KCCD
KERN COMMUNITY COLLEGE DISTRICT
Handbook for Safety on Campus
BAKERSFIELD COLLEGE
1913–2013
CERRO COSO COMMUNITY COLLEGE
PORTERVILLE COLLEGE

Handbook for Safety on Campus

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in partnership with the Department of Marketing and Public Relations,
for the Kern Community College District.

Information contained in this publication is important and relevant for all students in the Kern Community College District, its colleges, and all sites.

Public Safety Contacts

BAKERSFIELD COLLEGE
1913–2013

KCCD
KERN COMMUNITY COLLEGE DISTRICT

BAKERSFIELD COLLEGE
KERN COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF PUBLIC SAFETY
LEVINSON HALL
661-395-4554 / 661-395-4555

Health and Wellness Center 661-395-4336
Crisis Counselor 661-395-4366

CERRO COSO COMMUNITY COLLEGE

CERRO COSO COMMUNITY COLLEGE
DEPARTMENT OF PUBLIC SAFETY
760-384-6369/760-382-0571

PORTERVILLE COLLEGE
DEPARTMENT OF PUBLIC SAFETY
559-310-2143

Bakersfield-Area Medical Services

Kern Medical Center, 661-326-2000, 1700 Mt Vernon Avenue
Bakersfield Memorial Hospital, 661-379-2681, 420 34th Street
Bakersfield Heart Hospital, 661-379-2681, 3001 Sillect Avenue
Clinica Sierra Vista (Lamont), 661-845-3731
Good Samaritan, 661-215-7500
High Desert Outpatient Health System, 661-948-8581
Kern County Mental Health, 661-868-6100
Kern County Mental Health (Taft), 661-763-8660
Kern River Health Center (Wofford Heights), 760-376-2276
Kern Valley Hospital (Mt Mesa), 760-379-2681
Kern Valley Hospital Rural Health Clinic (Mt Mesa), 760-379-1791
Mercy Hospital, 661-632-5000, 2215 Chester or, 661-663-6000, 400 Old River
Mary Kay Shell Mental Health (8a-5p/walk-ins 8-3:30p), 661-868-8080
Mary Kay Shell Crisis Line, 661-868-8000
Mary Kay Shell Toll Free, 800-991-5272
San Joaquin Community Hospital, 661-395-3000, 2615 Chester Avenue
Hall Ambulance, 661-322-8741

Bakersfield-Area Fire Department

Kern County Fire Department Dispatch, 661-324-6551

Bakersfield-Area Law Enforcement

Bakersfield Police Department, 661-327-7111
Kern County Animal Control, 661-327-7111
Kern County Sheriff's Department Dispatch, 661-861-3110
Kern County Sheriff's Department Report Desk, 661-391-7577

Bakersfield-Area Community Services

Adult Protective Services, 661-868-1006/800-277-7866/800-510-2020
Alliance Against Family Violence, 661-327-1091
American Red Cross (10 a.m.-4 p.m. Monday-Friday), 661-324-6427
Bakersfield General Help-Line, 661-336-5200
Bakersfield Pregnancy Center, 661-326-1907
Battered Women's Hotline, 800-548-2722
California Youth Crisis, 800-843-5200
EBT Card Helpline, 877-328-9677
Food Bank Helpline, 661-398-4520/800-273-2275
Henrietta Weill Memorial Child Guidance Clinic, 661-322-1021

Jamison Children's Center, 661-334-3500
Kern Autism Network, 661-588-4235
Kern County Department of Human Services, 661-631-6000
- Lake Isabella, 661-549-2006
- Lamont, 661-635-4000
- Mojave, 661-824-7500
- Taft, 661-763-0200
- Shafter, 661-746-8300

