

CRIME PREVENTION RESOURCE GUIDE

University of Washington Police Department Contact Numbers:

Non-Emergency Service Calls: 206.685.UWPD (8973)

Business Office: 206.543.0507

Business Office hours: 8 am to 5 pm, Monday-Friday

Office Location: 1117 NE Boat Street, Seattle, WA 98105

The University of Washington Police Department serves and protects the students, staff, faculty, visitors and property within the jurisdiction of the university.

Police officers and personnel are on duty 24 hours a day, every day of the year. The UWPD has the exclusive responsibility to act upon law-enforcement matters for the University of Washington Seattle.

Police personnel are sworn peace officers, performing the same services as those of any municipal police agency. We investigate all crimes and enforce federal, state and local laws as well as WAC rules within the University of Washington's jurisdiction.

UWPD officers have successfully completed training at the Washington State Criminal Justice Training Commission Academy or equivalent training recognized by the commission. Many UWPD officers hold either an associate or a bachelor's degree in criminal justice or other public service-related fields.

Among other operational units, the UWPD has an Investigations Unit, Crime Prevention Unit and a Crime Victim Advocate.

The **Investigations Unit** consists of a sergeant and three detectives who handle felony investigations committed on campus.

The UWPD **Crime Victim Advocate** helps victims and their families and witnesses through the process of physical, emotional and financial recovery.

The **Crime Prevention Unit** provides assistance to the community through briefings and seminars on crime reduction and prevention.

SUSPICIOUS PERSON BEHAVIOR

- ▶ **Entering rooms, offices or labs** with no apparent business there.
- ▶ **Tampering with door locks**, windows, bicycles or vehicles.
- ▶ **Appearing scared**, nervous or anxious.
- ▶ **Looking into multiple rooms**.
- ▶ **Paying extra attention** to his/her surroundings.
- ▶ **Waiting outside building entrances** during opening or closing hours.
- ▶ **Extended loitering** in lobbies, halls or restrooms.
- ▶ **Overdressed** for the season or wearing multiple layers of clothing.
- ▶ **Carrying an empty bookbag** or multiple bookbags.

If you observe a suspicious person, **contact UWPD immediately**. Be prepared to describe the person's behavior as well as personal appearance and last known direction of travel or location.

Be cognizant of **the person's appearance**. Descriptors may include the following:

Sex

Race

Approximate Age

Build

Height/Weight

Hair color/length/style

Facial hair

Scars

Disabilities

Tattos

Braces/abnormal teeth

Clothing, including footwear, color of items, cleanliness, bulkiness

Jewlery

Galsses/sunglasses

Speech impediment or accent

PERSONAL SAFETY TIPS

- ▶ At night, stay in **well-lit areas**. Use heavily-traveled routes.
- ▶ **Avoid walking alone** through isolated areas such as shortcuts through parking lots, alleys and deserted parks. Use the **buddy system**. Walk in pairs at night. At parties, agree to watch out for each other and to leave the event together or in a group.
- ▶ **Call Husky NightWalk at 685.WALK (9255)** for a uniformed security guard to accompany you to any location within the Seattle campus community. NightWalk is operational 6:00 pm to 2:00 am, seven days a week.
- ▶ Use **NightRide Shuttle** when you feel uncomfortable walking alone. Call 206.685.3146 for information. Operational 8:00 pm to midnight, Sunday through Thursday except on holidays and during the summer. Go to: www.uw.edu/admin/niteride
- ▶ Know the locations of the **code blue emergency telephones** and the **yellow emergency call boxes** located in the parking garages. Campus maps show the locations of emergency telephones.
- ▶ **Carry a safety whistle**. Whistles are available at no cost from UWPD. If you are in trouble, blow your whistle to attract attention. If you hear a whistle being blown, immediately call 911 to report the location of the incident.
- ▶ **Be aware of what is going on around you**. If you suspect you are being followed, indicate your suspicion by looking behind you. If you are on foot, cross the street, change directions and head to a well-lit area or a populated place as soon as possible, such as a residence or academic building.
- ▶ **Follow your gut instincts**. If your intuition tells you that you are at risk, leave the situation quickly. If you see someone suspicious in a parking lot, building or anywhere on campus, leave the area and call 911.
- ▶ If you enter an elevator and the person riding with you is making you uncomfortable, leave. **Don't be afraid of appearing rude**.
- ▶ **SafeCampus**—Preventing violence is everyone's responsibility. Visit www.uw.edu/safecampus to register online for Violence Prevention and Response sessions. Learn the warning signs and how to respond in a free 50-minute briefing session. Open to students, faculty and staff.
- ▶ If you are concerned about your personal safety, **tell someone**. **Call 685.SAFE (7233)** to report any threats, seek advice or if you need counseling. This is a hotline for students, faculty and staff for all **non-emergency** situations.
- ▶ **Call 911 immediately** if you are a victim of a crime or are in an emergency situation.

