



Standard Operating Procedure Document			
Title:	Emergency Response and First Aid		
SOP #:	PBSOP003	Rev #:	3

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Issue Date:	08-May-24
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UNIVERSITY OF TORONTO  
LESLIE DAN FACULTY OF PHARMACY

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## 1. Scope

The scope of this SOP is to provide building-specific details regarding emergency response, including fire alarms, and the management and administration of first aid.

This SOP is not intended to replace, supersede, or contravene any of the policies or training outlined by the Office of Environmental Health and Safety (OEHS), available online via the following website:

<https://ehs.utoronto.ca/resources/>

The SOP is intended to clarify how site-specific aspects of OEHS policies are dealt with in order to ensure they are appropriately implemented. OEHS policies will not be re-iterated in this document, but rather the reader is referred to the link above, to the Policies and Procedures Listing Health and Safety Manual.

## 2. Objective

The objective of this SOP is to outline the appropriate training, resources, policies, and the building-specific procedures pertaining to the appropriate response to emergencies, specifically fire alarms, and administration of first aid in the Leslie Dan Faculty of Pharmacy. The SOP outlines the training available, as well as the logistics pertaining to emergency response.

The importance of the proper availability and administration of first aid is often overlooked, and is paramount to minimizing impact of an accident on a person's health. Having the proper infrastructure available, in addition to faculty who are properly trained in first aid, is a key component in ensuring and maintaining the health and safety in the Leslie Dan Faculty of Pharmacy.

In addition, an organized and efficient response to a fire alarm is an important aspect of emergency response. Building-specific policies and procedures are outlined in this SOP.

## 3. Background

The Leslie Dan Faculty of Pharmacy is an organization committed to protecting and monitoring the health and safety of people in the building. The Joint Health and Safety Committee is the body responsible for overseeing this important task and reporting to the OEHS at the University of Toronto. SOPs are now required by the Office of Environmental Health and Safety. This series of SOPs are compliant with this requirement.

An efficient and appropriate emergency response, whether on an individual level (first aid), or on a building-wide level (e.g. an organized response to a fire alarm), does not happen accidentally. It hinges on the responsible and/or designated parties reacting in a pre-defined and organized way in

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order to elicit the proper response. This SOP is designed to outline the current procedure for first aid kit management, first aid administration, and fire alarm response at the Leslie Dan Faculty of Pharmacy.

## 4. Definitions and Abbreviations

The injured person refers to someone who is in need of first aid. The responder refers to a person who is responding to an emergency, and in some cases may also be the injured person.

Abbreviations used in this document are defined in this section:

SOP	Standard Operating Procedure
JHSC	Joint Health and Safety Committee of the Leslie Dan Faculty of Pharmacy, at the University of Toronto
OEHS	The Office of Environmental Health and Safety, University of Toronto
TBD	To be determined
N/A	Not Applicable
Rev.	Revision

## 5. Policies

### 5.1.1 First Aid Kits

1. First Aid Guidelines are available on the OEHS website:  
<https://ehs.utoronto.ca/wp-content/uploads/2017/01/First-Aid-Program.pdf>  
This guideline includes requirements of the minimum contents of a first aid kit.
2. Safety training for graduate students and research associates is a Faculty requirement, and occurs twice yearly in the Leslie Dan Faculty of Pharmacy. The administration of first aid, including identifying the location of first aid kits, is a component of the safety training course.
3. An accredited safety training course, "Standard First Aid", is offered by the OEHS:  
<https://ehs.utoronto.ca/training/>
4. First aid kits are provided on each research floor of the Leslie Dan Faculty of Pharmacy (floors 7-12). They are clearly marked, and mounted in a prominent location (usually the alcoves in the back hallway).
5. The first aid kits are freely accessible to anyone inside or outside the building requiring immediate first aid.
6. The first aid kit on each floor shall have 1 designated first aid person and 1 backup person assigned. Both these people are required to have taken the OEHS Standard First Aid training course.
7. The contact information of the designated first aid person and backup will be clearly marked on the first aid kit.
8. Each first aid kit shall contain an inventory list of its contents which shall comply with the OEHS First Aid guidelines.



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9. The inventory list shall be checked on a yearly basis by the designated first aid person assigned to that floor, to ensure that it is complete.
10. Principal Investigators can also opt to stock their individual laboratories with a first aid kit and ensure that it is current and complete.
11. Priority is assigned to appropriate medical response as required. Any incidents involving staff requires signed EHS incident report (parallel language on this page) within 24 hrs:  
<https://ehs.utoronto.ca/report-an-incident/>

### 5.1.2 Fire Prevention and Response

1. Fire prevention and emergency procedure guidelines are available on the UTFP website:
2. <https://www.fs.utoronto.ca/services/fire-prevention/Safety> training for graduate students and research associates is a Faculty requirement, and occurs twice yearly in the Leslie Dan Faculty of Pharmacy. The proper response to a fire, including use of a fire extinguisher, is a component of the safety training course.
3. Fire extinguishers are provided on each floor of the building, and are clearly marked and mounted in prominent locations.
4. Fire extinguishers are checked on a yearly basis by the OEHS.

