

UNIVERSITY OF TORONTO'S

NEWCOLLEGE

RESIDENCES

SUMMER CONFERENCE AND ACCOMMODATIONS
GENERAL INFO BOOKLET

General Information Booklet

IMPORTANT COVID-19 INFORMATION:

Currently, we are not implementing any COVID restrictions such as proof of vaccination and mandatory masks but ALL Residents should be ready to pivot on short notice if public health conditions or guidance change prior to or during the summer.

Please ensure that you are aware of and follow the government health and safety protocols and guidelines in place just before your stay, when entering the Residence and during your stay.

The University has paused the requirement for all members of our community to be fully vaccinated in order to come to campus but we strongly encourage everyone to remain up-to-date on vaccination along with boosters as it offers the best protection against severe illness and will also reduce isolation requirements and disruptions to on-campus activities in the event that you are exposed to COVID-19 or test positive. It will also minimize disruption should conditions require vaccine requirements to be reimposed. Latest UofT COVID-19 updates can be found at: <https://ehs.utoronto.ca/covid-19-information/>.

While the current pause in our mandatory mask requirement continues, the use of a well-fitting medical mask in high-density indoor spaces when physical distancing is not possible is strongly encouraged during the period when cases are rising in Ontario. Indoor University spaces include: lobbies, elevators, hallways and corridors, stairwells, washrooms, service desks, cafeterias and lunchrooms, common areas in residences, study lounges, meeting rooms, classrooms, research and teaching labs, shared or open-space offices, and other locations used in common, particularly where practicing physical distancing may be difficult or unpredictable. The University is a mask-friendly environment, and we ask everyone to respect each other's decisions, comfort levels, and health needs.

The provincial self-assessment tool <https://www.ontario.ca/self-assessment/> can help provide guidance and information for those that have any symptoms of illness or tested positive for COVID-19. Anyone who is sick or has any symptoms of illness, including those not listed in this self-assessment tool, should stay home and seek assessment from a health care provider if needed.

The University has implemented changes to cleaning protocol that include increased cleaning of shared public spaces as needed and the addition of hand sanitizer stations at main entrances.

New College highly recommends that Residents bring a supply of rapid test kits to self-monitor if showing symptoms of COVID-19. Rapid test kits can be sourced here: <https://www.ontario.ca/page/rapid-testing-home-use>.

The Resident will not book the Room for the purpose of quarantining or isolating individuals who have tested positive for COVID-19, have symptoms of COVID-19 or have been identified as a household close contact (including “presumptive positive” cases).

The Occupancy Agreement shall be subject at all times to: (i) University guidelines, signage, policies and directives; and (ii) government orders, directives or public health guidelines, directives or recommendations in existence during the Term of the Agreement (collectively, “Public Health Orders”).

The University reserves the right to deny access to University premises, including the Residence, to any person who fails or refuses to comply with Public Health Orders in effect from time to time.

The University may terminate the Occupancy Agreement immediately if Resident fails to observe any Public Health Orders. The University shall have no liability to the Resident as a result of such termination and no obligation to refund any amounts paid by the Resident.

The University may terminate the Agreement at any time due to circumstances resulting in any Public Health orders, as amended and updated. In the event of such termination, the University shall not be responsible for any losses, damages, or expenses whatsoever suffered by the Resident. The Resident shall only be entitled to a refund of the fees it has paid to the University.

In no circumstances shall the University be liable for loss of profit or for other similar consequential damages based on breach of contract, warranty or otherwise if, due to a compliance with Public Health Orders or actions or directives taken by the University, if it is required to terminate the Occupancy Agreement.

As updated health guidelines evolve during Occupancy Period, all Residents, Guests, Visitors may be subject to additional health screenings.

It is vitally important that, even with the easing of provincial measures, we remain vigilant, conscientious, and respectful of one another.

As health measures change all Residents will be notified and there will be updated health and safety signage throughout the residence. Some examples may include signage respecting elevator occupancy limits, space closures, requirements to wear face coverings or masks, physical distancing and to instructions to yield and follow directional markings. Please follow all posted COVID-19 health and safety guidelines for elevators, stairwells, washrooms and common rooms.

