



FACTOR-INWENTASH
FACULTY OF SOCIAL WORK
UNIVERSITY OF TORONTO

GENERAL EMERGENCY INSTRUCTIONS

SAFETY & SECURITY – Quick Reference Guide:

9-1-1 – POLICE / FIRE / AMBULANCE

416-978-2222 or (8) 2222 – U of T CAMPUS POLICE

416-978-1485 – COMMUNITY SAFETY OFFICE (tri-campus)

416-978-2266 – SEXUAL VIOLENCE PREVENTION & SUPPORT CENTRE

416-978-7233 – WALKSAFE PROGRAM

246 Bloor St. W. – Press the “PUSH FOR HELP” button on the Emergency Call Box located by the stairwells on each floor to reach Campus Police.

UTAlert Messages – UTAlert will automatically send out emergency messages to all registered students, faculty and staff. To receive **weather alerts and class cancellations** via text or through other non-official cancellations or closures, you must personally sign up for outreach notifications at <http://alert.utoronto.ca>.

Fire and Evacuation Procedures at FIFSW

- Pull the fire alarm (located by the stairwells) if not activated, which will notify Campus Police, and evacuate to a safe location away from the building.
- If nearest stairs become unusable, exit the stairwell you are in, and use the other set of stairs on the floor as an alternative exit. **Do not use elevators.**
- Close all doors upon exiting the building to help prevent the fire from spreading.
- Wait for U of T responder to signal before re-entering the building.

Evacuation Plan for Individuals with Difficulties Using Stairs at FIFSW

- If you have difficulty using stairs, call Campus Police or press the “Push for Help” button on the Emergency Call Box, located on each floor by the stairs, and provide them with your name, a call back number and exact location.

Elevator Entrapment

- If trapped in an elevator, press the phone symbol (PH) emergency button to connect with Campus Police.
- Do not force open the elevator door.
- Do not exit from the elevator if it is not at the floor level. Wait for emergency responders to assist.

Power Failure

- Call Facilities and Services at 416-978-3000 to dispatch Engineering staff.
- Do not use the elevators. Turn off computers and electrical appliances.

Armed Assailant on Campus

- Run: 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. Keep your hands visible. Call 9-1-1 when you are safe.
- Hide: if you cannot flee, or do not know the location of the shooter, hide in an area that can be locked or barricaded, turn off the lights, silence your phone and stay close to the floor.
- Fight: 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. This applies to events that occurred on campus, off campus or using social media or other electronic media.
- The St. George campus location is 702 Spadina Avenue.
- In an emergency, Campus Police or 9-1-1 should be the first point of contact.

Threatening Calls (including bomb threats), Emails or Online Postings

- Write down as much information as you can when you receive a threatening call.
- Obtain telephone number from call display. Inform Campus Police.
- Do not erase threatening messages received via email. Screen-capture threatening messages found on any media platform. Inform Campus Police.

Medical Emergency/First Aid at the FIFSW

- Give any necessary first aid to the injured person only if you are able to do so until help arrives. Do not attempt to move the injured person unless in danger of further injury.
- In the case of a potentially critical injury, call Campus Police (or press the “PUSH FOR HELP” button on the Emergency Call Box, located by the stairs on each floor.
- Alert the Main Office staff so they can locate a first aider, provide a first aid kit if needed and contact a next of kin.
- Ensure someone meets EMS at building entrance and escorts them to the injury site.

First Aid Stations at FIFSW

- General Office on the second floor, room 250.
- 4th Floor Kitchenette, room 442.
- 5th Floor Kitchenette, room 544.
- Nearest automated external defibrillator is located at the St. George subway station, Bedford Street exit, down the stairs, on the right before the turnstiles.

Building Security and Personal Safety

- Do not leave personal valuables unsecured in a classroom/office/public area.
- Carry University of Toronto identification with you at all times.
- Ensure the building main entrance door is not propped open after the building is locked.
- Do not leave bicycles parked in corridors, foyers, or stairways.