LOCAL EMERGENCY RESPONSE PLAN

WESTERN COLLEGE OF VETERINARY MEDICINE

52 Campus Drive

Key Contact Numbers:

Emergency Response Services
911 (mobile phone)
9-911 (campus phone)

Protective Services
306-966-5555 (mobile Phone)
5555 (campus phone)

Western College of Veterinary Medicine Main Office (Room 3101) 306-966-7447
Dean of the Western College of Veterinary Medicine (Dr Douglas Freeman) 306-966-7448
Facility Supervisor and Chief Fire Warden (Susan Cook) (o) 306-966-7373 (c) 306-361-1414
Deputy Fire Warden (Ralph Hildebrandt) (o) 306-966-7451 (c) 306-229-1364

UNIVERSITY WELLNESS AND SAFETY RESOURCES

Emergency Planning Manager 306-966-8741
Safety Consultant (Andrea Smida) 306-966-8496
Safety Resources General Office 306-966-4675
Spill Response and Waste Management 306-966-8497
Wellness Resources 306-966-4580
Facilities Management Division 306-966-4700
August 2015 Version 1.4

### Emergency Response Plan Authorization

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Western College of Veterinary Medicine (WCVM)</th>
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<tr>
<td>Units:</td>
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<td></td>
<td>Veterinary Medical Centre (VMC)</td>
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<tr>
<td></td>
<td>Prairie Diagnostic Services Inc (PDS)</td>
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<tr>
<td>Current Version and Date:</td>
<td>Version 1.4 – August 2015</td>
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#### Authors:

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<tr>
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<th>Signature</th>
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<tbody>
<tr>
<td>Safety Consultant</td>
<td>Andrea Smida</td>
<td>X</td>
<td></td>
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<tr>
<td>WCVM Building Manager</td>
<td>Susan Cook</td>
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#### Authorized By:

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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 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 and also to Safety Resources at 306-966-4675.

General Unit Responsibilities

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

Safety Resources provides occupational health and safety (OHS) consulting and training services, as well as assistance in developing and operationalizing Local Emergency Response Plans.

Wellness Resources 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 and supervisors are responsible for providing local training 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, and encouraged to provide input and feedback.

Protective Services and Safety Resources provide ERP training support; call 306-966-4675.
II. MEDICAL EMERGENCIES

TRAINING

First Aid Training is available directly through the College of Kinesiology.
Visit PAC Room 222 to register or inquire, or visit:

First aid training is recommended for all university personnel. First Aid training is also available through other certified first aid training service providers throughout Saskatoon. The required course for OHS legislation is a 16 to 18 hour course, which is valid for three years.

Other University safety training is provided through University Safety Resources, for courses and schedules, visit the Safety Resources website at:
http://safetyresources.usask.ca

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 on all medical emergencies and otherwise when requested.
- 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), 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. Seek assistance from trained first aid providers as needed.

**Step 3: ADMINISTER FIRST AID**

- Retrieve a first aid kit from a designated location, see list below.
- Implement first aid measures consistent with the nature of the medical emergency.
- Seek assistance from people formally trained in providing emergency first aid.
- As appropriate and available, utilize safety equipment such as emergency eyewash/showers or automated external defibrillators (AEDs).
- AEDs are in all Protective Services patrol vehicles; as well patrol officers are trained in the use of AEDs.
- **Please contact the Safety Resources unit for assistance at 966-4675 for specific procedures to be included in the Emergency Response Plan.**
- Know the Material Safety Data Sheet (MSDSs) information to determine appropriate first aid response for specific chemicals.

### FIRST AID KIT LOCATIONS:

<table>
<thead>
<tr>
<th>Location</th>
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<tbody>
<tr>
<td>In individual research laboratories as necessary</td>
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<tr>
<td>Student Teaching Labs</td>
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</tbody>
</table>

### EMERGENCY EYEWASH/SAFETY SHOWER LOCATIONS

**COMBINATION STATIONS**

<table>
<thead>
<tr>
<th>Type</th>
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<tbody>
<tr>
<td>(EYEWASH ONLY)</td>
</tr>
<tr>
<td>(SHOWER ONLY)</td>
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</table>
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. **Call an ambulance at 911 (or 9-911 from campus 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.
- 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 person may be transported for medical attention by a friend or family member provided it can be done safely and without causing the injury to become more serious.
- Injured students or personnel shall not be transported by staff members in private vehicles. Call an ambulance.
- 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: REPORTING THE INCIDENT

- All faculty, staff and students 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](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:** [http://safetyresources.usask.ca](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 alarm pull stations and exits are located. The Building Evacuation Plan for Western College of Veterinary Medicine is included in Appendix I of the Emergency Response Plan.

Evacuation procedures may be initiated in a variety of emergency situations including, but not limited to:
- A fire
- A uncontrolled release of hazardous material
- 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 base of 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).
- 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 Building 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 Saskatoon Fire and Protective Services 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).
**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 Authorized Personnel from Saskatoon Fire and Protective Services, Saskatoon Police Service, 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](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 is made to evacuate.

