



General Emergency Instructions

In the event of an **emergency**, call:

- 416-978-2222 (St. George) or
- 416-287-7333 (UTSC) or
- 905-569-4333 (UTM) or
- 911 for police, fire and ambulance.

Campus police are on duty 24 hours a day, 7 days a week.

Community Safety Office (tri-campus): 416-978-1485

Student Crisis Coordinators (tri-campus): 416-946-7111

Evacuation Procedures

- When the fire alarm sounds, immediately evacuate the building.
- Take your coat, keys and identification if immediately available.
- Use the stairs; elevators will not be operating.
- Close all doors upon exiting the building.

Armed Assailant on Campus

- Be aware of your environment, know your exits, assess the situation and react quickly.
- 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. Prevent others from entering the building. Keep your hands visible. Call 911 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: if confronted by the shooter; as a last resort, fight to overcome the assault if possible.

Suspicious Items

- If in doubt of the contents, do not touch, move or open the item.
- Turn off all wireless devices in the area.
- Immediately call campus police from a landline, if possible.

- Wait a safe distance away from the item until police services arrive.

Threatening Calls, Emails or Online Postings

- Record as much information as you can.
- Signal to someone to call campus police.
- Do not erase the message. Do not delete the email. Screen-capture the web page.

Acts or Threats of Violence

- Attempt to distance yourself from the person if possible.
- If the person has left the immediate area, lock your door and/or move to a safe place.
- Contact campus police.

Concerns Regarding a Student's Behaviour

- If you believe violence is a possibility, call campus police. They work closely with the student crisis coordinators and the community safety office, who will determine the next best steps.

Concerns Regarding an Employee's Behaviour

- If you believe violence is a possibility, call campus police who will work closely with the necessary offices such as HR.