Non-compliance with health and safety recommendations may pose a health and safety threat to the community and will be treated as a serious matter. The University will make every effort to resolve these issues informally when possible and appropriate but may also impose sanctions where individuals or groups of Residents are not in compliance with these rules. These sanctions will depend on the nature of the non-compliance, the place in which it occurred, and the impact on others. Sanctions include but are not limited to fines, restricted access to spaces, and expulsion from the Residence. Enforcement, sanctions and appeals to sanctions will be carried out in accordance with existing residence policy. The University reserves the right to report non-compliance to Public Health officials or to any other official, within or outside the University, who need to know about the non-compliance in order to protect the health and safety of the University community or the public.

A Toronto Public Health Hotline is available to answer questions about COVID-19 from 8:30a.m. –8 p.m. Translation will be available in multiple languages. Phone: 416-388-7600; TTY: 416-392-0658; Email: PublicHealth@toronto.ca. Telehealth Ontario is a free, confidential service available to get health advice or information (including but not limited to COVID). Calls are answered by Registered Nurses who respond 24 hours per day, seven days per week. Phone: 1-866-797-0000 or TTY: 1-866-797-0007.

THE SUMMER RESIDENCE OFFICE:

The New College Summer Residence Office is located in the **Wilson Hall Residence in Room 1007**. It will be open (in person or remotely) seven days a week (subject to change) from **9:00 a.m. to 10:00 p.m.** with meal breaks in between from May to August. **Changes, questions, comments and suggestions about your reservation can be directed to this office.** Phone: 416-946-0529 or email: summer.newcollege@utoronto.ca.

TRANSIT SYSTEM (METRO):

The transportation system for Toronto is called the “**TTC**” (Toronto Transit Commission). Using the subway or streetcars is the best way to get around Toronto. **Spadina Station is the closest subway station** to New College (located at the corner of Spadina and Bloor St). It is about a 10 minute walk to Bloor Street. There is also a streetcar stop just across the street from our Residence on Spadina. Streetcars run frequently north on Spadina Avenue (to the Spadina Subway Station) and south on Spadina Avenue (towards the Harbourfront and into Union Station). **You will need to pay the fare on the streetcar or purchase a PRESTO card at any station.**

RENT PAYMENTS:

It is your responsibility to pay rent on time! If you are paying the daily, weekly or sessional rate, the **entire balance is due on arrival**. If you are paying monthly, your balance to the end of the month is due on arrival, the **next payment is due at the first of the month** by 5:00 p.m., and so on until your balance is paid in full. To see what is due on your Check-In Date for monthly rate stays, see this [Monthly.pdf file](#) and first go to your Category coloured column (i.e. Current New College Resident (green) OR Student (blue) OR Non-student (orange)) and then go down to your Check-In Date and beside it you will find what is due on your Check-In Date. On this sheet, further down, you can also see what you will then need to pay on June 1 (again go to your category coloured column and June 1) OR just pay your Account Balance if it less and repeat this each month until your Account Balance is zero (paid in full).

You can pay through the summer portal if you made your reservation on the summer portal, at the Wilson Hall Front Desk or the Summer Residence Office.

Please note that we do not take cash, personal cheques, foreign currency, interac e-transfers, wire transfers. We only take credit cards on the summer portal - VISA, VISA Debit, MasterCard, MasterCard Debit, American Express or Discover. We take the same credit cards or Interac at the Front Desk or Summer Residence Office. If paying by Certified Cheque or Canadian Money Order, please make cheques payable to “The University of Toronto – New College.” and it must be in the full balance. **Failure to pay rent on time can result in lock change charges, withdrawal from the Residence and other additional charges such as late payment charge.**

KEYS:

To avoid replacement costs, please **DO NOT LOSE YOUR KEYS** - each set costs \$35 or \$200/\$500 after normal business hours to replace!
Please **remember to return them when you check out by 11 a.m. on your departure day.**

Wilson Hall Residence

The fob key gives you access to the elevators, doors to your residence floor as well as the **main doors which are locked from 10 p.m-7:00 a.m.** To call the elevator, press the **button going up**. This usually lights up to indicate that the elevator has been summoned. **You must use your fob key inside the elevator swiping the fob at the red sensor light and press the floor number immediately (light should turn green).** There are two elevators in Wilson Hall.

