



# Emergency Warden

# Handbook

## INTRODUCTION

Emergency Wardens are fundamental in keeping our campus community safe. As an Emergency Warden, you will be trained to assist university leaders and outside agencies (Regina Police Service/Regina Fire & Protection Services) in the event of a campus emergency, become familiar with the Fire Safety Plan for your assigned building and floor, learn fire protection strategies, and understand what your role and responsibilities are during an emergency building evacuation.

This training is designed specifically for University of Regina Emergency Wardens who are responsible to assist in the safe evacuation of building(s) on our campuses in the event of an emergency.

There are over 125 staff and faculty that have volunteered as an Emergency Warden to ensure the safety and well-being of our campus community.

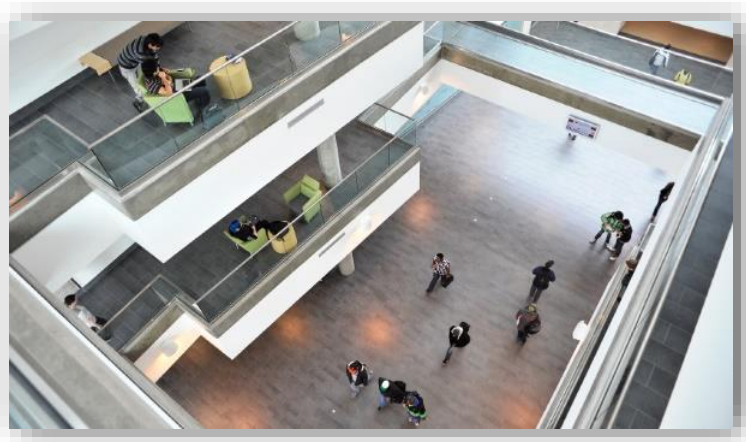


## Emergency Warden Handbook

The Emergency Warden Handbook will provide University of Regina Emergency Wardens with an awareness of the following:

- a) What an emergency is and the behaviour of people during an emergency;
- b) Emergency preparation and prevention, including the need to identify and control hazards;
- c) How to provide methodical responses to emergencies on campus;
- d) How to respond safely in an emergency and assist other occupants in your assigned building; and,
- e) What is the role of an Emergency Warden before, during and after a campus emergency.

Emergency Wardens will be trained to provide a methodical response to any emergency on campus and are responsible for assisting faculty, staff, students and visitors on campus during an evacuation or other emergency.



The National Fire Code and Saskatchewan Occupational Health and Safety Regulations require that the University of Regina has a Fire Safety Plan for each building it owns or occupies. Part of that Fire Safety Plan is to have Emergency Wardens assigned to each building (area) on campus.

In the event of a campus emergency, Emergency Wardens play a vital role in helping students, faculty, staff and visitors evacuate in an orderly manner. Each Emergency Warden is assigned a building floor on campus and is expected to become familiar with their floor and its spaces. This includes students, faculty, staff, contractors and those with limited mobility who occupy the floor of your assigned building. Evacuation (fire) drills are conducted annually on campus for every building owned or occupied by the University of Regina.

## Preparation and Prevention of an Emergency

Emergency management aims to reduce (or avoid) the potential losses from hazards, assure prompt and appropriate assistance, and in achieving a rapid and effective recovery. The emergency management lifecycle below illustrates the ongoing process which plans for and reduces the impact of emergencies, reaction during and after emergencies, and steps to take to recover after the event has occurred.



**Mitigation** refers to actions taken to reduce or eliminate risk to people and property from hazards and their effects. This type of assessment involves preventing future emergencies and minimizing their negative outcomes. Risk assessments help strategize and reduce the likelihood a hazard will become an emergency and/or disaster, occupational health committee inspections, building code updates/compliance, and insurance.

**Preparedness** includes planning and preparations made prior to the event of an actual emergency. Such preparedness activities might include stocking an emergency kit, developing plans with external agencies (Regina Police Services, Fire Protection Services, Emergency Medical Services, and City of Regina), and taking this Emergency Warden training.

**Response** work includes actions taken during or following an emergency. Ideally, this phase involves putting established plans and protocols into action.

