

LOCAL EMERGENCY RESPONSE PLAN ENGINEERING BUILDING COLLEGE OF ENGINEERING

57 Campus Drive

Key Contact Numbers:

Protective Services

306-966-5555 (mobile phone) 5555 (campus phone)

Emergency Response Services

911 (mobile phone) 9-911 (campus phone)

College of Engineering Main Office (Room 3B48) Dean of the College of Engineering

Local Safety Committee Co-Chairs First Aid Volunteers Chief Building Warden (o) 306-966-5273 (o) 306-966-5593

engr.safetychairs@usask.ca engr_firstaid_responders@usask.ca eng.buildingwarden@usask.ca

PROTECTIVE SERVICES & SAFETY RESOURCES

Protective Services306-966-5555Safety Resources306-966-4675Spill Response and Waste Management306-966-8497Safety Consultant306-966-8838Wellness Resources306-966-4580Facilities Management Division306-966-4496

July 2020 – VERSION 8.0

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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 laboratories and other research 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, **all personnel are encouraged to provide feedback.** Please first forward your comments or suggestions to your supervisor or to a representative on the Local Safety Committee and also to Safety Resources at 306-966-4675.

General Responsibilities

Managers and supervisors are responsible for providing local training and recruiting local volunteers for emergency response, recognized as having the highest degree of control over activities within the facility.

All staff are provided this document in order to understand and be able to follow procedures. Everyone is encouraged to provide input and feedback to continually improve this ERP.

Protective Services is responsible for security, institutional emergency response and incident command on campus, 24 hours a day. Protective Service also enforces the Traffic Safety Act on campus and responds to all traffic accidents on campus roadways.

Safety Resources provides occupational health and safety consulting, specialized safety training services, and assistance in continually improving and operationalizing Local Emergency Response Plans.

Wellness Resources provides injury claim management, works to develop medical accommodations, and liaises with the Employee Assistance Program.

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

Protective Services and Safety Resources provide ERP training support; call 306-966-4675 or 5555.

I. Medical Emergencies

FIRST AID TRAINING

First aid training is recommended for all university personnel.

First aid training is available through the College of Kinesiology and through certified first aid training services off campus throughout Saskatoon.

Staff and faculty wishing to obtain training can contact engr.safetychairs@usask.ca

Staff Trained in First Aid

Current lists are posted at main first aid kits and at main information and reception desks.

Responders can also be reached by emailing engr_firstaid_responders@usask.ca



AUTOMATED EXTERNAL DEFIBRILLATOR (AED) LOCATIONS

Main Floor: First Floor, by Main Entrance (located directly beside the elevator)

Outside Room 2C82: Second floor (southeast corner of the building, refer to the <u>reference map</u> on page 35 of this Local Emergency Response Plan)

Outside Room 3B48: Third floor beside main passenger elevator (outside of Dean's Office)



FIRST AID KIT LOCATIONS

College maintained first aid kits are located near the elevators of the 1st 2nd and 3rd floors. All Laboratories

Basement: In hall outside of room 0C18

All Laboratories as required.

IN THE EVENT OF A MEDICAL AID OR 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, building or flammable materials, violent person).
- Do not move the victim unless there is a life-threatening danger.
- Do not put yourself at undue risk.
- Clear the classroom, hallway or area to provide privacy for the casualty.

Step 2: DETERMINE SERIOUSNESS OF THE INJURY

MAJOR MEDICAL EMERGENCY

- Call 9-911 from a campus phone, or 911 from a cell phone. Protective Services is notified immediately of all 911 calls from the University Campus and will assist on all medical emergencies and otherwise when requested. If someone else is available have them call 911.
- 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 that end with person breathing and okay), call Protective Services at 306-966-5555.
- For minor 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.
- Seek assistance from trained first aid providers as needed.

Step 3: ADMINISTER FIRST AID

- Retrieve a first aid kit from a designated location.
- Implement first aid measures consistent with the nature of the medical emergency.
- Know the Safety Data Sheet (SDSs) information to determine appropriate first aid response for specific chemicals.

Step 4: TRANSPORTATION (call an ambulance)

- For medical emergencies, or if there is any doubt about the seriousness of the injury, do not attempt to transport the person. Call 9-911 from a campus phone, or 911 from a cell 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 MSDS transported with the injured person, if applicable.
- Consult Protective Services for less serious injuries requiring further attention.
- An injured person shall not be transported by staff members in private vehicles.
- A non-seriously injured person may be walked by staff, or walked or driven by friends or family to a minor emergency clinic.
- An <u>injured person shall not be left unattended</u>, ensure they are accompanied to an appropriate medical facility by a responsible person.

