



## TIP OF THE WEEK

### Safety and Reporting Crimes

Most of us work hard to earn the money we use to buy what we need and want. Thieves can take those possessions from us in a split second if we are not diligent. When it happens we feel a sense of outrage and wonder how it could happen to us. It is important to realize that we are responsible for our own safety and the safety of our possessions. NAIT Protective Services cannot be everywhere and are usually involved only after the crime has been committed.

The Protective Services website is filled with tips on how to better protect yourself, your friends, and your possessions. Visit [www.nait.ca/security](http://www.nait.ca/security).

To avoid theft, Protective Services suggests the following:

#### AT HOME

- Lock your doors / windows whenever you leave your room or residence.
- If you live in an apartment, do not allow unescorted strangers inside.
- Be suspicious of unknown persons loitering in the area of your residence.
- Never leave an exterior door propped open.
- Keep a record of your valuables including descriptions and serial numbers.

#### AT WORK OR SCHOOL

- Do not work alone in an unlocked office or classroom.
- Do not bring large sums of cash with you to work or school.
- Do not leave your valuables, such as a laptop, purse or wallet, in your desk or locker.
- Secure your locker with a good quality lock.

#### AT THE LIBRARY

- Do not leave personal property unattended, even for a minute.
- Keep personal property in view at all times.
- Do not bring valuables with you to the library.

#### AT THE GYM

- Secure all personal property in a locker. **Invest in a good quality lock.**
- Avoid carrying large sums of money or valuables with you.
- Lock valuables in the high-security lockers provided or leave them at home.
- Keep your locker locked whenever it is unattended.

#### FROM YOUR VEHICLE

- Lock your vehicle every time you leave it.
- Don't leave your windows rolled down, not even a crack.
- Don't leave vital information in your vehicle. Your home address is listed on the vehicle registration certificate.
- Park in well-lit areas.
- Don't leave valuables in view for a thief. Store them in the trunk or under the seat.
- Affix your parking permit to your window.
- Consider investing in a car alarm.

Reporting a crime is not a hard thing to do. The dispatcher will "walk" you through the complaint. Remember a five-minute delay in reporting a crime reduces the chance of catching the criminal by 65 per cent. Get involved. Help make our community a safer place for everyone to enjoy. When reporting calls to NAIT Protective Services.

- **Stay Calm** - don't get excited; take a deep breath
- **State the Problem** - "I want to report a crime...."
  - a break and enter
  - a theft



#### **TIP OF THE WEEK**

- an injury
- a fire
- a suspicious vehicle or person
- **State the address and who you are.**
  - Give the full location, directions from nearest office or building
  - Give your name, office number, and phone number where you are calling from
- **Let the dispatcher control the conversation.**
  - Answer all questions
  - Give your phone number so NAIT Protective Services can call back later if necessary
  - Don't hang up - stay on the line. Only hang up when told to do so by the dispatcher.
- **In the event of an emergency, dial 911.**

This information is vital to our Peace Officers. Understand that even though the dispatcher is continuing to gather information from you, officers are already responding to the area to assist you. The dispatcher will also be able to determine if other services are required (Police, Fire, Ambulance, etc.).

If you have information regarding a crime, contact Protective Services at 780-471-7477. If you wish to remain anonymous, contact Crime Stoppers at 1-800-222-TIPS (8477). Your identity will remain anonymous, and if the information you provide leads to a conviction, you could be eligible for a reward of up to \$2000.00.

***Everybody benefits, except the criminal.***