



## University Police Department

Emergency: 911

Non-Emergency: (210) 829-6030, [www.uiw.edu/police](http://www.uiw.edu/police)

## Personal Safety

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### Safety Tips

#### Walking on Campus

- Familiarize yourself with the layout of the campus.
- Plan the safest route to your destination; choose well-lit, busy pathways and streets.
- Share your class schedule with your parents and trusted friends and give them your telephone numbers.
- At night, stick to well-lit areas whenever possible and avoid alleyways or shortcuts through isolated areas.
- Travel in groups and avoid going out alone at night.
- Use the campus escort or shuttle services at night.
- Know where the emergency call boxes are located on campus and learn how to use them.
- If you are being followed, change direction and go to the nearest business or home, knock on the door and request that someone call the police.
- Note the description of the person following you.
- Walk near the curb and avoid shrubbery or other places of potential concealment.
- Tell a friend or roommate where you are going and what time you expect to return.
- Stay alert to your surroundings and the people around you.
- Carry your purse close to your body and keep a firm grip on it. Carry your wallet in an inside coat pocket or your front pant pocket.
- Keep your keys separate from your purse or backpack.
- Don't overload yourself with bags or packages. Avoid wearing shoes that restrict your movements.
- Walk with a confident stride; keep your head up and look around.
- If a motorist stops and asks for directions, keep your distance from the car.

#### Exercising on Campus

- Plan your route in advance and walk/jog/run in familiar areas.
- Go with a known companion if possible.
- Carry identification.
- Don't wear jewelry or carry cash.
- Avoid secluded or dimly lit areas.

#### Residence Halls

- Report lost or stolen residence hall keys immediately to your residence hall staff.
- Report any malfunctioning locks, doors or windows to your residence life staff.
- Do not leave your keys lying around in your room when you are not in the room.
- Do not leave messages on your door about when you will be returning to your room.
- Tell a roommate or friend if you are planning to be away overnight or for a few days.

- Report any suspicious persons or activities (including solicitors) in or near your residence hall to staff or police.
- Secure your valuables and engrave expensive items with identifying information Operation ID registration.
- Always lock your doors and windows at night, especially if you reside on the first or second floors.
- Do not leave your identification, keys, wallets, checkbooks or other valuables in open view.
- Get to know your RAs and neighbors.

### **Living Off Campus**

- Know the answers to the following questions:
- Do local security/police patrol the grounds/ buildings where you live?
- Do you have an alarm system?
- How secure are the locks/doors?
- How often are the locks changed?
- Are there dead bolt locks on the exterior doors?
- • Is parking adequate, safe and well lit?
- Are there secluded or dark areas near the buildings?
- Is there a Neighborhood Watch program?
- Is there an adequate fire safety detection and evacuation system in place?

**REMEMBER: A safe campus is everyone's responsibility!**

### **UIW Weapons Policy:**

Pursuant to the Texas Penal Code, Sections 30.06 (Trespass by License Holder with a Concealed Handgun) and 30.07 (Trespass by License Holder with an Openly Carried Handgun), a person licensed under subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter the UIW property with a concealed handgun, or a with a handgun that is carried openly.

The use, possession or carrying of any weapon, including but not limited to a concealed handgun, by any person on UIW property (with the exception of authorized weapon(s) carried by police officers) is prohibited and in violation of state law.

The University of the Incarnate Word will exercise the “opt out” provision of Texas Senate Bill 11, also known as the “Campus Carry” law, after discussions with the campus community.

The University of the Incarnate Word is a **WEAPONS-FREE** campus.

### **Active Shooter Response**

#### **RUN**

- If possible, exit the building/area immediately, but only if it can be done safely.
- Notify anyone you may encounter to exit the building immediately.
- Notify the police.

#### **HIDE**

If exiting the building/area is not possible, the following actions are recommended:

- Go to the nearest room or office.
- Close and lock the door.
- If unable to lock the door, use a wedge device or heavy furniture to block the door.
- Stay low, move away from the door, keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Notify the police.
- Provide information as needed.

## **FIGHT**

- If the shooter enters your area, you may decide to fight back. This is not an easy decision and is based upon personal beliefs and abilities.
- Improvise weapons with any items at hand.

## **FIGHT FOR YOUR LIFE AND THE LIVES OF OTHERS.**

### **Remember to:**

- Be responsible for your personal safety.
- Be alert to potential danger.
- Trust your instincts.
- Be aware of all your surroundings.
- Avoid anything that does not feel safe.
- Anticipate possible problems.
- Be vigilant and prepared for anything.
- Report suspicious activity.

### **What is suspicious activity?**

Anyone who acts in an unusual or frightening manner. Also, anything found or placed in an unusual location, should be considered suspicious.

### **Emergency Call Boxes**

Connect directly with police dispatch and are located in various locations around campus. Use for emergencies only.



The University of the Incarnate Word Police Department offers a one-hour “Personal Safety” presentation that covers the topics listed in this brochure and many more.

