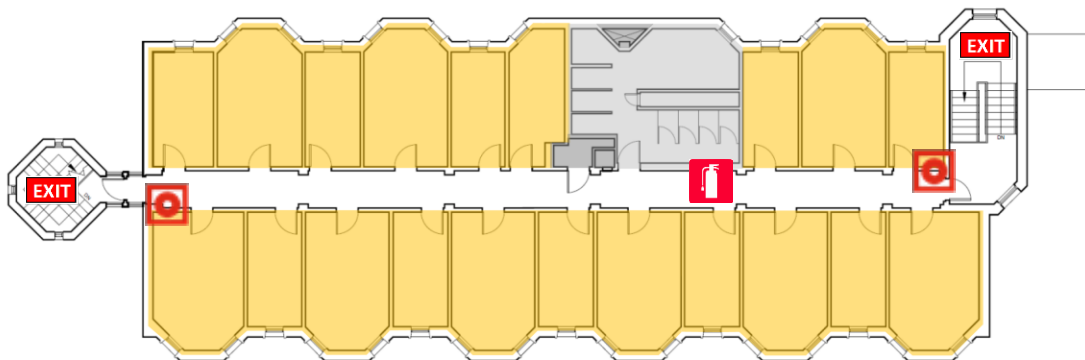
	Fire Extinguisher
	Evacuation Alarm Pull Station
	First Aid Kit
	Building Exits and to Building Exits
	Open or Inaccessible
	Shelter in Place
	Safe Area

Qu'Appelle Hall Addition Third Floor



Qu'Appelle Hall Addition Fourth Floor

	Fire Extinguisher
	Evacuation Alarm Pull Station
	First Aid Kit
	Building Exits and to Building Exits
	Open or Inaccessible
	Shelter in Place
	Safe Area





APPENDIX I: BUILDING EVACUATION AND LOCKDOWN DUTIES, RESPONSIBILITIES AND GENERAL PLAN

Voyageur Place RESIDENCES

PURPOSE

The purpose of this document is to outline the delegated formal emergency response roles and responsibilities for designated faculty and staff in the facility, which includes:

- Chief Building Warden
- Deputy Building Warden
- Floor Wardens and Assistant Floor Wardens
- Door, Room and Corridor Guards

Also, emergency response responsibilities for all university personnel and students are also detailed in this document.

Additionally, the document pronounces that all faculty, staff, students, and visitors are to follow the direction of designated personnel in the event that the building must be evacuated (for example, a fire or serious chemical release) or locked down (for example, severe weather or violence).

BUILDING EVACUATION

The goal is to evacuate the building in a timely and orderly manner. Personnel with specific duties (Wardens and Guards) will assist in facilitating this process. See the building evacuation plan and procedure below, after the detailed roles and responsibilities.

BUILDING LOCKDOWN

The goal is to move all building occupants into secure locations within the building in a timely and orderly manner. Personnel with specific duties (Wardens and Guards) will assist in facilitating this process. See the building lockdown plan and procedures in sections seven, eight and nine in the Local Emergency Response Plan.

EVACUATION ALARM TESTING

Fire protection systems and equipment in all buildings are inspected, maintained, and tested by Facilities Management Division (FMD) and Safety Resources (SR).

Building fire alarm systems are tested for less than 10 seconds on the first working Monday of every month.

At any time a fire alarm sounds for more than ten seconds, the building is to be evacuated.

DRILLS

Building evacuation drills occur annually. Building lockdown drills are scheduled in an ongoing manner focusing on using new training and procedures.

All faculty, staff, students and visitors are expected to actively participate and cooperate fully in all evacuation and lockdown drills.

RESIDENCE PERSONNEL EMERGENCY RESPONSE PROCEDURES

GENERAL EMERGENCY PREPAREDNESS IN RESIDENCES:

- Sign up for USafe if you have a mobile texting device:
Visit URL: <http://www.usask.ca/plan/news/usafe-keeps-you-safe.php>
- Participate in emergency preparedness orientation training and scheduled practice drills
- Become familiar with the Local Emergency Response Plan for your building(s)
- Immediately report worrisome behaviour or activity to your Coordinator, Student Life
- **Call 911 in the event of an emergency**

If it is determined that alarms will not be heard, seen or understood then arrange for translation or call Safety Resources for consultation.
Phone: 306-966-8838

EVACUATION OF A RESIDENCE BUILDING:

When a fire alarm sounds at a university residence Protective Services immediately responds, as do the police and fire department. Responding officers check the annunciator panel and investigate where the alarm came from. If it is a false alarm, the system is reset and occupants are allowed back into the building. If it is a real emergency, then officers will immediately contact the 'On-Call cellular phone' for the Coordinator, Student Life. Responding officers will try to assist, but are NOT expected to clear floors.

