

UNIVERSITY OF OTTAWA 101 –

What's important to know about your visit on campus

We hope you enjoy your day at Canada's university; here's to an experience that's both fun and informative.

While you're visiting, remember:



1. If you lose your way or become separated from your sponsor, find a phone and call 5411. A protection officer will be sent to help you.
2. Notice the **blue emergency phones** throughout the campus. They connect you immediately to Protection Services, but you use them **strictly for emergencies**.



3. If someone is injured, call 5411. A protection officer will be sent to help. Stay on the scene of the accident, because you may be able to give helpful information.
4. Read the signs whenever you enter a building or walk on campus:
 - a. campus maps at key pedestrian intersections;
 - b. building plans near entrances;
 - c. lab door signs indicating the chemicals and dangerous substances inside.



5. If you hear a fire alarm, go to the nearest exit and leave the building. The best is to follow your sponsor, because he or she knows where this exit is.



6. Only people older than 19 years of age may smoke on campus. These persons may not smoke inside buildings, near fresh-air intakes or near a building's main entryways. Signs to this effect must be obeyed.

7. You must at all times be accompanied by a person who works at the University.



8. Make sure that your sponsor has given your emergency contact information (on the University waiver you completed) to the Environmental Health and Safety Service.

9. Do not touch equipment, machinery or hazardous materials unless you're being closely supervised by an authorized member of the University.

If you and your sponsor have questions about visitor safety or the University's environmental practices, contact the Environmental Health and Safety Service at 562-5892 or at safety@uottawa.ca.

You can also visit us in person at 100 Thomas More St. room 306, or on the Web at <http://www.uottawa.ca/services/ehss/>.