

UNIVERSITY OF SASKATCHEWAN

LOCAL EMERGENCY RESPONSE PLAN

Education Building

28 Campus Drive

February 2024

KEY CONTACT NUMBERS:

Municipal Emergency Response Services

911 (mobile phone)

9-911 (campus phone)

University Protective Services

306-966-5555 (mobile Phone)

5555 (campus phone)

Chief Building Warden (Cecile Laprairie)

(o) 306-966-7651

Deputy Building Warden (John Ogresko)

(o) 306-966-6121

College of Kinesiology Wing (Cary Primeau)

(c) 306-370-2607

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

Facility:	College of Education – 28 Campus Drive
Units:	• College of Education • College of Kinesiology • Department of Music • ITEP • ICT • Daycare
Current Version and Date:	Version 2 – February 2024



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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-management.php#top>

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

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 injured person 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 aiders should use their best judgment in following standard first aid practices. Seek assistance from trained first aid providers as needed.

Step 3: ADMINISTER FIRST AID

- Retrieve a first aid kit from a designated location, see list below.
- Implement first aid measures consistent with the nature of the medical emergency.
- Seek assistance from people formally trained in providing emergency first aid.
- As appropriate and available, utilize safety equipment such as emergency eyewash/showers or automated external defibrillators.
- Know the Safety Data Sheet (SDSs) information to determine appropriate first aid response for specific chemicals.



FIRST AID KIT LOCATIONS

In hall outside room 1115 (Kinesiology Wing)

Other departments – go to main office



AUTOMATED EXTERNAL DEFIBRILLATOR (AED) LOCATIONS

In hallway by equipment room 1112 (Kinesiology Wing)

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. **Call an ambulance at 911 (or 9-911 from campus phone)** and 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.
- Prepare to have the SDS transported with the injured person, if applicable.
- For less serious injuries, if you believe further attention is required (e.g. cut, possibly requiring stitches and/or tetanus shot, sprain/strain) and they are unable to arrange transportation, the injured person may be transported for medical attention by a friend or family member provided it can be done safely and without causing the injury to become more serious.
- Injured students or personnel shall not be transported by staff members in private vehicles. Call an ambulance.
- 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.
- 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 faculty, staff and students (INCL. Student Staff) are required to report any workplace related incident involving injury as soon as possible to their supervisor (or instructor). Faculty, staff and student staff must also complete a university incident report 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). Please contact Health and Wellness 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. Reporting through Safety Resources online incident reporting system is still required.

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. The Building Evacuation Plan for **the Education Building** 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 uncontrolled release of hazardous material
- 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://usaskca1.sharepoint.com/sites/srdl/SitePages/Workplace-Health-and-Safety.aspx>

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



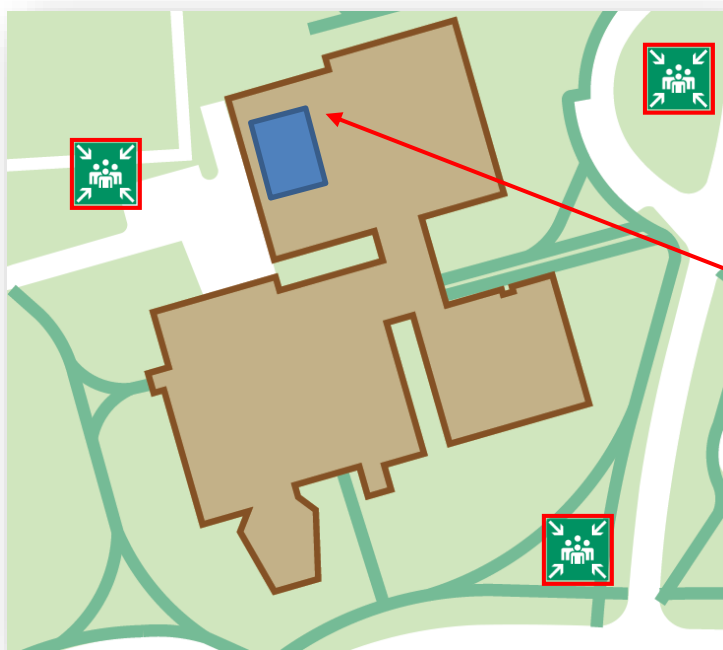
- If the fire is too large, or cannot be extinguished, or if you feel uncomfortable attempting to extinguish the fire, commence with evacuating the building.