Step 5: REPORT THE INCIDENT

- All faculty, staff and students (including student staff) are required to report any workplace related incident involving injury as soon as possible to their supervisor (or instructor). 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. Reporting through Safety Resources online incident reporting system is still required.

REPORT ALL WORKPLACE INJURIES AT: <u>http://safetyresources.usask.ca</u>

II. BUILDING EVACUATION

GENERAL INFORMATION

An evacuation may be initiated in a variety of emergency situations including, but not limited to:

- A Fire
- An uncontrolled release of hazardous material inside the building

All faculty and staff are encouraged to **obtain Fire extinguisher training**. Visit Safety Resources website, at <u>http://safetyresources.usask.ca</u> to register 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 <u>http://safetyresources.usask.ca</u>

Building evacuation alarms are tested for less than ten seconds on the first Monday of each month.

Any time an evacuation alarm sounds for more than ten (10) seconds, the building is to be evacuated.

IN THE EVENT OF A FIRE:

Step 1: ASSESS THE SEVERITY OF THE FIRE

- IMMEDIATLEY EVACUATE IF SMOKE MAKES FIRE IMPOSSIBLE TO FIGHT.
- Only if you can do so safely, extinguish the fire using an appropriate 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

 ${\bf S}-{\bf S}$ queeze the fire extinguisher handle

 \mathbf{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.
- If you work with flammable material, obtain Fire Extinguisher training.

Step 2: EVACUATE THE BUILDING

- Notify individuals in the area that a fire or an evacuation event has occurred.
- Activate the nearest fire alarm (alarm pull station) on your way out of the building. If you have pulled the alarm or have information concerning the fire or the evacuation event, make your way to the ASSEMBLY POINT area outside the <u>west</u> <u>main entrance</u> to communicate this information to emergency responders.
- 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 building evacuation.
- If there is a person(s) with special needs, notify the Building Warden or a Floor Warden. One or two monitors should be assigned to assist the person(s) with special needs to evacuate or to stay with them in a safe place until Saskatoon Fire Department arrives. Do not leave them alone, unless you are in danger, and then leave them alone 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 ASSEMBLY POINT area(s).



COLLEGE OF ENGINEERING ASSEMPLY POINT AREAS:

Step 3: CALL EMERGENCY SERVICES.

- Emergency Responders are immediately and automatically notified when alarm is activated.
- Call 9-911 from a campus phone, or 911 from a cell phone if there are associated injuries. 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 (or evacuation event), exact location including the building, room number and closest entrance, your name and the phone number at which you can be reached later.

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 Fire Department, Protective Services, the Chief Building Warden or a Safety Resources representative. 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, 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 to evacuate is made.

Also, if the 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.

III. 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) Customer Service Centre:
 - Telephone: 306-966-4496 (8:30 am to 4:30 pm)
 - After hours call Protective Services at **306-966-5555.**
- The supervisor in the area or unit designate must complete a university incident report using Safety Resources online incident reporting system, at http://safetyresources.usask.ca.



SAFETY EQUIPMENT FAILURE

The primary engineered safety equipment utilized when handling and manipulating chemicals and biohazardous materials include general ventilation systems, fume hoods and biosafety cabinets.

IN THE EVENT OF A FAILURE OF SAFETY EQUIPMENT:

- Cease work with the equipment.
- Evacuate the area if necessary.
- Contact Safety Resources at **306-966-4675** for certification testing of all fume hoods and biosafety cabinets.
- Contact the Facilities Management Division Customer Service Centre to schedule repairs or maintenance of the equipment using PAWS>ADMIN>FACILITIES REQUESTS:

https://paws5.usask.ca/web/home-community#facilities

VI. 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 (such as a theft), a suspicious individual(s) or a suspicious object, immediately call Protective Services 306-966-5555 from a mobile phone or 5555 from a campus landline.
- Provide:
 - o the nature of the activity, and
 - \circ the exact location including the building, room number and closest entrance
 - DO NOT ATTEMPT TO FOLLOW OR TRACK A SUSPICIOUS PERSON

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 9-911 from a campus phone, or 911 from a cell phone.



