KEY PHONE NUMBERS

EMERGENCY NUMBERS

FIRE, POLICE, AMBULANCE  
9-911

University of Toronto Police  
9-416-978-2222
8-2222

Building Emergency Maintenance (normal hours)  
8-0031
After hours  
8-3000

NON-EMERGENCY NUMBERS

University of Toronto Police  
9-416-978-2323
8-2323

OISE Security  
9-416-978-3636
8-3636

WalkSmart Program  
9-978-7233
8-7233

AVAILABILITY OF TELEPHONES

During normal business hours, offices are generally occupied and, in case of emergency, telephones may be used to contact emergency services.

Pay phones are located on the 5th, 4th, 3rd, 2nd, Ground, and Concourse levels.

Emergency calls to 911 from pay phones in the building are free and do not require coins.

There are “house” telephones in the elevator lobbies on floors 2 through 12.

These phones may be used for U of T internal calls only.

For emergencies ONLY, dial 8-2222 to connect to the U of T Police.
FIRE OR OTHER EMERGENCY EVACUATION PROCEDURES

If you discover a fire:
1. DO NOT attempt to extinguish a fire by yourself. Have someone else stand by with another extinguisher.
2. DO NOT use the fire hoses.
3. Vacate the fire area immediately and close door behind you.
4. Activate nearest wall mounted fire alarm.
5. Proceed to the NEAREST exit and evacuate the building.
6. DO NOT USE ELEVATORS.
7. Report the fire to the Fire Department 9-911 and the University Emergency Control Centre 9-416-978-2222 or 8-2222.

When the fire alarm horns sound:
1. Proceed to the NEAREST fire exit.
2. Evacuate the building quickly and completely.
3. DO NOT use elevators.
4. DO NOT carry food or drink into the stair wells.
5. DO NOT gather in the building lobby or obstruct the exit path.
6. Proceed to a safe location away from the building.
7. DO NOT re-enter the building until the alarm stops.

PARKING GARAGE AND BEDFORD AVENUE LOT
There are emergency assistance (red) push buttons located throughout all levels of the Parking Garage which will connect you directly to the U of T Police.

There is a code blue station (tall red pole with bright blue light) located near the entrance to the Bedford Avenue parking lot, close to the north-west corner of the Faculty of Social Work building. In case of emergency, pushing the button will connect you directly to the U of T Police, and is available 24/7.

OTHER EMERGENCIES
1. Remove yourself and others to safety.
2. Contact Fire, Police, Ambulance at 9-911.
3. Contact Campus Police (the University Emergency Control Centre) at 8-2222.
4. Administer First Aid if it is safe to do so and you are trained in First Aid administration.
5. Stay with the individual if you can, and have someone contact OISE Security to secure an elevator for emergency responders.
6. Along with OISE Security, have someone wait at the building entrance to direct emergency responders to the site of the emergency.
NOTE: If you smell smoke or detect fumes of undetermined origin, report this immediately to the University Emergency Control Centre 9-416-978-2222 (8-2222) or OISE Security 9- 416-978-3636 (8-3636).
EVACUATION PROCEDURES FOR INDIVIDUALS WITH A
PERMANENT OR TEMPORARY MOBILITY IMPAIRMENT

WHEN THE FIRE ALARM HORNS SOUND, DO THE FOLLOWING:
1. If on the ground floor, exit by wheelchair ramp via the west exit next to the revolving door.
2. If above or below the ground floor:
   a. Telephone the University Emergency Control Centre 8-2222 or 9-416-978-2222, or OISE Security 8-3636 or 9-416-978-3636.
   b. Give your exact location - Floor and Room Number.
   c. Give the Phone Number you are calling from.
   d. Remain by the phone.
      Follow the instructions of the dispatcher.
      Police and Security have radio contact with officers at the scene, and will call you if there
      are any problems that may affect your safety.

NOTE: The Toronto Fire Department, Toronto Police and Ambulance Service, all respond within
2-3 minutes of an alarm.

The information you provide to the Emergency Control Centre is immediately relayed to all
emergency personnel arriving at the scene.

Fire fighters will assist in your safe removal if circumstances warrant your evacuation.

ACCESSIBILITY

Building Access
1. 252 Bloor Street is accessible via a wheelchair ramp on the west entrance off
   Bloor Street. A sign marks the location of the ramp.
2. 371 Bloor Street (UTS) has an elevator accessible from the street providing
   access to the basement level, where a transfer to the main elevator can take
   place. Access to this elevator requires card-access from the street level and a
   separate key for the elevator operation. Please contact the Assistant to the CAO
   for further information. Note the individuals in a wheelchair need to be
   accompanied by a companion for the operation of the elevator.

Barrier-Free Washrooms
Fully accessible, barrier-free washrooms are located in the Education
Commons Ground Floor Library (open Library hours only) and on the 5th Floor
Lobby. Washrooms are equipped with panic bars and “Assistance Required”
alarms.

