Safety and Security Tips for Students, Employees and Visitors

Ensuring Your Safety On and Off Campus

Updated June 2014
Ensuring Your Safety On and Off Campus
THE UNIVERSITY OF THE WEST INDIES – ST. AUGUSTINE CAMPUS

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The St. Augustine Campus has taken significant steps toward ensuring the safety and security of students, employees and visitors. All students, staff and visitors, are strongly encouraged to make use of the following:

- **Campus Security Escort Service** available on request from 6:00pm – 6:00am (Call Exts. 82120/83510/84319)
- Designated **secure study areas**
- **Students’ Shuttle Service (Students only)**
- Designated well-lit, 24-hour **patrolled walkways**
- **Emergency Phone Service**
- **Security Hotline: 662-4123**

Stay alert on and particularly off campus, avoid secluded short-cuts, and walk with a friend – look out for each other! If you need assistance, or feel that someone is behaving in a suspicious manner, go to the nearest well-lit area and report the incident to Campus Security.
WHAT TO EXPECT WHEN YOU MAKE A REPORT TO THE UWI ESTATE POLICE

**Attention and Assistance**
You will be given attention, care and assistance by the UWI Police and the University.

**Information and Guidance**
You will be advised in advance of all the security and law enforcement protocols to be taken. The process will be explained to you as it occurs, to ensure your comfort and knowledge of the system.

**Action**
An investigator and professionals will be assigned to your case to ensure that all procedures are carried out expeditiously and handled in the most supportive, sensitive and empathetic manner possible.

**Follow-up**
You will receive appropriate information in respect of the progress of investigations.

**Our responsibility**
A department fully committed to community policing, we believe that preventing crime is the joint responsibility of the UWI Police and members of the Campus Community. Join us in making the UWI St. Augustine Campus a safe place to work, relax and study.
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SHUTTLE SERVICE
To enhance your safety and security, the University operates a Shuttle Service, which provides free transportation for students. Students must produce/display UWI I.D. Cards to access this service.

SHUTTLE ROUTE 1:
Student & Visitor (TGR North) Car park to JFK Underpass

This shuttle service operates only on weekdays from 7.00 a.m. to 10.00 p.m. at 10-15 minute intervals.

Pick up and drop off points:
- Chemistry Building
- Geomatics Engineering and Land Management Building

Route: Student & Visitor (TGR North) Car Park >> JFK Underpass via University Drive >> Student & Visitor (TGR North) Car Park

Time: Weekdays 7:00 am to 10:00 pm Every 10 -15 minutes

SHUTTLE ROUTE 2:
JFK Underpass/ Student Activity Centre Round Trip

Shuttle service on this route has been suspended until further notice.
SHUTTLE ROUTE 3:
Department for Creative and Festival Arts/ Optometry / St. Augustine (North)

This route serves students attending the old and new Department for Creative and Festival Arts, School of Education, and (after 7:00 pm) residents of the St. Augustine/Santa Margarita area.

Pick up and drop off points:

- JFK Underpass
- Heart Ease Gate
- Old Creative and Festival Arts (by request only)
- School of Education (by request only)
- Sir George Alleyne Building (HEU)
- New Creative and Festival Arts
- Optometry

Route:  JFK Underpass >> Heart Ease Gate >> Wooding Drive >> School of Education >> Old Creative and Festival Arts >> New Creative and Festival Arts >> Optometry

Time:  Weekdays / 7:00am to 10:00pm / Every hour (60 minutes) (approximately)
SHUTTLE ROUTE 4:
St. Augustine (East)/Tunapuna

This route serves students residing around the main campus.

Pick-up/drop-off points:
• Sport & Physical Education Centre (SPEC) (by request only)
• Teaching and Learning Complex - by request only
• Film Unit/Behavioural Sciences Carmody Road (by request only)
• University Villas (by request only)
• S.A.C.
• St. Augustine Villas (by request only)
• Campus Villas (by request only)

Time: 7:00pm - 5:00am
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SHUTTLE ROUTE 5:
Mount Hope/ San Juan Circuit

This route serves the Faculty of Medical Sciences, Joyce Gibson-Inniss Hall of Residence, University Field Station, and (after 7.00 pm) San Juan residents.

