INTRODUCTION

Emergencies, disasters, accidents and injuries can occur any time and without warning. Being prepared physically as well as psychologically to handle emergencies is an individual as well as an organizational responsibility.

The University of Regina has established emergency procedures to follow so that the effect of emergencies can be minimized. Your safety is of primary importance. The purpose of this guide is to acquaint you with the plan for handling emergencies and disasters. Once you are familiar with this information, you will be able to protect yourself and perhaps save the life of someone else.

The more you are prepared, the better you can act and minimize panic or confusion when an emergency occurs. No matter what the crisis, THINK before you ACT, then act swiftly to minimize your exposure to danger.

Please read this guide thoroughly before an emergency occurs and become acquainted with this document.

READ IT ALL – READ IT OFTEN

For further information and training on fire prevention, fire safety and emergency procedures contact Health and Safety at 585-4776/ 585-5487.

TORNADO

Tornadoes are violent windstorms characterized by a twisting funnel shaped cloud which forms at the base of cloud banks and points towards the ground. A tornado can be an isolated incident or may be accompanied by several others over several hours. Large hail, very heavy rain, strong winds and frequent lightning usually occur nearby. They can be much more dangerous than they appear to be.

TORNADO PRECAUTIONS:

Inside
- Keep doors and windows shut, stay away from windows, doors and exterior walls.
- Do not use elevators as the power may go out trapping you inside.
- Go to a small interior room or stairwell on the lowest floor of the building (bathrooms are often the best choice).
- If possible, crouch under heavy furniture.
- Protect your head with pillows, cushions or a mattress if available.

Outside
- Do not stay in your vehicle or in a mobile type building such as a mobile home or trailer.
- Seek shelter in a building.
- If no shelter is available, lie flat in a low dry spot (such as a ditch) or under a low bridge. Keep alert for signs of water due to heavy rains.
- Protect your head.
- As a last resort hang on tightly to a shrub or small tree.

FLOODING

A heavy rain or spring run off can result in flooding.

FLOOD PRECAUTIONS:

Inside
- Move to higher areas of the building.
- If flooding is contaminated with sewage, take precautions during clean up as advised by the public health authorities.
- Ensure drinking water is safe, contact local public health authorities as required.

Outside
- Seek shelter.
- Do not try to walk through flash floods.
- Avoid driving during flash floods.

HEAT

HYPERTHERMIA PRECAUTIONS:

- Schedule hottest work for cooler times of the day.
- Coordinate frequent short rest breaks.
- Frequently drink small amounts of water or other cool (but not cold) fluids. One cup of fluid every 15 - 20 minutes should replace water lost in sweat.
- Wear lightweight, loose-fitting cotton clothing.
- Recognize and treat heat stress disorders.

HEAT STRESS DISORDERS:

Heat cramps:
- Painful cramps in the stomach, arms and legs can result if heavy sweating and drains a person of salt.
- Cramps may occur suddenly at work or after hours. Cramps are a warning that more serious heat disorders may occur if the stress continues.
- When heat cramps occur, move to a cool area, loosen clothing and drink cool water or Gatorade type products. Seek medical help.

Heat exhaustion:
- Heavy sweating.
- Feeling tired, weak, clumsy, upset or confused.
- Increased thirst, panting and may experience blurred vision.
- When heat exhaustion occurs move to a cool area, loosen clothing, drink cool water or Gatorade type products and seek medical help.

Heat stroke:
- Heat stroke develops when all the water and salt available for sweating has been used up.
- The body’s temperature rises to above 40°C.
- The skin becomes hot, dry and red.
- Victims may act strangely, be weak, be confused, have a fast pulse rate, headache or be dizzy.
- In later stages, victims may faint or have convulsions.
- Heat stroke can kill. Call 911 or Campus Security at 585-4999 and proceed to arrange transportation to the hospital immediately.

Be familiar with the UV index.
- This is a measurement to alert the public to the dangers of the sun’s rays. The higher the UV index the faster skin will burn.

SEVERE SUMMER WEATHER
SEVERE SUMMER WEATHER

Hazardous summer weather or severe weather conditions are not uncommon in Saskatchewan and can occur in a variety of ways very quickly.

Understanding the dangers associated with severe weather and precautions that can be taken can decrease the associated risks to human life and property.

Pay attention to the weather forecast, this will provide information on impending storms, extreme heat and cold conditions and travel advisories. Environment Canada monitors the weather 24-hours a day, seven days a week and will initiate weather watches* and weather warnings*.

* Weather WATCH indicates conditions are favorable for development of severe weather.
* Weather WARNING indicates severe weather is occurring or highly probable.

AFTER SEVERE WEATHER

• Assist in getting help for injured or trapped individuals.
• Continue to monitor the weather forecast and listen for instructions given by officials.
• Stay away from damaged buildings, dangling electrical wires, possible gas leaks or chemical leaks.
• Watch for fires.
• Drive only if necessary; leave roads clear for emergency vehicles.
• Use phones only for emergency situations; leaving lines open for emergency use.

DURING SEVERE WEATHER

LIGHTNING
Lightning is an electrical discharge and tends to strike higher ground and prominent objects especially good conductors of electricity such as metal and water. Thunder is the noise generated by the lightning discharge.

LIGHTNING PRECAUTIONS:
Inside
• Stay inside; do not go outside unless absolutely necessary.
• Unplug all electrical equipment prior to the storm if possible. Do not handle electrical equipment or telephones during the storm.
• Keep away from doors, windows and fireplaces.
• Do not take a bath, shower or work in water.
• Do not use elevators.
• Do not handle metal objects.

Outside
• Get inside a vehicle or building if possible.
• If in a vehicle keep windows closed, stay parked in a safe spot away from power lines or other tall objects that may fall on the car during the storm.
• Avoid water and objects that conduct electricity (e.g. tractor, golf clubs, metal fence, and bicycle).
• If no shelter is available crouch down, feet close together with your head tucked down. If amongst a group of people, spread out, keeping people several meters apart.

HAIL
Hail is frozen raindrops that are bounced around in the atmosphere and accumulate new layers of ice.

HAIL STORM PRECAUTIONS:
Inside
• Stay away from windows and glass doors.
• Always be alert for high winds or the possibility of a tornado especially if the hail is of a large size.

Outside
• Seek cover from the hail facing away from the wind.
• Protect your head.

911 PROCEDURES

Dial emergency number 911 and give the following information:
• Nature of emergency
• Exact address and nearest cross street
• Telephone number you are calling from
• Your name
• Your location (building, room number, floor number)

DO NOT HANG UP, until asked to do so by the 911 operator.

Use the following situation guidelines and common sense to determine what a true emergency is and when to call 911:
• Fire
• Violent person
• Severe injuries or health problems
• Crime in progress

The above are only some potential life-threatening emergencies. If you are unsure as to the seriousness of the situation do not hesitate to call 911.
**Severe Winter Weather**

If a major emergency occurs, you need to be prepared. Ready for at least 72 hours while emergency workers help those in urgent need. Start today by getting an emergency kit. Here’s how.

### Put one together yourself...

What goes into a basic emergency kit:

- **Water** – two litres of water per person per day (include small bottles that can be carried easily in case of an evacuation order)
- **Food** – that won’t spoil, such as canned food, energy bars and dried foods (remember to replace the food and water once a year)
- **Manual can opener**
- **Flashlight and batteries**
- **Candles and matches or lighter**
- **Battery-powered or wind-up radio** (and extra batteries)
- **First Aid kit**
- **Special needs items** – prescription medications, infant formula or equipment for people with disabilities
- **Extra keys** – for your car and house
- **Cash** – include smaller bills, such as $10 bills (travelers cheques are also useful) and change for payphones
- **Emergency Plan** – include a copy in your kit, and photocopies of personal documents, such as passport and birth certificate

### Or buy one

You can buy an emergency kit online and in many stores across Canada. The Canadian Red Cross sells its Disaster Preparedness Kit at www.redcross.ca.
St. John Ambulance and The Salvation Army have also jointly prepared an emergency kit, the Ready Kit, which can be purchased from retailers across Canada. You can find out which stores in your area by calling for more information.