Kern Medical Mental Crisis Line, 800-991-5272
Kern Mental Health Department – Crisis Intervention, 661-868-8000/800-991-5272
Kern Mental Health Department – Family Advocate, 661-383-6109
Kern County United Way, 661-834-1820
Kern County Victim-Witness Assistance, 661-868-2400
KCDHA CPS Hotline, 877-233-0073
Medi-Cal Assistance Line, 661-631-6000
Runaway Seeking Help, 800-439-9961
Special Supplemental Food Program for Women, Infants & Children, 661-327-3074
- Arvin, 661-862-5422
- Taft, 661-763-1844

Warmline Parenting Services & Parenting Support, 661-323-3531/888-955-9099

Porterville-Area Community Safety Providers

Sequoia Family Medical Center, 559-781-3700
Living Water Urgent Care Clinic, 559-784-5483
Tulare County Mental Health, 559-788-1200
Tulare County Health & Human Services/Tulare Works, 800-834-7121/559-788-1125
Child Protective Services, 1-800-331-1585
Dial-A-Ride, 559-781-8104
Porterville Police/Fire Dispatch, 559-782-7400
Rape Crisis (24 HR), 559-732-7273
Family Crisis Center, 559-784-0192
Tulare County Suicide Prevention/Veterans Crisis Line, 800-273-8255/559-624-7471
Tulare County United Way, 599-685-1766
Psychiatric Emergency Team, 1-800-854-7771

Emergency Contacts

Ridgecrest-Area Medical Services

Ridgecrest Regional Hospital, 760-446-3551, 1081 North China Lake Boulevard
College Community Services, 760-499-7406, 888-343-4756
Ridgecrest Community Health Center, 760-446-7978
Ambulance (Liberty), 760-375-6565

Ridgecrest-Area Fire Department

Kern County Fire Department, 760-371-2181

Ridgecrest-Area Law Enforcement

Ridgecrest Police Non-Emergency, 760-499-5100
Animal Control (Closed on Thurs.), 760-499-5190

Ridgecrest Community Services

Domestic Violence Response Team, 760-375-7525
Inyo Kern Food Bank, 760-371-6242
Indian Wells Valley Family Resource Center, 760-375-4357
Rape Crisis Hotline, 800-375-0745
SART Child Abuse Response Team, 760-375-7100
Women's Center, 760-375-0745
Women's Shelter Network, 760-375-7525

Kern River Valley-Area Medical Services

Kern Valley Hospital, 760-379-2681
Kern Valley Medical Center, 760-379-2415
Ambulance (Liberty) 760-376-2271

Kern River Valley-Area Fire Department

Kern County Fire Station, 760-379-2626
South Lake Station, 760-378-3055
Kernville Station, 760-376-2219

Kern River Valley-Area Law Enforcement

Kern County Sherriff's Office Non-Emergency, 760-549-2100
Animal Control, 760-549-2100

Emergency Contacts

Kern River Valley-Area Community Services
Kern County Department of Human Services, 760-549-2006
Supplemental Food Program for Women, Infants & Children, 760-379-2415
Special Supplemental Food Program for Women, Infants & Children, 760-376-2276

Bishop-Area Medical Services
Northern Inyo Hospital, 760-873-5811
Ambulance (Symons), 760-873-8904

Bishop-Area Fire Department
Bishop Fire Department, 760-873-5485

Bishop-Area Law Enforcement
Bishop Police Non-Emergency, 760-873-5866
Manatee County Animal Control, 760-873-7852

Mammoth-Area Medical Services
Mammoth Hospital, 760-934-3311
Mono County Paramedics, 760-932-7549

Mammoth-Area Fire Department
Mammoth Lakes Fire Department, 760-934-2300

Mammoth-Area Law Enforcement
Mammoth Lakes Police Office Non-Emergency, 760-934-2011
Animal Control (Choose '5' from Sherriff's call menu), 760-934-2011

Tehachapi-Area Medical Services
Tehachapi Hospital, 661-823-3000

Kern County Transportation Services
Arvin Transportation Department, 661-854-3139
Delano Area Regional Transit, 800-560-1733
Dial-A-Ride
- Delano, 661-721-3333
- Lamont, 800-881-5787
- Shafter, 661-746-2955
- Taft, 661-763-3822
- Wasco, 661-758-7222

