

Vehicle Security

- When possible, park in a frequented, well-lit area. A vehicle parked in a dark area is a prime target for vandalism and theft.
- Before you leave your parked vehicle, lock the ignition and remove the keys.
- Ensure that all windows are closed including small draft windows, and all doors are locked.
- Never leave your vehicle registration and proof of insurance in the glove compartment - always carry them with you.
- If you must leave valuables in your parked vehicle, ensure they are out of sight, preferably locked in the trunk.
- Keep your vehicle and house keys on separate rings. Do not mark keys for easy identification and do not attempt to hide extra keys in or on your vehicle
- Never leave valuables unattended on roof racks

- Invest in a quality theft prevention device such as The Club
- Engrave identification numbers on valuable components of car stereos
- Mount tape decks, CD players, amps etc. in out of sight locations
- Consider installing a good alarm system



***IN THE EVENT OF VEHICLE THEFT OR DAMAGE
CONTACT SECURITY / POLICE IMMEDIATELY***

Be prepared to provide the following:

- Year, make, model, body style and colour
- License plate number, province of issuance
- Vehicle ownership
- Vehicle identification number
- Name of the insurance company, policy number, expiration date, and address and name of the agent

Property Protection

- Do not bring un-necessary valuables to the College
- Do not leave valuables unattended or in a locker
- Take extra precautions to protect your property in locker rooms and other publicly accessible locations
- Keep wallets and purses with you—not stored in an office drawer or behind a desk
- Make sure your office is locked when not attended — even for short periods of time
- Banking machines are available on campus – do not carry large amounts of cash
- Visibly mark your belongings. It has been proven that marked items are less likely to be stolen

***CONTACT SECURITY TO REPORT ANY
THEFT IMMEDIATELY UPON DISCOVERY***

Accessing Emergency Assistance

- Emergency telephones are located at most building stairwells and entrances as well as in the parking lots. Signs are posted to indicate their location in parking lots. Emergency phones are yellow in colour and are either a regular telephone handset or a square box with a button. To place an emergency call simply pick up the handset or push the button.
- In addition to emergency telephones, you can dial “5000” from any College extension to access emergency services.
- 911 can also be contacted from College phones. Security will also respond to 911 calls that are placed or assist in Fire, Ambulance, Police response.



Bicycle Security

Always park bicycles in well lit , well travelled areas.

Use designated bicycle racks to secure bicycles

Never leave your bike unattended and unlocked

Record the make, model and serial number of your bike to report it to Security or the Police if it is stolen

Invest in a high quality bike lock. Typically the keyed “U” style locks are better than the lock and chain combinations

Bicycles are not permitted inside College buildings nor should they be secured to anything other than a designated bike rack

Produced by

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Security Services

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Working for a safe community

Property Protection

... THINGS YOU SHOULD KNOW !



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