



UNIVERSITY OF  
**TORONTO**

# Emergency Response Guidelines

---

*If you have immediate concerns for your own safety or the safety of others, call 9-1-1 or  
OISE Security at 416-978-3636*

*Call 9-1-1 for life-threatening events, and OISE Security for any other incidents.*

---

**University of Toronto  
Ontario Institute for Studies in Education  
(OISE)**

# SAFETY AND SECURITY

## quick telephone reference sheet

**If you have immediate concerns for your own safety or the safety of others, call 9-1-1.**

### Emergencies

Campus Safety	416-978-2222
OISE Security	416-978-3636
Toronto Police Service	9-1-1
Toronto Fire Department Toronto	9-1-1
Paramedic Service	9-1-1

### Other Resources

U of T Campus Safety (Non-emergency) Toronto	416-978-2323
Police Service (Non-emergency)	416-808-2222
Community Safety Office	416-978-1485
Sexual Violence Prevention & Support Centre	416-978-2266
TravelSafer Program	416-978-7233
Student Crisis Response	416-946-7111
Health & Wellness Centre (Students)	416-978-8030
Health & Well-being (Employees)	416-978-2149
Accessibility Services (Students)	416-978-8060

You can call for City of Toronto emergency assistance (9-1-1), University of Toronto Campus Safety (416-978-2222), or the Operator (0) from any campus pay telephone without using coins—simply lift the receiver and dial. Additionally, you can use the emergency buttons in the Campus Safety App or the campus Emergency phones to connect directly.

# CONTENTS

of this plan

2	<b>Safety and Security - Quick Telephone Reference Sheet</b>
4	<b>Preface</b>
5	<b>Fire and Building Evacuation Procedures</b> <ul style="list-style-type: none"><li><b>General Information</b></li><li><b>If you discover a fire</b></li><li><b>When you hear the fire alarm</b></li></ul>
6	<b>Elevator Entrapment Procedures</b>
8	<b>Power Failure</b>
9	<b>Gas Leaks</b>
10	<b>Weather Alerts and Class Cancellations</b>
11	<b>Medical Emergencies</b> <ul style="list-style-type: none"><li><b>In cases of a critical injury or medical emergency</b></li><li><b>Reporting Requirements</b></li><li><b>Washroom Emergencies</b></li><li><b>First Aid Stations (with basic first aid kits) locations</b></li></ul>
13	<b>Building Security and Personal Safety (including Campus Safety App &amp; TravelSafer program)</b>
14	<b>Civil Disturbances and Demonstrations</b>
15	<b>Concerning Behaviour</b> <ul style="list-style-type: none"><li><b>Concerns Regarding an Employee's Behaviour</b></li><li><b>Concerns Regarding a Student's Behaviour</b></li><li><b>Concerns for a Staff Member in Difficulty</b></li><li><b>Concerns for a Person in Crisis</b></li><li><b>Threatening Calls, Emails, or Online Postings (including Bomb Threats)</b></li><li><b>Individual Threatening Criminal Behaviour</b></li><li><b>Active Attack</b></li></ul>
18	<b>Sexual Violence and Sexual Harassment</b>
19	<b>Accessing Support and Prioritizing Your Wellness</b>
20	<b>Emergency Planning</b>
21	<b>Joint Health &amp; Safety Committee</b>

# PREFACE

The University of Toronto is committed to providing a safe environment for students, faculty, staff, and visitors. As members of the OISE community, you play an important role in keeping our community safe. Safety and security are our shared responsibility.

This guide is designed to help you in a range of emergency situations, giving you basic information on what to do and how to proceed before Campus Safety or emergency responders arrive.

This guide will not cover every incident that you may encounter at OISE. Hopefully, the range of emergencies and the associated steps help you to adapt and modify procedures as needed, depending on the unique nature of the emergency. We encourage you to keep this emergency response guide nearby.

You are always in the best position to assess your own safety. While these plans are a starting point, you may need to supplement these plans with your own judgment and situational awareness.

