



Security for everyone. 24/7.

Campus Security Annual Report 2015



University
of Victoria

Campus Security
Services

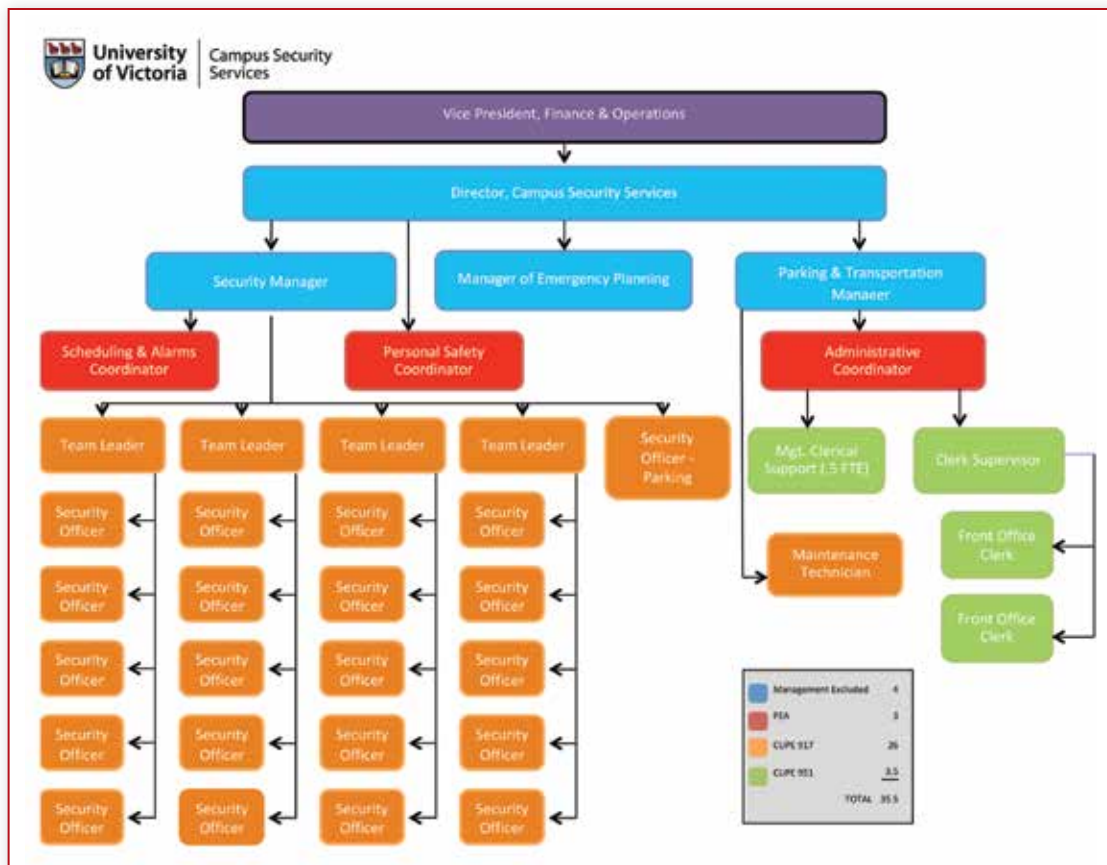
Director's Message

With the reorganization of Campus Security completed last year, this year was spent looking forward. Daphne Donaldson, the Manager of Emergency Planning, retired in May after serving many years on campus. A search committee then began the process of hiring a new Manager, and Rob Johns was brought on board in December 2015. I welcome Rob to the department and know that he will invest time and energy into getting to know the Uvic community.

I would like to acknowledge the hard work and efforts of Campus Security's staff in responding to a high number of incidents involving mental illness this past year. We continue to work alongside our partners in Student Affairs and Human Resources to support our students and employees and recognize that these issues are not unique to Uvic, but are part of the larger community issues. We saw the completion of the McKenzie Avenue parkade in May and are now continuing our improvements to the parking technology. We have provided over 70 active threat sessions to nearly 800 staff, students and faculty since we began offering the information in October 2013.

Campus Security welcomes feedback on our services, it is only through this information that changes and improvements can be made to ensure we meet our community's needs.

Tom Downie



Keith Cascon—Security Manager

Campus Security Services hours of operation make it somewhat distinct from other sectors of the University Community. Because we are a 24/7 operation, much of our call load transpires after hours and that separate us from the traditional business hours of 8 to 4 Monday to Friday.