IV. 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);
- Severe violence involving weapons (e.g. active shooter on campus).
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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.

Shelter in Place and Safe Room designations on the reference maps are suggestions only. Please take the time to think about what you would do if there was a lockdown emergency.

ALERTUS

To find out more information about Alertus and to sign on to Alertus visit: <u>http://www.usask.ca/protectiveservices/</u>



Take the time now to download Alertus.

http://www.usask.ca/ict/hardware-software/alertus-emergency-notifications-app/index.php

IN THE EVENT OF A LOCKDOWN:

Step 1: LOCKDOWN NOTIFICATION

In the event of an emergency where a lockdown response is indicated, the university will utilize its emergency mass alert system, Alertus, to deliver alerts via 1) Alertus Beacons, 2) Alertus mobile application for cellular phones and mobile devices and 3) desktop alerts for ICT networked computers.

They will be comprised of pre-scripted messages, initiating a lockdown process. Update message(s) and alerts will be disseminated whenever possible with more information during a crisis.

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

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 as outlined in sections VIII and IX, and any directions issued through Alertus messages.

Individuals may be required to shelter in place, if safe to do so, individuals may be required to relocate to a more secure area and in some circumstances may find they are restricted to remain in an exposed open area, such as a cafeterias, gymnasia, libraries, and tunnels, which are difficult to isolate and secure. 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 Fire Department, Saskatoon Police Service, Safety Resources and Alertus) that it is safe to do so.

V. 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.

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 or phone call), contact your supervisor and Protective Services immediately at **306-966-5555**. Be prepared to provide Protective Services with any available information.

- $\circ~$ Also, refer to Section X Bomb Threats for more related information.
- Also, use the Bomb Threat Call Response Form, on page 19, to assist in responding to a threatening phone call.

IN THE PRESENCE OF A VIOLENT EVENT THE FOLLOWING STEPS SHOULD BE FOLLOWED:

A. 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 9-911 from a campus phone, or 911 from a cell phone.** 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.

B. 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 9-911 FROM A CAMPUS PHONE OR 911 FROM A CELLULAR.

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 9-911 from a campus phone, or 911 from a cell phone. 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 Remain hidden from plain view Turn off lights, close doors 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 Alectus text message 	 Do not answer the door Do not respond to the sound of a Building alarm Do not remain in hallways or pedestrian tunnels Do not leave the secure area until notified by emergency responders 	

Individuals may be unable to locate a safe area and be exposed in an open area.

An open area may include cafeterias, gymnasia, 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 Saskatoon Fire Department, Saskatoon Police Service, Protective Services, Safety Resources, and Alertus) that it is safe to do so.

VI. SEVERE WEATHER

Students, staff and faculty of the University of Saskatchewan will be exposed to natural hazards, including severe weather such as 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 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

In the event of a centralized institutional decision to suspend classes and work activities, the campus community will be advised through Alertus.

TORNADO – IF YOU ARE <u>INSIDE</u> THE 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.
- Aid those in need if you can do so safely.
- Seek safe shelter within the building.
- Call 9-911 from a campus phone, or 911 from a cell phone. 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:	DO NOT:	
 Remain in the building in a secure area Aid 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 Do not use the elevators Do not remain near exterior windows 	

Step 4: CEASE LOCKDOWN

Do not leave designated secure areas 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.

TORNADO – IF YOU ARE <u>OUTSIDE</u> THE 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 College of Engineering 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:	DO NOT:	
 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 Do not approach a tornado or attempt to determine its path 	

VII. 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.

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.



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- Oily stains or discolouration
- Excessive weight
- Protruding wires or foil
- Excessive securing materials
- Rigid envelope
- Lopsided or uneven envelope
- Handwritten titles or poorly typed



Titles but with no names

From international origins

Restrictive markings such as "personal"

Excessive postage

VIII. BOMB THREAT CALL RESPONSE FORM

FOLLOW THE STEP BY STEP INSTRUCTIONS AND COMPLETE THE FORM BELOW:

Date: _____ Time: _____

- □ 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.
- Listen carefully to the details of the threat and try to keep the caller talking until you can obtain the answers to the following questions:
- □ 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.
- □ Write down whatever appears on the digital display, even if it's not a standard telephone number (e.g. private number or unlisted).
- □ **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.

QUESTIONS

- Given 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?

