



THE
BEST
OF **BOTH**
WORLDS

STUDENT GUIDE

2019-2020 Academic Year

BARRIE CAMPUS



Lakehead
UNIVERSITY



Georgian

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KEY CONTACTS

APPLIED LIFE SCIENCES

Lakehead University Program Chair	Dr. Heidi Schraft	Tel: 807-343-8351 heidi.schraft@lakeheadu.ca (Lakehead Thunder Bay) Room CB 4015
Lakehead University Program Advisor	Dr. David Law	Tel: 705-330-4008 Ext. 2646 dlaw@lakeheadu.ca (Lakehead Orillia) Room OA 3018
Georgian College Program Coordinator	Dr. Sean Madorin	Tel: 705-728-1968 Ext. 1085 sean.madorin@georgiancollege.ca (Georgian Barrie) Room M342Q
Georgian College Program Assistant	Sabrina Chun	Tel: 705-728-1968 Ext. 1173 sabrina.chun@georgiancollege.ca (Georgian Barrie) Room M312

COMPUTER SCIENCE

Lakehead University Program Chair	Dr. Ruizhong Wei	Tel: 807-343-8227 rwei@lakeheadu.ca (Lakehead Thunder Bay) Room AT 5021
Georgian College Program Coordinator	Ross Bigelow	Tel: 705-728-1968 Ext. 5325 ross.bigelow@georgiancollege.ca (Georgian Barrie) Room N211A
Georgian College Program Assistant	Cheryl McWilliam	Tel: 705-728-1968 Ext. 1255 cheryl.mcwilliam@georgiancollege.ca (Georgian Barrie) Room D125
Georgian College Lab Technician	Computer Science Help Desk	cstech@georgiancollege.ca (Georgian Barrie) Room A155

ELECTRICAL ENGINEERING

Lakehead University Program Chair	Dr. Carlos Christoffersen	Tel: 807-343-8352 carlos.christoffersen@lakeheadu.ca (Lakehead Thunder Bay) Room AT 5017
Lakehead University Program Coordinator	Dr. Mohammad Uddin	Tel: 705-728-1968 Ext. TBA mohammad.uddin@lakeheadu.ca (Georgian Barrie) Room A143E-1
Georgian College Program Coordinator	Dr. Majid OstadRahimi	Tel: 705-728-1968 Ext. 1948 majid.ostadrahimi@georgiancollege.ca (Georgian Barrie) Room A143
Georgian College Program Assistant	Jacqueline Huggard	Tel: 705-728-1968 Ext. 5225 jacqueline.huggard@georgiancollege.ca (Georgian Barrie) Room A143L
Lakehead University Lab Technician	Dr. Roya Dibaj	rdibaj@lakeheadu.ca (Georgian Barrie) Room A139

ENVIRONMENTAL SUSTAINABILITY

Lakehead University

Program Chair

Dr. Sreekumari

Kurissery

Tel: 705-330-4008 Ext. 2629

skurisse@lakeheadu.ca

(Lakehead Orillia) Room OA 3010

Georgian College

Program Coordinators

Nicole Barbato

Tel: 705.728.1968, ext. 5224

nicole.barbato@georgiancollege.ca

(Georgian Barrie) Room A143U

Samantha

Sullivan Sauer

Tel: 705-728-1968 Ext. 6280

samantha.sullivansauer@georgiancollege.ca

(Georgian Barrie) Room A143K

Georgian College

Program Assistant

Jacqueline

Huggard

Tel: 705-728-1968 Ext. 5225

jacqueline.huggard@georgiancollege.ca

(Georgian Barrie) Room A143L

SCIENCE LABORATORY SUPPORT

Lakehead University

Laboratory Technician

Chase Moser

Tel: 705-728-1968 Ext. 1839

cmoser@lakeheadu.ca

(Georgian Barrie) Room A143Q

CO-OPERATIVE EDUCATION

Georgian College

(Student and Employer Services for Computer Science-
Computer Programmer; Course only for Electrical Engineering)
georgiancollege.ca/student-life/student-services/
co-op-and-career-services/

Lakehead University

lakeheadu.ca/current-
students/student-
success-centre/
co-operative-education

STUDENT CENTRAL / ENROLMENT & REGISTRATION

Student Central, Orillia

Tel: 705-330-4008 Ext. 2100

osa@lakeheadu.ca

(Lakehead Orillia) Simcoe Hall

ENROLMENT, REGISTRATION & FINANCIAL AID

Jessie Clarke

Student Central Professional

Tel: 705-330-4008 Ext. 2111

jclarke1@lakeheadu.ca

(Lakehead Orillia) Room OA 1028

STUDENT ADVISOR (NON-ACADEMIC)

Becca Allan

Advisor, Accessibility and
Academic Success Services

Tel: 705-728-1968 Ext. 5373

becca.allan@georgiancollege.ca

(Georgian Barrie) Room A143

Sarena Favaro

Student Success Advisor

705-330-4008 Ext. 2118

orillia.ssc@lakeheadu.ca

(Lakehead Orillia) Room OR 1013

KEY CONTACTS

ACCESSIBILITY ADVISOR

Georgian College

Tel: 705-722-1523
studentsuccess@georgiancollege.ca
(Georgian Barrie) Room B110

Danielle Poeta
Accessibility and Academic Skills Advisor

Tel: 705-330-4008 Ext. 2103
oraccess@lakeheadu.ca
(Lakehead Orillia) Room OA 1030

INTERNATIONAL SERVICES

Segal International Centre
Georgian College

Tel: 705-728-1968 Ext. 1218
international@georgiancollege.ca
(Georgian Barrie) Building C, 2nd Floor