Get-A-Lift (Disabled Services), 661-869-6363

Emergency Contacts

Golden Empire Transit, 661-869-2438
Kern County Regional Transit Bakersfield, 800-560-1733
Ridgecrest Area Transit, 760-499-5040
Taft Sub-Station, 661-763-8550
Westside Regional Transit, 661-862-8850

National Hotlines

Center for Disease Control, 800-311-3435
Sexual Assault Support Hotline, 877-995-5247
Drug and Alcohol Crisis Hotline, 800-662-4357
GLBT National Help Center Hotline, 888-843-4564
GLBT National Youth Talkline, 800-246-7743
National Domestic Violence Hotline, 800-799-7233
National Organization for Victim Assistance, 800-879-6682
National Sexual Assault Hotline, 800-656-4673
National Alliance for the Mentally Ill, 661-868-5061
National Domestic Violence Hotline (English/Spanish), 800-799-7233
Poison Control, 800-222-1222
Red Cross, 800-498-4882
USA National Suicide Hotline, 800-784-2433

Yes Means Yes Law

SB967 Student Safety: Sexual Assault (Yes Means Yes Law)

An affirmative consent standard in the determination of whether consent was given by both parties to sexual activity. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

For further information please go to http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB967

Local Contacts:

Kern Community College District
Abe Ali, Vice Chancellor, Human Resources at 661-336-5141

Bakersfield College
Dena Rhoades, Manager, Human Resources at 395-4096
Chris Counts, Director, Public Safety at 661-395-4554
Nicky Damania, Director, of Student Life, at 661-395-4051

Cerro Coso Community College
Resa Hess, Manager, Human Resources at 760-384-6259

Porterville College
Andreia Cuevas, Manager, Human Resources at 559-791-2457

Violence Against Women Act

Campus Sexual Violence Act ("SaVE Act") provision, Section 304.

VAWA's SaVE Act provision imposes new reporting requirements:

> The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. Parsed for clarity, these offenses are defined:
>
> 1. "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
> 2. "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
> 3. "Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.
> 4. The provision adds "national origin" and "gender identity" to the hate crime categories, involving intentional selection of a victim based on actual or perceived characteristics that must be reported under the Clery Act.

For more information regarding the full disclosure of the VAWA SaVe Act, please visit www.acenet.edu/news-room/Documents/VAWA-Section304.pdf

Campus Security

ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT

In 1998, the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the Clery Act.

This law requires colleges and universities receiving federal funding to publish an annual report disclosing campus security policies and three years of selected crime and fire statistics, to make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees, and to post a public crime log.

Each of the colleges in the Kern Community College District publishes their Annual Campus Security and Fire Safety Report each year and makes the report available to students for review.

For the current Annual Campus Security and Fire Safety Report for your college, visit your college website, and scroll to the bottom of the homepage. Look for "Clery Report" to view the most current report.

Bakersfield College Annual Security Report
www.bakersfieldcollege.edu/download/5871

Cerro Coso Community College Annual Security Report
www.cerrocoso.edu/download/531

Porterville College Annual Security Report
www.portervillecollege.edu/download/2101

What to Watch Out For

PEOPLE AREN'T SUSPICIOUS, BEHAVIOR IS!

The following behavioral signs are provided to help you become more aware of your surroundings. We don't intend to make you paranoid or concerned about someone displaying these behaviors.

Some signs and behaviors that may be suspicious:

- A person running would be suspicious if he or she were looking about quickly, as if he or she were being observed or chased.
- A person wearing a large overcoat in warm weather.
- A stranger carrying property at an unusual hour or location, especially if the items are stereo equipment, office machinery, laboratory equipment, or a locked bicycle.
- A person going door-to-door in an office building, jiggling doorknobs, may be looking for an opportunity to steal. One of the leading crimes on college campuses is theft of unattended property.
- Any person forcibly entering a locked vehicle, or checking for open doors, especially at night and in one of our parking areas, is highly suspect.
- One or more persons sitting in a parked car closely scanning the area around them may be lookouts for a burglary or robbery in progress, or for a crime being planned.
- A juvenile or female being forced into a vehicle may be a kidnapping.
- A person exhibiting unusual mental or physical symptoms may have been injured in an accident, be under the influence of drugs or medications, or otherwise need medical or psychiatric assistance.
- Unusual noises, including gunshots, screaming, sounds of fighting, abnormally barking dogs, or anything suggesting foul play, danger, or illegal activity.
- If you witness one of these things or some other suspicious activity, call Public Safety immediately. If you are away from campus, call 9-1-1.