Parking
Designated Accessible Parking stalls and self-pay machines are located on the
P1 Level.
LOCKDOWN PROCEDURES AT 371 BLOOR STREET WEST

GENERAL INFORMATION

THIS PROCEDURE APPLIES TO ALL OISE STAFF AND STUDENTS USING THE CLASSROOMS, OFFICES OR OTHER FACILITIES AT 371 BLOOR STREET WEST (UNIVERSITY OF TORONTO SCHOOLS).

A lockdown is an emergency situation, which prevents the evacuation of the school building and takes steps to isolate students and staff from danger by requiring everyone to remain in the building. Since the facility at 371 Bloor Street West is also used as a high school, we need to be aware of what to do in the event that a lockdown is called.

Lockdowns may be called by the UTS Principal, a Vice-Principal in the absence of the Principal, or by the police. They may be called for reasons ranging from an imminent building threat to a national emergency. The threat may be internal – in the building – or external to the school.

Should the signal to lockdown come without warning, assume it is a real situation.

UPON HEARING THE SIGNAL INDICATING A LOCKDOWN SITUATION

1. The signal for a lockdown will be a "siren" as distinguished from "fire bells". The signal is a steady warbling siren for approximately 3 minutes.

2. OISE students or staff-members that are in their regular classroom at the time of lockdown should remain in the classroom with the door locked.

3. OISE students that are not in class at the time of the lockdown should report immediately to their classroom, and identify themselves to the instructor in order to gain entry. Students or staff WILL NOT be admitted into UTS classrooms or UTS Safe Zones.

4. All OISE staff members who have a class in session or who have students awaiting the start of class should go immediately to the classroom.

5. OISE staff working in their offices should remain in their offices.

6. Staff or students trying to gain entry to 371 Bloor Street West may see a sign posted on the perimeter doors indicating that the building is in lockdown. If this is the case, please return immediately to OISE at 252 Bloor Street West and await further instructions.
ONCE SECURE IN THE CLASSROOM
1. Instructors should lock the door and remain close to the door to let in students or other OISE staff caught in the halls.
2. Each person should be asked to identify him or herself by name. For this reason, it is prudent for staff and students to carry University of Toronto photo identification at all times. Instructors should also carry up-to-date class lists at all times.
3. No one leaves until the “ALL CLEAR” sounds.
4. Instructors should direct students to move so that they are out-of-sight and away from windows or other glass.
5. The room lights should be turned off.
6. Students and staff must remain quiet, turn off their cell phones and put these on the desk or floor in front of them. No radios, TVs, iPODs or Personal Computers (with wireless activation) may be used. [Police warn that these devices may be used to trigger bombs or indicate the presence of students/staff].
7. Instructors should take attendance, recording names of those missing and those who would not normally be in the room.

ALL CLEAR

The ALL CLEAR is a steady siren blast lasting 30 seconds that will signal the end of a lockdown situation and return to a safe environment. Individuals may either stay in the room to resume planned activities, or may leave the room or building as directed by the instructor.

LOCKDOWN DRILLS
At times, the school will be running lockdown drills. Staff may or may not be advised that a drill is being performed. The signal for a lockdown will be a "siren" as distinguished from "fire bells". The signal is a steady warbling siren for approximately 3 minutes. Assume that the situation is REAL unless advised officially in advance that a drill is planned.

If the instructor knows that this is a drill, he/she should tell students the following:
1. This is a lockdown drill.
2. We are practicing for an emergency situation as we do with fire drills.
3. No one may leave.
4. We must try to remain silent and out of sight for the duration of the drill.
5. You may work if you wish.
EMERGENCY PLANNING

Departments and Units should regularly review and discuss emergency response and evacuation plans for their specific area.

Teaching staff should also discuss these points with their students.

Conference or meeting organizers who arrange workshops or other events within the OISE building should also plan and discuss emergency and evacuation procedures with conference / meeting attendees at the outset of the session.

The following items should be considered in preparing for an evacuation:
1. Familiarize yourself with the location of the NEAREST fire alarm pull-station and exit stairwells to be used in the event of a fire or other emergency.
2. Make sure that you are aware of the location of these two items as you move around the different areas of the building or in other buildings.
3. Keep aisles and hallways clear and unobstructed by furniture, garbage or other objects. These paths, as well as exit doorways, must remain clear to allow unobstructed exiting in the event of an emergency.
4. Do not use the north and south stairwells except during an evacuation. The doors to the floors are locked and you will not be able to get out to an intermediate floor unless you descend to the bottom.
5. Be aware of any individual with a permanent or temporary disability who may require assistance in the event of an evacuation. If moderate assistance (i.e. lean on support or carry books) is not practical, see section “EVACUATION PROCEDURES FOR INDIVIDUALS WITH A PERMANENT OR TEMPORARY MOBILITY IMPAIRMENT”.

Note: - it is not recommended that individuals in wheelchairs be carried down stairs.

RESPONSIBILITY OF SUPERVISORS
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, 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.
ACCIDENT REPORTING

The complete University of Toronto Accident Reporting Procedure can be found at http://www.ehs.utoronto.ca/resources/wcbproc.htm.

Below is a summary of the key items, as well as providing specific communication protocols for within OISE.