Katie Fraser
International Engagement Specialist

Tel: 705-330-4008 Ext. 2141
kfraser@lakeheadu.ca
(Lakehead Orillia) Room OA 1031

STUDENT CLUBS & ASSOCIATIONS

Georgian College Students'
Association (GCSA)

Tel: 705-728-1968 Ext. 5290
(Georgian Barrie) Room A162

Lakehead University Student Union (LUSU)

Tel: 705-330-4008 Ext. 2180
(Lakehead Orillia) Room OA 1027

LAKEHEAD UNIVERSITY STUDENT UNION (LUSU) CONTACT

Rachel Murray
LUSU Vice-President, Orillia Campus

Tel: 705-330-4008 Ext. 2181
vporillia@lusu.ca
(Lakehead Orillia) Room OA 1027

Leigh Castle
LUSU Coordinator, Orillia Campus

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GEORGIAN COLLEGE STUDENTS' ASSOCIATION (GCSA) CONTACT

Bradley Norton
GCSA President

Tel: 705-728-1968 Ext. 5286
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(Georgian Barrie) Room A162

Sheona Morrison
Manager, Student Leadership
and Transition Programs

Tel: 705-728-1968 Ext. 5287
sheona.morrison@georgiancollege.ca
(Georgian Barrie) Room A162

IT HELPDESK

Georgian IT Support

Tel: 705-728-1968 Ext. 1732
itsupport@georgiancollege.ca

Lakehead IT Support

Tel: 705-330-4008 Ext. 7777
helpdesk@lakeheadu.ca

BOOKSTORE

Orillia

By phone: 705-330-4008 Ext. 2856 | By email: bookstro@lakeheadu.ca
By fax: 705-330-4031

Students place textbook orders online. Access book lists through MyInfo or visit bookstore.lakeheadu.ca/Course/campus and select "Lakehead Georgian" followed by the term to search for books by course. The Lakehead Bookstore accepts Visa, MasterCard and Amex as methods of payment for online orders. Online orders are not charged to a credit card until time of processing by staff. Books are shipped to students at their home address or at the Georgian College Barrie Campus. If delivery is to the Barrie Campus, staff at Georgian Stores will notify students when the books arrive. Please contact the Lakehead Bookstore for further information.

CAMPUS SAFETY & SECURITY



**EMERGENCY
POLICE, FIRE
OR AMBULANCE**

NOTE: If the situation presents an immediate danger to life, call 911 first, then contact Security



TO INITIATE LOCKDOWN

705-722-4000 / Ext. 4000

FIRST AID - EMERGENCY

705-722-4000 / Ext. 4000

CAMPUS ADDRESSES



GEORGIAN COLLEGE

Barrie Campus
One Georgian Drive
Barrie, ON L4M 3X9
Tel: 705-728-1968



LAKEHEAD UNIVERSITY

Orillia Campus
500 University Avenue
Orillia, ON L3V 0B9
Tel: 705-330-4008

PROGRAMS & DATES

LAKEHEAD-GEORGIAN PROGRAMS AS PER ACADEMIC CALENDAR



**Bachelor of Engineering
(Electrical) Degree with
Electrical Engineering
Technology Advanced Diploma**



**Honours Bachelor of
Science – Applied Life
Sciences (Specialization
in Biomedical Techniques)
Degree with Biotechnology-
Health Diploma**



**Honours Bachelor of Arts
and Science – Environmental
Sustainability (Specialization
in Ecosystem Management)
Degree with Environmental
Technician Diploma**



**Honours Bachelor of
Science in Computer Science
Degree with Computer
Programmer Diploma**

FALL 2019 TERM

ACTIVITY	DATE
Orientation	September 3, 2019
Start Date	September 4, 2019
Study Week	October 21-25, 2019
Last Day of Classes	December 4, 2019
Study Days	December 5-6, 2019
Final Exam Period	December 7-15, 2019 (includes two Sundays)
Exam Contingency Date	December 16, 2019
Marks Due	December 19, 2019

WINTER 2020 TERM

ACTIVITY	DATE
Start Date	January 6, 2020
Study Week	February 24-28, 2020
Last Day of Classes	April 6, 2020
Study Day	April 7, 2020
Final Exam Period	April 8 to 19, 2020 (No exams April 10-13)
Exam Contingency Date	April 20, 2020
Marks Due	April 23, 2020

NOTE: These dates apply to students enrolled in the Lakehead University-Georgian College partnership programs for students taking their courses at Georgian College – Barrie Campus.

IMPORTANT: Any students in the partnership taking courses at Lakehead University – Orillia Campus (e.g. Environmental Sustainability Year 3 students) follow Lakehead University's Academic Schedule of Dates.

ACADEMIC POLICIES & REGULATIONS

Students enrolled in a Lakehead-Georgian Partnership program will adhere to the Lakehead University Academic Calendar and University Regulations.

THIS INCLUDES:

1. General Regulations
2. Registration
3. Program of Study
4. Examinations
5. Standing
6. Reappraisal and Academic Appeals
7. Special Examinations
8. Deficiency
9. Academic Misconduct [Found in the Code of Student Behaviour and Disciplinary Procedures]
10. Withdrawal
11. Timely Feedback

EXCEPTIONS:

1. Computer Users and Code of Computer Conduct
2. Non-Academic Misconduct
3. Joint Program - Semester Start and End Dates and study weeks

CAMPUS BASED POLICIES & REGULATIONS

Students will adhere to campus-based policies and regulations found in both the Georgian College Student Code of Conduct and the Lakehead University Student Code of Behaviour and Disciplinary Procedures. Application of the appropriate policy depends on the campus location of study.