Public address systems and alarms may be used to clear a building in this case.

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) Customer Service Centre for cleanup: Telephone: 306-966-4496, Facsimile: 306-966-8854, customerservice.centre@usask.ca
- 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.
V. 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 the Safety Resources unit 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 (Telephone: 306-966-4496, Facsimile: 306-966-8854, Email: customerservice.centre@usask.ca)
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, a suspicious individual(s) or a suspicious object, immediately 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 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. If you feel threatened call Protective Services (Campus Safety) at 306-966-5555 or call 911 from a mobile phone, or call 5555 or 9-911 from a campus telephone.
VII. 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); 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, 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

http://www.usask.ca/protectiveservices/usafe/index.php

*Please take the time to sign up for 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, 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 5555.

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 Western College of Veterinary Medicine are listed in the following sections of this Local Emergency Response Plan:

- SECTION IX. VIOLENCE
- SECTION X. 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 your secure areas until notified by authorities (which are Protective Services, Saskatoon Fire and Protective Services, Saskatoon Police Service, Safety Resources and Alertus) that it is safe to do so.
VIII. 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 PROTECTIVE SERVICES (CAMPUS SAFETY)**

- 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 VIOLENCE (ACTIVE SHOOTER)

Step 1: IMMEDIATELY CEASE ALL OTHER ACTIVITIES

Step 2: PROCEED CALMLY AWAY FROM THE AREA OF VIOLENCE, AND IF POSSIBLE IMMEDIATELY CONTACT 9-1-1 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).
- Once you’ve sought shelter, call 911 from a mobile phone, or 9-911 from a campus telephone. Do not assume they have been notified. Be prepared to provide as much information as possible.

Identified secure areas within the Western College of Veterinary Medicine are listed below:

<table>
<thead>
<tr>
<th>IDENTIFIED SAFE LOCKDOWN AREAS FOR VIOLENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most offices or laboratories – lock the door and shelter in place, out of window view.</td>
</tr>
<tr>
<td>Computer Lab 2304</td>
</tr>
<tr>
<td>Rooms 1302, 1334, 1420.1, 2641, 3104, 3111.5, 4103</td>
</tr>
<tr>
<td>Procedures in place for shelter in place for Equine Performance Centre, Reproduction Centre and Bovine Teaching Unit.</td>
</tr>
</tbody>
</table>
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 an Alertus 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 4: CEASE LOCKDOWN**

Do not leave your secure area until notified by authorities (which are Protective Services, Saskatoon Fire and Protective Services, Saskatoon Police Service, Safety Resources, 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), contact your supervisor and Protective Services immediately at 306-966-5555. Be prepared to provide Protective Services with any available information.

**Also, refer to Section XI Bomb Threats for more related information.**

**Also, use the Threatening Phone Call Form, in Appendix IV, to assist in responding to a threatening phone call.**
IX. SEVERE WEATHER

Students, staff and faculty of the University of Saskatchewan will be exposed to natural hazards, including severe weather such as severe 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 Institutional Emergency Management 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 Emergency 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
A: IF 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.
- 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 Western College of Veterinary Medicine are listed in the table below:

<table>
<thead>
<tr>
<th>IDENTIFIED SAFE LOCKDOWN AREAS FOR SEVERE WEATHER</th>
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<tbody>
<tr>
<td>Lockdown in place as necessary in designated areas (away from outside windows)</td>
</tr>
<tr>
<td>Any lecture theatre, office or laboratory – shelter in place – away from windows</td>
</tr>
<tr>
<td>If safe to do so, persons in the Equine Performance Centre, Reproduction Centre and Bovine Teaching Unit should seek shelter within WCVM.</td>
</tr>
</tbody>
</table>
WHEN IN A LOCKDOWN SAFE AREA IN SEVERE WEATHER:

<table>
<thead>
<tr>
<th>DO:</th>
<th>DO NOT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Remain in the building in a secure area</td>
<td>× Go outside until the warning has passed</td>
</tr>
<tr>
<td>✓ Provide assistance to those in need</td>
<td>× Use the elevators</td>
</tr>
<tr>
<td>✓ Seek shelter under heavy furniture, in a doorway or in a stairwell</td>
<td>× Remain near exterior windows</td>
</tr>
<tr>
<td>✓ Monitor your mobile phone for additional information from Alertus</td>
<td></td>
</tr>
</tbody>
</table>

**Step 4: CEASE LOCKDOWN**

Do not leave your secure area until notified by authorities (which are Protective Services, Saskatoon Fire and Protective Services, Saskatoon Police Service, Safety Resources, and Alertus) that it is safe to do so.

