



UNIVERSITY OF SASKATCHEWAN

LOCAL EMERGENCY RESPONSE PLAN CAMPUS OBSERVATORY

108 Wiggins Road

Department of Physics & Engineering Physics

Key Contact Numbers:

Protective Services (Campus Safety)	306-966-5555 (mobile phone) 5555 (campus phone)
Emergency Services	911 (mobile phone) 9-911 (campus phone)
Physics and Engineering Physics Main Office	306-966-6393
Contact #1 (Daryl Janzen)	306-966-6411
P&EP Department Head (Tom Steele)	306-966-6427
Department Head (Sasha Koustov)	306-966-6426
Manager Safety Resources	306-966-2370
Safety Management Consultant	306-966-8838
Spill Response and Waste Management	306-966-8497
Construction Safety	306-966-8512
Biosafety Manager	306-966-8496
Radiation Safety Manager	306-966-8494
Research Safety	306-966-8495
Fire and Life safety	306-966-2715
Injury Prevention/WCB	306-966-1949
Risk Management and Insurance Services	306-966-8753

APRIL 2019 – VERSION 1.2

Local Emergency Response Plan Authorization

Facility:	Campus Observatory
Units:	Department of Physics and Engineering Physics
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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:

[University of Saskatchewan Emergency Measures Policy 4.25](#)

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
- ✓ Ensuring those you supervise are appropriately informed of this plan
- ✓ Creating more specific emergency response plans for designated areas
- ✓ Creating more specific emergency response plans for fieldwork activities
- ✓ Assisting in an evacuation, lockdown or other emergency response
- ✓ Annual review of this local emergency response plan

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.

To continuously improve the quality of this Local Emergency Response Plan (ERP), all personnel are encouraged to provide feedback. Please first forward your comments or suggestions to your supervisor and also to Safety Resources at 306-966-4675.

General Responsibilities

Protective Services is the unit responsible for security and incident command on campus. Protective Service also enforces the Traffic Safety Act on campus.

Safety Resources is the unit which provides occupational health and safety (OHS) consulting and training services.

Wellness Resources is the unit which provides proactive and medical ergonomic assessments, injury case management and supports the Employee Assistance Program.

Facilities Management Division provides facility maintenance services, as well as electrical and construction services for the university campus community

Local unit managers, supervisors and wardens are responsible for providing local training, together with Protective Services and Safety Resources, and recruiting local volunteers for emergency response as well as administering and updating this ERP as necessary.

All staff is to be trained to understand and follow procedures in this ERP, as well as ask questions and provide feedback when necessary.

II. MEDICAL EMERGENCIES

FIRST AID TRAINING

First aid training is recommended for all university personnel. First Aid training is available through Safety Resources, or from other training services within Saskatoon. For course schedules, visit the Safety Resources website at <http://safetyresources.usask.ca>.

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>

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


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).
- AEDs are in all Protective Services patrol vehicles; as well 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:
Room 6 in basement, research room
Room 103 (or room #13) main floor (store room)

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 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 staff member may be transported for medical attention by a co-worker or supervisor or activities staff provided it can be done safely and without causing the injury to become more serious.
- Students should not be transported by staff members in private vehicles.
- Please note: If the student or employee cannot arrange transportation, it is the department's responsibility to ensure that any drivers on behalf of the U of S are authorized and qualified and that vehicles are safe.

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

- 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: REPORT THE INCIDENT

- 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 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). 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.

However, reporting through Safety Resources' online incident reporting system is still required.

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

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 Campus Observatory** 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 fire
S – Squeeze the fire extinguisher handle
S – Sweep nozzle side to side at the base of the fire