Campus Based Policies and Regulations Breakdown

ENVIRONMENTAL SUSTAINABILITY

Year 1 and 2
Georgian College
(Barrie)

Georgian College
Student Code
of Conduct

Year 3 and 4
Lakehead University
(Orillia)

Lakehead University
Student Code of
Behaviour and Disciplinary
Procedures

APPLIED LIFE SCIENCE

Year 1 and 2
Georgian College
(Barrie)

Georgian College
Student Code
of Conduct

Year 3 and 4
Lakehead University
(Orillia)

Lakehead University
Student Code of
Behaviour and Disciplinary
Procedures

COMPUTER SCIENCE

Year 1 and 2
Georgian College
(Barrie)

Georgian College
Student Code
of Conduct

Year 3 and 4
Lakehead University
(Orillia)

Lakehead University
Student Code of
Behaviour and Disciplinary
Procedures

ELECTRICAL ENGINEERING

Year 1- 4
Georgian College
(Barrie)

Georgian College Student
Code of Conduct



THE GEORGIAN COLLEGE STUDENT CODE OF CONDUCT

1. Student Rights and Responsibilities
2. Disciplinary Sanctions
3. Prohibited Conduct
 - Disruption
 - Misconduct against persons and dangerous activity
 - Misconduct Involving Property
 - Acts of Dishonesty (Non-Academic)
 - Smoking, Alcohol and Drug Use
 - Contravention of other Laws
 - Aiding or abetting
 - Visitors
 - Abuse of the process

THE LAKEHEAD UNIVERSITY STUDENT CODE OF BEHAVIOUR & DISCIPLINARY PROCEDURES

1. Example of Misconduct
 - **Academic Misconduct**
(Applies to all students in all years and all locations of the above noted joint degree-diploma programs)
 - Non-Academic Misconduct
2. Sanctions
3. Enforcement Procedures
4. Appeal Tribunals and Procedures
5. Administrative Procedures

STUDENT RESPONSIBILITIES

- Familiarize yourself with the academic policies, procedures, requirements and the applicable student code of conduct.
- Contact your student advisor or program coordinator/chair if clarification is required.
- Recognize your responsibility for continually monitoring your progress toward graduation and for both your academic and non-academic choices while studying at Lakehead-Georgian.
- As a student you are responsible for knowing the requirements of your academic program and the applicable Code of Conduct and/or subsection, and must adhere to those policies and regulations.

ONECARD STUDENT CARD

ONEcard is the official means of identification on the Barrie Campus. Features extend far beyond a simple ID – it's your student card, library card, athletic centre card, printing card, and a convenient payment for select vendors on-campus and off-campus – all in one!

Identify yourself as a Lakehead-Georgian student and get your ONEcard through the Registrar's Office (C building, Barrie Campus). Please remember to bring a government issued photo ID.

- Tel: 705-728-1968 Ext. 1756
- Email: onecard@georgiancollege.ca
- Website: GeorgianCollege.ca/student-life/campus-services/onecard

U-PASS FOR PUBLIC TRANSIT

The U-pass offers Lakehead-Georgian students unlimited use of public transit in Orillia and Barrie. Full-time undergraduate students are automatically enrolled in the U-Pass. This is a mandatory service for all Lakehead-Georgian students, which does not offer an opt-out option. You will receive a sticker that goes right on your Lakehead-Georgian student ID card (ONEcard). Present your student ID card when you want to ride the bus. Your U-Pass is valid year-round from September 1st to August 31st. A new pass is issued in September of each year.

Any questions about your U-Pass, please contact:

- GCSA Office, Room A162 (Georgian College, Barrie Campus)
1 Georgian Drive, Barrie, ON L4M 3X9
Tel: 705-728-1968 Ext. 5290



DON'T HAVE A ONECARD?

Full or part-time students can get a ticket from the kiosk at the Georgian College Office of the Registrar. Office hours are 8 a.m. to 4:30 p.m., Monday to Friday.

PRINTING, PHOTOCOPYING & SCANNING

PAPERCUT

With just the tap of your ONEcard, students will be able to print and copy at any designated student printer across the Barrie Campus. Georgian has a new print management application, PaperCut, to make it easier than ever to copy and print any time, anywhere. The best part? No more lining up at a busy printer! Copying functions on available printers will also be activated.

HOW IT WORKS

- Using a networked computer, in whatever application you're working in (Word, Excel, etc.), choose File then Print
- Go to any designated student printer
- Tap your ONEcard on the reader
- Follow the instructions on screen

COPY FUNCTIONS

- Tap your ONEcard to log in to the printer
- Select the copy function
- Place your originals on the glass pane or in the feeder tray on the top of the printer
- Press the green START button to copy

WHAT STUDENTS NEED TO KNOW

- Printing and copying costs will be deducted from your ONEcard flex dollar account
- PCounter credits will no longer be used once we switch
- Any outstanding PCounter credits students have will be automatically converted to flex dollars
- You can find out where printers are located on campus via Google Maps

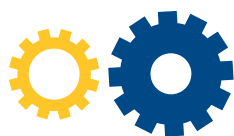
WHAT'S THE COST FOR PRINTING?

At the time you print your document, you'll receive a message showing you the print costs for that job. You can decide to cancel your job or simply not release it and your ONEcard will not be charged. Printing costs are also posted on the Library and Academic Success website.



LIBRARY SERVICES

- Your Library User ID can be set to your Lakehead username.
- Your PIN will be customized for you when you activate your ONEcard.
- Call the library at 705-722-5139 or toll free at 1-877-890-8477 to activate your card.
- Complete our Library User ID & PIN request form if you are not in a rush, or stop by one of our library locations next time you're on campus.
- The Library is located in the University Partnership Centre (K building, Georgian Barrie).
- You have access to resources at Lakehead University and Georgian College libraries. In addition, you can obtain help with research, study skills, math, writing, tutoring, etc.
- Website: library.GeorgianCollege.ca/lakehead



PEER TUTORS

Peer tutoring is provided to students at no extra cost. Drop-in and pre-scheduled 1:1 tutoring services are available during the semester on weekdays. Peer tutors are available for 1:1 help on a drop-in basis in the Georgian library. The Writing Centre, Math Centre and drop-in tutoring Hubs for Business, Computer Studies, Engineering and Health Sciences are open to all students. Schedules are posted on the door of the tutoring centre and on the library website.