**Plus, consider these additional emergency supplies for your kit...**

- **Change of clothing and footwear** – for each household member
- **Sleeping bag or warm blanket** – for each household member
- **A whistle** – in case you need to attract attention
- **Garbage bags** – for personal sanitation
- **Toilet paper**
- **Safety gloves**
- **Basic tools** – hammer, pliers, wrench, screwdrivers, fasteners, work gloves
- **Small fuel-driven stove and fuel** – follow manufacturer’s directions and store properly
- **Two additional litres of water per person per day** – for cooking and cleaning
- **Other personal care supplies**

### For more information call:

1-800-O-Canada 1-800-622-6232
TTY 1-800-926-9105  www.GetPrepared.ca
Start today!

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**Medical Emergencies**

- If the injury is serious immediately call 911 and Campus Security at 585-4999.
- For non-serious injuries the victim can be referred to the Allied Health Center or medical services of their own choice.
- For additional assistance call Campus Security at 585-4999.

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**Home Emergency Kit**

**Health and Safety**

- Health and Safety Director ................................................................. 585-4776
- Health and Safety Consultant ............................................................. 585-5487
- Radiation/Chemical Safety ................................................................. 337-3184
- Biological Safety .................................................................................. 585-5198
- Emergency Preparedness Consultant .................................................. 337-3115

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**Winter Travel**

- Cell Phone, Blackberry
- Shovel and bag of sand
- Axe or hatchet
- Booster cables
- Tow chain
- Flashlight and road flares
- Tools
- Methyl Hydrate for fuel line and windshield de-icing

- Fire extinguisher
- First Aid Kit
- Matches and candle
- Extra clothing and footwear
- Blankets
- Extra food
- Sugar cubes or hard candy
- Ice scraper and snow brush
- Plastic garbage bag to keep a person dry
- 12 hour thermal heat packs
- Coffee tins for waste and for candle
- Road maps and compass

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**Emergency Telephone Numbers**

<table>
<thead>
<tr>
<th>POLICE FIRE AMBULANCE</th>
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<tr>
<td>CAMPUS SECURITY</td>
<td>585-4999</td>
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<tr>
<td>CHIEF BUILDING WARDEN</td>
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<tr>
<td>FLOOR WARDEN</td>
<td>..........................</td>
</tr>
<tr>
<td>WORK CONTROL CENTRE</td>
<td>..........................</td>
</tr>
</tbody>
</table>

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**Severe Winter Weather**

If you must travel in cold weather ensure your vehicle is winterized, keep your tank full of gas and carry an emergency travel kit including:

- Cell Phone, Blackberry
- Shovel and bag of sand
- Axe or hatchet
- Booster cables
- Tow chain
- Flashlight and road flares
- Tools
- Methyl Hydrate for fuel line and windshield de-icing
SEVERE WINTER WEATHER

GENERAL PRECAUTIONS
Winter weather conditions in Canada can become severe or dangerous very quickly; sometimes with little or no warning. High wind chills, heavy snowfall, freezing rain, blizzards, and bitterly cold temperatures all pose a hazard to those venturing outside or traveling. The following general precautions outline how you can minimize the effects of winter weather and prepare in advance for severe weather conditions.

DRESS TO SUIT THE WEATHER.
Thin layers of loose fitting clothing will trap body heat while aiding air circulation. Outer clothing should be hooded, tightly woven, and repel water. Mittens are warmer than gloves. Because most body heat is lost through the head, it is important to wear a hat. If it is extremely cold, cover your mouth to protect your lungs from the cold air.

WATCH FOR SIGNS OF HYPOTHERMIA which is particularly threatening to the very young and elderly. Hypothermia is the lowering of the core body temperature to dangerous and life threatening levels. Hypothermia symptoms are: confusion, slurred speech, stiff muscles, or uncontrollable shivering. If symptoms occur, get medical assistance immediately. Hypothermia can be fatal.

CHECK THE WEATHER FORECAST BEFORE TRAVELLING OR OUTDOOR ACTIVITIES.
Pay attention to wind chill which can signal dangerously cold outdoor conditions.

WINTERIZE YOUR HOME AND VEHICLE BEFORE THE COLD WEATHER ARRIVES.
Prepare an emergency pack for your vehicle and ensure your home heating system is in good working order. Insulate your home to avoid cold air leaks and minimize heating costs.

PACE YOUR OUTDOOR ACTIVITY.
Be alert for signs of frostbite. Avoid strenuous activity in extremely cold temperatures because the heart must work much harder to pump blood through constricted vessels in extremities.

Hypothermia Precautions:
• Depending on the temperature (including the wind chill factors) consider decreasing or eliminating the need to be outside for extended periods of time.
• Limit strenuous activities in extreme cold as the heart must work much harder to pump blood through constricted vessels in the extremities.
• Dress to suit the weather wearing thin layers of loose fitting clothing that will trap the body’s heat while aiding circulation.
• Outer clothing should be hooded, tightly woven and repel water.
• Mittens are warmer than gloves.
• Wear a hat as most of the body heat is lost through the head.
• In extreme cold cover the mouth to protect lungs from cold air.

Hypothermia Signs
Hypothermia is an internal body temperature drop that slows the body processes to the point that they can no longer generate as much heat as being lost. Be alert for:
• fingers and toes feeling cold
• shivering
• stiff muscles
• slurred speech
• confusion

These signs appear slowly and may not be recognized by the individual affected. If any of these signs appear take action immediately:
• Call Campus Security 585-4999 and/or 911 for assistance
• Get to a warmer environment if possible
• Remove any wet clothing
• Add dry clothing
• Do not add heat to affected areas

QUICK REFERENCE TELEPHONE GUIDE

University of Regina Safety Related Resources

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<tr>
<th>Resource</th>
<th>Contact Information</th>
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<td>Emergency</td>
<td>911</td>
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<tr>
<td>Campus Security</td>
<td>585-4999</td>
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<td>Health &amp; Safety</td>
<td>585-4776/5487</td>
</tr>
<tr>
<td>Harassment and Discrimination Prevention</td>
<td>585-5400</td>
</tr>
<tr>
<td>Walk Along (safe escorted walks)</td>
<td>585-5600</td>
</tr>
<tr>
<td>Counselling Services</td>
<td>585-4491</td>
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<tr>
<td>Allied Health Center</td>
<td>337-2640</td>
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<td>Students’ Union</td>
<td>586-8811</td>
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<tr>
<td>Women’s Centre</td>
<td>584-1255</td>
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<tr>
<td>Employee Family Assistance</td>
<td></td>
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<tr>
<td>• Par Consulting</td>
<td>352-0680</td>
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<tr>
<td>• Family Services Regina</td>
<td>757-6675</td>
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</tbody>
</table>

Off Campus Safety Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency (Police, Fire, Ambulance)</td>
<td>911</td>
</tr>
<tr>
<td>Regina Police Service</td>
<td>777-6500</td>
</tr>
<tr>
<td>RCMP Regina Detachment</td>
<td>780-5560</td>
</tr>
<tr>
<td>General Hospital</td>
<td>766-4444</td>
</tr>
<tr>
<td>Pasqua Hospital</td>
<td>766-2222</td>
</tr>
<tr>
<td>Saskatchewan Healthline</td>
<td>1-877-800-0002</td>
</tr>
<tr>
<td>Suicide/Crisis Help Line</td>
<td>525-5333</td>
</tr>
<tr>
<td>Highway Hotline</td>
<td>787-7623</td>
</tr>
<tr>
<td>Poison Control Centre</td>
<td>1-866-454-1212</td>
</tr>
<tr>
<td>24 Hour Abuse Line</td>
<td>1-800-214-7083</td>
</tr>
<tr>
<td>Regina Sexual Assault Line</td>
<td>352-0434</td>
</tr>
<tr>
<td>Mobile Crisis</td>
<td>757-0127</td>
</tr>
</tbody>
</table>

EMERGENCY PHONE NUMBERS

911

TELEPHONE GUIDE
**WHAT CAN I DO TO BE BETTER PREPARED?**

- Read this pamphlet carefully before an emergency occurs.
- Keep this pamphlet handy at all times.
- Be familiar with your building’s floor plan.
- Know where the stairs and fire extinguishers are located.
- Keep on hand such personal items as:
  - Medications (these must be properly safeguarded)
  - Flashlight (and batteries)
  - Comfortable shoes
  - Cooperate with all practice drills and training programs.
  - Volunteer as Emergency Warden in your building.
- Prepare yourself and your family at home so they will know what to do, where to go, and how to cope until you are able to get home.
- Attend CPR and First Aid Classes that are offered.