IX. LOST CHILDREN

FOUND LOST CHILD

In the event you find a child who is lost:

- Call Protective Services at 306-966-5555 (or 5555 from a campus phone).
- Together with a third party in the area, stay with the child until Protective Services arrives.
- Protective Services 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 (or 5555 from a campus phone).
- And Protective Services has picked the child up already; inform the parent or guardian to contact Protective Services at 306-966-5555 (or 5555 from a campus phone).

A parent or guardian reporting a missing child should be instructed to contact Protective Services immediately at 306-966-5555 (or 5555 from a campus phone).

LOST A CHILD UNDER YOUR CARE

In the event a child under your care has gone missing:

- Call Protective Services at 306-966-5555 (or 5555 from a campus phone).
- Begin coordinating a search for the child.
- Contact your supervisor.
- Contact the child's parent(s).



X. 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:

DURING 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: MAINTAIN READINESS TO RETURN TO WORK DUTIES, UNTIL OTHERWISE NOTIFIED

- Move to areas with natural light.
- Remain in your work area unless advised to evacuate.
- Continue to work, if applicable; though only after the area is secure for hazard when power is restored.
- If the weather is inclement, 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.
- 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 odors or spills.
- Reset/restart and check equipment as necessary.
- Report any anomalies to supervisors and to the Facilities Management Division as required.

AFTER REGULAR HOURS

• The senior person or supervisor working is responsible for all evacuation procedures, if required.

XI. SPILLS OF HAZARDOUS MATERIALS

GENERAL INFORMATION

All personnel and students who are assigned or instructed to receive, use, store, transport and/or dispose of any hazardous material must have proper training and be competent to work with that material. Individuals working with hazardous materials should also receive training on how to respond to spills if they occur.

Institutional training courses are provided by Safety Resources:

- Safety Orientation for Employees
- Safety Orientation for Supervisors
- Laboratory Safety
- Biosafety
- Radiation Safety
- And other specialty courses

Courses are free and mandatory for all personnel working with hazardous material. For more information on Safety Resources courses or to register for a course, visit <u>http://safetyresources.usask.ca</u> or call 306-966-4675.

MATERIAL SAFETY DATA SHEETS (MSDS), SAFETY DATA SHEETS (WHMIS 2015) PATHOGEN SAFETY DATA SHEETS (PSDS), or equivalent information sheets on hazardous materials shall be readily available in the area or facility where the hazardous materials are being used and/or stored.

Individuals working with hazardous materials should be familiar with the locations of spill kits, building extinguishers and emergency eyewash and shower systems and how to use them in the event of an emergency.

MATERIAL SAFETY DATA SHEET (OR EQUIVALENT) LOCATIONS

In designated laboratories

SPILL KIT LOCATIONS

In designated laboratories

Shipping & receiving room (1B97.3)

EMERGENCY EYEWASH/SHOWER LOCATIONS

In designated laboratories

In hallway outside of rooms 0D17, 2D21, 3C22

XI.1 BIOLOGICAL MATERIAL SPILLS



IN THE EVENT OF A SPILL INVOLVING HAZARDOUS CHEMICALS:

Step 1: ASSESS THE SPILL

- If you feel you are unable to deal with the spill yourself, seek help and evacuate the building if necessary.
- Call the University's **Waste Management Facility at 306-966-8497** or call Safety Resources at 306-966-4675 for assistance with the spill response. **After hours, call Protective Services at 306-966-5555.**
- Attend to individuals injured as a result of a chemical spill, if safe to do so, prior to dealing with the spill. **Call 9-911 from a campus phone, or 911 from a cell phone** immediately if an individual is seriously injured.
- Evacuate the room or building and sound the alarm if necessary.

Step 2: CONTROL THE SPILL AREA

- Alert everyone in the area that a spill has occurred.
- Cordon off the area around the spill to restrict access to the area. Put up the appropriate signage
- Evacuate the area, as necessary.
- Gather a spill kit.
- AS NECESSARY, REFER TO THE MATERIAL SAFETY DATA SHEET (MSDS) OR SAFETY DATA SHEET (SDS) FOR THE CHEMICAL(S) SPILLED.
- Wait for Waste Management Facility personnel to arrive and assist with the spill, if they have been called to respond.

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 a laboratory coat, long pants, closed toe and closed heel shoes, disposable gloves and safety glasses.
- If respiratory protection is required to respond to a chemical spill, the respirator must be appropriate for the chemical(s) involved, and the individual wearing the respirator must be appropriately fit tested and trained in the use and maintenance of the respirator. Contact Safety Resources at 306-966-4675 for respiratory protection services.