**Recovery** from an emergency or disaster occurs after the immediate damage has been recognized and efforts begin to focus on a return to normal operations.



## UofR Emergency Notification System (ENS)

The University Emergency Notification System (ENS) is designed to ensure effective and timely delivery of emergency warnings to students, faculty, staff, and visitors on campus. The ENS is activated in the event of a possible life threatening situation when people must take immediate action to stay safe on campus.

Fire alarms are sounded on a separate system.

## Emergency Notification System Message Locations

In the event of a campus emergency, look for ENS messages in the following locations:



- 1) On wall mounted beacons located in common areas, classrooms, dormitories, and other areas on campus occupied by members of the campus community.

Throughout campus you will notice ALERT beacons. When activated, they will make a sound, flash, and display emergency notifications in order to capture your attention.



- 2) On computers connected to the University of Regina Novell system

Faculty, staff and students are encouraged to connect personal computers, such as laptops, to this system to automatically receive urgent notifications and/or warnings in the event of a campus emergency. Personal computers must be connected to the *eduroam* wireless network or the traditional wired network.



4) On television screens throughout campus hallways.





5) On personal laptops that have been connected to the Alertus system.



6) On mobile devices using the free Alertus app.

### How to download the Alertus app



- Look for the Alertus Recipient app on the [Google Play Store](#)  or the [iOS App Store](#) 
- Be sure to enable notifications on your mobile device and update to version 3.2.5 of the app to receive messages.
- Type in “uralerts” (case sensitive) when asked to enter your organization code.

## **Emergency Management Committee**

The Emergency Management Committee (EMC) consists of representatives from academic, administrative and research groups on campus with its mission to analyze emergency management initiatives, evaluate their effectiveness for emergency preparedness, response, recovery and mitigation. EMC members meet three times per calendar year and participate in two table-top emergency exercises.

EMC members engage in plausible and realistic table-top exercises to help enhance emergency preparedness of threats and hazards. They provide a low-risk, cost effective environment to test and validate plans, policies, procedures and capabilities, and to identify resource requirements, capability gaps, strengths, areas for improvement, and utilize best practices. Examples of past table-top Exercises include chemical spill/release, winter storm, armed intruder/shooting, bomb threat, and flood. In the event of an emergency on campus, the EMC will quickly assess the risk and ensure plans have been initiated and resources allocated to mitigate the risk.

## **Human Behavior in an Emergency**

Emergencies can happen at any time – often without warning. Social media increases our visibility to tsunamis, flooding, mudslides, forest fires, and earthquakes. We tend to feel safe when we see this because we are not there. However, an emergency can quickly unfold anywhere, no matter how safe and secure you may feel.

When an emergency occurs, how you behave and react to the situation determines your safety.

## **Natural Responses in an Emergency**

### **PANIC**

When faced with an emergency situation, one of the most natural human behaviors is to panic. A phenomenal aspect of panic is that it can affect anyone, no matter how resilient they are. When people panic, they often make poor decisions, or no decision at all.

When you are in an emergency situation, breathe and attempt to calm yourself and those around you. Stop! Evaluate the situation, and remember this training.



In an emergency, it is common for people to wait to see what will happen before they act and possibly make a mistake. This is a very dangerous behavior and, historically, has been a leading cause in the loss of lives.

To ensure your own safety and the safety of those around you, follow the directives provided by the University and take the necessary steps to do so immediately.

### **LISTEN AND FOLLOW INSTRUCTIONS**

After a thorough assessment of the emergency situation, the University will provide clear directives on how staff, students, faculty, and visitors should respond to the emergency situation which, in most cases, is an evacuation. Unfortunately, some people choose to ignore these directives.

Listening to, acknowledging, and following these directives is crucial! They may just save your life!

### **Fire Safety Plan**

A Fire Safety Plan is a detailed document that covers all aspects of fire safety for a specific building. The Plan outlines the emergency procedures to be used in case of fire, including:

- Sounding the fire alarm,
- Notifying the fire department,
- Instructing occupants on procedures to be followed when the fire alarm sounds,
- Evacuating occupants, including special provisions for persons requiring assistance,
- Confining, controlling, and extinguishing the fire,
- Diagrams,
- Drill frequency; and,
- Inspection and maintenance of the buildings

Each building on campus has an individual Fire Safety Plan.