**MAINTENANCE SERVICES**

Facilities Management is the division responsible for the maintenance and repair of U of R facilities. Contact the following numbers for assistance with maintenance problems:

**During office hours:**

WORK CONTROL CENTRE ........... 585-4039  
or work.control@uregina.ca

**After hours:**

HEATING PLANT ....................... 585-4122  
or CAMPUS SECURITY ................ 585-4999

For additional information on contact numbers for maintenance services, consult the University of Regina telephone directory under Facilities Management.

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**FIRE SAFETY TIPS**

Your own common sense is the finest safety device ever developed. Above all….

Remember to use your head!  
Think before you act!

Prepare yourself in advance; know where to go and how to get there. If your work station is located within an office, know in advance exactly how many doors you will have to pass along your evacuation route before you reach your nearest exit door. This tip will be very helpful in the event you encounter heavy smoke. Remember, when heavy smoke is present, often the exit signs above the doors may be camouflaged by the smoke. If you know in advance how many doors you will have to pass, you can then crawl or crouch low with your head a meter or less from the floor (watching the base of the wall) and count out the number of doors you pass, so you will know when you reach the exit door (even if you can’t see that it is the exit).

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**FIRE EXTINGUISHER INSTRUCTIONS**

P  PULL safety pin from handle  
A  AIM (nozzle, cone, horn) at base of the fire  
S  Squeeze the trigger handle  
S  Sweep from side to side (watch for re-flash)

- For larger fires, GET OUT, close doors, confine fire as much as possible

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**POWER OUTAGE**

- Remain calm and in place.  
- Follow directions of Emergency Wardens if evacuation is necessary.  
- Turn off computers and electrical equipment.  
- If available turn on battery-powered radio to find out what’s happening in your area.  
- Emergency lighting is in all University of Regina buildings to assist evacuations.  
- You will be advised if the power outage will be of a sufficient length that for safety reasons the University or portions thereof will be temporarily closed.
Be Prepared

PERSONAL SAFETY TIPS

Vehicle Safety
- Always keep valuables out of sight. If you must keep valuables in the car, put them in the trunk.
- Keep doors locked when driving.
- Have keys ready when approaching the vehicle.
- Check the back seat prior to entry.
- Don’t mark your key chain with your name and address or vehicle license number.
- Keep vehicle well serviced. There is safety in having a mechanically sound vehicle.

Obscene or abusive telephone calls
- Hang up, do not talk to caller.
- If call is received on campus, immediately report it to Campus Security at 585-4999.
- If you receive a call off campus, immediately dial *57 to alert SaskTel that you are receiving harassing phone calls. If you receive more than three calls, SaskTel will investigate on your behalf.
- If the phone calls upset you, be sure to contact one of the services listed on the Quick Reference telephone guide for emotional support.

Inappropriate Material (e-mail, printed material, social networking and other electronic media)
The creation and distribution of offensive or disruptive messages containing comments about race, nationality, gender, age, sexual orientation, religious or political beliefs or obscene material will not be tolerated at the University of Regina. If you are the recipient of inappropriate material at one of the University of Regina facilities or from a University of Regina account and you feel harassed, and/or you object to materials on public display the following methods are available to report these incidents. First try to deal with the issue yourself if you feel you can. If not then:

Employees
- Report the incident to your supervisor/manager.

Employees & Students
- Report the incident directly to Campus Security at 585-4999.
- Contact Harassment, Discrimination Prevention & Conflict Resolution Services @ 585-5400.

For further information refer to these University Policies:
- Harassment and Discrimination Prevention http://www.uregina.ca/hr/hdpo.

FIRe SaFeTY

IF YOU DISCOVER A FIRE
- Alert others to the danger as you leave. Close the door to the room or area involved.
- PULL THE NEAREST FIRE ALARM.
- Leave the building by the nearest exit.
- As soon as you can do so safely, CALL 911 to report details of the emergency.
- Go to the designated staging area (evacuation assembly point) for the building. Tell the Emergency Warden details of the fire. Stay in case the Fire Department has additional questions.
- If your clothing catches fire… STOP…..DROP…….ROLL.

WHEN YOU HEAR A FIRE ALARM
- IMMEDIATELY PROCEED TO THE NEAREST FIRE EXIT!
- Proceed calmly but rapidly. Close the doors if you are the last person out.
- Do not wait for more information or to ascertain the cause of the evacuation.
- DO NOT USE THE ELEVATORS.
- Follow the instructions of the Emergency Wardens or Campus Security.
- Go to the designated staging area (evacuation assembly point) for your building.
- DO NOT RE-ENTER THE BUILDING until the Chief Building Warden or the Fire Department advises you it is safe to do so.
- NEVER ENTER A BUILDING WHEN THE FIRE ALARM IS SOUNDING.

IF TRAPPED IN A ROOM
- Place a damp cloth around/under the door to prevent smoke from entering.
- Retreat and close as many doors as possible between you and fire.
- Be prepared to signal from window but do not break glass unless absolutely necessary (outside smoke may be drawn in).

IF CAUGHT IN SMOKE
- Drop to hands and knees and crawl.
- Hold breath as much as possible.
- Breathe shallowly through nose.
- Use blouse, shirt, or jacket as filter.

IF FORCED TO ADVANCE THROUGH FLAMES
- Hold your breath, move quickly.
- Cover head/hair with clothing or a blanket.
- Keep head down and eyes closed as much as possible.
- Be familiar with your building floor plan, stairways, exits and fire extinguishers.
- Plan the route you would take to exit the building in an emergency.
UNIVERSITY OF REGINA CAMPUS SECURITY

Campus Security provides service to the university community 24 hours a day, 7 days a week through:

- Campus patrols and building checks
- Observations for potential situations
- Responding to calls for service and assistance, reports of crime, and information inquiries
- Surveying facilities on request
- Developing crime prevention programming and literature to assist the University community to better protect itself
- Monitoring and responding to security alarms
- Investigating incidents when possible and providing information to police investigators
- Assisting in emergency responses, basic first aid, emergency communications, and crowd and traffic control

CRIME IN PROGRESS

- Do not attempt to apprehend or interfere with the suspect if your personal safety may be in jeopardy
- Get a good description of the suspect(s).

Suspect details:
- Height: ______________ Weight: ______________
- Hair colour: ______________ Hair length: ______________
- Clothing:
  - Pants: ______________
  - Shirt: ______________
  - Jacket: ______________
- Other details:
  - Glasses: ______________
  - Facial hair: ______________
  - Tattoos: ______________

Vehicle:
- Make: ______________ Colour: ______________
- Licence plate: ______________
- Direction of travel: ______________

- Call Campus Security 585-4999 immediately to report the crime.
- Call 911 if crime in progress.

EVACUATIONS

EVACUATING PEOPLE WITH DISABILITIES

PERSONS USING A WHEEL CHAIR

Firefighters and first responders are trained to assist persons in wheelchairs to evacuate buildings. However, if people in wheelchairs are in immediate danger and ask for your assistance, you may. If it is safe to do so, assist them to relocate to a safer location such as a stairwell. Once you have evacuated the building, immediately inform an Emergency Warden or available firefighter of the location of any person in a wheelchair who remains in a building.

PERSONS WHO ARE VISUALLY IMPAIRED

- Most persons who are visually impaired will be familiar with the immediate area.
- Tell the person the nature of the emergency and offer to guide him/her.
- As you walk, tell the person where you are and advise of any obstacles.
- When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.
- Do not leave the person alone.

PERSONS WHO ARE HEARING IMPAIRED

Persons who are hearing impaired may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning 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 attention, then indicating through gestures or in writing what is happening and what to do.

IF YOU ARE A STUDENT WITH A DISABILITY

It is recommended that if you require assistance and may be on an upper floor and/or if you are unable to walk down the evacuation stairwells on your own, that you make arrangements for assistance in advance of an emergency. This could include arranging for someone (a roommate or classmate) to accompany you to a safe stairwell in order to meet with local evacuation officials.

You should also have access to a cell phone so you can contact Campus Security at 585-4999 and advise them of your location. In the event of an evacuation no one should use the elevators.
**EVACUATIONS**

**GENERAL INFORMATION**

Evacuation can occur for a number of reasons including fire, chemical spill, radiation spill, bomb threat, or toxic gas release. If there is a need to evacuate, direction will be provided by Emergency Wardens.

