



# UNIVERSITY OF SASKATCHEWAN

## EMERGENCY RESPONSE PLAN

DEPARTMENT: Mechanical Engineering

Manufacturing, Applied Mechanics and Robotics

**Minimum Review Requirements:** Annually

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**Authorized by:** Insert Authorization Authority

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# Emergency Response Plan

Individual worker sign off for reading and understanding the identified emergency response procedures:

Date	Signature

# Emergency Response Plan

## Evacuation Procedures for Fire, Fire Alarm and Other Emergencies Alarm will sound for more than 10 seconds

Regular work hours (University core hours 8:30 a.m. - 4:30 p.m.):

**Step 1:** Prior to beginning work in any area, familiarize yourself with the location of the closest fire extinguisher.

**Step 2:** Fire on person: For larger fires, and usually when the fire blanket is used, the person must Stop, Drop and Roll immediately.

Fire in oven or on stove, cook top or in a pot or pan: Turn off the source of heat, if possible and smother the fire by putting a lid on the pot or pan or shutting the oven door.

Fire extinguisher: Only if you are comfortable using it: Pull out the pin, Aim at base of the fire, Squeeze the handle, and Sweep the contents over the base of the fire.

**Step 3:** If necessary, evacuate the room.

- a) Turn off or unplug electrical equipment (except the fridges): stove burners and ovens, cook tops, wall ovens, rice cookers, blenders, unplug kettles.
- b) Shut off all water taps.
- c) Close the door behind you.
- d) Call Campus Safety 5555 on campus phone or 966-5555 by cell phone and Emergency 9-911 on campus phone or 911 by cell phone, giving as much information as possible.
- e) Do not re-enter the room until told to do so.

**Step 4:** If the building must be evacuated:

- a) Activate the alarm at the nearest pull station follow the procedures for evacuating the room and leave the building, using the nearest designated exit. Do not use the elevators.
- b) Physically disabled persons should remain where they are if there is no immediate danger. A volunteer should stay with them and the Warden or Assistant Warden for the area informed and will notify the Chief Warden, Trevor Zintel, of the location of the disabled person and volunteer.
- c) The standby location is away from the building. Do not re-enter the building until the all-clear signal, three blasts on air horn, has sounded.
- d) Contact Workplace Safety & Environmental Protection (WSEP) 8493 on campus phone or 966-8493 by cell phone and Campus Safety 5555 on campus phone or 966-5555 by cell phone whenever this plan is activated.

After regular work hours:

The senior person (supervisor) working after hours is responsible for all evacuation procedures. Contact Campus Safety 5555 on campus phone or 966-5555 by cell phone for assistance if building alarm has not been activated.

# Emergency Response Plan

## Power Outage

Regular work hours (University core hours 8:30 a.m. - 4:30 p.m.)

**Step 1:** a) Turn off all or unplug electrical equipment (except the fridges): stove burners and ovens, cook tops, wall ovens, rice cookers, blenders, kettles.

b) Shut off all water taps.

**Step 2:** Evacuate the building, using the nearest designated exit from the building. Do not use the elevators.

Physically disabled persons should remain where they are if there is no immediate danger. A volunteer should stay with them and the Warden or Assistant Warden for the area (Trevor Zintel) will alert authorities to the location of the disabled person and volunteer.

Contact the Mechanical Engineering General Office 5440 on campus phone or 966-5440 by cell phone regarding the nature, duration and range of the power outage to determine whether students will be dismissed and faculty and staff sent home or when re-entry into the building will be permitted.

**Step 3:** A process is in place to contact all areas in the building with instructions. (i.e. phone tree)

After regular work hours:

The senior person (supervisor) working after hours is responsible for all evacuation procedures. Contact Campus Safety 5555 on campus phone or 966-5555 by cell phone 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.

# Emergency Response Plan

## Medical Accidents, Incidents & Emergencies

### For medical incidents, accidents and emergencies only:

**Step 1:** For major medical emergencies, call 9-911 and then Campus Safety at 5555 by campus phone or 911 and 966-5555 by cell phone. Be prepared to provide the nature of the emergency, exact location: building, room number and closest entrance, your name and the phone number at which you can be reached. Follow the 911 operator and Security's instructions. (Security will meet emergency vehicles at the entrance to bring them quickly to the site and they may also come to assist.)

**Step 2:** For emergencies that are not major, but not minor, e.g. fainting, call Campus Safety at 5555 on campus phone or 911 and 966-5555 by cell phone, who will then call an ambulance if they feel it is needed.

Due to liability issues, do NOT transport the victim to Student Health Centre (SHC) or hospital or clinic. Call an ambulance or call Campus Safety first, who will determine if an ambulance is necessary.

