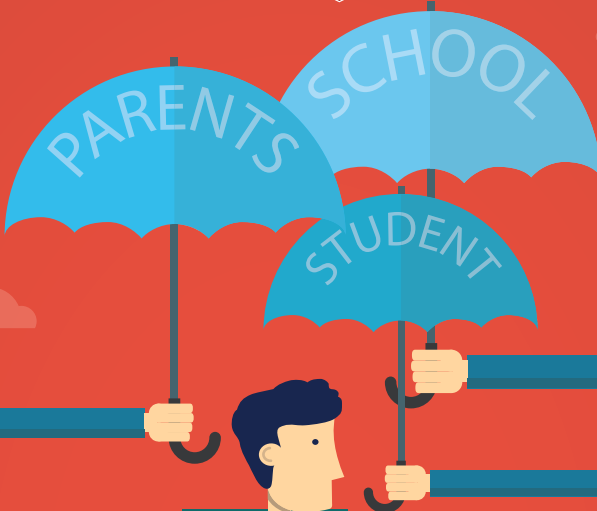




COLUMBIA
INTERNATIONAL
COLLEGE



WORKING TOGHETER FOR **YOUR SAFETY**

Safety guide to keep students safe when abroad



Partnering for student safety.

**Safety
is one of
Total Care Education®'s
highest priorities**

At CIC, we are devoted to delivering a world-class education and living experience to our students.

Our school provides a safe, secure and caring environment. Through our Total Care Education[®], we are strongly committed to ensuring student safety and security inside and outside of our school. To achieve this goal, we need everyone to do their part.

How can students help?

As with any place you travel to or live in, you are ultimately responsible for ensuring your own safety. Practicing common safety measures and keeping yourself away from dangerous places, actions and events can help.

How can parents help?

Parents, we urge you to please review this brochure's recommended safety measures with your child.

Treat this opportunity as a learning moment for your child and discuss these safety topics together.

Encourage your child to take to heart our safety recommendations to ensure their safety and security while away from home.

Why is this important?

The purpose of this brochure is three-fold:

- To help students travel "smart" when making their journey to CIC by outlining a list of safety tips.
- To showcase CIC's ability to guard student safety by identifying key safety and security measures in our Total Care Education[®].
- To help students become "mishap-proof" while studying abroad by highlighting procedures and good practices that they should adopt.



Smart Travel Tips

Keep important documents safe!

- Before travelling, make two copies of important documents (e.g., passport, ID cards, credit cards) in case they get lost:
 - ▶ Make photocopies and keep them inside different bags or luggage.
 - ▶ Create digital copies by scanning important documents and emailing them to yourself. In case you lose your original documents and luggage, you still have an electronic copy to retrieve.
- Keep your personal information confidential.
 - ▶ Do not show strangers or newly met acquaintances your travel or personal documents.
 - ▶ After your arrival at CIC, do not use the originals unless needed.
- Place your passport and other important documents in:
 - ▶ Our school safe in the Admissions Office (Room 163).
 - ▶ Under lock and key in your room.

Secure money & luggage/belongings!

- Carry some cash but not a lot.
 - ▶ Carrying too much cash can make you a target for theft.
- Carry your wallet in a safe place. Avoid placing it where others can easily see it (e.g., your back pocket).
- Separate your sources of money.
 - ▶ For instance, keep your credit cards in a place different from where you put your cash.
- Avoid public displays of affluence (e.g., expensive jewelry, camera). It could make you a target for theft and pickpocketing.
- Do not leave your bags and luggage unattended. Never ask strangers or newly met acquaintances to watch over your things, even for a moment.

Don't miss your flight!

- Check the airline schedule 12 hours prior to departure.
- Check in at least 2-3 hours prior to departure.
- Check and double check which Gate to board.
 - ▶ Airlines may change the boarding Gate at the last minute – even after issuing your boarding pass.
- Arrive at the boarding gate at least 60 minutes before flight time.

Airport pick-up!

- Pre-arrange your airport pick-up with CIC.
 - ▶ Details are provided on your Confirmation for Airport Transportation Form.



Total Care[®] Protection

Our Total Care[®] team protects student safety and security with the following resources:

Campus Safety

- Members of our Campus Safety team can be found in each of our academic and residential buildings.

Residence Safety

- All our residence buildings are securely locked and monitored 24/7 by CCTV.
- Front desk staff is available at all times.

Fire / Lockdown Drills

- Fire and lockdown drills are practiced every semester to ensure students and staff members are aware of evacuation procedures.
- Fire and smoke detection systems in all building are inspected and serviced regularly.

Transportation Safety

- We provide free door-to-door school bus transportation to and from school and residences, as well as all transportation to and from school-organized trips and activities.