All Residents and Visitors

- Participate in Fire Safety training if possible
- Know the evacuation route, exit point and marshalling area for your facility and room
- **Immediately prepare to evacuate when the building fire alarm sounds;**
Safely stop other activities and leave the building along designated evacuation routes
- Report to designated marshalling area (see diagrams) and wait for further information

Resident Assistants (in addition to above)

- Participate in Fire Safety training and Warden/Guard training
- Upon move-in provide specific evacuation information to residents so they know how to safely evacuate
- If 'On-Site' when alarm sounds, help facilitate a safe evacuation and assist at marshalling area(s)
- After the 'All Clear' is given from emergency responders, help facilitate reoccupation of building

Coordinators, Student Life (in addition to above)

- When 'On-Call' or 'On-Site,' respond immediately to assist in an emergency evacuation (24/7) and assist in accessing designated alternate marshalling area (have keys for other facilities)
- Help ensure Resident Assistants know how to share evacuation information to residents, answer RA questions
- Ask residents about any missing or unaccounted-for residents to emergency responders
- Help to relocate any displaced residents in the event that units are not fit for occupancy

Residences Management and Administration

- Authorize and maintain the Local ERPs for all residence facilities; and respond as necessary to achieve recovery
- Facilitate Fire Safety training and Warden/Guard training and support continual improvement

Maintenance, Custodial Personnel, Other Workers (FMD, Maintenance Personnel and Other Contacted Workers)

- Immediately evacuate when the fire alarm sounds (try ensure worksite is left in safe condition), help others if possible
- Report any missing workers to emergency responders

LOCKDOWN OF A RESIDENCE BUILDING:

If severe weather such as a tornado is known to exist in the immediate area, then a weather lockdown will be issued through USafe. If an active and local violent event is known to exist, then a violence lockdown is issued by USafe. University Protective Services will respond immediately, as will the Saskatoon Police Service Emergency Response Team. Responding Protective Services officers will establish a perimeter, while the Police Emergency Response Team will respond directly to the sound of the active threat.

All Residents and Visitors

- **Shelter in place in your locked residence room during a residence building lockdown;**
Turn off lights, close blinds, put phones to silent, and remain in a secure location – do not answer the door
- Wait in locked room to be cleared by emergency response personnel
- Participate in all lockdown drills

Resident Assistants (in addition to above)

- Participate in Lockdown and Violence Threat Awareness training
- Help ensure all residents know how to safely respond to a lockdown notification, during resident orientation and/or upon moving in (*lockdown to be achieved within 3 minutes of notification*)
- If 'On-Site' during a lockdown, assist in clearing insecure areas within the building (tell residents to go to their rooms)
- Close or lock exterior doors if necessary and safe (doors are typically locked on all residence facilities)

Coordinators, Student Life (in addition to above)

- Help ensure all Resident Assistants know how to safely respond to a lockdown notification and how to share this information to residents and in clearing insecure areas within the building (tell Residents to go to their rooms)

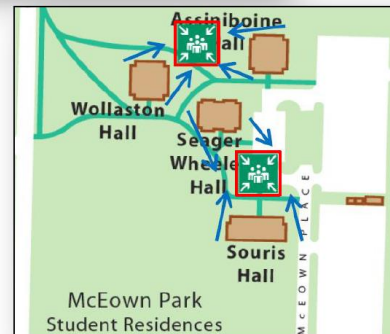
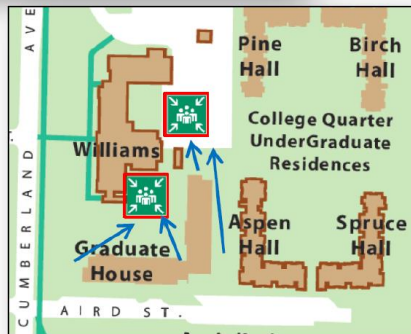
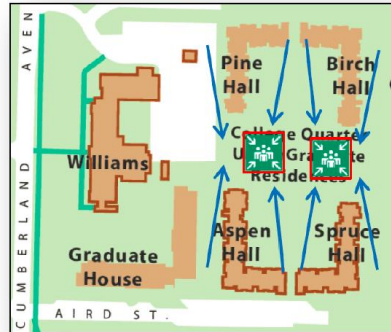
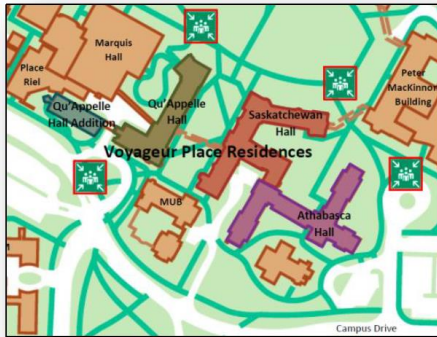
Residences Management and Administration

- Authorize and maintain the Local ERPs for all residence facilities; and respond as necessary to achieve recovery
- Facilitate Lockdown and Violence Threat Awareness training and support continual improvement

Maintenance, Custodial Personnel, Other Workers (FMD, Maintenance Personnel and Other Contacted Workers)

- Immediately seek safe shelter, help others if possible, put phones to silent, and remain in a secure location
- Report any missing workers to emergency responders
- Wait in locked room to be cleared by emergency response personnel

DESIGNATED PRIMARY MARSHALLING AREAS:



DESIGNATED ALTERNATE MARSHALLING AREAS:

