



## Health, Safety & Emergency Preparedness for Contract Security Providers

The health and safety of all people at the University of Regina (UofR) is important to us. As a Security Officer under contract working at the University of Regina you become a representative of our interests and must take all reasonable measures to maximize your own safety and the safety of people at the University.

### Key actions:

For fire, crime in progress, or medical emergency, first call **911** (if you are calling from a U of R land line you will only need to dial **911**). For all incidents and emergencies you must also call **Campus Security at 306-585-4999**.

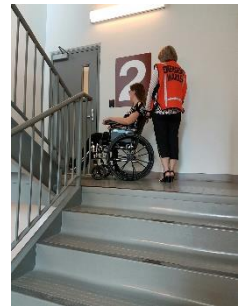
- Make yourself familiar with the emergency exits in the building(s)/area you are assigned to work in.
- If a fire alarm sounds everyone must immediately evacuate the building by the nearest available fire exit.
- In the event of other emergencies such as a tornado, chemical spill, or armed intruder, the University will utilize the Emergency Notification System (ENS). See ENS details below for additional information.
- When the ENS is activated please assist all building occupants to follow the directions provided to stay safe.

### Fire alarm specific actions:

If the fire alarms activate, please assist building occupants to evacuate. Follow the directions of the Emergency Wardens (orange vest usually 8-4:30 Mon-Fri), Centre for Kinesiology Health & Sport (CKHS) Employees (shirts indicating CKHS facilities staff), Campus Security or Fire Department and assist as possible.

If Emergency Wardens or CKHS Employees **are not** present, contact Campus Security at 306-585-4999 immediately then:

- Guide or direct building occupants immediately to the nearest available fire exit and leave the building.
- DO NOT USE ELEVATORS DURING AN EVACUATION.
- As you leave check for stragglers who did not/could not leave the area.
- If a person with a disability cannot be evacuated down a stairway, he/she should be “parked” on a fire exit stairway landing. All inside fire exit stairways/stairwells are designated places of refuge which will provide at least one hour fire separation when all doors are closed. Request someone stay with this person and upon exiting the building immediately notify Campus Security or the Fire Department of the situation.
- Upon exiting the building encourage everyone to move a safe distance away from the building.
- Do not allow anyone to re-enter the building until the Fire Department or Campus Security provides clearance. You will receive your direction in emergencies from Campus Security staff on site.



### Emergency Notification System (ENS):



In the event of emergencies other than a building fire, building occupants will receive an emergency message providing basic information about the type of emergency and safety instructions. The message will be broadcast on beacons, some TVs, some building speaker systems across the U of R and computers. Follow the directions on the emergency message and alert others in your immediate area on the actions to stay safe.

Follow instructions as communicated via the Emergency Notification System (ENS).

#### Sample Emergency Message:

**TORNADO WARNING issued for Regina.**

**Remain indoors.**

**Take shelter in interior rooms or stairwells without windows.**

For additional information on what to do during an Armed Intruder event watch our Armed Intruder Preparedness Video at:  
[http://www.youtube.com/watch?feature=player\\_embedded&v=-dBeoZFt2F8](http://www.youtube.com/watch?feature=player_embedded&v=-dBeoZFt2F8)

### Other Information:

#### Incident Reporting

To help ensure the safety of those who are part of our campus community, any incident that involves damage to property, injury to a person, or has the potential to do so should be reported to **Campus Security 306-585-4999** or **U of R Health, Safety & Wellness 306-585-5487**, within 24 hours of occurrence.

Notice something on Campus that seems unsafe? Let us know! Call Campus Security staff on site by the radio provided to your supervisor or call 306-585-4999. You can help ensure your safety by reporting and the safety of our campus community: <https://www.uregina.ca/hr/hsw/incident-reporting-safety-concern.html>

#### Designated Smoking Areas

Smoking (which includes using electronic cigarettes) is only allowed in designated areas. Please respect the health of our campus community by only smoking in these designated areas.

The maps of these areas can be found at <http://www.uregina.ca/contact/maps-directions/>



#### 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.



#### Automated External Defibrillator (AED)

The UofR has strategically placed AEDs across our main and College Avenue Campuses. The locations of all AEDs can be found at <https://www.uregina.ca/hr/hsw/emergency-management/aeds-on-campus.html>  
Please become familiar with the AED nearest to your location.

### Questions or for more information:

Contact Campus Security at 306-585-4999 or the U of R Emergency Planning Advisor at 306-337-3115

(September 2017)