- **Barrie Campus**
Phone: 705-728-1968 Ext. 1307
Email: academicsuccess@georgiancollege.ca
Website: library.GeorgianCollege.ca/tutoring

- **Orillia Campus**
Phone: 705-330-4008 Ext. 2118
Email: orillia.ssc@lakeheadu.ca
Website: lakeheadu.ca/current-students/student-success-centre/academic-support-zone



COUNSELLING SERVICES



All students have free, confidential access to professional counsellors. Counsellors discuss personal and mental health concerns that are affecting your life and/or academics. For students who are in crisis or who are dealing with time-sensitive issues, drop-in counsellors are available either in person or by phone Monday to Thursday, 8:30 a.m. to 7 p.m. and Friday, 8:30 a.m. to 4:30 p.m. (Summer semester: Monday to Friday 8:30 a.m. to 4:30 p.m.)

To book an appointment with a counsellor:

- Call 705-722-1523, or drop by Room B110 in the Founder's Building (Georgian, Barrie Campus). Evening appointments are available Monday to Thursday each week during fall and winter semesters. To connect with a counsellor 24/7, call the Good 2 Talk Help-line: 1-866-925-5454

TESTING SERVICES



Testing Services administers tests with accommodations and missed or make-up tests. Priority is given to students requiring test accommodations. Testing Services are in Barrie, Room B121. To be eligible for test accommodations, students must meet with an Accessibility Advisor to obtain a Letter of Accommodation and share it with their teacher before submitting a test request through the student portal. Missed tests are written in Testing Services only after the student and faculty have arrived at a mutually agreeable date and time. For more information, including hours of operation, visit the Student Services - Testing section of the Georgian College website (GeorgianCollege.ca/student-life/student-services/testing/) or the student portal.

ACCESSIBILITY



Once accepted to Lakehead-Georgian, we recommend that students with disabilities meet with an accessibility advisor to learn about available accommodations and services.

Many students don't realize that they may have a disability and therefore never identify themselves. To benefit from the services offered, students who think they may have a disability should make an appointment with an accessibility advisor. For more information, visit LakeheadGeorgian.ca/accessibility, or contact:

- Barrie Campus, B110
studentsuccess@georgiancollege.ca
Tel: 705-722-1523
- Orillia Campus, OA 1030
oraccess@lakeheadu.ca
Tel: 705-330-4008 Ext. 2103

SYSTEM/SOFTWARE

LAKEHEAD MYINFO

MyInfo is the student information portal where you can perform a variety of functions related to your enrolment. Through MyInfo, you can apply for bursaries, register for classes, view your class schedule, check your tuition fees and account balance, and more. Through MyInfo, you can also access the Georgian Student Portal for information about on-campus events, student services, etc.

- MyInfo website: erpwp.lakeheadu.ca/lg
- Log in using your Lakehead username and password.
- The first time you login to myEmail or MyInfo your password will say it is expired, scroll down the page and it will ask you to choose a new password. The password must be strong and have at least a capital letter, a number and should be eight characters long.

NOTE: If you forget your password, it must be changed through the Lakehead account recovery system and it will sync to Georgian systems within approximately 15 minutes.

GEORGIAN STUDENT PORTAL

WEBSITE:

portal.georgiancollege.ca/

LOG IN USING:

username@student.georgianc.on.ca and your Lakehead password.

NOTE: "username" refers to your Lakehead username, e.g. "jsmith1", not your student number.

NOTE: For all Georgian systems (except Athletics Par-Q, ONEcard and the parking portal), Lakehead-Georgian students login using your Lakehead username and password (or username@student.georgianc.on.ca and password). Do this even if the login screen asks for your 9-digit Georgian student number.

HELPDESK CONTACT INFO

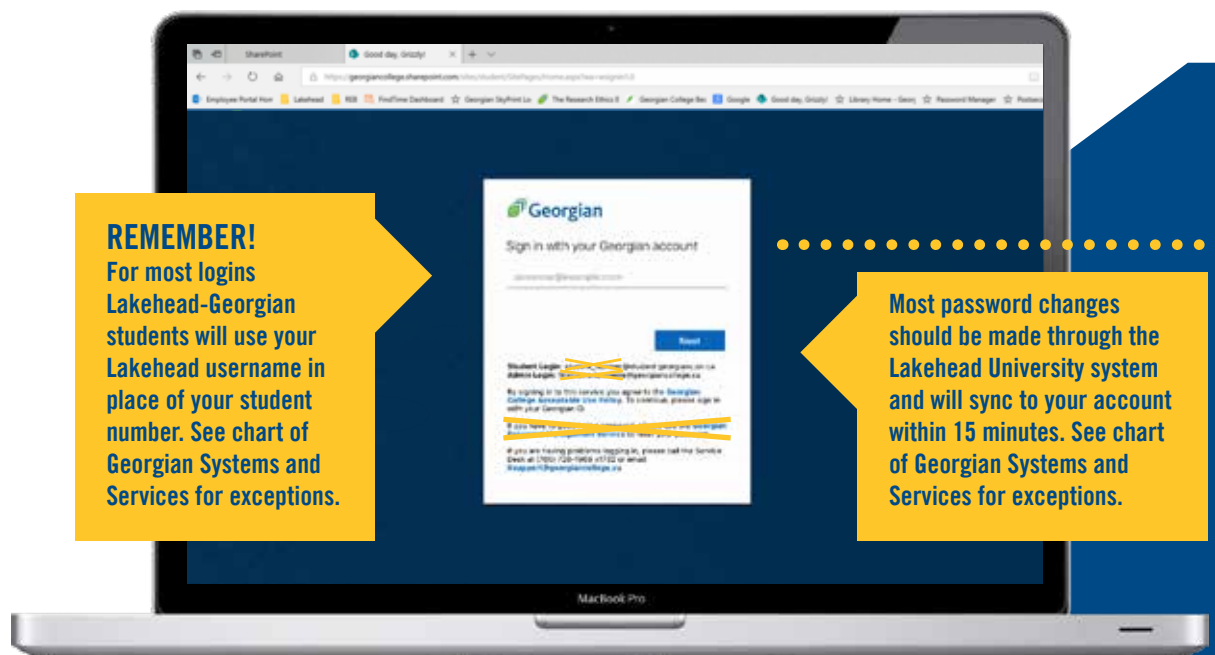
- Lakehead IT Support: 705-330-4008 Ext. 7777