Step 4: CLEAN UP SPILL

- Place compatible absorbent material such as disposable paper towels around the spill to keep it from spreading.
- Apply an appropriate sorbent (absorbent/adsorbent) to the spill. It is important that the sorbent match the chemical hazard and capture hazardous vapors if produced. Give the sorbent sufficient time to work.
- Using appropriate tools, gather the spilled material and sorbent, and place them in an appropriate waste container. 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, sharps or other items using forceps. Place sharps in a sharps disposal container.

Step 5: DECONTAMINATE SPILL AREA AND TOOLS

- Decontaminate the spill area, and the equipment and tools used in the spill cleanup. Generally, the area and tools may be cleaned with soap and water, or an appropriate cleaning agent.
- Place decontamination waste, disposable tools and disposable personal protective equipment with the spill waste.
- Label the waste container with its contents.
- Wash hands thoroughly.
- As necessary, restock the spill kit.

Step 6: AFTER CLEANUP IS COMPLETED YOU MUST REPORT THE SPILL

- Inform personnel in the area that the spill has been cleaned up.
- Remove any barricades or signage.
- Report the spill to your supervisor and complete an incident report on the Safety Resources website at http://safetyresources.usask.ca.
- Contact the Waste Management Facility at **306-966-8497** to schedule a pickup of the chemical spill waste (if WMF personnel did not respond directly to the spill).

IMPORTANT SPILL RESPONSE CONTACT INFORMATION

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

XI.2 BIOLOGICAL MATERIAL SPILLS



GENERAL INFORMATION

Individuals working with biological materials, of which may include biohazardous materials, must have established spill management procedures in accordance with university biosafety permits issued for the possession and use of this class of materials.

Some College of Engineering labs are approved for Level II biohazardous materials. Consult the College's Local Safety Committee and Safety Resources prior to undertaking any work with higher level materials.

Safeguards:

Where biohazardous materials are used, the following safeguards are required:

- All necessary permits for use of biohazardous materials must be current and posted.
- All equipment/apparatus in which they are used are to have Standard Operating Procedures
- All personnel are to be equipped with appropriate Personal Protective Equipment (PPE).
- All personnel are to be trained in; the safe use and handling of the biohazardous materials, the equipment's SOP, and in the correct use of all PPE.
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IN THE EVENT OF A SPILL INVOLVING BIOLOGICAL MATERIAL:

Step 1: ASSESS THE SPILL

- If you feel you are unable to deal with the spill yourself, seek help. Call the **Waste Management** Facility at 306-966-8497 or Safety Resources at 306-966-4675 for assistance with the spill response. After hours call Protective Services at 306-966-5555.
- Attend to individuals injured as a result of a biological material spill, if safe to do so, prior to dealing with the spill. Remove contaminated clothing and material from the individual and initiate first aid measures. If the individual is contaminated with biohazardous materials, ensure you are wearing appropriate personal protective equipment. Call 9-911 from a campus phone, or 911 from a cell phone immediately if an individual is seriously injured.
- Individuals that have potentially been exposed to a biohazardous agent as a result of a biological spill should seek medical attention as soon as possible.

Step 2: CONTROL THE SPILL AREA

- Notify all individuals within the area that a spill has occurred. If the spill involves biohazardous material, ensure all individuals have left the immediate area, and wait for 30 minutes before initiating cleanup, to allow any aerosols to settle.
- Cordon off the area around the spill and restrict access to the area. Put up appropriate signage which states spill cleanup in progress.

- If the spill occurred within a biosafety cabinet, ensure the biosafety cabinet is running and allow 5 minutes before initiating the spill cleanup to ensure any aerosols have been removed from the cabinet.
- Gather a spill kit.
- As necessary, refer to your biosafety plan (i.e. exposure control plan) and to MSDS or Pathogen Safety Data Sheets (PSDS) for the material spilled.
- If the spill continually creates aerosols call Safety Resources at 966-4675 for assistance; control access to the spill area and wait for Safety Resources personnel to arrive to assist with the spill.