**Step 3:** For emergencies, if you feel confident, administer First Aid; otherwise, call Campus Safety at 5555 on campus phone or 966-5555 by cell phone. When responding directly to a first aid emergency, first ensure that there is no further danger to yourself or to the victim before commencing first aid.

Provide first aid for any life-threatening conditions, but do not move the victim unless there is a life threatening danger.

The First Aid Kit is located in: 1B80

Complete the First Aid Register stored with the First Aid kit.

**Step 4:** When you believe further attention is required (e.g. cut, possibly requiring stitches, tetanus shot):

Students: For needs other than a tetanus shot, walk the student to the Student Health Centre (SHC, 145 Saskatchewan Hall).

Tell student to go for a tetanus shot and phone SHC 5768 on a campus phone or 966-5768 on a cell phone to inform tell them that the student is coming. Follow up with a phone to ensure that the student did go there.

Advise students to go to SHC or a clinic if further attention is needed (e.g. infection develops).

Due to liability issues, do NOT transport the victim to SHC or hospital—call an ambulance or Campus Safety who will determine if an ambulance is necessary.

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# Emergency Response Plan

## Medical Accidents, Incidents & Emergencies (cont'd):

If the student is injured during paid-for duties, s/he must report the injury to his/her supervisor immediately, seek medical attention if required and complete Workers' Compensation forms by reporting in person to WSEP within 48 hours or by phoning 966-4675 if unable to report in person due to extent of injury.

Faculty and staff: For needs other than a tetanus shot, walk the faculty or staff to Emergency at Royal University Hospital (RUH, Basement, new addition). Tell the faculty or staff member to go for a tetanus shot and phone RUHR emergency at 9-655-1362 on a campus phone or 655-1362 on a cell phone to tell them that the person is coming. Follow up with a phone call to ensure that the person did go there.

Advise faculty and staff to go to emergency, RUH or a clinic if further attention is needed (e.g. infection develops).

Due to liability issues, do NOT transport the victim to SHC or hospital—call an ambulance or Security who will determine if an ambulance is necessary.

If the faculty or staff is injured during paid-for duties, s/he must report the injury to his/her supervisor immediately, seek medical attention if required and complete Workers' Compensation forms by reporting in person to WSEP within 48 hours or by phoning 966-4675 if unable to report in person due to extent of injury.

**Step 6:** Complete an online Incident Report Form found on the WSEP website keeping a copy for yourself.

# Emergency Response Plan

## 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, group of individuals, or the institution as a whole.

### For Threats of Violence:

**Step 1:** Remain calm. Make every attempt to appear calm in both your motions and in your voice.

**Step 2:** Alert others nearby of your situation and contact your supervisor for assistance in dealing with the situation. Do not attempt to deal with a violent individual(s).

**Step 3:** Put distance between yourself and the individual(s).

**Step 4:** Contact Campus Safety at 5555 by campus phone or 966-5555 by cell phone. Provide the nature of the emergency, and the exact location: building, room number and closest entrance, your name and the phone number at which you can be reached.

**Step 5:** Wait for Campus Safety to arrive. If the individual(s) leave, or threaten to leave, do not attempt to stop them. If necessary, proceed to a secure room or office and lock the door while waiting for Campus Safety to arrive.

**Step 6:** Once Campus Safety 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.

**Step 7:** If the threat was made over the phone or electronically, contact Campus Safety immediately and inform them of the situation. Be prepared to provide them with whatever evidence you may have to assist them.

# Emergency Response Plan

## Suspicious Activity

Suspicious activity may take the form of a suspicious individual(s), suspicious activities or suspicious objects.

### For Suspicious Activities:

- Step 1:** If you observe a criminal act, a suspicious individual(s) or a suspicious object, immediately contact Campus Safety at 5555 by campus phone or 966-5555 by cell phone. Provide the nature of the activity, and the exact location: building, room number and closest entrance, your name and the phone number at which you can be reached.
- Step 2:** Be mindful of your personal safety. Remember or if possible, note the details of the activity, individual(s) or object.
- Step 3:** If necessary, leave the area if you feel threatened or your personal safety is at risk. Do not attempt to stop the suspicious activity, confront suspicious individual(s) or touch suspicious objects. **Do not sound the Fire Alarm.**



# Emergency Response Plan

## Chemical Spills

### **Know the names of contacts to call for help:**

During regular hours of work (University core hours 8:30 a.m. - 4:30 p.m.):

**WSEP Waste Management:** 8497 on campus phone or 966-8497 by cell phone

**WSEP Chemical Safety:** 8512 or 8493 by campus phone or 966-8512 or 966-8493 by cell phone

**Provide the following information:** the chemical that was spilled, your name and phone number, location and size of spill, any injuries or emergencies.

