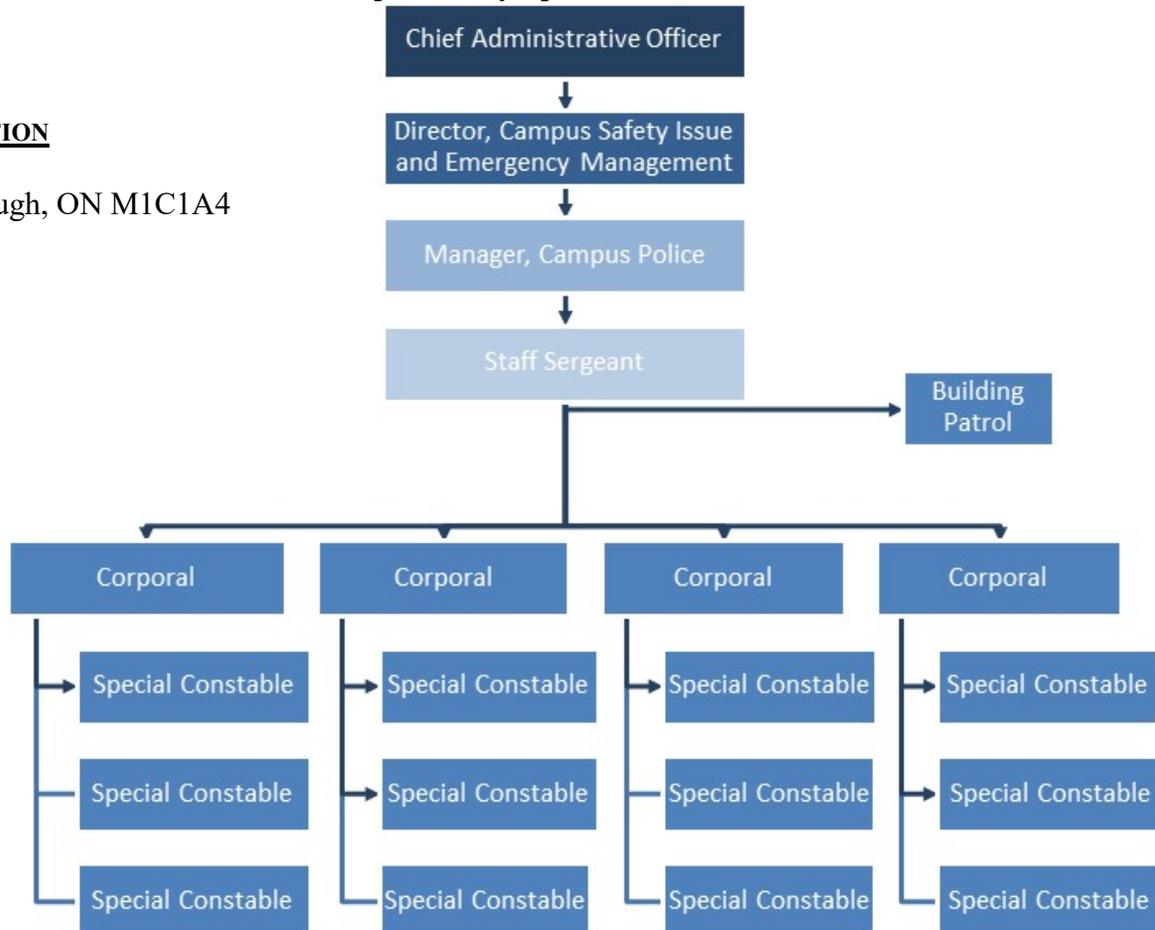


This Personal Preparedness Guide was adapted and produced by the Office of Campus Safety for the University of Toronto Scarborough. Additional copies are available from the Campus Safety Office.

UTSC Campus Safety Special Constable Service



UTSC CAMPUS SAFETY CONTACT INFORMATION

Location: SW-304, 1265 Military Trail, Scarborough, ON M1C1A4

Phone Numbers:

- **General Inquiries:** 416-287-7398
- **Emergency** 416-978-2222

Website:

<https://www.utsc.utoronto.ca/police/>

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UTSC EMERGENCY RESPONSE TEAM



The UTSC Emergency Response Team manages all incidents and emergencies impacting our campus. Emergency Response will be coordinated to resolve the incident and restore order quickly and effectively.

