SASKATCHEWAN POLYTECHNIC
MOOSE JAW CAMPUS
EMERGENCY
PROCEDURES

IN THE EVENT OF AN EMERGENCY:

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 306-691-8300, 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): 306-691-8300

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 306-691-8300.
• 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.

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: 1-800-214-7083

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