By being open for business on nights and on weekends, our security staff field a variety of calls, ranging from mental health issues, reports of assault, theft of property, medical emergencies (many involving excessive alcohol consumption), fire alarms and animal calls.

The University has a large and diverse population and like any other community that is large and diverse; this community also experiences mental health issues. As a result, this past year our department responded to a variety of calls for assistance for individuals who experienced mental illness. When our officers respond to calls of this nature, they make a concerted effort to assist these individuals. Resources such as the Vancouver Island Crisis line, victimlink, victim services, women's sexual assault center, women's transition house, the Royal Jubilee Hospital, and the police are all options that are offered to these clients in our community.

One example of an issue that our Security Officers responded to this past year involved an off campus assault of an elderly woman who attended our office in the middle of the night. This woman had escaped from her residence and turned to Campus Security for support. She had sustained multiple injuries as a result of being attacked by her husband who was suffering from dementia and other associated medical issues. Our officers immediately took action and assisted this woman by providing her medical aid, while waiting for emergency services to arrive. With the assistance of emergency services, this woman was transported off campus and provided with the necessary support services.

This past year there were 53 bicycles reported stolen on campus. On two occasions Campus Security was able to assist our clients in recovering their stolen property. These two examples include a bike that was reported stolen that was later located by officers locked to a bike rack on campus. Officers confirmed the bike was the registered owner's property and set up surveillance. While conducting surveillance a suspect was observed returning to the stolen property. The police were contacted, arrived and detained the suspect for possession of stolen property. In the end, the complainant was reunited with her stolen bicycle and the suspect was educated about the impacts of his behaviour and thus offered an apology for his actions. A second example involved a parent of a child in Family Housing who reported that her child's bicycle was stolen during the night. Our Officers attended to the caller's residence to offer assistance regarding the theft. After conducting an interview and obtaining the relevant facts of the incident, our Officers then conducted an extensive search of the area. While searching the area, our Officers were able to surmise that this bike was being used by another child in Family Housing. Our Security Officers were able to recover the bicycle and return it to its rightful owner. Both the parent and child were extremely appreciative and relieved to have their property returned to them. Once this bike was returned, our Officers then provided some useful crime prevention tips for mitigating future theft.

Our department responded to 110 fire alarm calls in 2015, and in one instance our officers prevented a brush fire that could have had some potentially catastrophic consequences for the University. In late June our officers were on patrol when they located a grass fire on the west side of campus in the Garry Oak Forest at around 2am. Our dispatch center notified the Oak Bay Fire Department and both the Saanich

and Oak Bay Fire Departments attended the call. By the time the fire departments attended the scene the fire had already consumed a 50 foot diameter of property. By reacting so quickly to the situation, other than some grass being burned there was no other damage to University Property. This was during the time of the extreme fire hazard due to lack of rain.

During the academic year, our Officer's deal with a high volume of alcohol related calls which are often reported late in the evening or in the early hours of the morning. These types of calls vary in levels of required response. Some calls deal with minor intoxication while other calls can have significant consequences as the intoxicated person is no longer conscious. As first responders on campus our officers are required to make quick decisions under considerable duress. When our officers respond to calls of this magnitude where there is a person who is exhibiting a decreased level of consciousness, our officers are required to intervene and deal with the patient until emergency services respond. Quite often, these types of calls are very resource heavy as the police, ambulance and fire department are required to respond. With the collaboration of all resources, a decision is made about whether the affected person remains on campus or is transported to the hospital for further evaluation.

As mentioned earlier, Campus Security Services acts as a first responder on Campus which requires our officers to respond to medical emergencies. This past September, a student was unfortunate enough to sustain a life threatening arterial bleed to his arm when he broke through a window. Our Officers responded quickly and were able to help this individual through this ordeal while waiting for emergency services to arrive. This was a very stressful incident for our Officers because not only did our staff have to deal with the injured person but they also had to interact with many

of the bystanders who were deeply affected. This scene of the incident was very graphic due to the amount of blood loss that occurred.

Some of our calls involve other members of our community. In this instance our officers assisted one of our four legged friends on campus. This call for service involved our officers responding to a baby fawn in distress. The fawn was left in the middle of Ring Road and separated from its mother. A Security Officer, with a background in wildlife rehabilitation, reunited the fawn with its mother later in the evening, likely saving it's life.

Should you come across a non-domestic animal in distress, the BC SPCA Call Centre Hotline (1-855-622-7722) is an ideal resource for dealing with animals in distress on campus.

As the Security Manager, I am extremely proud of the work our officers perform on a daily basis as well as the dedication and compassion that they demonstrate towards the campus community.