These Emergency Response Guidelines are based on the protocols of Provincial, Regional and Municipal Emergency Plans to provide a brief overview of the procedures to be adhered to in the event of an emergency or serious incident on campus.

All incidents and emergencies shall be reported to Campus Safety immediately at 416-978-2222 in order to minimize risk and injury to students, faculty, staff and visitors. All University phones should have the emergency number clearly displayed on the phone.

PREPAREDNESS...IT'S EVERYBODY'S BUSINESS

MASS NOTIFICATION SYSTEM (MNS)

UTSC is equipped with a Mass Notification System (MNS) throughout its buildings and surrounding outdoor areas. The MNS is a public announcement system that utilizes speakers to deliver instructions from Emergency Personnel to faculty, staff and students during emergency incidents.

Audible announcements will be preceded by three tones, and the message will be repeated 3 times. All faculty, staff, and students have the responsibility to listen and follow the instructions on the Mass Notification System (MNS) and from Emergency Personnel.

CELL PHONE USAGE

During an emergency, it is ESSENTIAL that students, staff and faculty not call, text message, or use Instant Messaging on their cellular telephones. Use of your phone may jam transmission towers preventing us from getting vital information to you and to other Emergency Service Personnel. Further, the ringing of your phone may direct a threat to your location. All cell phones **MUST** be put on vibrate or silenced so as not to give away your location.

ACTIVE THREAT

In the event that an active threat enters your classroom or office, immediately call Campus Safety.

If you witness someone with a gun or other weapon, call 911.

WHAT TO DO

- **Get out of the area:** If you hear something that could be gunshots, don't wait. Leave the area if you believe it is safe to do so.
- **Hide:** If you cannot safely leave the area, you must take cover, using office furniture or other objects to prevent doors from opening. Turn off the lights. Remain quiet.
- **Fight:** As a last resort, you may need to protect yourself. Look for items in your area that could assist you in fending off an attacker.
- **Police:** Do not run towards police, wait for direction and clarification.

DO NOT ACTIVATE THE FIRE ALARM

BUILDING LOCKDOWN

A lockdown will be called when an active threat is reported and will only be called by a member of the Emergency Management Team after serious consideration.

IN A BUILDING, CLASSROOM OR OFFICE

- Secure or barricade the door. Cover all window openings.
- Account for everyone in the classroom or office.
- Shut off all audio/visual equipment and turn off the lights.
- Lie on the floor away from windows and doors. Remain quiet. Turn your phone ringer off.
- Contact Campus Safety and provide location and information.

DO NOT PERMIT ENTRY into any room once the door has been secured.

DO NOT OPEN THE DOOR, even if the identity of the person seeking entry is known to you, unless by prearranged code or unless directed by Campus Safety Special Constables, the Assistant Director of Campus Safety, or a member of the Toronto Police Service. (It may be a hostage situation and the attacker is trying to get you to open the door or leave your place of safety.)

DO NOT ATTEMPT TO LEAVE the classroom or office, until directed to do so.

C. Close and secure doors and cover all windows

A. Account for all in the room

L. Lights and A/V equipment must be turned off

L. Lie on the floor, remain quiet

OUTSIDE LOCATION

- If the location of the attacker is known to be in another area and it is safe to do so, evacuate the area assisting students, staff and others to escape, advising others as you go.
- If location of attacker is not known, assist students, staff and others to seek shelter in the immediate area.
- Account for everyone in your area.
- Lie on the ground, remain quiet and calm.
- Follow the directions given by Campus Safety Special Constables, the Assistant Director of Campus Safety and the Toronto Police Service.

SECURE AND HOLD

A Secure and Hold (where everyone stays indoors during an incident or emergency when hazards may exist in the immediate area) may occur during the critical stage of an incident to determine the seriousness and impact. Examples of Secure and Hold situations may be:

- Potential chemical/radiological hazardous material threat
- Extreme weather event (tornado, blizzard, flooding)
- Medical emergency (to expedite care for a victim)

Precautions may include turning off air conditioners and ventilation systems, closing windows and doors.

HOSTAGE SITUATIONS

Campus Safety Special Constables, the Assistant Director of Campus Safety, and the Emergency Response Team coordinator are responsible for establishing communication with the Toronto Police Service, which has authority in governing shooting and hostage incidents.

IF YOU BECOME AWARE OF A HOSTAGE-TAKING SITUATION:

- If it is safe, exit the building immediately and walk in a direction away from the hostage taker.
- Notify anyone you may encounter as you go, to exit the building immediately.
- Notify Campus Safety.

