At the start of each semester

- During the first class of every course and section you teach, please make your students aware of the designated emergency and alternate exit routes from the classroom or lab.
- Encourage any student who may require special assistance during a building evacuation to advise you of those needs.

**Call 911** for fires, crime in progress, violence, or medical emergencies. If you are calling from a U of R phone just dial 911, then call Campus Security at 306-585-4999.

<table>
<thead>
<tr>
<th>When you hear a fire alarm:</th>
<th>Other emergencies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Follow the directions of Emergency Wardens (orange vests), and Campus Security.</td>
<td>- In the event of emergencies other than a fire (for example: tornado, chemical spill, or armed intruder), the Emergency Notification System (ENS) will be activated</td>
</tr>
<tr>
<td>- Immediately proceed to the nearest available fire exit and leave the building.</td>
<td>- A message will be broadcast on beacons, computers, and building speaker systems across campus</td>
</tr>
<tr>
<td>- Close the door if you are the last person out.</td>
<td>- Follow the instructions as communicated via the ENS</td>
</tr>
</tbody>
</table>
| - **Do not use elevators during an evacuation.** If you or someone else is unable to evacuate down the stairs: | - Check for situation updates as they become available on the U of R Emergency Webpage at [http://www.uregina.ca/emergency/](http://www.uregina.ca/emergency/)
|   - Ensure that you/they take shelter on the landing of a fire exit stairwell. | - Download the ENS software to receive ENS alerts to your personal computer [http://www.uregina.ca/emergency/ens/index.html](http://www.uregina.ca/emergency/ens/index.html)
|   - All inside fire exit stairwells are places of refuge which will provide at least one hour fire protection when all doors are closed. | - Download the UofR mobile app (available for iOS and Android) to receive ENS alerts on your smartphone [http://www.uregina.ca/external/communications/app/](http://www.uregina.ca/external/communications/app/)
|   - Immediately notify Campus Security or the Fire Department of the location of the person. | |
|   - Upon exiting, move a safe distance away from the building. | **Sample Emergency Message:**
|   - Do not re-enter the building until the Fire Department or Campus Security gives clearance. | TORNADO WARNING issued for Regina. Remain indoors. Take shelter in interior rooms or stairwells without windows. |

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**University of Regina Armed Intruder Video**

**Run - Hide – Decide (available in 6 languages)**

While an armed intruder event is very unlikely to occur at the University of Regina, it is important that faculty, staff, and students know what to do in the event that it does. The University of Regina, has produced a short training video depicting the actions to take in the event of an armed intruder on our campuses. [http://www.uregina.ca/hr/hsw/emergency-management/armed-intruder/index.html](http://www.uregina.ca/hr/hsw/emergency-management/armed-intruder/index.html)

**Incident Reporting**  [https://www.uregina.ca/hr/hsw/report-safety-concern/index.html](https://www.uregina.ca/hr/hsw/report-safety-concern/index.html)

Notice something on Campus that seems unsafe? Let us know! It can help ensure your safety and the safety of our campus community. Reporting a **Safety Concern** is easy using our on-line form included in the link above, or call Campus Security at 306-585-4999

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**September 2018**
Building Evacuations During:

<table>
<thead>
<tr>
<th>Final Examinations</th>
<th>Mid-Term Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depending on the nature of the exam, and the time and length of the interruption, proctors have two options:</td>
<td>Depending on the nature of the mid-term exam and the time and length of the interruption, instructors have three options:</td>
</tr>
<tr>
<td>1. Cancel the exam, dismiss the students, and contact the Registrar to set a new date for the final exam (times are normally available towards the end of the schedule).</td>
<td>1. Resume the exam, if sufficient time allows as described in §5.6.6 of the U of R Academic Calendar: <a href="http://www.uregina.ca/gencal/ugcal/">www.uregina.ca/gencal/ugcal/</a></td>
</tr>
<tr>
<td>2. Keep the students together and silent until the building can be re-entered. Resume the exam, extending the end-time by the length of the interruption. This will only be an option if the interruption lasts no more than one hour (to avoid conflict with the start-time of other exams). Students who are unable to stay beyond the advertised end-time (e.g, because of childcare arrangements or work commitments) should be recommended to their faculty for a deferred exam.</td>
<td>2. Cancel the exam and reschedule for another class period; or,</td>
</tr>
<tr>
<td>3. Cancel the exam and transfer the weight of the mid-term to another mid-term or to the final exam.</td>
<td>3.</td>
</tr>
</tbody>
</table>

Ergonomic Services
At the UofR we offer an ergonomic assessment to closely examine the relationships between individuals and their work environment. If you have questions or concerns related to ergonomics, contact Health, Safety & Wellness at health.safety@uregina.ca

Employee and Family Assistance Program (EFAP)
Free confidential counselling services are available for staff with benefits coverage, and their eligible dependents. If you are experiencing stress, anxiety, depression, grief or relationship issues, EFAP can help. To learn more or access the program, visit [https://ursource.uregina.ca/hr/index.html](http://https://ursource.uregina.ca/hr/index.html)

Hand washing
Hand washing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others.
1) Wet your hands with clean, running water
2) Apply soap – lather your hands by rubbing them together
3) Scrub your hands for a least 20 seconds
4) Rinse your hands well under clean, running water
5) Dry your hands using a paper towel or air dry them
You can also use the waterless hand antiseptic stations located around our campuses.

Violence & Harassment
Respectful University Services promotes respectful behaviour for everyone on campus. Confidential consultations are available to anyone who feels that they have experienced inappropriate and disrespectful behaviour. Contact [respect.matters@uregina.ca](mailto:respect.matters@uregina.ca) or 306-585-5400 for assistance.

Smoke-free campus
The University of Regina is committed to providing a safe, healthy and clean place for everyone who comes to our campus to study, work, visit, and live. This includes respecting the importance of, and taking responsibility for, the quality of the air we breathe and the cleanliness of our surroundings. The University of Regina does not permit smoking or the use of tobacco products in any University owned or leased building, on leased or owned University property, in University vehicles, or vehicles parked on University leased or owned property.

Safe Walk-A-Long Service
Campus Security can be contacted 24/7 to walk you to your vehicle or bus stop to ensure you get to your transportation safely. Call Campus Security at 306-585-4999 to request this service.

Working or Studying Alone?
Are you studying or working alone day or night and would like somebody to ensure you are safe? Campus Security provides a service where they can check on you periodically while on campus. Call Campus Security at [306-585-4999](tel:306-585-4999) or see [http://www.uregina.ca/fm/campus-security/programs/index.html](http://www.uregina.ca/fm/campus-security/programs/index.html)

Sexual Assault: Sexual Violence Prevention and Response
This program responds to, and helps educate our campus community on incidents of sexual assault, sexual violence and prevention. Further information can be found at [http://www.uregina.ca/sexual-violence](http://www.uregina.ca/sexual-violence). Please contact Coordinator at 306-337-3149 or [sexual.violence.response@uregina.ca](mailto:sexual.violence.response@uregina.ca)