2015 Statistics

Statistics for 2014 (*)

Fire alarms | 115 (*79)

Fire alarms are rarely caused by intentional pulls since the installation of pull station covers in Residence. Smoke from cooking or construction are now often factors, with the majority of alarms being construction related this year. The average time spent by Campus Security at fire alarm calls is 40 minutes, with a minimum of two officers attending. For every fire alarm both Saanich and Oak Bay Fire departments attend campus. If you have information about the cause of the alarm please advise Campus Security or Fire departments when they arrive on scene.

Medical Emergencies | 434 (*477)

Medical emergency calls range from providing a bandage for a minor cut, to a cardiac situation that requires oxygen and a defibrillator. Typical response time is two to five minutes and is attended by two officers. The average time spent at a call is 45 minutes. We advise callers to notify 911 if the situation is serious or unknown and Campus Security will assist responders in locating the building. Callers should give a building name and room location to the 911 Dispatcher, as most off campus responders are not familiar with location of UVic departments. 25% of these calls are alcohol related.

Intrusion alarms | 1644 (*1481)

Intrusion alarms response protocol requires two or more officers to attend and are always treated with priority and caution. A helpful hint for reducing the required response is for users to call Campus Security if they suspect they have activated the alarm. This allows the Campus Security Dispatcher to confirm identity and information and adjust the response accordingly. The average time spent at a call is 20 minutes. Each alarm generates an incident report.

Building checks | 11,354 (*10,518)

Security Officers do regular patrols of every building on campus and use the strategy of 'floor by floor, door by door' to ensure thorough coverage. Each building check takes an officer 15-20 minutes to complete. As Security Officers cannot be everywhere at all times on campus, it is very important that UVic community members report suspicious activity immediately.

Assist police | 141 (*141)

The majority of assist police reports are for abandoned 911 calls, which require the Campus Security Dispatcher to use a program that traces calls placed from campus to determine location and time placed. Security Officers then attend or call the location to determine if the caller is in need of assistance. A helpful hint to reduce these calls is for users to stay on the line if they think they have unintentionally called 911 so they can clarify that they are not in need of police or security assistance. Don't hang up! The average time spent by Campus Security Officers is 22 minutes. Many 911 calls are the result of misdials or attempts to call long distance or toll free phone numbers.

Assist other departments | 2842 (*3083)

The majority of these calls are for access requests for UVic community members that have forgotten their keys, or for work to be done after hours by off campus contractors. Access into locked or restricted areas requires identification which is documented in a report; average time spent by officers is 20 minutes. Security Officers are required to ask for identification. Cooperation in these situations, usually by simply providing your name and proof of UVic affiliation assists Campus Security in promoting a safe and secure environment. A reminder to always take your keys with you and lock your office door when leaving, even if it is just for a short time away.

Assist Residence | 1246 (*1275)

These types of calls vary but are most often for noise complaints, maintenance issues, intoxication of individuals by alcohol or drugs and personal safety issues. Most require attendance by two officers and the average time spent is 26 minutes, with complex issues requiring much more time.

Theft | 145 (*95)

The majority of theft on campus is opportunity theft, meaning someone has left a valuable such as bike, laptop, purse or wallet unattended or unlocked, and a thief has used that opportunity to take that item. Of the 145 reports of theft, most were for bikes stolen from campus. The average time officers spend on a theft report is 40 minutes. Campus Security does offer a free engraving service in which a number personal to the owner (usually drivers' license) is engraved on the item, making it easier for police to trace ownership and return the item to the rightful owner. Please report to Campus Security anyone you feel may be prowling around other people's property and never leave your valuable unlocked or unattended.

Property Damage | 169 (*84)

Most reports of property damage occur in Residence, and involve windows, doors, lighting and drywall. Without a witness to the damage it is difficult to determine the person(s) responsible, resulting in unnecessary cost to the University. If a responsible party is found, costs for repair can be assigned to that individual. The average time officers spend on property damage reports is 37 minutes. Both Police and Campus Security spend a great deal of time investigating this senseless crime.

Assaults | 16 (*11)

This number includes 10 common assaults, five sexual assaults and one assault causing bodily harm. The average time spent was three and one half hours for each common assault report.

Break and Enter | 5 (*6)

The reports of break and enter involved departmental offices and Residence rooms and resulted in the loss of valuables such as computer equipment and personal property. The average time spent on the investigations by Campus Security Officers was four hours. Please ensure that your property is marked and serial numbers recorded, often Security Officers find doors unlocked and property unsecured.

