



THE UNIVERSITY OF THE WEST INDIES  
MONA CAMPUS

# **STUDENT SECURITY**

**SAFETY  
SURVIVAL  
BOOKLET**

---



# **STUDENT SECURITY**

---

## **SAFETY SURVIVAL BOOKLET**

## **FOREWORD**

The University of the West Indies Mona aims to provide a safe and secure environment for members of its community. While there can never be any guarantee that crime will be reduced, you can minimize your chances of becoming a victim by being aware of crime prevention strategies.

This booklet outlines possible measures that could reasonably be taken to reduce opportunities for crime. It is intended to be thought-provoking and to get you to examine your lifestyle. You do not have to live in fear, nor be wary of everyone and everything. You should simply take precautions so that you are not at risk. In this way you improve your quality of life, not restrict it.

Any crime risk assessment should be based on crime trends and patterns and measures to reduce crime should be reasonable, practical and cost-effective. The recommendations in this booklet are based on current best practice. However, it is strongly recommended that you also take into account other statutory requirements such as Health and Safety, Local Authority planning requirements, Fire prevention regulations, and so on.

Please take the time to read this booklet and familiarize yourself with ways in which you can protect yourself and your property from criminals.

Any reference to the law contained in the booklet is not meant to be an accurate statement of the law, but to offer guidance only. You would not be able to rely on it to provide a defence to any criminal charge or civil claim.

**STAY AWARE! STAY ALERT! STAY SAFE!**

**Keith M.D. Gardner,**

Attorney-at-Law, Assistant Commissioner of Police,  
Director of Security, UWI (Mona) Campus



# **STUDENT SECURITY**

---

## **SAFETY SURVIVAL BOOKLET**

### **REPORTING CRIMINAL ACTIONS**

If a crime occurs, report it.

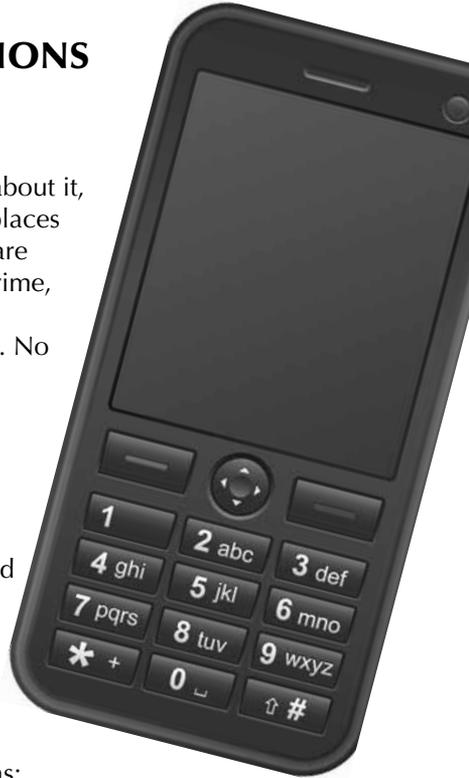
When you report a crime and all the facts about it, it helps the police to assign officers in the places where crimes are occurring or where they are most likely to occur. If you don't report a crime, this allows the criminal to operate without interference. Tell the police what you know. No fact is too trivial.

Students should report criminal actions occurring on campus property directly to the police by dialing 119 (from pay phones or public phones) or 2331 (from campus phones). Campus Security may be contacted at Extensions 2748 and 2749.

### **HIGH RISK AREAS**

Certain areas have been identified as high risk areas. Students should exercise caution while walking in the following areas:

1. Garden Boulevard-from Mona Road to Old Hope Road where several robberies have been reported and at least one abduction;
2. Golding Avenue from Irvine gate to Papine-called the Gaza Strip-where several robberies and abductions have been reported;
3. Mona Road and Karachi Avenue-at least one robbery and abduction reported;
4. Mona Road and Blue Castle drive-one attempted abduction reported;
5. Aralia Drive in Mona- Robbery reported
6. The road from Irvine Hall to Elletson Flats
7. Other incidents have been reported in the Red Hills Road Area.