---

***If you ever have concerns for your safety, your first step is to always call 9-1-1 or OISE Security at 416-978-3636.***

***Dial 9-1-1 for life-threatening matters (like medical emergencies) and OISE Security for any other safety issues. OISE Security will liaise with Campus Safety, if necessary.***

***When calling, specify the type and location of the emergency, your contact details, and any actions taken. Do not hang up until told to do so.***

---

Other ways to contact Campus Safety include:

- Accessing the [Campus Safety website](#)
- Downloading the U of T Campus Safety App
- Using any of the [Campus Emergency Phones located throughout the St. George Campus](#)

# FIRE AND BUILDING EVACUATION PROCEDURES

(For people with disabilities, please see *Evacuation for Individuals with Disabilities*)

## Fire Emergency Procedures

### In case of fire:



Close the door as you leave the room.



Pull the nearest fire alarm (located at any exit).



Evacuate the building. Do NOT use elevators.



Report the fire.

### General Information:

- It is MANDATORY for University buildings to be evacuated during any fire alarm.
- Report all fires, no matter how small, to OISE Security at 416-978-3636 who will inform Campus Safety.
- Any fire alarm activation automatically notifies the Campus Safety through electronic monitoring. 9-1-1 dispatch is notified immediately and provided with all required information. Campus Safety and U of T Fire Prevention are dispatched to the scene.
- Fire alarm pull stations are located on each floor beside each exit and stairwell entrance.
  - Note that if you call 9-1-1 instead of pulling the alarm, it doesn't alert other occupants inside the building, and won't inform U of T responders.
- Familiarize yourself with the locations of fire exits, fire alarm pull stations, and fire extinguishers in your work areas.

# FIRE AND BUILDING EVACUATION PROCEDURES

(For people with limited mobility or disabilities, please see *Evacuation for Individuals with Limited Mobility/Disabilities*)

## If you discover a fire:

- Activate the nearest wall-mounted fire alarm.
- Use a fire extinguisher only if you can do so safely.
- Evacuate the fire area immediately and close any doors behind you.
- Leave the building by the nearest safe exit.
- Do not use the elevators; they will be out of service.
- Report the fire to OISE Security at 416-978-3636 and give the exact location of the fire.

## When you hear the fire alarm sound:

- Take your coat and keys with you if within reach. Close and lock the doors, walk quickly to the nearest marked stairwell exit, and alert others to do the same.
- Trained fire wardens, identifiable by their high-visibility vests, will be present to assist and help direct you to an exit. Please follow their instructions. While they may not be in every area at all times, they are there to guide you whenever possible.
- If you're able, use stairs to exit the building. If stairs become unusable, exit the stairwell you are in and go to the closest cross-over floor (11<sup>th</sup>, 9<sup>th</sup>, and 4<sup>th</sup> floors)
  - Cross-over floors (aka re-entry fire doors) were developed in order to allow evacuees to exit one stairwell, proceed through the hallway, to re-enter another stairwell. This system was developed as a contingency plan should a problem occur in any given stairwell such as smoke, fire, blockage, heavy foot traffic, etc.
- Do not use the elevators.
- Evacuate the building, move away from the building/affected area and proceed to your team's self-designated mustering point, or a safe location.
- Once outside, move to a clear area at least 500 feet away from the affected building. There are 3 areas in which the OISE community can convene:
  - Bloor-Bedford Parkette
  - North side on Bloor Street, west of the building
  - South side on Prince Arthur, east of the building
- Keep clear of fire routes, hydrant areas and walkways used for emergency vehicles and personnel.
- Do not return to an evacuated building unless told to do so by the Fire Prevention Personnel or a person with authority.

## Elevator Entrapments

If a power failure or other emergency occurs that affects the elevators:

- Press the phone symbol (PH) emergency button on the elevator panel to connect with Campus Safety. You can also reach OISE Security at 416-978-3636.
- Provide information as required, including your own conditions that need attention.
- Do not force open the elevator door.
- Do not exit from the elevator if it is not at the floor level. Emergency personnel will be dispatched to remedy this.
- If you or an individual has accessibility concerns impacted by an elevator outage, contact OISE Security at 416-978-3636.
  - This includes instances where there is no entrapment within an elevator, but the outage has resulted in you or another member of the community being stranded in a building.
  - Inform the dispatcher of your location and that the elevator outage has led to you or a member of the community being stranded in a building.
  - If the elevator outage cannot be remedied in an acceptable amount of time, emergency personnel will be dispatched to assist.