Step 2: EVACUATE THE BUILDING

- Notify individuals in the area that a fire has occurred.
- Activate the nearest fire alarm (fire alarm pull station).
- If possible, electrical equipment should be turned off and doors closed (but not locked) during the evacuation.
- Instructors are responsible for the students in their class during an 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. Two monitors should assist person(s) with special needs, one to stay with them in a safe place until emergency responders arrive, and the other to report immediately the location of refuge to emergency responders.
- The Building Wardens, Floor Wardens and Door Guards will direct the general evacuation as quickly as possible in a safe and controlled manner to the designated marshalling area(s), defined in the Building Evacuation Plan (see *Appendix I*).
- Refer to the figure on following page for the location of marshalling areas.



Education Building MARSHALLING AREAS:



Pool evacuation holding area and evacuation point. In holding area, wait until a city bus is available to transport patrons, unless there is immediate danger.

Step 3: CALL EMERGENCY RESPONDERS

- 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.
- Be prepared to provide 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 Authorized Personnel from Saskatoon Fire Department, Protective Services, the Chief Fire Warden or a Safety Resources representative.

Step 5: REPORTING 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, <https://usaskca1.sharepoint.com/sites/srdl/SitePages/Workplace-Health-and-Safety.aspx>

OTHER TYPES OF BUILDING EVACUATIONS

A building evacuation may be undertaken when there is not an immediate emergency, but 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 to evacuate.

Public address systems and alarms may be used to clear a building in this case.

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 – know the primary and secondary evacuation routes from every workplace you occupy on campus. Call Safety Resources if you have any questions at 306-966-4675.

2023/2024 UPDATE

SAMPLE USAFE EVACUATION MESSAGE:

'A fire has been reported [location]'

- Evacuate immediately.
- Do not gather any belongings, exit immediately. Do not try to rescue possessions or pets. Go directly to the designated meeting place.
- Crawl low under smoke. Smoke contains deadly gases and heat rises. During a fire, cleaner air will be near the floor. If you encounter smoke when using your primary exit, use your alternate escape plan. If you must exit through smoke, crawl on your hands and knees keeping your head 12 to 24 inches (30 to 60 cm) above the floor.
- Once you are out of the building, do not go back for any reason. If people are trapped, firefighters have the best chance of rescuing them. The heat and smoke of a fire are overpowering. Fire Personnel have the training, experience and protective equipment needed to enter burning buildings.

IF YOU SMELL THE "ROTTEN EGG" SMELL OF GAS:

LEAVE the building immediately, spreading the word on the way out.

DO NOT use any phone inside the building.

DO NOT turn on or off any electric lights or appliances.

DO NOT open or close the windows.

DO NOT try to shut off the gas.

DO NOT light candles or other type of flame for lighting.

DO NOT re-enter the building until authorized to do so by emergency response personnel

IN A UTILITIES FAILURE (WATER, ELECTRICAL):

- Remain calm
- Do NOT attempt to correct the problem.
- Provide assistance to others in your immediate area that may be unfamiliar with the building.
- Turn off equipment such as computers and monitors to avoid potential serious damage once the power is restored.
- If you are in a dark area, proceed cautiously to an area that has emergency lights.
- If you are on an elevator, stay calm. Use the emergency button or telephone to alert authorities. DO NOT attempt to open the elevator car door or in any way "shake" or "jar" the car to move unless directed to do so by emergency personnel

IV. FLOOD

In the event of a flood 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://usaskca1.sharepoint.com/sites/srdl/SitePages/Workplace-Health-and-Safety.aspx>
- 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: BE MINDFUL OF PERSONAL SAFETY

- 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.
- 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

- 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.



