PERSONAL SECURITY IN THE WORKPLACE

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Campus Security & Police Response
Immediately report any suspicious persons or circumstances to Campus Security. We will notify the police, if necessary. If the situation is urgent or involves criminal activity, call 911.

IF THREATENED or ATTACKED

If you feel threatened at any time, anywhere, you should call the police (9-1-1), or discuss it with the Administration, when appropriate.

If NOT ACTUALLY ATTACKED, but you are confronted by someone with a weapon, you should COMPLY—DON'T RESIST, DON'T BLOCK ATTACKER'S ESCAPE ROUTE.

If attacked, run to the nearest public area if you can, (remember, you should check out public areas and other potential safe places on your route, i.e. business places, restaurants, stores, library, theatres, etc.), and phone the police.

Other things to consider, if attacked, are:

• Resistance that is loud, clear, firm and early, deters many would be attackers, particularly those without weapons.

• Some authorities say it is best to yell or roar, rather than scream.

• The choices of whether you try to physically resist an attack is up to you. There is no way to predict an attacker's actions.

• If you choose to physically resist, take advantage of any weapon you may have, such as a book, backpack, umbrella, etc.

• If possible, determine the attacker's identifying features: clothing, hair colour, height, weight, build, speech, scars, glasses, etc.

• Call the police and report the incident immediately.
WITNESSING VIOLENCE

If you witness an act of violence or threatening behaviour toward others:

• Do not intervene. You could put yourself at risk.
• Call the police (9-1-1) or ask Campus Security Services to contact them.
• Get a description of those involved (without risking your safety) and realize the police will want you to recall the events as accurately as possible.
• Description includes any automobile that may be used, licence number, make, colour, etc.
• You may want to talk about it with someone. Call Counselling or a police based Victim Services for a referral.

General Security Tips

Doors, Locks and Telephones

• Your office or working area should have a door with a lock.
• Consider installing a peep-hole in your door.
• If you have glass in your door, it should be shatter-proof.
• There should be a telephone in your office or working area.
• If there is no telephone in your office or work area, consider asking your Department to issue cordless phones to employees working late.
• You may have to work in an office or area that has no door, lock or phone. If so, there should be a secure office nearby with a lock to which you can retreat and phone for help.
• Get to know the locations of the in-house service phones and pay phones.

Personal Security Procedures in Your Building
• Consider a sign in/sign out book. You can then determine whether there are others in the building. Keep the sign in/sign out book in a secure area.

• If there are two of you working in different offices, have a system where you check on each other.

• Washrooms used after hours should have a lock on the door. After hours, keep washroom locked. Give keys only to authorized staff.

• When working after hours, check washrooms at the start to ensure they are clear and locked.

• When entering a washroom, if you sense anything wrong, back off, return to the safety of your office and call Security.

• If there is no one else working in your building, consider a "contact" off campus.

• Phone home or a friend every so often.

• If your contact doesn't hear from you as pre-arranged, she should first call your office.

• If there is no answer, she should call Security.

• Security will check your office and building.

• You should also tell your contact where you have parked so that Security can check to see if your car is still there.

• If you have to go to another area of the building or another building on campus and you are uncomfortable, call Security at 721-7599 for a safe escort.

Leaving for the Night

• Department rules should require the last person out to make certain the building is empty, alarm systems are turned on if applicable, and the building is secured.

• When leaving for the night, proceed slowly.

• Check carefully for suspicious persons or circumstances before you leave the safety of the office.

• Look and listen. Stop on the way out and look and listen again before proceeding.

• If you become at all suspicious, return to your office and call Security for assistance.
Encountering Strangers in Your Workplace

If you encounter strangers in your building and you are unable to avoid them:

• Do not confront them.
• Do not block their exit route.
• Act unconcerned as you continue on your way.
• When you can do so in safety, call Security.
• If a stranger persists in speaking to you, say you are "meeting Mr. Smith in room 123 and you must hurry."
• If the person insists on asking you questions, you may want to say "Mr. Jones in room 456 would be better able to answer your questions."
• Lead the stranger to believe that there are other people in the building.
• You could say "I'm meeting Security for an escort and they're waiting for me. I have to go."
• If possible, make notes of the intruder's appearance or the suspicious incident and pass this information along to Security or the police.

For a more detailed discussion of dealing with strangers, see our brochure "GUIDELINES FOR CONFRONTING UNAUTHORIZED PERSONS"

Personal Safety Tips

These general precautions will help you feel and be safe. You will find the following tips helpful, especially at night, not only while attending classes but in your off-campus activities.
• Consider buying a backpack for carrying books. This allows your arms to be free.

• Wear comfortable clothing that allows you to move and shoes that allow you to easily run or kick.

• Be aware of alternate or escape routes and safe places.

• Consider enrolling in a self-defense course that covers emotional, verbal and physical self-defense. Be aware of your options and develop skills in using them.

