

EMERGENCY

Safety and Security PROCEDURES



 **MOHAWK**

FUTURE READY

CREATING NEW REALITIES BY OPENING ENDLESS OPPORTUNITIES



Emergency Safety and Security Procedures
Revised: March 2015

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President's Message



Mohawk is committed to keeping our campuses safe places to learn and work for students and staff.

As part of this commitment, Mohawk conducts safety and security inspections at each campus throughout the year. We also stage Lockdown drills and system tests, to measure the effectiveness of emergency response plans and make improvements if necessary.

Keeping our campuses safe and secure is a responsibility we all share. We need everyone to be aware and prepared. One of the ways you can do your part is by reviewing Mohawk's Emergency Safety Security Procedures booklet. The booklet is updated annually with the latest lifesaving information about fire and safety, security and crime prevention at Mohawk College, so it is important to refer back to it often to stay current on the latest practices and procedures.

Suggestions on how to make Mohawk an even safer place to learn and work are always welcome and can be made through our Mohawk Safety Committees. For more information on those committees please contact, Geoff White, Occupation Health & Safety Consultant, at ext. 2225. I want to thank the committee volunteers, fire wardens and first aid attendants for your continuing support and dedication to the safety of our students and your colleagues.

Thank you to all of you for doing your part to keep our campuses safe and secure.

Ron McKerlie
President



Fennell Campus



Institute for Applied Health
Sciences at McMaster



Stoney Creek Campus

Emergency Directory

Extension/Phone Number:	
Police, Fire, Medical	911
Campus closure line	905-575-2444
College Emergency Services (24 Hours):	
On College lines	55
External line	905-574-1111
IAHS (McMaster Security)	88
Security Desks (non-emergency)	
Fennell Campus	2003
IAHS Campus	24281
Stoney Creek Campus	5035
Health Services:	
Fennell (hours as posted)	2084

- If prompt medical attention is required an ambulance should be called by Security or any responsible person.
- In case of medical or security emergency, please report to College Security without delay.

Lockdown and Hold and Secure Procedures

“Lockdown” and “hold and secure” are emergency measures used to protect people inside a building from a dangerous situation taking place either inside or outside the building.

Lockdown:

A situation where there is a direct threat to the safety and well-being of the College community, such as a shooter, a hostage situation, or a terrorist attack. The goal is to remove yourself from the area of immediate threat, go to a secure area, and remain out of site. Lockdown announcements will be initiated by Security.

See video at: mohawkmatters.com/tag/lockdown/

Lockdown Procedure:

- Announcement will be made over the college speakers, or be visible on the TV screens.
- If you are able to do so safely, exit the building immediately. If safe exit is not possible, **remain calm** and encourage others to remain calm. Immediately cease all activity.

- If unable to leave while in a classroom or office, remain where you are and lock the door. Turn out lights, cover windows, or pull shades (if possible).
- If you are in a hallway, move to a room or other place of safety immediately.
- When you find a place of safety, remain quiet and stay out of sight. Avoid windows and doors.
- Provide assistance where required to individuals with disabilities or language barriers.
- Silence cell phones or devices that can generate noise.
- Staff members or volunteers should record names of persons present.
- Stay quiet and await instructions. Lockdowns can last a considerable time.
- Do not open the door under any circumstances until the all clear is given.
- Do not evacuate if a fire alarm sounds unless identifiable emergency officials knock on your door and advise evacuation, or unless you are certain there is a need to evacuate.

For open areas such as cafeterias, libraries, or gymnasiums:

- Generally follow the same steps as those listed above.
- If there are no doors that can be locked or barricaded, take shelter under desks, tables, chairs, or behind bookcases or other furniture or equipment.

End of Lockdown

A recorded announcement of an “all clear” signal will be given to indicate that the emergency has ended. Security will conduct a room-by-room confirmation.

Hold and Secure:

A type of lockdown that could arise from police action, environmental hazard, or weather related activity outside the College that poses no direct threat to people inside the building. In this case, the College would conduct business as usual, but all entrances to the college would be locked to deny access to the building from outside. Hold and secure announcements will be initiated by Security, or any building management personnel.

Hold and Secure Procedure

- Upon hearing the announcement for hold and secure, remain in the building until further notice is given.
- Do not open external doors.

End of Hold and Secure

An “all clear” announcement will be given by Security advising that the emergency situation outside the college has ended.

Notes:

- *If any threat is viewed or perceived, call College Security at extension 55 (extension 88 at IAHS), or call 911.*
- *For the IAHS campus, follow the security procedures determined by McMaster University.*
- *Drills will be announced in advance so you are aware. Treat all lockdown notifications as a real threat unless you are certain it is a drill.*

Mass Notification Systems

Security Alert Messenger (SAM)

This emergency messaging system will automatically send notifications regarding Fennell and Stoney Creek campuses to staff and students via email; mobile devices; text (SMS); Facebook, Twitter and the College website.



- Individuals need to "opt-in" to subscribe to receive text messages on personal devices.
- For more information regarding SAM and instructions for opting-in. login in to: moco.mohawkcollege.ca and select **Set Up/Manage My SAM Account**

McMaster University Campus

Mohawk Staff working at the McMaster campus can register for McMaster University's Campus Emergency Mass Notification system, but you require a Mac ID.

1. Contact your Associate Dean, Dean or Operations Manager for approval to obtain a Mac ID
2. Once you have your Mac ID follow the link below to register
 - o <https://adweb.cis.mcmaster.ca/cis/cisuin>

Refer to **McMaster University Security Services Emergency Notification** for more information: http://security.mcmaster.ca/campus_emergencies.html

Mohawk Mobile Safety App

The free **Mohawk Mobile Safety App** contains a wide set of resources to stay safe while on campus. These resources include quick access to emergency staff, campus maps, support resources, and a personal safety toolbox.



- ➡ Download on the **AppStore**
- ➡ Android App on **Google Play**
- ➡ Get it at **BlackBerry World**

Fire and Emergency Evacuations

Authority to Evacuate:

All College employees have the authority to evacuate a classroom, office, or building in the event of a fire or other emergency situations such as a gas leak or chemical spill that pose a danger to the building occupants.

Upon discovery of an emergency situation:

- Evacuate everyone from the immediate area.
- Pull the fire alarm or contact Security immediately by using the emergency intercoms, or dialing 55 on a college phone (88 at IAHS).
- Leave the building and remain outside in a safe location

Security will

- Call 911 and
- Contact Facilities and campus management.

Facilities Management in consultation with management on site will:

- Investigate and determine the appropriate course of action, which may require the services of a specially trained and qualified contractor.
- Shut off gas or electrical utilities (local lines or main buildings supply) as appropriate to the circumstances.

Re-entry will be authorized by Security and/or management on site after confirmation that the emergency has ended.

Your major responsibility is to ensure the orderly evacuation of students, visitors and other staff members. You must be aware of the procedures to be followed. Ensure any action you take does not put your life in danger!

Roles and Responsibilities:

It is essential that everyone be aware of their specific roles and responsibilities in order to respond quickly and effectively in the event of an emergency. Staff arranging for guest lecturers or hosting visitors are responsible for ensuring that they are informed of safety, emergency, and evacuation procedures.

