

Safety Guideline

“Security and You!”



A Guide for University Staff

IF YOU ARE ALONE OR WORKING LATE:

- **Avoid working alone if possible.** Remember assaults can happen in the middle of the day!
- **Let someone in your department, a colleague or on-duty security know where you are** but also let them know when you are leaving work, and inform them when you do.
- Arrange for a **buddy** to stay with you or to check up on you at set times.
- **Lock the door** of your office/laboratory while you are working inside alone. Lock the outside door of the floor or building (where feasible) so that only key-holders may enter.
- If you are staying late, **tell people at home.**
- Have someone **escort** you to your car - University Security will arrange this for you if given reasonable notice. Take the best-lit route. Park your car in the most visible, well lit place available. Alternatively, arrange a carpool.
- Have a **regular route** for going home. But if you suspect someone is watching your regular route, contact the police.
- Don't wear **leather jackets, Reeboks** etc when you're late or going through Albert Park.

OUR RESPONSIBILITIES AS MEMBERS OF THE UNIVERSITY COMMUNITY:

- **Do something about anything suspicious you observe.** You have a common law right to speak to or approach someone who is acting suspiciously on campus and ask them what they want.
- **If you see someone acting suspiciously at any time,** (particularly late at night) first ensure your own safety - ask their name. Staff are “agents” of the University and can cancel their “licence” to be there. If the public are not there legitimately, it is unlawful for them to refuse to leave
- **Phone 1-111** if there is an emergency, if you see anything serious, urgent or violent happening, or if you can't get through on the normal police number. **GIVE THE CRIME AND THE ADDRESS!**

- For routine police calls phone 379-4240. The police station will treat calls in order of priority of urgency, so be specific and say exactly what is happening.
- **Phone the University Security Control Room (ext 85000)** to report a current or past event, theft etc. It is most important that you fill out an Incident Report Form for every incident that occurs - forms available from University Control Room.
- **Be prepared to be a witness** if you have observed an offence. This is essential so that future crime can be prevented.

CAR PARKS AT NIGHT

- Park close to exits if you have to retrieve your car at night.
- Go with someone else to your car, or ask University security staff to escort you.
- Carpool, if possible.
- Do not use lifts.
- Walk up the ramps, not the staircase.
- Keep to the illuminated areas.
- Carry keys between knuckles.

SELF DEFENCE

Remember the two-tier test -

- a) **The subjective test** - How dangerous is the situation? Your perception is important.
- b) **The objective test** - What should you do? Common sense prevails here. Use reasonable force, appropriate to the perceived danger of the situation. Avoid rather than engage - flight is more useful than fight as a first defence.

Protective weapons

- Run away - keep a cool mind.
- Scream, but beware - you can disorient yourself as well as offender!
- Use a handbag with a long shoulder strap or a stiletto heel.
- Keys in fist.
- Rolled up newspaper/magazine - jab at the offender, rather than hit at them.
- Mace is illegal - use nutmeg instead.
- Screecher alarms are a great deterrent or use a whistle.
- Convert something you are carrying into a weapon, eg umbrella, torch.

Note: The University regularly offers self defence classes for staff - please phone CPD ext 87951/87952 for details.

WHAT TO DO IN CERTAIN SITUATIONS:

Theft

- Be aware of valuables being left around and put them in a secure place.
- OBSERVE - Be aware of your surroundings.
- Always go with someone else to approach a thief (they will act as support and a witness) unless you are confident you can overpower them...
- Talk to them calmly. Ask them to leave, make an exit clear.
- Follow and get their car number.
- **Remember - you are more valuable than any property or money.**

“Stairdancers” (Theft in buildings - usually on certain floors)

- Keep things out of sight.

- Important to report to Security and Police. The thief usually works an area - the same crime in same area. They know the area.

Robbery (Theft plus violence)

- Don't leave valuables in view.
- OBSERVE! Be aware of your surroundings.
- REMAIN CALM (tell yourself!)
- Don't make any quick or violent movements.
- Co-operate - hand over any money etc.
- Encourage offender to stay calm. Clear the exit.
- Make no eye contact.
- If the offender is going to use a weapon - just run!
- In open places - should and make a noise.
- Record events as soon as possible - description, etc.

Drunk person

- Watch their actions and assess them.
- Inform a colleague of your plan.
- Usually you can talk to them and usher them out.
- Calmly suggest they leave.
- Keep your distance - a distance you feel comfortable with.
- If they are persistent, ring Security.

Violent person

- Step away if a confrontation is impending and call Security.
- Record the date, time, place, and get a good description of person (tattoos, scars, etc, clothing, height - for example, compare them to something in the vicinity).

Flasher

- Ignore their behaviour, or loudly call everyone's attention to it - humiliation is a deterrent. It is critical to get a description of them, time, place, etc.
- If a student sees a flasher, get the student to stay and give a description to Security.
- Report the event to Security - 85000. They have offender description forms on which to note details such as features, clothing, height etc.

People acting strangely - they may be mentally disorientated, on drugs, or glue sniffing

- Observe.
- Inform a colleague.
- Call Security.
- Maintain safe distance.
- **BE ASSERTIVE AND AUTHORITATIVE** - be firm and clear, don't come on too strong physically.
- Ask calmly to leave.

Obscene phone calls

- Hang up or use a shrill whistle.
- Note time, date and place.
- Outside calls can be traced - call operator.
- If internal call, transfer to a phone with a LCD and trace the number.
- Do not respond verbally.

CITY CAMPUS

University Security Control	Ext 85000
Room:	
Police (Routine calls):	Telephone 379-4240
Emergency:	1-111 (Direct Line)

TAMAKI CAMPUS

Security staff:	Ext 85225 or 85000
Glen Innes Police:	Telephone 528-7179
Emergency:	1-111 (Direct Line)

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