Step 3: DON APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT

- Individuals engaged in the cleanup of a spill of biological materials must wear appropriate personal protective equipment (PPE) including a laboratory coat, long pants, closed toe and closed heel shoes, disposable gloves, and safety glasses.
- If respiratory protection is required to respond to a biological spill, the respirator must be appropriate for the hazards involved, and the individual wearing the respirator must be appropriately fit tested and trained in the use and maintenance of the respirator. Contact Safety Resources at 306-966-4675 for respiratory protection services.

Step 4: CLEAN UP THE SPILL

- If a spill occurs in a biosafety cabinet, ensure to keep the biosafety cabinet running during cleanup.
- If a spill occurs involving a centrifuge, turn off the centrifuge and do not open the lid for 20 minutes to allow aerosols to settle. Apply disinfectant to all contaminated surfaces. Remove buckets and rotors to nearest biosafety cabinet for disinfection.
- Place absorbent material such as disposable paper towels around the spill to keep it from spreading.
- Gently cover the spill with paper towels.
- Liberally apply an appropriate disinfectant to the paper towels from the edges of the spill area toward the centre of the spill. Ensure the entire spill is covered including any glass, petri dishes, lids, tubes, etc.
- Allow enough contact time for the disinfectant to work.
- Pick up any broken glass, plastics or other items using forceps and place in a double autoclave bag (for autoclaving) or appropriate biohazard waste container. Place all sharps into a sharps disposal container.
- Using appropriate tools, gather the spilled material and paper towels, and place them in an autoclave bag or appropriate biohazard waste container. Always work from the outside of the spill area towards the centre of the spill. Repeat cleanup steps as required.
- Ensure to wipe down all affected areas within a biosafety cabinet including the back and side walls. Allow the biosafety cabinet to run for 10 minutes after the cleanup is complete before resuming work in the cabinet.

Step 5: DECONTAMINATE SPILL AREA AND TOOLS

- Decontaminate the spill area, and the equipment and tools used in the spill cleanup. Generally, the area and tools may be cleaned with soap and water, or an appropriate cleaning agent.
- Re-usable tools should be decontaminated using an autoclave or appropriate disinfectant.
- Personal protective equipment such as gloves and laboratory coats should be decontaminated using an autoclave or appropriate disinfectant or disposed of in an approved biohazard disposal container.
- Label the waste container(s) with its contents and dispose of properly.
- Wash hands thoroughly.
- As necessary, restock the spill kit.

Step 6: REPORT THE SPILL

- Inform personnel in the area that the spill has been cleaned up.
- Remove any barricades or signage.
- Report the spill to your supervisor and complete an incident report on the Safety Resources website http://safetyresources.usask.ca
- Contact the **Waste Management Facility at 306-966-8497** to schedule a pickup of the spill waste (if they did not respond directly to the spill).

XI.3 NUCLEAR SUBSTANCE SPILLS



GENERAL INFORMATION

Individuals working with nuclear materials must have established spill management procedures in accordance with university nuclear substance permits issued for the possession and use of this class of materials.

College of Engineering labs are approved for basic level radioactive materials. Consult the College's Local Safety Committee and Safety Resources prior to undertaking any work with higher level materials.

Safeguards:

Where radioactive materials are used, the following safeguards are required:

- All necessary permits for use of the radioactive material must be current and posted.
- All equipment/apparatus in which they are used are to have Standard Operating Procedures (SOP).
- All personnel are to be equipped with appropriate Personal Protective Equipment (PPE) including personal TLD badges.
- All personnel are to be trained in; the safe use and handling of the radioactive materials, the equipment's SOP, and in the correct use of all PPE.

IN THE EVENT OF A SPILL INVOLVING NUCLEAR MATERIAL:

Step 1: ASSESS THE SPILL

- If you feel you are unable to deal with the spill yourself, seek help. Call the **Waste Management** Facility at 306-966-8497 or Safety Resources at 306-966-4675 for assistance with the spill response.
- Attend to individuals injured as a result of a nuclear material spill, if safe to do so, prior to dealing with the spill. Call Protective Services at 306-966-5555 immediately if an individual is seriously injured. Medical attention should not be delayed as a result of concerns of radiation contamination.
- After hours, if necessary, call Protective Services at 306-966-5555.

Step 2: CONTROL THE SPILL AREA

- Place absorbent material such as disposable paper towels around the spill to keep it from spreading.
- Gently cover the spill with paper towels. If the spill involves dry material, use wet disposable paper towels.
- Cordon off the area around the spill and restrict access to the area. Put up appropriate signage which states spill cleanup in progress.
- Alert everyone in the area that a spill has occurred.
- Evacuate the area or building as necessary.
- Gather a spill kit.