# EVACUATION

## for individuals with limited mobility/disabilities

### Individualized Workplace Emergency Responses

Under [accessibility laws in the Province of Ontario](#), employers must work with their employees with disabilities to ensure they have access to individualized workplace emergency response information. This information must be reviewed if and when:

- The individual moves offices;
- The individual's overall accommodation changes; and/or
- There is an update to general emergency response information.

The employer also has an obligation to provide public safety information in an accessible format or with communication supports upon request (<https://www.ontario.ca/laws/regulation/110191#BK13>).

If you are a person with a disability, you can discuss your individualized emergency response information with your manager or your human resource representative.

For those with limited mobility and all other members of the community or visitors with disabilities:

- If on the ground floor, exit the building by normal means, by west doors and proceed south to accessible ramp.
- If above or below the ground floor, do the following:
  - Telephone Campus Safety at 416-978-2222 from your cell phone or the telephone located in each elevator lobby.
  - Identify yourself to the campus police dispatcher, state that the fire alarm in the OISE building is sounding and that you have difficulties using stairs and cannot leave your floor area. If you smell smoke, or are in immediate danger, inform the dispatcher.
- Provide your exact location - Floor and Room Number.
- Provide the Phone Number and extension you are calling from. Your information will be relayed to emergency response personnel who are on route or on scene.
- Remain by the phone and follow the instructions of the dispatcher. Toronto Fire Service will facilitate your evacuation IF your safety is compromised.
- If the conditions at your location deteriorate (any increased danger or hazard), call the dispatcher immediately with an update.
- The information you provide to the Campus Police is immediately relayed to all emergency personnel who are on route or on scene.

# POWER FAILURE

Most power failures on campus are of a short duration. During business hours, the OISE Space Planning & Management team will contact the Facilities and Services call centre, who will dispatch appropriate trades personnel to restore power. In rare cases, the power failure cause extends beyond the campus and it may require local and regional resources to restore power.

In the event of a campus power failure lasting more than an hour:

- Equip your work area with flashlights and fresh batteries to be used during a power failure.
- Notify Space Planning & Management at 416-978-0031 or OISE Security at 416-978-3636.
- Do not use the elevators until the power has been fully restored.
- In case you are advised to leave the building, please use the stairs to exit the building. If you need help, please call 416-978-2222 (Campus Safety) and or 416-978-3636 (OISE Security) for help.
- In case you are advised to leave the building, turn off your computer and other electrical appliances and use the stairs to exit the building. If you need help exiting the building safely, call OISE Security at 416-978-3636.
- Updates on power status in the building will be posted on OISE's website banner and be sent via the all-community e-mail listserv.



# GAS LEAKS & HAZARDOUS MATERIALS

## Gas Leaks or Smell of Gas:

- Immediately call Campus Safety 416-978-2222 and prepare to evacuate.
- Notify OISE Space Planning & Management at 416-978-0031 or OISE Security at 416-978-3636 when it is safe to do so.
- If you are using equipment with an open flame, ensure that you turn off the flame. Do not turn “on” or “off” any electrical devices such as wall light switches, computers, cell phones, laboratory equipment that might produce a spark and trigger an explosion.
- Pull the nearest fire alarm to notify other building occupants of the need to evacuate.
- Advise people in the affected area as you are evacuating.
- Evacuate to a safe location until the arrival of emergency personnel. There are three areas where community members can convene:
  - Bloor Bedford Parkette
  - North side of Bloor Street, west of the building
  - South side of Prince Arthur, east of the building

## Hazardous Materials:

- Immediately report to OISE Security at 416-978-3636 for any spill, leakage or accidental exposure of a chemical, biological or radioactive material.
- When reporting, be specific about the nature of the hazardous material, the amount involved if known, and the exact location of the incident.
- If properly equipped, trained and if it is safe to do so, contain the spill in order to limit its spread to other areas, the environment and nearby drains.
- Evacuate the area and prevent others from entering the area. Notify your supervisor or manager.
- If properly equipped and trained to do so, clean up small spills and properly dispose of the waste materials according to the classification of the hazardous material.
- Campus Safety will contact the necessary specialized response personnel and medical assistance if needed.
- Persons contaminated by exposure to the hazardous material must avoid contact with others; remain in the vicinity, and give their names to the Campus Safety and other emergency response personnel.
- Do not return to the evacuated area until you are told to do so by Campus Safety, an emergency warden or a member of the OISE Space Planning & Management staff.