Helping Law Enforcement

HOW TO DESCRIBE A PERSON

Depending on the situation and considering your personal safety, take a good look at the suspect, so that you will be better able to describe the suspect later. Make sure you focus on physical attributes, rather than clothing, which can easily be changed or discarded.

These are some of the things to look for and to report upon:

- Sex, race, age.
- Height (estimate in 2 inch blocks; for example 5' 8" to 5' 10"
- Weight (estimate in block of 10 pounds; for example 130 to 140 pounds
- Build - large, medium, small, stocky, fat, slender, thin, plus any distinguishing features on parts of the body (tattoos, eyeglasses, etc)
- Hair - color, thick, thin, balding, fully bald, sideburns
- Speech Characteristics (accents, lisp, etc)
- Mustache or beard - describe including color
- Complexion
- Clothing - type color, style (start at top and work down: hat, coat, shirt, pants, shoes)
- Weapon, left or right
- Nationality

HOW TO DESCRIBE A VEHICLE

Be attentive to the details of vehicles.

Try to make note of the following features and report them:

- Color, make and year
- Body type - four-door, two-door, convertible, sports utility vehicle, truck, van, motorcycle
- License number (specify State)
- Other identification - exterior attachments, damage, bumper stickers, window decals, etc.
- Direction of travel and estimated rate of speed

Example: A black, late model Plymouth, four-door sedan, California license number C7V875DG, large dent on rear passenger door, and Los Angeles Lakers decal on rear window.

Safety on Campus

PERSONAL SAFETY TIPS

- Keep the emergency telephone number for Campus Security handy.
- Dial 911 for your local police department, sheriff's department, fire department, or emergency medical services.
- Keep the emergency phone numbers near your phones (stickers, magnets, etc.).
- Program emergency phones numbers into your personal cell phone.
- Ensure that you are subscribed to your college's alert mass notification system on campus.
- Participate in any campus emergency and safety programs being offered on campus

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

The College provides the following services and programs to improve safety on campus and to educate the community about security issues:

- Escort Service – Campus Security provides an escort service for students, faculty and staff walking on campus or to and from their on campus residence when requested. Students, staff and faculty are asked to walk with others when possible and to choose paths that are well lit.
- New Student Orientation – Crime prevention materials are provided and questions are answered during new student orientation meetings.
- Personal Safety – Sessions on personal safety, crime and violence prevention, crisis and, emergency management planning, threat assessment, rape prevention, introductory self-defense, fire safety, are offered on campus. Contact the Department of Public Safety at your campus for more information.
- Electronic Systems – Campus Security monitors fire alarms with the help of a computerized monitoring system. Access into certain facilities, including residence halls, is controlled through use of a card key access control system.
- Operation Identification – Students are strongly encouraged to mark valuables with a driver's license number and to record serial numbers on forms available at Campus Security.

