When you hear a fire alarm:

Follow the directions of Emergency Wardens (orange vests, usually present 8-4:30 Mon-Fri), Campus Security, and assist as possible.

If Emergency Wardens are not present:

- Please direct others immediately to the nearest available fire exit and leave the building.
- **Do not use elevators during an evacuation.** Check for people who did not/could not leave the classroom.
- If someone is unable to evacuate down the stairs:
  - Ensure that they take shelter on the landing of a fire exit stairwell.
  - All inside fire exit stairwells are places of refuge which will provide at least one hour fire protection when all doors are closed.
  - Have someone stay with this person and immediately notify Campus Security or the Fire Department of the situation.
- Upon exiting, ensure all students move a safe distance away from the building.
- Do not allow the class to re-enter the building until the Fire Department or Campus Security gives clearance.

Other emergencies:

- 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.
- A message will be broadcast on beacons, computers, and building speaker systems across campus.
- Direct people who may be in the area to follow instructions as communicated via the ENS.
- 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/).
- Download the ENS software to receive ENS alerts to your computer at [http://www.uregina.ca/emergency/ens/index.html](http://www.uregina.ca/emergency/ens/index.html).
- Download the UofR mobile app (available for iOS and Android) to receive ENS alerts on your smartphone at [http://www.uregina.ca/external/communications/app/](http://www.uregina.ca/external/communications/app/).

Sample Emergency Message:
**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 Preparedness 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 correct actions to take in the event of an armed intruder on our campus.

[http://www.uregina.ca/hr/hsw/emergency-management/armed-intruder/index.html](http://www.uregina.ca/hr/hsw/emergency-management/armed-intruder/index.html)

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### Health, Safety & Wellness Contact Information

**Phone:** 306-337-2370  
**Office:** AdHum 435  
**Hours:** Mon to Fri, 8:15am to 4:30pm

**E-mail:** health.safety@uregina.ca  
**Web:** [http://www.uregina.ca/hr/hsw](http://www.uregina.ca/hr/hsw)

(May 2017)
### Building Evacuations During:

#### Final Examinations

Depending on the nature of the exam, and the time and length of the interruption, proctors have two options:

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).
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.

#### Mid-Term Examinations

Depending on the nature of the mid-term exam and the time and length of the interruption, instructors have three options:

1. Resume the exam, if sufficient time allows as described in §5.6.6 of the U of R Academic Calendar: [www.uregina.ca/gencal/ugcal/](http://www.uregina.ca/gencal/ugcal/)
2. Cancel the exam and reschedule for another class period; or,
3. Cancel the exam and transfer the weight of the mid-term to another mid-term or to the final exam.

### Incident Reporting

[https://www.uregina.ca/hr/hsw/incident-reporting-safety-concern.html](https://www.uregina.ca/hr/hsw/incident-reporting-safety-concern.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 the on-line form.
- Please report any and all incidents that involve injury to a person, damage to property or the environment, or had the potential to do so. Complete an Incident Report form or contact Health, Safety & Wellness at 306-585-5487.

### Ergonomic Services for Faculty & Staff

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://www.uregina.ca/hr/faculty-staff/employee-assistance.html](https://www.uregina.ca/hr/faculty-staff/employee-assistance.html)

### Designated Smoking Areas

To respect the health of our campus community, smoking, which includes using electronic cigarettes, is only allowed in designated areas.

See maps of these areas by searching [http://www.uregina.ca/contact/maps-directions/](http://www.uregina.ca/contact/maps-directions/)

### Safe Walk Along

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/Studying Alone

Are you studying or working alone day or night and would like somebody to ensure you are safe? The Lone Worker/Student Service is provided by Campus Security to enhance your safety. For more information, please contact Campus Security at 306-585-4999

### 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.

### Sexual Assault: UR Safe, UR Supported, UR Strong

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/ursafe/](http://www.uregina.ca/ursafe/)

### Violence & Harassment

Discrimination & Harassment Prevention Services promotes respectful behaviour for everyone on campus. Confidential consultations are available to anyone who feels that they have experienced inappropriate and disrespectful behaviour. Please contact the Coordinator at 306-585-5400 for assistance.

### Human Resources

Human Resources
Health, Safety & Wellness

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**Realize. Safety first.**