

USask Commitment

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

All Faculty, Staff and Students

Responsible for knowing the emergency evacuation routes, muster points and sheltering in place protocols for their area.

Management and Supervisors

Responsible for providing duly diligent local training to workers necessary to the risk level of the local activities.

Protective Services

Peace Officers will respond to emergencies and are after hours support.

Safety Resources

Responsible to provide guiding documents and are available to provide consultation for emergency planning.

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CLICK [HERE](#) TO PRINT BUILDING ERP TITLE PAGES WITH MUSTER POINT MAPS
to accompany this document.

1. BACKGROUND

The University of Saskatchewan recognizes the need to be prepared for emergencies and to mitigate and minimize the impact to faculty, staff, students, operations, research, environment and damage to property and/or infrastructure.

Emergency situations are managed through one of three primary response actions:

- **Evacuation:** the prompt and orderly exit from a facility to a designated muster point when conditions outside are determined to be safer than remaining indoors.
- **Shelter-in-Place:** the act of remaining indoors in a secure location when it is safer to stay inside.
- **Medical Emergency Response:** the act of facilitating and providing the appropriate level emergency resources if someone is ill or injured.

These procedures are supported by comprehensive emergency planning, supervisor-to-employee training, online [General Emergency Response Plan Training](#), and scheduled response exercises to ensure a timely, organized, and effective organizational response to emergency scenarios.

2. SUMMARY OF ROLES AND RESPONSIBILITIES

The general duties of workers – including students, staff, and faculty, supervisors and leaders for the development, implementation, assessing effectiveness and maintenance of the local emergency response plan are as follows:

i. Emergency Management Team (EMT)

EMT membership includes key senior leaders and the university's appointed Emergency Manager. The Incident Command Structure includes area leads responsible for operations, planning, logistical and administrative leads and are selected from USask staff based on the nature of the incident. The University of Saskatchewan's Emergency Management Plan (EMP) provides the structure and guidance for managing emergencies requiring a coordinated institutional response. The EMT is activated when an emergency or disaster is greater than can be handled at the local level of colleges/units.

When required, the EMT will activate the Emergency Management Plan, assume command, and coordinate the university's response under the Emergency Management Policy.

- **Emergency Management Plan Activation Information** is available at [*emp-quick-guide.pdf*](#)
- **Once activated, the EMT is the institutional authority and leader for communications, operational response, and/or recovery during an emergency or disaster.**

ii. Deans/Unit Leaders

- Ensure the development and maintenance of Building Emergency Response Plan (ERP) and local emergency protocols for their respective college/unit.
- Inform Provost/Vice Provost of high-risk areas/concerns and activation of local emergency response plans and activating Involve Emergency Management Team when emergency or disaster requires institutional response.
- Assist first responders and Emergency Management Team should their college/unit be affected by an emergency.
- Provide mitigation, preparation, response, and recovery awareness within their college/unit in case of an emergency.
- Appoint a primary (and alternate) emergency contact person in case of an emergency.

iii. People Leaders/Manager/Supervisors/Principal Investigators

- **Emergency training:** Provide proper instruction, coaching, and supervision to workers for general emergency preparedness and processes and work-area emergency response using both the General Emergency Response Plan Training and review of local emergency response procedures.
- **Support emergency preparedness activities and training** within their area to maintain readiness for emergencies through such as activities as emergency drills.
- **Utilise the USafe App**
- **Monitor and follow** university emergency communications and ensure employees do the same during an emergency.
- **Assist with emergency response efforts** within their operational area by accounting for staff, communicating instructions, and cooperating with the Emergency Management Team, emergency responders, or University notification directions.
- **Ensure compliance:** Supervisors must understand, disseminate and enforce emergency procedures.
- **Hazard management:** Identify hazards, take steps to eliminate or control risks, and to prevent emergencies from happening.

iv. Workers

- **Complete emergency training:** [General Emergency Response Plan Training](#) is required training at least once every 3 years.
- **Follow emergency response:** Comply with departmental emergency response plans and reporting.
- **Take reasonable care:** Protect their own health and safety and that of others by preventing emergency situations from occurring.
- **Follow safety procedures:** Comply with workplace health and safety rules and regulations.
- **Report hazards:** Notify supervisor, faculty, principal investigator or employers about unsafe conditions or practices.

v. Protective Services

- Respond to emergencies on campus as first responders
- Assist in coordinating emergency services response
- Assist with building evacuations and crowd control.
- Assist in the response and investigation into fires, fire alarms and other emergency events.

vi. Safety Resources

- Responsible for the development and maintenance of the General Emergency Response Plan Training and Building Emergency Response Plans (ERPs),
- Assist colleges/units in developing and maintaining local emergency protocols, continuity plans and the tactical/operational response to local emergencies.
- Responsible for the planning, development, and maintenance of the Emergency Management Plan.

3. EVACUATION

Evacuation is the prompt and orderly exit from a facility to a designated assembly area called a muster point. An evacuation may be required whenever conditions make it unsafe to remain in the building.