Staff and Faculty:

- Inform your supervisor if you have a disability and require assistance for an emergency situation. Once you self-identify a personal emergency response plan will be prepared for you as per the *Accessibility for Ontarians with Disability Act*. Further resource information regarding these plans can be found in the "Integrated Accessibility Standards Toolkit for Ontario Colleges."
- Be prepared — know the procedures to be followed when fire or smoke is detected, or when the alarm sounds.
- Know the requirements for individuals with disabilities and plan for their evacuation accordingly (refer to Emergency Evacuation Procedures for Persons with Disabilities).

- Provide instruction to students on how the fire alarm system operates, the procedures to be followed, and the nearest escape routes to be used in the event of an emergency.
- Review emergency procedures with students at the beginning of each semester. It is suggested that this be repeated at least once during the semester.
- Copies of this booklet are available through the Occupational Health and Safety Department by contacting extension 2225 or 4293.

Upon activation of the fire alarm staff and faculty should:

- Evacuate people in the immediate area and close the door.
- Shut off machinery, equipment, or gas supply in the area, if safe to do so.
- Go immediately to the nearest safe exit and leave the building by the most direct route.
- Take up a position away from the building so as not to interfere with emergency response vehicles or personnel.
- Follow instructions by the Fire Department, Security, Staff, or Fire Wardens.
- Advise Security and/or the Fire Department of any trapped or endangered occupants.
- Do not permit re-entry into the building until an "all clear" has been given.

Students:

- If you require special evacuation assistance introduce yourself to the instructor or person in charge of each class at the beginning of the semester. Also, identify yourself to **Accessible Learning Services** to review procedures and/or to facilitate communication with faculty and others in charge of classes regarding special evacuation assistance.
- Know the evacuation procedures.
- Know the location of the nearest exit and an alternate route in case the preferred route is blocked.
- Know the location of the nearest fire alarm pull station and how to use it.
- Know the location of the nearest telephone.
- Know to ask the instructor or person in charge of the class if there are any questions regarding the emergency procedures.
- Know that failure to respond to an alarm in the correct manner or refusal to evacuate will lead to disciplinary action.

Security Services:

Mohawk College Security Services is responsible for overall campus security and emergency response involving police, ambulance, and fire at Mohawk College occupied campuses. They are also responsible for building evacuations and fire alarm systems monitoring and control.

Upon activation of the fire alarm, the Security Dispatcher will:

- Immediately call the Fire Department by dialing 911.
- Identify the exact fire zone/location from the Security computer/annunciator panel.

- Identify the preferred point of entry to the building for Fire Department access.
- Dispatch the Senior Security Officer to meet the Fire Department at the identified point of entry.
- Dispatch Patrol Officers to the fire location to provide assistance if it is safe to do so.
- Notify senior management in the event the fire is in close proximity to critical or high hazard areas such as: Computer Centres, CIND rooms C06 or C06a at the Fennell campus.
- Not silence or reset the Fire Alarm System until the Fire Department has responded, investigated, and approved silencing and resetting the system.
- Announce "all clear" when it is safe to do so.

Senior Security Officer:

Upon activation of the fire alarm, the Senior Security Officer will:

- Proceed as per Dispatcher's instructions to meet the Fire Department at the identified point of entry to the building.
- Provide information to the Fire Department regarding the emergency and any endangered or trapped individuals requiring assistance to evacuate and provide access to areas as necessary.
- Provide assistance and updated information to the Fire Department as necessary.
- Not silence or reset the Fire Alarm System until the Fire Department has responded, investigated, and approved silencing and resetting the system.

Note: *this applies only to campuses without an on-site Dispatcher.*

Patrol Officers:

Upon activation of the fire alarm, Patrol Officers will:

- Once notified of the alarm location, maintain contact with the Security Operations Centre via radio to relay any pertinent information regarding the situation and immediately proceed to the trouble area if safe to do so without being endangered by smoke or fire
- Attempt to contain and confine the fire, if possible and safe to do so by closing doors to isolate the fire.
- Ensure the building has been evacuated and move people from entrances to ensure free flow of emergency personnel.
- Provide additional assistance as required.

Note: *Security Services and emergency procedures for the Institute of Applied Health Sciences are determined by McMaster University. Procedures and services may differ from Mohawk College owned facilities.*

Facilities Management:

Facilities Management is responsible for the overall operation and maintenance of the campus buildings, utilities, and services. Facilities Management includes trade persons such as electricians, plumbers, stationary engineers and general maintenance. Because of their extensive knowledge, skills, and familiarity with the buildings and related systems they are valuable resources in the event of emergency situations.

Upon activation of the fire alarm, available Facilities Management staff will:

- Assist with evacuations, close doors and check areas to ensure no one is left behind in washrooms, lounges, etc., if safe to do so.
- Respond as directed and attempt to contain and confirm the fire if possible and safe to do so by closing doors to isolate the fire.
- Provide assistance as required.
- Leave the building and take up a position away from the building so as not to interfere with emergency response vehicles or personnel.

Notes: Facilities Management employees must:

- *Maintain radio contact at all times during emergency situations.*
- *Notify Security when the fire alarm system is partially or fully down so that back-up procedures can be initiated*
- *Provide assistance and information to Security as necessary.*

At no time should any actions be carried out if they endanger the individual's safety.

Fire Wardens:

Fire Wardens are staff volunteers who assist Security with fire and building evacuations and are not required to put themselves at risk during an emergency. Fire Wardens are assigned an area of the building to evacuate and to report any problems encountered to Security. They may also be required to assist with crowd control or movement outside of the building.

Upon activation of the alarm, Fire Wardens will:

- Alert people in the immediate area and direct them to evacuate the building via the nearest exit.
- Systematically sweep and evacuate their assigned area, including washrooms.
- Ensure doors and windows are closed. Do not lock doors.
- Provide assistance to evacuees as required.
- Prevent unauthorized entry into the area.
- If you encounter a person with disabilities who is unable to evacuate safely, assist him/her to a fire rated room that is away from smoke or fire, as close as possible to an exit. This could be a classroom or office. Preference should be given to rooms with two exits and a telephone or intercom for communicating directly with Security.
- Do not use elevators to evacuate a person with a disability. Notify Security and/or the Fire department of the individual's specific location.
- Emergency responders will coordinate the safe evacuation of anyone unable to leave the building on their own.
- Horizontal evacuation from an involved area/wing to an adjacent wing (separate fire compartment) may be necessary to protect the person and/or to facilitate evacuation from the building.
- Leave the building and remain at a safe location/distance from the building so as not to interfere with the emergency personnel.
- Assist with moving people to designated areas as instructed by Security or Emergency Services personnel.

Fire Alarms

Procedure:

In the event of fire, a fire alarm will sound throughout the building. Alarm sounds may be different, so everyone should be familiar with the alarm system and procedures for each campus that they may be required to attend. Every member of the college is responsible for following the evacuation procedures in order to ensure the safety of all students, staff, and visitors. For your own well-being, acquaint yourself with the following information and evacuation procedures.

