



EMERGENCY RESPONSE GUIDELINES

INNOVATION PLACE – PRINCE ALBERT



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WORDS IN ALL CAPS AND BOLD can be found in the Glossary of Terms section on page 8.

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FOREWORD

The following emergency response guidelines have been created to assist in the event of emergencies which may arise at Innovation Place. The main objective of these guidelines is to prevent loss or injury to any employees in the event of an emergency situation. It is also to protect property and equipment, minimize the effect on the community and ensure cooperation between Innovation Place tenants and outside agencies.

A **MEETING AREA** is designated at the front of the building. Designated **SAFETY LEADERS** from each company will report to the **RESPONSIBLE BUILDING AUTHORITY** at this location in the event of an **EVACUATION**. Details in this document may be used as guidelines for companies without their own emergency plan. For companies with emergency plans in place, please make note of your building's designated meeting area where the Safety Leader should meet the Responsible Building Authority for emergency check-in and for vital information to be relayed to **EMERGENCY RESPONSE PROFESSIONALS**.

EMERGENCY CONTACT NUMBERS

Innovation Place Energy Centre (24 / 7) 306.933.8115
Innovation Place Administration Office (Monday to Friday; 8 am to 4:30 pm) 306.933.6609

IN THE EVENT OF AN EMERGENCY INVOLVING PERSONAL SAFETY, ALWAYS CALL 911 FIRST.

SAFETY LEADER

Safety Leaders are tenant employee volunteers who ensure their workplace is a safe environment to work in and train their co-workers in emergency procedures.

GENERAL DUTIES

- Obtain the service of a **DEPUTY SAFETY LEADER** to carry out safety duties in the event of your absence.
- Familiarize yourself with the functionality of the **KEYLESS ENTRY SYSTEM**.
- Choose a **MUSTER POINT** for your organization – a safe distance from the building.
- In an emergency situation, follow instructions given by the attending Emergency Response Professional or the Responsible Building Authority.
- Provide a rapid response and gather necessary information from your **AREA OF RESPONSIBILITY** to the Responsible Building Authority to be relayed to the attending Emergency Response Professional.
- Regularly check your area of responsibility to ensure:
 - » All exit routes are unobstructed and exit lights are operating.
 - » Fire extinguishers are in good working order and easily accessible.

EVACUATION DUTIES

- Check all rooms in your area of responsibility to ensure everyone has evacuated to your company's muster point.
- Assist any **SPECIAL NEEDS PERSONS** in exiting the building.
- Close all internal doors as the space is evacuated.
- If there is an evacuation problem in your area of responsibility, provide all pertinent information to the Responsible Building Authority to advise the Emergency Response Professional.
- If required, assist in restricting all persons from re-entering the building until the Emergency Response Professionals have given authorization to re-enter, an **ALL CLEAR**.

PROCEDURES

EVACUATION PROCEDURES

If it has been deemed necessary to evacuate the building:

DURING BUSINESS HOURS

- Exit the building via the nearest exit.
- Do not use the elevator.
- Call 911 immediately.
- Report the issue to Innovation Place.
Call 306.933.8115
- Arrange for all staff to gather in your company's pre-determined muster point.
- Safety Leader should take roll call to confirm all staff have evacuated.
- Safety Leader should proceed to the designated meeting area.
- Safety Leader will report the evacuation status (i.e. **ALL ACCOUNTED**) of their area of responsibility to the Responsible Building Authority on duty at the meeting point.
- If there is an evacuation problem in your area of responsibility, advise the Responsible Building Authority immediately in order for all pertinent information to be passed to the Emergency Response Professional.

WEEKENDS, HOLIDAYS AND AFTER HOURS

- Evacuate the building via the nearest exit.
- Call 911 immediately.
- Report the issue to Innovation Place.
Call 306.933.8115.

SHELTER IN PLACE PROCEDURES

If **SHELTER IN PLACE** has been determined, the following steps should be taken:

- Close the business and immediately lock all exterior doors.
- Report the issue to Innovation Place.
Call 306.933.8115
- Do not use the elevator.
- Do not leave the building.
- Provide for the safety of your customers, clients or visitors in the building by asking them to remain on the premises and follow the safety advisory.
- Unless there is an imminent threat, ask employees, customers, clients and visitors to call their emergency contact to let them know where they are and that they are safe.
- Close window coverings if the shelter space has windows.