• Do not expose expensive jewellery, money or the contents of your purse or bag.

• Plan your route and avoid shortcuts through dark, untravelled areas. Take the most direct, frequently travelled route.

• Walk with companions whenever possible and be aware of approaching strangers.

• Be cautious with personal information.

• Trust your instincts. If a situation feels threatening, leave and/or seek assistance.

• Familiarize yourself with the locations of phones. Because it may be a pay phone you are using make sure you always have some quarters.

• When working alone at night consider staying in contact with Security when possible or other colleagues or friends.

• Consider personal security devices that emit a loud sound.

Parking Safety

• Park near a light standard if possible, as close to your building and/or the entrance to the lot.

• Try to park in the same lot and same location on the lot as classmates.

• When leaving your car:

• Make sure your car is locked.

• Ensure the windows are closed.

• Make note of where you have parked.

• Make note of neighbouring buildings and businesses that you might take refuge in if necessary.

• When returning to your car:
• Have your keys in hand so you do not have to linger before unlocking the door.

• Be observant as you approach your car. Check under the vehicle as you approach it.

• Check inside your vehicle before entering to make sure no one is hiding inside, even if the doors were locked.

• If you notice something unusual either around your car or in your car, continue walking to a safe place and call Security, where available, or the police.

• Getting to your car:

• Walk with companions.

• Utilize SafeWalk programmes where available.

• Get your instructor to arrange walking groups.

• Make sure you have some knowledge of the person you are walking with.

• Make sure others are aware of who you are walking with.

Bus Safety

If you travel by bus:

• Check the timetable for your route in advance of your bus trip.

• Keep a copy of the bus schedule for reference in case you must leave earlier or later.

• Plan to arrive at the bus stop only a few minutes before departure time.

• Be aware of your surroundings walking to and from the bus stop.

• Walk with confidence and purpose.

• If someone bothers you on the bus, tell the driver immediately.

BC Transit has a Request Stop Service for any passenger between 9 P.M. and 5 A.M. Here's how the Request Stop Service works: Advise your driver about your "Request Stop" at least one stop ahead of the location where you want to get off the bus. Provide cross street references or landmarks if possible.
There may be traffic hazards you are unaware of. The operator will determine whether the bus can safely stop at that location.

Once the bus has come to a stop, exit via the front doors. Disembark carefully, looking both ways for bicycles that may pass the bus on the right-hand side.

Passengers using wheelchairs must leave the bus at the accessible bus stops only, due to equipment requirements.

Greater Victoria Regional Transit buses are equipped with radios and drivers can contact the Police and Campus Security Services in an emergency.

Preventing Theft

The most common crime is theft of personal property such as wallets, handbags, carrying bags of all kinds and theft from automobiles. It takes only seconds for a thief to steal your valuables.

To guard against theft is to discourage would-be thieves. Once they learn there is nothing to steal they will stop hanging around your area. This in turn will contribute to overall safety.

- Keep your personal property with you at all times.
- Never leave anything unattended in any area even if you are only leaving for a brief break.
- Do not carry large sums of money.
- Maintain a list of personal property, including credit cards and identification numbers. In the event of theft, such a list helps you identify and recover your property and file insurance claims.
- Avoid leaving easily removable articles such as books, assignments and other valuable articles in plain view inside your vehicle.
• Personal valuables can be easily identified when engraved with your Driver's Licence number or other identity number. The number will instantly verify ownership to police if articles are recovered from persons suspected of theft.

• If something of yours is stolen, call the police and Campus Security Services, and report it immediately.

Preventing Vandalism

By helping to prevent acts of vandalism you are contributing to a safer place and also saving yourself and others money as the public pays for it in the long run.

Help prevent acts of vandalism by:

• Increasing your awareness and vigilance of what is happening in your area.

• Reporting acts of vandalism.

• Setting an example of discouraging vandals.

If you witness an act of vandalism in your area or your property is vandalized, report it to Campus Security Services and the police.

Other Services Offered

by Campus Security Services:

Safe escorts — Anywhere on campus, indoors or outdoors: 721-7599.

Emergency phones — BC Tel phones with "no coin emergency" buttons that connect to UVic Security and Safewalk with no money required.

Information sessions — Invite us to a department meeting if you wish information on security or safety; length of session or more than one session is your choice.
Parking security — After 1630 hours and weekends/statutory holidays, staff, students and visitors may park in any lettered lot on campus, except the Parkade, providing they display a valid permit or a current ticket stub purchased from a ticket dispenser, excluding 24 hour Reserved spaces and Handicapped spaces.

UVic Personal Security Policies

• Anti-Harassment Policy
• Abusive and Threatening Behaviour Policy
• Violence in the Workplace Policy

For more information

Call Campus Security at 721-7600 or the Personal Safety Coordinator at 721-8981