Parking and Transportation Services

Patrick Seward, Parking & Transportation Manager

Patrick came to Campus Security in 2007 from the private sector where he was the operations manager for a large parking company. Starting as Parking & Transportation Coordinator and now as the Manager of Parking and Transportation, Patrick is responsible for parking operations, departmental administration, budget and transportation on campus. With a diverse background in retail sales, customer service, event security and emergency services, Patrick has over 15 years' experience in the parking industry.

Alexis Osmond, Administrative Coordinator

Alexis started with Campus Security in 2007 as a casual clerk at our front counter. Alexis has been promoted to be our new Administrative Coordinator after her role as Office Supervisor. Alexis has a strong background in customer service and service delivery, both within a parking operation and a retail environment. As our Administrative Coordinator, Alexis is responsible for front office services and special event parking on campus.

Notable Achievements

2015 brought the completion of several large projects such as;

- Opening of new McKenzie Avenue Parkade, and adjacent surface parking lot, adding over 400 General Parking spaces adjacent to CARSA and centrally located to serve the campus community.
- Completion of the parking dispenser replacement project. Thirty new parking dispensers were installed, completely replacing aging equipment. This new equipment provides a number of new features and has wide user acceptance across the region.
- A new style of reusable parking permits was introduced. This reduced the overall cost and allowed us to source a product within the province.

Retirement

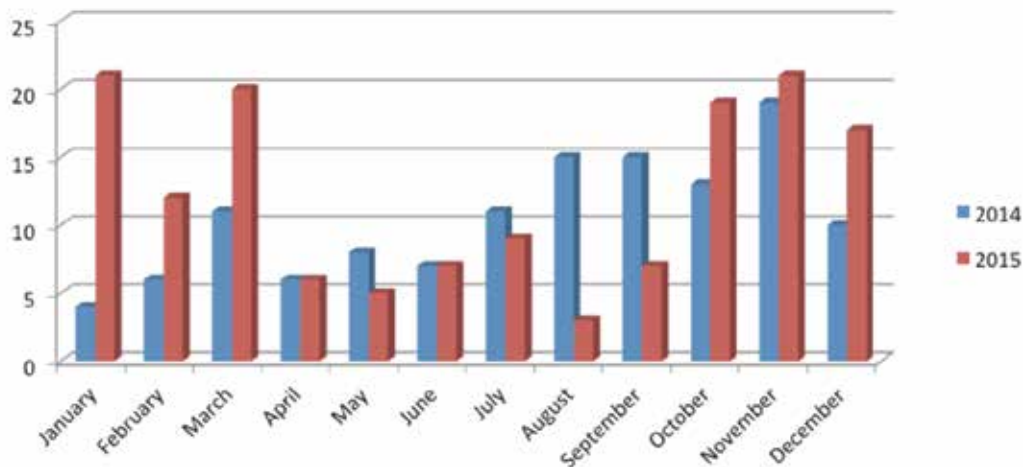
Late in 2015, Sheilaigh Allan, a Campus Security team member for over 23 years, advised that she will be retiring in the spring of 2016. Sheilaigh started her career as a Dispatcher in Campus Security and transitioned to her role in the office as a Clerk Supervisor. As Sheilaigh's career comes to an end, we know her influence will carry on. She dedicated herself to the University through her long standing work with Campus Security and CUPE 951.

Sheilaigh has impacted many lives through the knowledge she has imparted and the contributions that she has made. We are thankful for her dedication and know that we are among many who will miss her greatly.

Motorist Assist Program

As shown in the graph below, our Motorist Assist Program is well used. There were 147 calls for service in 2015, an increase 14% from 2014 where 129 calls for service were received. The majority of these calls are for assistance with a dead battery however Totem Towing also provides a discount for other roadside services such as lockouts, towing services and fuel delivery.

Motorist Assist Program—Calls for Service



Motor Pool

Campus Security is responsible for managing the University's motor pool vehicles. In addition to departmental vehicles rented on an ongoing basis, we maintain a fleet of short term rental vehicles. This service is offered as a convenient alternative to renting off campus, saving employees time.

The rental fleet consists of one 16' cube van, two 7 passenger mini vans, one hybrid sedan and an electric utility vehicle.

Transportation Demand Management Program

In 2003, the University of Victoria completed a comprehensive TDM Study to create options to assist the University in achieving its goal to reduce single-occupant vehicle traffic to campus and increase public transit ridership, cycling and walking. The TDM strategy was built on a variety of demand and supply management initiatives and has been implemented in various forms over the last 12 years. The introduction of the student universal bus pass in 1999 was also a major step in reducing vehicle travel to campus.