To **open** your room door, simply swipe your fob key on the sensor. The light should turn green. **Make sure you always have your keys with you** upon exiting your room, as the **door** always locks behind you.

IMPORTANT: Please keep your fob key with you **at all times**, even if are going to the washroom as the door locks behind you. **Do not place anything on the door handles or the hooks on the back of your doors** as this may cause the door lock to malfunction.

You do not need to use the fob key when going down.

45 Willcocks Residence

The fob key gives you access to the elevators, doors to your residence floor as well as the **main doors which are locked at 10 p.m-7:00 a.m.** To call the elevator, press the **button going up**. This usually lights up to indicate that the elevator has been summoned. **You must use your fob key inside the elevator swiping the fob at the red sensor light and press the floor number immediately (light should turn green).** There are two elevators in 45 Willcocks Residence. If you have a small metal key, it is your mailbox key and has your mailbox number on it.

To **open** your room door, simply swipe your fob key on the sensor. The light should turn green. Make sure you always have your keys with you upon exiting your room, as the door always locks behind you.

IMPORTANT: Please keep your fob key with you at all times, even if are going to the washroom as the door locks behind you. Do not place anything on the door handles or the hooks on the back of your doors as this may cause the door lock to malfunction.

You do not need to use the fob key when going down.

Wetmore Hall Residence

The fob key gives you access to the elevators, doors to your residence floor as well as the **main doors which are locked at 10 p.m-7:00 a.m.** To call the elevator, press the **button going up**. This usually lights up to indicate that the elevator has been summoned. **You must use your fob key inside the elevator swiping the fob at the red sensor light and press the floor number immediately (light should turn green).** There is only one elevator in Wetmore Hall Residence. If you have a small metal key, it is your mailbox key.

To **open** your room door, simply swipe your fob key on the sensor. The light should turn green. Make sure you always have your keys with you upon exiting your room, as the door always locks behind you.

IMPORTANT: Please keep your fob key with you at all times, even if are going to the washroom as the door locks behind you. Do not place anything on the door handles or the hooks on the back of your doors as this may cause the door lock to malfunction.

You do not need to use the fob key when going down.

MAILBOX AND MAIL (long-term stays only):

Although you may have a mailbox key attached (it is the small metal key), **only long-term stay** residents will be assigned a mailbox. The number is on the key. If the number is not visible, please confirm with the Front Desk.

Please always provide your ID in order to receive mail.

Please give out this mailbox number for mail. The mailboxes in Wetmore is to the right of the elevator and the mailboxes in 45 Willcocks is on the mezzanine floor. Please check this regularly. **Your full mailing address** should be:

If you are in Wetmore Hall:

YOUR NAME

40 Willcocks Street

Wetmore Hall Box # _____

(this is your mailbox # on your key)

Toronto, ON

M5S 1C6 Canada

If you are in 45 Willcocks:

YOUR NAME

40 Willcocks Street

45 Willcocks Box # _____

(this is your mailbox # on your key)

Toronto, ON

M5S 1C6 Canada

WASHROOMS:

Most washrooms will be gender-specific (Male or Female). We will assign one washroom in Wetmore Hall on each floor as gender-neutral. When booking your room on the summer portal, you will be asked which washroom you want to be closer to (i.e. Male, Female, Gender Neutral or No Preference). **We will do our best to accommodate your washroom preference, however, we cannot guarantee it. For everyone's safety, please obey these signs.** Anyone caught tampering with the signs will be evicted immediately.