- Determine in advance the nearest exit to your work location and the route you will follow to reach that exit in the event of an emergency.
- Remember there are several fire escapes throughout the University buildings in the event one is blocked or unsafe.
- Follow instructions of the Emergency Wardens.
- **DO NOT USE ELEVATORS.**
- Remove high heels to avoid tripping.
- Do not rush or crowd. Use handrails in stairwells and stay to the right.
- Move to your evacuation point unless otherwise instructed.
- Assist people with disabilities (see disabilities section).

**EVACUATING THE BUILDING:**

- Move away from the building quickly.
- Watch for falling glass or debris.
- Stay with your Emergency Warden who will keep track of employees from your area.
- After you have evacuated the building, **DO NOT RE-ENTER** until notified that it is safe to do so by Chief Building Warden.

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**CRIME PREVENTION**

- Always lock your office or room when you leave, even if you only leave for a few minutes.
- Place valuables such as a purse or wallet in a locked drawer. **DO NOT** leave them in plain view on your desk.
- Have Campus Security’s phone number 585-4999 on your telephone for quick reference.
- Trust your instincts. If you see someone or something that is suspicious or doesn’t belong call Campus Security.

**DID YOU KNOW?**

All payphones on campus are now **safety phones**.

Buttons at the bottom of the payphone keypad automatically dial free of charge to:

- **CAMPUSS SECURITY**
- **WALK ALONG**
- **STUDENTS' UNION**
- **SASKTEL**

Note: If you are calling Campus Security and become disconnected Security staff will still respond because the payphone number is displayed and mapped in the Security Office.

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**LONE WORKER PROGRAM:**

The Lone Worker program is a free service provided by Campus Security to enhance your personal safety while working or studying late or alone. The program is offered to anyone in the University community, during evenings, weekends, and statutory holidays.

**Service hours:**
Monday to Friday 10 p.m. to 7 a.m.
Weekends and statutory holidays 24 hours

To contact the Lone Worker program call Campus Security at 585-4999

**WALK ALONG:**

Walk Along is a safety initiative designed by Campus Security. Staff and students can receive an escort to and from their car or any place on campus. Walkers are equipped with two-way radios, identifying jackets, and flashlights.

**Service hours:**
Sunday to Thursday 8 p.m. to Midnight

To contact Walk Along call 585-5600 or press the walk along button on campus payphones (no coins required).

After hours contact Campus Security at 585-4999.
HAZARDOUS MATERIALS

VIOLENCE PREVENTION

The University of Regina will not tolerate or condone any form of discrimination, harassment or violence, and will take appropriate action in response to reported incidents.

Violence is defined as the attempted, threatened or actual conduct of a person who causes or is likely to cause injury, and includes any threatening statement or behaviour that gives any person reasonable cause to believe that they are at risk of injury.

Emergency situations:
An incident of violence is an emergency when someone has been physically harmed or there is an imminent risk of serious injury. The first priority is your personal safety. Do not attempt to notify or go to the aid of others unless it is safe to do so. If it is, call 911 and Campus Security at 585-4999. Provide your location and details of the situation. Inform your supervisor or others around you as soon as it is safe to do so.

Non-emergency situations:
Inform your supervisor and Campus Security at 585-4999.

Reporting: All acts of violence should be reported to Campus Security, and the immediate supervisor or manager. An incident form must be completed and submitted to the Director of Health & Safety within 24 hours of the occurrence. To access the Incident/Accident form, please see the website:

Early Intervention Team:
The University has an early intervention team made up of representatives from Student Affairs, Health and Safety, the President’s Office, and Administration. This team’s mandate is to proactively identify behavioral threats and concerns and respond to them in a timely manner to promote a culture of concern and safety for all members of the University community.

INFECTION CONTROL

The occupational health and safety regulations require that the University has written plans where employees are required to handle, use, or produce infectious materials or organisms. The U of R Infection Control Plan provides safe work practices for all faculty, students or staff that may be exposed to these agents. The Infection Control Plans safe work practices are guidelines designed to protect the University community from exposure to disease spread by infectious agents.

Universal Precautions

- Assume all blood, body fluids, tissues, and secretions are infectious.
- Wash your hands with soap and water for 20 seconds.
- Cover your mouth/nose with tissue or sleeve when coughing or sneezing.
- Cover cuts or open sores on your skin with clean plastic bandages.
- Wear appropriate personal protective equipment.
- Spills of blood or other potentially infectious materials should be absorbed then washed with an appropriate disinfectant.
- Follow all approved procedures.
- Wash any soiled clothing separately in hot soapy water and dry in a hot dryer.
- Routinely clean and disinfect surfaces.
- Get immunized—it is easy, low or no cost, and most importantly it saves lives. Talk to a health professional if you have health related questions.

If you have been exposed or suspect you have been exposed to any infectious agents, immediately follow emergency medical procedures, seek medical help and report it to Health and Safety (585) 4776/5487.

http://www.uregina.ca/hr/assets/files/health_safety/forms/2009_Incident_Report_Form.pdf

For more detailed information please refer to the Infection Control Plan document:
http://www.uregina.ca/hr/health-and-safety/Infection-Control-Plan

HARASSMENT AND DISCRIMINATION

Guided by provincial legislation, the University of Regina’s “Respectful Work and Learning Environment Policy” protects the rights of students and employees to live, work and learn in a respectful environment, free of discrimination, harassment and bullying. No member of the University community is permitted to cause or participate in discrimination, harassment or bullying of another person or group.

There are a wide range of alternate resolution options for addressing unacceptable behaviour, resolving conflict in addition to a formal complaint investigation process. Through the resources of Harassment, Discrimination Prevention and Conflict Resolution Services, students, faculty and staff have access to information, guidance/coaching and individual and role-specific assistance in resolving discrimination, harassment or related conflict.

For confidential assistance, contact the Harassment and Discrimination Prevention and Conflict Resolution Services at 585-5400 or respect@uregina.ca.

Links to the policy and procedures can be found at http://www.uregina.ca/presoff/vpadmin/policymanual/hr/2010510.shtml.

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS)

WHMIS is a program designed to provide information to workers regarding hazardous materials in the workplace.

It requires that:
- all hazardous materials are properly labeled.
- Material Safety Data sheets are available for all hazardous materials.
- workers are trained in the safe use of these materials.

If you work with hazardous materials you must take a WHMIS course. If you work in a laboratory at the University of Regina you must also complete Chemical and Laboratory Safety training. For course information call 337-3184/337-2370.
VIOLENCE & HARASSMENT PREVENTION

If you are involved in a situation where a violent intruder has entered the area, the following are a list of recommended actions.

1. If you can leave, exit the building immediately.
2. Notify anyone you may encounter to exit the building immediately.
3. Notify the Regina Police Service at 911.
4. Give the 911 operator the following information:
   • Your name
   • Location of the incident (be as specific as possible)
   • Number of shooters (if known)
   • Identification of shooter (if known)
   • Number of persons who may be involved
   • Your location
5. Notify Campus Security at 585-4999 and give same information.
6. Follow the directions of Police and Campus Security.

For assistance with spill clean up contact call a member of the Spill Response Team at:

- 337-3184
- 585-5198
- 585-4769
- 337-2468

All spills must be reported to Health and Safety regardless of the seriousness.

HAZARDOUS WASTE DISPOSAL

To ensure proper disposal, all hazardous waste must be accurately identified and labeled, and safely stored. A Chemical Waste Disposal Request Form must be completed and forwarded to Health and Safety to arrange for disposal.

The Incident Report Form and Chemical Waste Disposal Request Form can be obtained at www.uregina.ca/hr/forms/health-safety.

Further information may be obtained from:

- Health and Safety - 585-4776/5487
- Radiation/chemical safety officer - 337-3184
- Biosafety officer - 585-5198

ARMED INTRUDER

If exiting the building is not safe, the following actions are recommended:

1. Go to the nearest room or office.
2. Close and lock the door.
3. Cover the door windows.
5. DO NOT answer the door.
7. Give the 911 operator the following information:
   • Your name and who is with you
   • The location of the incident
   • Your location (be as specific as possible)
   • Number of intruders (if known)
   • Identification of intruders (if known)
   • Wait for the Regina Police Service to assist you out of the building.