## 6. Procedures

### 6.1.1 First Aid Administration

1. If first aid is required, the responder or injured person may access the nearest first aid kit.
2. The responder or injured person may choose to access the kit independently. If additional help is warranted, the designated first aid person for that floor may be contacted using the information provided on the first aid kit.
3. The number for the Campus Emergency Centre for St. George Campus is 416-978-2222. If the nature of the injury is not minor and medical attention needs to be sought, call either 416-978-2222, or 911.
4. In the event that a first aid kit is used, the person using the first aid kit shall inform the designated first aid person assigned to that floor so that the kit may be replenished.
5. If the nature of the injury is not minor, the responder (usually the designated first aid person) shall complete an accident report form through the OEHS online system:  
<https://ehs.utoronto.ca/report-an-incident/>  
Separate forms are used for incidents involving employees:  
<https://ehs.utoronto.ca/report-an-incident/online-accidentincident-eform-for-employees/>  
and for incidents involving students, contractors, and visitors:  
<https://ehs.utoronto.ca/report-an-incident/online-accidentincident-eform-for-students-contractors-and-visitors/>

### 6.1.2 Fire Emergency Procedures

1. Upon discovery of the fire, the responder should first call 911, then pull the fire alarm, or send a designate to perform the same. Then the Campus Police should be notified (416-978-2222, or 8-2222 from a University phone).



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2. If the responder feels they can put out the fire safely with the use of one extinguisher, and it is rated appropriately for the type of fire presented, they may use the fire extinguisher.
3. If the responder feels that they cannot put the fire out safely, they shall close the door as they leave the affected room.
4. Elevators are not to be used during a building evacuation due to the fire alarm sounding.
5. Evacuation will reside in the designated waiting area outside the building, located by the sculpture garden east of the building near Queens Park.
6. People are not permitted to re-enter the building for any reason until authorized by the Fire Officer.

### 6.1.3 Fire Emergency Procedures – Mobility Impaired

1. Details of fire emergency procedures are provided on the UTFP website:  
<https://www.fs.utoronto.ca/services/fire-prevention/emergency-procedures/>
2. If on ground floor, exit by normal means.
3. If above or below the ground floor:
  - Telephone the Campus Police emergency (416) 978-2222 from the nearest phone or cellular phone.
  - Tell the campus police dispatcher that the fire alarm in your building is sounding and you are mobility impaired and cannot leave your floor area. If you smell smoke, or are in immediate danger, inform the dispatcher.
  - Provide your exact location - Floor and Room Number.
  - Provide the phone number and extension you are calling from. Your information will be relayed to emergency response personnel who are en route or on scene. Toronto Fire Services will facilitate your evacuation if your safety is compromised.
  - The south hallways on floors 6 to 8 are equipped with fire doors held open using magnetic latches. These doors automatically close during a fire alarm, forming “areas of refuge” in the south hallways. These areas are to be used for the mobility-impaired who are not able to exit via the stairwells in an emergency.
  - In the conditions at your location deteriorate (any increased danger or hazard), call the dispatcher immediately with an update.

## 7. Revision History

Rev #	Date	SOP Section(s)	Revision Description	Revised By
0	20-Mar-12		SOP PBSOP003 created.	David Dubins (author)
1	05-Sep-12	5.1.2	<ul style="list-style-type: none"> <li>• <b>Item 5</b> was removed: “Each floor shall have a designated fire warden to assist in the response to a fire or fire alarm.”, as as EHS does not approve of the use of Fire Wardens.</li> </ul>	David Dubins (reviser)
1	05-Sep-12	6.1.2	<ul style="list-style-type: none"> <li>• <b>Item 1</b> was modified: Upon discovery of the fire, the responder should first call 911, then pull the fire alarm, or send a designate to perform the same. Then the Campus Police should be notified (416-978-2222, or 8-2222 from a University phone).</li> <li>• <b>Item 5</b> was removed: “Upon hearing the alarm, the designated fire warden on each floor will do a sweep of each room to make sure that everyone is aware of the alarm and leaves the building via the stairs and the nearest exit.” as as EHS does not approve of the use of Fire Wardens.</li> </ul>	David Dubins (reviser)
2	05-Dec-17	Various	OEHS and Fire Safety web links updated.	David Dubins (reviser)
3	08-May-24	5.1.1, 5.1.1.4, 5.1.1.9, 6.1.1.1, 6.1.1.3, 6.1.1.4, 6.1.2.5.	Policy 5.11 added. Links updated. Corrections made by Tina Harvey-Kane.	David Dubins (reviser)