Please allow fifteen minutes for password changes to sync to your Georgian account.

- Georgian IT Support: 705-728-1968 Ext. 1732


REMEMBER!

For most logins Lakehead-Georgian students will use your Lakehead username in place of your student number. See chart of Georgian Systems and Services for exceptions.



Most password changes should be made through the Lakehead University system and will sync to your account within 15 minutes. See chart of Georgian Systems and Services for exceptions.

GEORGIAN SYSTEMS & SERVICES

GEORGIAN SERVICE	DESCRIPTION	USERNAME	PASSWORD	WHO TO CALL FOR HELP
Lab/Library /Loaner Computers	Shared computers for student work in classrooms or library.	username@student.georgianc.on.ca	Lakehead password	*Contact Lakehead IT for help with password resets. *Contact Georgian IT for help with software/printing/etc.
Georgian Portal (aka O365 or Office365)	Access to Georgian news, software, food services, computer availability, etc. portal.georgiancollege.ca	username@student.georgianc.on.ca	Lakehead password	*Contact Lakehead IT for help with password resets. *Contact Georgian IT for help with software/printing/etc.
Athletics (PAR-Q)		Nine-digit Georgian student #	Georgian password (Default YYMMDD)	*Contact Georgian IT for help with password resets.
Payment card - ONEcard	Link is available through the Georgian student portal under "Money"- More info at GeorgianCollege.ca/student-life/campus-services/onecard/	Nine-digit Georgian student #	Georgian password (Default YYMMDD)	705-728-1968 Ext. 1756 onecard@georgiancollege.ca *Contact Georgian IT for help with password resets.
File Storage (Office365 OneDrive)	100Gb storage to save, store, sync, and share files. Available via Portal in the "waffle" icon. 	username@student.georgianc.on.ca	Lakehead password	*Contact Lakehead IT for help with password resets. *Contact Georgian IT for help with software/printing/etc.
File Storage (G: Drive Computer)	200Mb storage for short-term use on all Georgian lab or library computers. Note: Computers will reset upon restart – only files saved on G: Drive or on the cloud will remain.	username@student.georgianc.on.ca	Lakehead password	*Contact Lakehead IT for help with password resets. *Contact Georgian IT for help with software/printing/etc.
Georgian Software (Apps-Anywhere)	Access via Office 365 Waffle or via Student Portal	username@student.georgianc.on.ca	Lakehead password	*Contact Lakehead IT for help with password resets. *Contact Georgian IT for help with software/printing/etc.

ACCESS SOFTWARE ON A GEORGIAN COLLEGE COMPUTER (E.G. LIBRARY, COMPUTER LAB) OR ANYWHERE!

- Using a web browser, go to portal.georgiancollege.ca
- Log in using: username@student.georgianc.on.ca
- Look for AppsAnywhere in the "waffle", under "My Quick Links", or "View more quick links" to open a list of links.
- Click on "AppsAnywhere Academic software"
- Download and install the "AppsAnywhere..." launcher onto your computer.
- Allow the validation process to run. You may have to reopen myapps.georgiancollege.ca
- Select the desired program to run and select launch. Allow the launch process to complete.



IMPORTANT for PASCO Capstone software and other programs that require access to an external drive (e.g. USB): Launch program **BEFORE** inserting external drive. If the drive is not recognized, completely reboot software and try again.



CAMPUS SAFETY

SECURITY

- General Enquiries: 705-722-5100
- Emergency Number: 705-722-4000
- Security.office@georgiancollege.ca
- Location: E006

CAMPUS SAFETY/ CONFLICT RESOLUTION

- 705-728-1968 Ext. 6111
- conflictresolution@georgiancollege.ca
- Location B125

Please note the Georgian Safe app provides safety and campus information, directions and news updates and alerts. We recommend students download and utilize this app to ensure they have access to up-to-date information.



FIRE PROCEDURES

All students should familiarize themselves with the locations of the manual fire alarm stations, fire extinguishers and building exits in their work areas in order to avoid confusion when a fire emergency arises.