Upon discovery of a fire:

- Leave the fire area immediately and close doors behind you
- Pull the nearest fire alarm
- Evacuate the building via the nearest safe exit
- Call Security or call 911 from a safe location

Upon activation of the fire alarm:

- Evacuate by the nearest safe exit and leave the building
- Close the doors behind you

Portable Classrooms

If you discover a fire in a portable classroom, evacuate and leave by the nearest exit. Use a manual pull station if available at the location and/or contact Security from a safe location outside the portable by dialling extension 55.

Important Notes:

- Any person discovering a fire can notify the fire department by dialing 911.
- Use an alternate exit if you encounter smoke.
- Do not use elevators.
- Remain outside or in the sheltered area until an "all clear" has been given by emergency officials, Security, designated staff and/or Fire Wardens.
- Provide assistance to persons with disabilities as per "Evacuation Procedures for Persons with Disabilities".
- If a person with a disability cannot be evacuated from the building, assist them to a fire rated room such as an office or classroom that is away from the smoke or fire, as close as possible to an exit. Preference should be given to rooms with two exits and a telephone or intercom. Notify Security and/or the Fire Department of their specific location.
- All students, faculty, and staff should familiarize themselves with the locations of the fire alarm pull stations and building exits in order to avoid confusion in the event of an emergency.
- Everyone in the building is required to respect the alarm system and immediately evacuate when the alarm sounds. Do not delay evacuating the building by waiting for instructions from Security or Fire Wardens.
- Portable fire extinguishers are located throughout the buildings. These are designed for small confined fires and should only be used by trained persons.
- Do not take any action that puts your life or the lives of others in danger.

Extended Evacuation

In the event of an extended evacuation, you will be directed by Security, staff, and/or Fire Wardens to a sheltered location. If instructed, please move quickly and calmly to the designated assembly point.

Returning to Facilities

When the alarm stops or the emergency ends, remain outside or in the sheltered area until an all clear has been given by the emergency officials, Security, staff, and/or Fire Wardens.

False Alarms

A false alarm will not only disrupt the activities of the College, but will also result in the dispatch of firefighting equipment to the college by the Fire Department. Anyone witnessing the initiation of a false alarm should notify a College Security Officer at once. The operation of a fire alarm in the absence of a fire is an offence under Section 393 of the Criminal Code, which states:

“Everyone who willfully, without reasonable cause, by outcry, ringing bells, using a fire alarm, telephone, or in any other manner, makes or circulates, or causes to be made or circulated an alarm of fire is guilty of

- a. An indictable offence and is liable to imprisonment for two years, or
- b. An offence punishable on summary conviction.”

Fire Drills

Fire and evacuation drills will be conducted during the school year and usually without prior notification of the building occupants. So every alarm must be treated as an emergency situation. Failure to respond and react to an alarm in the correct manner or refusal to evacuate when required can put people at risk and will lead to disciplinary action.

Evacuation Procedures for Persons with Disabilities

Any person with a disability may require some direction or assistance in the event of an evacuation. Mohawk College requires that all employees self-identify to their supervisor if they have a disability and will require assistance during an emergency situation so that a personal emergency response plan may be prepared. The college community has a responsibility to respond to the particular evacuation requirements of persons with disabilities.

Examples of those disabilities are:

- Low vision or blindness,
- Some degree of hearing loss or deafness,
- Restricted mobility (those who use walkers, crutches, motorized scooters, wheelchairs, canes-may be short or long term),
- Debilitating medical condition

The procedures outlines are most crucial to an individual who has restricted mobility (a person in a wheelchair for example). However, those who have low vision or hearing loss, as well as those who have debilitating medical conditions and/or learning disabilities may also require some direction or assistance.

While there are unique circumstances to consider for persons with disabilities, it is important to note that they are part of the general population; therefore, it is critical that all staff and students know their specific responsibilities should an emergency situation arise.

Staff and Faculty Responsibilities:

- Review this booklet, and in particular the fire evacuation procedures that apply to your location.
- At the beginning of a semester or new class, assign 2-3 peer helpers per class section as designates to assist those who identify that they will require special evacuation assistance.
- Ensure that no person with identified special evacuation needs is left behind in your working area or area of responsibility. Assist them to a safe location outside of the building, if possible. In the event the person cannot be evacuated from the building, assist them to a fire rated room that is away from smoke or fire, as close as possible to an exit. This could be a classroom or office. Preference should be given to rooms with two exits and a telephone or intercom for communicating directly with Security.
- Notify Security and/or the Fire Department of the specific location of any individuals that were not evacuated and provide their specific location.
- Encourage students who have not identified themselves to contact **Accessible Learning Services**.
- In circumstances where the individual has not identified the need for special assistance, but is in apparent need, the instructor (or person in charge) would ask the individual directly and proceed as per guidelines, where special evacuation assistance is required. Assistance is provided to those who request or respond to offers of special evacuation assistance and/or where there is a visible apparent need.

Students:

- At the beginning of every semester, or upon starting a new class, introduce yourself to the person in charge of each class, and advise whether special evacuation assistance is required.
- Identify yourself to **Accessible Learning Services** to review procedures and/or to facilitate communication with Accessible Learning Services and the faculty regarding special evacuation assistance.

Notes:

- *Do not use elevators to evacuate a person with a disability.*
- *Do not leave a person with a disability behind to wait for rescue/evacuation except where the nature of the emergency absolutely requires such action.*
- *In the event the person cannot be evacuated from the building, assist them to a fire rated room that is away from smoke or fire, as close as possible to an exit. This could be a classroom or office. Preference should be given to rooms with two exits and a telephone or intercom for communicating directly with security.*
- *Notify Security and/or the Fire Department of the specific location of any individuals that were not evacuated and provide their specific location.*
- *Horizontal evacuation from an involved area/wing to an adjacent wing (separate fire compartment) may be necessary to protect the person and/or to facilitate evacuation from the building.*
- *Familiarize yourself with the emergency features available at your campus location(s).*

Fire Extinguisher Operating Instructions

Portable fire extinguishers are designed for small confined fires and should only be used by trained persons. Only those persons who are trained and familiar with fire extinguisher operation may attempt to fight a fire. Extinguishers are only to be used after the fire alarm has been pulled and calling 911 from a safe location. If the fire cannot be extinguished with the use of a portable fire extinguisher, or if smoke presents a hazard for the responder, the door to the area should be closed to confine and contain the fire.

Different types of fires can exist depending on the materials involved. There are five main classes of fire: Class A, Class B and Class C, Class D and Class K. Each fire class corresponds to the type(s) of material(s) on fire and fire extinguishers are designed and labelled for specific class(es) of fire. Some extinguishers are suitable for extinguishing only one class of fire, while others can be effective on multiple fire classes. The College has different types of fire extinguishers located throughout its campuses. The majority of these are multi-purpose (ABC) extinguishers, which can be used on all types of fires.

Standard symbols are used to label fire extinguishers for the classes of fires they are able to put out. These labels are shown below along with a description of the different extinguisher types. Because there is a range of fire extinguishers available, you must be sure to select the proper type and size of extinguisher for the fire.

