

AUTOMATIC TELLER MACHINES

- * Never write your PIN number on your card, or keep a piece of paper in your wallet with the pin number on it. Instead, commit the number to memory.
- * Always position your body directly in front of the ATM to prevent someone from observing your pin number as you enter it.
- * If anyone or anything makes you feel uneasy when using the ATM, immediately cancel your transaction and leave.
- * Promptly pocket your cash and ALWAYS take your receipt when your transaction is complete.
- * If you suspect someone is following you, head directly for a place of safety (open business place or group of people.).
- * Avoid using an ATM at night. Look for business places with an ATM inside; these locations offer increased safety.

If you must use an ATM at night, make sure you have a friend with you. Be especially aware of your surroundings and alert to a potential threat to your safety (cars or vans parked within the proximity of the ATM, persons nearby, or loitering with no sense of purpose, etc.).

OFFICE SAFETY

- * Always report any suspicious activity to the police, such as someone loitering or seeming to have no purpose.
- * Always keep your office door closed and locked.
- * If you leave your office for any reason, even a minute, close and lock the door.
- * Keep your wallet, purse, or other valuables with you or in a locked desk or file cabinet drawer. Thieves know all the right places to look.
- * Always keep your personal keys and office keys with you. Never leave them exposed, unsecured, or unattended. It could compromise your safety at work and home.
- * After hours at night, avoid using stairwells in isolated areas of the building. Use the elevator instead.
- * Avoid using isolated restrooms, especially those near stairwells. Instead, look for restrooms in more central locations of the building or near areas of high use.
- * Be alert for persons already in a restroom. If you sense something is not right, leave.
- * Promptly report any needed repairs to your building manager (exterior doors that do not self-close, lights that are out, etc.).

EMERGENCY PHONES

- * There are Blue Light Emergency Telephones located throughout campus. All emergency phones on the campus grounds will have a Blue Light above them and are labeled EMERGENCY.
- * Emergency phones on campus buildings and elevators do not have the blue light above them, but are labeled Emergency.
- * Once you lift the handset from the cradle or push the button to communicate your emergency, if the phone has a blue light above it, it will flash.

- * All of the elevators with a phone box currently have an emergency phone inside. Others have a button with a telephone pictured near it, this connects with the Campus Safety Office Emergency phone.

TO OPERATE AN EMERGENCY PHONE:

- * Lift the handset from the cradle and dial 8114 or push the red button, depending on the style.
 - * Wait for the Campus Safety Officer to answer.
 - * Communicate your emergency.
- ## JOGGING OR BIKING
- * Review the tips for WALKING.
 - * In advance, choose safe and well traveled routes.
 - * Vary your route and schedule.
 - * Avoid these activities at night.
 - * Do not wear stereo headphones. They can distract you and may prevent you from hearing a potential threat to your safety.
 - * Use a fanny pack to store personal items. Do not carry or wear flashy jewelry or lots of cash.



PROVIDING SERVICE AND STRIVING FOR SAFETY

Public Safety Department
P.O. Box 2000
Superior, WI 54880

Phone: (715)394-8114
Fax: (715)394-8071

E-mail: campus_safety@uwsuper.edu



PROVIDING SERVICE AND
STRIVING FOR SAFETY

*University of Wisconsin-Superior
Campus Safety Office*

Crime Prevention and Safety



TAKE A BITE OUT OF
CRIME

Emergency Dial 9-1-1

Non-Emergency (715)394-8114

[http://www.uwsuper.edu/safety/
clery/index.cfm](http://www.uwsuper.edu/safety/clery/index.cfm)

UNIVERSITY of WISCONSIN
Superior

Crime Prevention and Safety

GENERAL CRIME PREVENTION TIPS

Crime does not simply happen. Like a triangle, crime must have three sides or elements present to be complete. Those three elements are; ABILITY, DESIRE and OPPORTUNITY. Remove any one of these elements and the triangle can't be formed and the crime will not occur. You can help the Campus Safety Department reduce crime on the University of Wisconsin-Superior Campus by reducing the "opportunity" for crime. By limiting the opportunity for crime, you remove one side of the crime triangle and limit the ability for the criminal to commit the crime.

Keep these crime prevention tips in mind and you will greatly reduce criminal incidents at home and here at the University of Wisconsin-Superior.