**B: IF 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 and cannot get into the identified safe lockdown areas in the Facility Name 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:**

<table>
<thead>
<tr>
<th>DO:</th>
<th>DO NOT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Seek shelter indoors</td>
<td>× Remain in your vehicle</td>
</tr>
<tr>
<td>✓ Find a low/flat location and lie down</td>
<td>× Approach a tornado or attempt to determine its path</td>
</tr>
<tr>
<td>✓ Cover your head</td>
<td></td>
</tr>
<tr>
<td>✓ Monitor your mobile telephone for additional information if possible</td>
<td></td>
</tr>
</tbody>
</table>
X. 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.

<table>
<thead>
<tr>
<th>CHARACTERISTICS OF A SUSPICIOUS PACKAGE OR ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Oily stains or discolouration</td>
</tr>
<tr>
<td>• Excessive weight</td>
</tr>
<tr>
<td>• Protruding wires or foil</td>
</tr>
<tr>
<td>• Excessive securing materials</td>
</tr>
<tr>
<td>• Rigid envelope</td>
</tr>
<tr>
<td>• Lopsided or uneven envelope</td>
</tr>
<tr>
<td>• Hand written titles or poorly typed</td>
</tr>
<tr>
<td>• Titles but with no names</td>
</tr>
<tr>
<td>• Excessive postage</td>
</tr>
<tr>
<td>• Restrictive markings such as “personal”</td>
</tr>
<tr>
<td>• From international origins</td>
</tr>
</tbody>
</table>

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 (CAMPUS SAFETY)**

- **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:

<table>
<thead>
<tr>
<th>QUESTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• When will the bomb explode?</td>
</tr>
<tr>
<td>• Where is it located?</td>
</tr>
<tr>
<td>• What types of explosive materials were used in the bomb?</td>
</tr>
<tr>
<td>• What does it look like?</td>
</tr>
<tr>
<td>• What kind of bomb is it?</td>
</tr>
<tr>
<td>• What will cause it to explode?</td>
</tr>
<tr>
<td>• Did you place the bomb?</td>
</tr>
<tr>
<td>• Why?</td>
</tr>
<tr>
<td>• Where are you calling from?</td>
</tr>
<tr>
<td>• What is your address?</td>
</tr>
<tr>
<td>• What is your name?</td>
</tr>
</tbody>
</table>

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 (Campus Safety) 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.
XI. 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.
XII. 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 – 4:30 PM)

Step 1: CEASE WORK ACTIVITIES

- Contact your supervisor regarding the nature, and expected duration of the power outage.
- Ensure your area remains safe to continue working when power is restored.

Step 2: SECURE WORK AREAS

- Ensure equipment is in a safe state for when power is restored.
- Turn off/unplug non-surge protected electrical equipment (except refrigerators) and all heating devices (such as hot plates, ovens, coffee makers).
- Refer to specific laboratory equipment power outage procedures as required.
- Shut off all water taps.

Step 3: PROLONGED POWER OUTAGE

- Remain in your work area unless advised to evacuate. If an evacuation is necessary follow the building evacuation plan.
- If the weather is inclement, go to a safe location.
- Do not use the elevators.
- Do not contact facility managers or the Facilities Management Divisions with questions concerning the power outages.
- Talk to your supervisor for further direction.
Step 4: REOCCUPYING THE BUILDING (IF BUILDING EVACUATION OCCURS)

- All personnel will be contacted with instructions regarding reoccupation of the building. Await instructions from Chief and/or Deputy Building Wardens.
- Check for any strange odours or spills.
- Reset/restart and check equipment as necessary.
- Report any anomalies to supervisors, who will forward to Facilities Management Division (as required).

AFTER REGULAR BUSINESS HOURS

- The senior person or supervisor working is responsible for all evacuation procedures, if required.
- Area supervisors can contact Protective Services at 306-966-5555 regarding the nature, duration and range of the power outage to determine whether personnel shall be sent home or re-entry into the building will be permitted, if the building was evacuated.
XIII. 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 materials must have proper training and be competent to work with that material.

Individuals working with hazardous materials shall also receive training on how to respond to spills if they occur.

Institutional training courses are provided by University 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, and are becoming available online. For more information on Safety Resources workplace safety courses or to register for a course, visit http://safetyresources.usask.ca or call 306-966-4675.

MATERIAL SAFETY DATA SHEETS (MSDS), 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 must know the locations of spill kits, fire extinguishers and emergency eyewash and shower systems and how to use them in the event of an emergency.
FIRST AID KIT LOCATIONS

In individual research laboratories as necessary
Student Teaching Labs

Material Safety Data Sheet (or equivalent) Locations

Any laboratory must maintain their own MSDS binder.
VMC MSDS sheets – Room 1526 and online

Spill Kit Locations

In individual research laboratories as necessary. Student Teaching Labs

Emergency Eyewash/Shower Locations

Laboratory users should note the location nearest their lab.