Note: Report any damaged fire safety equipment, extinguishers (even partially used), or any potential fire hazard to the Occupational Health & Safety Consultant immediately at ext. 2225.

ORDINARY COMBUSTABLE



Class A: Ordinary combustibles such as wood, cloth, paper, rubber and many plastics. This symbol may be found on water, foam or multipurpose extinguishers.

FLAMMABLE LIQUID



Class B: Flammable liquids such as gasoline, oil, grease, tar, oil-based paint, lacquer and flammable gas. This symbol may be found on multi-purpose dry chemical, dry chemical and carbon dioxide extinguishers.

ELECTRICAL EQUIPMENT



Class C: Energized electrical equipment including wiring, fuse boxes, circuit breakers, machinery and appliances. Symbol may be found on the carbon dioxide, multi-purpose dry chemical and dry chemical extinguishers.

COMBUSTIBLE METALS



Class D: Combustible Metals – Magnesium, titanium, zirconium, sodium, lithium, potassium, powdered aluminum. The symbol may be found on dry chemical extinguishers.

COMBUSTIBLE COOKING



Class K: Combustible cooking media (vegetable or animal oils and fats) used in cooking equipment.

HOW TO USE AN EXTINGUISHER:

1. Remove it from the hanger.
2. Hold it upright and
3. Remember the **PASS** Method

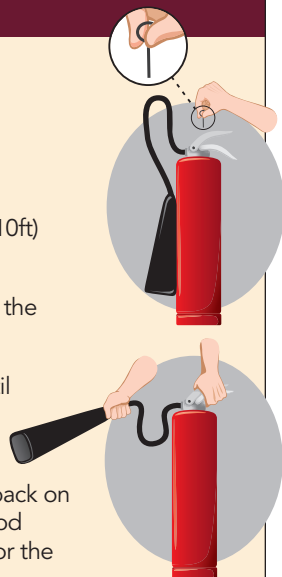
PULL out the locking pin.

AIM the nozzle at the base of the fire about 3m (8-10ft) away from the fire.

SQUEEZE the trigger handle all the way to release the extinguishing agent.

SWEEP the extinguishing agent back and forth until the fire is out or until the extinguisher is empty.

Important: Keep your eyes on the fire area and repeat the process if the fire starts up again. Never turn your back on the fire even if you think it is out. While the PASS method generally applies, you should refer to the instructions for the specific extinguisher being used.



Fire Extinguisher Descriptions and Operating Procedures:

Each extinguisher and extinguishing agent has certain advantages and disadvantages. The following table outlines general fire extinguisher descriptions and operating principles:

Fire Extinguisher Type	Operation	Type of Fire
Pressurized Water: 2.5 gal stainless steel tank with lever action valve and nozzle. Contains water and pressurized air.	Remove from hanger, hold upright, direct nozzle at base of fire, holding it firmly. Pull pin and squeeze handle. Soak burning material.	Class A only Do not use on Class B or C fires, as it will spread the fire.
Dry Chemical: Red or stainless steel cylinder with lever action valve and nozzle. These extinguishers contain pressurized powder.	Remove from hanger, hold upright, direct nozzle at base of fire. Pull pin and squeeze handle. Sweep under flames.	Class B, C
Wet Chemical: Stainless Steel cylinder with lever action and nozzle.	Remove from hanger, hold upright, direct nozzle at base of fire, holding it firmly. Pull pin and squeeze handle. Liquid comes out as a mist and creates a foam blanket that seals out oxygen and cools the media.	Class A, K
Carbon Dioxide: Red in colour. Filled with carbon dioxide under pressure.	Remove from hanger, hold upright, direct nozzle at base of fire, pull pin and squeeze handle. Direct discharge as close to fire as possible, first at the edge of flames and gradually forward and upward. Keep hands off the nozzle as CO2 discharges at a temperature of minus 110F. CO2 does not damage computer or electronic equipment. Agent is affected by air movement and must be applied as close to the base of the fire as possible. CO2 does not leave a residue.	Class B, C
Multi-Purpose: Orange or red in colour and contains a powder under pressure.	Remove from hanger, hold upright, direct nozzle at base of fire, pull pin and squeeze handle. Direct powder in sweeping motion back and forth at base of fire. Dry chemical extinguisher not affected by wind like CO2. The agent is however a respiratory irritant & slightly corrosive and will damage sensitive computer/electronic equipment.	Class A, B, C

Home Fire Safety

Establish Escape Routes

- Draw a floor plan of your home, and show all possible exits from each room. Know two ways out of every room, especially bedrooms.
- If you live in an apartment building, map out as many routes as possible to exit stairways.
- If an alternative escape route is a second or third storey window, consider a safety ladder.
- Never use an elevator for an escape route. Elevators may become trapped between floors, or take you directly to the fire.

Practice Fire Drills

- Once you have established your escape routes, practice the plan. Involve every member of your home.
- Practice the drill with everyone in their beds with doors closed. Sound a fire alarm (yell or activate a smoke detector). Practice the drill by pretending the bedroom door is cool and secondly hot to touch. This way primary and secondary escape routes can be practised. Meet at an assigned area outdoors and send one person to pretend to phone the fire department.
- If you live in an apartment building, plan and work with your neighbours, landlord, or building manager to map out and practice escape plans.
- Plan for people with disabilities. Two plans should be established—one for when family is at home, and one for when they are alone. For more information on evacuation of persons with special needs, contact your local fire department.

Discuss the Evacuation Plan

Go over your fire escape plan with all members of the family. Ensure everyone knows the telephone number for your fire department and/or local emergency number. Discuss the following procedures.

- The smoke alarm will wake you and your family. When you hear the fire alarm, roll out of bed and, on your hands and knees, crawl to the door to touch it. Do not stop for clothes or valuables.
- If the door feels cool, open the door just a crack to check for smoke. If there is no smoke, leave by your planned escape route. Remember to crawl low and keep your head down—cleaner air is nearer to the ground.
- If the door feels hot, do not open it. Do not panic—stop and remember your escape routes. Escape out of a window or use your alternative exit.
- If you cannot leave your room or apartment, seal cracks around doors and vents by using wet towels if possible. Call the fire department – even if the call has already been done – tell the fire department exactly where you are in the building. Shout for help and signal your position by waving a bright piece of cloth.

- If your clothes catch fire, STOP and DROP to the ground and ROLL over to put out the flames. DO NOT RUN – this will increase the flames.
- Teach children not to hide under beds or in closets.
- Gather at a pre-determined meeting area outside your home. Perform a head count and once outside, STAY out. Ensure the fire department has been called. Meet the fire trucks and tell firefighters whether everyone is out of the house.

Fire Safety Tips

- Smoke alarms are an excellent warning device. Choose smoke alarms that are tested and rated by Underwriters' Laboratories of Canada (ULC). Locate alarms on each level of your home. Maintain the units by testing batteries monthly and replacing weak ones.
- Install carbon monoxide detectors and check them monthly or according to the directions supplied. Carbon monoxide is a colourless, odourless and tasteless toxic gas. Check and/or service propane and gas systems regularly.
- Fire extinguishers are excellent for putting out small fires. Everyone in the house except for the smallest children should know how to use the extinguisher. Choose a multi-purpose fire extinguisher (ABC) which is effective on paper, wood, grease, and electrical fires. Locate extinguishers on each level of your home. Maintain the extinguisher by checking them monthly to ensure the unit is holding its charge.