UPON DISCOVERY OF SMOKE OR FIRE:

- **REMAIN CALM**
- Leave the area immediately
- Close all doors behind you; **DO NOT LOCK**
- Warn others in your area to evacuate
- Activate the fire alarm – Use manual pull station (located at most exits)
- **DO NOT USE ELEVATOR**
- Use **EXIT** stairwells to leave the building
- Call Security Services (Ext. 5100) from a phone outside of the affected area to provide details of the exact location of the smoke/fire

UPON HEARING THE FIRE ALARM:

- Evacuate immediately; do not assume it is a drill as all tests/drills are pre-announced
- **DO NOT USE ELEVATOR**
- Use **EXIT** stairwells to leave the building
- If you encounter smoke or fire in the stairwell, use an alternate **EXIT**
- Move away from building at least 30 meters, leaving clear access for emergency services
- **DO NOT RE-ENTER** the building until authorized by the Fire Department and the fire alarm has stopped

EMERGENCY LOCKDOWN PROCEDURES



Although highly unlikely, the possibility of a violent incident on one of Georgian's campuses exists. The level of preparedness to respond to such an incident will have an impact on the outcome of the occurrence. If a violent incident occurs, it is highly unlikely that the police will be on campus at the onset. The entire campus must be prepared to respond quickly and effectively. These types of incidents may be over in a matter of minutes and perhaps even before the police arrive. The impact of such an incident will be dependent on the ability of the campus to lockdown as quickly and effectively as possible.

A Lockdown is a security action used to respond to a violent or potentially violent incident by a person or persons threatening with a gun or other deadly weapon (herein referred to as "the threat"). It requires all persons affected to consider their options, make a decision and act:

- **"GET OUT"** - evacuate where possible. When there is an accessible escape path and where you believe the threat is not in that immediate area, attempt to evacuate the premises.
- **"HIDE"** and barricade if evacuation is not possible, in a place where the threat is less likely to gain access.
- **"FIGHT"** - prepare to take aggressive action if you encounter the threat and you are in imminent danger of death or serious injury. Attempt to disrupt and/or incapacitate the threat. Fighting is a last resort.

CALL 911

and, as soon as possible call or direct someone to call Security to initiate Lockdown at 705-722-4000, or Ext. 4000 internally.

Only if it is safe to do so without danger to yourself or others, obtain and convey the following to Security:

- The nature of the emergency;
- The exact location of the suspect(s);
- Is the suspect(s) moving or stationary;
- The identity of the suspect(s) if known;
- A description of physical appearance of the suspect(s) (clothing, build, distinguishing characteristics, etc.);
- A description of weapons;
- The possible motive of the suspect(s) or threats that may have been made by the suspect(s);
- Any known injuries and the location of those injured; and
- Your name and phone number.

When you are able to, make notes of this information and other observations for use by the authorities. If it is safe to do so, warn other individuals in the immediate vicinity of the danger.

During the Lockdown, it is everyone's responsibility to make every effort to remain as safe as possible. Consider the following options:

- **"GET OUT"**, evacuating if possible and if you believe the threat is not in that area,
- **"HIDE"** and barricade if escape is not possible, and
- **"FIGHT"**, prepare to take aggressive action if you come into contact with a threat and fighting is your last remaining option.



EMERGENCY LOCKDOWN PROCEDURES

GET OUT

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When there is an accessible escape path and where you believe the threat is not in that immediate area, attempt to evacuate the premises.

- Have an escape route and plan in mind.
- Evacuate regardless of whether or not others agree to follow you.
- Leave your belongings behind.
- Help others escape if possible.
- Discourage others from entering an area where the active shooter may be.
- Keep your hands visible to assist responding emergency personnel from confusing you with the threat.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.

HIDE

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If evacuation is not possible, find a place to hide where the threat is less likely to gain access or find you.

- Hide in an area out of the assailant's view.
- Assist any individuals with a disability to take cover and hide.
- Seek cover in the event that a shooter fires in your direction. Move away from doors and windows, get down, and stay close to the floor. Hide under furniture.
- Lock the doors if possible. If this is not possible, block entry to your hiding place with heavy objects or furniture. Use a belt or other item to tie the door handle to something stable.
- Cover any glass panels in the doors and any windows if possible.
- Do not trap yourself or restrict your options for movement.
- Silence your cell phone and stay quiet so that the assailant's attention is not drawn to you.

FIGHT

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As a last resort and only to protect yourself or another from serious bodily harm or death, prepare to take aggressive action. Attempt to disrupt and/or incapacitate the threat.

- Hide in an area out of the assailant's view.
- Assist any individuals with a disability to take cover and hide.
- Seek cover in the event that a shooter fires in your direction. Move away from doors and windows, get down, and stay close to the floor. Hide under furniture.
- Lock the doors if possible. If this is not possible, block entry to your hiding place with heavy objects or furniture. Use a belt or other item to tie the door handle to something stable.
- Cover any glass panels in the doors and any windows if possible.
- Do not trap yourself or restrict your options for movement.
- Silence your cell phone and stay quiet so that the assailant's attention is not drawn to you.



NOTE: Cell phones should not be used, unless communicating vital emergency information. Remember: Excessive cell phone use has the potential to overwhelm and crash the wireless network and, as a result, could cut off access to vital communication lines for emergency responders.

OUTSIDE OF A BUILDING

Not all persons will be inside the building when a violent incident occurs. If you are outside the building and receive a Lockdown through the Communication System, follow the steps outlined below:

- **DO NOT ENTER ANY BUILDINGS ON CAMPUS.**
- Move as far away from the buildings as possible and seek cover if possible – find a place of safety.
- Co-operate with emergency response officials as requested.
- Leave campus if possible and do so in a safe, calm and orderly manner.
- Do not attempt to access your motor vehicle as a means of escape.

CONCLUSION OF LOCKDOWN

- The Lockdown status will only be terminated upon direction from police.
- Individuals will be notified through the Communication System messaging that the Lockdown has been terminated. Do not otherwise open your door or come out from hiding unless directed to do so by the police.

NOTIFICATIONS

The following means of notification during an emergency remain:

- Computer pop-ups
- Audio message from speaker phones
- Audio message from Georgian computers
- PA audio
- Safe@Georgian app push notification

Please note that Georgian has discontinued the following means of notification during a lockdown:

- Email to all employees
- Net lights and podium lights

LOCKDOWN & FIRE EVACUATION DRILLS: SEPTEMBER 26, 2019

Georgian will hold lockdown and fire evacuation drills on Thursday, September 26th at all campuses. Please familiarize yourself with college procedures at <https://www.georgiancollege.ca/about-georgian/campus-safety-services/> and provide feedback to help with continuous improvement. If your campus is closed due to unforeseen circumstances, the drills will take place on September 27th.