Safety on Campus

WHEN WALKING AROUND CAMPUS

- Familiarize yourself with the layout of the campus. Survey the campus while classes are in session and after dark to see that academic buildings, walkways, facilities, and parking lots are adequately secured and well-lighted.
- At night, stick to well-lighted areas whenever possible and avoid alleyways or "short cuts" through isolated areas
- Plan the safest route to your destination; choose well-lighted, busy pathways and streets.
- Share your class schedule with your parents and trusted friends and give them your telephone numbers. Don't share this information with strangers.
- Travel in groups and avoid going out alone at night.
- Use the campus escort services at night.
- If you are being followed, change direction and go to the nearest open building; knock on the door, and request that someone call Security. Note the description of the person following you.
- Walk near the curb and avoid shrubbery or other places of potential concealment.
- Tell a friend or roommate where you are going and what time you expect to return.
- Stay alert to your surroundings and the people around you.
- Carry your purse close to your body and keep a firm grip on it; carry your wallet in an inside coat pocket or your front pant pocket.
- Keep your keys separate from your purse or backpack.
- Don't overload yourself with bags or packages and avoid wearing shoes that restrict your movements.
- Walk with a confident stride; keep your head up and look around.
- If a motorist stops and asks for directions, keep your distance from the car.

Motor Vehicle Safety

MOTOR VEHICLE SAFETY

- Park in well lighted areas; avoid parking next to vans or trucks.
- Keep all items out of sight, especially valuables.
- Service your vehicle regularly to avoid breakdowns.
- Keep your vehicle locked at all times and consider an alarm system.
- When leaving your car for service, remove your other keys.
- Have your key ready when you approach your car.
- Before getting in your vehicle, check inside and under your car for prowlers
- Carry a cell phone.
- Never let fuel level get below 1/4 tank.
- Drive on well traveled streets and keep your car in gear while it is stopped. Allow at least one car length space between your car and the car in front of you so that you can escape should someone try to get into your car.
- Be aware of your surroundings and check your rear view mirror often.
- Keep doors locked and windows shut and keep valuables out of sight; either covered or in the trunk.
- If you do not know the location of your destination, ask someone for specific directions before you leave.
- If you get lost or suspect you are being followed, do not pull over until you find a well-lit public area, and then call the police.
- Always carry an emergency kit in your vehicle with first aid supplies, flares, flashlight, jumper cables, blanket, etc.
- Never pick up hitchhikers.
- Beware of people who yell, honk, and point at your car as if something is wrong; if your car breaks down, stay inside and lock the doors. If anyone approaches to help, crack the window and ask them to call the Police. Ask uniformed people to show identification.
- Beware of people who motion and ask you to stop and lend assistance; if you want to assist someone whose car has broken down, go to the nearest phone or use your cell phone and call the Police.
- Beware of people who may bump your vehicle from behind; if you think you were bumped intentionally, signal the other person to follow you to the nearest police station.
- If a person with a weapon confronts you and wants your vehicle, give it up. No car is worth being injured or losing your life over.

Safety on Foot

SAFETY ON FOOT

- Plan your route in advance and walk/jog/run in familiar areas.
- Go with a known companion if possible.
- Carry identification.
- Don't wear jewelry or carry cash.
- Avoid secluded or dimly lighted areas.
- Avoid going after dark.
- Always face the traffic.
- If you're being followed, cross the street or change directions; keep looking back and get a good description of the person.
- If you're still being followed, go to the nearest house or business and call the police.
- Wear bright colors to improve your visibility.
- Change your route and schedule.
- Avoid bushes where a person could hide.
- Take a key with you; do not leave your house or room unlocked; someone could be watching to see when you are not home.
- Carry your cell phone, a whistle or shrill alarm to summon help.
- Do not wear headphones/earphones for an IPod, walkman, etc.

IF YOU ARE ATTACKED

- Go with your instincts, but be realistic about your ability to fight off someone; your instinct may be to run, scream, kick, hit or bite.
- If a weapon is displayed, don't resist. Give up property and save your life.
- Do what you are told and don't make any sudden moves.
- Try to remember as many details as possible and alert the police as soon as possible.
- Your goal should be to escape safely and survive; cooperate if you think that resisting may lead to further harm.
- Remember every situation is different; you are the only one who can decide the appropriate course of action.
- Constantly play the "what if" game to think about what you would do in a particular threatening situation. This will help prepare you to respond instinctively when a threat is encountered.
- After an event, never feel guilty about what you did or did not do.