Workplace Violence and Harassment

Workplace Violence

Mohawk College will not tolerate acts of violence and will take steps to minimize the risk of violence. The College will ensure appropriate measures are in place to protect the college community against workplace violence.

Acts of violence may result in disciplinary action, including possible suspension, termination, the issuing of a Notice of Trespass, and/or the filing of a criminal charge.

Under the Occupational Health & Safety Act "workplace violence" is defined as:

- a. The exercise of physical force by a person against a worker in a workplace that causes, or could cause, physical injury to a worker;
- b. An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker.
- c. A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a workplace that could cause physical injury to the worker.

Reporting Acts of Violence

All individuals are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to Security. Refer to the following policies and procedures for identifying and reporting acts of violence: *CS-1402-2012, Violence Prevention and Protection*; and *ERP810, Reporting and Responding to Violence*.

If you are involved in, or witness an act of violence:

- Ensure your own safety,
- Do what is safely possible to ensure a victim's safety, and;
- Contact Security immediately or call 911, if necessary.

Threatening Behaviour

Employees who become aware of a person exhibiting behaviour that may lead to violence must immediately contact his/her supervisor. Examples of such behaviour include: inappropriate discussions or communications via e-mail, websites, or in essays; fascination with death or weapons; or anti-social behaviour.

Summoning Assistance

In an emergency anyone can summon immediate assistance by calling the local police at 911 or contacting Security through any of the following methods:

- Extension 55 on college phones. For the IAHS, call extension 88 to reach McMaster security;
- pressing panic alarms;
- emergency intercoms in hallways or parking lots;
- emergency buttons on Bell payphones, or;
- through another individual.

Domestic Violence

Domestic violence may occur in any relationship and refers to abusive behaviour (physical, sexual, and/or psychological) that is intended to exert control over another person. The Ministry of Labour considers domestic violence to be "when a person, such as a spouse or former spouse, current or former intimate partner, or a family member is involved in a personal relationship with a worker, the person may physically harm, or attempt or threaten to physically harm the worker at work."

The form of violence may extend to the workplace and put the targeted worker and, perhaps others, at risk of harm. If you are a victim of domestic violence, ask for help. You are encouraged to tell your immediate supervisor, Human Resources, or Security about your concerns. Security and Human Resources will work with you to develop a personal safety plan to increase your safety while at work. Your situation and information will be treated confidentially and with sensitivity.

Persons with a History of Violence

Employees must be protected from a person with a history of violent behaviour if the worker can be expected to encounter that person in the course of his or her work; and, if the risk of violence is likely to expose the worker to physical injury.

Employees must inform the college if they are aware of a person with a history of violence and they are likely to encounter them in the course of work.

The college, through Security Services, will investigate and take the necessary precautions to protect employees from physical injury.

Workplace Harassment

The Occupational Health and Safety Act defines workplace harassment as “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.”

The Canadian Human Rights Commission defines harassment as “any behaviour that demeans, humiliates, or embarrasses a person, and that a reasonable person should have known it would be unwelcome.”

Workplace harassment includes: bullying or psychological harassment, sexual and racial/ethnic harassment, and harassment based on any protected ground under the relevant human rights legislation.

Mohawk College is committed to build and preserve a positive working environment for all its employees and will ensure, as much as reasonably practical, that employees are not subjected to harassment in the workplace.

The college promises:

- To treat all complaints of harassment seriously, whether they are made informally or formally.
- To act on all complaints to ensure that they are resolved quickly, confidentially, and fairly.
- To ensure that employees are not subjected to harassment in the workplace.
- To discipline anyone who has harassed an employee.

The college harassment policy applies to all full-time, part-time, temporary, and casual employees. It also applies to contractors and volunteers who provide services to Mohawk College.

Reporting and Investigating Harassment

All employees have a responsibility to report harassment if they, or someone they know, is being harassed at work. The college advocates bringing issues forward and employees are encouraged to resolve issues in a respectful manner. There are three levels to the complaint process that provides an opportunity to resolve the issue:

- Speak directly to the individual
- Make an informal complaint to your supervisor, Human Resources or Dean of Students
- Lodge a formal complaint

Note: *You have the right to respond to any complaint made against you.*

Refer to policy CS-1317-2012, Harassment for identifying and reporting workplace harassment.

Accident Response and Reporting

Immediately report ALL accidents, incidents, unsafe conditions or practices to the person in charge or to Security. Prompt reporting of accidents ensures first aid treatment, emergency medical response, or other appropriate measures are taken as soon as possible.

Critical injury is defined under the Occupational Health and Safety Act as an *injury* of serious nature that:

- a) Places life in jeopardy;
- b) Produces unconsciousness;
- c) Results in substantial loss of blood;
- d) Involves the fracture of a leg or arm, but not a finger or toe;
- e) Involves the amputation of a let, arm, or foot but not a finger or toe;
- f) Consists of burns to a major portion of the body, or;
- g) Causes the loss of sight in an eye.

In the event of a serious or critical injury immediately:

1. Seek first aid treatment and call 911.
2. Contact:
 - Security through the emergency intercoms, or dialling '55' on a college phone (please dial 88 if located at the IAHS).
 - Occupational Health & Safety at ext. 2225 or 4293.
 - Your Supervisor
3. Secure the scene and do not disturb until an accident investigation has been completed and authorization to restore the area has been given.
4. Complete an *Accident/Incident Report* on the college form.

In the event of all other injuries immediately:

- Seek first aid treatment
- Notify your supervisor to investigate the accident
- Complete an *Accident/Incident Report* on the college form.

First Aid and Medical Emergencies

Administering First Aid

First aid can be provided by a person from the area who is trained in first aid or by contacting Security Services. Prior to administering First Aid, the accident scene must be assessed and made safe from any hazards that may be present. When first aid is required, it is important to:

- Remain calm,
- Assess the responsiveness of the victim,
- If the person is not breathing, call for help and have someone dial 911 immediately. If the person has no pulse or signs of life, CPR should be initiated.

Automatic External Defibrillators (AED)

Please note that each campus is equipped with automatic external defibrillators (AED) and Campus Security Officers are trained in First Aid, CPR, and AED use.

First Aid Stations

First Aid Kits containing materials for providing simple treatments are located throughout all the campuses in laboratories, workshops, and office areas. Be sure to know the location of the First Aid Kit(s) in the areas you work in.

Refer to policy *CS-1400 2008, Accidents and First Aid*

Minimizing Contact with Blood or Body Fluids

Follow these procedures to minimize contact with blood and other body fluids:

During First Aid:

Don disposable gloves available from a first aid kit. If gloves are not available, use another barrier such as extra material or gauze. ALL blood or body fluids should be carefully washed off with hot soapy water as soon as possible.

People with open sores should pay particular attention to minimizing their exposure and using gloves if possible. If exposure to the sores does occur, they should be washed promptly and vigorously.