Spill Response Contact Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Resources General Number</td>
<td>306-966-4675</td>
</tr>
<tr>
<td>WASTE MANAGEMENT FACILITY (FOR SPILLS)</td>
<td>306-966-8497</td>
</tr>
<tr>
<td>Chemical and Environmental Safety Manager</td>
<td>306-966-8512</td>
</tr>
<tr>
<td>Biosafety Manager</td>
<td>306-966-8496</td>
</tr>
<tr>
<td>Radiation Safety Manager</td>
<td>306-966-8494</td>
</tr>
<tr>
<td>Protective Services (24 hours)</td>
<td>306-966-5555</td>
</tr>
<tr>
<td>Facilities Management Division</td>
<td>306-966-4700</td>
</tr>
</tbody>
</table>
XIII.1 CHEMICAL 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 Safety Resources at 306-966-4675 for assistance with the spill response.
- Attend to individuals injured as a result of a chemical spill, if safe to do so, prior to dealing with the spill. Call 911 immediately if an individual is seriously injured.
- **After hours, call Protective Services at 306-966-5555.**

**Step 2: CONTROL THE SPILL AREA**

- Cordon off the area around the spill to restrict access to the area.
- Alert everyone in the area that a spill has occurred.
- Evacuate the area, as necessary.
- Gather a spill kit.
- **AS NECESSARY, REFER TO THE MATERIAL SAFETY DATA SHEET (MSDS) FOR THE CHEMICAL(S) 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 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 vapours if produced. Give the sorbent sufficient time to work.
• Using appropriate tools, gather the spilled material and absorbent, 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](http://safetyresources.usask.ca).
• Disciplinary measures are not exercised for accidental spills.
• Contact the Waste Management Facility at 306-966-8497 to schedule a pickup of the spilled waste (if WMF personnel did not respond directly to the spill).
XIII.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.

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 University 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 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 Protective Services at 306-966-5555 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.
- After hours, if necessary call Protective Services at 306-966-5555.

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.
- 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 PSDS 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 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 SPILL

• If a spill occurs in a biosafety cabinet, ensure to keep the biosafety cabinet running during the spill 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 sufficient 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 TOOLS**

• Clean the spill area. Generally, the area may be cleaned with soap and water.
• 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.
• Wash hands thoroughly.
• As necessary, restock the spill kit.

**Step 6: AFTER CLEANUP IS COMPLETE 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](http://safetyresources.usask.ca).
• Contact the Waste Management Facility at 306-966-8497 to schedule a pickup of the spilled waste (if WMF personnel did not respond directly to the spill).
XIII.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.

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 on the spill to keep it from spreading. 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.
- 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.

Step 4: CLEAN UP SPILL

- Use appropriate monitoring radiation 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 waste container.
- Using appropriate tools and techniques, gather the spilled material and paper towels, and place them in an appropriate radiation 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

- Decontaminate the spill area. Generally, the area may be cleaned with soap and water.
- 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).
XIV. 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. They will determine if other regulatory agencies need to be notified.
- ✓ 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.
XV. 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.