IF YOU CAN'T LEAVE:

- Go to the nearest room or office, close and secure the door and/or barricade the door if possible.
- Cover any glass panels in the door and windows if possible.
- Go to the furthest point away from the door or windows.
- Keep quiet and act as if no one is in the room, stay close to the floor. Turn your cell phone ringer off.
- DO NOT respond to requests to open the door until and unless you are sure that it is the Police outside.
- Notify Campus Safety if there is a phone in the room and provide the following information:
 - Your name and location;
 - Identification and or description of the hostage-taker(s);
 - Wait for Toronto Police Service or Campus Safety Special Constables to assist you out of the building.

IF YOU ARE UNABLE TO SAFELY ESCAPE OR HIDE, CONSIDER THE FOLLOWING:

- Be patient, remain calm. Remember, the hostage-taker may be emotionally unstable.
- Call 911. Do not hang up the phone unless ordered to do so by the hostage-taker.
- Don't speak unless spoken to. Remain calm.
- Attempt to establish a rapport. Use first names to humanize both you and the others.
- DO NOT invade the hostage-taker's personal space or challenge the hostage-taker.
- DO NOT accept the weapon if offered, ask that it be laid down.

BOMB THREATS

All bomb threats are a breach of the Criminal Code. The disruption caused by hoaxes creates great concern to those involved. In addition, hoaxes cause disruption of services provided by local police, fire, and paramedic service, and places others in the community at risk.

All procedures to deal with such threats must be tempered with the need to protect all members of the University community, and the need to maintain normal day-to-day academic activities.

If the threat is received by:

PHONE

- *Listen and Remain calm*
- *Do not interrupt the caller*
- *Obtain and record information*

NOTE, FAX, E-MAIL

- *Do not handle note*
- *Do not delete e-mail*
- *Do not use a fax machine*
- *Notify Campus Safety*

IN PERSON

- *Remain calm, comply with the person's demands*
- *If possible, notify Campus Safety without antagonizing the person*
- *Develop a good description of the person*

SUSPICIOUS PACKAGE

- *Do not touch package*
- *Clear immediate area*
- *Do not use portable radios or cell phones*
- *Notify Campus Safety*

Bomb Threat Check List: What to do if you receive a bomb threat by phone

1. Listen, remain calm and courteous. Do not interrupt the caller.
2. Obtain as much information as you can. Ask the following questions:

<p>When is the bomb going to explode? _____</p> <p>Where is it right now? _____</p> <p>What does it look like? _____</p> <p>What kind of bomb is it? _____</p> <p>What will cause it to explode? _____</p> <p>Did you place the bomb? _____</p> <p>Why? _____</p> <p>What is your address? _____</p> <p>What is your name? _____</p>	<p>Exact wording of the threat: _____</p> <p>_____</p> <p>_____</p> <p>Sex of caller: Male _____ Female _____ Age _____</p> <p>Accent/ethnicity? _____</p> <p>Length of call: _____</p> <p>Number at which call is received: _____</p> <p>Name of person who answered the phone: _____</p> <p>Time: _____ Date: _____</p>
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Note identifying characteristics, if possible:

<p>Caller's voice:</p> <p>Calm Loud Laughter Crying Normal</p> <p>Angry Distinct Slurred Nasal Stutter</p> <p>Excited Lisp Fast Familiar Ragged/Raspy</p> <p>Slow Clearing throat Deep breathing</p> <p>Soft Cracked voice Disguised Accent Deep</p>	<p>Threat Language:</p> <p>Well spoken (Educated)</p> <p>Foul language</p> <p>Taped message</p> <p>Message read by threat maker</p> <p>Irrational</p>	<p>Background Sounds:</p> <p>Street noises House noises Motors</p> <p>Animal noises Factory machinery Static Office machinery</p> <p>Clear PA system Local noise</p> <p>Voices in background</p> <p>Music in background</p>
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3. Relay the information immediately to Campus Safety at 416-978-2222.
4. Write down everything you can remember about the call while it is fresh in your mind.

EVACUATION

TOTAL EVACUATION

A total evacuation will be used when an orderly and safe evacuation of a building, buildings or the campus is required.