# WEATHER ALERTS

## Campus Closures and Class Cancellations

In severe weather conditions on St. George campus, classes may be canceled by the Vice-President & Provost, and the Vice-President, People Strategy, Equity and Culture. For more information on this, please refer to the [Provost's website on the Cancellation of Classes and/or Closures Due to Adverse Weather](#).

Class cancellation and/or Campus closure information is communicated through numerous communication channels, which may include: e-mail, cell phone alerts, posted information, voice messaging, and media announcements. Campus status updates are available at <http://www.utoronto.ca/campus-status>

All registered students, faculty, and staff are already subscribed to receive emergency UTAAlert messages via e-mail. UTAAlert is only used on rare occasions, such as in the event of a crisis on campus. If you would like to receive these and other notices via text message, you can register at [utoronto.ca/alerts](http://utoronto.ca/alerts)

If you are planning a large outdoor event, please consult with Campus Safety and/or Spaces & Experiences for advice pertaining to the *Protocol for Large-Scale Outdoor Events and Severe Weather*.

# MEDICAL EMERGENCY

## procedures

### In cases of a critical injury or medical emergency:

- Before an emergency, familiarize yourself with the locations of first aid stations closest to you on page 12.
- Call 9-1-1 first. Then call OISE Security at 416-978-3636. Attend to the injury if you are trained to do so, and summon medical aid. During regular office hours, OISE staff trained as First Aid Attendants are available to assist with an injury. After hours, OISE Security staff are available. You can also reach Campus Safety by using any of the [St. George Campus's Emergency Phones](#).
- In the event of non-fire emergencies where immediate assistance is vital (like a medical emergency), activating the pull station will dispatch a security and fire department response to the area.
- Do not attempt to move the injured person unless their location places them in danger of further injury.
- Send a colleague to meet emergency responders at the building entrance and have them escort responders to the injury site. Alternatively, advise OISE Security who can have an elevator waiting on the ground floor and can escort emergency personnel to the scene.

### Reporting Requirements:

- In the event of any medical emergency, call 9-1-1 then OISE Security at 416-978-3636 so they can prepare for the arrival of emergency personnel.
- Accidents, occupational illnesses, and incidents which result in (or have the potential to result in) personal injury or property damage must be reported to the Office of Environmental Health and Safety as soon as possible. Please get in touch with the Office of the Chief Administrative Officer at [oisecao@utoronto.ca](mailto:oisecao@utoronto.ca) to report an incident.
- Accidents or occupational illnesses involving death, critical injury\*, lost time or health care by a medical practitioner for all employees (full or part time) must be reported to the Workplace Safety and Insurance Board (WSIB) Administrator, Health and Wellbeing Programs and Services, within 24 hours of the incident.
  - To report accidents/incidents involving employees, please refer to this website: <https://ehs.utoronto.ca/report-an-incident/online-accidentincident-eform-for-employees/>
  - To report accidents/incidents involving students, contractors, and visitors, please refer to this website: <https://ehs.utoronto.ca/report-an-incident/online-accidentincident-eform-for-employees/>

*\*According to the Occupational Health and Safety Act, a critical injury is an injury of a serious nature that: places life in jeopardy; produces unconsciousness; results in substantial loss of blood; involves the fracture of a leg or arm (but not a finger or toe); involves the amputation of a leg, arm, hand, or foot (but not a finger or toe); consists of burns to a major portion of the body, or causes the loss of sight in an eye.*

# MEDICAL EMERGENCY

## procedures

### Washroom Emergency

- When an individual triggers an emergency alert system in an accessible washroom to indicate that they require assistance, please go to the area.
- Attempt to make contact with the individual and ask if they require assistance (they may have triggered the alarm by accident).
- If possible, determine if the person is experiencing a medical emergency. If they are, call 9-1-1 first and then OISE Security at 416-978-3636. If the individual is not having a medical emergency but does require assistance, please call OISE Security at 416-978-3636 who will attend to the matter. If you can, inform the individual that you are making this call.
- If the person has fallen, determine if there is a caregiver or support person nearby who might assist. If not, work with the individual to determine how best you can support them. If they request physical assistance, call OISE Security and inform the dispatcher of the nature of the matter and the assistance being required. Any slips and falls should be reported to OISE Security who will, in turn, forward a report to appropriate officials at the University.
- Make sure that you do not enter the washroom without determining the need for doing so, and informing the individual of your actions and the reasons why.
- If you need to go into the washroom, go in with someone else and keep the individual informed of every step you are taking (For example, you can state 'I am opening the door now and will enter with a colleague to assist you'). Provide the individual with the option to express discomfort with the assistance you are providing and to express alternative options for support.
- If the person is unresponsive at any point, call 9-1-1, followed by OISE Security at 416-978-3636. Enter the washroom with a colleague to determine if you can provide first aid assistance.

