

## Help Point phones

- Know where the Help Point phones are on campus.
- Press the button to call Security direct.

## Public telephones

- Know where the public telephones are on campus.
- Always carry your mobile phone, or correct change or a phone card for a public phone. You might need to call a taxi, friend or family member if you are stranded.
- Be alert; when you have dialled, speak looking outward.
- If threatened, phone 000, a free call, to the police.

## Security escorts

- In specific instances of concern, security officers are available to escort students and staff from and between buildings, campus car parks or to campus bus stops.
- Security officers cannot escort students or staff off campus.
- To arrange for a security escort, phone 6226 2046 (Hobart) or 6324 3336 (Launceston).

## Crime reporting

- Report any crimes or incidents to Security. (Reporting a crime does not mean you have to go through with a court case; police will only take action if you want them to.)
- Report anybody loitering around the University to Security.
- Report any suspicious behaviour to Security, no matter how minor it appears.
- If you are unsure and need help or advice, phone Security.
- Immediately report lost keys and access cards to Security. Someone could be committing crimes in your name.

## Emergencies

The local police, ambulance or fire brigade can be contacted by dialling 000 or through UTAS Security:

**Hobart: 6226 7600**

**Launceston & Burnie: 6324 3336**

## Fire

- Alert people nearby and enlist their aid.
- Phone Security (Hobart: 6226 7600, Launceston & Burnie: 6324 3336).
- Do not use lifts.
- Do not block roadways as emergency services may need to use them.
- Obey instructions from building fire wardens, security officers and the emergency services.

## More information

See [www.utas.edu.au/campus-services/security-and-access](http://www.utas.edu.au/campus-services/security-and-access) for more detailed information on:

- personal safety
- reporting incidents
- Help Point locations on campus
- support services.

Security is available 24 hours.  
In an emergency phone

6226 7600 (Hobart)

6324 3336 (Launceston & Burnie)



[www.utas.edu.au/campus-services](http://www.utas.edu.au/campus-services)

# Security



## A guide to security and personal safety for University students and staff



**Be aware. Take care.**

Hobart: ext. 7600 Launceston & Burnie: ext. 3336

UNIVERSITY OF TASMANIA

# Be aware. Take care.

As part of its concern for your personal security, the University of Tasmania urges awareness of potential dangers on campus.

You can help to make the campus safe for everyone by:

## one

Recognising risk and taking steps to avoid potentially dangerous situations.

## two

Making use of the University's security service and reporting any suspicious activities to Security.

## Contact UTAS Security

University security is available 24 hours per day, every day of the year. Security can be contacted by telephone:

### **Hobart (all southern locations):**

6226 7600 – urgent matters

6226 2046 – non-urgent matters

### **Launceston (all northern campuses) and Burnie:**

6324 3336 – urgent matters

6324 3444 – non-urgent matters

**Use any Help Point phone on campus to call UTAS Security direct.**

### Your personal security

- Respect your intuition and recognise potentially dangerous situations before they develop.
- Have a safety plan; think about what you would do if you felt threatened.
- Be prepared to scream or shout as loudly as you can if attacked.
- When out socialising, do not drink alcohol to excess; keeping a clear head makes it easier to make wise decisions about personal safety. Plan transport to and from the social venue and make sure your friends get home safely.
- Always carry photo ID and ensure the UTAS security number is programmed into your mobile phone.

### Your property

- Never leave your keys, wallet, bag or other items of property unsecured and unattended.
- Only carry cash for your immediate needs.
- Clearly mark your property.
- Never let anyone see your PIN when entering it on an automatic teller machine.
- Always carry your wallet or bag close to you. Do not put your wallet or bag on the floor when in a public toilet cubicle.
- Do not leave keys, cash or other valuables in your desk drawers.

### Your vehicle

- Park in a well-lit, busy area. Make sure your surroundings are safe prior to getting out of your car.
- Always lock your car when leaving it and never leave keys or valuables in the vehicle, even for a short period.

### Taking public transport

- Know your timetables to avoid long waits.
- Keep to open, populated areas while waiting, in full view of bus.

### Out walking

- Walk in well-lit areas; avoid dark streets and alleyways.
- Be alert and walk purposefully. Confidence deters attackers. Walk with a friend or stay with a group.
- Be wary of strangers (on foot or in cars) asking directions – it is better to be rude than be in danger. If someone follows you, change direction and go to a place where there are other people.

### At work

- Always lock your office, even when you are leaving it for a short time. Never lend anyone your office keys or access card. Don't leave keys and combinations in your desk drawer.
- Ensure your office personal computer is secure and that all confidential information and data is secure.
- Large sums of cash should be banked at the end of the day and safes locked.
- Turn off heaters, fans and urns when leaving work.
- Stop and challenge strangers in your work area. If in doubt, call Security.
- If working after hours, please advise Security when you arrive and when you leave.

Be aware. Take care.