Any uncontrolled release of hazardous materials which poses a threat to public safety or a risk of environmental contamination, or any spill that cannot be contained, controlled or cleaned up, is considered a spill.

Follow these procedures in the initial stages of a hazardous materials spill:

- Alert all persons in the immediate area.
- Isolate area and prevent re-entry.
- If medical first aid is required contact 911 and request emergency medical services.
- Call CAMPUS SECURITY at 585-4999 and provide the following information:

Location:
Building/Department ____________________________
Floor/room number ____________________________
Injuries, if any ________________________________
Hazard name _________________________________
Quantity _________________________________

For assistance with spill clean up contact call a member of the Spill Response Team at:

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BOMB THREATS

Bomb threats are usually received by telephone or sometimes by note, letter or e-mail. Most bomb threats are made by callers who want to create an atmosphere of general anxiety and panic, but all such calls must be taken seriously and handled appropriately. If you receive a bomb threat immediately contact Campus Security at 585-4999.

If you receive a bomb threat call, follow these steps:
• Ask a lot of questions: Where is the bomb?
• When is it going to go off? What kind is it?
• What does it look like? Permit the caller to say as much as possible without interruption.
• Take notes on everything said and on your observations about background noise, voice characteristics, etc. Use the Bomb Threat Report below to record your observations.
• Call Campus Security at 585-4999 to report the threat. If possible, get a co-worker to do this while you continue talking to the caller. (The purpose of keeping the person talking is to assist in identifying the caller. Tracing is not always possible.)
• Every bomb threat is assumed to be real and is considered a threat to university students, faculty, staff and operations. After Campus Security has been notified, you will be advised if evacuation is necessary by Emergency Response Personnel.
• Follow the instructions given by Emergency Wardens or Campus Security.
• If an explosion of any type occurs at any time, report it immediately to 911.
• When there has been a threat, if you see a package or foreign object in an unusual place “DON’T TOUCH IT”. Evacuate the area and immediately call Campus Security at 585-4999.

SUSPICIOUS PACKAGES

Many facilities in Canada have become concerned with the threat of receiving letters or packages of concern which could contain a dangerous biological or chemical substance, Anthrax being of the most recent concern. Although the threat in Canada is very low it could change due to a single incident. Emergency response agencies are being called to evaluate the risks of letters and packages and to date NONE have been found to contain anything that is dangerous.

DO NOT PANIC

If you receive a suspicious package or letter marked with a threatening message contact Campus Security at 585-4999.
• Do not shake or empty the contents of any suspicious envelope or package.
• PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
• EVACUATE the room and CLOSE the door, or section off the area to prevent others from entering (i.e. keep others away).

BOMB THREAT REPORT

Questions to ask:
• When is the bomb going to explode?
• Where is it right now?
• What does it look like?
• What will cause it to explode?
• Did you place the bomb?
• Why?
• What is your address?
• What is your name?

Exact wording of the threat:
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________

Caller’s voice:
• Calm
• Excited
• Soft
• Laughter
• Distinct
• Lisp
• Disguised
• Familiar
• Accent
• Angry
• Slow
• Loud
• Crying
• Slurred
• Raspy
• Clearing throat
• Cutting

If voice is familiar, who did it sound like?
_________________________________________

Background sounds:
• Static
• Music
• Voices
• Booth
• Factory
• machinery
• Clear
• Motor
• PA system
• Local
• Office
• machinery
• Animal noises
• House noises
• Street noises
• Long distance

Other: __________________________________

Threat language:
• Foul
• Incoherent
• Message read by threat maker
• Irrational
• Well spoken
• Taped (educated)

Remarks: __________________________________

_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
BOMB THREAT REPORT

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Questions to ask:
- When is the bomb going to explode?
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- What does it look like?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Exact wording of the threat:

_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
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_________________________________________
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_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________

Caller’s voice:
- Calm
- Excited
- Soft
- Laughter
- Distinct
- Lisp
- Disguised
- Familiar
- Accent
- Angry
- Slow
- Crying
- Slurred
- Raspy
- Clearing throat
- Deep breathing
- Cracked voice
- Nasal
- Rapid
- Normal
- Deep
- Stutter
- Ragged

If voice is familiar, who did it sound like?

Background sounds:
- Static
- Music
- Voices
- Booth
- Factory machinery
- Clear
- Motor
- PA system
- Local
- Office machinery
- Animal noises
- House noises
- Street noises
- Long distance

Other:

Threat language:
- Foul
- Incoherent
- Irrational
- Well spoken (educated)

Message read by threat maker

Remarks:
VIOLENCE & HARASSMENT PREVENTION

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Hazardous Materials Spills

Any uncontrolled release of hazardous materials which poses a threat to public safety or a risk of environmental contamination, or any spill that cannot be contained, controlled or cleaned up, is considered a spill.

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Chemical, Biological, or Radiation Spills

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If exiting the building is not safe, the following actions are recommended:
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Universal Precautions
• Assume all blood, body fluids, tissues, and secretions are infectious.
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• Cover your mouth/nose with tissue or sleeve when coughing or sneezing.
• Cover cuts or open sores on your skin with clean plastic bandages.
• Wear appropriate personal protective equipment.
• Spills of blood or other potentially infectious materials should be absorbed then washed with an appropriate disinfectant.
• Follow all approved procedures.
• Wash any soiled clothing separately in hot soapy water and dry in a hot dryer.
• Routinely clean and disinfect surfaces.
• Get immunized—it is easy, low or no cost, and most importantly it saves lives. Talk to a health professional if you have health related questions.

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- workers are trained in the safe use of these materials.

If you work with hazardous materials you must take a WHMIS course. If you work in a laboratory at the University of Regina you must also complete Chemical and Laboratory Safety training. For course information call 337-3184/337-2370.
EVACUATIONS

GENERAL INFORMATION
Evacuation can occur for a number of reasons including fire, chemical spill, radiation spill, bomb threat, or toxic gas release. If there is a need to evacuate, direction will be provided by Emergency Wardens.

• Determine in advance the nearest exit to your work location and the route you will follow to reach that exit in the event of an emergency.
• Remember there are several fire escapes throughout the University buildings in the event one is blocked or unsafe.
• Follow instructions of the Emergency Wardens.
• DO NOT USE ELEVATORS.
• Remove high heels to avoid tripping.
• Do not rush or crowd. Use handrails in stairwells and stay to the right.
• Move to your evacuation point unless otherwise instructed.
• Assist people with disabilities (see disabilities section).

EVACUATING THE BUILDING:
• Move away from the building quickly.
• Watch for falling glass or debris.
• Stay with your Emergency Warden who will keep track of employees from your area.
• After you have evacuated the building, DO NOT RE-ENTER until notified that it is safe to do so by Chief Building Warden.

CRIME PREVENTION

• Always lock your office or room when you leave, even if you only leave for a few minutes.
• Place valuables such as a purse or wallet in a locked drawer. DO NOT leave them in plain view on your desk.
• Have Campus Security’s phone number 585-4999 on your telephone for quick reference.
• Trust your instincts. If you see someone or something that is suspicious or doesn’t belong call Campus Security.

DID YOU KNOW?
All payphones on campus are now safety phones. Buttons at the bottom of the payphone keypad automatically dial free of charge to:
• CAMPUS SECURITY
• WALK ALONG
• STUDENTS’ UNION
• SASKTEL

Note: If you are calling Campus Security and become disconnected Security staff will still respond because the payphone number is displayed and mapped in the Security Office.

LONE WORKER PROGRAM:
The Lone Worker program is a free service provided by Campus Security to enhance your personal safety while working or studying late or alone. The program is offered to anyone in the University community, during evenings, weekends, and statutory holidays.

Service hours:
Monday to Friday 10 p.m. to 7 a.m.
Weekends and statutory holidays 24 hours

To contact the Lone Worker program call Campus Security at 585-4999

WALK ALONG:
Walk Along is a safety initiative designed by Campus Security. Staff and students can receive an escort to and from their car or any place on campus. Walkers are equipped with two-way radios, identifying jackets, and flashlights.

Service hours:
Sunday to Thursday 8 p.m. to Midnight

To contact Walk Along call 585-5600 or press the walk along button on campus payphones (no coins required).

