



What's important to know about your visit on campus!

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

While you're visiting, remember:



1. Activities are taking place in the building(s) as indicated on the map. Please follow the directions and for your own safety, stay within the area indicated.



2. If you lose your way or become separated from your group, refer to your map. If you are still not sure of your location, phone **673-6562 (or find an internal phone and call 6562)**. Authorized University staff or a security officer will be sent to help you.



3. If someone is injured, advise your teacher immediately. Have someone phone **673-6562 (or find an internal phone and call 6562)**. A security 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 teacher/sponsor or an authorized member of the University** because he or she knows where this exit is.



6. Laurentian University has a Non-Smoking Policy that prohibits smoking within all University buildings or enclosed public spaces. Smoking is also prohibited within 9 meters (30 feet) of any building entrance or exit.

7. You and your group must at all times be accompanied by an authorized member of the University.



8. Make sure that your teacher/sponsor has given your emergency contact information to the (hosting department). They may be required to give this information to Security Services.



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

10. If your campus visit extends past normal business hours (9:00AM to 4:30PM – September to April or 8:30AM to 4:00PM – May to August) the phone number for Security Services response is **673-2661 (or find an internal phone and call 2661)**.

If you and your teacher / sponsor have questions about visitor safety or any other questions, contact the _____ Department (**675-1151** ext. _____) or Security Services (**673-6562**).

If you have any other questions, you can contact Risk Management and Purchasing Services (**675-1151** ext.1534).