Canadian Federation of Students

CAMPUS SAFETY CHECKLIST

Campus Toolkit for Combatting Sexual Violence

SOCIAL ENVIRONMENT

☐ Does your institution have a statement outlining a commitment to safety and steps to address security incidents?

☐ Does your institution have a community safety council that includes:
- ☐ Community members
- ☐ Students
- ☐ Faculty
- ☐ Staff
- ☐ Security services

☐ If a community safety council exists, is it representative of women, men and trans* people of diverse ages, races, sexual orientations, abilities, income levels, ethnicities and faiths?

☐ Does your institution have violence prevention policies and procedures on how to identify, prevent and respond to physical assault, rape, stalking, intimate relationship violence, cyber violence, harassment and hate incidents?

☐ Does your institution offer free and accessible programs to train students, staff and faculty on these policies?

☐ Does your institution have policies around physical accessibility in relation to emergency and safety requirements for students and faculty with physical disabilities?

☐ Does the institution have safe(r) space programs that are campus-wide and foster inclusive environments for people of all sexual orientations and gender identities?

☐ Does the institution offer self-defense classes that are inclusive of women, trans* people and people with disabilities?

☐ Is there an educational program for men, led by men, with a focus on prevention of violence against women and other vulnerable groups?

☐ Does the institution have a preventative sexual assault campaign launched at the beginning of each academic year?

☐ Is this campaign developed and carried out in collaboration with relevant community groups and campus stakeholders?

☐ Does the institution offer equity or inclusivity training that is open to all students, faculty and staff?

☐ Does the institution provide workshops for faculty and teaching assistants about sexual assault and harassment on campus?

☐ Does the institution schedule courses and class locations with student composition in mind?

☐ Does the institutions provide safety, equity and inclusivity training in undergraduate and graduate residences?

☐ Does the institution have a policy on equity and inclusion?

☐ Does the president of the institution communicate progress to campus constituents in an annual report?

SECURITY SERVICES

☐ Does the institution have adequate levels of security staffing to carry out campus patrols, night time coverage, response time to calls and coverage at special events such as pub nights?

☐ Are there satellite security hubs and mobile stations established across campus to increase surveillance of isolate areas?

☐ Are security officers trained in issues related to gender-based violence, equity and inclusion practices in their work?

☐ Is training ongoing and monitored for impact?

- ☐ Is the institutional security service model one that balances community development with enforcement needs?
- ☐ Are security teams representative of the diversity of campus constituents?

> - ☐ Do protocols for maintenance orders in residences exist at the institution?
>   - ☐ Are the protocols reviewed in consultation with students, in order to protect their safety and privacy?
>   - ☐ Are maintenance workers screened and trained on violence and harassment prevention?
>   - ☐ Are emergency phones standardized in colour, unit and instructions? (Does each phone look the same across campus and are instructions and site locations in large print, accessible formats?)

- ☐ Are CCTVs adequately staffed by licensed officers?
- ☐ Are cameras reviewed for effectiveness and placed in areas with greatest risk and threats such as parking lots, entry and exit points, collection booths?
- ☐ Do cameras have high-visibility lighting and adequate film storage systems for investigative purposes?
- ☐ Do safe walk services escort students in mixed gender pairs?

> - ☐ Does the institution notify the campus community of security incidents and emergency situations in a variety of ways including e-mail, text messaging, and LCD screens?
>   - ☐ Has the institution consulted with the campus community as to the best methods of communication?

- ☐ Are community members engaged in emergency preparedness exercises on a regular basis?

PHYSICAL ENVIRONMENT

- ☐ Are common pathways on campus well-lit?
- ☐ Is the perimeter around campus well-lit?
- ☐ Does the institution have a clear process to solicit feedback from campus stakeholders, including an annual campus safety audit walkabout?
- ☐ Are there lights that automatically turn on at dusk and turn off at dawn to illuminate outdoor areas such as parking lots, walkways and sidewalks?
- ☐ Does the institution, in consultation with community members, continue to identify and replace outdated, inaccurate and vandalized signs?

> - ☐ Is there a consistent directional signage system in each building and on each floor?
>   - ☐ Does the signage system include a directory of services; accessible and non-accessible entranceways; directional signs to services, elevators and washrooms; room numbers; and information for emergency assistance?

- ☐ Is there signage to indicate hours of operation in all buildings?
- ☐ Are there display signs for how to contact security in case of an emergency in all washrooms?
- ☐ Are floor plans put up on each floor in residences and do the floor plans provide directions to stairwells and emergency exits?
- ☐ Is emergency procedure signage posted in all classrooms?

> - ☐ Are standardized emergency assistance signs installed in buildings and departments?
>   - ☐ Does the signage provide detail of what a person can do when they feel threatened or in cases of assault or other emergencies?

- ☐ Are clear signs installed that can be easily spotted in panic situations to indicate where safety measures or escape routes exist?
- ☐ Are safety mirrors installed in all areas where there is a turn where one cannot see ahead and an obstruction that interrupts a line of sight within 25 metres or creates an area where someone can hide?
- ☐ Does the institution regularly review landscaping plans to improve sightlines and eliminate hiding places?
- ☐ Are regular audits conducted to ensure that foliage is properly maintained?
- ☐ Is there an institution-wide accessibility plan?

> - ☐ Does the institution regularly carry out accessibility audits of buildings to determine which are not fully accessible?
>   - ☐ Are stakeholders involved in designing, implementing, monitoring and evaluating the plan?

- ☐ Is snow and ice promptly cleared from high traffic spaces?

> - ☐ Are safety programs constantly reviewed to ensure they are accessible to people with disabilities?
>   - ☐ Are relevant stakeholders included in the review?