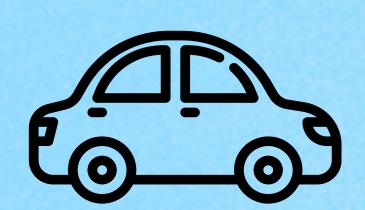
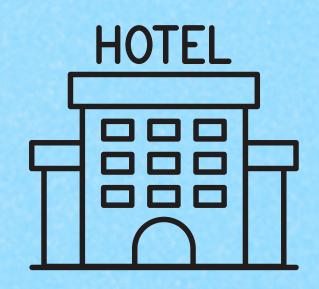
# Safety on the Road

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## Agenda:

Driving & Vehicle Safety
Hotel Safety
School Safety
Online Safety







## Driving and Vehicle Safety

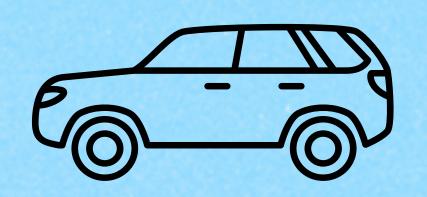
You're going to drive a lot in the next few weeks or months.

So much driving.

Chances of accidents go UP when you drive this much

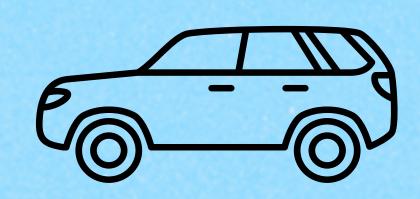
But there are things you can do!

## First Things First



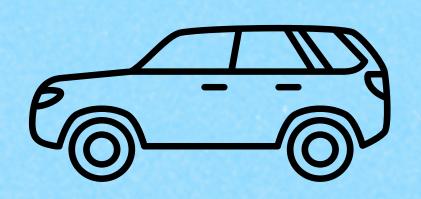
- Download your maps, deadzones happen
- Have something to keep you focused
- Car snacks! Highway stops happen.
- Toilet paper or napkins and hand sanitizer too
- Give yourself extra time to get there because of traffic

## First Things First



- Fix your seat and get your tunes set up
- Make sure you understand your car's controls (cruise, seats, air, wipers, all the bells & whistles)
- Keep a copy of your rental agreement in your car
- · Let people know you may not be available for a bit
  - Use your phone's "I'm driving" function to avoid distractions
- Set your GPS with all stops
- Consider where along your route to have breaks!

## Preventing Theft



- Lock your doors when you're not in the vehicle
  - Even if you're just running to get coffee
- Don't leave valuables in sight or in the car overnight
  - Especially personal ones. Work stuff can be replaced, your SIN card is a little harder
  - Hide your suitcase if you can
    - Blankets, scarves and jackets are great for this if your trunk is full of books and materials

#### The Must-Do List

- · Obey the law. They're big on people obeying the law.
- Don't speed
- Wear your seatbelt. It goes with every outfit.
- Don't drink or consume substances and drive
- Don't text and drive

Not only are these big safety issues for you and other drivers, but you can lose your job, be fined, lose your license... lots of bad things.

Not fun fact: You can be charged \$550 for your first impaired driving offence, get a 90 day sus pension or even face jail time

## Accidents

### If You're In An Accident

- Make sure you are safe
- Be aware of your surroundings
- Call 911 (or non-emergency police line) if necessary
- If not, report collision at nearest collision reporting centre/OPP detachment within 24 hours
- Document the crash if it is safe to do so (pictures, videos, crash worksheet)
- If another vehicle is involved, get their information
- · If possible, move your vehicle out of the road
- Call your manager and talk to them about your school procedures

#### ACCIDENT WORKSHEET - KEEP IT HANDY

Auto accidents can be very stressful; shock and excitement will make it hard to think clearly. If you're involved in an accident, this worksheet will help you to remember the types of information you'll need to record at the scene. Keep this in your glove compartment along with a spare pen.

Accident Worksheet	
Date :	Time :
Location :	Weather conditions :
Road conditions :	Estimated speed of the vehicle(s):
Description of accident :	
Diagram of Accident :	
A Your vehicle B Other vehicle C Other vehicle	

Other drivers' information:	
Name :	
Address :	Home phone:
	Business phone:
Driver's licence no.:	Vehicle plate no.:
Vehicle make and colour :	
Registered owner of vehicle :	
Vehicle identification no.:	
Insurance company :	
Insurance policy no.:	Expiry date :
Damage to vehicle :	
Number of passengers :	Names :
Position in vehicle :	
Position in vehicle :	
Position in vehicle :	
Name :	
Address :	Home phone:
	Business phone:
Driver's licence no.:	Vehicle plate no.:
Vehicle make and colour :	
Registered owner of vehicle :	
Vehicle identification no.:	
Insurance company :	
Insurance policy no.:	Expiry date:
Damage to vehicle :	