Pick-up/drop-off points:
(Day - 7:00 am to 7:00 pm):
• JFK Underpass
• Curepe Junction
• Faculty of Medical Sciences
• Joyce Gibson-Inniss Hall of Residence
• University Field Station (by request only)

Pick-up/drop-off points:
(Night - 7:00 pm to 5:00 am):
• SAC East
• Curepe Junction
• Faculty of Medical Sciences
• Joyce Gibson-Inniss Hall of Residence
• San Juan Bus Terminus

Time: Weekdays / 7:00am to 7:00pm then 7:00pm – 5:00am / Approximately every hour (60 minutes)
SHUTTLE ROUTE 6:  
Sir Arthur Lewis Hall of Residence (SALHOR)

This route serves students residing at the Sir Arthur Lewis Hall of Residence and St. John’s Road

Pick up and Drop off points:
• JFK Underpass (AM)/SAC East (PM)
• Sir Arthur Lewis Hall of Residence

Route: JFK Underpass (AM)/SAC East (PM)>>>University Drive>>>SALHOR

Time: 6:30am - 5:00am
WEEKENDS
6:30am - 7:00pm
Two (2) shuttles will be available round the clock. One shuttle will service ROUTE 5 and the other will service ROUTES 3, 4 and 6. Pick-up point will be at SAC East Entrance

PUBLIC HOLIDAYS
One round-the-clock shuttle will be available with a regular pick-up stop at the SAC East entrance.

CHANGES TO SERVICE
Information about changes in respect of the operation of the shuttle service is posted on the following notice boards:

- JFK Underpass
- Student Activity Centre (SAC)
- Student & Visitor (TGR North) Car Park
- Mount Hope Medical Sciences Library
- Joyce Gibson-Inniss Hall of Residence
- Department for Creative Arts and Festival Arts
- School of Education
- SPEC
- Teaching and Learning Complex
- Sir Arthur Lewis Hall of Residence (SALHOR)
- Sir George Alleyne Building (HEU)
PARKING AND TRAFFIC SYSTEM

PARKING ON CAMPUS

1. There are two (2) areas on Campus designated exclusively for student parking: Heart Ease Car Park and JFK East Car Park. Students, as well as visitors and any persons without Parking Permits, may also park at the TGR North and TGR South Car Parks. All Other car parks on Campus are designated staff car parks.

2. It is a violation of The University’s regulations for any student to park in a car park designated for staff and for any member of staff to park in a car park designated for students between the hours of 6:00am and 6:00pm. However any person with a valid Parking Permit may park in any parking space on weekends and Public Holidays or between the hours of 6:00pm and 6:00am on weekdays, provided that the parking space is not reserved for anyone else.

3. Any parking space cordoned off by means of traffic signs, traffic barriers, caution tape and/or any other means shall be considered to be reserved. As such, parking in such areas by unauthorized persons is prohibited.

4. Handicapped spaces marked with blue and white handicapped signs are painted to designate the space for handicapped use and are reserved exclusively for vehicles displaying The University of the West Indies Handicapped Permit.

5. Areas not specifically designated for parking will be considered “No Parking” zone.
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PARKING PERMITS
1. It is the responsibility of all owners/operators of vehicles to display a valid Parking Permit on the vehicle’s front windscreen/dashboard while parked in any car park on Campus. Vehicles not properly displaying valid Parking Permits are subject to parking violations.

2. Parking permits may be obtained from The UWI Estate Police Charge Room. Students applying for Parking Permits are required to produce their valid UWI Student Identification Card, valid Driver’s Permit and Certificate of Insurance for the vehicle(s). Members of staff must apply for Parking Permits through their respective Heads of Department.

3. Parking Permits are for the sole use of the persons to whom they are issued and are not transferable. Any attempt to transfer, loan or sell a Parking Permit shall result in revocation of parking privileges.

CLAMP SYSTEM
1. All Traffic Rules and Regulations are strictly enforced and breaches may result in the vehicle being clamped and released on payment of a fee of One Hundred Dollars ($100.00) to the Campus Bursary during business hours or to the Security Department after business hours. This fee is subject to change.

2. The immobilizing device used to impound vehicles is the property of The University of the West Indies and any damage to it shall make the offender liable for the damage to The University’s property. Removing or tampering with the device, except by The UWI Estate Police, constitutes a separate and additional offence.
VIOLATIONS
1. Vehicle not in motion disobeying traffic signs or markings.
2. Failing to display Parking Permit.
3. Parking without a valid Parking Permit.
4. Parking in a “No Parking” or reserved area.
5. Unauthorized parking in Handicapped Persons’ bay.
6. Parking not wholly within a parking bay.
7. Parking so as to cause interference or obstruction.
8. Unauthorized parking of any motor vehicle or bicycle
9. Unauthorized parking on grassy areas (including outside of the South Gate).
10. Parking other than In a parking area.
EXTRACTS FROM THE UWI ALCOHOL POLICY
(The UWI Alcohol Policy can be viewed / downloaded from the following web address: https://sta.uwi.edu/resources/policies/AlcoholPolicy.pdf)

The University of the West Indies understands that the decision to consume alcohol is a personal one. However, it is imperative that the individual, who chooses to drink, does so responsibly; understands the effects of alcohol; makes sound judgement about its use; and understands that he or she will be held responsible for any unlawful action that may result from alcohol use and abuse by civil authorities and/or The University of the West Indies.