Voyager Place

- Athabasca Hall go to – Administration building
- Saskatchewan Hall go to – Administration Building
- Qu’Appelle Hall go to – Place Riel or Marquis Hall
- Qu’Appelle Hall Addition go to – Place Riel or Marquis Hall

College Quarter

- Aspen Hall go to – Williams Building
- Birch Hall go to – Williams Building
- Pine Hall go to – Williams Building
- Spruce Hall go to – Williams Building
- Graduate House go to – Williams Building

McEown Park

- Assiniboine Hall go to – Wollaston Hall
- Seager-Wheeler Hall go to – Souris Hall
- Souris Hall go to – Seager-Wheeler Hall
- Wollaston Hall go to – Assiniboine Hall

DEPENDING ON YOUR RESPONSIBILITIES, EMERGENCY RESPONSE TRAINING MAY INCLUDE:

- Local Emergency Response Plan Orientation (REQUIRED BY EVERYONE)
- Fire Safety Course (FREE)
- Lockdown Training (FREE)
- Violent Threat Awareness Session (FREE)
- Warden & Door Guard Training (Residence Employees and RAs)
- First Aid & CPR Training (\$130)

NOTE – EVERY ADULT RESIDENT AND VISITOR IS RESPONSIBLE TO GET THEMSELVES AND ANY CHILDREN UNDER THEIR CARE OUT IN AN EVACUATION, AND TO REMAIN IN SAFE SHELTER IN THE EVENT OF A LOCKDOWN. DO NOT IGNORE THE FIRE ALARM OR A LOCKDOWN.



GENERAL EVACUATION PROCEDURE

DURING NORMAL WORKING HOURS (8am to 4:30pm)

During normal working hours, when a fire alarm sounds:

- The Floor Warden on the floor where the fire is discovered shall determine the location of the fire (or other emergency) and report to the Chief Building Warden or Deputy Chief Building Warden on the alarm situation.
- Floor Wardens shall evacuate the persons from their respective areas, including faculty, staff, students and visitors, as quickly as possible in a safe and controlled manner to designated marshalling area(s).
- Stairwells should be designated for use by evacuees. **Elevators are not to be used.**
- In the event that one of the stairwells is smoke-filled, Floor Wardens shall move their personnel to the nearest clear stairwell, and filter them into the stream of evacuees allotted those stairs.
- Assistant Floor Wardens, appointed as necessary, shall direct personnel to the stairs in an orderly manner to meet the flow of persons from the above floors. Personnel should be directed to hold onto the handrail and keep to the right side if fire-fighting equipment is moving upward.
- Any persons in an elevator at the time of an alarm will leave the elevator at the next floor in order that these may be released to the control of SFPS. They will follow the instructions of the Floor Wardens and their Assistants on the floor at which they leave the elevator. Only when the marshalling area has been reached may they rejoin and remain with their own group.
- **People with special needs** who cannot easily be evacuated out of the building should have at least one assistant assigned to stay with them in a safe place (ideally a stairwell, if necessary a room with a window) until emergency personnel arrive to assist. A person with special needs should not be left to wait alone, unless there is an immediate danger. Someone who is evacuating the building should be instructed by an assistant to inform emergency responders of the location of the person with special needs. If the person with special needs refuses to wait, the assistants should try to assist the individual to evacuate the building in the safest way possible.
- All persons evacuating the building shall assemble in the appropriate marshalling area and remain with their respective groups, under the supervision of their Floor Wardens and Assistant Floor Wardens. Immediately after assembly, a check should be made for possible missing persons. Any applicable information should be conveyed to SFPS personnel.

OUTSIDE NORMAL WORKING HOURS

Outside of normal working hours including during weekends and holidays, on hearing a fire alarm, all persons shall evacuate the building by the nearest safe exit, and go to the nearest marshalling area.

If you initiate the fire alarm, then you shall report directly to emergency responders to provide information about why the alarm was sounded.

Protective Services and SFPS will be first on scene and an FMD electrician will have to be called in. The decision to silence and allow people to re-occupy a building shall fall to SFPS. Safety Resources personnel will only be called for an actual fire or at the request of Protective Services.

GENERAL LOCKDOWN PROCEDURE

Lockdown procedures and safe areas are described in each local emergency response plan (sections 7, 8 & 9) and may be specific to a facility.

Safe areas may also be specified on local evacuation postings.



DISTRIBUTION AND EDITING THIS PLAN

The *Building Evacuation and Lockdown Duties, Responsibilities and General Plan* document is Appendix I of all on-campus Local Emergency Response Plans, and it is therefore distributed together with these local ERPs. The plan is modified accordingly to meet the needs of each specific facility and/or area(s).

Building evacuation plans and lockdown responsibilities *shall be posted* in their respective building and/or be available through the residence website. It is recommended that a floor plan indicating locations of exits from applicable floors and marshalling area locations be posted in a prominent location on each floor of every building.

A list of the names of Building Wardens for the building *shall be displayed* with the floor plans of each floor on local occupational health and safety bulletin boards.

Building evacuation plans *shall be reviewed* by each college/division at regular intervals not greater than 12 months to ensure the plan remains current.