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); or
- Severe 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

2023/2024 UPDATE

In the event an emergency where a lockdown response is indicated, the university will utilize its emergency safety alert system, the newly updated **USafe App**, to deliver safety alerts to the campus community.

The safety alert will be comprised of pre-scripted messages, initiating a lockdown process. Updates will be disseminated whenever possible with more information.

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

USAFE

To download the USafe App visit:

<https://www.usask.ca/protectiveservices/>

(download the USafe App onto your mobile phone now)

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 a 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.
- Try to 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.

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 Department, Saskatoon Police Service, Safety Resources and AlertUS) that it is safe to do so.

2023/2024 UPDATE

When Advised to Shelter in Place due to a Release of Hazardous Material

- Leave the area immediately, and keep others away.
- Stay uphill or upwind of the release.
- Move inside a building immediately.
- Close and lock all windows and doors.
- Turn off A/C, if possible.
- Enter an interior room and seal the room (doors, windows, and vents) with towels, plastic, or tape for further protection, if possible.
- Turn off all ignition and heat sources.
- Cover mouth with a cloth and try not to inhale gases, fumes, or smoke.
- Provide public safety officials with information about the spill, chemical (if known) and the spill area.

Leave safe shelter only when an "all clear" is provided by public safety officials.



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 the individual, a group of individuals, 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.

- Alert others in the area of the situation.
- Contact your supervisor for assistance in dealing with the situation.
- Initiate lockdown procedures if the person is armed with a weapon.

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 MAY NEED TO 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).
- 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.

WHEN IN A SECURE LOCKDOWN AREA BECAUSE OF VIOLENCE:

DO:

DO NOT:

- | | |
|---|--|
| ✓ Lock the door | ✗ Answer the door |
| ✓ Remain hidden from plain view | ✗ Respond to the sound of a fire alarm |
| ✓ Turn off lights, close doors and cover windows | ✗ Remain in hallways or pedestrian tunnels |
| ✓ Take additional cover under a desk or other furniture | ✗ Leave the secure area until notified by emergency responders |
| ✓ Silence your mobile telephones | |
| ✓ Monitor your mobile telephone for additional information via a AlertUS text message | |

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 Department, 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.

2023/2024 UPDATE

SAMPLE USAFE NOTIFICATIONS:

'An Active Threat has been reported in [Location]. All individuals are advised to leave the location if possible and lockdown if you cannot.'

'An Active Threat has been reported in [Location].'

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 MAY NEED TO 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

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 Institutional Emergency Management 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 Emergency 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.
- Ensure research is left in a safe state.
- Provide assistance to those in need if you can do so safely.
- Seek safe shelter within the building.
- 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.

WHEN IN A SECURE LOCKDOWN AREA IN SEVERE WEATHER:

DO:

- ✓ Remain in the building in a secure area
- ✓ 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 Department, Saskatoon Police Service, Safety Resources, and AlertUS) that it is safe to do so.

IF YOU ARE 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 and cannot get into the identified safe lockdown areas in the Facility Name then you should make all attempts to seek safe shelter indoors, go as fast as you can away from the tornado.

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, parked
- ✗ Approach a tornado or attempt to determine its path

2023/2024 UPDATE

SAMPLE USAFE NOTIFICATIONS:

'There is a tornado warning affecting the U of S campus area. Please seek shelter immediately.'

- It is recommended that all students and staff monitor local weather conditions in order to stay safe and act accordingly.

'Tornado Warning'

- This is issued when a tornado is announced by Environment Canada. People in the affected area should seek safe shelter immediately.
- After it has been issued, Environment Canada will follow it up periodically with Severe Weather Statements. These statements will contain updated information on the severe weather and they will also let the public know when the warning is no longer in effect.