### OISE First Aid Room:

- OISE has a First Aid room located on the concourse level (Room C-171) to address injuries incurred within the building.
- The room is fully stocked to meet the workplace safety regulation 1101 section 11 First Aid Room requirements.
- It is also equipped with a portable eye wash station.
- During an injury, a first-aider takes the portable (section 9 room requirements) first kit with her/him to the place of injury to assist.
- The First Aid room is to be inspected a minimum of every 3 months and restocked as required.

### Additional First Aid Kits:

- 12<sup>th</sup> Floor Dean's Office kitchenette, Room 12-109
- 5<sup>th</sup> Floor, Continuing & Professional Learning, Room 5-103

# BUILDING SECURITY

## and personal safety

For the security and safety of all staff and faculty at OISE, please observe the following practices:

- If you observe anyone in your proximity who is engaged in criminal behaviour and depending on the nature of the behaviour, immediately contact OISE Security at 416-978-3636 or 9-1-1.
- Be aware of OISE's and the University's emergency numbers and pre-program them into your mobile phone and Teams phone.
- Be aware of the locations of [Campus Emergency Phones located throughout the St. George Campus](#)
- Consider downloading the U of T Campus Safety App from the Apple or Google Play Store which gives you access to a number of tri-campus safety features and program, including Work Alone support, mobile Bluelight Response, and Live Chat with a Campus Safety Dispatcher. <https://apparmor.apparmor.com/clients/utoronto.ca/>
- Know where your closest emergency exits are located.
- Do not leave cash, wallets, computers, electronics or other valuables unsecured in your office, classroom, meeting room, or other public areas.
- Ensure that laptop computers in offices are locked away when you are absent.
- Ensure that office doors and lockable cabinets are locked at all times, even if you're stepping out for a few minutes.
- Do not leave keys in door locks or cabinets unattended. If possible, ensure that your door is locked or otherwise secured when you are not in your office. Do not lend your keys to others.
- Carry University of Toronto identification with you at all times.
- Ensure that the building main entrance door and areas that should be locked after hours are locked, remain locked and are not propped open. Do not let people follow you in when accessing a locked door.
- Faculty, staff, or students working at night who require an escort to their car, transit stop, or to travel between University buildings are invited to use the University's TravelSafer program or download the University of Toronto Campus Safety App. The number to call is: 416-978-SAFE (7233). Further information can be found at: <http://campussafety.utoronto.ca/travelsafer-2/>. OISE Security can also escort community members to their vehicles in the parking garage if requested.
- Faculty, staff or students working alone at night may avail themselves of the "Work Alone Program." The program is available via the UofT Campus Safety App or by calling Campus Safety at 416-978-2323 to register their location and contact number. Campus Safety will check-in with them on a regular schedule to make sure they are okay. For more information, refer to this website: <https://www.campussafety.utoronto.ca/work-alone>
  - You can also refer to Environmental Health and Safety's guideline for working alone: <https://ehs.utoronto.ca/wp-content/uploads/2021/01/Working-alone-guidelines.pdf>
- *Bicycle Policy: Bicycles that are illegally parked in corridors, foyers, stairways, and access ramps provided for the mobility impaired could pose a serious threat to life safety or the occupants of a building in the event of emergency evacuation due to a fire. Bicycles left in these areas represent a violation of the Ontario Fire Code, Article 2.7.1, which addresses obstructions in a means of egress.*
- Bicycles found in violation of this Article will either be removed, or will have one of the wheels locked to the frame by means of a University-owned security device. The owner will then be required to transport their disabled bike to the Campus Safety office at 21 Sussex Ave. to have the security device removed.
- Lock all items out-of-sight in your car or bring them with you while parked