When it is necessary to totally evacuate a building, buildings or the campus, students, faculty, staff and visitors are to follow the direction of Campus Safety Special Constables, the Assistant Director of Campus Safety, Emergency Response Team members, or Emergency Services personnel if they are on-scene. **LISTEN TO DIRECTIONS GIVEN ON THE MASS NOTIFICATION SYSTEM (MNS).**

Should Campus Safety, the Assistant Director of Campus Safety, or Emergency Services personnel be unavailable, follow the Fire Safety Plan instructions posted within buildings. Evacuate safely and assemble in a safe and secure area and await direction from responding Campus Safety officers.

If possible, assist staff in the safe and orderly evacuation of students and visitors as directed by Campus Safety Special Constables, the Assistant Director of Campus Safety, Toronto Paramedic Service or Emergency Services personnel. Identify and assist special needs students, staff, faculty and visitors.

PARTIAL EVACUATION

A partial evacuation will be used when it has been determined that a controlled, orderly and safe evacuation of a room, floor, section, or area of a building or open area of the campus is required.

When it is necessary to partially evacuate a room, floor, section of a building or an open area of the campus, students, faculty, staff and visitors are to follow the direction of Campus Safety Special Constables, the Assistant Director of Campus Safety, Emergency Response Team members, or Emergency Services personnel.

If possible, assist staff in the safe and orderly evacuation of students and visitors as directed by Campus Safety Special Constables, the Assistant Director of Campus Safety, or Emergency Services personnel. Identify and assist special needs staff, faculty, students and visitors.

EMERGENCY PROCEDURES FOR HAZARDOUS MATERIALS

EXPLOSION OR SIMILAR INCIDENT

In the event of an explosion or similar incident on campus that could render a building or area unsafe, take the following actions:

- Immediately take cover under a table, desk or other object that will give protection from falling glass and debris.
- Walk quickly to the nearest marked exit (**do not use elevators**), and alert others to do the same.
- Activate any available fire pull stations when leaving the building.
- Do not use radios or cell phones.
- Move as far away from the building as possible.
- Notify 911 and Campus Safety at **416-978-2222**. Give your name, location and the nature of the emergency.
- Await the arrival of emergency services.
- Do not attempt to re-enter the building until the all clear is given.

GAS LEAK OR SMELL

In the event of a gas leak or a smell of gas, cease all operations. **Do not switch on / off lights or any electrical equipment. Do not use cell phones.** Remember – sparks can trigger an explosion.

Take the following actions:

- Advise everyone in the affected area and make sure there are no open flames.
- Evacuate the area.
- Contact Campus Safety at **416-978-2222** (or **911 if emergency**)
- Do not return to an evacuated building unless directed to do so by Campus Safety.

CHEMICAL OR RADIOACTIVE OR BIOHAZARDOUS SPILLS

A spill can be a discharge of anything (e.g. liquids, fumes) from a container or building which enters the natural environment (air, water and land). Examples include:

- Spill of gasoline in parking area
- Broken bottle of chemical in a laboratory
- Leaking storage tank
- Excessive fumes in a lab being vented through a fume hood

Laboratory users should follow their lab-specific standard operation procedure for decontamination and clean-up.

Take the following actions:

- Attend to any persons who may have been contaminated. Consult the (Pathogen) Safety Data Sheet for first aid information.
- Evacuate the area, noting the location, chemical(s) involved and amount spilled.
- Stop entry into the affected area by marking the area and posting a sign if necessary.
- Eliminate all ignition sources if flammable material is involved.

- Contain the spill if it is safe to do so.
- If feasible, turn on fume hoods to capture or direct the flow of vapors.
- Report all spills to:
 - Campus Safety, **416-978-2222** (or **911 if emergency**)
 - Environmental Protection Services (Hazardous Materials), **416-978-7000** (Weekdays, during business hours)
- Fill out the “Accident / Incident / Occupational Disease Report” available online at www.ehs.utoronto.ca.

Additional Resources:

- <http://www.utsc.utoronto.ca/ehs/spills>

CHEMICAL OR RADIATION EXPOSURE

Remove contaminated clothing and flush with water for 15 minutes at the nearest eyewash station or emergency shower.

Laboratory users should check with their lab-specific standard operating procedure for decontamination and clean-up, and/or the Safety Data Sheets for the agent(s) exposed.

- Contact Campus Safety at **416-978-2222** (or **911 if emergency**).
- Inform the supervisor / principal investigator of the exposure incident.
- Seek prompt medical attention with the nearest hospital emergency department, emergency clinic or medical practitioner. Bring the Safety Data Sheet(s) of the agent to seek medical attention.
- Fill out the “Accident / Incident / Occupational Disease Report” available online at www.ehs.utoronto.ca.