General guidelines for determining the best

SHELTER IN PLACE AREA:

- Select interior rooms on the ground floor, or as low to the ground as possible, with the fewest windows or vents. Ensure all doors off a hallway or foyer are closed.
- The rooms should have adequate space for everyone to be able to sit.
- Avoid overcrowding by selecting several rooms (as needed). Large storage closets, copy or conference rooms without exterior windows will work.
- Avoid selecting a room with mechanical equipment. The equipment may not be able to be sealed from the outdoors.
- If possible have a hard-wired telephone in the rooms you designate. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Consider maintaining an emergency kit for 72 hours of supplies.

LOCKDOWN PROCEDURES

If an alert to **LOCKDOWN** has been issued, the following steps should be taken:

Please be aware Innovation Place cannot remotely lock your suite. The key turn must be used to secure your space.

If you are in an enclosed room (indoor, non-common area), stay there, secure the door and windows and await further instructions or escort from Emergency Response Professionals.

- If the door does not lock, consider barricading the door with tables and chairs.
- If you are in a corridor, go into the closest office not already secured and lock or barricade the door and windows.
- Close curtains or blinds where possible.
- Stay away from windows and doors.
- Stay low and quiet.
- Cell phones should be put on quiet or vibrate mode. Do not make non-essential calls.
- Follow instructions from emergency personnel only.
- During a lockdown, if the fire alarm is activated, remain where you are and await further instructions.
- For their own safety, Emergency Response Professionals must initially consider all individuals as potential threats. It is important to follow instructions from police at all times to avoid harm and ensure the best possible response.

ACTIONS TO AVOID

- Do not open the door once it has been secured until you are officially advised all clear or are certain it is emergency response personnel at the door.
- Do not use or hide in washrooms.
- Do not travel down long corridors.
- Do not use the elevator.
- Do not assemble in large open areas (i.e. common areas).
- Do not call 911 unless you have immediate concern for your safety, the safety of others or feel you have critical information that will assist Emergency Response Professionals in their response.

FOLLOWING THE LOCKDOWN

- Cooperate with Emergency Response Professionals to assist in an orderly evacuation.
- Proceed to the muster point if advised to do so.
- Emergency Response Professionals may require individuals to remain available for questioning following a lockdown.

SPECIFIC EMERGENCIES

BOMB THREAT

RECOMMENDED PROCEDURE: **EVACUATION**

FOREWORD

When equipped with an organized plan, most bomb threats can be resolved with minimal injury and / or property loss.

EVALUATION OF A THREAT

The Saskatoon Police Service will evaluate and make recommendations:

- Safety Leaders should follow the evacuation procedure.
- Safety Leaders may be required to assist Emergency Response Professionals.
- Access to the building may be restricted.
- If a suspicious package is found, Emergency Response Professionals will evacuate everyone in the area to a safe distance.

SPECIFIC PROCEDURES FOR BOMB THREAT RECEIVED BY TELEPHONE

Persons receiving a bomb threat should:

- Remain calm and courteous.
- Write down as much information and detail as possible.
- If the caller asks for the person in charge of the building, direct the call to the Innovation Place Administration Office at 306.933.6609.
- Once the caller has hung up proceed with the following SaskTel Call-Trace Procedure:
 - » If your office has multiple phone lines ensure you call out on the same line the bomb threat came in on.
 - » Once the caller has disconnected dial *57 to trace where the call originated from (Centrex phones must dial *957).
 - » A voice prompt will tell you the call has been traced and what procedure to follow.

EXTREME WEATHER

RECOMMENDED PROCEDURE: **SHELTER IN PLACE**

FOREWORD

It is best to be prepared for extreme weather by understanding the danger of extreme weather conditions and the precautions that can be taken. Be aware of any **WEATHER WATCH OR WARNINGS** in effect.