“Take Me Home” Taxi Card

- All new students are given a “Take Me Home” taxi voucher in their residence check-in package. This emergency card is to be used if a student ever finds themselves lost in Hamilton. The taxi voucher provides them with a FREE ride back to their residence or the school safely.

Lost & Found

- Lost or misplaced items may be brought to, or retrieved from, the “Lost & Found” area in residence and academic buildings.
- *Students are responsible for their personal belongings.*

Food Safety & Meals for Dietary Needs

- Sodexo, our food services provider, is known for their commitment to food safety.
- Our Head Chef, a Registered Dietitian and a Certified Chef de Cuisine, ensures students have a balanced diet.
- Sodexo serves special meals for students who:
 - ▶ have food allergies
 - ▶ are vegetarian
 - ▶ are lactose intolerant, and
 - ▶ have religious or medically approved dietary needs.

Students must disclose any dietary needs to the school before beginning their study term to allow us to make appropriate arrangements.

Medical Services

Weekdays - In school & residence

- Our on campus Medical Clinic is open Monday to Friday (8:30am-4:30pm) for students to visit or receive treatment.
- Residence wellness rooms allow students to rest and recover.
- Nurses visit residence to check-up on ill students.

Weekend - In residence

- Nurses visit residences to check-up on ill students.
- Staff members will accompany students to the nearest walk-in clinic for treatment if necessary.

**Medical conditions, including any illnesses/allergies, relevant medical history, and medications you are, or have been, taking must be disclosed.*



Keeping you safe

One of the most important things you can do to ensure your safety is to remain alert and cautious at all times. Here are some tips to help you establish good safety habits:



IN RESIDENCE

WHAT TO REMEMBER

Keep personal items and valuables such as your wallet, passport and laptop out of sight. Residence rooms are equipped with locked desk drawers for student convenience.

WHY?

Anyone can take your personal items.

WHAT TO REMEMBER

Keep your residence room doors locked at all times - even when you are inside or when you leave the room for just a few minutes.

WHY?

Leaving your doors open and unlocked allows anyone to walk into your room and take your things.

WHAT TO REMEMBER

Do not lend your room key to anyone..

WHY?

Giving someone your room card allows them access to all your personal information and valuables, as well as those of your roommates.

WHAT TO REMEMBER

Report any lost or stolen keys immediately to the Residence Office.

WHY?

Missing keys make your property vulnerable to theft.

WHAT TO REMEMBER

Know the address and phone number of your residence building by heart and do not share this with people you do not know.

WHY?

Giving strangers this type of personal information could compromise your security and that of your roommate. You could also become vulnerable to identity fraud.

WHAT TO REMEMBER

Do not let anyone you do not know into the residence building.

WHY?

The intentions of unidentified people can vary and you could jeopardize everyone's safety.

WHAT TO REMEMBER

Bullying of any form (e.g., verbal, physical, social, cyber), must be reported to the school.

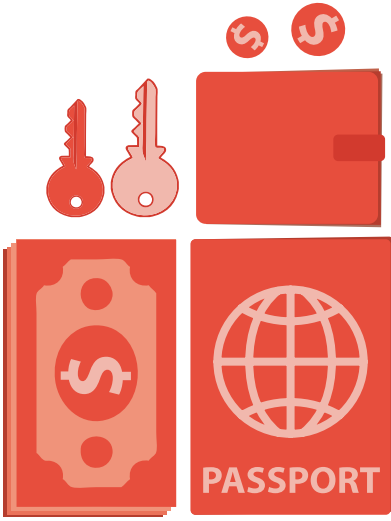
Bullying in any form is taken seriously by the school and those involved will be disciplined.

Canada has provincial and federal legislation in place to reprimand those guilty of committing a cyber bullying act.

WHY?

Keeping any incident to yourself and not reporting it will negatively affect your health and academic performance.

CIC has a Bullying Awareness Week to help students understand and deal with all forms of bullying.



PERSONAL DOCUMENTS

WHAT TO REMEMBER

Do not lend money, your cell phone or other personal items to classmates or friends. If approached by a classmate to borrow these items, politely decline.

WHY?

Others may take advantage of your generosity and you may not be compensated for extra charges on your phone or lost items. True friends do not ask to borrow money.

WHAT TO REMEMBER

Keep important documents (passport, ID cards) in a safe place.

WHY?