- * Call Campus Safety or the Police immediately if you see or hear something suspicious. Report any crime or suspicion of a crime at once. Dial **911** in an emergency or when a crime is in progress.
- * Be wary of people that don't appear to belong in the area. If you doubt that they belong in the area, ask them questions. If their answers are vague or suspicious, call Campus Safety or the Police.
- * Keep your possessions in sight at all times. Don't leave books or backpacks unattended anywhere, it only takes a matter of seconds for things to disappear.
- * If you leave your office or room, even for a few minutes, **LOCK THE DOOR!** It's much easier to invest a few seconds securing your property, rather than spending the time later filing a police report and replacing the property.
- * Never leave a wallet or purse on top of your desk; take it with you or lock it in a drawer.
- * Avoid taking wallets, money and jewelry into athletic facilities and storing them in lockers, which are targets of thieves.
- * Mark your property; place marks inside your books. Use your drivers license number and the two letter abbreviation for the state. An engraving tool is available from the Campus Safety Office 7 days a week 24 hours a day.
- * Be aware of your surroundings, other people around you and places where someone could be hiding.
- * Be alert to potential danger. If it doesn't look or feel right, trust your instinct and leave.
- * Walk with friends whenever possible.
- * Avoid jogging or bicycling alone. If you must go alone, stay in well-lit and well-traveled areas.
- * Don't leave objects plainly visible in your car; secure them in the trunk or take them with you whenever possible.

PERSONAL SAFETY

While the University of Wisconsin-Superior's record for personal safety is a very good one, it does not mean you can be careless when it comes to YOUR personal safety. The Campus Safety Department is here to help provide for your safety and security, but ultimately you are responsible for your own personal safety. Two key fundamentals of personal safety are:

AWARENESS

This is the key to personal safety. Always remain aware and alert in your surroundings. Know who or what is in your area. Do not let yourself become distracted. You need to tune in to whatever is going on around you. Present a calm and confident image. Walk with confidence, and make brief eye contact with people around you. Most of all, learn to trust your instincts. If any situation makes you feel uncomfortable, leave as quickly as possible.

HAVING A PLAN

You need to have a plan. You need to know your escape routes. What would you do if someone jumped out from behind a building and grabbed your arm? What if someone confronts you and demands your money? You need to have a plan so you can react appropriately to the threat at hand. Keep your plan simple. Once you have a plan, COMMIT yourself to your plan. And remember: if FLIGHT is an option, it is ALWAYS the best option.

TIPS TO HELP YOU DEVELOP YOUR OWN PERSONAL SAFETY PLAN:

WALKING

- * Deny Privacy. It is also a good idea to carry a cell phone.
- * Walk with a friend whenever possible.
- * Take advantage of the personal escort service available on campus. Call 394-8114 for information..
- * Do not let your mind wander.
- * Keep your head up. Do not look down or away. Make brief eye contact with all people you meet.
- * Use public walkways and avoid shortcuts, especially at night.
- * Be aware of places along your path of travel that could conceal a criminal (shrubbery, building recesses, alcoves, etc.). Avoid or keep a distance from these areas whenever possible.
- * Make sure someone knows when you leave and when to expect you back.
- * Travel your route in advance so you can plan the safest route to take, especially at night.
- * Learn the location of emergency phones along your travel path. The blue light above them identifies all exterior emergency phones.
- * Make use of the lighted ways on campus at night. The lighted ways are a network of well-lighted sidewalks for pedestrians. Many of the sidewalks are adjacent to campus buildings that are heavily used at night.
- * If you think someone is following you, cross the street. Head for a well-populated and well-lit area at night.

- * Wear clothing that will allow you maximum mobility if it is necessary to run. Be prepared to drop your valuables (heavy books, packages, etc.), since these can slow you down.

VEHICLES

- * A cell phone is highly recommended.
- * Always keep your car in good running condition to avoid breakdowns.
- * Keep at least a half-tank of gas in your car at all times.
- * Drive with your car doors locked and windows rolled up.
- * Never give rides to hitchhikers.
- * Lock personal valuables in the trunk of your car.
- * Do not leave mail in your vehicle with address labels visible. This is a great way for someone to learn where you live. Instead, turn them over face down on the car seat or cover them up.
- * For women, avoid leaving articles of clothes hanging in your car that could identify your sex. If necessary, hang men's size XXL shirt or coat in the car with your articles of clothing.
- * Be aware of vanity plates that can identify you by sex.
- * If someone is following you, especially at night, drive to the nearest police or fire station, open gas station or other business. Choose an area that is well-lit. Turn on your flashers and honk your car horn to attract the attention of others.
- * Before exiting your car, first look around to see any threats to your safety.
- * If you are returning to your car after dark, park in an area that will be well lit.
- * Upon approaching your car look for potential threats to your safety. Look alongside, around, and underneath your car. Check the interior before you open the car door for someone who may be hiding inside.
- * If you observe someone or think someone is in your car, do not approach. Instead, leave as quickly as you can and call Campus Safety or the Police.

IF YOU ARE A VICTIM OF CRIME

- * Avoid panicking or showing signs of anger and fear. Remaining calm is your best alternative.
- * Never get into a power struggle over your personal valuables—it is not worth the risk of serious bodily harm or death. Give them up!
- * Try to get a good description of your aggressor starting from the top down or bottom up including: age, race, complexion, build, height, weight, and the clothing type and color.
- * Call Campus Safety or the Police immediately when you can safely do so, or DIAL **911**. Identify yourself and your location. Let them know immediately if you need medical attention.