BIOHAZARDOUS MATERIAL EXPOSURE

The following applies if a worker is exposed to:

- Blood or body fluids (via a needle stick, cut or puncture wound; mucous membrane contact; or non-intact skin contact).

- Infectious or communicable disease agents (via inhalation; a needle stick, cut or puncture wound; ingestion or mucous membrane contact; non-intact skin contact).
- Zoonotic agents (via a needle stick, cut, animal bite or scratch; mucous membrane contact; non-intact skin contact).

Laboratory users should check with their lab-specific standard operating procedure for decontamination and clean-up, and/or the Pathogen Safety Data Sheets for the biohazardous agents spilled.

In the event of an exposure to biohazardous materials:

- Wash the exposed site immediately.
 - If needle stick, cut, puncture wound, animal bite or scratch: wash with soap and water after allowing the wound to bleed freely.
 - If mucous (eyes, nose, mouth) membrane or non-intact (cuts, rash, acne or dermatitis) skin contact: remove contaminated clothing and flush with water for 15 minutes at the nearest eyewash station or emergency shower.
- Contact Campus Safety at **416-978-2222** (or **911 if emergency**)

CRIMINAL ACTS/INCIDENTS

In the event that anyone witnesses a criminal act/incident against a person or UTSC property, they are required to contact Campus Safety at **416-978-2222** or by calling **911**.

THESE INCIDENTS INCLUDE, BUT ARE NOT LIMITED TO:

- Any life-threatening situation
- A fire
- A serious injury or illness such as suspected heart attack, someone choking, breathing difficulties, unconsciousness
- Sexual assault

- An assault or immediate danger of assault including persons fighting
- A situation involving weapons
- A crime in progress and suspect is still in the area
- A drowning
- An uncontrolled chemical spill
- Serious motor vehicle collisions

REMEMBER:

- REMAIN CALM
- REMOVE YOURSELF AND ALERT OTHERS WHO MAY BE AT RISK.
- GO TO A SAFE LOCATION UNTIL HELP ARRIVES, OR STAY WHERE YOU ARE IF THIS IS THE SAFEST OPTION.
- KEEP CAMPUS SAFETY UPDATED IF THE SITUATION CHANGES.

FIRE ALARMS

All faculty, staff, and students have the responsibility to understand and follow the fire alarm procedures as set out in this guideline and the Fire Safety Plan in each location. In addition, there are responsibilities under the Ontario Fire Code, Fire Prevention and Protection Act, Ontario Building Code, Canadian Criminal Code, Municipal Codes and By-laws, and other codes and regulations.

Section 437 Canadian Criminal Code: Everyone who willfully, without reasonable cause, by outcry, ringing bells, using a fire alarm, telephone or telegraph, or in any other manner, makes or circulates or causes to be made or circulated an alarm of fire is guilty of a CRIMINAL OFFENCE.



FIRE EMERGENCY PROCEDURES

IN CASE OF FIRE: (Try to put out fire only if you can do so safely, using ONE portable fire extinguisher)

1. Leave fire area and close doors.
2. Actuate nearest wall mounted fire alarm
3. Call EMERGENCY 911 & Campus Safety 416-978-2222 to report location of fire if known.
4. Leave building, keep clear of exits.
5. Report to Campus Safety or a Fire Officer if you think someone is in the building after general evacuation.

WHEN FIRE ALARMS SOUNDS: (temporal pattern: beep-beep-beep)

1. Leave building quickly even if the alarm may be false (It is mandatory to evacuate all University buildings unless a test has been announced)
2. Do not use elevators
3. Do not re-enter building & keep clear of evacuated area until authorized by Campus Safety Special Constables or the Toronto Fire Department.

Please familiarize yourself with locations of Fire Exits and Fire Extinguishers in your area.

UPON DISCOVERY OF A FIRE:

- R** – Remove all occupants
- E** – Enclose the area you are leaving
- A** – Activate the Fire Alarm
- C** – Call 416-978-2222 OR 911
- T** – Take the stairs

ACCESSIBILITY

Emergency Evacuation Points

Emergency Evacuation Points have been strategically located throughout the campus as points where people needing assistance can gather. Every sign has a location code which consists of a letter and one or two numbers. These indicate the wing the person is in, the floor level and the location of the sign.



