

Suspicious Activity/Unauthorised Visitor or Media

1. **DIAL 6111** and state “**SUSPICIOUS ACTIVITY**”, giving **exact location** and **nature of problem**. If using a mobile phone, **DIAL 0800 823 637**.
2. Alert other staff.
3. Observe situation and report to UC Security Staff when they arrive.
4. UC Security will alert Police if necessary.

Unauthorised Visitor

1. **DIAL 6111** and request assistance from UC Security Staff if any problems arise with visitors. If using a mobile phone, **DIAL 0800 823 637**.

Unauthorised Media

1. **DO NOT** give information or be engaged in conversation.
2. Advise the University Communications team.
3. If necessary, **DIAL 6111** state “**UNAUTHORISED MEDIA**” to request assistance from UC Security. If using a mobile phone, **DIAL 0800 823 637**.

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