



CAMPUS SAFETY AND SECURITY HANDBOOK

Campus Safety & Security Handbook

INTRODUCTION

The purpose of this publication is to provide information to you on crime prevention, procedures for reporting crime to enhance the safety and security of everyone who visits, studies, or works on our campus.

This handbook contains the University's policies on alcohol, smoking, parking, reporting crime, and those policies required by law. This publication complies with the Student Right-to-Know and Campus Security.

Information contained in this Handbook is also available online by accessing the Internet site www.usp.ac.fj/security

IMPORTANT TELEPHONE NUMBERS

**The University of the South Pacific
Campus Safety and Security Services**

Emergency:-	123	(from any USP Laucala campus extension)
Non-emergency calls (24 hours)	323 2211	
Email:	security@usp.ac.fj	

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CAMPUS SECURITY AND PERSONAL SAFETY

1. PERSONAL SAFETY

The University of the South Pacific strongly advocates and invites university community partnerships for the purpose empowering people to create and maintain a safe and secure campus environment. It is reasonable to expect that all persons on campus will accept responsibility for their personal health and safety, and the security of their personal property. As a partner in campus safety, each person should endeavor to also be a vigilant ally to others by looking out for the safety, welfare, and security of all persons on campus.

2. RISK REDUCTION

At USP, the safety and security services staffs are committed to the welfare and safety of **students**, staff and visitors. ***Ultimately, a significant portion of any responsibility for individual safety and security rests with each individual person.*** In order to provide you with the most comprehensive support for self-reliance in this respect, a number preventative measures may be worth your consideration.

Precautionary safety practices will certainly reduce your personal exposure to harm. The same precautions that you practice at home have the same value while you are attending The University of the South Pacific (USP).

Crime does not simply happen. Like a triangle, crime must have three sides or elements present to be complete. Those three elements are; ***ability, opportunity and desire.*** Remove any one of these elements and the likelihood of a crime occurring is greatly reduced. **You can help the University Safety and Security service reduce crime on 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 opportunities for crimes on campus.

Call the Safety and Security service immediately if you see or hear something suspicious.

Report crime or suspicion of a crime at once.

Call Ext 32211 from any Laucala Campus Extension in an emergency or when a crime is in progress.

Call 323 2211 from any outside phone line to report a safety or security issue on campus.

Be wary of people that do not 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 the campus safety and security services.

Keep your possessions in sight at all times. Do not 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 is much easier to invest the few seconds it takes than to spend the time later filing a report, statements 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, jewelry or any valuable items into the fitness facilities and or storing them in lockers, which are targets of thieves.

Mark your property; place marks inside your books. Use Student or Staff ID to mark all valuable items. Use your driver's license number and the two-letter abbreviation of your name.

Be aware of your surroundings, other people around you and places where someone could be hiding. Be alert to potential danger. If it does not 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.

Do not leave objects plainly visible in your car; secure them in the trunk whenever possible.

3. STUDENT RIGHT-TO-KNOW.

The co-operation and involvement of students is absolutely necessary in a campus safety program.

Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions.

Room doors should be locked at night and when the room is unoccupied.

Valuable items such as stereos, cameras, and televisions should be marked with engraving instruments.

Students must park their cars in assigned areas and keep them locked. Valuables should be locked in the trunk.

Students should report any suspicious-looking individuals or any unusual incidents to the residence staff or to university safety and security officers.

Many parents are concerned about the safety of their daughter or son on a

University campus far from home. At USP, we understand that concern and accept our responsibility to enforce safety and security policies to ensure our students enjoy their academic years at USP as free as possible from threats to their safety or well-being.

4. CAMPUS SAFETY AND SECURITY

The University Safety and Security Services are comprised of 1 full-time Chief Security Officer and 28 Security Officers.

Emergency services provided on a continual 24-hour basis throughout the year. The Campus Safety and Security Office is located at Wantok Drive before the 4th Hall of Residence. It is open at all times to the public.

Campus Safety and Security officers are not sworn officers and do not have the power and authority to arrest but are trained in assisting and are truly dedicated to the concept of providing both timely and effective service to the university community and its visitors.

5. CRIME PREVENTION ON CAMPUS

Campus Safety and Security Services of USP has adopted a “Community Policing” model for proactive partnerships in solving problems and preventing crime on our campus.

First, the campus population must have realistic expectations of exactly what the Safety and Security officers can and cannot do, as well as what the community must do to achieve health and well-being. The community policing approach reprioritizes USP Safety and Security Services efforts to focus on customer service and satisfaction.

Throughout the academic year, the University Campus Safety and Security Services participate in an on-going crime prevention programs within the residence halls and in the work place.

6. ELECTRONIC ALARM SYSTEMS

The University Campus Security Officers respond to a significant number of electronic alarms such as intrusion alarms, fire alarms, environmental alarms, and panic alarms. Alarms provide the University Campus Safety and Security Services with a first response capability to a wide variety of potential safety challenges.

University Security Officers are trained as first responders and receive first aid training from the Fiji Red Cross; Safety and Security Officers have radio contact capability with each other during emergencies and can contact assistance providers such as fire and ambulance as well as other law enforcement agencies.

7. ESTATE & INFRASTRUCTURE AND SECURITY

The University Safety and Security Services in conjunction with the Estate and Infrastructure Department periodically review landscape and lighting resources on campus to ensure that they meet respective Regional Campuses [Occupational Health and Safety](#) legislation and security needs of the institution. University buildings and maintenance efforts are reviewed in order to meet security and safety concerns.