ACCESSIBILITY DURING A FIRE

In the event of a fire or other emergency, persons who cannot gain access to an outside exit should stage themselves at one of the evacuation points and notify Campus Safety of their location. This can be done in one of three ways:

- Have a responsible person tell the Campus Safety Special Constables of the location
- By activating the fire alarm (pull station) near the Emergency Evacuation Sign
- By calling if there is a phone nearby or use a cell phone as a backup (Note: Please note cell phones do not work in all areas of the campus)

The Campus Safety office has a full listing of the location points and either they or the fire department will respond to the location as soon as possible.

Emergency Evacuation Chairs

Emergency Evacuation Chairs have been placed throughout the campus for use by the Toronto Fire Department to transfer persons with mobility devices using stairs.

E.M.R.G. MEDICAL RESPONSE

E.M.R.G. (Emergency Medical Response Group) members are volunteer students who have been trained and certified by St. John Ambulance instructors and provide initial medical intervention for students, faculty, staff and others.

The Emergency Medical Response Group (E.M.R.G.) members **ARE NOT** to be considered a replacement for a FIRE, POLICE, PARAMEDIC response to medical emergencies, but are an addition to the “Tiered” response group, (Police, Fire and Paramedic). Campus Safety Special Constables are trained in CPR and Standard First Aid and are in direct contact with other Emergency Services.

Upon witnessing or being informed of a medical situation, contact Campus Safety.

Administer first-aid if trained and it is safe to do so.

- Keep the victim still and comfortable.
- DO NOT move the victim.
- Check for breathing.

- Place the victim in the recovery position, if safe to do so.
- Maintain and monitor the victim’s breathing.
- Look for emergency medical identification and provide all information to POLICE, FIRE, PARAMEDIC and E.M.R.G. upon their arrival.

Note: E.M.R.G is only available during the Fall and Winter Semesters.

PERSONAL SAFETY

<p>CAMPUS SAFETY SPECIAL CONSTABLES</p> <ul style="list-style-type: none"> • Campus Safety Special Constables patrol the parking lots and areas surrounding the campus in marked and unmarked police vehicles, on foot, and on bikes. • The marked Campus Safety vehicle is marked on the side and rear doors as “Campus Safety Special Constable” • You can approach the operator of this vehicle at any time for your personal safety and security 	<p>EMERGENCY “CODE BLUE PHONES”</p> <ul style="list-style-type: none"> • Code Blue stations are located in the parking lots, footpaths, within the Library and lecture halls/classrooms. • When the call button is activated, you are put in direct contact with Campus Safety Special Constables who are dispatched to the area. • Other emergency services will be contacted by Campus Safety Special Constables as required.
<p>TRAVEL SAFER</p> <ul style="list-style-type: none"> • The “Travel Safer” program provides an escort anywhere on campus, to your vehicle, residence or bus stop. • Travel Safer staff members are trained Building Patrol Security Guards. • The Travel Safer program operates 7 days a week, 24 hours a day 	<p>LONE WORKER</p> <ul style="list-style-type: none"> • The Lone Worker program is available to individuals working alone after regular business hours in isolated areas. • The Lone Worker signs out a personal safety radio from the Campus Safety office in SW304. Should a personal safety emergency arise, officers can respond immediately. • This is a free service

INTERNET SAFETY

ONCE YOUR INFORMATION GETS ON THE INTERNET, IT'S THERE FOR LIFE

TIPS

- Don't give out personal information on the internet in chat rooms, public postings, e-mail, etc.
- Be careful when meeting people online. Keep your contact with new acquaintances in chat rooms and/or e-mails non-personal. If you do decide to meet them, bring someone with you and make the meeting in a public place.
- Do not use your credit card on a non-secure site and NEVER use your credit card or social insurance number for identification.
- Online shop only with businesses that are reputable.
- Change your password often and NEVER share with others.
- NEVER open attachments from unknown sources/links.
- Be careful of scams offering loans, investments, business opportunities.
- Don't send money to get money.
- Protect your internet reputation. Many employers, family and friends will use the internet to define you.

CYBER-BULLING

Includes, but is not limited to:

- Slander --- Making false or damaging statements about someone

- Harassment --- Someone does or says something about a person that makes that person fear for his or her safety. Even if wasn't intended to frighten that person, it's still a criminal act and the perpetrator may face criminal charges.
- Posting images without consent
- Sexting – Sending explicit images, photographs or messages to someone that may be retransmitted to others without consent.