FIRE DRILL

The fire evacuation drills will occur at the following times:

- 10 a.m., buildings F, A, J and student residence
- 10:30 a.m., buildings C, K, B and M
- 11 a.m., buildings H, D, E
- 11:30 a.m., building N

Learn what to do. The all clear to re-enter buildings will be given by Security or Pre-service Firefighter/Police Foundations students.

LOCKDOWN TEST

Tentative timing: 2 p.m., Barrie Campus. Georgian's Lockdown procedure (get out > hide > fight) provides direction on how to make informed decisions under extreme circumstances. During this test, the lockdown emergency notification system will be activated and you will be prompted to watch a video in class or with peers, that covers a number of scenarios and the best course of action.

CAMPUS CLOSURES

Georgian College will remain open for all classes and services unless extreme weather conditions dictate closure or class cancellation. This decision is made through the Office of the President in consultation with senior managers and campus directors. Closure of the college and widespread cancellation of classes will be announced on the website and on local radio stations.



CANCELLATION OF EXAMINATIONS DUE TO INCLEMENT WEATHER

In the event of a college closure due to inclement weather or unforeseen circumstances, students should contact their academic area for information with regards to the rebooking or action required as a result of the cancellation. If a campus is closed on a scheduled exam date, Lakehead University Enrolment Services will re-schedule the exam to the contingency exam date and students will be notified via their student email or D2L course accounts.

Generally, the college will try to make its closure decision early in the morning to avoid situations where individuals start their commute to campus unnecessarily. The objective is to make the decision to close by about 6:00 a.m. where possible based on available information. At that time, the college's communication protocol will be implemented.

If you suspect that the Barrie Campus might be closing, you are well advised to either check the [Georgian College website](#) or call the [main number of the Barrie Campus](#) to obtain the most current and accurate information.



SAFE@ GEORGIAN APP

You may also download the app onto your smart phone or device: [safe@Georgian](#)



PARKING ON CAMPUS

HOURLY/DAILY PARKING

For students, faculty and visitors who pay hourly or daily, payment must be made upon arrival, rather than when exiting the Barrie Campus. Hourly and daily parking is purchased through HonkMobile.com or at a HonkMobile kiosk or pay-by-plate machine (located in select buildings). Android and iPhone users can download the free Honk app in the App Store or Google Play.

PARKING PASS

If you drive to campus, you can purchase a monthly parking pass at georgianparking.t2hosted.com/Account/Portal or in the Parking Office:

Barrie Campus, (Founder's Building)
Room B119, First floor
Tel: 705-728-1968 Ext. 1230
Email: parking@georgiancollege.ca
Hours of operation:
Monday to Friday, 10 a.m. to 3 p.m.

Everyone should visit the new portal and ensure their licence plate and personal information is up to date.



The parking system uses a **plate recognition system** – so you need to ensure your plate information is up to date in the parking system.

A Georgian vehicle with cameras scans plates to ensure parking permits are valid. Please see Barrie Campus Parking Information on the college website.

Please also see the summary below regarding adding your license plate:

- I HAVE MORE THAN ONE VEHICLE PLATE NUMBER ON MY ACCOUNT. HOW CAN I MAKE SURE THE CORRECT VEHICLE IS BEING SCANNED EACH TIME?**
 You can add multiple vehicles to your Georgian profile or Honk Mobile account. When paying on the Honk app, you can pick the plate of the vehicle you're parking on the Barrie Campus at that particular time. For faster checkout, you can set a plate as your primary vehicle so it will be selected for you automatically. Please note that only one plate is permitted on site at a time.
- WHAT IF I NEED TO BRING A RENTAL OR DIFFERENT CAR TO WORK THAT IS NOT REGISTERED? CAN I REGISTER SAME-DAY FOR A TEMPORARY CAR?**
 You can update your profile at any time. However, if someone else gets a ticket in the future with that plate, it will be flagged to your account. If you need to register a temporary vehicle, it's best to call the Parking office at Ext. 1230 to make arrangements.
- ARE THERE ANY LIMITS TO THE NUMBER OF PLATES/CARS YOU CAN REGISTER?**
 No. Please note that only one registered plate can be on campus at a time.



STUDENT SERVICES CENTRE (C BUILDING, 2ND FLOOR)

- The Marketplace (Pizza Pizza, Grill & Co., Global Village, Soup Emporium, and Culinary Table)
- Subway (Next to the Segal International Centre)
- Tim Hortons

STUDENT LIFE CENTRE (J BUILDING, 1ST & 2ND FLOOR)

- The Georgian College Student Association (GCSA) runs The Last Class (TLC), a fully licensed restaurant and pub located on the first floor. They serve lunch and dinner.
- GCSA also runs The First Class (TFC), a breakfast and lunch café located on the second floor above TLC. Menu items are made fresh to order for takeout or to enjoy in the lounge.