# CIVIL DISTURBANCES

## and demonstrations

- The University is guided by [a commitment to the right of University members to communicate and to discuss and explore all ideas, and to engage in peaceful demonstrations](#). Forms of protest have been a force for progressive change at the University, as it has elsewhere, for generations.
- Peaceful protests are a form of free expression, and often are part of the corollary of the University's institutional purpose.
- Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-disruptive.
- If you see a demonstration beginning and have concerns for your safety or the safety of participants, if at the OISE building contact OISE Security at 416-978-3636 or if elsewhere on campus, contact Campus Safety (416-978-2222) when it is safe for you to do so.
- A demonstration should be allowed to proceed unless there is a threat of physical harm to persons, or a threat of damage to U of T property or facilities. If either of these threats are present, notify OISE Security or 416-978-3636 the Campus Safety dispatcher at 416-978-2222.

# CONCERNING BEHAVIOUR

## Concerns Regarding an Employee's Behaviour

- If you feel unsafe for yourself or others, contact OISE Security at 416-978-3636.
- If you feel safe, but have concerns relating to the individual's behaviour, contact your manager or your Human Resources representative. Following the incident, if you have long-term concerns, you may want to refer to the Community Safety Office (416-978-1485) or EFAP for support and resources. Your manager or Human Resources representative will also be able to help.

## Concerns Regarding a Student's Behaviour

- If you feel unsafe, contact OISE Security at 416-978-3636.
- If you feel safe, but have concerns relating to the individual's behaviour, contact your manager, or contact OISE Security.

## Concerns for a Staff Member in Difficulty

If a staff or faculty member approaches you with difficulties (whether they're medical, personal, financial, familial), there are resources at the University to help. If you are unsure of which service to refer the individual to, your Human Resources representative can assist you as a first point of contact.

- Human Resources
- Health and Well-being
- Community Safety Office
- Sexual and Gender Diversity Office
- Anti-Racism and Cultural Diversity Office
- Sexual Violence Prevention and Support Centre
- Employee Family Assistance Program
- Campus Safety

## Concerns for a Person in Crisis

If a person's problems are more extreme and immediate (for example, they're indicating intent to harm themselves), you should access urgent assistance. If you are dealing with an individual who is overwhelmed and could harm themselves, or is in an acute crisis situation that can't wait for a referral, you should call OISE Security at 416-978-3636 and they will attend, assess the situation, and help the individual access the appropriate support.

# CONCERNING BEHAVIOUR

## Threatening Calls, Emails, or Online Postings (including Bomb Threats)

Every threat, however it comes in, should be assessed by someone other than the person(s) receiving the threat. Do not try to guess whether the threat is real or a hoax. Threats rarely happen in isolation and security needs to know of even the vaguest of threats to people or property. Always report a threat to OISE Security at 416-978-3636.

If the threat is received by telephone:

- Write down what was said, in detail, as soon as possible.
- If it is a bomb threat, try to get as much information as possible, including information on:
  - The location of the bomb
  - The type of bomb
  - When it will explode
- Note any information about the speaker, including:
  - The deepness of the speaker's voice
  - Any distinctive characteristics about the speaker's voice
  - Any background noises (e.g. traffic, bell ringing, etc.)
- The decision to evacuate the area or building will be made by Campus Safety in consultation with Toronto Police Service.
- Record telephone call display information if shown.
- Call 9-1-1 and OISE Security at 416-978-3636 to report the threat.

If the threat is received by email or on social media:

- Call Campus Safety at 416-978-2222 or call 9-1-1 to report the threat.
- Do not erase any threatening messages received by email or online. Screen-capture threatening messages found on any media platform. Do not forward the message to anyone, as the original email properties are vital in identifying the sender. Inform Campus Safety.

*Please report any threatening or criminal behavior immediately.*

*If you are unsure whether to report something, please err on the side of caution and contact Campus Safety.*



# CONCERNING BEHAVIOUR

## Individual Threatening Criminal Behaviour

- Call OISE Security at 416-978-3636 or 9-1-1.
- Be prepared to state the reason for the call, give your name, your telephone number, your location (including the building's street address, the room number), and any other areas involved. Provide information on the description and the current location of the person(s) of concern. Do not engage with the individual.
- Remain on the phone with the dispatcher until they have hung up.
- If necessary, remain in or go to a safe location, and lock or barricade the door in your area involved until Emergency Responders arrive.

