



University
of Regina

EMERGENCY PREPAREDNESS GUIDE

Go far, *together.*



Introduction

The University of Regina is vulnerable to natural and human-initiated hazards that can have a negative impact on people, places, and things. Emergency management aims to avoid or reduce the potential impact from hazards by identifying and mitigating risk. Emergency plans assure prompt and appropriate responses to stop the harm or loss and effectively recover from an emergency.

The University of Regina plans to reduce the impact of emergencies, crises and disasters by continuously evaluating risks, ensuring there are appropriate response capabilities, prompt recovery, and implementing measures to avoid re-occurrence. Effective emergency management is a coordinated approach between all faculties, departments, and units.

The purpose of this guide is to acquaint you with the plans for managing emergencies and disasters on campus. This information will guide you in making decisions about your safety, as well as the safety of others. The more prepared you are, the better you can act and provide guidance to others during emergencies. The goal is to ensure the university takes all practical measures to avoid potential emergencies, and to provide training and information to all students, staff, faculty and visitors on how to respond to an emergency.

Key personnel on campus specialize in emergency management and protective services and continuously train, educate, and assess ongoing and anticipated risk. During an emergency, you will be provided with information on how to protect yourself, and those around you. For example, a complete building /area evacuation, OR a shelter in place order may be given.

It is important that you understand your responsibilities on what both these directives mean, and to familiarize yourself with the other emergency procedures outlined in this guide.

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Emergency Procedures

When immediate action by police, fire or medical services is required, lives are in danger, or a crime is in progress – 911 should be called. **Please use 911 responsibly** – call takers do not provide any information on non-emergent issues such as the weather, power outages or municipal services.

Do not call 911 for non-emergent matters or to ask for “non-emergency” phone numbers within your area. If you want to report a non-emergent matter in Regina, please contact the Regina Police Service at (306) 777-6500.

Being prepared in advance is crucial for many emergencies. You should know what city you are in, the address of the building you are in, names of cross streets, and any other information that will help emergency personnel find you. You may need to provide this information to 911. Being aware of your location is particularly important if you are calling from a mobile device or an internet/VOIP phone. Mobile devices only provide general location information; internet phones provide no location information.



When speaking with 911, remember:

1. Listen carefully, speak clearly and try to remain calm.
2. Stay on the call and follow instructions. Your 911 call taker will stay on the line with you to make sure your call is answered by the agency (fire, police, or emergency medical services) you require.
3. Know the telephone number you are calling from. Your phone number is needed in case your call is disconnected prematurely.
4. Do not hang up until the call taker says it ok to hang up.

Text with T911

T911 is a service available to you if you are part of the deaf, deafened, and hard of hearing or speech impaired (DHHSI) community in Canada. During an emergency, T911 provides 911 call centres with the ability to converse with you using text messaging.

Before using this service, you must:

- Register for T9-1-1 with your wireless service provider; and,
- Have a compatible cell phone. Information on cell phones that meet T9-1-1 requirements are available on your wireless provider's website.



Important Information for T9-1-1 users:

- Text messages should be brief and concise.
- Text abbreviations and slang should never be used so that the intent of the dialog can be as clear as possible.
If the DHHSI callers are outside or near the edge of the 9-1-1 served territory, the 9-1-1 call may not reach the appropriate 9-1-1 call centre.
- Cell phones that meet T9-1-1 requirements will be listed on your wireless service provider's website.
- T9-1-1 should **only** be used for emergencies that require a response from police, fire or emergency medical services.
- Do not call 9-1-1 to test the T9-1-1 service. Your wireless service provider can confirm your T9-1-1 registration.

Emergency Notification System (ENS)

The University of Regina Emergency Notification System (ENS) is designed to ensure effective and timely warnings are delivered to the campus community when people must take immediate action to stay safe in the event of a life-threatening situation.

The ENS uses existing infrastructure on the UofR and College Avenue campuses, such as computer monitors and television screens, and also pushes messaging to the U of R Alertus app. The ENS is not linked to the fire alarm system and will not activate when the fire alarm sounds. Decisions made to activate the ENS are based on each situation.