Please leave campus and return home immediately. Further information about exams and when campus will re-open will follow. Please exercise caution when choosing your method of transportation. If you feel uncomfortable driving, please use public transit instead.

IX. BOMB THREATS

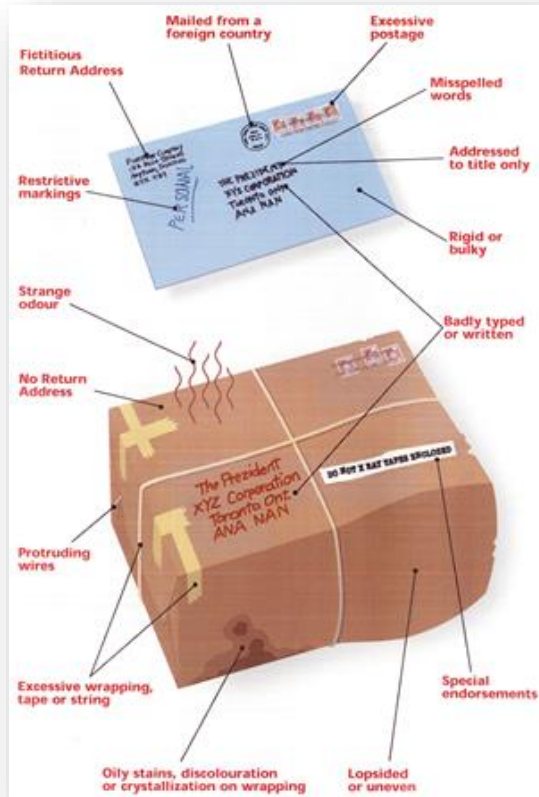
SUSPICIOUS PACKAGES OR ITEMS

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: Access the **BOMB THREAT CALL RESPONSE FORM ON PAGE 50.**

Step 2: Write down the exact date and time the call came in.

Step 3: 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 4: 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 5: 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 6: Write down whatever appears on the digital display, even if it's not a standard telephone number (e.g. private number or unlisted).

Step 7: 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 officer(s) 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.
- If Protective Services has picked the child up already then 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 and some laboratory systems.

In the event of a power outage:

NORMAL UNIVERSITY BUSINESS HOURS (8:00 AM – 5:00 PM)

Step 1: CEASE WORK ACTIVITIES AND SECURE WORK AREAS

- Ensure equipment 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).
- Refer to local power outage procedures specific to laboratory equipment.
- Shut off all water taps.

Step 2: PREPARE 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.
- Area supervisors can contact Protective Services at **306-966-5555** regarding the nature, duration and range of the power outage to determine whether personnel shall 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 Protective Services at 911 or 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.

2023/2024 UPDATE

A major spill is characterized by all of the following criteria:

- - Results in a fire or explosion, or presents a risk for a fire or explosion;
- - Results in personnel requiring medical attention;
- - Is not contained within a laboratory;
- - Or is characterized as a major spill by the USask Emergency Coordinator.

For a Major Spill or Leak:

- - Alert people in the immediate area of the spill.
- - Contact emergency services and stand by in a safe location.
- - Remove all contaminated clothing, shoes etc. and/or use an emergency shower if one is nearby.
- - Seek immediate medical attention if you have been exposed.
- - Do not attempt to clean up a major spill.

A minor spill is characterized by all of the following criteria:

- - Is inside a laboratory and hasn't spread outside the laboratory;
- - Did not result in a fire or explosion, nor presents a risk for a fire or explosion; and
- - Did not result in personnel requiring medical attention.

Minor Spill Clean Up:

- - Alert people in the immediate area of the spill.
- - Put on appropriate Personnel Protective Equipment (PPE), (gloves, protective eyewear, and lab coat).
- - Contain the spill with absorbent spill material.
- - Completely clean the area where the spill occurred.
- - Place the absorbed spill material in secondary containment, such as the spill bucket. Label the container and notify the appropriate department to request a pick up.
- - Dispose of contaminated PPE properly.
- Complete required documentation as necessary.