The use of alcohol in public spaces is strictly prohibited, with the exception of approved events (whereby the area used to serve alcohol is a licensed space). It is understood that the term “public” refers to any area to which community members have general access. Appropriate signs must identify these public spaces.

Rooms on Halls of Residence are considered private spaces, where students of legal drinking age may consume alcohol. However, residents on hall are also governed by the Alcohol Policy, including the consumption of alcohol in public spaces on hall and the provision of alcohol to minors regardless of the space within which it is provided.
Alcohol may also be made available in special circumstances on the approval of the Campus Registrar and governed by guidelines on hosting an event.

Student events where alcohol will be served shall not be publicized until approval is obtained from a representative of the Alcohol Policy Committee/Campus Registrar.

Sufficient quantities of food and non-alcoholic beverages must also be served and visibly displayed at all functions and public events for which the use of alcohol is approved.

The designated hours for the sale or distribution of Alcohol throughout Campus, regardless of the nature of the event (private, public, or administrative function) will be from 4 pm to 11pm. Only public events where special event operators have obtained a Liquor License will be permitted to sell alcohol until one hour before the event must end.

Students found in violation of this sanction will be disciplined according to the Penalties outlined in the rules and regulations of the University as it relates to the Alcohol Policy. (See Appendix 5a of the “Expanded Appendices to the Alcohol Policy” at web address, “http://sta.uwi.edu/resources/policies/AlcoholPolicy-Appendices.pdf” for Guidelines on enforcement of Policy).
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PERSONAL SAFETY TIPS

• WHEN WALKING
  1. Always walk with others
  2. Only walk in well-lit areas
  3. Avoid short cuts through poorly lit or deserted areas
  4. Wear comfortable clothes and shoes you can run in

  If you think you are being followed:
  1. Change direction and/or cross the street
  2. Head to a well-lit area
  3. Get close to other people
  4. Get help
  5. Do not confront the person in an isolated area

• WHEN JOGGING
  1. Avoid Jogging / Exercising on the Road - use the sidewalk or playing fields
  2. Wear brightly coloured reflective clothing
  3. Avoid deserted and dark areas
  4. Jog / Exercise in Groups
  5. Do not use earphones which impair hearing
  6. Avoid exposing Jewelry and expensive cell phones
  7. Be alert and aware of your surroundings
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• IN YOUR CAR
  1. Always have a valid Driver’s Permit and Certificate of Insurance
  2. Park in well-lit, busy areas, preferably close to security
  3. Have your keys ready before approaching the car
  4. Look out for anyone loitering in the car park and report your observations to the UWI Police
  5. Check the back seat before getting in
  6. Get into the car quickly
  7. Lock the doors immediately
  8. Start the car then arrange children or items on the back seat
  9. Keep windows up at traffic lights and after dark
  10. Do not stop for strangers or unidentified vehicles
  11. Check your rear and side view mirrors regularly to see if you are being followed

If you encounter an illegal roadblock or think you are being followed:
  1. Do not exit the car or lower your windows
  2. Quickly change direction
  3. Call the police
  4. Drive to the nearest busy area or police station

• AT HOME
  1. Equip your door with a peephole and dead bolt lock
  2. Make sure all windows have secured frames and locks
  3. Use outdoor lighting
  4. Never hide a door key outside your residence
  5. Lock your door every time you leave the house (even for short periods)
  6. Even when you are at home keep all gates and doors locked.
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• **AT SCHOOL**
  1. Do not leave valuables (laptops, books, wallets, electronic items, jewelry) unattended or in lockers on Campus.
  2. Study in groups when studying on campus at late hours or on weekends and public holidays
  3. Make use of the shuttle service and the Campus Security Escort Service
  4. Keep to well-lit areas while studying or walking
  5. Learn how to use the Emergency Phones and be familiar with their locations now! Don’t wait until you have an actual emergency!

• **AT WORK**
  
  *In the office*
  1. Mark your personal property
  2. Keep wallets and purses out of sight
  3. Maintain a proper inventory of office equipment
  4. Request ID from all unfamiliar vendors

  *Leaving the office*
  1. Let a co-worker, close neighbour, friend or family member know of your expected times of departure from work and arrival at home
  2. Lock office equipment to the desk or in cupboards
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Working late
1. Inform The UWI Estate Police whenever you will be working late
2. Always have company
3. Lock all doors and windows and do not open them to anyone you do not know well
4. After dark, call the UWI Police to escort you to your vehicle
5. Report all suspicious persons and activity to the UWI Police

FOR VICTIMS OR WITNESSES TO A CRIME
1. Note the registration number of any vehicles involved
2. Observe details of the person that will help you to describe them later
3. Avoid tampering with anything that may be useful as evidence
4. Contact the police as soon as possible
5. Keep persons, including yourself, out of the crime scene area

RAPE AND SEXUAL ASSAULT
Rape and sexual assault are violent crimes; an invasion and a traumatic experience that affects all people, regardless of their sex, age, race or economic status. Women are particularly at risk of being subjected to sexual violence.

