



Emergency Response Procedures Quick Reference Guide

Building/Department Name:

Muster Points:

Campus Security Emergency: 403.284.8000 **Non Emergency:** 403.284.8530

Evacuations



Stop:

- All work. Turn off equipment if required, close any open windows. Follow alarm instructions.
- Notify others in your immediate area to evacuate. Take note of any individuals needing assistance.

Get out:*

- Use the nearest, safest route. Do not use elevators, use stairs for evacuation.

Get safe:

- Proceed to the closest, safest Muster Point (refer to sait.ca for Muster Point locations).

Communicate

- Communicate any pertinent information (if needed) to the Fire Wardens, Campus Security, or First Responders.
- Do not re-enter the building.
- Follow the directions of First Responders, Campus Security, Fire Wardens, etc.

*Individuals requiring assistance should request for 2 buddies to wait with them in the elevator lobby (if safe) and notify a Fire Warden or Campus Security 403.284.8000. If there are signs of danger/smoke/fire, proceed to the nearest, safe, fire-rated stairwell and call 9-1-1.

Shelter-in-Place



- Go indoors*
- Close all windows and doors, create barricades if pertinent.
- Stay away from exterior walls and windows.
- If required, close off and block air circulation/ventilation equipment or systems (e.g. hood vents, fans).
- Remain in place until directed by emergency responders, Campus Security, or communication from SAIT Alert.
- Report any hazards or injuries that may have occurred to Campus Security/Hotline/HSE Incident Report.

*For natural hazards such as a tornado or windstorm, select the Best Available Refuge Area (BARA) by going to the lowest level available, go to an interior room (or concrete stairwell) with fewest windows, and shelter under sturdy furniture and doorways.

Severe Weather



- Monitor the Environment Canada website and local media channels.
- Monitor the Sait.ca website and SAIT Alert app for updates.

Note: Building evacuations or shelter-in-place procedures may be enacted for the safety of the SAIT community.

Active Assailant Event



Run/Get Out

- Escape if it safe to do so:
- choose a safe exit, do not attract the aggressor's attention.
- protect yourself first before helping others.
- Call 911 then call Campus Security on 403.284.8000.

Hide – Barricade or Shelter-in-Place:

- Find a secure room (an office, classroom, or lab), turn off all the lights, lock and barricade the door
- Stay out of the line of fire, away from doors and windows., hide under a desk or table, mute your cell phone and remain quiet.
- Wait for emergency responders. If an evacuation alarm sounds, do not evacuate.

Fight – As a last resort, use force:

- Improvise weapons with nearby objects.
- Commit to an aggressive physical attack. Stop the threat.

Suspicious Mail or Packaging Procedure



- Do not touch, open, shake, smell, or move the suspicious mail or package.
- If anything has leaked or spilled from the package, follow the Hazardous Materials procedure.
- Contact Campus Security 403.284.8000 to report the package and await instructions. You may be required to call 911.
- Provide information to responders as needed.
- Complete an HSE Incident Report

Written or Digital Bomb Threat Procedure



- Call 911 and notify Campus Security 403.284.8000
- Handle any physical evidence as little as possible.

Verbal Bomb Threat Procedure



- Stay calm, be polite.
- Gather details regarding the explosive device such as what, when, and where.
- Call 911 and notify Campus Security 403.284.8000.

Hazardous Materials Spill/Release



Spill/Release

- Secure the area and advise others not to enter (evacuate if needed).
- Assist any injured or exposed individuals (if trained to do so and appropriate PPE is available).
- Report details to Campus Security at 403.284.8000 and follow instructions.
- Meet with responders to pass on incident information and relevant Safety Data Sheet (SDS) information (if required). See Appendix G for the SDS reference guide. See Appendix F for the Radiation Reference Guides.
- Complete Incident Report and submit to Health, Safety and Environment (HSE).

Exposure

- Decontaminate (as required) by removing all clothing and accessories that may have come in contact with the substance.
- Call 911 if there are immediate effects from hazardous material exposure. If there are no immediate effects, call PADIS (Poison and Drug Information Service) 1.800.332.1414 for further information and instructions.
- Complete Incident Report and submit to HSE.

Gas Smell or Leak

- Cease all operations immediately.
- Notify Campus Security at 403.284.8000. Do not call from the affected area or turn electric switches on or off (lights, phones or any other electrical equipment may create a source of ignition with enough energy to ignite any fumes).
- If the gas smell is indoors, open all available windows to ventilate the area. Evacuate the area using the Emergency Evacuation Procedure

Medical Emergency



Major Injury or Illness on Campus

- In case of serious injury or illness call 911 and follow the directions given. Provide pertinent responder information such as what the problem is and where it is occurring (address and location).
- Proceed with steps below

Minor Injury or Illness on Campus (non-urgent medical attention)

- Call Campus Security at 403.284.8000
- Perform first aid if trained, comfortable to do so, and the appropriate PPE is available. Stay with the individual until help arrives.

Support Services



Students and staff requiring support should contact Student Counseling 403.284.7023 or Employee & Family Assistance Program 1.844.671.3327