The health and safety of all people at the University of Regina is important to us. In order to achieve our Vision of being one of Canada’s best comprehensive universities, protecting the health and safety of students, faculty, staff and visitors is paramount. 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 phone you just 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 evacuate the building by the nearest available fire exit immediately.
- 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 all building occupants should 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), or Campus Security and assist as possible.

If Emergency Wardens or CKHS Employees are not present, contact Campus Security immediately and:

- 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 give Campus Security clearance.

You will receive your direction in emergencies from Campus Security staff on site.

Emergency Notification System (ENS)

In the event of a life threatening emergency 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, TV’s, 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.

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.
The University of Regina, like any other large organization, is potentially subject to natural, technological, and man-made emergencies. Refer to the Emergency Preparedness Guide posted throughout the University for detailed information on how to respond to specific emergencies.

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=-dBeoZf12F8

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 & Environment 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 radio provided to your supervisor or call (306)585-4999. It could be anything that has the potential to cause damage to property, or harm to a person or the environment: http://bit.ly/safety-concern

Designated Smoking Areas
These are provided on campus to respect the health of our campus community. Maps of these areas are posted throughout the University or can be found at: http://bit.ly/smoking-areas.

Questions of for more information

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

(December 2013)