1. All accidents, injuries, illnesses or property damage that occur on University of Toronto property or occur during the performance of employees’ duties MUST be reported.

2. Supervisors are responsible for initiating reports for employees, students and visitors.

3. Accidents or injuries to employees (full-time or part-time) must be reported to the Workplace Safety and Insurance Board (WSIB) administrator within 24 hours of the incident.

4. Supervisors are to complete the Accident/Incident/Occupational Disease Report form and FAX the form to 9-416-971-3052, with a copy hand-delivered to OISE - Office of the CAO (8-156) or faxed to 9-416-926-4739.

5. For accidents or incidents relating to students and visitors, supervisors are to complete the Risk Management and Insurance Report, and FAX the form to 9-416-971-3061 (Office of Risk Management) with a copy hand-delivered to the Office of the CAO (8-156) or faxed to 9-416-926-4739.

DEATH or CRITICAL INJURY

Any incident resulting in a death or critical injury (significant and serious injury) requires the immediate contact and reporting of incident to the Ministry of Labour.

Attend to the injury first and summon medical aid (Police, Ambulance, U of T Police).

DO NOT DISTURB the incident scene, as the scene must remain intact for a potential investigation.

If the incident occurs during normal business hours, contact the CAO at 416-978-7779, the Assistant to the CAO at 416-978-8906 or the HR Manager, PFN at 416-978-1313. Otherwise or after-hours contact OISE Security and request to contact the CAO or CAO designate IMMEDIATELY for consultation on next steps.

The attending U of T Police may assess the incident, and proceed with the appropriate emergency response steps as outlined in the Environmental Health & Safety (EH&S) Accident Reporting Procedure.
The JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (JOHSC)

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 including representatives from the Department of Sociology, Division of Arts and Science, and the University of Toronto Schools.

The Committee has a Worker Co-Chair and Management Co-Chair and meets 5 times per year.

The JOHSC discusses issues, current topics or items of concern related to health and safety. As well, the JOHSC 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 and safety of the occupants, and to ensure a continued safe environment. The JOHSC also reviews health and safety concerns or investigates accidents / incidents in these buildings, supported by resource personnel from OISE Operations and Services, central Environmental Health and Safety, and Facilities and Services.

A list of JOHSC members can be found on the UofT-EHS site at http://www.ehs.utoronto.ca/committees/HSCComm/oi.htm.

The Terms of Reference for the JOHSC can be found at http://www.oise.utoronto.ca/os/termsOfReference_2003.htm.
BUILDING SECURITY AND PERSONAL SAFETY

Security personnel contracted by OISE regularly patrol the OISE building floors and can be contacted for assistance.

The security officers conduct after-hours building patrols and check all doors that should be locked.

If a door is found to be unlocked or unsecured in any way, the door will be locked by security personnel and a notification will be left in the doorway advising occupants of the security risk.

For the security and safety of all members of the OISE community, observe the following practices:
1. If you observe anyone in the building or on your floor who is acting suspiciously or who may not have legitimate presence in the building, immediately contact OISE security 8-3636 or call U of T Police 8-2222.

2. In case of emergency, dial 9-911 for assistance and report the incident to campus police at 8-2222.

3. Do not leave cash, wallets, computers, electronics or other valuables unsecured in your office, classroom, washroom, meeting room, Library or other public areas.

4. Ensure that laptop computers in offices are locked away when you are absent.

5. Ensure that office doors and lockable cabinets, etc. are locked at all times.

6. Do not leave keys in door locks or cabinets unattended.

7. Do not lend your keys to others.

8. Ensure that department main doors and areas that should be locked after hours are locked, remain locked and are not “propped” open.

9. Ensure that electronic data is regularly backed up, and store any backup media in a physically separate and secure location.

10. The University has recommended that laptops be fitted with a locking device and a STOP theft-deterrent sticker. More information on the STOP sticker can be found at http://www.campuspolice.utoronto.ca/Assets/Attachments/STOP.pdf. If you have an OISE-supported laptop, contact the Education Commons via the Client Care Portal to receive additional information on these security enhancements.
11. Do not leave packages, briefcases, knapsacks, laptop cases, etc. on the seats of your car when parked.

12. Lock items out-of-sight in your trunk or better still, take them with you.

13. Staff or students working at night who require an escort to their car, transit stop or to travel between University buildings are invited to utilize the University’s WalkSmart program. The number to call is: **416-978-SAFE (7233)**. Further information can be found at [http://www.campuspolice.utoronto.ca/Asset226.aspx?method=1](http://www.campuspolice.utoronto.ca/Asset226.aspx?method=1).

   Note: there are time-of-year, day/date and time limitations for this service.

14. Staff or students working alone at night at OISE or other U of T buildings may avail themselves of the “Working Alone Service”. Staff or students register by calling the U of T police at 416-978-2323, registration their location and contact number, and periodically check-in with security.

15. Use the sign-in and sign-out procedures when entering or leaving the building after hours and on weekends.

16. Carry University of Toronto identification with you at all times.

17. All trades, service and delivery personnel should first report to the Building Operations and Services office on the concourse level when entering the building to sign in.