Emergency Evacuation and Response

In the Event of an Emergency Call 306-966-5555 (or 911)

Description of this Location: Arts Building, 9 Campus Drive, First Floor, Room 170

Evacuating from this Location: Through door **turn left** and go down the stairs to the ground floor then evacuate through the northeast exit of the Arts Building; then gather to the east by the parking lot.

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

Severe Weather Lockdown:
1. Upon receipt of USafe notification cease work activities and seek safe shelter in designated interior rooms, or seek shelter in place if possible.
2. Call 306-966-5555 to report severe weather.
3. Watch for further USafe messages.

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

Violent Threat Lockdown:
1. Cease working, seek safe shelter and call 911.
2. Lock door(s), cover windows, turn off lights & hide.
3. Put phones on silent; watch for USafe messages.
4. Remain hidden until cleared by emergency response personnel.

USafe:
For more information and to register for the USafe emergency notification system visit: [http://www.usask.ca/usafe](http://www.usask.ca/usafe)

Further Information:
The points provided above are only for basic reference; for more detailed information see the Arts Building Local Emergency Response Plan and Building Evacuation Plan available for review at: Room ARTS 235