Examples of extreme weather events would be:

- Tornado
- Severe winter storm / ice storm

Safety Leaders should follow the shelter in place procedure.

There are several resources available to the public which can be utilized to help in preparedness for extreme weather events. Please see the resources on page 7.

IF YOU RECEIVE A BUSY SIGNAL YOUR CALL-TRACE HAS NOT BEEN SUCCESSFUL – IMMEDIATELY PHONE 911.

FIRE

RECOMMENDED PROCEDURE: **EVACUATION**

FOREWORD

A fire communication system is in place in the buildings at Innovation Place as a means of providing an early warning of fire in each facility. A fire alarm may be activated manually (by the operation of a fire alarm **PULL STATION**), or automatically, by the operation of heat and / or smoke detectors. This system has been installed for the safety of the building occupants and any time the alarm sounds, all occupants must evacuate the building.

IN CASE OF FIRE

- If you see fire and the fire bells are not ringing, pull the nearest fire pull station.
- Safety Leaders should follow the evacuation procedure.
- Evacuate the building via the nearest exit.
- Call 911 immediately.
- Report the issue to Innovation Place.
Call 306.933.8115

HAZARDOUS SPILLS OR TRAIN DERAILMENT

RECOMMENDED PROCEDURE: **EVACUATION OR
SHELTER IN PLACE**

SPILL REPORTING

Where a spill has occurred, as described in *The Environmental Spill Control Regulations*, a written report shall be provided to Saskatchewan Environment within seven days of verbally reporting the spill to the Saskatchewan Environment Spill Report Centre.

A copy of *The Environmental Spill Control Regulations* can be downloaded from the Queen's Printer at www.publications.gov.sk.ca. A copy of the spill report form template, and more information regarding spill reporting in Saskatchewan, may be downloaded from the Saskatchewan Spills website at www.saskspills.ca.

NOTIFICATION

- If it is a dangerous or unknown substance, phone 911.
- If it is necessary to evacuate the building, pull the nearest fire pull station (where applicable) and follow the evacuation procedures.
- If it is necessary to shelter in place, follow the shelter in place procedures.

CONTACT

- During business hours:
 - » Notify Innovation Place at 306.933.8115.
 - » Notify the Saskatchewan Environment Spill Report Centre at 1.800.667.7525.
- During weekends and holidays or after hours:
 - » Evacuate the building.
 - » Phone 911.
 - » Notify Innovation Place at 306.933.8115.
 - » Notify the Saskatchewan Environment Spill Report Centre 1.800.667.7525.
 - » Remain near the building to direct Emergency Response Professionals to the spill area.

INFORMATION AND RESOURCES

CONTACT NUMBERS TO KEEP HANDY

Innovation Place Client Relations (Monday to Friday; 8 am to 4:30 pm)	306.933.6609
Innovation Place Energy Centre (24 / 7)	306.933.8115
Highway Hotline (24 / 7)	1.888.335.7623 / 306.933.8333
Sask Spills (24 / 7)	1.800.667.7525

USEFUL WEBSITES

Sask Spills
www.saskspills.ca

Government of Canada Weather
weather.gc.ca

PA Alert
www.paalert.ca

Emergency Preparedness
www.saskatoon.ca/services-residents/fire-emergency/emergency-preparedness

Health Canada - WHMIS
www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/index-eng.php

WorkSafe Saskatchewan
www.worksafesask.ca
www.worksafesask.ca/mission-zero

Saskatchewan OH&S Regulations
www.qp.gov.sk.ca/documents/English/Regulations/Regulations/O1-1R1.pdf

Saskatchewan Workers' Compensation Board
www.wcbsask.com

Ministry of Labour Relations and Workplace Safety
www.saskatchewan.ca/government/government-structure/ministries/labour-relations-and-workplace-safety

St. John's Ambulance
www.sja.ca/English/Safety-Tips-and-Resources/Pages/default.aspx

Canadian Red Cross / Be Ready App
www.redcross.ca/how-we-help/emergencies-and-disasters-in-canada

Canadian Centre for Occupational Health and Safety
www.ccohs.ca

GLOSSARY OF TERMS

ALL ACCOUNTED

Everyone is accounted for from your company.