<table>
<thead>
<tr>
<th>Concern</th>
<th>Behaviour</th>
<th>Contact emergency response:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggressive</td>
<td>- Threatening or intimidating.</td>
<td>• Protective Services (Campus Safety) at 306-306-966-5555</td>
</tr>
<tr>
<td></td>
<td>- Physical, verbal, and/or written (including email, Facebook and other social media).</td>
<td>• Saskatoon Police Services at 911</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student Affairs Case Manager at 306-966-5757</td>
</tr>
<tr>
<td>Disruptive</td>
<td>- Interferes with the learning, working or living environment of students, staff or faculty.</td>
<td>Behaviours are in progress:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Protective Services (Campus Safety) at 306-306-966-5555</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student Affairs Case Manager at 306-966-5757 (Students of Concern Advisory Team (SOCAT) Coordinator; Student Affairs Case Manager)</td>
</tr>
<tr>
<td>Emotional Distress</td>
<td>- Unsure about urgency/safety, but concerned about student’s behaviour and wellbeing.</td>
<td>Consultation:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student Counselling Services 306-966-4920</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Saskatoon Crisis Intervention Services (after hours) at 306-933-6200 24 hr. Crisis Line</td>
</tr>
<tr>
<td></td>
<td>- No immediate concern about safety, but concerned about student’s wellbeing.</td>
<td>Refer to appropriate campus support:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student Counselling services at 306-966-4920</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student Health Services at 306-966-5768</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• International Study and Student Abroad Centre at 306-966-4925</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Disability Services for Students at 306-966-7273</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Aboriginal Student Centre at 306-966-5780</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• University Chaplains at 306-966-2509</td>
</tr>
<tr>
<td>Concern</td>
<td>Behaviour</td>
<td>Contact</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Illness, Injury</td>
<td>• Any evidence of illness or injury that is interfering with the student’s ability to study or attend class.</td>
<td>• Student Health Services at 306-966-5768</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>NOTE:</strong> Student Health Services do not provide sick notes. Please see Declaration of Absence Form</td>
</tr>
<tr>
<td>Obvious Medical Emergency – Concerned for immediate safety</td>
<td>• Life threatening or serious illness or injury.</td>
<td><strong>Contact emergency response:</strong></td>
</tr>
<tr>
<td></td>
<td>Examples include seizure, loss of consciousness, trauma, broken bone, severe allergic reaction, and severe abdominal pain, acute shortness of breath, severe headache, or imminent plans of suicide.</td>
<td>• Emergency Services at 911</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Protective Services (Campus Safety) at 306-306-966-5555</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Royal University Hospital:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• EMERGENCY ROOM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• RUH Address: 103 Hospital Drive</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Consultation:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student Counselling Services at 306-966-4920</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Saskatoon Crisis Intervention Services (after hours) at 306-933-6200</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>24 hour crisis line</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Discrimination and Harassment Prevention Services</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Email: <a href="mailto:dhps@usask.ca">dhps@usask.ca</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Phone: 306-966-4936</td>
</tr>
<tr>
<td>Discrimination and Harassment, including Sexual Harassment</td>
<td>• Any form of discrimination regarding age, race, nationality, color, family status etc.</td>
<td>• Disability Services for Students 306-966-7273</td>
</tr>
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<td></td>
<td>Can be in the form of words, actions, and/or pictures. Includes cyber bullying/discrimination.</td>
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<tr>
<td>Disability/Medical Condition</td>
<td>• A student who has disclosed a disability/medical condition and requires academic support and assistance.</td>
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<td></td>
<td>Encourage the student to seek assistance from Disability Services for Students (DSS).</td>
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<tr>
<td>Concern</td>
<td>Behaviour</td>
<td>Contact</td>
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</tr>
<tr>
<td>Missing Student</td>
<td>• Repeated absence from class and/or school functions and there has</td>
<td>• Protective Services (Campus Safety) @ 306-306-966-5555</td>
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<td></td>
<td>been no contact with fellow students, faculty and/or staff.</td>
<td>• Student Affairs Case Manager at 966-5757</td>
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<td><strong>To file a missing persons report:</strong></td>
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<tr>
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<td></td>
<td>• Saskatoon Police Service at 975-8300</td>
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<tr>
<td>Traumatic Event</td>
<td>• Seeing or experiencing an event (or an ongoing condition) that is</td>
<td>• Saskatoon Police Services at 911</td>
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<td>severe and/or life threatening and which exceeds one’s coping resources.</td>
<td>• Protective Services (Campus Safety) at 306-306-966-5555</td>
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<td>• Examples: witnessing or coming upon the aftermath of an attempted</td>
<td>• Student Affairs Case Manager at 306-966-5757</td>
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<td>suicide, car accident, and medical crisis; being assaulted.</td>
<td><em>(Students of Concern Advisory Team (SOCAT) Coordinator; Student Affairs Case Manager)</em></td>
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<td><strong>Consultation:</strong></td>
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<td></td>
<td>• Student Counselling Services at 306-966-4920</td>
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<tr>
<td></td>
<td></td>
<td><strong>Refer to appropriate support:</strong></td>
</tr>
<tr>
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<td></td>
<td>• Student Counselling Services</td>
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<td></td>
<td></td>
<td>• Student Health Services</td>
</tr>
<tr>
<td>Personnel in Crisis</td>
<td>• Depression</td>
<td><strong>Refer to Employee Assistance Program (EAP):</strong></td>
</tr>
<tr>
<td></td>
<td>• Personnel crisis</td>
<td>• 306-653-3327</td>
</tr>
<tr>
<td></td>
<td>• Suicidal</td>
<td>• 306-966-4300</td>
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<tr>
<td></td>
<td>• Any other crisis</td>
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</table>

**AFTER HOURS SERVICES:**

- **Protective Services (Campus Safety):** 5555 from a campus landline, or 306-306-966-5555 using a mobile telephone.
- **Emergency Response:** 9-911 from campus landline, or 911 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.
XVI. REFERENCE MAPS

WCVM – Basement

Legend:

- Shelter in Place
- Safe Area
- Not Secure or Inaccessible
WCVM – Fourth Floor
XVII. PERSONNEL ACKNOWLEDGEMENTS

All senior unit personnel shall acknowledge their reading and understanding of this emergency response plan.

In signing this document, I acknowledge that I have read and understand the emergency response plan for the **Western College of Veterinary Medicine**:

<table>
<thead>
<tr>
<th>Date</th>
<th>Print Name</th>
<th>Signature</th>
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APPENDIX I: BUILDING EVACUATION AND LOCKDOWN DUTIES, RESPONSIBILITIES AND GENERAL PLAN

Western College of Veterinary Medicine

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

The goal is to move all building occupants into secure locations within the building in a timely and orderly manner. Personnel with specific duties (Wardens and Guards) will assist in facilitating this process. 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.
**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.

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.
- Only if it is safe to do so, go to the area where the alarm was initiated and assess the situation.
- Assist or seek assistance for individuals that are injured.
- Communicate with Wardens and Guards to provide information on the alarm situation.
- Supervise the orderly evacuation of personnel, students and visitors from the building.
- Notify Protective Services (Campus Safety) and Saskatoon Fire and Protective Services (SFPS) of any special hazards in the building or area.
- When evacuation is complete, receive verbal reports from all Wardens and Guards regarding the accounting of personnel. Make notes as necessary.
- When authorized by SFPS, Protective Services (Campus Safety) or Safety Resources, or when the alarm is turned off, 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.

