

# **COLUMBIA COLLEGE PERSONAL SAFETY AND SECURITY**

## **BACKGROUND**

While Columbia College has rarely, if ever, had a serious incident related to personal safety or security, this document is being released as a matter of due diligence, as well as to heighten everyone's awareness of the need to ensure a safe and secure learning and working environment while at the College.

## **SOME HELPFUL APPROACHES TO PERSONAL SAFETY AND SECURITY WHILE AT THE COLLEGE**

- Try not to study or work in an area alone, but if you do, let others know. Make sure you know how to quickly exit from an area and quickly get help.
- Do not leave doors propped open.
- Always be alert of your surroundings, particularly when exiting your building at night.
- Keep to well-lit areas as much as possible when walking to your vehicle.
- Use the "buddy system". Always plan to walk in pairs or groups when leaving at night
- Park your vehicle as close to your building as possible. If possible, move your vehicle closer to your building during a break period.
- If a suspicious person approaches your vehicle, lock your doors and blow your horn to catch people's attention.
- Keep valuables in the trunk or in the locked glove compartment of your vehicle.
- Call REGENCY PROTECTION SERVICES AT 403-313-7709 or 911 to report all suspicious person(s) or activity.
- In case of a security concern (i.e. suspicious persons, escorting to cars that are parked in secluded areas, vandalism, etc.) call REGENCY PROTECTION SERVICES AT 403-313-7709 and they will page the on-site security guard.
- When meeting/conferencing with student, do so in a location in which others are present.

## **OTHER ACTIONS RELATED TO SAFETY AND SECURITY**

If you feel that further steps can be taken to help ensure safety or security, then please refer to the Columbia College document "Workplace Hazards and Working Alone Regulations". This document includes a four-step form that will help you identify, analyze and suggest control actions that could reduce a dangerous work situation. Please read the document and then fill out the accompanying form.