During CPR

CPR face shield devices are available at each campus in the main first aid box or at the Security Desk, or through Occupational Health and Safety. These devices prevent contact with saliva when administering CPR.

Cleaning Contaminated Surfaces/Clothing

To clean surfaces soiled by blood, the surface should be washed with a disinfecting solution such as bleach in a dilution of 1 to 10.

If doing cleaning by hand such as wiping a surface, gloves should be worn. Disposable materials such as paper towels should be used. Mops should be rinsed in disinfectant.

Blood stained clothing, clothes, and other cleaning materials should be rinsed out in cold water using gloves and then laundered normally. Blood stained disposable articles, including gloves, should be placed in a plastic bag, sealed, and then placed in the regular garbage.

Bleeding

Protect yourself with disposable gloves, if available. If they are not available, use another barrier such as extra material or gauze. Be sure to wash your hands thoroughly after contact with blood. Apply direct pressure to the affected area with gauze or any material available. Attempt to maintain pressure. Do not remove blood soaked material, but reinforce with more material if blood soaks through. Elevate affected area if possible. Seek medical attention.

Burns

For thermal burns do not remove burned clothing that is stuck to the burn, or break any blisters. Apply cold compresses or water to burns that have not blistered. Seek medical attention.

For chemical burns, flush the affected area with copious amounts of water for 15-20 minutes and remove contaminated clothing or jewelry. Seek medical assistance immediately.

For electrical burns, make sure the area is safe and electricity is turned off before touching the victim. Check the responsiveness of the victim and initiate CPR if necessary. Treat for shock and seek medical assistance immediately.

Electrocution

Be sure the source of electricity is shut off before touching the victim as you could end up being electrocuted as well. Do not touch the person with your bare hands if they are still in contact with the current.

Check the responsiveness of the victim, and initiate CPR if there are no signs of life. If the person is still connected to the electrical source, remove them from the source using a piece of non-conducting material such as wood, cardboard, or plastic. Seek medical attention immediately.

Eye Injuries

Flush the eye with water for at least 15 minutes. Seek medical attention immediately.

Fractures

Broken bones may not be obvious. Do not move the person until help arrives. Immobilize the injured limb if possible, and seek medical attention.

Shock




Access the victim and treat severe injuries as appropriate. Lay the victim on his/her back and raise legs 8-12 inches. Keep warm with blankets and seek medical assistance immediately.






Workshop and Laboratory Safety

When specific safety procedures are required in workshops, laboratories, etc., instruction will be provided by the Department. In addition to specific safety procedures, you should be knowledgeable in the Workplace Hazardous Materials Information System (WHMIS).

The chart below refers to products controlled by WHMIS and provides some safe handling procedures to follow when working with hazardous materials.

WHMIS Classes and Hazard Symbols:

Class and Symbol	Properties	Precautions
Class A Compressed Gas 	<ul style="list-style-type: none">• Poses an explosion danger because the gas is being held in a cylinder under pressure• May cause its container to explode if heated in a fire• May cause its container to explode if dropped	<ul style="list-style-type: none">• Handle with care; do not drop cylinder• Keep cylinder away from potential sources of ignition• Store the containers in the area designated by your supervisor
Class B Combustible and flammable material 	<ul style="list-style-type: none">• Will burn and is therefore a potential fire hazard• May burn at a relatively low temperature; flammable materials catch fire at lower temperatures than combustible materials• May burst into flame spontaneously in air or release a flammable gas on contact with water• May cause a fire when exposed to heat, sparks, or flames, or as a result of friction	<ul style="list-style-type: none">• Keep the material away from heat sources and other combustible materials• Never smoke when working with or near the material• Store the material in a cool, fire-proof area, as designated by your supervisor
Class C Oxidizing material 	<ul style="list-style-type: none">• Fire and/or explosion risk in the presence of flammable or combustible material• May cause fire when it comes into contact with combustible materials such as wood• May react violently or cause an explosion when it comes into contact with combustible materials such as fuels• May burn skin and eyes upon contact	<ul style="list-style-type: none">• Keep the material away from combustible materials and store in the areas designated by your supervisor• Keep the material away from source of ignition• Never smoke when working near the material• Wear the proper protective equipment, including eye, face and hand protection and protective clothing

<p>Class D: Div. 1: Poisonous & infectious material: immediate and serious toxic effects</p> 	<ul style="list-style-type: none"> • Is a potentially fatal poisonous substance • May be fatal or cause permanent damage if it inhaled or swallowed or it enters the body through skin contact 	<ul style="list-style-type: none"> • Handle with extreme caution • Wear all necessary protective equipment including eye, face and hand protection and preventative clothing • Avoid inhaling by working in well-ventilated areas and/or wearing respiratory equipment - designated by your supervisor • Store the material in designated places only
<p>Class D: Div. 2: Poisonous & Infections material: other toxic effects</p> 	<ul style="list-style-type: none"> • Is a poisonous substance that is not immediately dangerous to health • May cause death or permanent damage as a result of repeated exposures over time • May be a skin or eye irritant • May be a sensitizer, which produces a chemical allergy • May cause cancer, birth defects or sterility 	<ul style="list-style-type: none"> • Wear all necessary protective equipment including eye, face and hand protection and preventative clothing • Avoid inhaling by working in a well-ventilated area and/or wearing respiratory equipment - designated by your supervisor • Store the material in designated places only
<p>Class D: Div. 3: Poisonous & Infections material: bio-hazardous infectious material</p> 	<ul style="list-style-type: none"> • May cause a serious disease resulting in illness or death 	<ul style="list-style-type: none"> • Take every measure to avoid contamination • Handle the material only when fully protected by the proper, designated equipment • Handle in designated areas when engineering controls are in place to prevent exposure
<p>Class E Corrosive Material</p> 	<ul style="list-style-type: none"> • Causes severe eye and skin irritation upon contact • Causes severe tissue damage with prolonged contact • May be harmful if inhaled 	<ul style="list-style-type: none"> • Keep containers tightly closed • Wear all necessary protective equipment including eye, face and hand protection and preventative clothing • Avoid inhaling by using in well-ventilated areas only and/or wearing the proper respiratory equipment - designated by your supervisor • Store in designated places only
<p>Class F Dangerously Reactive Material</p> 	<ul style="list-style-type: none"> • Is very unstable may react with water to release a toxic or flammable gas • May explode as a result of shock, friction, or increase in temperature • May explode if heated when in a closed container • Undergoes vigorous polymerization 	<ul style="list-style-type: none"> • Keep material away from heat • Open containers carefully; do not drop them • Store the material in a cool, flame-proof area - designated by your supervisor

Personal Protective Equipment:

Department Supervisors/Managers will identify areas and circumstances for which personal protective equipment is required to be worn and will ensure compliance with these requirements for staff and students. Personal protective equipment includes hard hats, hearing protection, safety glasses with side shields or goggles, and safety shoes/boots. Some safety equipment may be purchased through the College Bookstore.