**IN A LOCKDOWN EMERGENCY:**

- Immediately help clear open areas (as assigned) and seek safe shelter in secure area.
- Follow specific lockdown procedures in Local Emergency Response Plan (Sections 7, 8 & 9).
- The goal is to achieve a full facility lockdown in less than three minutes.
- Liaise with emergency response personnel (university and civic) charged with coordinating the lockdown.
- Remain in secure location until cleared by emergency response personnel.
- Do not respond to a fire alarm during a lockdown until there is an immediate danger.
- **LOCKDOWN DRILLS** – participate in lockdown drills; help to identify shortfalls and provide guidance to personnel on improvements.

**GENERAL RESPONSIBILITIES:**

- Clearly understand all Local Emergency Response Plans and building evacuation and lockdown plans and procedures.
- Ensure that Local Emergency Response Plans are distributed to all building personnel (have hard copy readily available, e-copy available on web, and work with Local Safety Committees as applicable).
- Recruit building personnel to assigned responsibilities as Wardens and Door/Room/Corridor Guards.
- Help ensure personnel assigned to formal duties are trained, and can participate in drills.
- Help ensure those assigned to close and lock doors at designated safe areas have the keys and the knowledge necessary to make safe areas accessible and then secure (within three minutes of notification).
- Help ensure the facility is properly organized to achieve a successful lockdown (e.g. changing door locks).
- Debrief with Crisis Operations Team (COT) after lockdown to discuss shortfalls and ways to improve.
  - Discuss all concerns brought forward with the Deputy Building Warden; also discuss any concerns with your Local Safety Committee and local management, consult Safety Resources as necessary.
**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 (Campus Safety) and SPS 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.

**IN A LOCKDOWN EMERGENCY:**
- Immediately help clear open areas (as assigned) and seek safe shelter in secure area.
- Follow specific lockdown procedures in Local Emergency Response Plan (Sections 7, 8 & 9).
- The goal is to achieve a full facility lockdown in less than three minutes.
- Remain in secure location until cleared by emergency response personnel.
- Do not respond to a fire alarm during a lockdown until there is an immediate danger.
- **LOCKDOWN DRILLS** – participate in lockdown drills; help to identify shortfalls and provide guidance to personnel on improvements.

**GENERAL RESPONSIBILITIES:**
- Clearly understand all Local Emergency Response Plans and building evacuation and lockdown plans and procedures.
- Help ensure that Local Emergency Response Plans are distributed to all building personnel (have hard copy readily available, e-copy available on web, and work with Local Safety Committees as applicable).
- Help recruit building personnel to assigned responsibilities as Wardens and Door/Room/Corridor Guards.
- Help ensure all personnel assigned to duties are trained, and can participate in drills.
- Help ensure those assigned to close and lock doors at designated safe areas have the keys and the knowledge necessary to make safe areas accessible and then secure (within three minutes of receiving lockdown notification).
- Help ensure the facility is properly organized to achieve a successful lockdown.
- Debrief with Crisis Operations Team (COT) after lockdown to discuss shortfalls and ways to improve.
- Discuss all concerns brought forward with the Chief Building Warden; also discuss any concerns with your Local Safety Committee and local management, consult Safety Resources as necessary.
ROLES AND RESPONSIBILITIES

FLOOR WARDENS & ASSISTANT FLOOR WARDENS

IN AN EVACUATION EMERGENCY:
- If the fire alarm was initiated in the Floor Warden’s designated area(s), assess the situation, and take appropriate action to help ensure the safety of those in the area for which you are assigned.
- Notify the Chief Building Warden and SFPS 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, at least one assistant should be assigned to stay with the person in a safe place (preferably in a stairwell or a room with a window) until rescue personnel arrive. A person with special needs should not be left to wait alone during a building evacuation, unless there is an immediate danger to life.
- Search designated area(s), including washrooms and elevators to ensure that all personnel are out and that all doors are closed.
- Ensure Door, Room and Corridor Guards are posted at each designated exit.
- At the marshalling area, confirm with Assistant Floor Wardens the safe evacuation of personnel from the designated area(s).
- Report to the Chief Building Warden on the state of their area(s) and stand by for any further instructions. Report on any individuals with special needs that are still in the building.
- 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.

IN A LOCKDOWN EMERGENCY:
- Immediately help clear open areas (as assigned) and seek safe shelter in secure area.
- Follow specific lockdown procedures in Local Emergency Response Plan (Sections 7, 8 & 9).
- The goal is to achieve a full facility lockdown in less than three minutes.
- Remain in secure location until cleared by emergency response personnel.
- Do not respond to a fire alarm during a lockdown until there is an immediate danger.
- LOCKDOWN DRILLS – participate in lockdown drills; help to identify shortfalls and provide guidance to personnel on possible improvements.

