



The Poly Students Against Crime (PolySAC) in conjunction with CITY Police

Presents **SAFETY TIPS**

GENERAL SAFETY TIPS:

1. Report all suspicious persons
2. Report all thefts.
3. Be attuned to your surroundings. Walk or travel in well-lit, well-travelled areas. If you think someone is following you, abruptly switch directions or cross the street. If you're still being followed, go to a public place and ask for help.
4. Keep your purse, backpack, briefcase, cell phone, portable computer and any other valuable property in your possession at all times. Don't take a break and leave them behind.
5. If you receiving a harassing phone call, hang up immediately. Don't try to find out who the caller is and don't show any reaction.
6. Know your neighbours and make sure they know you. Ensure a roommate or friend knows your routines. Tell someone if you are going to be late or are out of town.
7. Notify Campus Security of any broken lights, overgrown shrubbery near walkways, telephones that don't work and doors with broken locks.
8. Label your books, notebooks and personal property with your name.
9. Never open doors of campus buildings to strangers.
10. All students, faculty and staff should always have their ID cards in their possession and present the ID cards when requested by Campus Security.

HOSTEL SAFETY TIPS:

1. Lock all doors, even if you are leaving for a short time.
2. Make certain to lock your door before you go to sleep.
3. Never prop open nay locking residence hall door.
4. Avoid leaving notes on your door saying that you are out.
5. Do not loan your keys to anyone, or leave your keys unattended.
6. Do not put your name and/or room number on your key ring.

CAMPUS OFFICE AND LABS SAFETY TIPS:

1. Be sure doors are locked whenever you leave an unattended office or lab.
2. Never leave doors propped open or leave keys in an unlocked cabinet or desk drawer.
3. It is not advisable to tape extra keys under the desk drawers or in file cabinets.
4. When leaving your office or lab for the day, make sure that all windows are closed and locked, all valuables and confidential materials are locked up and all desks, files and doors are locked.

PARKING LOTS SAFETY TIPS:

1. Have your key ready when you approach your vehicle.
2. Check before you get in your vehicle to make sure no one is hiding beneath or inside the vehicle.
3. When you park, choose a well-lighted, designated parking area.
4. If you carry valuables in your car, keep them out of sight in the trunk.
5. Always lock your vehicle.

SEXUAL ASSAULT/DATE RAPE PREVENTION TIPS:

Anyone can be the victim of sexual assault or rape, regardless of age, sex, race, status or type of dress. Please keep these tips in mind:

1. Be alert and aware when dating.
2. Trust your instincts or "gut feelings."
3. Do not send mixed messages. Be clear; say "no" when you mean it.

In any emergency situation or knowledge of a crime should be immediately reported to Campus Security by calling 2112 or by going to the Security Office. You may also dial 061 290 2722 to reach City Police, Namibian Police (10111), ambulance, or fire department (061 920 2830) in any emergency.

PLEASE KEEP THE FOLLOWING IN MIND WHEN INVOLVED IN OR WITNESSING A CRIME:

- Make every effort to ensure that physical evidence is maintained and protected. Immediate reporting will aid in preserving evidence.
- Obtain a description of the offender(s) including sex, age, race, hair, clothing and other distinguishable features. Attempt to obtain a description and licence number of any vehicle involved and the direction of travel of those vehicles.
- Preserve the crime scene. Do not touch anything involved, nor allow anyone into the area until the Campus Security, City Police or Namibian Police arrives.

"In a nutshell, we recognize that the cooperation of the university community is vital to the success of our mission. Our relationship with the community must be that of partnership, working together to protect life and property. We are committed to the involvement of the university community in determining policy strategies and tactics that impact our lives."

City Police

Courtesy of PolySAC in partnership with City Police