# STUDENT SECURITY

---

## SAFETY SURVIVAL BOOKLET

### DON'T BE A VICTIM

By taking a few simple precautions, you can reduce the risk to yourself, and also discourage those who commit crimes. Burglars, robbers, and thieves seek primarily to remove cash or property. Many such intruders are capable of harming people with little provocation, so whether at work, at home, or out on the street, these precautions should be taken.

### IF YOU LIVE ON HALL

- **Develop a standard response** to situations through regular hall meetings involving the security entities.
- **Adhere to the rules of the Hall**, particularly as they relate to visitors. Do not invite persons who you know only on a casual basis to visit your room, or to stay on hall over long weekends.
- **Lock your door**, even if you're only going to the bathroom or to the room next door. It takes just a few seconds for someone to enter an unlocked room and remove valuable items.
- **Unplug your computer (laptop)** when away from your room and store it away safely.
- **Do not prop open doors** that are supposed to be locked. Propping the doors increases the risk of unauthorized persons entering the building and may result in personal injury to you or other residents as well as damage to property.
  
- **Use emergency exits as intended**, and not as main entrances
- **Always keep the emergency door closed.** If the emergency door is left open, close it immediately as this self inflicted breach may contribute to theft of property and possible harm to persons



# **STUDENT SECURITY**

---

## **SAFETY SURVIVAL BOOKLET**

### **Perimeter Fencing for the Halls**

- Taking a shortcut by breaching the perimeter fencing in the areas of Taylor, Chancellor and Irvine Halls may seem harmless, but it could also result in unauthorized persons using these breaches in the fence to access the campus and the halls.
- Be vigilant and report any breaches of the perimeter fencing to the Resident Advisors.

### **Access Control**

Access control buzzers are installed in virtually all entrances to Halls of residence.

- **Take access control policies seriously.** Controlling access to specific areas of the Hall enhances personal security
- Keep secondary exits locked.
- **Use exits labeled “EMERGENCY EXIT” only when required**
- Do not use the buzzer to allow unauthorized persons to enter the hall.
- Check to ensure that you are not followed or tail-gated into these areas



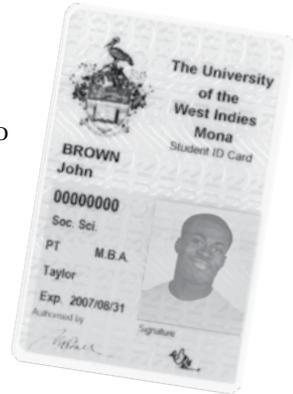


# STUDENT SECURITY

---

## SAFETY SURVIVAL BOOKLET

- **Wear your IDs at all times.**
- Do not lend your ID to anyone else or permit a non-resident to access the facility without your permission.
- Remember that access cards are only effective if their use is regulated and the access policy is enforced.



## STUDYING/WORKING LATE?

- If you are alone in a classroom or laboratory after hours, keep the door locked.
- If you study late, ask the security guard or a colleague to walk you to your car.
- Campus Security provides an escort service at nights for individual students or small groups working in the libraries, laboratories or any other on-campus location.





# **STUDENT SECURITY**

---

## **SAFETY SURVIVAL BOOKLET**

- Don't get into an empty elevator with a stranger. If you do ride with another person, stand near the control panel and if attacked, press as many of the control buttons as possible.

### **IF YOU LIVE OFF CAMPUS**

- If you drive, always leave your headlights on when you arrive home after dark until you have unlocked the garage door, or unlocked the front door.
- Have the door key in your hand so you can open the door immediately when you return home.
- When arriving home by private auto or taxi, ask the driver to wait until you are safely inside.
- When moving into a new apartment or residence, **ALWAYS** have the locks re-keyed, or changed.
- List only your first initial and last name on the mailbox, or in the telephone directory.
- Know who is at your door before opening it. Wide angle door viewers (180 degrees or 190 degrees) enable you to identify the visitor. You can see the person, that person can't see you.
- Never rely on chain locks. They are a privacy lock, but not a security lock.
- Never dress in front of windows. Always close your drapes.
- Never let anyone into your home without proper identification. Don't be afraid to ask for identification.
- Never let strangers into your home to use the telephone. Make the call for them while they wait outside.
- Always leave outside lights on after dark, or use motion lights.
- If you receive a wrong number phone call, don't give out your name or phone number.
- If you receive an obscene phone call, hang up and call police.
- In an apartment building, **NEVER** be alone in the laundry room.
- If you suspect anyone is in your house, do not go in. Go to a neighbor and call the police.



