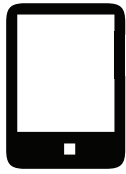




SASKATCHEWAN POLYTECHNIC REGINA CAMPUS

EMERGENCY PROCEDURES

IN THE EVENT OF AN EMERGENCY:



911

Call 9-1-1 from your personal phone.



9-911

Call 9-9-1-1 from a Saskatchewan Polytechnic phone.

THEN CALL CAMPUS SAFETY AND SECURITY 306-775-7777.



FIRE

When you hear the fire alarm:

- Immediately proceed to the nearest available fire exit in a calm orderly fashion.
- Close the doors if you are the last person out.
- Do not use the elevators.
- In the event you are unable to use the stairs due to a disability, proceed to the nearest stairwell and take temporary shelter. Tell someone where you are.
- Follow the instructions from the emergency wardens (orange vests) or Campus Safety & Security.
- Proceed to nearest assembly point.
- Do not re-enter the building until the emergency warden or Campus Safety & Security advises that it is safe to do so.

If you notice fire or smoke:

- Alert others to the danger as you leave; close the door to the room or area involved.
- Activate the nearest fire alarm.
- Immediately proceed to the nearest available fire exit in a calm, orderly fashion.
- As soon as you can safely do so, call 911 to report the emergency (9-911 from a Sask Polytech phone).
- Tell Campus Safety & Security details of the fire. Stay nearby in case the Fire Department has additional questions.



MEDICAL EMERGENCY

- Call 911 (9-911 from a SaskPolytech phone).
- Call Campus Safety & Security at 306-775-7777, inform them that you have called 911 and describe the location of the emergency.
- Provide any assistance you can.

SEXUAL ASSAULT/ SEXUAL VIOLENCE

- In an emergency call 911 (9-911 from a SaskPolytech phone).
- **All incidents of sexual assault/sexual violence should be reported to Campus Safety & Security (24 hour emergency number): 306-775-7777**

A number of other resources are also available:

- Student Counseling Services: 306-775-7436
- Campus Manager Health, Safety and Security: 306-775-7784
- Campus Health Centres: 306-775-7348
- Instructors or supervisors
- Employees may contact our EFAP provider: Homewood Health at 1-800-663-1142

If you are in crisis and need to talk to someone right now, Sexual Assault Services of Saskatchewan (SASS) are available at www.sassk.ca or by phone: 1-306-352-0434



EMERGENCY NOTIFICATION SYSTEM (ENS)

- In the event of an emergency that is not a fire or medical, the ENS will be activated.
- An alert message will be broadcast on the Sask Polytech emergency notification app, beacons, computers, and VoIP.
- Follow instructions as provided.
- Check for updates at mysaskpolytech.ca.
- For more information on the ENS, including how to download the Sask Polytech emergency notification app, visit saskpolytech.ca/ENS.

ARMED INTRUDER

- Follow Emergency Notification System instructions.
- **RUN if there's a safe escape route.** Tell others to leave, call 911 and Campus Safety & Security at 306-775-7777.
- **HIDE if you can't escape or are in another, nearby building.** Find a classroom, office or other enclosed space. Lock or barricade the door. Turn off lights and mute cell phones. Remain quiet.
- If you are in another building, do not leave as you may enter the danger zone.
- When police arrive, follow their instructions.
- **DECIDE if your life is in danger,** as a last resort, fight, attempt to incapacitate the intruder, act with physical aggression, or improvise weapons.
- An all-clear message will be sent over the ENS once the situation is safe.

For more information on these or other emergency procedures, see the campus-specific emergency response guides located on saskpolytech.ca/HSS.