After regular work hours: Call Campus Safety: 5555 on campus phone or 966-5555 by cell phone.

**If you have been exposed to chemicals, refer to the Medical Accidents, Incidents and Emergencies section of this Emergency Response Plan.**

### **Once the appropriate authorities have been notified:**

**Containment:** Alert all people in the area that there has been a spill. Keep the material from contaminating other areas, by surrounding it with absorbent material such as paper towels.

Once the spill has been responded to and dealt with by either Waste Management or Campus Safety, complete an Incident Report found on the WSEP website and forward it to WSEP, saving a copy for yourself.

### **Minor Spill:**

**Step 1: Assessment:** Are you capable of dealing with this on your own based on training, equipment and circumstances?

**Step 2: Containment:** Alert all people in the area that there has been a spill. Keep the material from contaminating other areas, by surrounding it with absorbent material such as paper towels or disposable diapers.

**If, at any time, you feel you are overwhelmed or unable to deal with it or if it becomes larger than you or your colleagues can handle:**

**-Call the Waste Management Facility (WMF) at 8497 on a campus phone or 966-8497 by cell phone during regular working hours of 8:00 am to 4:30 pm or Campus Safety at 5555 on a campus phone or 966-5555 by cell after hours.**

**Step 3: Wear:** protective clothing and **put on PPE**- buttoned long lab coat, closed toe (preferably close topped) and closed heel shoes, pants to the top of the shoes, safety glasses-to discourage touching mucous membranes, dust mask, two pair of nitrile gloves.

**Tuck lab coat sleeves into the gloves, by forming a pleat in the sleeve and tucking it securely into the glove, adjusting the sleeve length to allow some ease for movement, but not so much that the sleeves will drag on surfaces and become contaminated.**

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# Emergency Response Plan

## Step 4: Clean up:

### a) **Solids and powders:**

i) **Gather** and pick up the chemical, starting at the outside and working inward, using tools rather than hands. Use disposable tools (e.g. disposable scoops, dustpans, large weigh boats or forceps) instead of those that are not (broom and dustpan or forceps). Sweep away from you and minimize dust production.

ii) Deposit in a small garbage bag, supported in a pail, with the top folded back over the pail to form a cuff.

### b) **Liquids and foams:**

i) Cover with paper towels, absorbent pads or disposable diapers to absorb the liquid. Wipe up, using paper towels.

ii) Deposit in a small garbage bag, supported in a pail, with the top folded back over the pail to form a cuff.

## Step 5: Decontamination:

a) **Decontaminate** the area by wiping with paper towels dampened with soap and water, or other suitable liquid, if water is incompatible. Deposit used paper towels in the garbage bag.

b) **Clean tools** that are not disposable with soap and water or other suitable liquid, if water is incompatible and dry them before putting them away.

c) Remove outer pair of gloves and deposit in the garbage bag.

d) Remove mask and hair restraint (if worn) and deposit them in the garbage bag.

e) Remove safety glasses and clean them, if necessary.

f) Remove lab coat:

g) **Remove inner pair of gloves and deposit in the garbage bag.** Carefully fold up the cuff of the bag **and twist tie closed or tie a knot in top**, taking care not to contaminate hands or clothing.

h) Wash hands thoroughly in the sink for 30 seconds-as long as it takes to sing the "ABCs", using rotary motion. Rinse with water running from the wrists downward and relather. Scrub under nails, cuticles and palm creases with the surgical nailbrush provided. Rinse and dry thoroughly.

i) Dispose of spill clean up material according to the label instructions or call the WMF for more information

j) Replenish supplies.

**Step 6: Complete an Online Incident Report** found on the WSEP website and save a copy for yourself.

# Emergency Response Plan

## **Major Spill: (Larger than you or your colleagues can handle)**

**Step 1: Cordon off** area with masking tape from the Spill Kit, in the cupboard behind the door, the demonstration table drawer or the drawers in the units and appropriate signage.

**Step 2: Alert** everyone in the area that there has been a chemical spill and evacuate the room if necessary.

**Step 3: Call** the Waste Management Facility (WMF) 8497 on campus phone or 966-8497 by cell phone during working hours of 8:00 a.m. - 4:30 p.m. or Campus Safety at 5555 on campus phone or 966-5555 by cell phone after hours.

**Provide the following information:** the chemical that was spilled, your name and phone number, location and size of spill, any injuries or emergencies.

**Step 4: Complete an Online Incident Report** found on the WSEP website and save a copy for yourself.