### **To schedule a full one-hour “Personal Safety” presentation, contact:**

University Police: PAdmin@uiwtx.edu | (210) 829-6030

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## Civilian Response to Active Shooter Events (C.R.A.S.E.)

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### **RUN**

- Get away from the danger area. If no door is available, make one.
- Break a window if necessary.
- Alert others to the danger and take them with you.
- When you arrive at a safe area, call 911.

### **Tell the Dispatcher Everything You Know**

- Your specific location (if known)
- Location of the shooter (if known)
- Number of shooters
- Race and gender
- Clothing style and color
- Physical features
- Types of weapons (handguns, rifles, shotguns, explosives, edge weapons)
- If you recognize the shooter(s), give name and any known information about them.

### **HIDE**

- Become Invisible
- If you cannot get out of the building, get into a classroom, bathroom or office.
- If possible, allow others to shelter with you.
- Lock and barricade the door with available heavy objects such as desks, furniture and cabinets.
- Turn off lights and cell phones.
- Get down on the floor behind any available solid cover.
- Stay away from doors.
- Stay on the floor and remain calm and quiet.
- Do not open the door unless you are absolutely certain that the police are directly requesting you to do so.



## **FIGHT**

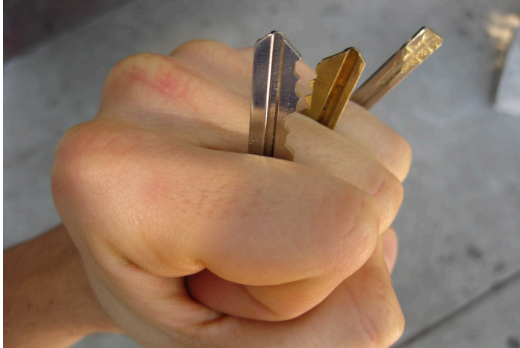
If the shooter enters your area, you will be faced with a difficult decision. Will you freeze or will you fight?

### **If you choose to fight, plan ahead.**

- Stand near the door – not across the room.
- If you are close to the shooter, you may have the element of surprise on your side.
- If you are far away, you are likely to become a target.
- Go for the gun. Don't let it go and point it away from people.

### **Fight for your life! This is not a fair fight!**

Use improvised weapons, gouge eyes, bite, kick and pull hair.



### **When Police Arrive**

- The police WILL enter the building/area, seek out and stop the shooter.
- Everyone WILL be viewed as a possible suspect.
- DO NOT have anything in your hands.
- Show OPEN / EMPTY HANDS at all times to the police.
- STAY ON THE FLOOR/GROUND unless otherwise instructed by the police.
- Your response to an active shooter will influence the response of others.
- Use your senses and instincts to survive.
- Stay calm and attempt to keep others calm.

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#### **University Police**

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### **Emergency Notification**

When an emergency notification is required, the chief of police or designee, will issue the emergency notification through various modes of communication.

These modes of communication may include, but are not limited to:

- Voice Mass Notification System (VMNS)
- RAVE Alerts via text messaging and/or emails
- University Website ([www.uiw.edu](http://www.uiw.edu))
- KUIW.org Internet Radio
- Fire Alarm
- UIW's Official Facebook Page ([www.facebook.com/uiwcardinals](http://www.facebook.com/uiwcardinals))
- UIW's Official Twitter Account ([www.twitter.com/uiwcardinals](http://www.twitter.com/uiwcardinals))

You will receive instructions on the location of the emergency, the nature of the emergency and what you need to do (shelter in place/evacuate).

**Sign up for RAVE Alerts at:**

[www.getrave.com/login/uiw](http://www.getrave.com/login/uiw)

## Theft and Burglary Prevention

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### THEFT AND BURGLARY

Theft and burglary are serious problems everywhere and the University is no exception. Because of the high number of opportunities presented, college campuses have become a favorable place for criminals.

The best ally in crime prevention is to provide our community with the proper education, awareness and crime prevention techniques.

Thieves work in office buildings, libraries, restaurants, residence halls and other places where people gather.

Thefts of backpacks, purses, laptops, phones and other electronic gadgets are the most prevalent crime on campus.

By working with the police and following a few commonsense recommendations, you can significantly reduce the chances of a thief stealing University or personal property.

### METHOD OF OPERATION OF A THIEF

When the thief enters a room or vehicle, they will look for a purse or any valuable property in the more obvious places such as:

1. On the floor under the desk,
2. On the desk,
3. In desk drawers or filing cabinets,
4. In dresser drawers or closets,
5. Under the bed.
6. In the glove compartment or center console of a car.

If the thief does not locate any property within a few seconds, they will typically leave and look for a better target. Many thefts occur immediately after the property is left unattended.

### **REMEMBER!**

One of the best ways to prevent yourself from becoming a victim is to lock your desk, office, car or room when you leave and to take your keys with you -- even if you leave for only a few minutes.

Most thieves do not stay longer than 60 seconds.

### **PREVENTION IS SIMPLE**

Do not leave your property unattended and do not become distracted and inattentive to the point where property can be taken from under your nose. Thieves have even preyed upon students who have fallen asleep in the library.