After hours contact Campus Security at 585-4999.
CRIME IN PROGRESS

- Do not attempt to apprehend or interfere with the suspect if your personal safety may be in jeopardy
- Get a good description of the suspect(s).

**Suspect details:**
- Height: ____________  Weight: ____________
- Hair colour: ____________  Hair length: ____________
- Clothing:
  - Pants: ____________
  - Shirt: ____________
  - Jacket: ____________
- Other details:
  - Glasses: ____________
  - Facial hair: ____________
  - Tattoos: ____________
- Vehicle:
  - Make: ____________  Colour: ____________
  - Licence plate: ____________
  - Direction of travel: ____________

- Call Campus Security 585-4999 immediately to report the crime.
- Call 911 if crime in progress.

UNIVERSITY OF REGINA
CAMPUS SECURITY

Campus Security provides service to the university community **24 hours a day, 7 days a week** through:
- Campus patrols and building checks
- Observations for potential situations
- Responding to calls for service and assistance, reports of crime, and information inquiries
- Surveying facilities on request
- Developing crime prevention programming and literature to assist the University community to better protect itself
- Monitoring and responding to security alarms
- Investigating incidents when possible and providing information to police investigators
- Assisting in emergency responses, basic first aid, emergency communications, and crowd and traffic control

EVACUATIONS

**EVACUATING PEOPLE WITH DISABILITIES**

**PERSONS USING A WHEEL CHAIR**

Firefighters and first responders are trained to assist persons in wheelchairs to evacuate buildings. However, if people in wheelchairs are in immediate danger and ask for your assistance, you may. If it is safe to do so, assist them to relocate to a safer location such as a stairwell. Once you have evacuated the building, immediately inform an Emergency Warden or available firefighter of the location of any person in a wheelchair who remains in a building.

**PERSONS WHO ARE VISUALLY IMPAIRED**

- Most persons who are visually impaired will be familiar with the immediate area.
- Tell the person the nature of the emergency and offer to guide him/her.
- As you walk, tell the person where you are and advise of any obstacles.
- When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.
- Do not leave the person alone.

**PERSONS WHO ARE HEARING IMPAIRED**

Persons who are hearing impaired may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning 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 attention, then indicating through gestures or in writing what is happening and what to do.

**IF YOU ARE A STUDENT WITH A DISABILITY**

It is recommended that if you require assistance and may be on an upper floor and/or if you are unable to walk down the evacuation stairwells on your own, that you make arrangements for assistance in advance of an emergency. This could include arranging for someone (a roommate or classmate) to accompany you to a safe stairwell in order to meet with local evacuation officials.

You should also have access to a cell phone so you can contact Campus Security at 585-4999 and advise them of your location. In the event of an evacuation no one should use the elevators.
**BE PREPARED**

### Personal Safety Tips

**Vehicle Safety**
- Always keep valuables out of sight. If you must keep valuables in the car, put them in the trunk.
- Keep doors locked when driving.
- Have keys ready when approaching the vehicle.
- Don’t mark your key chain with your name and address or vehicle license number.
- Keep vehicle well serviced. There is safety in having a mechanically sound vehicle.

**Obscene or abusive telephone calls**
- Hang up, do not talk to caller.
- If call is received on campus, immediately report it to Campus Security at 585-4999.
- If you receive a call off campus, immediately dial *57 to alert SaskTel that you are receiving harassing phone calls. If you receive more than three calls, SaskTel will investigate on your behalf.
- If the phone calls upset you, be sure to contact one of the services listed on the Quick Reference telephone guide for emotional support.

**Inappropriate Material (e-mail, printed material, social networking and other electronic media)**

The creation and distribution of offensive or disruptive messages containing comments about race, nationality, gender, age, sexual orientation, religious or political beliefs or obscene material will not be tolerated at the University of Regina. If you are the recipient of inappropriate material at one of the University of Regina facilities or from a University of Regina account and you feel harassed, and/or you object to materials on public display the following methods are available to report these incidents. First try to deal with the issue yourself if you feel you can. If not then:

**Employees**
- Report the incident to your supervisor/manager.

**Employees & Students**
- Report the incident directly to Campus Security at 585-4999.
- Contact Harassment, Discrimination Prevention & Conflict Resolution Services @ 585-5400.

For further information refer to these University Policies:
- Harassment and Discrimination Prevention [http://www.uregina.ca/hr/hdpo](http://www.uregina.ca/hr/hdpo).

### Fire Safety

**IF YOU DISCOVER A FIRE**
- Alert others to the danger as you leave. Close the door to the room or area involved.
- **PULL THE NEAREST FIRE ALARM.**
- Leave the building by the nearest exit.
- As soon as you can do so safely, CALL 911 to report details of the emergency.
- Go to the designated staging area (evacuation assembly point) for the building. Tell the Emergency Warden details of the fire. Stay in case the Fire Department has additional questions.
- If your clothing catches fire… STOP…..DROP…..ROLL.

**WHEN YOU HEAR A FIRE ALARM**
- **IMMEDIATELY PROCEED TO THE NEAREST FIRE EXIT!**
- Proceed calmly but rapidly. Close the doors if you are the last person out.
- Do not wait for more information or to ascertain the cause of the evacuation.
- **DO NOT USE THE ELEVATORS.**
- Follow the instructions of the Emergency Wardens or Campus Security.
- Go to the designated staging area (evacuation assembly point) for your building.
- **DO NOT RE-ENTER THE BUILDING** until the Chief Building Warden or the Fire Department advises you it is safe to do so.
- **NEVER ENTER A BUILDING WHEN THE FIRE ALARM IS SOUNDING.**

**IF TRAPPED IN A ROOM**
- Place a damp cloth around/under the door to prevent smoke from entering.
- Retreat and close as many doors as possible between you and fire.
- Be prepared to signal from window but do not break glass unless absolutely necessary (outside smoke may be drawn in).

**IF CAUGHT IN SMOKE**
- Drop to hands and knees and crawl.
- Hold breath as much as possible.
- Breathe shallowly through nose.
- Use blouse, shirt, or jacket as filter.

**IF FORCED TO ADVANCE THROUGH FLAMES**
- Hold your breath, move quickly.
- Cover head/hair with clothing or a blanket.
- Keep head down and eyes closed as much as possible.
- Be familiar with your building floor plan, stairways, exits and fire extinguishers.
- Plan the route you would take to exit the building in an emergency.
WHAT CAN I DO TO BE BETTER PREPARED?

- Read this pamphlet carefully before an emergency occurs.
- Keep this pamphlet handy at all times.
- Be familiar with your building’s floor plan.
- Know where the stairs and fire extinguishers are located.
- Keep on hand such personal items as:
  - Medications (these must be properly safeguarded)
  - Flashlight (and batteries)
  - Comfortable shoes
- Cooperate with all practice drills and training programs.
- Volunteer as Emergency Warden in your building.
- Prepare yourself and your family at home so they will know what to do, where to go, and how to cope until you are able to get home.
- Attend CPR and First Aid Classes that are offered.

MAINTENANCE SERVICES

Facilities Management is the division responsible for the maintenance and repair of U of R facilities. Contact the following numbers for assistance with maintenance problems:

During office hours:
WORK CONTROL CENTRE .......... 585-4039
or work.control@uregina.ca

After hours:
HEATING PLANT ..................... 585-4122
or CAMPUS SECURITY .............. 585-4999

For additional information on contact numbers for maintenance services, consult the University of Regina telephone directory under Facilities Management.

FIRE SAFETY TIPS

Your own common sense is the finest safety device ever developed. Above all…. Remember to use your head! Think before you act!

Prepare yourself in advance; know where to go and how to get there. If your work station is located within an office, know in advance exactly how many doors you will have to pass along your evacuation route before you reach your nearest exit door. This tip will be very helpful in the event you encounter heavy smoke. Remember, when heavy smoke is present, often the exit signs above the doors may be camouflaged by the smoke. If you know in advance how many doors you will have to pass, you can then crawl or crouch low with your head a meter or less from the floor (watching the base of the wall) and count out the number of doors you pass, so you will know when you reach the exit door (even if you can’t see that it is the exit).