# **STUDENT SECURITY**

---

## **SAFETY SURVIVAL BOOKLET**

- If you see or hear anything suspicious, call the police.
- Be aware of the criminal practice of “fishing”, that is, persons using sticks or a metal line to take valuables from rooms.
- Unplug your computer (lap top) when away from your room and store it safely in your closet or some secure place.
- Securely lock doors and windows.
- Report all strangers immediately to security.

### **WHEN YOU GO OUT**

- Try **NOT** to go out alone at night. Avoid unfamiliar areas, if possible.
- Don’t take shortcuts: don’t walk in or near alleys, and don’t walk on deserted streets.
- Use caution in parking lots, and don’t walk in poorly lighted areas, or near to dark doorways or shrubbery.
- Don’t accept rides from strangers, and don’t respond to comments from strangers on the street.
- Don’t hitchhike, and if someone suspicious is following you, cross the street and walk into an open business place.



# **STUDENT SECURITY**

---

## **SAFETY SURVIVAL BOOKLET**

### **MEETING FRIENDS?**

- Watch your surroundings and be alert for suspicious persons.
- When meeting a new friend, exchange phone numbers only, not addresses.
- On a first date, let family and friends know where you are going. Consider a daytime rather than a night meeting, for a first date, and meet in a public place.
- It is never a good idea to go to a nightclub alone, and if you do, provide your own transportation.
- Don't allow alcohol or drugs to impair your judgment. If you haven't already set a few social standards, do so and stick to them. Don't allow an overly aggressive pursuer to change your mind.





# STUDENT SECURITY

---

## SAFETY SURVIVAL BOOKLET

### ARE YOU DRIVING A CAR?

- Never pick up hitchhikers.
- Don't park in a dark place.
- Never leave your keys in the car.
- Never allow another vehicle to follow you home. If you suspect that you're being followed, drive to the police station
- Have your keys in hand so you can open the car door without delay.
- Always keep your car in gear when stopped at a traffic signal or stop sign, so if threatened in any way, you can quickly drive away.
- Always check the back seat of your car before getting in.
- If you stop to aid others, do not get out of the car. Ask what the problem is, and go to the nearest phone and call the police.
- Always lock your doors while driving.
- Always prearrange meeting with anyone so you do not have to wait alone.





# **STUDENT SECURITY**

---

## **SAFETY SURVIVAL BOOKLET**

### **USING PUBLIC TRANSPORTATION**

#### **Riding the Bus or Taxi**



- At night avoid dark and isolated intersections or stops.
- If you are going to be out late, make sure you have cab fare.
- If you're taking the bus, have your fare or pass ready in hand when boarding the bus.
- During off hours, ride as near the operator as possible.
- If someone on the bus bothers you, change seats and tell the operator.
- Look around when getting off the bus or out of the taxi, and be aware of people around you.



# STUDENT SECURITY

---

## SAFETY SURVIVAL BOOKLET

### MONA CAMPUS REGULATIONS

The University of the West Indies Campus Security Act 2002 regulates the operations of pedestrians, pedal and motorcyclists and motor vehicles on the Campus.

Only pre-qualified taxi operators are allowed on the Mona Campus. There are specific regulations governing their operations:

1. Parking of motor vehicles is not allowed except in designated parking areas
2. There should be NO obstruction of traffic
3. No plying or standing for hire on the campus
4. A valid Campus taxi sticker is required on all authorized cars
5. No loitering (including sleeping in cars) is allowed on the campus

The Road Traffic Act and the Transport Authority Act also set out the requirements for drivers and operators of public passenger vehicles, including taxis.

