



Christmas Break/New Year Break 2016/17

ALL CAMPUSES

Wollongong Campus, Innovation Campus, Accommodation Services and Regional Campuses

UOW Security staff will be on duty throughout the Christmas/New Year period, so if you need their assistance make sure you contact Security staff by:

Primary numbers:

Calling 4221 4555 or (Ext: 4555)
0407 287 750 or speed dial Ext: 6555
Report all emergencies to Ext: 4900
SafeZone app. (when within a SafeZone Zone)

Back-up Security numbers:

Mobile: Wollongong Campus 0407 287 751
Mobile: iC Campus 0437 138 890.

Wollongong Campus and some accommodation services sites only

Use any security telephone (usually blue weather phones) to Dial #3 for Security on routine matters or Dial #1 to report emergencies or crimes in progress.

Note: All telephone numbers are supported by our third party Call Centre - Australian Consolidated Communications Call Centre (OzTech).

Regional Campuses (Shoalhaven, UOW Bega, UOW Batemans Bay, UOW Southern Highlands (Moss Vale), UOW Southern Sydney (Loftus), Sydney Campus (Circular Quay) & South Western Sydney (Liverpool))

Staff and students of Regional campuses should refer to their Campus Security contact details in the event that assistance is required or it is necessary to report an incident or emergency.

In extreme circumstances, UOW Security (acting as the Emergency Coordination Centre) can be contacted for advice or assistance by any Regional Campus.

On behalf of members of the UOW Security team I wish everyone a safe and Happy Christmas/New Year Break.

If you have any enquiries leading up to the break please contact Security Supervisor (Operations), (SNP Security Supervisor) Frank Tropea on Ext: 4777 or email ftropea@uow.edu.au

For any enquiries concerning Building Access Control systems and/or intrusion systems leading up to the break, please contact Security Supervisor (Systems) Merelyn Kenyon on Ext: 4554 or email merelyn@uow.edu.au

Sincerely
David Anderson
Manager Security
Facilities Management Division

OFFICE SECURITY

All Campuses, Faculties and Units should now be planning for the approaching Christmas/New Year break.

Check to ensure door locks and window locks are in working order. If not, report a defect to your appropriate Facilities Service Centre for remedial repairs.

Consider accounting for all equipment and valuable items, then reviewing arrangements to safely secure and store all portable items of value that could be at risk from theft during the break period.

Safely secure all valuable portable equipment, e.g. cameras, mobile telephones, iPads, tablets, laptop computers.

iPads, tablets, laptop computers are very attractive items for thieves. Laptops should always be locked away in a docking station and security cabled to immovable property. When not in use for extended periods or overnight, it is recommended that laptops should be locked away out of sight in a secure place.

By taking these simple measures the opportunity for theft is reduced and it makes it more difficult for thieves to achieve their goals.

Some years back on the W o l l o n g o n g C a m p u s , some Faculties a n d Units experienced several break-and-enter incidents. In these incidents, University keys found in drawers and other small equipment items were taken by thieves. We were fortunate to recover many of these items. However, if keys are stolen from any office this will necessitate a re-key of the affected space at the Faculty/Unit's cost.

I cannot stress enough that departmental and office keys should be secured carefully at all times and not left in unlocked drawers or hanging in visible locations.

Important Points to Consider:

- Lock away all portable valuable items.
- Ensure computers are cabled to desks – take special care of laptop computers.
- Ensure that offices are locked when unattended.
- If there is a security intrusion alarm for a particular area, ensure the alarm is operable and in use. If you are unsure, contact Security Supervisor Merelyn Kenyon x4554 to have the system checked or to obtain technical service.
- Avoid using generic keys out of common drawers for the security of items.
- Ensure office/security keys are not left on desktops - maintain effective control of keys at all times.
- Report lost or stolen keys and access cards immediately to your Supervisor and UOW Security.
- Report lost or stolen identification cards immediately to your Supervisor and UOW Security.
- Secure cash in safes only. Ensure the safe is of a commercial grade and bolted to a solid surface, e.g. a concrete floor surface or solid wall. Make sure safe keys are effectively controlled at all times.
- Ensure cash limits are maintained by regular banking procedures. Ensure cash limits do not exceed safe specifications.
- Check the physical security of your office area – are door locks working correctly?
- Check windows and window locks for defects, especially if the office can be reached from the outside, e.g. a ground floor office window or a window accessible from upper pedestrian thoroughfares or structures.
- Ensure windows are locked at the end of every business day.
- Draw or close blinds so offenders are unable to see inside offices, especially if the office is accessible from the ground
- Turn off all appliances not required overnight or for extended periods of absence such as heaters, fans, lamps, battery chargers, office lights, etc.