Number of passengers :	Names:
Position in vehicle :	
Position in vehicle :	
Position in vehicle :	
Witnesses	'
Name :	
Address :	Home phone:
	Business phone:
Name :	
Address:	Home phone:
	Business phone:
Name :	
Address :	Home phone:
	Business phone:
Attending police officer	
Name :	
Badge No.:	Division :
Business phone:	
Tow truck operator	
Company name :	
Driver name :	
Truck no. :	Business phone:
Address towed to:	



## Hotel Safety

For hotels, motels, Holiday Inns, and everything in between

#### When You Check In

- The receptionist shouldn't say your room number out loud
  - o If they do and people overhear, ask for a new room
- Don't advertise that you'll be staying alone
- If possible, and especially if there are exterior doors, ask for a room off the ground floor
  - Floors 2-5 are the "sweet spot"
- Act confident!

### In Your Room

- Don't open the door for strangers
- If someone says they are from the hotel, call front desk to double check
- Actually lock the door turn the bolt, latch the door lock
  - Additional safety devices can be bought for more security
  - If your windows or balcony lock, lock those too
  - Double check the info on the back about fire exits
  - Knowing which way to go in an emergency is a good plan
- Checking for bed bugs
  - Use a flashlight and run a card over the folds/creases of the bed
  - Don't put your suitcase on the bed

## Additional Safety Devices





### Common

Centre/business centre/hotel restaurant

- Park your car as close as you can to the doors and under a light
- If someone gives you the creeps, trust your instincts
- Never be embarrassed to ask hotel staff for an escort to your car, to your room, or even to switch rooms if you aren't feeling safe

## Safety in Schools

## School Safety

An important reminder:

Try not to be alone with a student in a classroom or other private space. If alone in a room with a student stand in the doorway so you can be seen. NEVER be in a room with the door closed with a student.

Let's talk about fire alarms, lockdowns, and other emergencies.

### Fire Drills

- What is it:
  - A practice run of emergency procedures to be used in case of fire
- What to expect:
  - Loud fire alarms/bells going off, possible flashing lights
- What to do:
  - Go outside through the nearest exit with your students.
  - Bonus points if you can keep the presentation going outside

### Hold & Secure

- What is it:
  - A response to a threat and/or incident in the general vicinity of the school, but not on or very near to school property
- What to expect:
  - School continues as normal inside the school, but outer doors are locked and no one enters or leaves the building
- What to do:
  - Stay inside and let your manager know. They can let your other visits know.

### Lockdown/Lockdown Drill

#### What is it:

 Used in response to a serious emergency situation inside a school or on/very near school property. Goal = minimize visibility and access to students/staff/visitors.

#### What to expect:

 All outer doors are locked. Students/staff/visitors take shelter in classrooms or other designated locations under desks & out of sight. Windows are covered where possible. Inner doors are also locked or barricaded where possible. Entry and exit of the building is resitricted to emergency personnel only. Cell phones off or on silent (not vibrate)

#### What to do:

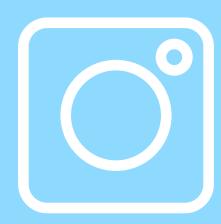
 Follow precautions mentioned above. Most classrooms have lockdown instructions posted inside. Let homebase know what is going on when it is safe to do so.

#### When in Doubt:

Follow the lead of school leaders

One last reminder:

If you sign in, remember to sign out!





## Social Media Safety





#### What To Do

- If you haven't yet, make your accounts private
  - High schoolers are incredible at navigating social media and finding people
- Do not add students from your personal account
  - Do not message them or give them your personal number
  - If they want to connect further, encourage them to follow your official institutional accounts

#### What To Do

- Remember any tech provided to you for work purposes should only be used for work purposes. Private browsing is not private your systems are still monitored
- When you're sharing your adventures on social media, be conscious of the who, what, when, where, and how of it all

Be conscious of what you are sharing and who has access to it!

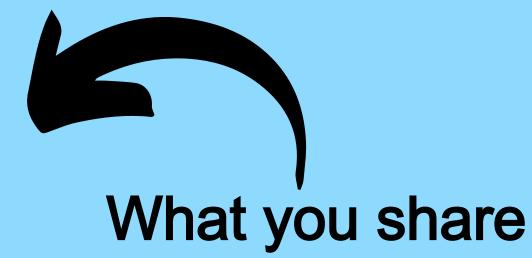
















## Despite All Of This

Travelling for work is a super unique and fun experience that can make great memories!

Take lots of photos! Get coffee at cool coffee shops! Embrace your inner tourist and read the plaques on bridges and in parks!

Be safe and have fun on the road. You've got this!