#### **Taking a taxi**

Taxi drivers must first be processed by the police and issued with identification cards which must be displayed at a prominent spot in the vehicle. IF you do not see a **Driver's Identification Card** displayed in the car DO NOT ENTER THE VEHICLE.

Students are encouraged to **take only those taxis that comply with the provisions of the law** and whose owners and operators are licensed and granted approval by the university to operate on the campus.

**TAKE ONLY RED PLATE TAXIS WITH THE CAMPUS TAXI STICKERS.**

**BE SAFE. PROTECT YOURSELF**





# STUDENT SECURITY

---

## SAFETY SURVIVAL BOOKLET

## PERSONAL SAFETY PROCEDURES

### Dealing with Confrontations

#### If a confrontation occurs

- Don't be a hero. **Do nothing to risk your personal safety.**
- Consider all guns, or threat of guns, as loaded weapons.
- Activate alarms only if you can do so without detection.
- Attempt to alert other persons only if you can do so safely.
- Follow directions exactly, without volunteering.
- Without seeming obvious, study attacker's distinguishing features.

#### If You Are Attacked

- Use common sense. Try to talk your way out of it.
- Try to negotiate.
- Stall for time.
- Be verbally assertive.
- Distract or divert the assailant, then flee. Run toward an open business or a group of people. Hide if you get the opportunity.
- Scream loudly, and keep it up to attract attention and help from people nearby.
- **If the attacker threatens you with a deadly weapon, and you come out of it alive, you took the proper course of action.** During an armed attack, you must decide the proper course of action. There is no hard and fast rule as to self defense. You must consider your physical capabilities, your location, and your perceived chances of success. If you cannot escape, bide your time and look for another opportunity, a half-hearted attempt could be worse than no attempt at all.



# STUDENT SECURITY

---

## SAFETY SURVIVAL BOOKLET

### Purse Protection

- If at all possible, don't carry a purse.
- When possible, carry your wallet, keys, and other valuables on your person, or in an inside pocket, or other suitable place, rather than your purse. Your purse should be used to carry brushes, combs, make-up, etc.
- Credit cards and cheques should be carried instead of cash. Maintain a record of the account numbers at home. Practise carrying only the cards you will be using.
- Carry a shoulder bag securely between your arm and body away from traffic.
- If you are wearing a jacket, carry a purse worn over the shoulder, but under the jacket.
- Practice the "buddy system", and shop with a friend when possible. When walking in twos, place your purse between you and your friend.
- Carry a clutch bag unsnapped and upside down between your arm and body with any valuables in the zippered compartment. If someone attempts to steal your purse, loosen your grip, thus allowing the contents to fall to the ground.
- Consider "fanny packs" whenever possible.
- If you are attacked, don't struggle. Your purse can easily be replaced; you can't be. If there is a witness, ask that person to stay until police arrive.
- **Notify police immediately after an attack.**





# **STUDENT SECURITY**

---

## **SAFETY SURVIVAL BOOKLET**

### **Making Bank Deposits**

Making bank deposits alone can be dangerous. Persons making deposits or withdrawals should always go in pairs. If you are alone, vary deposit times and carry the deposit inside a purse or a plain bag. Do not use a bank bag or a bag with a name on it.

**Avoid** making deposits or withdrawals after dark, as this makes you an obvious target for hold-ups.

- **Don't** carry large amounts of money. The first rule is to limit your losses.
- **Don't** carry more than you can easily afford to lose. Many purse snatches are committed solely to finance narcotic addictions.
- **Don't** carry unnecessary valuables in your purse.
- **Don't** let your purse hang loosely in your hand.
- **Don't** carry a lethal weapon; it could be used against you.
- **Don't** fight. Surrender your purse.

**Computers, cellular phones, debit/credit cards and cash are of particular interest to thieves. Secure them or you may lose them.**

**STAY AWARE! STAY ALERT! STAY SAFE!**



# **STUDENT SECURITY**

---

## **SAFETY SURVIVAL BOOKLET**