ACTIVE SHOOTER PROCEDURES

An Active Shooter is an armed suspect(s) who is discharging a firearm at community members or law enforcement or randomly firing into an area where it is reasonably expected that persons could be struck by suspect fire.

These situations require law enforcement units to take immediate action to end the danger. The information below provides guidelines for active shooter incidents on campus. However, every incident varies, making it impossible to provide an absolute answer for every situation.

If no police units are on scene, move well away from the incident and find **safe cover positions** and wait for the police to arrive. Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles or any other object that may stop firearm ammunition penetrations may be used as cover.

When officers arrive on scene, you should attempt to **move toward any police vehicle when safe to do so, while keeping your hands on top of your head. Follow the directions of the police.**

Do not leave the area entirely; you may have information that responding police officers will need.

Once in a safe place, stay put.

Always notify the police department as soon as it is safe to do so.

Call 911 or UWPD's 24-Hour Non-Emergency number 206.685.8973 (UWPD) .

In a classroom, residence hall or office:

- ▶ If you are in a classroom, residence hall room or office, **STAY THERE. Secure the door.**
- ▶ If the door has no lock and the door opens in, a heavy **door wedge** should be kept on hand and driven in as hard as you can, or use heavy furniture to barricade the door.
- ▶ If the door has a **window, cover it** if you can. Depending on the shooter's location, consideration may also be made to exit through windows. Have someone watch the door as you get as many students out the windows (ground floor) as calmly and quietly as possible.
- ▶ If the windows do not open or you cannot break them or you are not on a ground floor, **get out of sight** from the door and stay low and quiet.

Open Spaces:

- ▶ Stay alert and look for appropriate **cover** locations. Brick walls, large trees, retaining walls, parked vehicles or any other object that may stop firearm ammunition penetrations may be used as cover.

Trapped with the shooter:

- ▶ If you are trapped, **do not do anything to provoke** the shooter. **If no shooting is occurring, do what the shooter says and do not move suddenly.**
- ▶ If the shooter starts shooting people, you need to make a choice: **(1) stay still** and hope they do not shoot you, **(2) run for an exit while zigzagging**, or **(3) attack** the shooter. Attacking the shooter is very dangerous, but certainly no more so than doing nothing in some cases. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in a negative consequence.

*Only **YOU** can draw the line on*

what you will or will not do

*to **preserve your life** and the lives of others.*

This is not a recommendation to attack the shooter. It is your choice whether or not to fight when there is no other option.

In hallways or corridors:

- ▶ If in the hallways, **get in a room and secure it**. Unless you are close to an exit, do not run through a long hallway to get to an exit as you may encounter the shooter. **Do not hide in restrooms!**

In large rooms or auditoriums

- ▶ If in a gym or theater area and the shooter is not present, **move to and out external exits and move toward any police unit keeping your hands on your head**. Do what the police tell you!

These safety tips and guidelines are not all inclusive, but if understood and followed up with periodic reminders and training when feasible, it can increase your chances of surviving an active shooter incident.