UVic's TDM strategy includes:

- A universal bus pass (U-Pass) providing mandatory bus passes for all students.
- Subsidized employee bus pass program.
- An extensive system of bicycle lockers and racks; cycling education and advocacy.
- A partnership with Modo that provides free car share membership, along with access vehicles parked on campus.
- Seven Zipcars on campus. (Zipcar is a membership based car share that offers access to vehicles across North America)
- Support of the SPOKES Bike Bursary Program that repairs and loans bikes to students and campus community members.

- A building program that includes showers and end-of-trip facilities in all new buildings and in major building renovation projects.
- Parking fees that have increased annually to discourage vehicle trips and to recognize the direct and indirect costs to the university of supplying and operating parking spaces.

As shown in the chart below, the University's TDM program has resulted in a significant change in the way people commute to campus. Parking Services provides over \$600,000 annually for this program.

Modal Split Summary—by Percentage

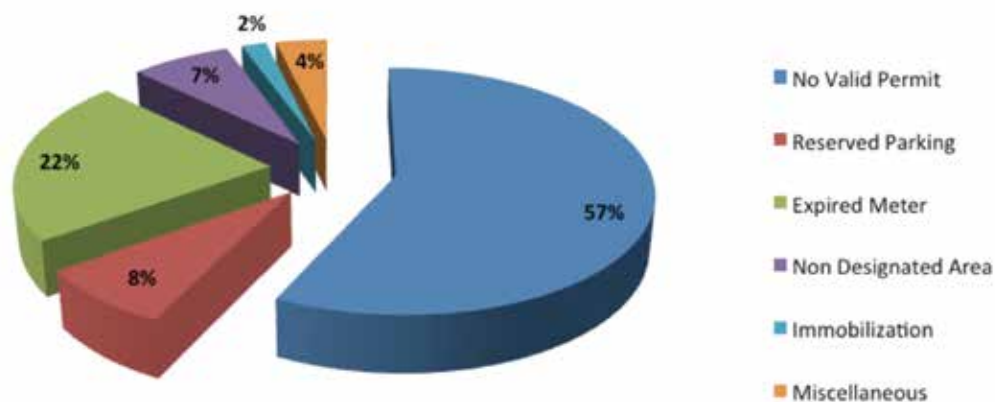
Travel Mode	1996	2000	2004	2006	2008	2010	2012	2014
Auto Drivers	57.5	54.4	47.1	44.1	37.5	38.8	39.8	39.9
Auto Passengers	15.6	11	11.8	11.9	12.8	10	10.1	9.3
Transit Passengers	11.3	17.8	26.2	27.4	31	26	27.7	27.1
Cyclists	6.9	5.5	6	5.1	7.1	8.9	7.9	7.7
Pedestrians	8.7	11.3	8.7	11.2	11.2	15.9	14.5	15.7
Skateboards/ Rollerbladers	0	0	0.2	0.1	0.3	0.4	0.1	0.2

Did you know?

- Full time staff on campus may be eligible for an employee bus pass. Please contact Campus Security for information. This program is limited to those who don't have a parking permit.
- As an ancillary service, Parking Services must fund its own capital projects. Parking revenues go towards parking lot maintenance, new construction of parking facilities, lighting and parking equipment.
- While parking spaces may appear to be in short supply, there are often spaces available in Lot 5, adjacent to Residence and a short walk to the center of campus.
- It is contrary to the University's Traffic and Parking Regulations to lock a bike to anything other than a bike rack.
- The McKenzie Avenue Parkade is open and there is available space most days in this location. Enter off of the new Vikes Way intersection at McKenzie, behind CARSA. There are over 334 General Parking spaces to serve the campus community.
- There is room for over 50 bikes to park in a covered facility inside the McKenzie Avenue Parkade, access is from the corner of McKenzie Ave. and Gabriola Rd.

Enforcement

Parking is at a premium many weekdays during the school year. In order to ensure those that pay for parking have a spot to do so, our Security Officers are in the field seven days a week ensuring that this can happen. In addition, we continue to use licence plate recognition technology as a tool to enforce the University's parking regulations.



The chart above illustrates the types of citations our officers issued in 2015, these numbers were comparable with the previous year. As shown, almost six out of every ten citations issued were to vehicles not displaying a valid parking permit. This is an important number to note, the simplest way to avoid a parking citation is to have a permit displayed on your vehicle. The new hang tag style of permit can be either hung from a rear view mirror or placed on the drivers side of the dashboard. The key point to remember is that it must be visible to the Security Officer at all times.