WEAPONS

A weapon may be authentic or a replica. It may include a hand gun, rifle or shotgun (loaded or unloaded), knife or anything that may be used as a weapon.

The possession of any weapon is prohibited on campus and may constitute a criminal act.

Section 2 Criminal Code of Canada

“Weapon: means anything used, designed to be used or intended for use (a) in causing death or injury to any person, or (b) for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes a firearm and, for the purposes of sections 88, 267 and 272, anything used, designed to be used or intended for use in binding or tying up a person against their will.”

FACULTY AND STAFF WILL:

If a weapon is observed by faculty/staff or reported to a faculty/staff member, treat the situation as an Active Threat.

Take direction only from a member of the Toronto Police Service, Campus Safety Special Constables, or the Assistant Director of Campus Safety.

If faculty are notified that a weapon is reported to be on campus, but not in the immediate area, they are to notify Campus Safety immediately and take direction from a Toronto Police Service Officer, Campus Safety Special Constable, or the Assistant Director of Campus Safety. Remain with the person who reported the weapon to you. Police will want to speak to you.

Sexual Violence & Harassment

SEXUAL VIOLENCE:

Any sexual act or an act targeting a person's sexuality, gender identity or gender expression, whether the act is physical, verbal or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation.

SEXUAL HARASSMENT:

Includes but is not limited to engaging in a course of vexatious comments or conduct that is known or ought to be known to be unwelcome. Sexual Harassment includes any sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome. This also includes a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance, where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

SEXUAL ASSAULT:

Sexual contact when there is no consent (being too drunk/drugged to consent - or threats of violence prior to sexual contact) - means that there is no consent. People who are intoxicated, mentally incompetent, or in an altered state of consciousness are considered by the law to be incapable of consenting, whether they appear to be consenting or not.

It is the responsibility of all students, faculty and staff to ensure that victims are to be treated with compassion, respect, empathy and sensitivity.
Sexual Violence, Sexual Harassment and Sexual Assault are crimes.



Campus Safety

Notify Campus Safety or the University of Toronto Sexual Violence Prevention and Support Centre (“The Centre”)

NO MEANS NO!!!

University of Toronto Tri-campus Sexual Violence Prevention and Support Centre

“The Centre”

Centre staff are available to receive disclosures, and if relevant, provide options for making a formal report to the University and/or to Police. The Centre offers support to all members of the community to access a range of services (e.g. academic, financial, housing, counselling, and medical). The Centre also offers training, education and consultation in the area of sexual violence.

Contact: 416-978-2266

Email: thesvpcentre@utoronto.ca

URL: www.safety.utoronto.ca

Locations:

UTSC: Environmental Sciences and Chemistry Building, EV141

UTM: Davis Building, 3094G

St. George: Gerstein Science Information Centre (Gerstein Library), Suite B139

Policy on Sexual Violence and Sexual Harassment.

[HTTP://WWW.GOVERNINGCOUNCIL.LAMP4.UTORONTO.CA/WP-CONTENT/UPLOADS/2016/12/P1215-POSHSV-2016-2017POL.PDF](http://www.governingcouncil.lamp4.utoronto.ca/wp-content/uploads/2016/12/P1215-POSHSV-2016-2017POL.PDF)

COMMUNITY SAFETY OFFICE (CSO)

<p>The Community Safety Office (CSO) provides assistance to members of the University of Toronto community who are dealing with personal and/or workplace issues that impact their personal safety, such as:</p> <ul style="list-style-type: none"> • Stalking and harassment • Bullying, intimidation, threats • Domestic violence • Family violence • Sexual assault • Workplace conflict and volatile behavior • Thoughts of suicide 	<p>The CSO can provide help if:</p> <ul style="list-style-type: none"> • You are experiencing stalking or harassment • You are being bullied, intimidated or threatened • You are in a controlling or abusive relationship • You are living with family violence • You have been sexually assaulted • You are having thoughts of suicide • You are concerned that someone you know is considering suicide • You have another safety concern you wish to discuss
<p>The CSO acts as a consultant to Staff and Faculty regarding personal and/or community safety concerns. A consultation may help you determine:</p> <ul style="list-style-type: none"> • The level of risk associated with your safety concern and the need for intervention 	<p>You can expect the following from the Community Safety Office:</p> <ul style="list-style-type: none"> • Confidentiality • A safe and supportive environment • A respectful and non-judgmental approach to your concerns • Timely support • Safety planning