## Active Attack

- Be aware of your environment, know your exits, assess the situation and react quickly.
- **Get Out:** remove yourself from any location of immediate danger.
  - If you are in a building, assess the situation and determine if it is safe to leave. If so, get out.
  - Leave your belongings behind. Evacuate regardless of whether others follow.
  - Warn others from entering the building. Keep your hands visible so that emergency responders will be able to see that you don't have a weapon.
  - Call 9-1-1 when you are safe and then contact OISE Security at 416-978-3636.
- **Hide:** if you cannot get out, or do not know the location of the aggressor, hide in an area that can be locked or barricaded.
  - turn off the lights
  - silence your phone
  - stay low to the floor.
- **Defend:** as a last resort, fight to disorient the assailant in order to get away.

# SEXUAL VIOLENCE

## and sexual harassment

- The University of Toronto Sexual Violence Prevention and Support Centre (“the Centre”) is responsible for receiving reports of incidents of sexual violence and sexual harassment involving a member of the University Community in a non-emergency situation.
- The Centre’s St. George location is at Gerstein Science Information Centre (Gerstein Library), Suite B139, and can be reached at 416-978-2266. For more information about the Centre and the services it provides, please refer to their website: <https://www.svpscentre.utoronto.ca/>
- In an emergency, 9-1-1 should be the first point of contact. In the case of an emergency, sexual violence can be reported to Campus Safety at 416-978-2222, which is in turn required to inform the Centre as well as municipal police services.

# ACCESSING SUPPORT AND PRIORITIZING YOUR WELLNESS

Dealing with emergencies (like many of the circumstances listed in this document) is challenging at the best of times. It's normal and healthy to need support during and after an emergency event.

If you think you might encounter these types of emergencies as part of your work, you can access resources and strategies for dealing with significant stressors. Examples of resources include:

- A confidential discussion with a trusted friend or colleague;
- A discussion with your family doctor;
- [The Centre for Mindfulness Studies website](#) and [mobile app](#);
- Dr. Kristen Neff's [Guided Practices and Exercises on Self-Compassion](#); and
- University supports like:
  - the Employee and Family Assistance Program;
  - your manager or divisional HR officer; and
  - the Family Care Office

Regardless of how you choose to access supports, it's important to prioritize your own wellness throughout any challenging work event

# EMERGENCY PLANNING

- Departments and Units should regularly review and discuss Emergency Response and Evacuation plans for their specific area.
- Emergency planning materials must be included in all orientation materials for all faculty, students and staff, and information binders for any conferences/events organizers.
- Presentations should be made at unit about OISE planning and procedures at least once a year.
- Emergency and warden training sessions are held at least once annually, normally during summer.
- Teaching staff should discuss emergency situations with their students at the beginning of each academic term guided by this document.
- People who organize conference or meeting organizers who arrange workshops within the OISE building should also plan and discuss emergency and evacuation procedures with conference /meeting attendees at the outset of the session using this document as a guide.
- Supervisors are defined by law under the Occupational Health and Safety Act as having certain responsibilities for the health and safety of the employees that report to them.
- Supervisors should therefore be aware of these responsibilities as stated in this Guideline, and take appropriate actions with respect to knowledge, awareness, work methods and procedures, and training of their staff.
- Supervisors also are held responsible for the various aspects of accident and incident reporting

# JOINT HEALTH & SAFETY COMMITTEE (JHSC)

The University of Toronto as an employer is required by law to establish and maintain joint health and safety committees to deal with health and safety issues concerning employees in all bargaining units and other employee groups in University workplaces.

At OISE, we have a very active Committee with representation from most of our employee groups. The Committee has a Worker Co-Chair and Management Co-Chair, and meets four times per year.

The JHSC discusses issues, current topics, or items of concern related to health and safety. As well, the JHSC members regularly inspect the workplace at 252 Bloor Street West, 371 Bloor Street West, 45 Walmer Road, and 56 Spadina Road to identify any areas of risk with respect to health a safety of the occupants, and to ensure a continued safe environment. The JHSC also reviews health and safety concerns, and investigates accidents / incidents in these buildings, supported by resource personnel from OISE Space Planning & Management, central Environmental Health and Safety, and Facilities and Services.