RESIDENCE HALL SAFETY TIPS

- ▶ **Don't allow tailgating** (letting someone follow you through a locked door). Residence halls are restricted to the students who live there and their guests.
- ▶ **Never give out a neighbor's personal information** to strangers. A person may try to obtain the whereabouts of a person to harm him/her.
- ▶ **Always lock your doors** including trips to the restroom and to visit a neighbor. A theft only takes a minute to perpetrate.
- ▶ **Lock your doors while you are inside.** Know who is at your door. Use your peephole to observe the person at your door. If you don't recognize the person, do not open the door. Request that s/he leave any information at your door so you may retrieve it when you feel safe.
- ▶ **Do not tamper with your door locking mechanisms.** Never use objects to prevent your door from closing and/or locking (e.g., trash cans or tape to keep the door from locking).
- ▶ **Never leave entry/exit doors propped open**, which could allow an unauthorized person to enter your hall or dorm room.
- ▶ **Lock your windows** when away, especially if you live on a ground floor. Keep blinds closed to avoid advertising your life.
- ▶ **Report lost or stolen residence hall keys** immediately.
- ▶ **Know your neighbors.** This makes it easier to know who is a stranger.
- ▶ **Don't leave messages** on your door advertising your departure or arrival times. This alerts thieves of your absence. Consider removing your name if it is posted on your door.
- ▶ **Report all suspicious persons and/or activity to the UW Police. Don't be concerned that you are "wasting" our time.** We would rather check out the situation than not.

Consider these types of padlocks
to lock your storage lockers.

Stainless Steel Disk Padlock

Hockey Puck Padlock

***Before you purchase a padlock
make sure that it is the proper fit
to secure your locker.***

PARKING LOT SAFETY TIPS

- ▶ **Walk to your vehicle in pairs** or in a group.
- ▶ Follow a **well-lit path**.
- ▶ **Be aware of your surroundings**. Watch for suspicious persons and activities.
- ▶ Use the **NightRide Shuttle** service, 206.685.3146 or the **Hospital Security Officers Escort** service, 206.598.4082.
- ▶ Know the **locations of emergency telephones** on campus (code blue phones and yellow emergency call boxes). Use them if you feel your safety is in jeopardy.
- ▶ When you enter your vehicle, **lock the doors** and **turn on your headlights**, so you can see anyone outside in the dark.
- ▶ If you are unfamiliar with the parking lot, drive through it first. If you don't feel safe, go elsewhere and park in a location where you feel comfortable.
- ▶ **Have your keys in your hand** so that you don't have to search for them when you reach your vehicle.
- ▶ If you know that you will be returning to your vehicle when it's dark outside, use well-lit parking lots. **Park under a streetlight**.
- ▶ **Inspect the inside** of your vehicle before entering to ensure that no one has entered it.
- ▶ **Report suspicious activity** to the UW Police Department. **206.685.UWPD (8973) or 911 for emergencies**
- ▶ **Lock your vehicle** every time you leave it.
- ▶ Use a **steering wheel locking device**. Contact your local auto supply stores for anti-theft devices.
- ▶ **Don't leave your windows rolled down**, not even a crack. Criminals can use the crack to force their way into a car. Don't help them!
- ▶ **Don't leave vital information** in your car such as passports, credit cards, bank statements and pre-approved credit card applications.
- ▶ **Park in well-lit areas**. Parking under or near a streetlight will improve the view of your car by passersby. This acts as a deterrent to any would-be thief who doesn't want to be seen in the act.
- ▶ **Mark your valuables** with a personal number. If property is stolen from your vehicle, a marking, such as a driver's license number, helps police trace the item back to you. Affix the mark permanently so it cannot be erased. **Never use a social**

security number to engrave your property.

- ▶ **Don't leave valuables in view!** If the criminal can't see it, he may not steal it.valuables with you or put them in your trunk **before** you arrive at your destination. Do not put them underneath a sweatshirt in the cabin of your vehicle: this is a sign to thieves that something valuable is in your vehicle.
- ▶ **Affix your parking permit** to your windshield. Parking permits are popular items to steal at colleges and universities.it more difficult by adhering yours to your windshield.
- ▶ **Use your car alarm.** Calling attention to your vehicle can deter a thief from attempting anything further.