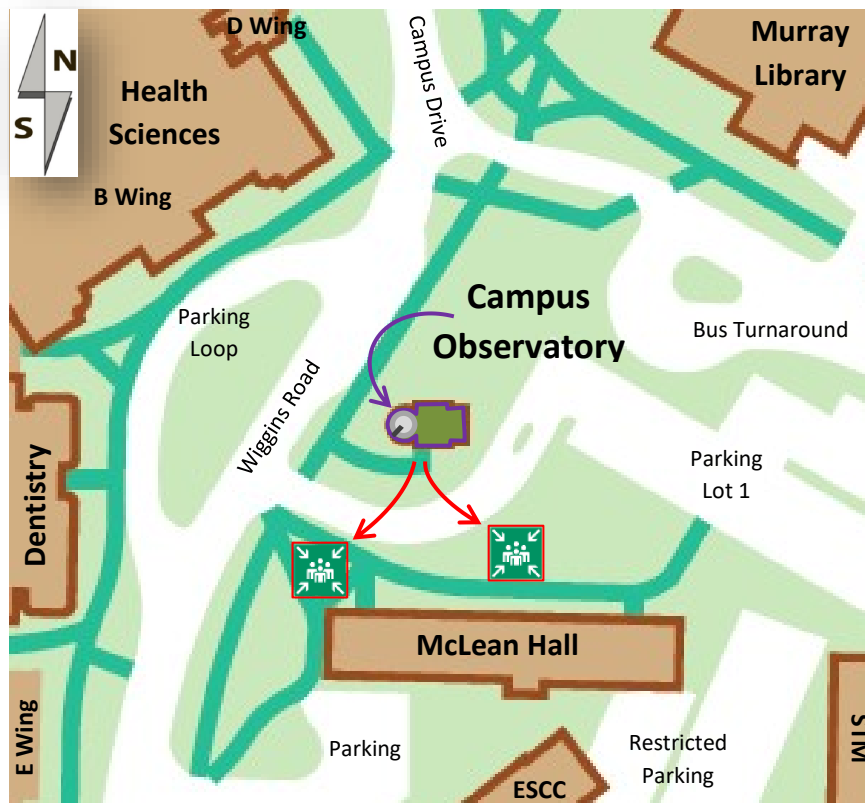
- If the fire is too large, or cannot be extinguished, or if you feel uncomfortable attempting to extinguish the fire, commence with evacuating the building.

Step 2: EVACUATE THE BUILDING

- Notify individuals in the area that a fire has occurred.
- Activate the nearest fire alarm (fire alarm pull station) located throughout the building (see the maps in this document for more information).
- 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. 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 help 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 Chief Building Warden, 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) as defined in the Building Evacuation Plan (see Appendix I).



See below for the location of Marshalling Areas for Campus Observatory:



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.
- 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 Police Service, Protective Services , or the Chief Fire Warden. 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 TYPES OF BUILDING EVACUATIONS

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 – 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.

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 Management Division (FMD) Work Control 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.



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: CONTACT EMERGENCY RESPONDERS

- If you observe a criminal act, a suspicious individual(s) or a suspicious object, immediately call **Protective Services at 306-966-5555**.
- 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: BE MINDFUL OF PERSONAL SAFETY

- 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);
- A person seen armed with a firearm; 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

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 text message and/or email to the campus community.

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

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

ALERTUS

To find out more information about AlertUS and to sign on to AlertUS visit:

<https://www.usask.ca/protectiveservices/emergencyalerts/index.php>

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.

A: 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** or call **911** from a mobile phone, or call **5555** or **9-911** from a campus telephone.

B: 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.
- 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 the Campus Observatory are listed in the following sections of this Local Emergency Response Plan:

Section VII. VIOLENCE

Section VIII. 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 designated secure areas until notified by authorities (which are Protective Services, , Saskatoon Police Service, Safety Resources and AlertUS) that it is safe to do so.

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 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.
- 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 SEVERE 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 MUST 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).
- Ensure all research is put into a safe state.
- 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 LOCKDOWN SAFE 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 Police Service, 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, etc.), contact your supervisor and Protective Services immediately at **306-966-5555**. Be prepared to provide Protective Services with any available information.

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 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 Campus Observatory are listed in the table below:

When in a Lockdown Safe Area in Severe Weather:	
DO:	DO NOT:
✓ Remain in the building in a secure area	✗ Go outside until the warning has passed
✓ Provide assistance to those in need	✗ Use the elevators
✓ Seek shelter under heavy furniture, in a doorway or in a stairwell	✗ Remain near exterior windows
✓ Monitor your mobile phone for additional information from AlertUS	

Step 4: CEASE LOCKDOWN

Do not leave your secure area until notified by authorities (which are Protective Services, , Saskatoon Police Service, 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 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

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: 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.