(Note: These washrooms signs may change periodically from the Summer Residence Office depending on groups placed on the floor! Please respect and follow the assigned labels!) Anyone tampering with signs will be evicted immediately!

The washroom locations by door number are:

WILSON HALL RESIDENCE

FLOOR	WOMEN'S	MEN'S
3 rd	3089	3003, 3071
4 th	4003, 4071	4089
5 th	5003, 5071	5089
6 th	6001, 6057	6003, 6063

WETMORE HALL RESIDENCE

FLOOR	WOMEN'S	MEN'S	GENDER NEUTRAL
2 nd	296	252	222
3 rd	352	396	322
4 th	452	496	422

45 WILLCOCKS RESIDENCE

FLOOR	WOMEN'S	MEN'S
2 nd	Across from Room 219	Across from Room 232
3 rd	Across from Room 319	Across from Room 332
4 th	Across from Room 419	Across from Room 432
5 th	Across from Room 519	Across from Room 512
6 th	Across from Room 612	Across from Room 619
7 th	Across from Room 712	Across from Room 719
8 th	Across from Room 819	Across from Room 812

If you notice any damages in the washroom (i.e. see a flood or a toilet constantly flushing), please report this to the Wilson Hall Front Desk immediately.

FRIDGES:

Many people who **stay a month or longer** can rent a fridge for the summer months for their room. We have an in-house supplier called Campus Fridge Rentals who will deliver and pick up the fridge – for rates and information, please call 905-731-6381 during business hours or email rplsales@rogers.com.

COMMON ROOMS:

Each floor has a common room with the following amenities:

- Stove
- Sink
- Microwave
- Television and sitting area
- Fridges*

For common rooms, **please note we do not provide utensils (pots, pans, cutlery etc.)** The fridges* in common rooms **on long-term stay floors (Wetmore 2nd, 3rd, 4th floor and 45 Willcocks 2nd, 3rd floor) will not be available for use.** If you require a fridge and staying long-term, you can arrange a fridge rental with Richard from Campus Fridge Rentals at rplsales@rogers.com with your current room number, your departure date and your cell phone number. They provide great rates for the summer and will pick up and deliver the fridge to your room.

Be considerate of others and please always clean up after yourself when using the common room and do not ever leave the stove unattended!

The common room locations by door number are:

WILSON HALL RESIDENCE

FLOOR	ROOM #s
3 rd	3002, 3075
4 th	4002, 4075
5 th	5002, 5075
6 th	6075

WETMORE HALL RESIDENCE

FLOOR	ROOM #s
2 nd	214
3 rd	314
4 th	414

45 WILLCOCKS RESIDENCE

FLOOR	ROOM #s
2 nd	Across from Room 216
3 rd	Across from Room 316
4 th	Across from Room 416
5 th	Across from Room 525
6 th	Across from Room 625
7 th	Across from Room 725
8 th	Across from Room 825

BEDDING, LINENS and ROOM CLEANING (Housekeeping):

Linens and a towel are provided in every room on arrival; however, **there is no housekeeping service.** You are responsible for the cleaning of your room as well as your towel and linens if needed during your stay. There are coin operated laundry rooms on each floor. Also on each floor is a cleaning closet with contains cleaning supplies such as a vacuum, broom, etc. You can sign out the key to this room by showing a valid photo ID as well as leaving an ID with the front desk. Please return the key in a timely manner.

AIR CONDITIONING:

All three residences are centrally air conditioned as needed. For 45 Willcocks, there is a knob under the window located in the radiators which you can turn to change the temperature a few degrees up or down. For Wilson and Wetmore, if you have any problems with the air-conditioner (i.e. it is leaking, there is no air), please report this to the Wilson Hall Front Desk. In order to prevent problems with the air conditioning system, **please keep windows closed on hot days.** The central AC will work better and the room will be cooler with the windows closed.