SADLON CENTRE FOR HEALTH, WELLNESS AND SCIENCES (M BUILDING, 1ST FLOOR)

- Tim Hortons

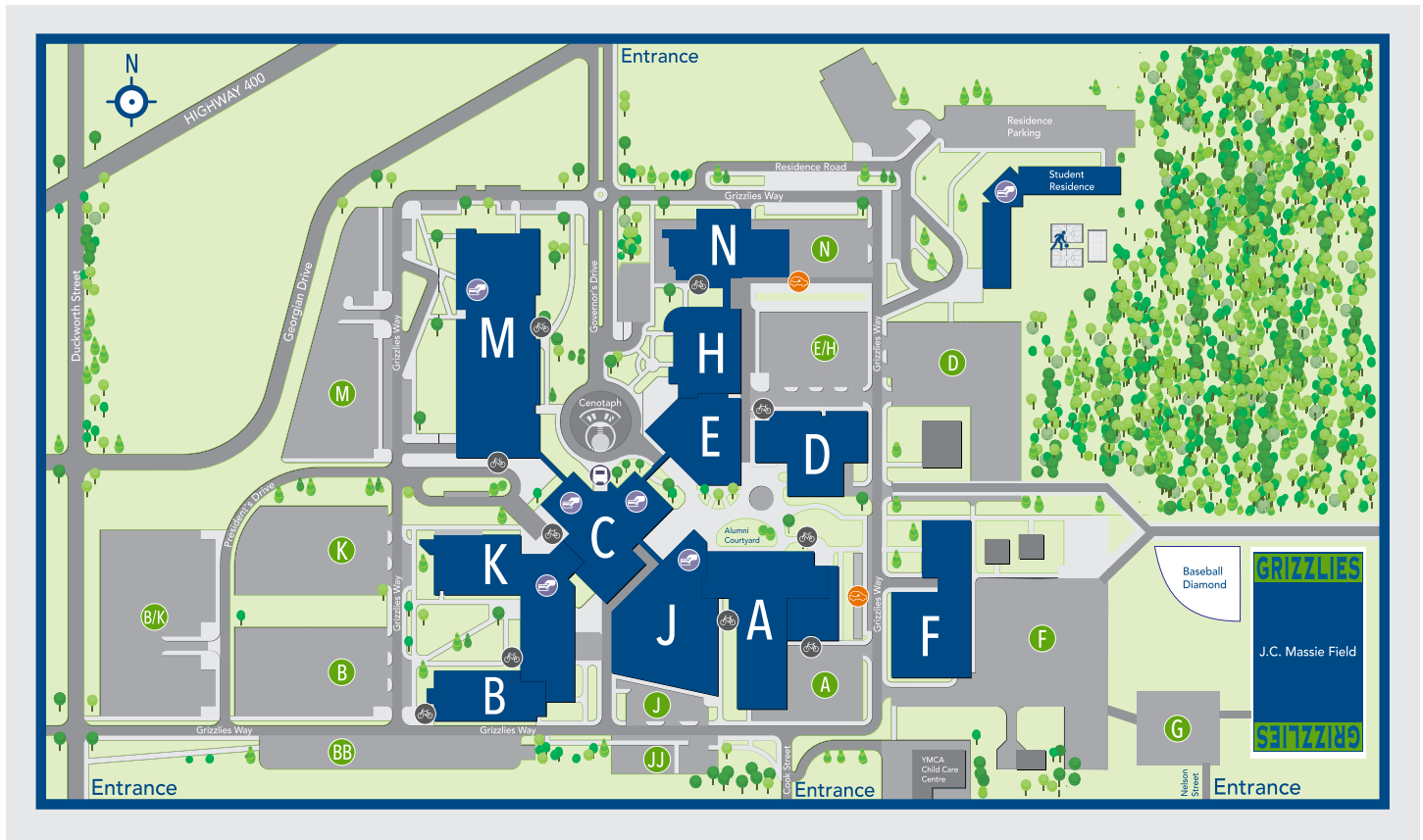
CENTRE FOR HOSPITALITY, TOURISM AND RECREATION (E BUILDING, 1ST FLOOR)

- The Georgian Dining Room (GDR) is an upscale dining area, open daily for lunch. It is a working classroom for our hospitality students, who prepare and serve the meal.
- Bun on the Run (E109) offers a set takeout lunch menu each weekday. The Hotel and Resort students run this operation to learn all aspects of their trade, while offering an excellent menu at an excellent price.

CENTRE FOR SKILLED TRADES (F BUILDING)

- The small F-Cafe serves up Pizza Pizza, fresh baked goods, hot soups, salads, sandwiches and beverages.

GEORGIAN BARRIE CAMPUS MAP



A

Centre for Engineering Technologies
Centre for Sustainable Technologies

B

Founders Building

C

Student Services Centre

D

Helen and Arch Brown
Centre for Design and Visual Arts

E

Centre for Hospitality, Tourism and Recreation

F

Centre for Skilled Trades

H

Automotive Business School of Canada

J

Student Life Centre

K

University Partnership Centre

M

Sadlon Centre for Health, Wellness and Sciences

N

Peter B. Moore Advanced Technology Centre

Academic Success.....K
Alumni Hall.....K
Athletic Gym and Fitness Centre.....J
Bear Essentials Bookstore.....K
Financial Aid.....C
First Aid.....B
Gallery.....D
GCSA Office.....A
GCSA Lounge.....C
Georgian Theatre.....C
Georgian Dining Room.....E

Indigenous Resource Centre.....M
Library.....K
Lost and Found.....E
Math Centre.....K
Marketplace Cafeteria.....C, F
Media Services.....E
Parking Office.....B
Prayer Room.....B
Office of the Registrar.....C
Rotary Community Clinics.....M
Rowntree Theatre.....H

Security.....E
Segal International Centre.....C
Student Success.....B
Testing Centre.....B
The First Class Café.....J
The Last Class Restaurant and Pub.....J
Tim Hortons.....C, M
Welcome Centre.....C
Writing Centre.....K

ATM
 Bike Rack
 Bus Stop
 Charging Station
 Parking Lots
 You are here

LakeheadGeorgian.ca

The information in this document was correct
at the time of publication. (August 1, 2019)
Please refer to online policies
for current information.



Lakehead
UNIVERSITY



Georgian