QUICK REFERENCE SUMMARY
SAFETY and EMERGENCY RESPONSE
at OISE

EMERGENCY NUMBERS

- (9) 911 -- POLICE / FIRE / AMBULANCE
- 416-978-2222 or (8) 2222 -- U of T CAMPUS POLICE
- 416-978-3000 – After-hours building emergency

EMERGENCY PLANNING

- Familiarize yourself with the location of NEAREST exit stairs
- Familiarize yourself with the location of FIRE PULL stations
- Identify any mobility issues or others needing help
- Keep aisles, hallways and doorways clear at all times.

ALARM

- Evacuate
- Assume there is a real emergency
- Use nearest stairs / DO NOT USE ELEVATORS
- Exit the building entirely – stay away from the building
- Do not reenter the building
- Wait for signal from UofT responder before re-entering the building

PARKING GARAGE / PARKING LOT

- Red Emergency buttons in parking garage
- Emergency button on red pole / blue light in Bedford St. Parking Lot

ANY STUDENTS at 371 Bloor Street or ICS (Walmer Road)

- Familiarize yourself with Lockdown procedures

ACCIDENTS

- Need to report all accidents or incidents to OISE security

ACCESSIBILITY

- Accessible washrooms in Library and on 5th Floor
- Accessible Parking spaces on P1, with accessible Pay Parking station.

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BUILDING SECURITY and PERSONAL SAFETY

1. In case of emergency, dial (9) 911 for assistance and report the incident to campus police at 416-978-2222 OR (8) 2222.

2. 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 at 416-978-3636 or (8) 3636 or call U of T Police at 416-978-2222 or (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. There is a modest charge for this service. More information on the STOP sticker can be found at http://www.campuspolice.utoronto.ca/Assets/Attachments/STOP.pdf

11. Do not leave packages, briefcases, knapsacks, laptop cases, etc. on the seats of your car when parked. Lock items out-of-sight in your trunk or better still, take them with you.

12. Staff or students working at night can utilize the University’s Working Alone Service. Register by calling 416-978-2323, give your location and you will be contacted periodically.

13. Staff or students who require an escort to their car, transit stop or to travel between University buildings are invited to utilize the University’s WalkSmart program. Further information can be found at http://www.campuspolice.utoronto.ca/Asset226.aspx?Method=1.

   Note: there are time and day/date limitations for this service.

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

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

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