Two essential parts of the Emergency Notification System are:

1. Alertus App

- i. Download the Alertus Recipient app on the [Google Play Store](#) or the iOS App Store to receive emergency notifications on your mobile device.
- ii. Be sure to enable notifications (the app will run in the background) on your phone and to update the latest version of the app to receive messages.
- iii. Type in “uralerts” (case sensitive) when asked to enter your organization code.



2. Alertus Wall Beacons



You will see beacons like this on walls in common areas, classrooms, dormitories and other spaces on campus. During a campus emergency, this device will flash with lights, emit sound, and provide life safety instructions.

Armed Intruder

An armed intruder is one or more individuals who are actively and indiscriminately engaged in killing or attempting to kill people. In most cases, armed intruders use a firearm and display no pattern or method for selection of their victims and their intentions are to kill as many people as possible.

As with many other emergencies, advanced preparation is key. Be familiar with where you are on campus, where the exits are, and where they go. If an armed intruder is on campus, follow this general procedure:

RUN

If there is an easily accessible escape route, attempt to evacuate the space you are in and be sure to:

- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape.
- Prevent others from entering an area where the armed intruder may be.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

Follow the instructions provided by the 911 operator and any emergency services that arrive on the scene— keep your hands visible and do not carry items in your hands.

HIDE

if evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the armed intruder's view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.

When you are in a safe hiding place:

- Block the door with movable items (desks, furniture).
- Turn off the lights.
- Silence your cell phone and do not make unnecessary calls.

DECIDE

Take action against the attacker. As a last resort, and only when your life is in imminent danger, attempt to disrupt and incapacitate the armed intruder.

- Act as aggressively as possible against them.
- Throw items or improvise weapons (heavy or sharp objects, etc.), and
- Commit to your actions.

Bomb Threat

A bomb threat or bomb scare is used to create panic and chaos. Threats made to detonate an explosive device to cause property damage, death, injury, or incite fear, whether or not such a device exists.

If you receive a bomb threat via telephone:

- Remain calm, send a text message, note, or otherwise signal to someone else, asking them to notify authorities by calling 911.
- Keep the call going for as long as possible.
- Do not hang up.
- Note as much information as possible;
 - Listen for unique sounds, background noise, and the caller's voice.
 - Is the speaker's voice masculine or feminine?
 - Does the speaker have a distinctive accent or other distinctive features to their speech?
 - Is the voice disguised, muffled, or sound unusual?

Suspicious packages

If you discover a suspicious package or object, the following guidelines should be followed:

- Immediately report the item to Protective Services at 306-585-4999.
- Take note of what the object looks like, any identifying marks or traits, the exact location, and any other relevant information.
- Under no circumstances should the package be touched, moved, or tampered with.
- As the contents are unknown, refrain from taking a picture as there may be a risk of explosion/detonation.
- You will be asked to find a safe place to meet with Protective Services.
- Protective Services will ask that you provide an outline of the events leading up to discovering the suspicious item, and that you answer any questions they may have.

Search Procedure

If it is determined that a bomb threat is credible, faculty, staff, and researchers responsible for spaces on campus are key in identifying items that may look out of the ordinary. Public areas (stairwells, hallways, elevators, restrooms, etc.) should be searched.

Shelter In Place

One type of protective action for your safety is to shelter in place because of an act or threat of violence, tornado, chemical spill, or another hazard. Shelter in place means finding a safe location near you and staying there until you are given an all-clear message, or are told to evacuate.

Each situation will require you to think quickly on how to protect yourself and those around you. Become familiar with this information, and discuss it with those you study, live, or work with. Prepare in advance by finding a space that does not have windows, and that has furniture that may be pushed against an inward opening door, or secure and sturdy to seek shelter underneath.

In severe weather events it is important to find a place to shelter that puts as many walls as possible between you and the outdoors, and is on the lowest floor in the building (basements and stairwells are recommended).

An ideal location for sheltering in place during an armed intruder event is one that can be secured (locked) from the inside, or has furniture or other items that can be used to barricade the door against entry.

If you need to shelter in place:

- Stay calm.
- Go to your predetermined location.
- Keep your cell phone close in the event you need to contact 911.
- If sheltering in place due to an armed intruder, turn off all lights, minimize noise, and do not make unnecessary calls. Unless instructed otherwise, you may call your emergency contact to advise them of your condition. Await further instructions sent via Alertus ENS.
- Do not leave the space until given the all-clear, or you have been instructed to do so by the responding authorities.