- As necessary, refer to MSDS for the material spilled.
- Wait for Waste Management personnel to arrive to assist with the spill, if they have been called to respond.

Step 3: DON APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT

- Individuals engaged in the cleanup of a spill of nuclear materials must wear the appropriate personal protective equipment (PPE) including a laboratory coat, long pants, closed toe and closed heel shoes, disposable gloves, and safety glasses.
- If respiratory protection is required to respond to a nuclear spill, the respirator must be appropriate for the hazards involved, and the individual wearing the respirator must be appropriately fit tested and trained in the use and maintenance of the respirator. Contact Safety Resources at 306-966-4675 for respiratory protection services.

Step 4: CLEAN UP SPILL

- Use appropriate radiation monitoring equipment to outline the extent of the spill area.
- Pick up any broken glass, plastics or other items using forceps and place in an appropriate radiation hazard waste container. Place all sharps into a sharps disposal container.
- Using appropriate tools and techniques, gather the spilled material and paper towels, and place them in an appropriate radioactive waste container. Always work from the outside of the spill area towards the centre of the spill using blotting techniques to clean the area. Repeat cleanup steps as required.

Step 5: DECONTAMINATE SPILL AREA AND TOOLS

- Decontaminate the spill area, and the equipment and tools used in the spill cleanup. Generally, the area and tools may be cleaned with soap and water, or an appropriate cleaning agent.
- Dispose of all cleaning materials as radioactive waste in an appropriate radioactive waste container.
- Label the waste container(s) with its contents.
- Wash hands thoroughly.
- Monitor area for residual contamination. Repeat decontamination as required.
- As necessary, restock the spill kit.

Step 6: SEEK FOLLOWUP ASSESSMENT

• Individuals that have potentially been exposed to nuclear materials, as a result of a nuclear spill should contact the Radiation Safety Manager immediately at 306-966-8494 for an assessment of potential exposure levels to radiation.

Step 7: REPORT THE SPILL

- Inform personnel in the area that the spill has been cleaned up.
- Report the spill to your supervisor and complete an incident report at http://safetyresources.usask.ca.
- Contact the Waste Management Facility at 306-966-8497 to schedule a pickup of the spilled waste (if they did not respond directly to the spill).

XI.4 HAZARDOUS GAS RELEASES

GENERAL INFORMATION

Undergraduate and Research labs in the College of Engineering make use of gasses which can be hazardous if accidentally released.

If you notice signs of exposure to a hazardous gas (burning of the eyes, irritation of the nose and throat, strong odor, disorientation, etc.):

- Leave the building immediately, pulling the nearest Building Alarm on your way out.
- Meet Emergency Response Personnel at the front main entrance. Provide them as much detail as you know about the incident.

If you notice an unfamiliar odor, or other signs of a possible gas release, report to the Building Manager or Building Warden (eng.buildingwarden@usask.ca) for further investigation.

Safeguards:

Where hazardous gasses (toxic, corrosive or explosive) are used, the following safeguards are required:

- All equipment/apparatus used is to have Standard Operating Procedures (SOP).
- All personnel are to be equipped with appropriate Personal Protective Equipment (PPE) including personal gas meters configured to monitor relevant hazardous conditions.
- All personnel are to be trained in; the safe use and handling of the gas, the equipment's SOP, and in the correct use of all PPE.

Where the hazards associated with the gas used extends beyond the equipment and its operator, to the building and other building occupants, the following additional safeguards are required:

- All equipment/apparatus in which they are used are to have an Emergency Response Plan (ERP) approved by the Building warden.
- The work area is to be equipped with a wall mounted gas meter configured to monitor relevant hazardous conditions.
- All personnel are to be trained on the equipment's ERP.

Gas meter requirements:

The above SOPs and ERPs are to incorporate the following gas meter standards:

- Gas meters are too be configured to monitor all hazardous gases in use.
- For all monitored gasses, gas meters are to be set to indicate:
 - A low alarm when a detector exceeds its standard 8 hour Time Weighted Average (TWA) level.
 - A high alarm when a detector exceeds its standard 15 minute Short Term Exposure Limit (STEL).
- All gas meters are to be calibrated yearly as a minimum and have a calibration log.