XIII. PERSONNEL OR STUDENTS IN CRISIS

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

Concern	Behaviour	Contact
Aggressive	- Threatening or intimidating. - Physical, verbal, and/or written (including email, Facebook and other social media).	Contact emergency response: - Protective Services at 306-966-5555 - Saskatoon Police Services at 911 - Student Affairs Case Manager at 306-966-5757
Disruptive	Interferes with the learning, working or living environment of students, staff or faculty. Examples include erratic or unusual behaviours; inappropriate comments or sharing; frequent interruptions; excessive requests for assistance.	Behaviours are in progress: - 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>) Consultation: - Student Wellness Centre 306-966-5768 or https://students.usask.ca/health/centres/wellness-centre.php
Emotional Distress	Unsure about urgency/safety, but concerned about student's behaviour and wellbeing.	Consultation: - Student Wellness Centre 306-966-5768 or https://students.usask.ca/health/centres/wellness-centre.php - Saskatoon Crisis Intervention Services (after hours) at 306-933-6200 24 hr. <i>Crisis Line</i>
	No immediate concern about safety, but concerned about student's wellbeing.	Refer to appropriate campus support: - Student Wellness Centre 306-966-5768 or https://students.usask.ca/health/centres/wellness-centre.php - Student Health Services at 306-966-5768 - International Study and Student Abroad Centre at 306-966-4925 - Access and Equity Services 306-966-7273 https://students.usask.ca/health/centres/access-equity-services.php - Aboriginal Student Centre at 306-966-5780 - University Chaplains at 306-966-2509
Illness, Injury	Any evidence of illness or injury that is interfering with the student's ability to study or attend class.	Student Health Services at 306-966-5768 NOTE: Student Health Services do not provide sick notes. Please see Declaration of Absence Form

Concern	Behaviour	Contact
Obvious Medical Emergency – Concerned for immediate safety	Life threatening or serious illness or injury. 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.	Contact emergency response: Emergency Services at 911 - Protective Services at 306-966-5555 Royal University Hospital: - EMERGENCY ROOM - RUH Address: 103 Hospital Drive Consultation: - Student Wellness Centre 306-966-5768 or https://students.usask.ca/health/centres/wellness-centre.php - Saskatoon Crisis Intervention Services (after hours) at 306-933-6200 <i>24 hour crisis line</i>
Discrimination and Harassment, including Sexual Harassment	- 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.	Discrimination and Harassment Prevention Services Email: dhps@usask.ca Phone: 306-966-4936
Disability/ Medical Condition	- A student who has disclosed a disability/medical condition and requires academic support and assistance. - Encourage the student to seek assistance from Access and Equity Services.	Access and Equity Services 306-966-7273 https://students.usask.ca/health/centres/access-equity-services.php
Missing Student	Repeated absence from class and / or school functions and there has been no contact with fellow students, faculty and/or staff.	- Protective Services at 306-966-5555 - Student Affairs Case Manager at 966-5757 To file a missing persons report: - Saskatoon Police Service at 306-975-8300