If you have any questions or would like more information about the Fire Safety Plan for a specific building, please call Douglas Schmidt, Health Safety & Emergency Management Advisor at (306) 585-5487 or email [douglas.schmidt@uregina.ca](mailto:douglas.schmidt@uregina.ca).

## Emergency Wardens

The primary goal of the Emergency Warden program is to acquire a trained team of campus members to ensure the orderly evacuation of people from buildings on our campuses in the event of an emergency.



Emergency Wardens will assist the University by providing information to other staff, faculty, and visitors in the area regarding the incident on campus. Emergency Wardens assist with an evacuation by verifying that workspaces are properly evacuated, and to direct the occupants of their floor/building to the muster point for that building.

**It is important to remember that in your role as an Emergency Warden, you are not expected to fight a fire or to place yourself at risk.**

When a fire alarm or emergency directive occurs, all members of the campus community **must** follow these directives regardless of where they are or what they are doing (lab spaces, residence towers, research activities, etc.). Despite having many buildings on campus, all with unique spaces, designs, and unique characteristics, the evacuation plans are very similar.

In the event of a fire alarm or evacuation directive on campus, every person must:

1. Leave by the closest exit. If they are working in an office, simply close the door; do **not** lock it!
2. Proceed to the predetermined muster point.
3. If the muster point is compromised or there is adverse weather, proceed to the listed alternate building/area of refuge.
4. Do **not** re-enter the building until permission is provided.

As an Emergency Warden, your role is to ensure the occupants of your assigned building/floor evacuate in a timely manner. If safe to do so, you will do a methodical sweep of the spaces on your way out to ensure everyone has left the floor and that no additional hazards are identified (equipment left running that must be turned off, doors that are propped open or blocked, and obstructed exits, etc.).

## Basic Principles to Remember

- 1 Do **NOT** enter areas containing smoke.
- 2 Do **NOT** enter areas where you can see flames.
- 3 Do **NOT** OPEN A DOOR if it is hot.  
Use the back of your hand to feel for heat.
- 4 Do **NOT** place yourself at risk during an evacuation.

## UofR Emergency Management Plan

The purpose of the University Emergency Management Plan is to provide directives to the campus community in the event there is an incident/emergency that requires a partial or entire evacuation of campus building(s). Every day on campus, there are many academic, research, and educational activities that take place.

With any activity, there is a varying degree of risk. As a post-secondary institution, our risk comes from areas of research and teaching labs, unique equipment, and natural/environmental events. An all-hazards risk assessment is periodically conducted to ensure the risk is mitigated, however, must still have emergency procedures in the event they are needed.

The University may be required to address certain types of incidents such as:

- Natural gas leaks/ toxic fumes
- Building/structural emergencies
- Power failure
- Medical emergency
- Bomb threat
- Extreme weather
- Suspicious package
- Fire
- Armed intruder on campus; threats of violence

In the event of any emergency on campus, there are three responses communicated to the campus community;

1. Building evacuation
2. Shelter in place, and/or;
3. Lockdown

## Emergency Evacuation Procedures and Fire Drills

In order to provide a safe environment for all students, faculty, staff, and visitors on our campuses, a specific emergency fire evacuation plan has been developed for each building on campus.

Fire evacuation plans for each building on our campuses will \*soon be available on the Health and Safety website, **Prepare for Emergencies**. You will be able to select your assigned building from the Campus Building List and then select “Fire Evacuation Plan. \*more information provided at Emergency Warden Orientation.

Fire evacuation plans provide building specific details and directions related to evacuation procedures for persons requiring assistance, and other unique operations for that building. The evacuation plans also outline the responsibilities of emergency wardens, and other university responders. Regardless of which building you are in, the following general evacuation guidance is always applicable:

\* WHEN YOU HEAR A FIRE ALARM :

1. LEAVE BY THE CLOSEST EXIT. NOTE: INSIDE FIRE ESCAPE EXIT TO PODIUM LEVEL.
2. GO TO / COLLECT IN EAST LAWN. IN COLD WEATHER GO TO THE RIDDELL CENTRE.
3. IF SMOKE IS A PROBLEM GO TO THE RIDDELL CENTRE.
4. DO NOT RE-ENTER THE BUILDING UNTIL PERMISSION IS GIVEN.