IN THE EVENT OF A HAZARDOUS GAS RELEASE:

In the event of a gas release that triggers a low alarm, evacuate the building:

- Leave the building pulling the nearest Building alarm on the way out.
- Meet emergency response personnel at the front main entrance. Provide them as much detail as possible on the gas release event.
- Properly trained personnel using appropriate PPE may stay back to attempt to address the release only where such action is deemed safe.
- If respiratory protection is required to respond, the respirator must be appropriate for the gas(s) involved, and the individual wearing the respirator must be appropriately fit tested and trained in the use and maintenance of the respirator. Contact Safety Resources at 306-966-4675 for respiratory protection services.

In the event of a gas release that triggers a high alarm:

• All building occupants are required to evacuate the building immediately.

XII. LOSS OR THEFT OF HAZARDOUS MATERIALS

IN THE EVENT THAT HAZARDOUS MATERIALS (CHEMICAL, BIOLOGICAL, NUCLEAR) ARE SUSPECTED OF BEING LOST OR STOLEN:

Step 1: VERIFY THE MISSING HAZARDOUS MATERIALS AGAINST CURRENT INVENTORY

Step 2: ATTEMPT TO LOCATE THE MISSING MATERIALS

Step 3: REPORT THE INCIDENT

- ✓ If the materials cannot be located, immediately notify your supervisor and the permit holder.
- If it is determined the hazardous material has been stolen contact Protective Services at 306-966-5555.
- Contact Safety Resources at 306-966-4675. Safety Resources will determine if other regulatory agencies need to be notified.
- Complete an incident report on the Safety Resources website:

http://safetyresources.usask.ca

An investigation shall be conducted for all hazardous materials suspected of being lost or stolen.
 The investigation shall include a review of all security measures in place at the facility.

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 9-911 from a campus phone or 911 from a cellular phone. 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 (Students of Concern Advisory Team (SOCAT) Coordinator; Student Affairs Case Manager) Consultation: Student Counselling Services 306- 966-4920
Emotional	 Unsure about urgency/safety, but concerned about student's behaviour and wellbeing. 	 Consultation: Student Counselling Services at 306-966-4920 Saskatoon Crisis Intervention Services (after hours) at 306-933-6200 24 hr. Crisis Line
DISTIESS	 No immediate concern about safety, but concerned about student's wellbeing. 	 Refer to appropriate campus support: 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	 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
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 allergic reaction, severe abdominal pain, acute shortness of breath, severe headache, or imminent plans of suicide. 	 Contact emergency response: Emergency Services at 9-911 on a campus phone of 911 from a cellular. Protective Services at 306-966-5555 Royal University Hospital: EMERGENCY ROOM RUH Address: 103 Hospital Drive Consultation: Student Counselling Services at 306-966-4920 Saskatoon Crisis Intervention Services (after hours) at 306-933-6200 24 hour crisis line
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: <u>dhps@usask.ca</u> 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 Disability Services for Students (DSS). 	 Disability Services for Students 306-966-7273

Concern	Behaviour	Contact
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 @ 306-966-5555 Student Affairs Case Manager at 966-5757 To file a missing persons report: Saskatoon Police Service at 306-975- 8300
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 9-911 from a campus phone or 911 from a cellular. Protective Services at 306-966-5555 Student Affairs Case Manager at 306-966-5757 (Students of Concern Advisory Team (SOCAT) Coordinator; Student Affairs Case Manager) Consultation: Student Counselling Services at 306-966-4920 Refer to appropriate support: Student Counselling Services Student Health Services
Personnel in Crisis	 Depression Personnel crisis Suicidal Any other crisis 	Refer to Employee Assistance Program (EAP): • 306-653-3327 • 306-966-4300

AFTER HOURS SERVICES:

- **Protective Services:** 5555 from a campus landline, or 306-966-5555 using a mobile telephone.
- Emergency Response: Call 9-911 from a campus phone, or 911 from a cell phone.
- 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: Call 811 (9-811 from campus phone) A confidential, 24-hour health information and support telephone line, staffed by Registered Nurses, Registered Psychiatric Nurses and Social Workers.

XIV. REFERENCE MAPS



ENGINEERING BUILDING THIRD FLOOR



Local Emergency Response Plan College of Engineering

ENGINEERING BUILDING SECOND FLOOR





ENGINEERING BUILDING BASEMENT





Local Emergency Response Plan College of Engineering