Fire Emergency

Fire emergencies can happen at any time, so it is important to prepare in advance so that you are able to act appropriately. Familiarize yourself with the emergency exits in the area(s) you are in on campus. All hallways and stairwells are marked with illuminated “EXIT” signs.



Fire or smoke may block an exit route during an emergency, so it is important to identify alternate routes as well.

Stairwells are designed to protect you in the event of a fire. Stairwell pressurization systems utilize clean air from outside to push smoke back onto the floors. This ensures the stairwells do not fill with smoke – providing a safe refuge for those who are unable to safely exit the building until assistance arrives.

Fire alarms and flashing strobe lights are activated by the detection of smoke or heat. If you smell smoke, see flames, or have reason to suspect there is a fire in or outside a building, you are required to do the following:

- Pull the fire nearest fire alarm.
- Calmly evacuate the building. Do not go back to your class, lab, office, or residence room.
- If you are the last one to leave the room, close the door behind you.
- Do not use elevators when evacuating. They may not be safe to use, and they will be needed by emergency personnel.
- Exit the building to the outdoors or evacuate horizontally to an adjacent building that is not in alarm.
- Once outside, gather in the designated Assembly Area, as directed by your building Emergency Wardens. Keep streets, fire lanes, hydrants, and walkways clear as emergency vehicles and crews will need lots of space.

When the emergency is over, you will be given permission to re-enter the building.

Permission will only be provided by first responders, emergency personnel, or University officials (Protective Services, Facilities Management, and Emergency Wardens).

Weather Emergency

The increase of emergencies year-over-year caused by extreme weather events has brought global attention to the importance of including these situations in disaster and emergency preparedness planning. Climate change not only increases the severity of weather events, but also increases the frequency of these weather events.

During a weather emergency, and if conditions meet criteria where safety may be at risk, the University will communicate to the campus community through the Emergency Notification System (ENS), Alertus App, and other media.

Below are the most common weather-related emergencies the University prepares for:

Tornado	Blizzard
Heavy snowfall	Extreme Cold
Freezing Rain	Severe Thunderstorm
Extreme Heat	

When severe weather is imminent, Environment Canada will issue a weather warning. Radio and television stations will also broadcast special weather statements. Pay attention to this information.

During severe weather, follow these general guidelines:

- If you are indoors, stay away from windows and doors.
- If you are advised to evacuate, do so. Failure to do so may make later evacuations difficult.
- If you are in a vehicle, stop, and park your vehicle away from trees and power lines. Avoid the base of slopes or parking on an incline. Stay inside your vehicle.

Evacuating People with Disabilities or Accessibility Concerns

Emergency preparedness and response is a shared responsibility in our communities. Disasters and emergencies affect everyone, however, their impact on people with disabilities or people who require special assistance is often compounded by factors such as reliance on electrical power, elevators, accessible transportation and accessible communication – all of which can be compromised in an emergency situation.

Members of the campus community should familiarize themselves with the procedures and practices outlined here in order to assist in planning for the evacuation of individuals with accessibility or functional needs.

Mobility limitations may make it difficult for a person to use stairs or to move quickly over long distances. Limitations may include reliance on mobility equipment such as a wheelchair, walker, crutches or a walking cane. People with a heart condition or respiratory difficulties may also have limited mobility or require special assistance. For some emergencies (e.g., fire, hazardous material emergency or disease outbreak), the proximity of the hazard to the people who must be evacuated will determine what the best response will be. In the event of a hazardous material emergency or fire, your best option for those with mobility limitations may be to shelter-in-place in a refuge space such as a stairwell.

Some individuals have conditions that may be triggered or aggravated if they are moved incorrectly. Remember that environmental conditions such as smoke, debris, or power outages may further complicate evacuation efforts.

Below are some guidelines for assisting individuals with accessibility or functional needs:

- Ask if the person wants your help, and how you can best assist them,
- If someone refuses your help, encourage seeking refuge in a stairwell,
- Do not touch the person, service animal or equipment without their permission, unless there is an urgent life safety risk; and,
- If the person has a service animal, it is the animal owner's responsibility to assess whether or not it is safe for the animal to work through the emergency.