Our preference is to provide compliance-based enforcement, meaning our staff would prefer to not write a parking citation if through education, we can gain voluntary compliance. A description of the different violation types is outlined below.

No Valid Permit Displayed—Citations can be issued for either not displaying a permit, having an expired permit or a permit partially obscured or unreadable.

Expired Meter—Short term meter time limits on campus range from one to four hours. There are 190 meters intended for short term parking. Please ensure you read the time limit on the meter you park at to avoid a citation.

Reserved Parking—Reserved parking lots are found inside Ring Road and are restricted to Reserved permit holders until after 4:30 PM Monday to Friday and all day on Saturday. There are also reserved parking stalls in many lots outside Ring Road. Not displaying the appropriate permit will result in a citation being issued.

Non Designated Area—Parking on campus is described as either:

- a) Parking in a manner indicated by sign or marking as to the proper positioning of the vehicle.
- b) Parking in a designated parking space between two white delimitation lines.

Parking outside of these designated areas, such as on a roadway, landscaped area or laneway is considered a hazard and may result in the issuance of a parking citation.

Immobilization—Under certain circumstances, we may immobilize a vehicle parked on campus. This may be done if normal enforcement measures are not proving effective or an altered or stolen permit is displayed. This is done as an alternative to towing which can be seen as more costly and time consuming for the driver.

Towing—In cases where normal enforcement measures are proving ineffective, and immobilization has not changed behavior, a vehicle may be towed off of campus at the expense of the owner or operator.

Rob Johns—Manager of Emergency Planning

Emergency Planning saw a change of staff in 2015. Daphne Donaldson, who had been working in the area of emergency planning at UVic for many years, retired mid-way through the year. Daphne will be greatly missed in this role and her contributions to the program were significant. The Personal Safety Coordinators in Campus Security saw their roles expanded to include education related to emergency preparedness and building evacuations.

Rob Johns joined the staff in Campus Security as the Manager of Emergency Planning in December. Previously he worked for the City of Victoria in the field of emergency management for 15 years. He managed a diverse program that included emergency planning, staff training, exercise design, volunteer management, public education, specialized response teams, Emergency Operations Centre and emergency response.

During his time with the City he was a responder to many different types of emergency events. These included small and large evacuation events, including house and apartment fires, police events, weather events, and gas leaks. Rob was a responder in the 2003 fire season and worked in Kelowna, Kamloops, Barriere, and Vernon that summer.

In the months following Hurricane Katrina Rob traveled to Louisiana and Mississippi to learn about large scale disasters first hand. In October 2010, and again in March 2011, he traveled with others from Greater Victoria to Christchurch, New Zealand to see firsthand and learn about the major challenges that community faced following its damaging earthquakes.

Rob has a Bachelor of Arts degree from the University of Victoria and a Certificate in Emergency Management from the Justice Institute of BC. He has served on various emergency management-related boards and planning committees and was the founding co-chair of the committee that brought us the Great British Columbia ShakeOut. Rob has delivered hundreds of presentations on emergency preparedness and emergency management to community and conference audiences in BC.

The Emergency Planning Program at UVic continues to focus on educating students, staff and faculty about emergency procedures and personal preparedness, as well as building capacity and capability on campus to respond to major emergencies.

Personal Preparedness

All members of the campus community are encouraged to be “emergency prepared”. Emergency Planning attends several events a year to provide information about personal preparedness and emergency procedures. Information booths were set up at new student orientation events in September and October, including the Connect U conference, Parent Orientation, Grad Student Orientation, International Student Orientation and the President’s BBQ. The University participated in the Great British Columbia ShakeOut drill again in 2015. This public education event helps raise awareness of basic emergency preparedness and earthquake safety.

Campus Preparedness

The University of Victoria is committed to building an effective emergency response on campus. To achieve that goal there are a number of initiatives that occurred in 2015.

Over 350 staff have roles as building or floor emergency coordinators. These staff provide guidance to people in any building that must be evacuated. Approximately 50 staff have assigned roles in the Emergency Operations Centre and the Site Response Team.

A number of exercises were held. These included:

- Site Response Team table-top exercise for Campus Security officers
- Emergency Operations Centre (EOC) facility set-up exercise with staff with assigned roles in Logistics/Finance, Information Officer and EOC Director
- EOC exercise with Mr. Chris Hawker from the University of Canterbury (Christchurch). Mr. Hawker also provided an engaging presentation to interested Campus Community Members
- Staff in University Communications and Marketing (UC+M) participated in a four hour long table-top exercise
- Campus Security conducted an emergency building evacuation and move to an alternate site

Training sessions:

- New staff in the EOC and in UC+M had an introduction to the EOC
- Training was provided to all assistants to members of the UVic Executive regarding Emergency Policy Group Procedures and their roles and responsibilities

Information sessions were held for building and floor emergency coordinators. These building emergency team orientation/refresher sessions gave individual buildings a chance to meet and discuss questions and concerns specific to their buildings.