- | | |
|--|--|
| <ul style="list-style-type: none"> • The course(s) of action, as well as the next steps, that you can take in response to your safety concern • The types of support and resources available to assist an individual who you are concerned about | <ul style="list-style-type: none"> • Advocacy and referral • Documentation |
|--|--|

DOMESTIC VIOLENCE

DOMESTIC VIOLENCE (or intimate partner violence) occurs when a person uses physical violence, coercion, threats, intimidation, stalking, emotional, sexual or economic abuse to control their current or former partner (married, dating, living together, or having a child in common).

Students, staff, faculty or visitors who are affected by domestic violence, and fear that a current or former intimate partner (who may be on campus or who may come to campus) may pose a risk to anyone on campus, should report this concern to the Campus Safety office.

Respect the victim’s confidentiality by telling only those who need to know (i.e. Campus Safety and the Community Safety Office). In the case of a threat of violence on campus, you are obligated to report it to the office of Campus Safety.

Individuals with restraining orders are strongly encouraged to provide the Campus Safety office with a copy of the order.

Persons in positions of authority (including deans, directors, chairs, supervisors, faculty, graduate student instructors, coaches or others who oversee employees or students) have an obligation to contact the appropriate resources if they see or are informed of domestic violence incidents or threats of violence. Employees can seek assistance from their Human Resources representative. Campus Safety should be contacted at 416-978-2222.

OHSA 168 Section 32 governs Domestic Violence in the workplace.

Please refer to a list of the available resources at the back of this booklet.

Mental Health Crisis

EARLY IDENTIFICATION AND INTERVENTION of persons suffering from mental health illness are the most important steps for faculty, staff, Campus Safety and health professionals can take to prevent individuals from having a crisis situation and potentially escalating to violent acts.

Your observations of concerning behavior may seem insignificant in isolation, however, changes in behavior reported by others may complete the story.

A MENTAL HEALTH CRISIS exists when an individual is threatening to do harm or is doing harm to themselves and/or to others, on/or off campus property.

IN THE EVENT OF WITNESSING A MENTAL HEALTH CRISIS, FACULTY, STUDENTS AND STAFF WILL:

- Call Campus Safety at 416-978-2222.
- If the crisis/incident escalates, evacuate the immediate area and call for assistance
- Seek a place of safety away from the individual and notify Campus Safety of your location.

For more information on early identification and intervention, you can participate in free online mental health training on how to recognize, respond and refer students on campus: <https://utoronto.morefeetontheground.ca/>

For emergency and safety resources to refer students to, visit: <http://www.utsc.utoronto.ca/hwc/Emergency-Information>

ON-CAMPUS RESOURCES

CAMPUS SAFETY

Located in the Science Wing Building, SW304
Phone 416-287-7398
Emergency 416-978-2222
Hours: 24 hours a day, 7 days a week

STUDENT HOUSING AND RESIDENCE LIFE

Located in the Student Residence Centre
416-287-7365
At all residences on campus there is an RA
(Resident Advisor)

SEXUAL VIOLENCE PREVENTION & SUPPORT CENTRE “THE CENTRE”

Located in Environmental Science and Chemistry Building
Room 141

HEALTH AND WELLNESS CENTRE

Located in the Student Centre, Room SL 270
Phone number 416-287-7065
Hours: 9am-5pm

COMMUNITY SAFETY OFFICE

Located at 21 Sussex Avenue
416-978-1485
Safety Officer will meet individuals at each Campus

OFF-CAMPUS RESOURCES

SCARBOROUGH HEALTH NETWORK

2867 Ellesmere Road
Phone: 416-284-8131
Hours: 24/7

ASSAULTED WOMEN'S HELPLINE

Toll free- 1-866-863-0511
TTY 1-866-863-7867

TORONTO POLICE SERVICE

Phone 416-808-2222 or 911

311 Toronto

Hours: 24 hours/day
7 days/week
Phone: 311

SEXUAL ASSAULT AND DOMESTIC VIOLENCE CENTRE

Phone Direct 416-495-2555
3030 Birchmount Road
Hours: 24/7

SCARBOROUGH DISTRESS CENTRE

Hours: 24 hours/day
7 days/week
416-408-HELP (4357)

MOBILE CRISIS UNIT

Phone 416-495-2891