GENERAL RESPONSIBILITIES:
- Understand all Local Emergency Response Plans and building evacuation and lockdown plans and procedures.
- Help ensure all personnel assigned to duties are trained, and can participate in drills.
- For a lockdown, know and follow set procedures if assigned to secure a designated Safe Area, have the keys and the knowledge necessary to make Safe Area accessible and then secure (within three minutes of receiving lockdown notification).
- Debrief with Crisis Operations Team (COT) after lockdown to discuss shortfalls and ways to improve.
- Report fire safety, lockdown or other emergency response concerns to the Chief and/or Deputy Building Warden.
ROLES AND RESPONSIBILITIES

DOOR, ROOM & 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.

IN A LOCKDOWN EMERGENCY:
- Immediately help clear open areas (as assigned) and seek safe shelter in secure area.
- Follow specific lockdown procedures in Local Emergency Response Plan (Sections 7, 8 & 9).
- The goal is to achieve a full facility lockdown in less than three minutes.
- Remain in secure location until cleared by emergency response personnel.
- Do not respond to a fire alarm during a lockdown unless there is an immediate danger.
- LOCKDOWN DRILLS – participate in lockdown drills; help to identify shortfalls and provide suggestions to Chief and Deputy Warden on possible improvements.

GENERAL RESPONSIBILITIES:
- Understand all Local Emergency Response Plans and building evacuation and lockdown plans and procedures.
- Help ensure all personnel assigned to duties are trained, and can participate in drills.
- For a lockdown, know and follow set procedures if assigned to secure a designated Safe Area; have the keys and the knowledge necessary to make Safe Area accessible and then secure (is secured after three minutes of receiving lockdown notification).
- Debrief with Crisis Operations Team (COT) after lockdown to discuss shortfalls and ways to improve.
- Sign up for Alertus at http://www.usask.ca/protectiveservices/usafe/index.php
- Report fire safety, lockdown or other emergency response concerns to the Chief or Deputy Building Warden.
ROLES AND RESPONSIBILITIES

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; go to designated emergency marshalling area (listed in Table 2 below).
- 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.

IN A LOCKDOWN EMERGENCY:
- Immediately seek safe shelter in secure area, do not remain in open areas. Refer to building postings for safe areas.
- Follow the directions of building personnel, and emergency response personnel (university and municipal) charged with coordinating and maintaining the safe lockdown.
- Follow specific lockdown procedures in Local Emergency Response Plan (Sections 7, 8 & 9).
- The goal is to achieve a full facility lockdown in less than three minutes.
- Remain in secure safe shelter location until cleared by emergency response personnel.
- Do not respond to a fire alarm during a lockdown until there is an immediate danger.
- LOCKDOWN DRILLS – participate in lockdown drills.

GENERAL RESPONSIBILITIES:
- Be familiar with evacuation, lockdown and emergency procedures for the building(s) and area(s) you occupy.
- Refer to emergency response postings which may be posted throughout the facility.
- Sign up for Alertus at http://www.usask.ca/protectiveservices/usafe/index.php
- Get to know the people in the building with assigned responsibilities as Wardens and Guards (listed in Table 1 below).
- Report fire safety, lockdown or other concerns to Chief or Deputy Building Warden.
GENERAL EVACUATION PROCEDURE

DURING NORMAL WORKING HOURS (8am to 5pm)

During normal working hours, when a fire alarm sounds:

- The Floor Warden on the floor where the fire is discovered shall determine the location of the fire (or other emergency) and report to the Chief Building Warden or Deputy Chief Building Warden on the alarm situation.

- 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) (see Table 2 below).

- Stairwells should be designated for use by evacuees. **Elevators are not to be used.**

- In the event that one of the stairwells is smoke-filled, Floor Wardens shall move their personnel to the nearest clear stairwell, and filter them into the stream of evacuees allotted those stairs.

- Assistant Floor Wardens, appointed as necessary, shall direct personnel to the stairs in an orderly manner to meet the flow of persons from the above floors. 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 SFPS. They will follow the instructions of the Floor Wardens and their Assistants on the floor at which they leave the elevator. Only when the marshalling area has been reached may they rejoin and remain with their own group.

- **People with special needs** who cannot easily be evacuated out of the building should have at least one assistant assigned to stay with them in a safe place (ideally a stairwell, if necessary a room with a window) until emergency personnel arrive to assist. A person with special needs should not be left to wait alone, unless there is an immediate danger. Someone who is evacuating the building should be instructed by an assistant to inform emergency responders of the location of the person with special needs. If the person with special needs refuses to wait, the assistants should try to assist the individual to evacuate the building in the safest way possible.

- All persons evacuating the building shall assemble in the appropriate marshalling area and remain with their respective groups, 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 SFPS 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, then you shall report directly to emergency responders to provide information about why the alarm was sounded.