\* IF YOU DISCOVER A FIRE :

1. CLOSE THE DOOR. IF POSSIBLE, PULL (RING) THE FIRE ALARM.
2. PHONE THE FIRE DEPARTMENT 911 IF THERE IS THE SLIGHTEST RISK, LEAVE BY THE NEAREST EXIT AND PHONE FROM THE RIDDELL CENTRE.
3. GO TO THE COLLECTION AREA AND WAIT FOR A FIRE WARDEN.
4. REPORT DETAILS TO THE WARDEN.
5. STAY TO ASSIST THE WARDEN WITH DETAILS TO THE FIRE DEPARTMENT.

If you see smoke or fire, activate the fire alarm by pulling a manual pull station. Pull stations are typically located near all exterior and stairwell doors.

*\*Note: The above is an excerpt from a specific plan for Education Floor 2.  
Ensure you are competent in your designated areas Evacuation Plan*

Occupants are required to evacuate the building by using the nearest marked exit. In most cases, this will be via a stairwell. Exit the building directly from the stairwell and do **not** re-enter the building. *Under no circumstances should elevators be used once you are outside!* Move across the street or down the sidewalk, away from the evacuated building entrance, to create space between the building and evacuees, as well as leaving roadways clear for emergency personnel.

Each building has an identified muster point as well as an alternate indoor evacuation area.

***Do not re-enter the building*** until the all-clear is given by the designated emergency warden, Campus Security, or other campus delegate. Become familiar with your designated building (floor) evacuation plan and practice it during evacuation (fire) drills. Individuals that require special assistance during an evacuation should go to the nearest safe area of rescue assistance and await further instructions.

### **Areas of Rescue (Refuge) Assistance**

Areas of rescue (or refuge) assistance are safe, fire-protected areas connected to accessible routes where a person requiring evacuation assistance can wait safely until help arrives. This holding area is frequently located in the stairwell, but away from the evacuation route so it does not interfere with others.

### **Persons Requiring a Wheelchair**

Firefighters and first responders are trained to assist persons in wheelchairs to evacuate buildings. If a person in a wheelchair is in immediate danger and ask for assistance, you may do so if it is safe to do so. Assist them by relocating to a safer location such as a stairwell. When the building has been successfully evacuated, immediately inform an available firefighter or campus contact of the location where any person in a wheelchair remains in the building.

### **Persons Who Are Visually Impaired**

An emergency evacuation can be an issue for someone who is visually impaired. In order to alleviate any stress and worry of having to evacuate, you should be certain that you know the evacuation routes of your assigned building and how you and other Emergency Wardens on your floor may assist someone with a visual impairment. Stay with the visually impaired person and provide assistance when evacuating. When you have reached the area of rescue (refuge) assistance, take a few moments to orientate the visually impaired person where they are and ask if they require further assistance.

## Persons Who Are Hearing Impaired

Persons who are hearing impaired may not perceive sound from an emergency alarm and will require an alternative warning technique. Two methods of warning to consider are:

- Writing a note telling what the emergency is and the nearest evacuation route (e.g., “**FIRE** – Go out rear door to the right and down, **NOW!**”)
- Turning the light switch on and off to gain their attention, then indicating through gestures or in writing what is happening and what to do.

## Evacuation Drills

Evacuation drills at the University of Regina are held annually; typically in early spring and early fall. Evacuation drills are coordinated, for minimal disruption, with each faculty, unit, and department and remain unannounced to members of the campus community.

Evacuation drills must *always* be taken seriously by *all* members of the campus community as a true emergency evacuation.





*The University of Regina Senior Leaders  
and  
Health and Safety team  
thank you for your participation in the Emergency Warden Program  
and for your contributions  
to foster a positive safety culture on our campus.*