Thieves looking for valuables to steal will often search offices, common areas or apartments where there is little to no pedestrian traffic. They will check up and down the hallway to see if there is opened or unlocked office doors. Thieves usually do not operate in a building where most of the doors are closed or rooms occupied.

All UIW Maintenance workers will be in uniform and will present identification when requested.

### **Just a few simple steps can help.**

1. Lock your doors and take your keys when you leave.
2. Participate in the UIW Operation ID Program.
3. Do not prop open doors.
4. Hide your valuables when not in use.

### **WHEN WORKING ON CAMPUS**

- When you are not using your desk, lock it and take your keys with you.
- If you leave your office, always lock your door, even if you are only going to be gone for just a few minutes.
- Have all coworkers join together to watch each other's property and offices.
- If you encounter a suspicious person in your building, ask if you can help them. If the person has legitimate business, they will gladly show you identification.
- If a person claims to be looking for someone in the building, make sure that the unknown individual is expected.
- If the individual refuses to cooperate, call the police immediately to have the person checked out.

### **WHEN IN DOUBT, CALL THE POLICE.**



## **DON'T WAIT TO CALL!**

If you see a suspicious person or action, call the police immediately and answer all questions asked. Provide dispatch with identifying description of the suspicious person, such as:

- SEX - Male or Female
- RACE - White, Black, Hispanic or Asian
- AGE – Approximate
- HAIR - Style and Color
- HEIGHT – Approximate
- WEIGHT – Approximate
- CLOTHING - What are they wearing?
- WHAT WAS SUSPICIOUS?
- WHERE ARE THEY NOW?

## **DON'T LET THEM IN!**

Locked doors and card readers seem like an inconvenience. Most thieves will bypass a locked door in search of an easy target.

By propping doors open, you are making a thief's job easier.

If you lose your key or Student ID, get it replaced as soon as possible. There may be a small replacement fee but that is a small cost compared to your personal safety.

## **IT IS YOUR JOB AS WELL AS OURS**

Members of the University community are vulnerable to the same crime problems encountered by residents of any major metropolitan area. The primary purpose of the University Police is to protect the campus community from criminal activities. The patrolling of the campus and surrounding areas by the University Police is a major factor in deterring crime but, the opportunity for crime continues to exist.

You can assist us in reducing crime on campus by utilizing preventive measures to reduce the opportunity for criminal acts. You are urged both to report crimes and to practice logical prevention techniques to reduce them. We all share in the responsibility for making UIW as safe of a place as possible.

The University of the Incarnate Word Police Department offers a 1 hour "Theft and Burglary Prevention" presentation that covers the topics listed in this brochure and many more.

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# Operation Identification

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## What is Operation Identification?

Operation Identification is a citizen's burglary prevention program for use in homes and businesses. The Operation ID program involves the marking of property with an identifying number as a means of discouraging burglary and theft. In communities where it has been properly implemented, Operation ID has shown dramatic results in its ability to reduce burglaries.

## How Does It Work?

**FIRST**, mark your valuables with your Driver's License Number so that your property can be easily traced and identified as yours.

**SECOND**, keep a record of all of the information you gathered.

## How Can You Participate?

To participate in Operation Identification, call the UIW Police Department to borrow an electric engraving tool. The UIWPD offers this service free of charge to our community. You can also bring items for marking to our office.

## How Do I Engrave My Own Property?

Your Driver's License Number should be used as your identifying mark on the valuables that you engrave. A typical marking should look like this: **TXDL12345678**

The Driver's License Number should be engraved on an area that cannot be easily dismantled, and which is not easily seen. After marking your property, make a list of your valuables and keep a copy of the list in a safe place. If you should subsequently become a burglary victim, you will be able to quickly describe the stolen property from the list. This will be of great help to the police in their attempts to recover the stolen property.

## Marking Textbooks

- **First**, pick a page number.
- **Second**, pick a word or phrase.
- **Third**, choose top or bottom.
- Mark all textbooks with this information **in ink**.

Example: Page-42, "Don't Panic" written in the bottom left corner.

## How we use this information

When property is stolen, Police Departments are able to enter the make, model and serial number into a national database. By entering this information, we may be able to recover your property and may be able to identify a suspect.

## INFORMATION NEEDED

- **Make:** Brand of Item
- **Model Number:** Example - iPhone 6s
- **Serial Number/Driver's License**
- **Engraving**
- **Color**
- **Special Conditions:** Scratches, dents, etc.

Your University Police Department is taking positive actions to minimize the risk of theft and to help ensure the return of stolen property should a theft occur.

This positive action is the **Operation Identification Program**. This program has proven to be a definite deterrent to the potential burglar or thief by assuring them the property they steal can be identified by the police.

Just a few minutes of your time will help you from becoming a victim of theft and will greatly aid in the return of your item should it become lost or stolen.

Information may also be recorded at: [reportit.leadsonline.com](https://reportit.leadsonline.com)

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