Muster points are primarily outdoors, or at a different building indoors. Muster points on evacuation maps are denoted by the icon.



When a fire alarm is active evacuation is mandatory.

i. Evacuation Essentials

- All university staff and faculty must know the primary and alternate evacuation routes for their work area and the location of their designated muster point.
- Instructors and faculty are responsible for providing evacuation direction for students under their immediate supervision and offer reasonable assistance when it is safe to do so.
- Evacuation maps typically posted near entrances and elevators.
- Use the posted evacuation maps to identify the best evacuation route.

Please note: fire alarm systems are regularly maintained, and tests are conducted the first Monday of every month.

ii. Evacuation Steps

- **Do not use elevators** when evacuating. Only use stairs.
- If immediately available, collect jacket, and minimal personal items such as cell phones and wallet.
- Evacuate through nearest exit. while exiting, close doors behind you. Do not lock them.
- Proceed to designated muster point.
 - o If there is smoke, cover nose and mouth and get low to the ground while evacuating.
 - o If your evacuation route obstructed or unsafe, proceed to the next nearest route
 - o If your Muster Point is obstructed or unsafe proceed to a safe area nearby or alternative muster point.

iii. Building Re-entry

Prior to re-entry, notification of the all-clear is provided when:

- The fire alarm has been silenced for more than **one minute**; or
- Emergency Services, Protective Services, Facilities or Safety Resources advise that it is safe to re-enter the building.
- Do not re-enter building if there are signs of fire or smoke present.
- **Entry into any building when fire alarms are active is prohibited.**

iv. If Mobility Issues Prevent Evacuation

Individuals with mobility limitations who cannot use stairs during an evacuation:

- Move to the emergency exit stairwell and remain behind the fire doors.
- Emergency exit stairwells will be posted on doors and denoted by the building's exit signage.
- Call 911 and report location and relevant mobility or medical considerations.
- Await assistance from emergency responders or an all-clear notification is given.

Safety Resources offers templates and assistance in preparing personal safety plans for those supervisors and instructors with students, staff, and faculty in their workplaces or classrooms with mobility issues that prevent evacuation

v. Suspected Natural Gas Odour

- **Assess the situation**
 - o If safe to do so, verify whether maintenance work, construction, or there are other contributing factors that could produce odour.
- **Notify appropriate personnel immediately**
 - o Contact Facilities via [PAWS > Buildings and Grounds](#), Ph. 306-966-4496, or (e) facilities.support@usask.ca.
 - o Report the exact location, strength of odour.

- **Restrict the affected area**

- o Notify people in the affected area, and if able, post a sign that will limit access to the immediate area while assessment occurs.
- o Consider relocating occupants to a different area.

- **Avoid ignition sources**

- o Do not operate electrical switches, equipment, or open flames in the affected area.
- o Instruct occupants not to use lighters, or other ignition sources.

- **Escalate to evacuation response if any of the following occur**

- o Hissing sounds or visible signs of a gas release.
- o Gas detection equipment indicates elevated levels.
- o Emergency responders, Facilities, or the gas-utility company recommend evacuation.

- **If evacuation is required**

- o Activate established local emergency protocols.
- o Follow Evacuation Steps above.

vi. Responding to Visible Fire or Visible Smoke

- Assess the severity of the fire / smoke.
- If you can do so safely, extinguish the fire with the most appropriate means.
- If the fire is too large, has not been extinguished after using one fire extinguisher, or you are not comfortable, pull a fire alarm and evacuate.
- If there is smoke, cover nose and mouth and get low to the ground and evacuate.
- When it is safe to do so, call 911 and Protective Services to report the fire.



vii. Local Emergency Protocols

- Departments / units that have specific needs for evacuation. will develop local emergency protocols.
 - For example, staff requiring special needs for evacuation, buildings with patients under anesthetic or buildings with animals.
- Safety Resources will assist colleges/units in developing and maintaining local emergency protocols, continuity plans and the tactical/operational response to local emergencies.

4. SHELTER-IN-PLACE

During a shelter-in-place event, individuals identify the nearest safe location indoors and remains there until there is an all-clear notification or orders to evacuate. The notifications will be given from the USafe app, Protective Services, Safety Resources, or emergency services.

A shelter-in-place notification from the USafe app may indicate there is a threat or act of violence, severe weather event, uncontrolled hazardous substance or another event.

Two primary instances for shelter-in-place are severe weather events and active threat.

5. SEVERE WEATHER

- Seek shelter indoors away from windows and doors as close to the ground floor as possible.
- The Emergency Management Team and Protective Services will coordinate appropriate notification and response measures.
- As conditions evolve, notifications will be sent via USafe app through text and email with updates.

i. HEAVY FLOODING

- In the case of heavy rain or flooding, remain indoors and avoid unnecessary travel.
- If flooding occurs, stay out of building areas below ground level.
- Do not drive or wade through flood waters, as they may be deeper than they appear.
- Contact Facilities and report location of flooding.

Ph. 306-966-4496

(e) facilities.support@usask.ca

PAWS: [Buildings and Grounds](#)

6. ACTIVE THREAT

An active threat is a situation that poses an immediate threat to the safety of people, property, or the campus community.