Spills

Small Spills:

- Assess the hazard posed by the spill and contact the person responsible for the area.
- Move people from the area and determine the proper absorbent and personal protective equipment required. Refer to the material safety data sheet if required.
- Ventilate the area by opening windows and doors. Prevent the spill from spreading (esp. drains, sewers, etc.).
- Isolate spill from sources of ignition or other hazards that may be present.
- Place absorbent material on the liquid or other hazards that may be present.

Note: If a fire should result, follow the procedures for fire emergencies.

Large Spills:

For large spills, assess the hazard posed by the spill and evacuate the area if necessary. Refer to the material safety data sheet if necessary.

Follow procedures for small spills if the spill can be cleaned up safely. Otherwise, follow the directions of College officials.

Note: If a fire should result, follow the procedures for fire emergencies.

In case of a spill contact:

- The person responsible for the area
- Security
- Occupational Health & Safety
- Facilities Management

Flu Prevention

Protect yourself from germs that cause colds and flu. Stay healthy this winter by being educated about cold and flu prevention methods. Here are some tips to help you stay healthy.

Flu Vaccinations

Get a seasonal flu shot. Enquire with a nurse at Wellness4U, Health Services or your family physician about getting a flu vaccine.

Hand Washing

Cleaning your hands is the best defence against the flu.

Proper hand washing is an important way to guard against the flu and limit the spread of the flu virus. Flu viruses can live on your hand for up to five minutes and they can live on hard surfaces that you touch with your hands — like counter tops and telephones — for up to two days. So clean your hands often to protect yourself and others from getting the flu. Soap and water work well. Wash your hands thoroughly for about 15 seconds.

Alcohol-based hand sanitizer

Alcohol-based hand sanitizers are as good as soap and water to clean your hands, unless they are visibly dirty. Make sure you really rub the sanitizer all over your hands, and be sure to use a sanitizer that contains 60-90% alcohol. Keep alcohol-based hand sanitizers handy at home, at work, at school, and in the car.

Coughing

Cover your mouth and nose with a tissue when you cough or sneeze and throw the tissue out. Cough into your upper sleeve if you don't have a tissue.

Keep your hands away from your face! The flu virus (and other germs) can enter the body through the eyes, nose, or mouth and infect you. So avoid touching your eyes, nose and mouth.

Pandemic Influenza

Mohawk College regularly monitors seasonal flu activity and the potential emergence of a pandemic strain. The College will implement the Pandemic Plan if necessary to respond to an outbreak.

Campus Safety and Security

Personal Safety Services

Always be conscious of your surroundings. Prevention is the most effective means of fighting crime. Record the description of suspicious persons. Notify the Security Department immediately.

Remember to familiarize yourself with the campus that you are located at to determine which emergency features are available for your use.

Surveillance cameras are located at the Fennell, IAHS, and Stoney Creek campuses. These cameras allow Security to view critical areas inside and outside the buildings.

Escort service to your car is available by contacting Security at the campus and/or through the Walk Safe Program.

Emergency devices are located throughout various campuses that can be used to obtain contact with Security.

- From an internal office phone call 55 to connect with Fennell Security. At the IAHS, call 88 to connect with IAHS Security. Also, do not be afraid or hesitate to call 911 for outside emergency assistance.
- Press the emergency button on internal Bell pay phones (located at major campuses only) to be connected with Security. Signs above these phones identify your location. Give this location to Security.
- Use of intercoms (identified by signs) in the hallways of the Fennell Campus will connect you with Security.
- Emergency telephones identified by blue lights in the parking lots of the Fennell and IAHS campuses will connect you with Security. When the panic button is pressed, a strobe light is activated as well as a hands free telephone which connects to campus Security. The locations of these phones at the Fennell campus are identified on the campus map.
- Use of panic alarms (identified by signs) located in some of the women's washrooms will alert Security of an emergency.

Prevention is the most effective means of fighting crime.

Record the description of suspicious persons. Do not attempt to question or restrain them yourself. Notify the Security Department immediately.

Escape is the primary objective if you become involved in a dangerous situation. Do not attempt a physical confrontation if escape is possible. Do not just scream! Use words such as "help me!" and "leave me alone!"

Value your safety and the safety of others.

Employ common sense and awareness in your day-to-day activities. Remember, many victims of crime said, "It can't happen to me."

Notify the Security Department at once if you are the victim of a crime or if you witness one.

Telephone for emergencies.

Inline Skates/Skateboards

Inline skates and skateboarding are not permitted inside any of the campuses and is prohibited on College property. If you use a skateboard or inline skates as a means of transportation, ensure that you stop upon entering the College property and either pick up your skateboard and/or put on appropriate footwear. Violators will be dealt with under the Student Code of Conduct and Discipline.

Smoking in the College

Mohawk College recognizes the global trend towards protecting people from exposure to second hand smoke in response to well-known negative health effects. Mohawk is moving toward smoke free college for everyone's benefit.

Smoking on campus will only be permitted in Designated Smoking Areas. Please refer to college maps posted on campus for these designated areas.

For those who want assistance to quit smoking, cessation programs are available free of charge through Mohawk's Wellness4U, Health Services, Leave The Pack Behind on campus program, Canadian Cancer Society Smoker's Helpline and through family doctors.

Getting to the goal of a smoke-free college requires patience and cooperation. Please help Mohawk be a leader in this initiative!

Protecting College/Personal Property

To protect college and/or personal property, please review the following:

- Record the serial numbers and fixed asset numbers of College property entrusted to your care.
- Ask for identification or authorization from "service people" who want entry into your department. If in doubt, check with Security.
- Never loan equipment or keys to a stranger. Never leave keys in an unlocked drawer or file cabinet. College keys may only be duplicated by the College locksmith. Report the loss of keys immediately to the Security Department.
- Do not tape keys under desk drawers or to file cabinets.
- If you are entrusted with a key to a specific room, storage or lab area, make sure the door is locked when you leave the room. Do not loan your keys. Remember, as long as you possess a key to a given area, you are entrusted with the responsibility.
- Never prop open a door or someone who will be joining you later; you may be inviting any number of unknown "someone's" into your area without your knowledge.
- When leaving your office for the day, make sure:
 - a) All windows are closed and locked.
 - b) All valuables and sensitive material (grades, letters, evaluations, etc.) are removed from desk tops and locked up.
 - c) All desks and files are locked.
 - d) All doors are closed and locked.
- A staff or faculty member should be assigned the responsibility of checking the security of an office or work area daily prior to departure.

- Record the serial numbers, brand names and descriptions of personal property or valuables which are kept in your office or work area. Keep a duplicate copy of this information at home.
- Never leave valuables such as wallet, purse, jewelry, or keys lying out on your desk. Place articles in a drawer or out of sight. If you leave the room, lock the drawer. It takes only about eight seconds for someone to walk into a room and take something such as your purse, wallet or calculator.
- Treat your Photo ID Card as you would a college key. In many cases it is just that — a key to sensitive areas.
- Do not carry large sums of money.
- Be alert to strangers wandering aimlessly around your office or work area. A common ploy for such individuals bent upon criminal intent is to say that they are also looking for work or a job. Also, they often name a fictitious teacher they are looking for. If you have cause to doubt their sincerity, call the Security department.
- Keep "coffee funds" and petty cash under lock and key. If there is a safe available, store the money there.
- Do not keep valuables in your locker or give out your locker combination.