Safety on Bike

BICYCLE SAFETY AND PROTECTION

- Use a bike light when riding a bicycle at night.
- Wear a helmet at all times when riding a bicycle.
- Obey all traffic laws; you must stop at intersections; pedestrians have the right of way. Ride with traffic on the right side of the roadway.
- Pay attention to your surroundings; warn pedestrians when you are passing them.
- Take extra care when passing parking lot exits or driving through parking lots. Use caution when passing parked cars, as doors may open suddenly.
- Give proper hand signals when turning or stopping.
- Before leaving a lane, give a hand signal. Leave the lane only when safe to do so.
- Secure your bicycle with a heavy duty U-lock or chain. When possible, lock at least your front wheel and frame to a bike rack or other stationary object
- Do not park your bicycle in a doorway, on stairs, or blocking any handicapped access. Use a bike rack.
- Engrave or permanently mark your bicycle with an identifying number and record that number with Campus Security.

Active Shooter Tips

ACTIVE SHOOTER

- If you are involved in a situation where someone has entered the area and started shooting, a list of actions that are recommended include the following:
- If possible exit the building/area immediately, but safely.
- Notify anyone you may encounter to exit the building immediately.
- Notify Campus Security or the local Police. Call 911.

Give the following information:

- Your name
- Your phone number
- Location of the incident (be as specific as possible)
- Number of shooters
- Identification of shooter
- Number of persons who may be involved
- Your location

If exiting the building/area is not possible, the following actions are recommended:

- Go to the nearest room or office.
- Close and lock the door.
- If unable to lock the door, use a wedge device or heavy furniture to block the door; a belt or other objects may be able to wedge the door shut.
- Cover the door windows.
- Depending upon the shooters location, exit out the window quietly and quickly.
- Stay low, move away from the door, keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Notify Campus Security or the local Police. Call 911.
- Provide information as needed.
- Wait for the Security to assist your exit from the building.
- Follow all instructions by police officers
- Police may not know if the shooter is hiding among you, therefore police may search you and your belongings and/or do other thing for everyone's safety.
- If you are trapped with the shooter, you need to decide whether to stay still and play dead or run for an exit in a zigzagging pattern.

Cyber Safety

CYBER SAFETY

- Never give your password to anyone.
- Change your password frequently.
- Do not allow others access to your email account.
- Monitor your access time by keeping track of when and how long you were on a computer system. It will be obvious if someone has gained access to your account.
- Be wary of anonymous emailers.
- Do not put personal information or photos on your web page and do not give personal information that can identify where you live to social networking sites.
- Never leave your computer/laptop unattended.
- Engrave markings on your computer.
- Shop online only with companies that you know; check with the Better Business Bureau if unsure.
- Use a secure browser that will encrypt or scramble purchase information or pay with a money order or check.
- Update your virus software regularly, or when new versions are available.
- Do not download files sent to you by strangers or click on hyperlinks from people you don't know.
- Make certain that all your personal information is deleted from your computer prior to disposing of it.

Identity Safety

IDENTITY SAFETY

- Destroy private records and statements. Destroy credit card statements, solicitations and other documents that contain any private information. Shred this paperwork using a "cross-cut" shredder so thieves can't find your data when they rummage through your garbage. Also, don't leave a paper trail; never leave ATM, credit card or gas station receipts behind.
- Secure your mail. Empty your mailbox quickly, lock it or get a P.O. Box so criminals don't have a chance to steal credit card offers. Never mail outgoing bill payments and checks from an unsecured mailbox, especially at home. They can be stolen from your mailbox and the payee's name erased with solvents. Mail them from the post office or another secure location.
- Safeguard your Social Security number. Never carry your card with you, or any other card that may have your number, like a health insurance card or school issued ID. Don't put your number on your checks; your SSN is the primary target for identity thieves because it gives them access to your credit report and bank accounts. There are very few entities that can actually demand your SSN. Also, SSNs are required for transactions involving taxes, so that means banks, brokerages, employers, and the like also have a legitimate need for your SSN.
- Safeguard your computer. Protect your computer from viruses and spies. Use complicated passwords; frequently update antivirus software and spyware. Surf the Web cautiously. Shop only at trustworthy web sites and be wary of obscure sites or any site you've never used before.
- Know who you're dealing with. Whenever you are contacted by individuals identifying themselves as banks, credit card or e-commerce companies and asked for private identity or financial information, do not respond. Legitimate companies do not contact you and ask you to provide personal data such as PINs, user names and passwords or bank account information over the phone or Internet. If you think the request is legitimate, contact the company yourself by calling customer service using the number on your account statement or in the telephone book and confirm what you were told before revealing any of your personal data.
- Take your name off marketers' hit lists. In addition to the national Do Not Call Registry (1-888-382-1222 or https://www.donotcall.gov), you also can reduce credit card solicitations for five years by contacting an opt-out service run by the three major credit bureaus: (888) 5-OPT OUT or https://www.optoutprescreen.com. You'll need to provide your Social Security