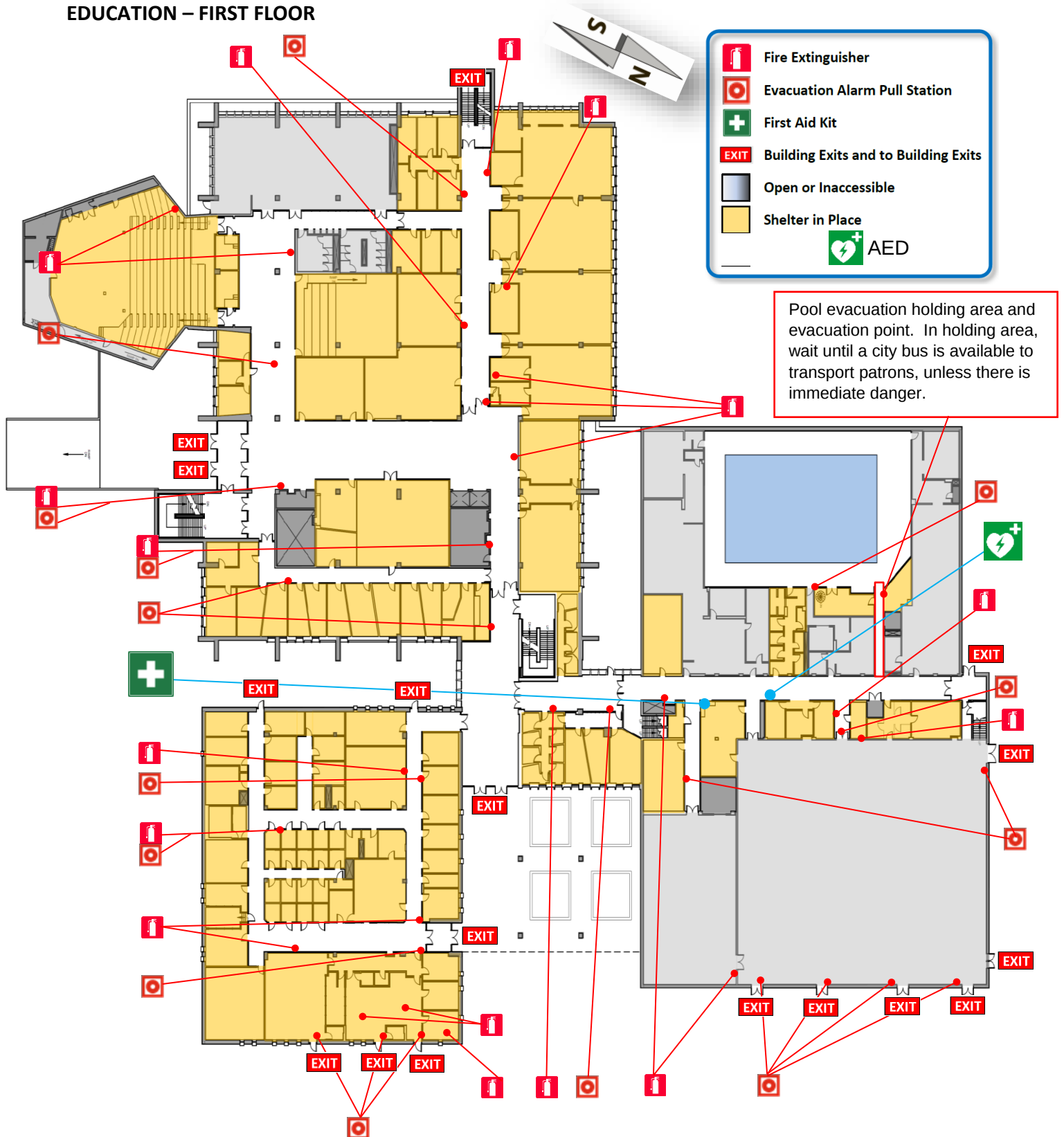
Concern	Behaviour	Contact
Traumatic Event	• Seeing or experiencing an event (or an ongoing condition) that is severe and/or life threatening and which exceeds one's coping resources. • Examples: witnessing or coming upon the aftermath of an attempted suicide, car accident, medical crisis; being assaulted.	• Saskatoon Police Services at 911 • Protective Services at 306-966-5555 • Contact Student Affairs Case Manager at 306-966-5757 (<i>Students of Concern Advisory Team (SOCAT) Coordinator; Student Affairs Case Manager</i>) Consultation: • Student Wellness Centre 306-966-5768 or https://students.usask.ca/health/centres/wellness-centre.php
Personnel in Crisis	• Depression • Personnel crisis • Suicidal • Any other crisis	Refer to Employee and Family Assistance Program (EFAP): • 306-966-4300

