

Safety & Security Services is comprised of Occupational Health & Safety and Security Services. Through the implementation of coordinated loss prevention and loss reduction strategies we ensure the College is a safe and secure learning and working environment for all of its occupants. We are heavily engaged in the development and delivery of proactive awareness and training programs and we offer a wide range of supporting services within the College community.

Occupational Health & Safety provides services and consultation in all areas of health & safety as well as environmental safety, fire & life safety, hazardous materials, hazardous waste disposal, occupational hygiene and accident reporting and investigation. We work closely with very active Joint Health & Safety Committees in the prevention of accidents and development of a safety conscious environment where everyone understands their individual rights and responsibilities related to occupational health & safety.

Security Services provides services to ensure the security and protection of staff, students and College assets on a 24 hr. / day basis. Services include those related to emergency response, criminal investigations, key control, crime prevention training and awareness and lost & found. In addition, consultation in risk assessment, electronic security systems and crisis intervention help constitute the framework for the delivery of this diverse program within the College community.

Introduction

The purpose of this pamphlet is to provide an overview of the services provided to the College community (Staff & Students) by Security Services.

Communications & Patrol Services

Communications Officers staff the security office at all times and are in constant contact with security patrol personnel via radio. Trained Security Officers conduct mobile & foot patrols of the campus 24 hr. / day and are always available to assist students, faculty, staff, and visitors. In addition, our security unit is complimented with student volunteers on campus at various times who conduct patrols and report suspicious and unusual activity to Security staff. Our trained Officers provide routine security surveillance through monitoring of security, fire, maintenance electronic alarm and camera systems on Campus.

Campus Watch Campus watch escorts are available 24 hr. / day, 7 days / week. A Security Officer or a Campus Watch student volunteer will accompany you from place to place at your request.

Lost & Found A lost & found is located in the Security Office. Items which have been found can be dropped off or, if you have lost an article, you can check with the office to determine if it has been turned in. Please remember that not everyone who finds property will turn it in so please avoid bringing valuables to the College or leaving them unsupervised.

Incident & Emergency Response

Security Provides response to all fire, chemical, medical, police and security related incidents 24 hr. / day. To report an incident, please contact us by telephone (ext. 5010) or in person at the central monitoring & dispatch office located in C128 - Woodroffe Campus. To report an emergency, you should call the **5000** emergency line by dialing **5000** from any College phone.

Access Control

The exterior doors of most campus buildings are open Monday through Friday 6:00 am to 10:00 pm. Campus buildings will normally be locked outside of these hours. Security personnel unlock facilities and rooms for weekend classes and other events as required. It is the responsibility of those who use rooms or offices during off-hours to lock the doors, turn off lights, and close windows. Security staff will check many of these areas during off hours, but the primary responsibility for security lies with the user. Keys are provided to individual staff members as necessary, based on authorization by the appropriate supervisor. Lost keys must be reported immediately to one's supervisor and subsequently to security.

Reporting Suspicious Persons or Activity

It is extremely important that all College occupants report suspicious persons and activity to Security Services, when noticed. Please do not hesitate to report someone or something that you find suspicious – for any reason. Do not approach a suspicious person yourself. When you report such activity, please be prepared to provide pertinent details such as a description of the person or activity.

Student Crime Stoppers

If you witness a crime or have information about a crime, you may report the information to crime stoppers with complete anonymity by calling Crime Stoppers at 233-TIPS. At Crime Stoppers, your information will be taken in strict confidence. Your anonymity is guaranteed. You never have to give your name or testify in court.

Investigations

Security investigates reports of criminal behaviour and emergencies on campus and coordinates closely with external law enforcement and regulatory agencies as necessary.

Crime Prevention & Awareness

Our Crime Prevention program is designed to meet general & specific crime prevention needs. Prevention programs are targeted to educate, inform, and encourage all members of the college community to practice crime prevention measures. This is accomplished through a combination of various handout materials, presentations and awareness initiatives.

Workshops & Presentations

Safety & Security Services offers a variety of prepared workshops and presentations to the College Community dealing with crime prevention, safety and security on campus. These include:

Safety & Security Orientation

A one hour presentation designed for new college staff which includes topics such as Evacuation Procedures, Bomb Threats, Personal Safety, WHMIS, Occupational Health & Safety, Hazard Classes, Labeling and MSDS sheets.

CPI - Non-Violent Crisis Intervention

Developed by the Crisis Prevention Institute. The techniques taught and demonstrated in this 6-8 hour workshop have proven effective in resolving potentially violent crises. The training will help staff prevent violence and safely intervene when disruptive behavior has gone too far.

Counterfeit Currency - Don't Be Fooled

Delivered by the Bank of Canada this 2 hour presentation will assist staff who are cash handlers identify and properly deal with counterfeit notes.

Emergency Response - Be Prepared

What to do in fire evacuation, medical emergencies and other critical incidents.

Personal Safety Awareness

Practical information about personal safety techniques to be applied in your everyday life ~ working, studying or just getting around. Measures you can take to help protect yourself.

RAD (Rape, Aggression Defense)

This is an intensive self-defense program for women, given as a practical training session (10—12Hrs.) Techniques are taught to help you maintain awareness of your surroundings and confidence to fend off an assailant.

Accessing Emergency Assistance

There are many emergency phones and panic buttons throughout the campus. Emergency telephones are located at most building stairwells and entrances as well as in the parking lots. They are yellow or red in colour and are either a regular telephone handset or a square box with a button. Panic buttons are located in various offices and female washrooms. If there is an emergency you can use these stations to contact security and they will respond immediately.

DIAL
5000
In Case Of
Emergency

Produced by

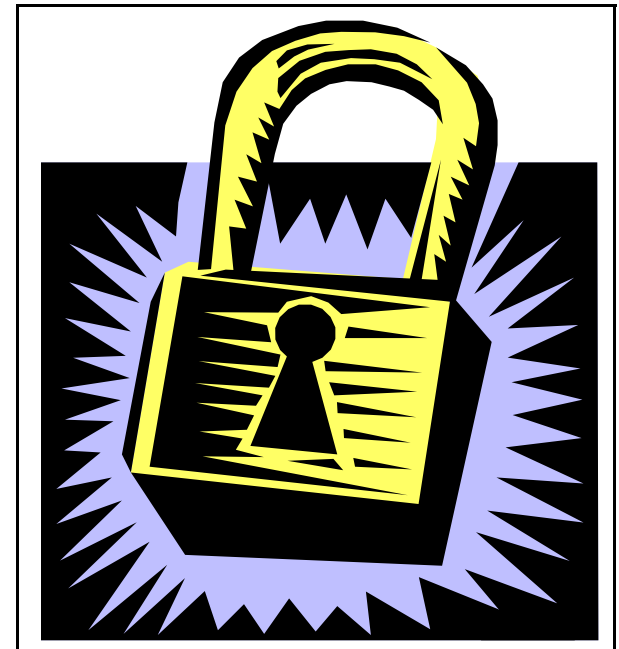
Safety &
Security Services

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Working for a safe community

Safety & Security Services

**... THINGS YOU SHOULD
KNOW !**



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