On Wollongong and Innovation Campuses during the Christmas Break:

- Make sure you have your staff or student identification with you.
- Security staff will conduct random security patrols of buildings. Officers cannot be expected to know everyone on campus, so be prepared to show your identification if asked. Officers may record your name, time and location as part of their patrol duties. Please do not be offended by these practices.
- If you feel the need to alert Security for your personal safety when on campus day or night during the break period, please feel free to do so. Let Officers know how long you intend to be on campus. If practical, and if you are on Campus for a long period, they may call by to see that you are ok. When you leave please inform the Officers. Or use the 'Check in' facility in SafeZone app.

- If you require assistance, please call 4221.4555 or 6555 speed dial for the mobile telephone 0407 287750.
- To report emergencies call 4221.4900 or the speed dial 6555. Dial #1 from any Security telephone.
- All our telephones are supported by a third party Call Centre.
- Use SafeZone app. when on campus or within a Zone.

Regional Campuses:

Shoalhaven, UOW Bega, UOW Batemans Bay, UOW Southern Highlands (Moss Vale), UOW Southern Sydney (Loftus) and Sydney Business School (Circular Quay) & South Western Sydney(Liverpool).

Staff and students of Regional campuses should refer to their Campus Security contact details in the event that assistance is required, or it is necessary to report an incident or emergency.

In extreme circumstances, UOW Security (Wollongong) acting as UOW's Emergency Co-ordination Centre can take your call and help co-ordinate advice and assistance.

Security Tips for Home

If you are planning on being away during the Christmas break period, take the time to think about how your household normally functions. Take time to look at the things that might provide strong indicators that you are away.

Planning a Holiday

If there is no one at home while you are away, consider some of the following points:

- Check doors and windows and make sure locks are functional and can be effectively locked.
- Set up a couple of timers to run the television or a radio and lights during the day and night.
- Turn down the telephone ring on your phone.
- You could use an answering machine or home messaging but do not create a message that directly indicates you are away. Alternatively, you could divert your calls to your mobile telephone.
- Make arrangements to cancel any regular services or deliveries for the time you are away, e.g. mail, milk, paper deliveries, wine deliveries, etc.
- If you have a reliable neighbour or friend, ask them to collect your mail and/or clear junk mail from your mailbox and put out and/or bring in your garbage bins after service.
- If you are away for extended periods consider having the garden and lawns maintained.
- If you are away for a longer period, talk to your local Police for advice and awareness of your intended absence.

Holiday Safety Tips

Weather

The Bureau of Meteorology provides an important service to the community in keeping us all informed about severe weather conditions.

Go to the Bureau's website to keep up-to-date with changes in weather conditions, fire danger weather ratings and storm activity.

For more information about safety in severe thunderstorms go to the Bureau of Meteorology's [website](#).

Bushfire

Visit the Rural Fire Services [website](#) and familiarise yourself with the information provided by the Service on preparing and planning on how to protect your family from a bushfire. This is especially important if you live in a bushland setting, or in an urban area surrounded by bushland. Bushfires may also impact you if you are taking holidays in rural or coastal bushland areas, e.g. you may be camping in a National Park or similar bushland setting.

In these circumstances you should be familiar with the Fire Danger Ratings and Index. Think through a safety plan (refer to the RFS Bushfire Survival Plan) in the event you might be confronted by warnings for day/s of extreme or catastrophic fire conditions.

Listen for weather and fire reports on radio and television.

If you see a fire, call triple zero '000' straightaway but keep well away, move to a safe place.

The Rural Fire Service website also outlines how information about nearby fires would be issued:

Advice

A fire has started - there is no immediate danger.

Watch and Act

A heightened level of threat - conditions are changing and you need to start taking action now to protect you and your family.

Emergency Warning

You may be in danger and need to take action immediately. Any delay now, puts your life at risk.

Rural Fire Service has a free app called 'Fires near me NSW' for mobile devices and a newer app for 'Bushfire Survival Plan'. 'Fires near me NSW' is a great portable facility for keeping informed about fire activity in your current location.

For more information about being prepared, find information about bushfire survival plans and total fire bans go to the [RFS website](#) or call 1800 NSWRFSS (1800 679737).

Another community service for monitoring emergencies such as fires and severe storms is the ABC Emergency where you can get up-to-date information either via the internet, ABC Radio and TV.

Emergency+ app.

This app helps connect you with triple zero 000 for any emergency service, to the SES 132 500 in times of storm and floods or to the Police Assistance Line 131 444 and a range of other national important numbers. (Crimestoppers, HealthDirect and National Relay Service). It also helps you tell the operator your location (GPS coordinates) so that emergency services can get you help to the right location. We encourage everyone to download this very useful app.

***UOW Security wishes all staff and students a safe
Christmas and holiday break***