Adapted from "Emergency Preparedness Guide for People with Disabilities/Special Needs", 2022

Hazardous Materials and Chemical Spills

In the event of a hazardous materials release or chemical spill on or off campus, you will be notified through the Emergency Notification System (ENS). If the risk to life safety is high, you will be directed to immediately evacuate the building and remain at the assigned gathering area.

If you discover an unknown substance of any form, immediately notify Protective Services (306-585-4999).

If there is risk to life, call 911 and follow the instructions provided below:

1. Evacuate the area immediately. If required, provide first aid assistance and use emergency eyewash stations or showers as needed.
2. Provide information on known injuries, type of hazardous material spilled, estimated quantity, and location to 911 and Protective Services, and answer any other questions they may have.
3. Secure the area until emergency response personnel arrive to ensure no one enters the spill area. If the area has multiple entrances, ensure all entrances are controlled to prevent entry.
4. Cleanup is conducted by trained personnel who will respond to the scene accordingly based on the information provided to Protective Services.

Academic and Business Continuity

The University of Regina is committed to ensuring a level of preparedness to maintain essential services after an emergency or disruption. All faculties, departments, and business units are required to have documented Business Continuity plans that detail how they will continue to perform essential functions during a wide range of emergencies/events that impact normal operations.

Continuity planning is an essential tool used to navigate through disruptions to class schedules, research activities, or business operations caused by local emergencies or disasters, pandemics, data loss/breach, or any event that has a negative impact on the day-to-day operations for the University of Regina.

University of Regina Main Campus Directory

Full Building Name	Building Code	Location
Administration – Humanities	AH	Main Campus, 3719 wĩnkaškōn Loop
Campion College	CM	Main Campus, 3825 Lee Gren Avenue
Centre for Kinesiology, Health and Sport	CK	Main Campus, 3925 Goldenrod Loop
Classroom Building	CL	Main Campus, 3707 Sureau Loop
College West	CW	Main Campus, 3903 wĩbazuką Road
Day Care	DC	Main Campus, 3809 wĩbazuką Road
Dr. John Archer Library	LY	Main Campus, 3715 University Drive North
Dr. William Riddell Centre	RC	Main Campus, 3907 Buffaloberry Way
Education Auditorium	EA	Main Campus, 3919 University Drive South
Education	ED	Main Campus, 3919 University Drive South
First Nations University of Canada	FN	1 First Nations Way, Regina
Greenhouse Gas Technology Centre	GG	Main Campus, 4029 cistēmāw Court
Heating Plant	HP	Main Campus, 4005 Innovation Loop
Kĩšik Towers	KI	Main Campus, 3747 Lee Gren Avenue
Laboratory Building	LB	Main Campus, 3711 Sureau Loop
La Cité	CT	Main Campus, 3727 Sagittaire Lane
Luther College	LC	Main Campus, 3829 Lee Gren Avenue
Paskwāw Tower	PA	Main Campus, 3817 Sagittaire Lane
Research and Innovation Centre	RI	Main Campus, 3805 wĩbazuką Road
Wakpá Tower	WA	Main Campus, 3821 Sagittaire Lane

College Avenue Campus Directory

Full Building Name	Building Code	Location
College Building	CB	2155 College Ave.
Darke Hall	DH	2255 College Ave.

Off Campus Locations Directory

Full Building Name	Building Code	Location
First Nations University of Canada		
FN Prince Albert	FNPA1	First Nations University Building Central Avenue, Prince Albert
FN Prince Albert	FNPA2	First Nations University Building 11th Avenue, Prince Albert
FN Saskatoon	FNSA	First Nations University Building Grasswood Road East, Saskatoon
Saskatchewan Polytechnic		
Saskatchewan Polytechnic	SP-MJ	Moose Jaw
Saskatchewan Polytechnic	SP-PA	Prince Albert
Saskatchewan Polytechnic	SP-RPA	Regina, Wascana Parkway
Saskatchewan Polytechnic	SP-SDA	Saskatoon, E. A. Davies
Saskatchewan Polytechnic	SP-SKM	Saskatoon, Kelsey Main
Other		
Saskatoon Concourse Building	CO	116 Research Drive, Saskatoon