BIKE THEFT PREVENTION

- ▶ **Never leave your bike unlocked** even for a minute.
- ▶ **Park in well-lit, heavily-traveled areas.**

The majority of the bicycles stolen on campus are locked with cable locks.

- ▶ **Use a U-Lock** instead of a cable lock.

U-Locks are solid steel and hard to cut. Cable locks are cut easily. If you prefer a flexible lock, get one that is 3/8" in diameter. You can purchase locks (at a discounted price) at Hall Health or at any of the local bike shops in town.

- ▶ **Always secure your bike to a bike rack or solid object. Secure both wheels and the frame!**

- ▶ **Report suspicious persons** loitering around bike racks. **206.685.UWPD (8973)**

If It Can Be Removed, It Can Be Stolen!

Adjustable bicycle seats are easy to steal. You may ask, "Why would anyone want to sell a stolen bicycle seat?" To sell to someone who has a bike without a seat! It's an ugly cycle...

- ▶ **Engrave identifying markings** on anything removable to aid in recovery. Even better: secure your bicycle parts so that they cannot be removed easily:

- ▶ **Remove the quick releases** all together and bolt the parts to the bicycle. This may make changing a flat tire harder but will slow down and deter thieves.
- ▶ Or **use Loctite Red Thread locker** (you will need heat and a wrench to remove the bolt).
- ▶ Or **take all removable parts with you.**

REGISTER YOUR BIKE WITH THE UWPD

Registering your bike can improve the chances of it being recovered if stolen.
Visit our Web page at:

www.uw.edu/admin/police/prevention

Register your electronics (e.g., laptop, cell phone, MP3 player) with UW Police Department at:

www.uw.edu/admin/police/prevention

Local Bike Shops

ASUW Bike Shop

HUB 103 Box 352238
Seattle, WA 98195-2238

Phone: 206.543.2742

Fax: 206.221.2533

Email: asuwbike@uw.edu

Temporarily re-located to Condon 145
Open from 10am - 5pm, Monday - Friday

Montlake Bicycle Shop

2223 24 Ave E
Seattle, WA 98112
Phone: 206.329-7333

Recycled Cycles

1007 NE Boat Street
Seattle, WA 98105
Phone: 206.547.4491

Second Ascent

5209 Ballard Ave NW
Seattle, WA 98107
Phone: 206.545.8810

REI #11

222 Yale Ave N
Seattle, WA 98109-5429
Phone: 206.223.1944

Bikesport

5601 24th Ave NW
Seattle, WA 98107
Phone: 206.706.4700

Counterbalance Bicycles

2 W Roy St
Seattle, WA 98119
Phone: 206.352.3252

Velo Bike Shop

1535 11th Ave
Seattle, WA 98122
Phone: 206.325.3292

Gregg's Greenlake Cycle

7007 Woodlawn Ave NE
Seattle, WA 98115
Phone: 206.523.1822

LAPTOP THEFT PREVENTION

- ▶ **Do not to leave your laptop in a vehicle.** If you must, secure it in the trunk **before** arriving at your destination.
- ▶ **Don't leave your laptop unattended** to go to the restroom or make a phone call. Take it with you. **Most laptops stolen at the UW were left unattended!**
- ▶ **Secure your laptop** in your office or work area in a locked closet or cabinet and/or use a security cable.
- ▶ **Require all visitors** at your department **to sign** in before allowing them into your work area.
- ▶ **Use the UWPD's engraver (return within 72 hours) to place identifying marks on bikes or electronics.**
- ▶ **Install a theft recovery tracking device.** If the laptop is lost or stolen, you have a greater chance of recovery.
- ▶ **Purchase insurance coverage** for your laptop.
- ▶ **Back up your data daily.** The hardest to replace when a laptop is stolen is the data.
- ▶ **Protect your data and access to your computer with strong passwords** and/or a hardware key device. Hardware key products include fingerprint identification devices and other access control devices that plug into the USB port.