8. ACCESS TO CAMPUS BUILDINGS

- Campus administration and academic buildings are opened each morning from Monday through Friday by office key custodians or a member of the Safety and Security Services.
- Academic and administrative buildings to be locked/secured by custodians and checked/secured by Safety and Security Services Offices each workday evening during routine functions.
- Arrangements for after-hours access should be made by contacting the Estate and Infrastructure Office or the University Safety and Security Services.
- Safety and Security Services will require prior approval from the Estate and Infrastructure Office for that particular building before assisting with after-hours access.
- [University Support Service](#) Units are required to inform/advise [Campus Safety and Security Services](#) of all after-hours access arrangements.

9. KEYS

- The University [Safety and Security Services](#) have the responsibility to issue keys to students and staff for buildings and office spaces across campus.
- The requestor must present a written authorisation request endorsed by the Head of Section/Department for the building or space requested.

10. CRIME REPORTING

How to report a crime, emergency situation or violation of USP regulations and policies:-

1. If the crime or emergency situation appears to be immediately life or public safety threatening, call the Laucala Campus Safety and Security directly at 323 2211 any telephone OR ext 32211 OR 123 from any Laucala Campus extension.
2. Provide the Campus Security official a clear and distinct description of

the incident, who was involved, where it took place, when it took place and, if you know, how or why it occurred. Be as specific as possible and give your own name and those of other witnesses.

3. You may request to remain anonymous when reporting a crime.
4. Reports concerning campus crimes become part of the official crime statistics for USP, which will then be published in coordination with the University's Safety and Security Service Officials.

11. TIMELY NOTICE WARNING

The University Safety and Security will, upon receipt of information involving a potential threat to members of the university community, work cooperatively to ensure that the community receives that information which is necessary for them to make informed decisions regarding their personal safety and security.

12. EMERGENCY PROCEDURES

Important phone numbers	From Campus Phone	From Public Phone
Campus Safety and Security	123 or 32211	323 2211
Non-emergency	32211	323 2211
Environment, Health and Safety	32211 or 32693	323 2211 or 323 2693

13. BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory, even if you don't smell smoke
- **DO NOT** use elevators!
- Take personal belongings (keys, purses, wallets, etc.)
- Follow directions given by Campus Safety and Security officers and Emergency Personnel
- Assist persons with disabilities

14. EMERGENCY PREPAREDNESS

- Know your building's evacuation procedure for your area, walk **do not** run.
- Get a battery-operated radio
- Discuss preparedness plans with family and friends
- Call Campus Safety and Security

15. FIRE

- Help remove those needing assistance from the immediate area
- Activate the nearest fire alarm pull station and call 32211 (from a campus phone) if possible
- Confine the fire by closing windows and doors
- Extinguish the fire if you have been trained and if it is safe to do so
- Evacuate the building
- Do not enter the building until authorized to do so by emergency personnel

16. SUSPICIOUS PERSON

- Do not physically confront the person
- Do not let anyone into a locked building/office
- Do not block the person's access to an exit
- Call 32211 (from a campus phone). Provide as much information as possible about the person and their direction of travel.

17. WEATHER EMERGENCY

17.1. CAMPUS CLOSURE

Cancellation of classes or possible closure due to weather will be communicated by radio announcement, email or mobile text messages from the Offices of the [Vice Chancellor and President](#) or the [Occupational Health and Safety](#).

17.2. CAMPUS EVACUATION

Campus Evacuation, all or partial, will be announced through the [Occupational Health and Safety Office](#) with the assistance of [Campus Safety and Security Office](#). All persons (students, staff, tenants and visitors) are to immediately vacate the site involved and relocate to another part of campus or off campus as directed.

- Up-to-date weather information - monitor local radio and television stations
- Be prepared to shelter in place until Occupational Health and Safety and Campus Safety and Security officials notify you that it is safe to leave;
- Plan for getting back together with fellow employees.
- During thunderstorms, do not handle electrical equipment.

18. DAILY LOG

University Safety and Security services maintain a daily log of on-campus incidents and crimes. These logs are accessible to the public upon request. Daily log information include date, time, general location and a summary disposition of events.

Daily log is available at [Safety and Security Services](#) Headquarters 24 hours a day.

Log entries are updated during daily shifts. Provision of information due to ongoing criminal investigation or related ongoing procedures will be restricted. The Chief Security Officer or designated subordinate may classify information as "confidential" and prohibit its release accordingly.

19. **REGULATION GOVERNING STUDENT CONDUCT**

The [Regulation Governing Student Conduct](#) or [Student Conduct Regulation](#) apply to all students at all Regional Campuses of the University.

There are six (6) parts to the [Student Conduct Regulation](#) as follows:-

Part 1 – Preliminary

Part 2 – General Conduct

Part 3 – Halls of Residence

Part 4 – Students Association

Part 5 – Disciplinary Procedures

Part 6 – Offences and Penalties

Students are required to know, observe and familiarize themselves with the [Student](#) and [The Charter of The University](#) and [Statutes of The University of the South Pacific](#) as well as all relevant [Ordinances](#) and [Regulations](#)

20. **ENFORCEMENT AND SANCTIONS**

Following due process and/or appeal options and sanctions to be imposed if or when:-

- A. Individuals violate [University Policies and Regulations](#) or [National laws](#) in respective regional campuses who will then be subject to disciplinary action as a student under the [code of conduct](#) or as an employee under [human resource policies](#). Individuals may also be criminally prosecuted.
- B. Student sanctions may include required counseling, reprimand, probation, suspension, expulsion and/or restitution as well as required attendance at educational programs.
- C. Employee sanctions may include "[disciplinary](#)" measures up to and including termination.