

# 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, Second Floor, Room 257**

## Evacuating from this Location:

Through door **go straight** and down the stairs to the first floor then evacuate through the west exit of the Arts Building; then gather to the west by the Law Building.



### 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:

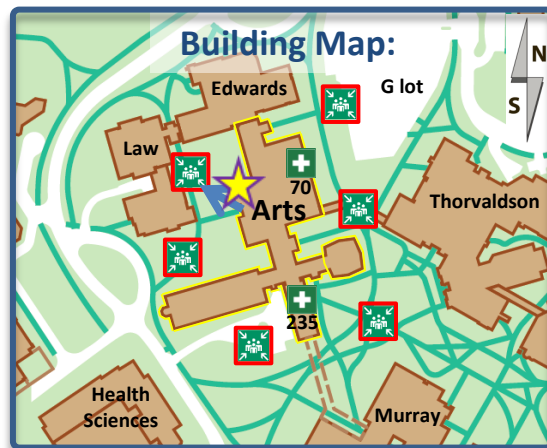
1. Upon discovery of the need to evacuate **pull the fire alarm and evacuate** (emergency responders are notified when the alarm sounds).
2. Upon hearing the fire alarm (>10 sec) **remain calm** and evacuate in an orderly fashion using the primary route.
3. Report to the nearest Marshalling Area.
4.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

### Legend:

	<b>You Are Here</b>		<b>Fire Alarm Pull Stations</b>
	<b>First Aid Kits</b> – refer to the map above for the nearest first aid kit. If the symbol does not appear then go to the Main Office, Room 235.		<b>Fire Extinguishers</b>
	<b>Automated External Defibrillator (AED)</b> – located in every Campus Safety patrol vehicle.		<b>Marshalling Areas</b> – evacuation gathering points
	<b>Evacuation Exit</b> – use closest exit whenever possible during an evacuation; follow primary route and posted exit signs in the building; report to the nearest Marshalling Area.		<b>Safe Area</b>
			<b>Shelter in Place</b>
			<b>Open or Inaccessible</b>
<b>Primary Evacuation Route</b>		<b>Secondary Evacuation Route</b>	



### USafe:

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

### Further Information:

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