



WSEI University

SAFETY TIPS

FOR UNIVERSITY STUDENTS AND STAFF



INNOVATIVE EDUCATION
AND MODERN OFFER



SAFETY IN PUBLIC PLACES

It's important to be aware of any potential dangers or scams, carry important documents securely, avoid unsafe areas, and remain vigilant in crowded places.

Serious crime against foreigners is rare, but crimes do occur and in some cases attacks have been racially motivated. You should be alert to the possibility of street crime and petty theft, and that foreigners may appear to be easy targets. Keep valuables and cash out of sight, especially in crowded and tourist spots where pickpockets and bag snatchers operate. The thief, however, will always watch us and will certainly take advantage of our inattention.

Therefore, in order not to become a victim of criminals, try to adhere to certain basic safety rules in every situation:

- Never leave your wallet in your coat or jacket pocket.
- When you go to the toilet, try to bring your money, documents, credit cards, mobile phone and other valuables with you.
- When you are in a restaurant and pay by card, always ask the waiter to use the terminal in your presence.
- Keep house and car keys on separate rings.
- Do not leave your identification, keys, wallet, chequebook, or other valuables in open view.
- Do not lend your keys to service/maintenance people you do not know well.
- Do not keep large sums of money, jewellery, or valuable items in plain view.
- When you are in an elevator stand away from the door, get off on the next floor if you feel uneasy. Hit the alarm button if you are accosted by somebody on the elevator.

What are the warning signs indicating danger?

- Conspicuously unusual behaviour,
- Items left unattended: packages, bags,
- Cars, especially vans, parked in unusual places, i.e. near churches and places where mass events and gatherings are taking place.

What to do?

- Do not touch suspicious objects left unattended.
- Notify the relevant services (police, municipal guards, facility administrator).
- If an evacuation or rescue operation occurs, follow the instructions of the persons in charge of the operation.
- Stay calm and safe, leave the danger zone without panic.

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To avoid having an accident REMEMBER to:

- Do not walk around wet floor signs (yellow sign "UWAGA Mokra podłoga").
- When dropping garbage, make sure it is properly disposed of in a bin or dumpster to avoid creating a mess or tripping hazard.
- Wear appropriate footwear with good traction to avoid slipping on wet surfaces.
- Be aware of your surroundings and watch where you are walking to avoid accidents, especially near a stairs.
- Please report any broken or malfunctioning locks or equipment to the administration - at the University or at your residence.



IN CASE OF DANGER TO LIFE OR HEALTH REMEMBER:

- Program emergency phone numbers into your personal cell phone. Better yet, remember them!
- **The universal number: 112** can be dialed from mobile phones, you can dial without any area code.
- 999: Emergency Services, 998: Fire Services, 997: Police, 981: Roadside Assistance, 986: Municipal Police.
- At the beginning of the conversation you have to introduce yourself, provide contact details, describe your location and provide a detailed description of the situation.



BE AWARE OF CYBER CRIMES!

Cybersecurity involves protecting your digital assets and your sensitive information from unauthorized access, theft, or damage.

- Never give your passwords to anyone.
- Change your passwords frequently. Remember to create strong passwords, with a minimum of 14 characters; uppercase, lowercase letters, numbers.
- Do not allow others to access your email account.
- Always remember to log out before leaving a computer unattended in a public place.
- Monitor your access time; by keeping track of when and how long you were in a particular system, it will be obvious if someone has gained access to your account.
- Be wary of anonymous "re-mailers".
- Do not put personal information or photos on your web page and do not provide personal information that can be used to identify where you live to social networking sites.
- Never leave your computer/laptop unattended.
- Use a secure browser that will encrypt or scramble purchase information or pay with a money order.
- Do not download files sent to you by strangers or click on hyperlinks from people you don't know.
- Make certain that all of your personal information is deleted from your computer prior to leaving your workplace.

Computer scams

Beware of unsolicited requests for information via bogus emails or pop-up windows, it may look like a legitimate email from a legitimate institution.

Remember! Financial or payment institutions will never request that you send them personal sensitive data via an email or pop up windows.

If you receive a suspicious looking email from any bank, lending, or payment institution, it is best to delete it and not respond. If, by coincidence, you have an account with the entity mentioned in the email, call your legitimate institution using the number on your physical bill or via the telephone book or using a telephone information service.

Do not call the number that may be listed in the bogus email and do not click on any link listed in the bogus email.

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