

General Campus & Home Safety Bulletin



AMERICAN
UNIVERSITY
of ANTIGUA

american international college
of arts and sciences

antigua



Dear Students,

Welcome to AUA and AICASA!

In an effort to keep you safe and secure, we have created this document to share information relevant to your stay in on-campus and off-campus housing.

Enjoy your semester!

Sincerely,

A handwritten signature in blue ink, appearing to read "L. Quashie".

Mr. Lennie Quashie
Security Operations Supervisor

A handwritten signature in black ink, appearing to read "Jorge A. Moreno".

Dr. Jorge Moreno
Dean of AICASA

General Campus and Home Safety

- **Avoid** walking alone late in the evening.
- **Avoid** studying alone in isolated parts of the campus.
- **Do** walk in well-lit areas.
- **Do** walk with confidence and self-assurance.
- **Avoid** confrontation and take all necessary actions (*scream loudly, run or walk in an opposite direction, hide, self-defense, etc.*) to avoid being in harm's way.

Vehicle Safety

- **Do** wear your safety belt.
- **Avoid** traveling alone for long distances.
- **Do** carry keys to the vehicle in-hand for quick access to car if necessary.
- **Do** park in well-lit areas.
- **Do Not** DRIVE unless you possess a valid local driver's license.
- **Do** wear a helmet if driving a motorcycle.

Bike Safety

- **Do** record serial numbers, the make, and the model.
- **Do** lock bike to bike racks.
- **Do** engrave your name or Student ID number on bike.
- **Do** cross the street at crosswalks.
- **Do** wear a helmet.

Residence Halls

- **Do** lock your room door, even if you plan to be away only a short period of time.
- **Do** record serial numbers on all electronic equipment.
- **Do** unprop and close any residence-hall doors found open.
- **Avoid** placing yourself in dangerous situations.

Fire Prevention

- **Avoid** attempting to exit a room if door handle is hot or smoke is in the hall.
- **Avoid** using a fire extinguisher on other than very small fires (example: trash cans).
- **Do** know where fire extinguishers are located.

Crosswalk Safety

- **Do** cross only at crosswalks and whenever possible, cross only at signaled crosswalks.
- **Do** wait until traffic stops before entering a crosswalk.
- **Do** remember that motorists also are trying to get somewhere, and we need mutual respect in busy intersections.

HOME PROTECTION

1. Always secure your homes with quality locks on your doors and windows.

A surprising number of home invasions are opportunistic in nature and occur simply because the residence was unsecured.

2. Properly safeguard your keys, and do not give anyone a chance to duplicate them.

Do not keep spare keys in obvious hiding places. If you believe your secret hiding place has been compromised, change the location of the spare key, as well as the locks, if possible.

3. Do not let your home appear to be unoccupied when you are away; especially for any extended period of time.

Where it is possible, arrange to have a family member or someone you can trust to make periodic checks on your property.

4. Try and avoid inviting or accommodating strangers into your homes.

What police have found is that homes are often "visited" by perpetrators before a break-in. While these "visits" may appear to be for innocuous reasons, recent studies show the perpetrator(s) was seen at some point asking for directions and in other cases looking for a lost pet. If this occurs, attempt to obtain as complete a description as possible of the person as well as any vehicles, including a registration number.

5. Leave a light on when you are away, preferably on an automatic timing device.

There are a wide variety of relatively inexpensive automatic timing devices available at your local hardware store.

6. Insure your possessions and keep an updated inventory.

Without an inventory, many people are not even aware of the extent of the burglary for months after it has occurred.

7. Record serial numbers or identifying marks on theft-prone items.

The vast majority of stolen items that police recover can be attributed to the owner providing us with serial numbers. If given the serial number of a stolen item, police are able to access certain information that greatly increases the chances of a recovery. However, without that serial number the chance of a recovery is slim.

8. Keep valuables in a safe deposit box or a hard-to-find location.

Important documents are often mistakenly taken in a home invasion; especially when the perpetrator is fleeing with whatever he\she can. These are generally not recovered and can be difficult if not impossible for a homeowner to replace.

9. Lock vehicles in the driveway.

On occasion, we experience rushes of car burglaries. Vehicles targeted are generally unlocked and in instances when keys are left in the ignition the cars are simply stolen. Cell phones, compact discs, stereos, and money are frequently targeted. It is not uncommon for many cars in one neighborhood to be rummaged through. Keeping vehicles locked and secured also applies when you park at the grocery store, beach, etc. Do not leave valuables visible within your vehicle.

10 Pay special attention to your surroundings.

Do not hesitate to advise the police of suspicious vehicles in the neighborhood. One common tactic that criminals use is to drop a person off at a residence and while a burglary is committed the suspect vehicle leaves the area for a short time.

Leave the job of catching the robber to the police.

IMPORTANT NUMBERS

Contact Name	Contact Information	Notes
AUA Main Telephone	1 (268) 484-8900	ANU Office Hours: 8:00am - 4:30pm
AICASA Main Telephone	1 (268) 484-8900 Ext. 2014	AICASA Office Hours: 8:00am - 4:30pm
Campus Information Hotline	1 (268) 484-8888	
On Campus - Emergency Medical/First Aid Team (ERT)	1(268) 789-7802	
AUA Emergency Phone (after hours & weekends)	1 (268) 764-0164	Medical or Mental Health Emergencies ONLY
Security	Campus Security Officer: 1 (268) 484-8900 Ext. 1207 Main Gate (2): Ext. 1206 Mobile: 1 (268) 764-4591	GATE 2 – 24/7 weekdays, weekends & public holidays GATE 4 – 6:00am to 6:00pm on weekdays, Closed on weekends & public holidays GATE 5 – 6:00am to 10:00pm on weekdays, weekends & public holidays
Health Clinic	1 (268) 484-8900 Ext. 1562 E-mail: clinic@auamed.net	Clinic Hours: M/T/Th/F 9:00am – 5:00pm W 9:00am – 4:00pm
University Counseling Center (UCC)	1 (268) 484-8900 Ext. 1587 Email: UCC@auamed.net	UCC Hours: M-F 9:00am - 4:00pm T/W/Th/F 5:30pm-7:30pm
Campus Technology Services	1 (268) 484-8900 Ext. 1195 Email: servicedesk@auamed.net	
AUA Library	1 (268) 484-8900 Ext. 1169	
AICASA Library	1 (268) 484-8900 Ext. 2012	
Residential Services	1 (268) 484-8900 Ext. 1021	
Office of Student Affairs (OSA)	1 (268) 484-8900 Ext. 1080	