AFTER HOURS 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. MAPS

EDUCATION – FIRST FLOOR



EDUCATION – SECOND FLOOR

**Fire Extinguisher**

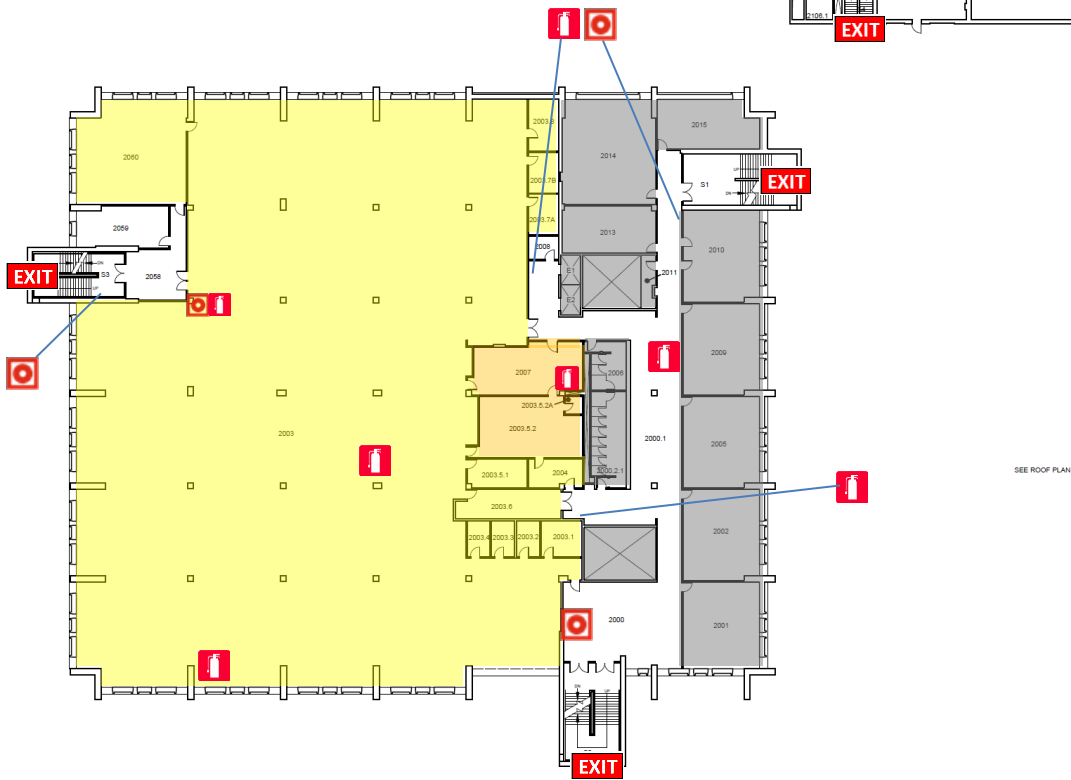
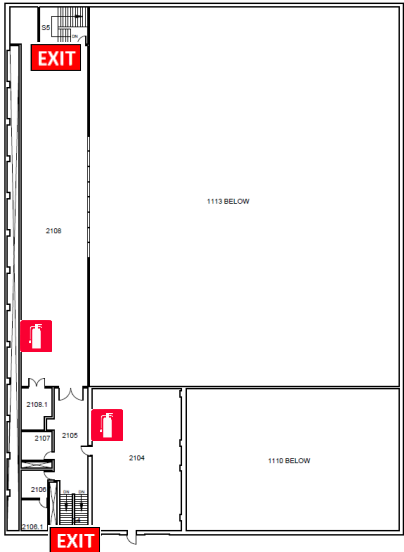
**Evacuation Alarm Pull Station**