Personal Safety and Protection

- When in public be aware of your surroundings. Your best defence is to be alert and cautious. Try to be aware of any crisis situations developing around you and make efforts to leave the area and seek help if needed.
- Arrange a system so that someone knows where you are and when you are expected to return home.
- Do not display large amounts of money in public.
- Park and walk in well-lit areas. Avoid alleys and dark or deserted areas.
- When walking, wear comfortable footwear that you can run in. Avoid walking or jogging alone, especially at night.
- If you suspect you are being followed (walking or driving), go to the nearest public place (police, hospital, store, etc.), or populated area. Yell to attract attention and/or phone the police.
- If a threatening vehicle approaches you, turn and walk in the opposite direction. This will make it difficult for the driver to pursue you in reverse or turning the car around. Do not feel pressured to talk to strangers — trust your instincts.
- If attacked, yell and scream continuously (no-no, help me, fire, leave me alone, etc.). This will create attention and may discourage the attacker. Do not allow an attacker to take you to another location. If you are being pulled or dragged against your will, drop to the ground and roll—this will make it harder for the attacker to control you and you may be able to break away.
- Do not carry weapons since they can be used against you.
- If forced to give up your belongings or purse, throw them to the ground away from you and run in the opposite direction. Yell for help. Resisting a purse snatcher may result in physical injury.
- Remember the vehicle license number, car description, description of suspicious persons, and report this information to the police.

Crime Prevention

Home Security and Safety

- Install peep holes with 180 degree field of view. Do not open the door to a stranger.
- Install a home alarm and ensure your family is familiar with the operation of the system.
- Be cautious of con games and/or consumer frauds. Check identification and references of sales and service representatives. Only employ individuals from reputable agencies to work in your home.
- If you live alone, only use first initials with your surname on mail boxes and directories.
- Install dead bolt locks on all exterior doors. Ensure that the strike plate is installed with long screws that will penetrate through the door jam and into the wall stud. Install security devices on windows and patio doors. Any window grills or bars should have a quick release mechanism should the window be required as a fire escape. Always lock your garage door and/or garden shed.
- Ensure that entry locks are changed and/or re-keyed if you are a new tenant or home owner.
- Do not leave keys hidden in obvious places.
- When recording a phone voice message, do not give information that may make a caller believe you live alone or that you are on vacation.
- Do not respond to obscene phone calls. Hang-up immediately.
- Keep tools and ladders where they cannot be used by a burglar.
- Use an electric engraver to mark you identification on property (TV, VCR, stereo, camera, computer, etc.). Take pictures of items (pictures, china, etc.) that cannot be engraved and maintain a list of all your items complete with serial numbers in a safe place. Do not leave large amounts of money in the home.
- When away give your home a lived in appearance. Use automatic timers for lights and have your pail picked up. Have your lawn cut or snow removed.
- Get to know your neighbours and join a watch program. Inform your neighbours when you are going away and know each other's phone numbers.
- Trim trees and shrubs so that windows and doors are not obscured.
- Use good exterior lighting (floodlights) and motion detection to illuminate your property.
- House numbers should be large enough and well-lit so that they can be seen by neighbours or any responding emergency vehicles.
- If you suspect someone has broken into your home, do not enter the house. Call police from another location.
- Keep police and emergency numbers posted near your phone.

Auto Safety

- Never leave your vehicle while it is running or with your keys in the ignition.
- Never leave your car unlocked, even for a few minutes.
- Do not leave valuables or articles within the car exposed to view, even if the car is locked. Place valuables in your trunk.
- Park in secured lots, and at night, park only in well lighted areas.
- Look in your car before you get in to make sure you do not have uninvited passengers. By putting the front seat forward when exiting may indicate if someone is or has been in your vehicle.
- Ask for an escort to your vehicle if you feel uncomfortable walking there alone.
- Use an anti-theft device such as a kill switch, car alarm, or steering wheel locking device.
- Do a circle check of your vehicle before entering. Check for damage, flat tires, or items placed under your tires.
- Do not hide a spare key on your vehicle — it can be found.
- Be careful about your keys. Leave only the ignition key with parking attendants and service stations. This way you will not run the risk that your house keys will be duplicated.
- If you have a garage, use it and make sure the garage is locked.
- Keep your license, registration and insurance identification papers in your wallet or purse. If found in the vehicle, thieves can use them to elude the police.
- Keep all doors locked and windows rolled up even while driving.
- Avoid driving through high crime areas. Avoid driving at night or early hours since this is when the crime usually occurs.
- Be alert while driving. Particularly at stop signs, traffic lights and when entering or leaving your vehicle.
- If confronted by someone with a weapon, give them your vehicle. It's not worth your life.
- If you travel alone, obtain a cellular phone for emergency use.
- If you feel you are being followed, do not go directly home.
- Do not hitch-hike or pick up hitch-hikers. This practice is very dangerous. Once trapped inside a vehicle, it may be difficult to escape.
- When travelling, map out your route and inform someone of your expected time of arrival. Inform that person once you have reached your destination. If lost while driving, go to a service station for a map or ask for directions. Do not stop on the side of the road.
- Ensure your vehicle is well maintained. If your vehicle breaks down, pull over. Turn on your 4-way flashers, lock all doors, roll up windows, display a "call Police" sign and wait inside your vehicle for the police. If someone stops to help you, roll down your window just enough to ask them to phone for help.

Protect Your Bicycle

In order to reduce the chances of your bicycle being stolen, we suggest that you follow these precautions:

- Keep a record of the description, serial number and registration number.
- Engrave your bike with your student identification number or social insurance number.
- Lock your bike with a heavy chain through both wheels.
- If your bike is stolen, notify the Security department.

Conclusion

We hope these suggestions will be of help to you and wish you the best while pursuing your individual endeavors at Mohawk College.

If we can be of any help to you while you are here,
please do not hesitate to contact Occupational Health & Safety at
905-575-2225 or 905.575.4293
or visit the website: <http://www.mohawkcollege.ca/Page4873.aspx>



Emergency Safety and Security Procedures
Revised: March 2015

Occupational Health and Safety

Mohawk College is committed to the provision of a safe and secure learning and working environment for all students, staff and visitors.

The Occupational Health & Safety (OHS) Department provides a wide range of professional and technical services to achieve this by promoting and supporting health and safety activities to all levels of the college to help supervisors and employees fulfill their obligations under the Occupational Health and Safety Act and Regulations.

Services provided by the OHS Department include:

- Promote safe work practices
- Advise workplace parties on health and safety requirements
- Support college Joint Health and Safety Committees
- Interpret OHS Act and Regulations
- Conduct accident/incident investigations
- Support WSIB related return to work accommodations
- Deliver and coordinate occupational health and safety training
- Conduct ergonomic assessments
- Conduct occupational hygiene monitoring (asbestos, noise, chemicals, indoor air quality etc.)
- Investigate safety-related concerns
- Coordinate hazardous waste disposal

Safe and secure learning and working environment for all.