ALL CLEAR

Re-entry to the building is now permitted.

AREA OF RESPONSIBILITY

The area for which you are responsible for in terms of communicating emergency procedures to those who work in the area. Ensure the area is clear during evacuations and accounting / roll calling.

DEPUTY SAFETY LEADER

A person who acts as Safety Leader in the absence of the regular Safety Leader. This person is trained to the same safe level and has access to the same safe information.

EMERGENCY RESPONSE PROFESSIONAL

Any emergency personnel: Ambulance, City Police, Fire Department, HazMat, RCMP, U of S Campus Security, STARS, etc.

EVACUATION

The removal of persons and / or things from an endangered area to an area considered safe.

HAZARDOUS SPILL

The uncontrolled release of a chemical.
The safe clean-up of a chemical spill requires knowledge of the property and hazards posed by the chemical and any additional dangers posed by the location of the spill.

KEYLESS ENTRY SYSTEM ELECTRONICS

Doors with electric strikes will lock – you will be able to exit though you will not be able to card back in until the system has been reset. The system will be reset by Innovation Place once the alarms have been turned off and the premises are deemed to be safe.

Doors with magnetic locks will not lock – you will be able to exit. These locks are connected to the fire alarm and when the fire bells ring the power to the magnetic lock is cut. The door will be unlocked and you will not need an access card to enter. The door will lock as soon as the system is reset by Innovation Place.

If your office has any magnetic locks, please become familiar with the following important note:

Every door with a magnetic lock has an emergency door release (blue pull station). The pull station is the same design as a fire pull station, only blue. In the event the magnetic lock does not release and you are unable to open the door, pull the blue pull station next to the door to release. The pull station will be reset following the alarm by Innovation Place.

LOCKDOWN

Please be aware Innovation Place cannot remotely lock your suite. The key turn must be used to secure your space.

Lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry / exit and movement within a facility, Emergency Response Professionals are better able to contain and handle any threats.

Tenants may receive notification to lockdown through various means. It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by Emergency Response Professionals at all times while a lockdown is in place.

MUSTER POINT

A pre-determined area for your company's personnel to gather following an evacuation. The muster point should be a safe distance from the building and should be away from roadways and access ways (not obstructive to emergency response professionals).

PULL STATION Release for Magnetic Lock (Blue / Black)

Every door with a magnetic lock has an emergency door release. The pull station is the same design as a fire pull station but connected to the door magnet rather than the fire alarm. In the event the magnetic lock does not release and you are unable to open the door, pull door release pull station, which should be situated on the wall next to the door. The pull station will be reset following the alarm by Innovation Place.

PULL STATION Emergency (Red)

Manual fire alarm activation is typically achieved through the use of a pull station. Triggering the pull station sounds the evacuation alarm for the relevant building or zone.

RESPONSIBLE BUILDING AUTHORITY (RBA)

The Responsible Building Authority are representatives from Innovation Place who are in attendance during an emergency or on-site security.

SAFETY LEADER

Tenant employee volunteers who ensure their workplace is a safe environment to work in and train their co-workers in emergency procedures.

SPECIAL NEEDS PERSONS

In the event of a fire alarm, escort this person to a predetermined safe room (a smoke free area). The room location must be reported to the Responsible Building Authority or Emergency Response Professionals immediately, who in turn will be responsible for evacuating this person.

SHELTER IN PLACE

In many cases, local authorities will issue advisories to shelter in place, usually via the media. Chemical, biological or radioactive contaminants may be released into the environment in such quantity and / or proximity to a place of business that it is safer to remain indoors rather than to evacuate. Examples of situations that might result in a decision to institute shelter in place include scenarios such as a derailment with leaking tank cars of noxious substances.

SHELTER IN PLACE AREA

Selection of an interior room or rooms within your facility, or spaces with zero or few windows, and taking refuge there. This space should be identified to all company staff as part of your emergency plan.

WEATHER WARNING

Severe weather is occurring or highly probable.

WEATHER WATCH

Conditions are favourable for development of severe weather.



Innovation Place

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