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 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).
- 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 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 was 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.

Spill Response Contact Information	
Safety Resources General Number	306-966-4675
WASTE MANAGEMENT FACILITY (SPILLS)	306-966-8497
Chemical and Environmental Safety Manager	306-966-8512
Biosafety Manager	306-966-8496
Radiation Safety Manager	306-966-8494
Protective Services (at any time)	306-966-5555
Facilities Management Division	306-966-4700

XII. 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	<ul style="list-style-type: none"> Threatening or intimidating. Physical, verbal, and/or written (including email, Facebook and other social media). 	Contact emergency response: <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>	Behaviours are in progress: <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>) Consultation: <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. 	Consultation: <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. 	Refer to appropriate campus support: <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 (or 9-911) 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 Service at 306-975-8300

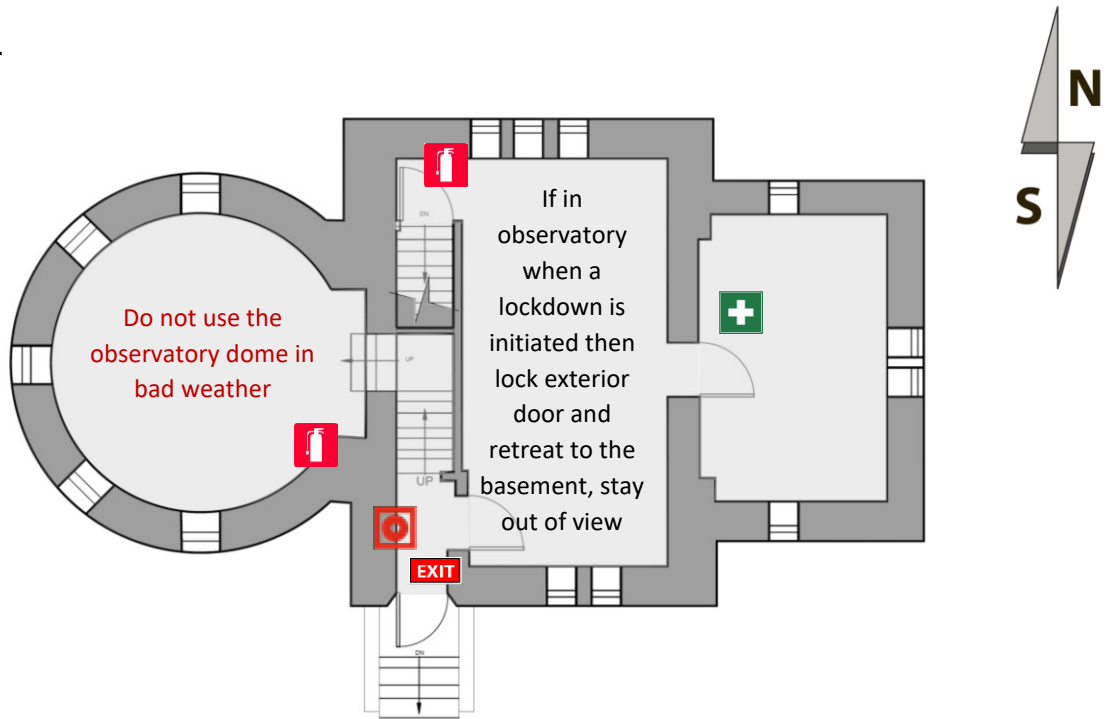
Concern	Behaviour	Contact
Traumatic Event	<ul style="list-style-type: none"> • Seeing or experiencing an event (or an ongoing condition) that is severe and/or life threatening and which exceeds one’s coping resources. • Examples: witnessing or coming upon the aftermath of an attempted suicide, car accident, medical crisis; 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

AFTER HOURS SERVICES:

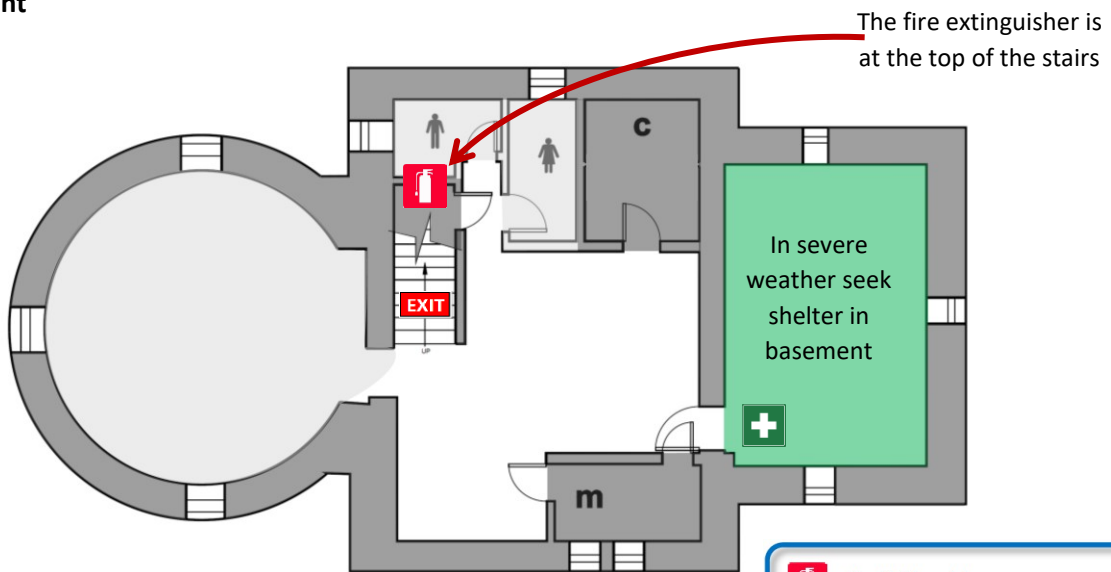
- **Emergency Response: 9-911 from campus landline, or 911 using a mobile telephone.**
- **Protective Services:** 5555 from a campus landline, or 306-306-966-5555 using a mobile telephone.
- **Saskatoon Crisis Intervention Services:** 306-933-6200 – Provides comprehensive mobile crisis response services 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.

XIII. REFERENCE MAP

Main Floor



Basement



- | | |
|--|--------------------------------------|
| | 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 PLAN, LOCKDOWN DUTIES, AND EMERGENCY RESPONSE RESPONSIBILITIES

CAMPUS OBSERVATORY

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

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.

XIV. Roles and Responsibilities

CHIEF BUILDING WARDEN

The Chief Building Warden is responsible for: recruiting all Wardens and Guards; coordinating local and institutional training; performing specific emergency response procedures during an emergency situation; and, maintaining records associated with the Local Emergency Response Plan and the Building Evacuation Plan. Any alterations or changes to these records shall be forwarded to Safety Resources.

If the Chief Building Warden is absent then the Deputy Building Warden shall act as the Chief Building Warden. If both the Chief Building Warden and Deputy Building Warden are going to be absent, individuals must be assigned to fill the positions.

IN AN EVACUATION EMERGENCY:

- Go immediately to the building annunciator panel to determine the location of the emergency.
- Put on emergency response arm band, if possible.
- Supervise the orderly evacuation of personnel, students and visitors from the building.
- Notify Protective Services and Saskatoon Fire Department (SFD) of any special hazards in the building or area.
- When evacuation is complete, receive reports from all Wardens and Guards regarding the accounting of personnel.
- When authorized by SFD or Protective Services notify Floor Wardens in the marshalling areas that the building is safe to re-occupy.
- EVACUATION DRILLS – participate in evacuation drills; help to identify shortfalls and provide guidance to personnel on improvements.

Roles and Responsibilities

DEPUTY BUILDING WARDEN

The Deputy Building Warden is responsible to assist the Chief Building Warden with: recruiting all Wardens and Guards; coordinating local and institutional training; performing specific emergency response procedures during an emergency situation; and, maintaining records associated with the Local Emergency Response Plan and the Building Evacuation Plan.

The Deputy Building Warden shall act as the Chief Building Warden in his/her absence. If both the Chief Building Warden and Deputy Building Warden are going to be absent, individuals must be assigned to fill the positions.

