Risk Management Services
Division of Finance and Administration

Standard Operating Procedure: **Markham Campus Notification Procedures**

Approval Authority**: Director, Risk Management Services**

Effective Date: **January 2025**

I. DEFINITIONS

Community Members are current students, staff, faculty, volunteers and any others acting on behalf of, or in partnership with, the University or doing business with the University.

Third Party Property or non-York owned property is property not owned or maintained by York University, including student, staff or faculty owned personal property.

II. INTRODUCTION

It is important for community members to properly notify the correct organizations when there is an occurrence on the Markham Campus or on non-York owned property.

Timely reporting and notification are imperative to retain any rights of recovery, to allow the involved groups to reduce the chance of any further occurrences and to collect any evidence.

III. NOTIFICATION PROCEDURES

A. Markham Campus – York University

When an incident occurs **on campus** follow the Standard Operating Procedure (SOP) Incident Reporting.

On campus areas are marked as “Markham Campus” and includes the area labelled “Bus Layby” in Appendix A.

B. Remington Parking Lot

When an incident occurs at the Remington Parking lot location, email details to services@remfmi.com (marked as “Remington Lot” on Appendix A).

C. City of Markham Property

When an incident occurs on property owned by the City of Markham, email details to customerservice@markham.ca (all unmarked area on Appendix A).

For all locations, notify Health, Safety and Employee Well-Being (HSEWB) if an employee is injured.

Appendix A


REMINGTON LOT
MARKHAM CAMPUS
BUS LAYBY
ENTERPRISE BLVD
UNIVERSITY BLVD
YMCA BLVD