Protective Services (Campus Safety) and SFPS will be first on scene and an FMD electrician will have to be called in. The decision to silence and allow people to re-occupy a building shall fall to SFPS. Safety Resources personnel will only be called for an actual fire or at the request of Protective Services (Campus Safety).
SPECIFIC EVACUATION PROCEDURES – VMC ANIMAL HANDLING

1. Small Animal Clinic
   a) Clients in the reception area and examination rooms will be asked to leave the building with their animals.
   b) Students examining or transporting dogs, and have rapid access to lead ropes, will leave the building with their animals.
   c) Any VMC personnel arriving at an exit door in their area will assume door guard duty. Only one individual is required at each exit.
   d) Animals recovering from general anesthetics will be placed in the nearest available cage. The need for maintenance of the endotracheal tube (if present) or other forms of life support will be determined by surgical or anesthesia faculty or staff.
   e) The nurse manager will sweep the critical areas to ensure that all non-essential personnel have cleared the hospital.
   f) In critical areas (surgery and ICU), the nurse manager will report to the chief warden the room number and number of people in these areas. Only essential staff will remain (surgeons/anesthetists). Once the situation is assessed by Fire Wardens, directive will be brought back to the area - to continue and stay, or to leave immediately. If the premises need to be completely evacuated, animals under general anesthesia will be handled in accordance with policy set by the VMC director. All VMC staff and any students working or training in the VMC will be given the current policy directives.

2. Large Animal Clinic
   a) Clients in the reception area and clients in the clinic area will be asked to leave the building, with their animals, if appropriate.
   b) Any VMC personnel arriving at an exit door in their area will assume door guard duty. Only one individual is required at each exit.
   c) All animals which are not anesthetized will be housed in a stall or a stanchion or will have the head released from the neck yoke and be allowed to stand in the chute. All personnel will leave the building.
   d) Cattle being operated upon under local anesthesia will have their wounds closed with two or three large mattress sutures and will either be left in the chute with the head free of the neck yoke or will be placed in a stall. All personnel will leave the building.
   e) The nurse manager will sweep the critical areas to ensure that all non-essential personnel have cleared the hospital.
   f) In critical areas (surgery and stocks room), the nurse manager will report to the fire warden the room number and number of people in these areas. Only essential staff will remain (surgeons/anesthetists). Once the situation is assessed by Fire Wardens, directive will be brought back to the area - to continue and stay, or to leave immediately. If the premises need to be completely evacuated, animals under general anesthesia will be handled in accordance with policy set by the VMC director. All VMC staff and any students working or training in the VMC will be given the current policy directives.
SPECIFIC EVACUATION PROCEDURES – ANIMAL CARE UNIT

The manager (or designate) will sweep the area to ensure that all non-essential personnel have cleared the unit. The manager (or designate) will report to the fire warden the room number and number of people remaining in the facility.

GENERAL LOCKDOWN PROCEDURE

Lockdown procedures and safe areas are described in each local emergency response plan (sections 7, 8 & 9) and may be specific to a facility.

Safe areas may also be specified on local evacuation postings.

DISTRIBUTION AND EDITING OF 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).

Building evacuation plans and lockdown responsibilities shall be posted in their respective building and/or be available through the college/division website. 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.
### Table 1: Building Evacuation Personnel:

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<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Numbers</th>
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<tbody>
<tr>
<td>Chief Fire Warden</td>
<td>Susan Cook</td>
<td>306-966-7373</td>
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<td></td>
<td>306-361-1414</td>
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<tr>
<td>Deputy Fire Warden</td>
<td>Ralph Hildebrandt</td>
<td>306-966-7451</td>
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<td>306-229-1364</td>
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### Western College of Veterinary Medicine Marshalling Areas:

- USB
- Equine Centre
- Engineering Building
- Agriculture Building
- Toxicology Building
- Research Annex
- Western College of Veterinary Medicine
- Maintenance Road
- Campus Drive
APPENDIX II: SAMPLE AREA OR ROOM POSTING

Western College of Veterinary Medicine

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

Description of this Location: Veterinary Building Library, Third Floor, 52 Campus Drive

Evacuating from this Location:
Through door **go down the stairs** to the first floor, exit stairwell and follow exit signs to evacuate through the **east-side building exit**; gather on the eastside of Veterinary Road.

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

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

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

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

Legend:
- **First Aid Kit** – refer to the map above for the nearest first aid kit. Go to the library front desk to access first aid supplies.
- **Automated External Defibrillator (AED)** – located in every campus safety patrol vehicle.
- **Evacuation Exit** – use closest exit whenever possible during an evacuation; follow primary route and posted exit signs in the building; report to the nearest Marshalling Area.

Primary Evacuation Route  Secondary Evacuation Route

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

Further Information:
The points provided above are only for basic reference; for more detailed information see the Western College of Veterinary Medicine Library Local Emergency Response Plan and Building Evacuation Plan at:

University of Saskatchewan  March 2013  Western College of Veterinary Medicine
APPENDIX II: BOMB THREAT CALL RESPONSE FORM

☐ Write down the exact date and time the call came in.

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 are able to 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.

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?