IN AN EVACUATION EMERGENCY:

- Go immediately to the building annunciator panel to determine the location of the emergency.
- Put on your emergency response arm band if possible.
- Remain at the entrance by the annunciator panel to direct Protective Services and SFPS to the location of the alarm.
- Assist the Chief Building Warden as necessary.
- Communicate with Wardens and Guards to provide information on the alarm situation.
- EVACUATION DRILLS – participate in evacuation drills; help to identify shortfalls and provide guidance to personnel on improvements.

Roles and Responsibilities

FLOOR WARDENS & ASSISTANT FLOOR WARDENS

IN AN EVACUATION EMERGENCY:

- Take appropriate action to help ensure the safety of those in the area for which you are assigned.
- Notify the Chief Building Warden and SFD of any special hazards in the area.
- Assist or seek assistance for individuals that are injured.
- Direct personnel in their designated area(s) to evacuate the building through pre-determined exits to the marshalling area(s).
- Assistant Wardens or other individuals may be assigned to assist persons with special needs to exit the building. If a person with special needs cannot easily be guided out of the building, the person should be moved to a safe place (a stairwell if possible) until rescue personnel arrive.
- Systematically search designated area(s), including washrooms and elevators to ensure that all personnel are out and that all doors are closed, not locked.
- Report to the Chief Building Warden on the state of their area(s). Report on any individuals with special needs that are still in the building.
- At the marshalling area, confirm with Assistant Floor Wardens the safe evacuation of personnel from the designated area(s).
- Assist the Chief and/or Deputy Building Warden as directed.
- **EVACUATION DRILLS** – participate in evacuation drills; help to identify shortfalls and provide suggestions to Chief and Deputy Warden on possible improvements.

Roles and Responsibilities

DOOR & CORRIDOR GUARDS

IN AN EVACUATION EMERGENCY:

- Immediately proceed to their designated door, corridor or building link to be guarded.
- Direct personnel exiting through their door/corridor/link to the designated marshalling area.
- Keep the area around the door clear for emergency response personnel.
- Prevent individuals from re-entry into the building or individuals attempting to enter the building via corridors or building links.
- When authorized by the Chief Building Warden, or when the alarm is turned off, permit people to re-occupy to the building.
- Assist the Chief, Deputy Chief Building Warden and Floor Wardens as directed.
- **EVACUATION DRILLS** – participate in evacuation drills; help to identify shortfalls and provide guidance to personnel on possible improvements.

ALL FACULTY, STAFF, STUDENTS & VISITORS

IN AN EVACUATION EMERGENCY:

- Whenever the fire alarm sounds for more than 10 seconds, immediately proceed with evacuating the building in accordance with the evacuation plan; always use the closest exit and most direct route.
- Refer to building postings for specific evacuation routes and go to designated emergency marshalling area.
- Follow the directions of building personnel, and emergency response personnel (university and municipal) charged with coordinating and executing the building evacuation. University emergency response Wardens and Guards try to wear bright yellow arm bands.
- Do not re-enter a building where a fire alarm has sounded until directed to do so by emergency response personnel.
- **EVACUATION DRILLS** – participate in evacuation drills.

GENERAL EVACUATION PROCEDURE

DURING NORMAL WORKING HOURS (8am to 5pm)

During normal working hours, when a fire alarm sounds:

- * 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).
- * When in stairwells 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 SFD. They will follow the instructions of the Floor Wardens and their Assistants on the floor at which they leave the elevator.
- * People with special needs who cannot easily be evacuated out of the building should be left in a safe place (ideally a stairwell) until emergency personnel arrive to assist. Emergency responders should be informed of the location of the person with special needs as soon as possible.
- * All persons evacuating the building shall assemble in the appropriate marshalling area and remain there 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 SFD 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 you should report directly to emergency responders to provide information about why the alarm was sounded.

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

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).

Local evacuation plans and lockdown safe areas are (or will be) posted throughout buildings utilized by the College of Arts and Science. All Local Emergency Response Plans and area postings are available on the College of Arts and Science website at:

<http://artsandscience.usask.ca/college/admin/facilities.php>

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.