Not all rapes and sexual assaults can be prevented but you can reduce the likelihood of you or someone you love becoming a victim.
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HOW TO REDUCE YOUR RISK

1. Be alert and aware of your surroundings
2. Take self-defense classes
3. Watch what you drink, how much and from whom
4. Avoid getting drunk, accepting open drinks or leaving your drink unattended
5. Avoid taking illegal drugs.
6. Go out in groups; look out for each other during that time, leave together and call/text to ensure that each person got home safely
7. Meet people in public places or in the company of your friends
8. Trust your instincts - if you feel uncomfortable, find a way to get out of the situation e.g. Quietly calling over a friend, asking the person to leave, or leaving yourself
9. Let your friends know your whereabouts and activities
10. Do not accept rides from people you do not know well, or operating ‘PH’ taxis
11. If someone is following you or approaching you in a car and you feel threatened, go to the nearest house, store or busy area
12. Avoid short-cuts through secluded or poorly lit areas
13. Avoid walking alone, especially at night

Staff and students should always wear their UWI Identification Cards while on Campus. This makes it easier to identify persons that do not belong to the Campus.

ALWAYS BE ALERT AND VIGILANT. BE AWARE OF YOUR SURROUNDINGS.
What Do I Do If I’m Being Threatened or Attacked?

If the person is armed
- Do not try to overpower them
- Instead, try to divert their attention, get them to lower their guard and/or weapon, giving you a chance to escape

If the person is unarmed
- Try to scare, distract or injure them; giving you a chance to escape

Options to consider
- **SING** - try to hit the person in the Solar Plexus, Instep, Nose or Groin. The eyes are also a good place to inflict damage
- Scream ‘Fire’ or ‘Police’ or create a disturbance that will attract attention
- Have items in your pocket, handbag or hand that can be used as weapons/distractions e.g. keys, nail file, small scissors, umbrella, high heels, perfume - aim for the person’s face/eyes

What if I am raped?
- Try to note anything that will help you to describe the attacker
- Continue to look for a way to escape
- Do not shower, douche or change clothing
- Report the incident to the police ASAP
- Get help from a family member or friend
- Go to the nearest hospital, health centre or doctor
- Seek professional counselling
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EMERGENCY PHONES

THE EMERGENCY PHONES ARE LOCATED AT:

- Department of Creative and Festival Arts, Agostini Street
- Open Campus/Post Office
- Open Camps/ Republic Bank
- Sir Frank Stockdale Building
- SALISES
- Engineering Block 1
- Engineering Block 7
- Student Activity Centre
- Security Booth, South Gate
- Human Resource Department
- Chemistry C3-Computer Lab
- JJFK Quadrangle
- Education ARCON 1 Building
- LRC Car Park
- Sport and Physical Education Complex (SPEC)
- TGR North Car Park

If you use any of these areas regularly, get to know where the phones are located. Don’t wait until you have an emergency to report!
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EMERGENCY PHONES

INSTRUCTIONS ON USE OF PHONES

• **Pull pin** at the side of the box to open door to call box
• **Press Call Button**, the red button located in the middle of the box. Pressing the button will send a signal to the security control room, giving them the exact location of the call box. This action will also activate the intercom system.
• **Give details** of the emergency to the security officer on call who will initiate a response.
• **Follow any instructions** given to you by the security officer.

Tear/Cut out these numbers and keep a copy on hand in your room or apartment.
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EMERGENCY NUMBERS
Tear/Cut out these numbers and keep a copy on hand in your room or apartment.

Security Hotline: 662-4123  
_UWI Estate Police_ *  
Office line: 662-4783  
PBX: 662-2002  
Exts. 83510, 82121, 82120, 83497, 83512, 83335, 84319, 83511

_Emergency_ *  
(Police) 999, 555  
(Ambulance) 990, 811

_St. Joseph Police Station_ *  
662-2522, 662-4038, 645-1664

_St. Joseph Police Station_ *  
662-2522, 662-4038, 645-1664

_Tunapuna Police Station_ *  
645-7573, 645-5552, 662-1600

_UWI Student Counsellor_  
662-2002 Ext. 82151

_Rape Crisis Centre_  
(40 Woodford St. POS)  
622-7273  
(12 San Fernando St. San Fernando)  
657-5355

*Copy these numbers to your cell phone  
– and try putting them on speed dial - for easy access!
SECURITY
U R @ THE CENTRE