

At your first class, you should explain these safety and security precautions to your students.

SECURITY

SAFETY



- Explain the Emergency Lockdown and Emergency Evacuation Procedures specified on the quick reference card.
- Explain the fire alarm and evacuation procedures for the campus.
- Identify the nearest exit and an alternate route in case the preferred route is blocked.
- Identify the location of eyewash stations and safety showers where applicable, and where to obtain first aid.
- Inform students they can contact Security directly from internal telephones in the event of an emergency by dialing the following: Ext. 55 to connect with Brantford, Fennell or STARRT Institute (Stoney Creek Campus); Ext. 88 at IAHS, and 5888 at the Mohawk Laurier Centre.**
- Inform students the local emergency number is 911 from any phone.
- Inform students the Campus Closure Information Line is: 905-575-2444 or 519-758-6000.
- At your campus, locate the nearest telephone or emergency intercom. At some campuses, Bell pay phones are equipped with an emergency button that will connect you with Security. Signs above these phones identify your location.
- Remind them that there are emergency telephones in the parking lots of the Fennell and IAHS Campuses.
- Remind them that there are surveillance cameras at the Fennell, Brantford, STARRT Institute (Stoney Creek) and IAHS Campuses. These cameras allow Security to view critical areas inside and outside the buildings.
- Remind them to buy their parking permits. Fines for parking infractions range from \$30 to \$150, plus any towing charges and up to suspension of parking privileges.
- Remind them that an escort service to their cars is available by contacting Security and/or through the WalkSmart program, 905-575-2263.
- If you have students with disabilities, have you planned for emergencies? Refer to the Emergency Safety Security Procedures booklet for specific procedures.
- Remind them that the College is a smoke-free environment, and to only use designated smoking areas. Check the campus maps to see where the designated areas are at your campus. Fines will be issued to those who do not comply.
- Remind them that rollerblading and skateboarding is not permitted inside any of the campuses and is prohibited on College property.
- Remind them to carry their Student ID Cards at all times while on College Campuses.

Please retain this checklist for future reference