LAUNDRY ROOMS:

Laundry Rooms (coin-operated washing machines and dryers) are available on every floor in all the Residences. **You are responsible for any of your clothes left unattended in the laundry room.** All machines use \$1.00 coins (“loonies”) or quarters only. **Please note that the Front Desk will not carry cash and will not have change.** Report any difficulties at the Wilson Hall Front Desk. Irons are available in the laundry rooms. **Ironing in residence rooms is forbidden, as it is a fire hazard;** please use the laundry room for your ironing.

The laundry room locations by door number are:

WILSON HALL RESIDENCE

FLOOR	Room #s
3 rd	Inside Common Room 3002, Across from Room 3041
4 th	Inside Common Room 4002, Across from Room 4041
5 th	Inside Common Room 5002, Across from Room 5041
6 th	Inside Common Room 6059

WETMORE HALL RESIDENCE

FLOOR	ROOM #s
2 nd	Across from Room 278
3 rd	Across from Room 378
4 th	Across from Room 478

45 WILLCOCKS RESIDENCE

FLOOR	ROOM #s
2 nd	Across from Room 216
3 rd	Across from Room 316
4 th	Across from Room 416
5 th	Across from Room 516
6 th	Across from Room 616
7 th	Across from Room 716
8 th	Across from Room 816

FOOD:

Meals are not included in the rates. The New College Dining Hall on the second floor in Wilson Hall Residence will be open for breakfast (pending group bookings) for May and June. Breakfast, Lunch and Dinner will be available during July and August (pending our summer international program group booking).

Food Services retail outlets including Sid's Smith, Robarts Food Court and MSB Food Court will be open from May to August. Check the UofT Food Service website <https://foodservices.utoronto.ca/> for updates on what is open during the summer on campus, including Starbucks and Second Cup. You can also email mealplan@utoronto.ca to buy TBucks, a convenient way to pay for food on campus and that can also be used when the New College Dining Hall is open.

For some coffee and baked goods, there is a Second Cup Cafe closeby in our 45 Willcocks Residence or the Athletic Centre next door. A five-minute walk north (towards Bloor Street) or south of the residence (towards College Street and Chinatown) have many places to grab a meal. Located near Bloor and Spadina is a grocery store (called Metro). There are also grocery stores along Spadina south of College Street in Chinatown and Kensington Market. If ordering take-out, you must go meet the delivery person at the entrance, they will not be permitted access inside the building.

For common rooms, please note we do not provide utensils (pots, pans, cutlery etc.) The fridges in common rooms on long-term stay floors (i.e. WETMORE 2nd, 3rd, 4th floor; 45 WILLCOCKS 2nd, 3rd floor) will not be available for use so if you require a fridge and staying long-term, you can arrange a fridge rental with Richard from Campus Fridge Rentals at rlpsales@rogers.com with your current room number, your departure date and your cell phone number. They provide great rates for the summer and will pick up and deliver the fridge to your room.

ROOM INVENTORY:

Each single room contains a single bed (two single beds in the case of a double room), chair, linen, towel, pillow, blanket, bedspread, desk, closet (armoire), dresser, garbage can, and a working smoke detector. **To avoid being charged for missing items and/or damages, please report any missing items or damages upon check-in to the Wilson Hall Front Desk.** Please leave your screens on your windows.

EARLY DEPARTURES:

Seven nights advance notice in writing is required to the Summer Residence Office (Room 1007 in Wilson Hall Residence) if you wish to move out before the scheduled departure date. Failure to do so will result in a week room charge being levied. If the sessional or monthly rate has been paid, the rate will be re-calculated at the monthly or weekly rate, if applicable. There is no refund for stays of 7 nights or less.

INTERNET & TV:

Each room is equipped with Internet Access. You will need an Ethernet/network cable (which you can also purchase at the Wilson Hall Front Desk) and up to date software in your computer or laptop. Plug in your computer/laptop into the correct internet port in your room and once you pass a security check, you should be able to access the Internet. **Note that we now have Wi-fi (wireless) internet.** Please see the Front Desk for access. Common reasons guests can't access the Internet include: you don't have the proper cables, it is plugged into the wrong port, you don't have up to date software/virus programs installed, you do not have administrative access or it may be that you have been kicked off because of high bandwidth usage.