Allison Eddy and Fiona Puszka—Personal Safety Coordinators

Allison and Fiona share the position of Personal Safety Coordinator in Campus Security. With the retirement of Daphne Donaldson as the Manager of Emergency Planning, Allison and Fiona took on some of the duties of Emergency Planning, such as training and education, for the last half of 2015. This change took place in June and resulted in the increase of both Allison and Fiona's office hours to four days each week. With the hiring of a new Manager of Emergency Planning in late December 2015, it was determined that this collaboration would continue.

They are responsible for the coordination of crime prevention and personal safety programs on campus and are the Campus Security liaison for all building safety committees. Allison and Fiona are also the liaisons for all UVic Community Members (staff, students, faculty and visitors) who experience personal safety issues such as criminal harassment and assault. They can be contacted to consult and report any concerns; however any urgent concerns that require immediate assistance should be directed to the Campus Security emergency line at 250 721-7599.

Active Threat

In October 2013 Campus Security began offering active threat information sessions to the UVic Community. Since that time, over 70 sessions to approximately 800 people have been provided. The material covered in these sessions is based on consultation with local police agencies and ranges from the options available during an active threat situation (run, hide, fight) to what campus community members can expect from Campus Security and Police response. The sessions are informal, which provides the opportunity for questions and discussion, and feedback from those who have participated has been very positive. Most people feel a sense of reassurance that UVic has a plan in place and that although these situations can't be predicted or prevented, it is possible to plan and prepare for them.

Any campus community member that is interested in learning more about this session or any other personal safety presentation that Campus Security provides can contact the Personal Safety Coordinator at psc@uvic.ca.

HOW TO RESPOND WHEN AN ACTIVE THREAT IS IN THE VICINITY

What is an active threat?

An active threat is an individual or individuals actively engaged in attempting to harm or kill people in a confined space or other populated area. In most cases, active threats use firearms and there is no pattern or method to their selection of victims.

Active threat situations are unpredictable and evolve quickly.

Active threats usually will continue to move throughout a building or area until stopped by law enforcement, suicide or other intervention.

Quickly determine the best way to protect yourself:

EVACUATE	HIDE OUT	TAKE ACTION
Have an escape route and plan in mind. Leave your belongings behind if necessary. Keep your hands visible.	Hide in an area out of view. Block entry to your hiding place and lock the door. Silence your cell phone.	As a last resort and only when your life is in imminent danger: <ul style="list-style-type: none">▪ Attempt to incapacitate the threat.▪ Act with physical aggression and throw items at the threat or use other means to stop the individual(s).

CALL 911 WHEN IT IS SAFE TO DO SO

How to respond when the police arrive on the scene:

HOW TO REACT:

- Remain calm and follow officers' instructions.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers, such as attempting to hold on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating. Proceed in the direction from which officers are entering the building.

INFORMATION TO PROVIDE TO THE POLICE OR 911 OPERATOR:

- Location of the active threat.
- Number of people, if more than one.
- Physical description of the person(s).
- Number and type of weapons held by the person(s).
- Number of potential victims at the location.





University
of Victoria

Emergency Procedures

Register for UVic Emergency Alerts: www.uvic.ca/alerts | Download the UVic Mobile App for emergency procedures information anytime.



Fire

- Pull fire alarm. Call 911 and Campus Security.
- Use an appropriate extinguisher if the fire is small.
- Proceed to nearest exit using stairs, not elevators. Close doors and windows.
- Meet at building assembly points.
- DO NOT re-enter the building until directed by emergency personnel.
- IF YOU CANNOT EVACUATE: Use stairwells as refuge areas and stay low.



Earthquake

- DROP, COVER AND HOLD ON under a table, desk or inside wall until the shaking stops.
- If shaking lasts for more than 30 seconds or there is visible damage to the building, evacuate AFTER the shaking stops to the Campus Assembly Area.
- DO NOT use elevators.
- DO NOT pull fire alarm unless there is a fire.
- Prepare for aftershocks.



Threat of violence

- Quickly determine the best way to protect yourself and call 911 when safe to do so.