FIRE EXTINGUISHER INSTRUCTIONS

P  PULL safety pin from handle
A  AIM (nozzle, cone, horn) at base of the fire
S  Squeeze the trigger handle
S  Sweep from side to side (watch for re-flash)

• For larger fires, GET OUT, close doors, confine fire as much as possible

POWER OUTAGE

- Remain calm and in place.
- Follow directions of Emergency Wardens if evacuation is necessary.
- Turn off computers and electrical equipment.
- If available turn on battery-powered radio to find out what’s happening in your area.
- Emergency lighting is in all University of Regina buildings to assist evacuations.
- You will be advised if the power outage will be of a sufficient length that for safety reasons the University or portions thereof will be temporarily closed.

VOLUNTEER TO BE A UNIVERSITY OF REGINA EMERGENCY WARDEN

Training for Emergency Warden includes:
- Fire safety course
- Fire extinguisher training
- First Aid CPR course

For information contact Health and Safety at 585-4776/5487
SEVERE WINTER WEATHER

GENERAL PRECAUTIONS
Winter weather conditions in Canada can become severe or dangerous very quickly; sometimes with little or no warning. High wind chills, heavy snowfall, freezing rain, blizzards, and bitterly cold temperatures all pose a hazard to those venturing outside or traveling. The following general precautions outline how you can minimize the effects of winter weather and prepare in advance for severe weather conditions.

DRESS TO SUIT THE WEATHER.
Thin layers of loose fitting clothing will trap body heat while aiding air circulation. Outer clothing should be hooded, tightly woven, and repel water. Mittens are warmer than gloves. Because most body heat is lost through the head, it is important to wear a hat. If it is extremely cold, cover your mouth to protect your lungs from the cold air.

WATCH FOR SIGNS OF HYPOTHERMIA which is particularly threatening to the very young and elderly. Hypothermia is the lowering of the core body temperature to dangerous and life threatening levels. Hypothermia symptoms are: confusion, slurred speech, stiff muscles, or uncontrollable shivering. If symptoms occur, get medical assistance immediately. Hypothermia can be fatal.

CHECK THE WEATHER FORECAST BEFORE TRAVELLING OR OUTDOOR ACTIVITIES. Pay attention to wind chill which can signal dangerously cold outdoor conditions.

WINTERIZE YOUR HOME AND VEHICLE BEFORE THE COLD WEATHER ARRIVES. Prepare an emergency pack for your vehicle and ensure your home heating system is in good working order. Insulate your home to avoid cold air leaks and minimize heating costs.

PACE YOUR OUTDOOR ACTIVITY. Be alert for signs of frostbite. Avoid strenuous activity in extremely cold temperatures because the heart must work much harder to pump blood through constricted vessels in arms and legs.

COLD
The rate at which a person’s body cools in cold weather depends on the:
• air temperature
• wind speed
• heat of the sun
• work being done

Hypothermia Precautions:
• Depending on the temperature (including the wind chill factors) consider decreasing or eliminating the need to be outside for extended periods of time.
• Limit strenuous activities in extreme cold as the heart must work much harder to pump blood through constricted vessels in the extremities.
• Dress to suit the weather wearing thin layers of loose fitting clothing that will trap the body’s heat while aiding circulation.
• Outer clothing should be hooded, tightly woven and repel water.
• Mittens are warmer than gloves.
• Wear a hat as most of the body heat is lost through the head.
• In extreme cold cover the mouth to protect lungs from cold air.

Hypothermia Signs
Hypothermia is an internal body temperature drop that slows the body processes to the point that they can no longer generate as much heat as being lost.
Be alert for:
• fingers and toes feeling cold
• shivering
• stiff muscles
• slurred speech
• confusion
These signs appear slowly and may not be recognized by the individual affected. If any of these signs appear take action immediately:
• Call Campus Security 585-4999 and/or 911 for assistance
• Get to a warmer environment if possible
• Remove any wet clothing
• Add dry clothing
• Do not add heat to affected areas

QUICK REFERENCE TELEPHONE GUIDE

University of Regina Safety Related Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Campus Security</td>
<td>585-4999</td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>585-4776</td>
</tr>
<tr>
<td>Harassment and Discrimination Prevention</td>
<td>585-5400</td>
</tr>
<tr>
<td>Walk Along (safe escorted walks)</td>
<td>585-5600</td>
</tr>
<tr>
<td>Counselling Services</td>
<td>585-4491</td>
</tr>
<tr>
<td>Allied Health Center</td>
<td>337-2640</td>
</tr>
<tr>
<td>Students’ Union</td>
<td>586-8811</td>
</tr>
<tr>
<td>Women’s Centre</td>
<td>584-1255</td>
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<tr>
<td>Employee Family Assistance</td>
<td></td>
</tr>
<tr>
<td>• Par Consulting</td>
<td>352-0680</td>
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<tr>
<td>• Family Services Regina</td>
<td>757-6675</td>
</tr>
</tbody>
</table>

Off Campus Safety Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency (Police, Fire, Ambulance)</td>
<td>911</td>
</tr>
<tr>
<td>Regina Police Service</td>
<td>777-6500</td>
</tr>
<tr>
<td>RCMP Regina Detachment</td>
<td>780-5560</td>
</tr>
<tr>
<td>General Hospital</td>
<td>766-4444</td>
</tr>
<tr>
<td>Pasqua Hospital</td>
<td>766-2222</td>
</tr>
<tr>
<td>Saskatchewan Healthline</td>
<td>1-877-800-0002</td>
</tr>
<tr>
<td>Suicide/Crisis Help Line</td>
<td>525-5333</td>
</tr>
<tr>
<td>Highway Hotline</td>
<td>787-7623</td>
</tr>
<tr>
<td>Poison Control Centre</td>
<td>1-866-454-1212</td>
</tr>
<tr>
<td>24 Hour Abuse Line</td>
<td>1-800-214-7083</td>
</tr>
<tr>
<td>Regina Sexual Assault Line</td>
<td>352-0434</td>
</tr>
<tr>
<td>Mobile Crisis</td>
<td>757-0127</td>
</tr>
</tbody>
</table>
Severe Winter Weather

Home Emergency Kit

If a major emergency occurs, you need to be prepared. Ready for at least 72 hours while emergency workers help those in urgent need. Start today by getting an emergency kit. Here’s how.

Put one together yourself...

What goes into a basic emergency kit:

- **Water** – two litres of water per person per day (include small bottles that can be carried easily in case of an evacuation order)
- **Food** – that won’t spoil, such as canned food, energy bars and dried foods (remember to replace the food and water once a year)
- **Manual can opener**
- **Flashlight and batteries**
- **Candles and matches or lighter**
- **Battery-powered or wind-up radio** (and extra batteries)
- **First Aid kit**
- **Special needs items** – prescription medications, infant formula or equipment for people with disabilities
- **Extra keys** – for your car and house
- **Cash** – include smaller bills, such as $10 bills (traveler’s cheques are also useful) and change for payphones
- **Emergency Plan** – include a copy in your kit, and photocopies of personal documents, such as passport and birth certificate

...Or buy one

You can buy an emergency kit online and in many stores across Canada. The Canadian Red Cross sells its Disaster Preparedness Kit at www.redcross.ca. St. John Ambulance and The Salvation Army have also jointly prepared an emergency kit, the Ready Kit, which can be purchased from retailers across Canada. You can find out which stores in your area by calling for more information.

Plus, consider these additional emergency supplies for your kit...

- **Change of clothing and footwear** – for each household member
- **Sleeping bag or warm blanket** – for each household member
- **A whistle** – in case you need to attract attention
- **Garbage bags** – for personal sanitation
- **Toilet paper**
- **Safety gloves**
- **Basic tools** – hammer, pliers, wrench, screwdrivers, fasteners, work gloves
- **Small fuel-driven stove and fuel** – follow manufacturer’s directions and store properly
- **Two additional litres of water per person per day** – for cooking and cleaning
- **Other personal care supplies**

For more information call:

1-800-O-Canada 1-800-622-6232
TTY 1-800-926-9105  www.GetPrepared.ca
Get an Emergency Kit Start today!

Medical Emergencies

- If the injury is serious immediately call 911 and Campus Security at 585-4999.
- For non-serious injuries the victim can be referred to the Allied Health Center or medical services of their own choice.
- For additional assistance call Campus Security at 585-4999.