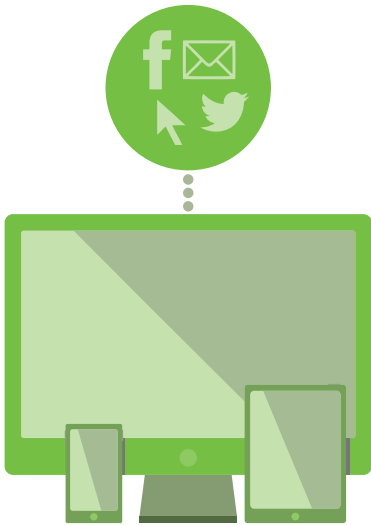
Important documents might get lost. It requires a lot of time and money to replace them. This also makes you vulnerable to identity fraud.

WHAT TO REMEMBER

Do not share your credit card or debit card number and PIN with anyone. If you think your debit/credit card has been compromised, report it immediately to the issuing bank and the Residence Office.

WHY?

Giving someone access to your PIN gives them access to your finances. Try to avoid this at all times. Check your online bank statements regularly.



WHEN ONLINE

WHAT TO REMEMBER

Think carefully before posting any content, photos or videos on social media.

- Do not post personal information such as full name, address, date of birth, or student number.
- Check with your parents if you wish to disclose your whereabouts while studying abroad.

WHY?

Anything posted on social media or the internet is not private. This makes you vulnerable to many risks.

WHAT TO REMEMBER

When shopping online, deal only with secure and authorized sites.

- Do not share your personal information or bank information with unsecure sites.
- Do not fall for online scams offering prizes or money for signing up to their service.

WHY?

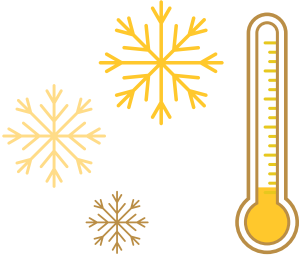
You want to make sure you are giving your account details to legitimate sources. Unauthorized companies will try to take advantage of you and take out more money from your account without your approval.

WHAT TO REMEMBER

When having a personal conversation on your mobile device or computer, make sure you are in a private area. As courtesy to others, do not to have loud conversations in public areas.

WHY?

When having a personal conversation in public spaces, those around you may overhear your discussion.



IN THE WINTER

WHAT TO REMEMBER

Take extra precautions during the winter months (November to March).

- Do not underestimate the hazards of the winter weather. Sidewalks, roads and paths may be snow-covered, icy and slippery. You should be extra careful when walking or crossing the street.
- Dress appropriately - e.g., dress in layers and wear an insulated coat, waterproof boots, scarves, hats and gloves.

WHY?

Dress appropriately to prevent illness. CIC provides workshops to help students prepare for winter weather conditions.



BE STREET-SMART

WHAT TO REMEMBER:

- Always be aware of your surroundings.
- Keep expensive personal items out of public view.
- Do not walk and text at the same time.
- Avoid walking down back or dark alleys.
- If you ever find yourself lost in the city, use the emergency card "Take Me Home" taxi voucher.
- Never share a taxi with people you do not know.

WHY: *Staying street-smart will minimize your risk of being harmed.*



WALKING IN THE CITY

WHAT TO REMEMBER:

- Obey traffic signs and walk on the sidewalk:
 - ▶ Be alert when crossing the street-put cell phones away and stop listening to music.
 - ▶ Always carry a small amount of cash with you in case of emergency. However, do not carry a large sum of money.
- Do not give money to strangers on the street. If you are approached to give someone money, please report it immediately to any staff member at residence or school.
- When walking on the street at night, follow lighted paths and sidewalks and travel in pairs, especially when you are exploring an unfamiliar part of the city or a new city.

WHY: Pedestrian accidents occur when a person crosses the street illegally, disobeys traffic signals, and/or does not pay attention to their surrounding (i.e., Talking or texting, listening to music).



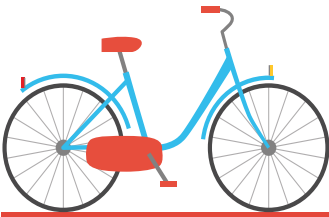
DRIVING

WHAT TO REMEMBER:

If driving, be sure you have the following:

- A valid driver's license and insurance.
- In Ontario, all drivers must have a valid G class license and auto-insurance by law.

WHY: Driving without a valid driver's license is illegal and could suspend your driving privileges. Driving without insurance can result in a monetary fine of \$5,000 to \$50,000 CAD.

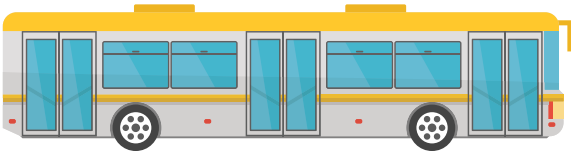


RIDING YOUR BIKE

WHAT TO REMEMBER:

- Obey all traffic laws, signs and signals. The Ontario Highway Traffic Act defines bicycles as vehicles.
- Do not ride your bike on a sidewalk. It is illegal in Hamilton, and most cities in Canada, with fines starting at \$300 CAD.
- Wear a helmet (required by law) and reflective clothing at ALL times when riding your bike.
- Use proper hand signals when riding at ALL times.
- Always lock your bike, even if you are away for a few minutes.