EVACUATE

- Consider safe evacuation of the area only if you know the location of the threat. When evacuating, keep your hands visible and follow police instructions.

HIDE OUT

- Barricade doorways and entrances using any means available.
- Close window/door blinds.
- Stay behind solid objects away from the door and turn off the lights.
- Minimize noise from your location. Turn off your cell phone ringer, alarms and vibration.

TAKE ACTION

- Only confront a violent or potentially violent person as a last resort. Attempt to incapacitate the threat using physical aggression and any items/means available.



Medical emergency

- Call 911 and ask for an ambulance. Provide your name and location on campus, including building and room number.
- Call Campus Security.
- If trained, administer CPR or first aid.
- If not trained, direct first responders to the incident location.

FIRE, POLICE, AMBULANCE

911

Campus Security
250-721-7599



Building flood

- DO NOT walk through flood water—it could be electrically charged or contaminated.
- Call Campus Security.
- If possible, shut off power to the affected area.
- Move all hazardous chemicals and vulnerable equipment to countertops.



Power outage

- Turn off computers and other voltage-sensitive equipment.
- If in science labs, secure experiments and shut off research gases.
- Move cautiously to an emergency exit and evacuate the building if safety is a concern.
- DO NOT re-enter the building until directed by emergency personnel.



Suspicious person/object

SUSPICIOUS PERSON

- DO NOT confront the person.
 - DO NOT block the person's access to an exit.
 - Call 911 and Campus Security.
- Give as much information as possible, including description and direction of travel.

SUSPICIOUS OBJECT

- DO NOT touch or disturb object.
- Call 911 and Campus Security.



Hazardous materials

- If not properly trained to manage the release or spill clean-up, call Campus Security.
- If there is risk of fire or explosion, call 911.
- DO NOT operate any electrical devices, phones, light switches or equipment in the spill area.
- Alert people in the immediate area to evacuate if toxic materials have spread.
- Evacuate to building assembly points.



Natural gas leak

- DO NOT pull fire alarm. Call Campus Security.
- Due to explosion risk, verbally announce the need to evacuate and assist with the evacuation.
- Once outside, move to designated building assembly point and DO NOT re-enter the building until directed by emergency personnel.

YOU ARE HERE:

Building name: _____

Room #: _____

Phone number: _____

Building Assembly Point: _____

Campus Assembly Area: Playing fields

24 HOUR EMERGENCY / FIRST AID: 250-721-7599

Non-Emergency Phone: 250-721-6683 Fax: 250-721-6612

Emergency information updates

www.uvic.ca 1-888-721-8620

CFUV 101.9 FM

Location and address

Location:

Campus Security Building
(near the Bookstore)

Parking office hours

8:00 a.m. to 5:00 p.m. Monday – Thursday

8:00 a.m. to 4:30 p.m. Friday

Mailing address:

Campus Security Services, University of Victoria
P.O. Box 1700 Victoria, BC V8W 2Y2

Contact information:

Tom Downie

Director

Phone: 250-721-6107

Email: tdownie@uvic.ca

Tom is responsible for the direction and leadership of the department and crime prevention initiatives on campus.



Pat Seward

Parking & Transportation Manager

Phone: 250-721-6685

Email: seward@uvic.ca

Patrick is responsible for parking operations, departmental administration, budget and transportation on campus.



Keith Cascon

Security Manager

Phone: 250-721-6062

Email: kcascon@uvic.ca

Keith is responsible for the day to day security operations on campus.



Rob Johns

Emergency Planning Manager

Phone: 250-721-6355

Email: epmanager@uvic.ca

Rob is responsible for UVic's emergency planning program, ensuring that plans and procedures are in place if and when large emergencies occur on campus.



Allison Eddy & Fiona Puszka

Personal Safety Coordinators

Phone: 250-721-8981

Email: psc@uvic.ca

Allison and Fiona provide support and referral for all personal safety related concerns, as well as coordinating the crime prevention programs for the campus.



Jay Bowles

Alarms & Scheduling

Phone: 250-721-6618

Email: jayb@uvic.ca

Jay is responsible for alarm systems, Security Officer scheduling and the CSEC website.



Alexis Osmond

Administrative Coordinator

Phone: 250-721-6381

Email: aosmond@uvic.ca

Alexis is responsible for coordination of Front office services and special event parking on campus.



Team Leaders

- Mike Brosselard: mbross@uvic.ca
- Darren Chequer: chequer@uvic.ca
- Amrit Gossal: agossal@uvic.ca
- Trevor Jones: trevorj@uvic.ca



**University
of Victoria**

Campus Security
Services