- Active threat incidents are rare on Canadian campuses.
- These situations are often unpredictable, can escalate rapidly, and may involve weapons or other acts of violence.
- Quick decision-making and situational awareness are critical to personal safety.

The [USafe app](#) notifications will indicate if there is an active threat situation. Each situation will require quick thinking and use situational awareness to assess your surroundings and take the safest available action.



Run: Identify an escape route and safer area.

- o Run to the nearest safe place.
- o Leave belongings behind.
- o Keep hands visible around law enforcement.

Hide: Lock and barricade doors with heavy furniture and turn off the lights.

- o Stay out of sight – under a desk, in a closet, in a corner, or on the floor.
- o Turn off all lights, silence your mobile devices, and remain quiet until local Law Enforcement clear the area.
- o Call 911 to notify local Law Enforcement of location of active threat if safe to do so.
- o Notify Protective Services of active threat via phone call 306-966-5555, USafe app or Teams and if safe to do so.

Fight: In a desperate situation arm yourself with some sort of makeshift weapon and be prepared to defend yourself.

- o Only if your life is in imminent danger.
- o Act aggressively.

i. Response To Violence and / or Armed Assailant

- Distance self from the armed assailant if possible.
- If the armed assailant has left the immediate area, lock door, or move to a safe place.
- Contact 911 and then Protective Services 306-966-5555 when safe to do so.
- Be aware of surrounding environment, identify whether the best option is to run, hide or fight.

7. PROTECTIVE SERVICES AND THE USAFE APP

Protective Services offers numerous services. Contact Protective services via

USafe App, PAWS Safety Channel, Phone at 306-966-5555 or email at protective.services@usask.ca for the following incidents

Witnessed violence	Destruction to property	Medical attention
Stolen Items	Students in crisis	Emergency Notifications
Suspicious packages	After hour emergencies	Maintaining the USafe App



Download
USafe App

8. MEDICAL EMERGENCY RESPONSE

- Link to [Automated External Defibrillators \(AED\) Map](#)
- Link to [General Emergency Response Plan](#) Poster.

i. Assess Scene Safety

- Before assisting, ensure the scene is free of hazards.
 - e.g. hazardous materials, sources of hazardous energy, fire or flammable materials, violent person.
- Do not take actions that increase personal risk.
- Do not move the victim unless there is a life-threatening danger.

ii. Call 911

- In the event of a life-threatening event, call 911 and direct someone to bring the closest Automated External Defibrillator. (AED)
- Follow instructions from 911 and stay with the individual until help arrives.

iii. Contact Protective Services

- Contact **Protective Services** at **306-966-5555**
- Contacting Protective Services after 911 will ensure Protective Services response.
- Protective Services will aid in the medical response.
- Protective Services will bring an AED to the injured ill worker.
- Protective Services typical response time is consistently under 3 minutes.

iv. Exposure to Hazardous Material of Infectious Agents

If an individual is exposed to hazardous materials or infectious agents from a human or animal source.

- Safety Data Sheets (SDS) have first-aid directions. Follow instructions on Safety Data Sheet.
- Provide the applicable Safety Data Sheet (SDS) and/or information regarding the infectious agent to receiving medical staff if medical attention beyond first aid is required.

v. Minor Emergencies

Link - [Article - First Aid Preparedness](#)

- Workers may use the available first aid kit and seek assistance from a supervisor as needed. If the situation becomes serious or difficult to manage, contact 911 and Protective Services.
- Protective Services personnel are not designated workplace first aid attendants and do not routinely respond to minor injuries or provide day-to-day first aid services.
- People Leaders are responsible for having a first aid kit readily available and re-stocking if needed.
- Safety Resources is available for consulting what type of First-aid Kits may be required.

9. PSYCHOLOGICAL DISTRESS RESOURCES

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

People	Contact
Individuals that are exhibiting behaviour that are showing signs of psychological distress.	Report to Supervisor first
Personnel in Crisis • Depression • Disruptive • Potential harm to self • Any other crisis	Refer to Employee and Family Assistance Program (EFAP): Ph: 306-966-4300
Students that are exhibiting behaviours that are • Disruptive • Show signs of injury or illness • Show Emotional Distress • Potential harm to self • Absenteeism	Student Wellness Centre Ph: 306-966-5768 (e) student.wellness@usask.ca https://students.usask.ca/health/centres/wellness-centre.php
Provides comprehensive mobile crisis response services to individuals and families 24 hours each day, 365 days of the year.	Saskatoon Crisis Intervention Services Ph: 306-933-6200
A confidential, 24-hour health information and support telephone line, staffed by Registered Nurses, Registered Psychiatric Nurses and Social Workers.	Saskatchewan HealthLine Ph: 811

10. KEY LINKS & LOCAL EMERGENCY PROTOCOLS

[Local ERP Title Pages with Muster Point Maps](#)

[General Emergency Response Plan Poster](#)

[Medical Emergency Poster](#)

[Link to Emergency Management Plan Policy](#)