WHY: *Disobeying traffic laws, signs and signals can warrant arrests and fines by the police. Cycling on the sidewalk carries a fine of \$300 CAD. By law, anyone under the age of 18 is to wear a helmet when biking. Wearing reflective clothing allows you to be visible in day or night by moving vehicles. Bikes unattended and unlocked are at a risk of being stolen.*



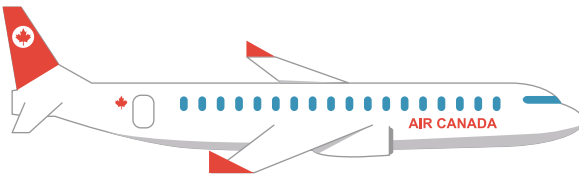
PUBLIC TRANSIT

WHAT TO REMEMBER:

When taking the City Bus, remember to:

- Carry your monthly bus pass given out by our school.
- Check the bus schedule before leaving. Ensure the bus is still running and check the arrival time of each bus stop to avoid waiting long.
- In winter months, to avoid waiting in the cold for too long, call the HSR bus line (905-527-4441) to obtain arrival time of the bus to your stop.
- When waiting for the bus, join the line-up at the back of the line. Do not cut or push into the line.
- Remain respectful of others and follow the driver's instructions when using public transit.

WHY: *Being prepared and informed when using public transit is the best way to ensure you have a safe trip.*



TRAVELLING AFTER LANDING IN CANADA

WHAT TO REMEMBER:

When you plan to travel outside of Hamilton or Canada, ensure the following before you leave:

- Carry a copy of your passport and your travel documents.
- Make sure your passport and these documents remain valid during the entire time you are away from Hamilton.
- When travelling to another country and require re-entry into Canada, make sure that you have the proper documentation:
 - ▶ Valid Entry Visa to Canada and
 - ▶ Valid Student Permit.

WHY: You will NOT be able to travel if your travel documents or identification (e.g., passport) are invalid or lost. Our Admission Officers – located in room 163 of our Ainsliewood building - will gladly help students renew their travel documents, entry permit and visa.



Student taxi vouchers

Columbia International College has partnered with Blue Line Taxi to offer students emergency taxi vouchers.

The school will provide new students with “take me home card” which is an emergency taxi voucher to ensure that they have a safe method of transportation in an emergency situation.

Use of the voucher

Students who find themselves in an unfamiliar place can call the toll-free number on the card for a free ride back to their residence or the Ainsliewood building. New students receive one card in their residence welcome package and can redeem it for one ride within the Hamilton-Wentworth region.

BLUE LINE TAXI

905-525-2583

1-877-525-4411 (toll free)



IMPORTANT PHONE NUMBERS

If you have any questions please feel free to call us. Listed below are a few important phone numbers and extensions:

SCHOOL / ACADEMIC BUILDINGS

905-572-7883

Ainsliewood Building Office – ext. 2702

Maple Building Office – ext. 2635

Cedar Building Office – ext. 2300

RESIDENCE BUILDINGS

905-572-7883

Pine Hall Boys –ext. 2902, 2900

Pine Hall Girls –ext. 6102, 6101

Oak Hall – ext. 2700

905-577-6088

Linden Hall – ext. 1200

Arkledun Hall – ext. 4109, 4100

CAMPUS SAFETY

Ainsliewood Building – ext. 2895

WEATHER CONDITIONS

To check for school closure due to weather conditions dial:

905-572-7883 ext. 2001

BLUE LINE TAXI

905-525-2583

1-877-525-4411 (toll free)

A pocket sized card will also be made



Working together to keep students safe

Columbia would like to work together with parents to ensure students remain safe when studying with us.

However, the effectiveness of Columbia's efforts in minimizing risk relies on the full commitment of everyone to do their part.

STUDENTS!

You need to acquire the skills and knowledge to stay safe.

You need to practice the procedures and guidelines suggested here to safeguard your properties.

Safety is your choice.

PARENTS!

We hope you see the significance of reviewing this brochure with your child. We hope you understand why our Total Care Education® cannot be completely effective without your help.

Please educate your child on safety and security precautions and fully disclose any of your child's needs before they begin their studies with us. Together, with full efforts from each of us, student safety will be ensured.

We look forward to welcoming your child to Columbia International College.



Contact Us



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