Health and Safety

Health and Safety Director ........................................... 585-4776
Health and Safety Consultant ................................. 585-5487
Radiation/Chemical Safety ....................................... 337-3184
Biological Safety .................................................. 585-5198
Emergency Preparedness Consultant ........................ 337-3115

Winter Travel

If you must travel in cold weather ensure your vehicle is winterized, keep your tank full of gas and carry an emergency travel kit including:

- **Cell Phone, Blackberry**
- **Shovel and bag of sand**
- **Axe or hatchet**
- **Booster cables**
- **Tow chain**
- **Flashlight and road flares**
- **Tools**
- **Methyl Hydrate for fuel line and windshield de-icing**
- **Fire extinguisher**
- **First Aid Kit**
- **Matches and candle**
- **Extra clothing and footwear**
- **Blankets**
- **Extra food**
- **Sugar cubes or hard candy**
- **Ice scraper and snow brush**
- **Plastic garbage bag to keep a person dry**
- **12 hour thermal heat packs**
- **Coffee tins for waste and for candle**
- **Road maps and compass**

Severe Winter Weather
SEVERE SUMMER WEATHER

Hazardous summer weather or severe weather conditions are not uncommon in Saskatchewan and can occur in a variety of ways very quickly.

Understanding the dangers associated with severe weather and precautions that can be taken can decrease the associated risks to human life and property.

Pay attention to the weather forecast, this will provide information on impending storms, extreme heat and cold conditions and travel advisories. Environment Canada monitors the weather 24-hours a day, seven days a week and will initiate weather watches* and weather warnings*.

* Weather WATCH indicates conditions are favorable for development of severe weather.
* Weather WARNING indicates severe weather is occurring or highly probable.

AFTER SEVERE WEATHER

- Assist in getting help for injured or trapped individuals.
- Continue to monitor the weather forecast and listen for instructions given by officials.
- Stay away from damaged buildings, dangling electrical wires, possible gas leaks or chemical leaks.
- Watch for fires.
- Drive only if necessary; leave roads clear for emergency vehicles.
- Use phones only for emergency situations; leaving lines open for emergency use.

INTRODUCTION

Severe Summer Weather

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Pay attention to the weather forecast, this will provide information on impending storms, extreme heat and cold conditions and travel advisories. Environment Canada monitors the weather 24-hours a day, seven days a week and will initiate weather watches* and weather warnings*.

* Weather WATCH indicates conditions are favorable for development of severe weather.
* Weather WARNING indicates severe weather is occurring or highly probable.

911 PROCEDURES

Dial emergency number 911 and give the following information:

- Nature of emergency
- Exact address and nearest cross street
- Telephone number you are calling from
- Your name
- Your location (building, room number, floor number)

DO NOT HANG UP, until asked to do so by the 911 operator.

DURING SEVERE WEATHER

LIGHTNING

Lightning is an electrical discharge and tends to strike higher ground and prominent objects especially good conductors of electricity such as metal and water.

Thunder is the noise generated by the lightning discharge.

LIGHTNING PRECAUTIONS:

Inside
- Stay inside; do not go outside unless absolutely necessary.
- Unplug all electrical equipment prior to the storm if possible. Do not handle electrical equipment or telephones during the storm.
- Keep away from doors, windows and fireplaces.
- Do not take a bath, shower or work in water.
- Do not use elevators.
- Do not handle metal objects.

Outside
- Get inside a vehicle or building if possible.
- If in a vehicle keep windows closed, stay parked in a safe spot away from power lines or other tall objects that may fall on the car during the storm.
- Avoid water and objects that conduct electricity (e.g. tractor, golf clubs, metal fence, and bicycle).
- If no shelter is available crouch down, feet close together with your head tucked down. If amongst a group of people, spread out, keeping people several meters apart.

HAIL

Hail is frozen raindrops that are bounced around in the atmosphere and accumulate new layers of ice.

HAIL STORM PRECAUTIONS:

Inside
- Stay away from windows and glass doors.
- Always be alert for high winds or the possibility of a tornado especially if the hail is of a large size.

Outside
- Seek cover from the hail facing away from the wind.
- Protect your head.

911 PROCEDURES

Dial emergency number 911 and give the following information:

- Nature of emergency
- Exact address and nearest cross street
- Telephone number you are calling from
- Your name
- Your location (building, room number, floor number)

DO NOT HANG UP, until asked to do so by the 911 operator.

Use the following situation guidelines and common sense to determine what a true emergency is and when to call 911:

- Fire
- Violent person
- Severe injuries or health problems
- Crime in progress

The above are only some potential life-threatening emergencies. If you are unsure as to the seriousness of the situation do not hesitate to call 911.
INTRODUCTION

Emergencies, disasters, accidents and injuries can occur any time and without warning. Being prepared physically as well as psychologically to handle emergencies is an individual as well as an organizational responsibility.

The University of Regina has established emergency procedures to follow so that the effect of emergencies can be minimized. Your safety is of primary importance. The purpose of this guide is to acquaint you with the plan for handling emergencies and disasters. Once you are familiar with this information, you will be able to protect yourself and perhaps save the life of someone else.

The more you are prepared, the better you can act and minimize panic or confusion when an emergency occurs. No matter what the crisis, THINK before you ACT, then act swiftly to minimize your exposure to danger.

Please read this guide thoroughly before an emergency occurs and become acquainted with this document.

READ IT ALL – READ IT OFTEN

For further information and training on fire prevention, fire safety and emergency procedures contact Health and Safety at 585-4776/ 585-5487.

TORNAADO

Tornadoes are violent windstorms characterized by a twisting funnel shaped cloud which forms at the base of cloud banks and points towards the ground. A tornado can be an isolated incident or may be accompanied by several others over several hours. Large hail, very heavy rain, strong winds and frequent lightning usually occur nearby. They can be much more dangerous than they appear to be.

TORNADO PRECAUTIONS:

Inside
• Keep doors and windows shut, stay away from windows, doors and exterior walls.
• Do not use elevators as the power may go out trapping you inside.
• Go to a small interior room or stairwell on the lowest floor of the building (bathrooms are often the best choice).
• If possible, crouch under heavy furniture.
• Protect your head with pillows, cushions or a mattress if available.

Outside
• Do not stay in your vehicle or in a mobile type building such as a mobile home or trailer.
• Seek shelter in a building.
• If no shelter is available, lie flat in a low dry spot (such as a ditch) or under a low bridge. Keep alert for signs of water due to heavy rains.
• Protect your head.
• As a last resort hang on tightly to a shrub or small tree.

FLOODING

A heavy rain or spring run off can result in flooding.

FLOOD PRECAUTIONS:

Inside
• Move to higher areas of the building.
• If flooding is contaminated with sewage, take precautions during clean up as advised by the public health authorities.
• Ensure drinking water is safe, contact local public health authorities as required.

Outside
• Seek shelter.
• Do not try to walk through flash floods.
• Avoid driving during flash floods.

HEAT

HYPERTHERMIA PRECAUTIONS:
• Schedule hottest work for cooler times of the day.
• Coordinate frequent short rest breaks.
• Frequently drink small amounts of water or other cool (but not cold) fluids. One cup of fluid every 15-20 minutes should replace water lost in sweat.
• Wear lightly colored, light weight, loose-fitting cotton clothing.
• Recognize and treat heat stress disorders.

HEAT STRESS DISORDERS:

Heat cramps:
• Painful cramps in the stomach, arms and legs can result if heavy sweating and drains a person of salt.
• Cramps may occur suddenly at work or after hours. Cramps are a warning that more serious heat disorders may occur if the stress continues.
• When heat cramps occur, move to a cool area, loosen clothing and drink cool water or Gatorade type products. Seek medical help.

Heat exhaustion:
• Heavy sweating.
• Feeling tired, weak, clumsy, upset or confused.
• Increased thirst, panting and may experience blurred vision.
• When heat exhaustion occurs move to a cool area, loosen clothing, drink cool water or Gatorade type products and seek medical help.

Heat stroke:
• Heat stroke develops when all the water and salt available for sweating has been used up.
• The body’s temperature rises to above 40°C.
• The skin becomes hot, dry and red.
• Victims may act strangely, be weak, be confused, have a fast pulse rate, headache or be dizzy.
• In later stages, victims may faint or have convulsions.
• Heat stroke can kill. Call 911 or Campus Security at 585-4999 and proceed to arrange transportation to the hospital immediately.

Be familiar with the UV index.
• This is a measurement to alert the public to the dangers of the suns rays. The higher the UV index the faster skin will burn.