If it is none of these problems, guests should contact our IT Staff for help **during business hours** (Monday to Friday from 9:30 a.m. to 4:30 p.m.). The IT Office number is 416-946-8368. If there is no answer, please leave a message **including the following information:** Name, Name of Residence, Room Number, Extension # or Cell Number, a brief description of the problem, and when the best time to be reached is.

There is no IT Staff Support outside of business hours.

If you do not have a computer/laptop, you can try going to the New College Computer Lab at the New College Library (entrance is at 20 Willcocks Street) **during business hours**, which you can use for a small fee per day. You may also try an Internet café - there is one at the corner of College Street and Spadina.

We provide a TV in the common rooms which have preinstalled apps such a Netflix. If you notice that it is not working, please contact the Front Desk.

SOME RULES & REGULATIONS, SECURITY AND QUIET HOURS:

Please note that our quiet hours are from 10:00 p.m. to 8:00 a.m. every day. A Security Guard will patrol the Residences throughout the night to ensure all residents are obeying the [Rules and Regulations](#). Please obey these rules as they will be enforced throughout the summer. If you notice anyone who is not, refrain from escalating the situation and please contact the Wilson Hall Front Desk at the time the incident occurs so that they will contact the appropriate personnel to check out the situation. If a resident's action or behavior is deemed by New College to be detrimental to the general well-being or comfort of other residents staying at the Residence, then New College reserves the right to immediately evict a resident prior to official warnings. Please respect your neighbours and the community environment.

SMOKING AND ALCOHOL:

**Smoking is not permitted anywhere in the building or on UofT campus!
Alcohol is not permitted in any public areas of the residence.**

FITNESS CENTRE/ SWIMMING POOL:

The University of Toronto's main Athletic Centre is just up the street at Spadina and Harbord Street corner. Here, you can enjoy world class sporting facilities such as the Olympic size swimming pool, the weight room, the squash courts, the treadmills and an indoor track. **You must be over 18 years of age.** You must inquire at their office (entrance is on Classic Avenue) to pay the membership fees and inquire about costs for the summer.

VISITORS:

Overnight guests (those wanting to stay after 10 p.m.) are not permitted. Visitors are welcome to rent a room for the night if they need. Please visit our website at www.torontores.com to **reserve your room in advance.** **Day visitors** are currently limited to the number of beds in your Room and need to be registered (sign in/out) at the Front Desk. They need to follow all health and safety protocols in place.

SUMMER DONS AND SUPPORT:

There will be no Summer Dons during the summer. Depending on the issue, Residents can call the Front Desk at 416-978-8877 who will notify other appropriate staff if needed and urgent.

The Office of Residence and Student Life (ORSL) at New College will continue to help support UofT students health and well-being and can connect you to a range of resources social, academic, and wellness programs during the summer. Programming and scheduling to be confirmed. Recognizing that student residents may require additional support during COVID-19, the University has made available a number of [supports](#) available to you. These supports include the Health and Wellness Office and U of T My Student Support Program that provides students with immediate and/or ongoing confidential, 24-hour support for any school, health, or general life concern.

A security guard will patrol the residences daily from 10:00 p.m. to 6:00 a.m. for residence related emergencies and assistance along with the Front Desk at 40 Willcocks which is open 23 hours a day or calling 416-978-8877 (closed nightly between 3 A.M. and 4 A.M).

PARKING:

There is no free or reserved parking on campus. There are **Pay parking lots** in the area and there are many University of Toronto pay parking lots across campus. The closest to pay parking lot to New College is at Harbord St. and Spadina Ave (in the lower level of the Graduate House). Enter from Harbord Street. The address is 42 Harbord Street (the alley behind Graduate House). You will pay the meter for as long as you need. **PLEASE NOTE FOR OVERNIGHT PARKING:** on the meter, you will need to keep hitting the button on the machine a number of times until it reaches the daily limit. For example, if you enter the **lot after 4 p.m.**, and you hit the button only once to overnight max it will show you as covered until 6 a.m. You need to hit the button a couple more times to hit the daily max and it should then cover you until 10 pm the next day. It will cost \$10 (from 4 pm to 6 am) and \$18 (from 6 am to 10 pm) so about \$28 total for overnight parking. For the most updated rates and information, please visit the University of Toronto Parking website at <http://transportation.utoronto.ca/parking/rates/> or call 416-978-7275. If you only need a few hours of parking, there are also city pay parking meters around the area which have restricted time periods and times are posted on the meters where you pay for your ticket. **Note: New College is not responsible for parking tickets!**