Register your electronics (e.g., laptop, cell phone, MP3 player) with UW Police Department at:

www.uw.edu/admin/police/prevention

IDENTITY THEFT PREVENTION

- ▶ **Opt out** of receiving pre-screened credit card offers by calling 1.888.567.8688.
- ▶ **Order a copy of your credit report** frequently: www.annualcreditreport.com.
- ▶ **Remove your name** from mailing, telephone and email solicitation lists.

Mailing/Telephone Solicitation:

Mail Preference Service OR Telephone Preference Service
Attn: Preference Service Manager
Direct Marketing Association
P.O. Box 3079
Grand Central Station, NY 10163

National Do-Not-Call Registry:

www.donotcall.gov.
By telephone, call 888.382.1222
(Home & cell phone numbers)

Pre-approved credit cards:

Call toll-free 888.567.8688

You will need to provide your social security # to process

To file a complaint about suspected violations, email fccinfo@fcc.gov, or call 888.225.5322.

- ▶ **Place a continuous credit “fraud alert”** on your credit report.
- ▶ **Get a locking mailbox** for incoming mail and use a USPS drop box for outgoing.
- ▶ **Place a hold on your mail** when going on vacation.
- ▶ **Have checks mailed to your financial institution.**
- ▶ **Keep a list of all your account numbers** and the telephone numbers in case of loss/theft.
- ▶ **Close all affected accounts immediately.** Request that they indicate “closed at consumer’s request.”
- ▶ **Call police and file a report.** Get a copy for your records and to submit as proof to creditors.
- ▶ **Contact all creditors/banks/credit reporting agencies.**
- ▶ **Complete an I.D. Theft Affidavit.**
- ▶ **Place a “fraud alert”** on your credit report that requires creditors to contact you before opening any new accounts.

- ▶ **Stop payment** on outstanding checks.
- ▶ **Request new ATM/credit cards.**
- ▶ **Change all passwords and PINS.**
- ▶ **Contact the Postal Inspection Service** if you believe your mail was tampered with.
- ▶ **Keep a detailed history of the crime.** Keep a log of all your contacts and make copies of all documents.
- ▶ **Contact the Department of Motor Vehicles** to see if another license was issued in your name.

Social Security Administration Fraud Line: 800.269.0271

Federal Trade Commission ID Theft Hotline: 877.IDTHEFT
www.consumer.gov/idtheft

3 Major Credit Reporting Agencies

Equifax: 800.525.6285; www.equifax.com
Experian: 888.397.3742; www.experian.com
TransUnion: 800.680.7289; www.transunion.com

RESOURCES

UW POLICE DEPARTMENT

**Police Emergency, Fire, Medical Aid from Any Campus Phone
911**

Non-Emergency Line 206.685.UWPD (8973)

Crime Victim Advocate 206.543.9337

Administrative Line 206.543.0507

Non-Emergency Line For the Hearing-Impaired
206.543.3323

Police e-mail address uwpolice@uw.edu

Home Page www.uw.edu/admin/police

Husky NightWalk 206.685.WALK (9255)
Uniformed guard escort, M-F 6pm-2am

HUMAN RESOURCES

Main Campus Human Resources 206.543.2333

Health Sciences Human Resources 206.543.9406

UWMC Human Resources 206.598.6116

Harborview Human Resources 206.744.9220

COMPLAINT RESOLUTION

University Complaint Investigation and Resolution Office
206.616.2028

University Ombudsman 206.543.6028

Ombudsman for Sexual Harassment 206.543.0283

OTHER ON-CAMPUS RESOURCES

SafeCampus 206.685.SAFE (7233)
To report threats, seek advice or counseling

Campus Maps/Directions: www.uw.edu/home/maps

STUDENT RESOURCES

Office of the Vice Provost for Student Life 206.543.4972

