



## Safety Tips for Working Alone on Victoria Campus

During these unprecedented times, some faculty and staff members may find themselves working alone on campus. It is important to follow these guidelines:

If you plan to work **alone** during or after regular business hours or you are in an isolated building:

- Please contact Victoria University Front Desk at **416-585-4524** and check in with the Residence Services Attendant.
- In addition to security's regular building patrols, you may request Security to check-in on you periodically.
- **Please provide the Residence Services Attendant with the following information:**
  - Your **name** and **title**.
  - Your **department**.
  - Your **building** and **office number**.
  - Your **expected time of your working hours**.
  - Your **contact phone number**.
- Your department head or manager must be aware of your presence on campus.

### Upon entering your workspace and building:

- Enter the building using the designated door.
- Conduct a physical check by pushing/pulling the door to ensure it is locked behind you, if needed, especially, after business hours.
- If you notice that the door mechanism is not locked properly, immediately call Security at **416-585-4524**. A security guard will assist you to secure the door, and will report the concern to maintenance staff.
- If your key card/FOB is not working please call Security at 416-585-4524 and a security guard will assist in providing valid access. You will need to follow up in getting your key card/FOB reprogrammed.
- Secure your workspace, and switch on lights.
- Report any suspicious occurrence to security.
- Ensure that you can easily call for assistance if needed.
- Check in with your supervisor/manager when on site.
- Have a designated safe room or area to go in case of an emergency.
- Be alert and make mental notes of your surroundings for any suspicious activities and report these immediately.
- Depending of the severity of these emergency situations , please contact the following:
  - **911 for life treating emergencies**
  - **Campus Police 24/7 dispatch - 416-978-2222**
  - **Campus Security 24/7– 416-585-4524**
- If you witness suspicious activity, get to the nearest safe room or space and **call for assistance**.
- Do not confront any suspicious individuals, call for assistance.
- Avoid using elevators if possible. If you must use the elevator then have your cell phone with you in the event you require assistance.



**Upon leaving your workspace and building:**

- Ensure that your office windows are locked, curtains are closed, office lights are turned off, and valuables are locked away.
- Exit through the designated door.
- Ensure that the door is locked and secure by pushing/pulling on the door once it is closed.

**Before exiting your building, please ensure:**

- That you know the route that you will be taking home and stay alert.
- That you will stay on well-lit or illuminated sidewalks and pathways.
- That you will walk to the other side of the street if someone makes you uncomfortable.
- That you contact Security if you feel unsafe.

**Safety Escort:**

If you are leaving work after regular business hours and you require a safety escort to the TTC Subway (Museum or Bay Stations only) or to your parked car on the **Victoria University campus**, contact Residence Services at **416-585-4524** and request a security and safety escort.

**Please provide the Residence Services Attendant with the following information:**

- Your **name** and **title**.
- Your **department**.
- Your **building** and **office number**
- Your **contact phone number**.

**Parking Lot Safety:**

- Park at well-lit areas on campus.
- Do not leave valuables in your vehicle and lock your doors.
- If you are parked in the Rowell Jackman Hall underground parking lot, ensure you have your appropriate access keys to promptly access the building.
- Observe the surroundings for any suspicious activities before entering your vehicle.