**First Aid Kit**

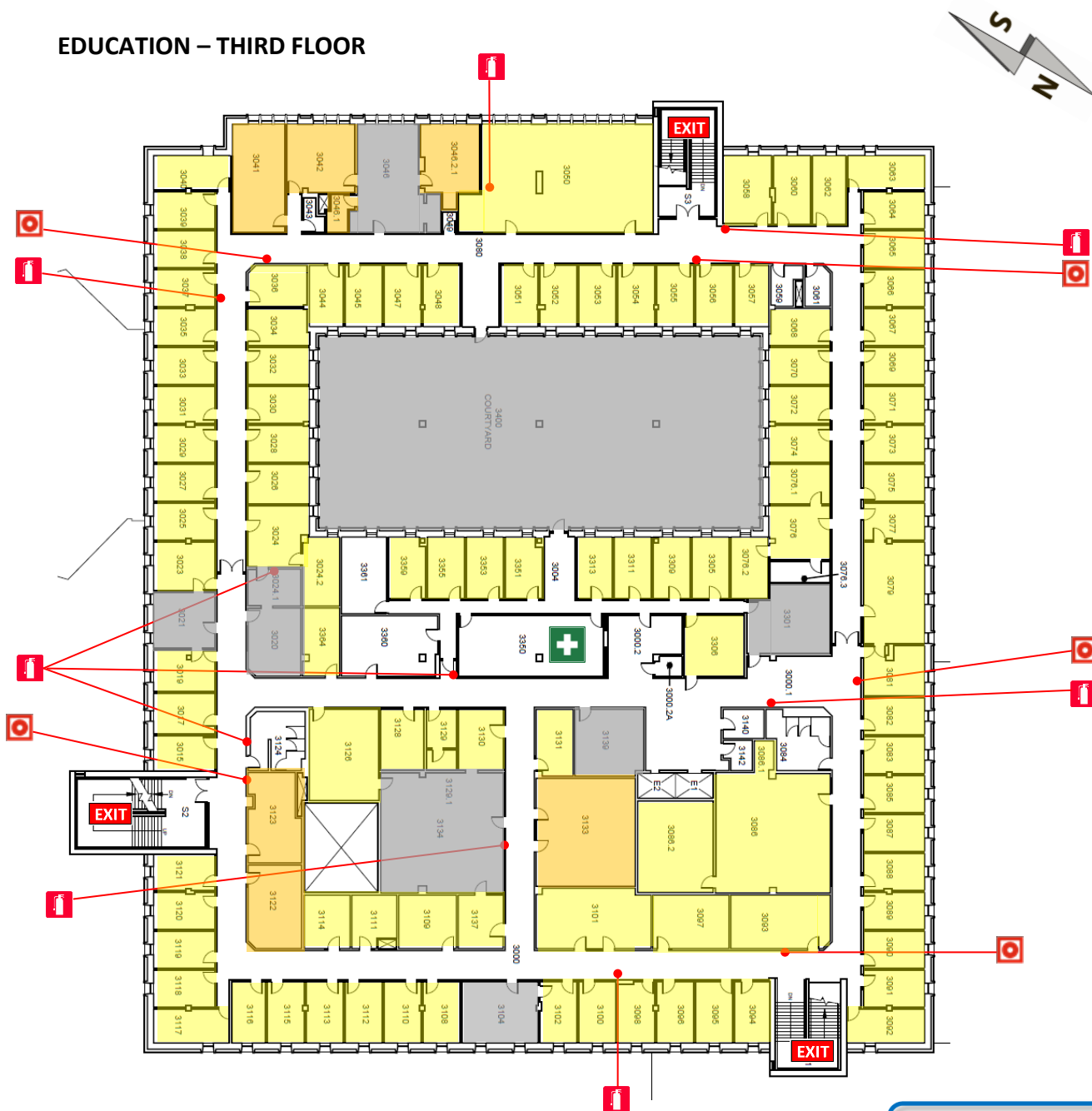
**Building Exits and to Building Exits**

**Open or Inaccessible**

**Shelter in Place**



EDUCATION – THIRD FLOOR



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

EDUCATION – GROUND FLOOR