LUGGAGE ROOM:

To ensure residents **check out before 11 a.m.** (some may have flights which leave in the evening), you may drop off your luggage at the designated luggage room by the Front Desk. Please see the Wilson Hall Front Desk. The luggage room may also be available if you arrive earlier than check-in time.

CHECK- OUT TIME & LIABILITIES:

You must vacate your room, **make sure your room is locked and return your keys** at checkout time, which is any time **before 11:00am**. Guests who stay past the checkout time without authorization may be charged for an additional night's stay or may have staff remove belongings from the room to prepare the room for new incoming guests.

Please ensure that your door is locked, return all keys, and that no damages have been created due to your stay. **Residents will be held responsible for any damages or missing items.** Please report any damages to your room immediately.

NOTICE OF CONSTRUCTION:

Throughout the summer, New College is hoping to complete a number of renovation projects starting May 1, 2023.

In Wetmore Hall: On the 2nd floor, residence rooms 211 and 212 will be combined and converted to a self-contained don suite

In Wilson Hall: the entire 6th floor will be renovated (May 1-end of June)

As a result of the renovations there may be periodic noise and construction happening during the hours of 9:00 a.m. to 6:00 p.m. Depending on weather and the project, renovations may happen on weekends and after hours.

RULES AND REGULATIONS:

Please ensure you have read the [Occupancy Agreement and Rules and Regulations of the New College Summer Residences](#).

EMERGENCIES -FIRE EXITS AND ROUTES:

In An **Extreme Emergency**: Dial **9-1-1**. In case of emergency, you can also try to call the Wilson Hall Front desk at 416-978-8877. If the front desk is unavailable, you can call University of Toronto Campus Police depending on the nature of the emergency:

For **Non-Emergencies**: Dial 416-978-2323

For **Emergencies**: Dial 416-978-2222

Be Prepared:

- * **Fire Escape Plan - Once you know your room, check all the exits available on the floor. Locate the fire exit nearest to your room. Locate the nearest fire extinguishers and fire alarms. Always know where your room key is.**
- * **Fire Alarm Installations -** Ensure you know where the fire alarm installations (“pull stations”) on your floor are.
- * **Evacuate immediately and close all doors behind you.** Leave the building immediately via the exit staircase.
- * **Fire Alarm -** If you hear the fire alarm, **stay calm. Do not panic!** Touch the door to your room. If it is hot, do not open it. If the door feels normal, open it and check the hallway. If the alarm has not yet sounded, but you smell smoke, sound the alarm. If there is no smoke in the hallway, leave your room. Take your room key with you. Close the door behind you and go to the nearest emergency exit staircase. If there is smoke in the stairwell, go to the opposite end of the hallway or return to your room. Guests with a disability should call the front desk.
- * **Do not try to take your personal effects** with you or attempt to pack your things.
- * **Do not use the elevators** for evacuation.
- * **If you are caught in your room,** call the front desk, tell them your room number and explain that you are staying in your room because of smoke in the hallway or stairwell. If smoke begins to enter your room, crouch down beneath the level of smoke and cover your nose.
- * **Should you encounter thick smoke entering your room,** take wet towels or sheets and put them against the door to prevent smoke entering your room.
- * **Should you encounter thick smoke whilst trying to leave,** get on to the floor and crawl to escape.
- * **Do not jump out of the building (higher floors)** as rescue might not be far away.

***Thank you for choosing New College,
We hope you enjoy your stay!***