Number as an identifier.

- Guard your personal information. Ask questions whenever anyone asks you for personal data. How will the information be used? Why must I provide this data? Ask anyone who does require your Social Security Number what their privacy policy is and whether you can arrange for the organization not to share your information with anyone else.
- Monitor your credit report. Each year, obtain and thoroughly review your credit report from the three major credit bureaus to look for suspicious activity. If you spot something, alert your card company or the creditor immediately.
    - Equifax (800-685-1111)
    - Experian (883-397-3742)
    - TransUnion (800-680-4213)
    - https://www.annualcreditreport.com
- Review your bank and credit card statements carefully. Look for unauthorized charges or withdrawals and report them immediately. Make sure you recognize the merchants, locations and purchases listed before paying the bill. If you don't need or use department store or bank-issued credit cards, consider closing the accounts.
- Keep track of your billing dates/cycles and follow up with creditors if you don't receive bills/statements on time.
- Use random letters and numbers for passwords.
- Be aware of how ID thieves can get your information: from businesses or other institutions by stealing records, bribing employees with access to records, hacking into computers, rummaging through trash, posing as a landlord, employer, or someone else who may have a legal right to the information, stealing credit and debit card numbers as your card is processed by using a special information storage device ("skimming"), stealing wallets and purses containing identification and credit or bank cards, stealing mail, including bank and credit card statements, pre-approved credit offers, new checks, or tax information or completing a "change of address form" to divert your mail to another location.

Phone Safety

PHONE SAFETY

- Hang up as soon as you realize the nature of the call. Do not try to find out who the caller is, even if you think it is a friend playing a joke.
- Use your answering machine to screen calls. You can also record an obscene phone call with the memo feature on some answering machines.
- If the calls occur frequently, keep a log of exactly when the call was received and what both parties said. Describe the type of voice and note any background noises.
- Consider changing your phone number and depersonalizing your answering machine message.
- Consider purchasing a machine that requires an access code before your phone will ring.
- If the calls continue, contact Campus Security or the police.

ATM Safety

ATM SAFETY

- Try to use ATMs during daylight hours. If you must go at night, do not go alone.
- Avoid ATMs that are not well lit or clearly visible from the street.
- Be aware of people loitering or sitting in cars around ATMs.
- Prepare your transaction ahead of time. Do not spend much time at the machine.
- Do not give out your Personal Identification Number (PIN) to anyone! Memorize it and do not keep a written copy of it in your wallet.

Safety at Work

SAFETY AT WORK

- If you're working late, let someone know where you are and how long you expect to be; or better yet, plan in advance to have a co-worker stay with you.
- Keep your purse or wallet locked in a drawer or filing cabinet at all times.
- Politely ask strangers who they are visiting and offer to help find the person; if you are suspicious of the person contact Campus Security or the Police.
- Check the identification of any maintenance or repair personnel.
- Keep emergency phone numbers posted near your phone.
- Know your office emergency evacuation plan.
- Be cautious if using restrooms, elevators or stairwells that are isolated or poorly lit; or go with a friend.
- Keep money, check books, or other valuable items out of sight.
- Report any suspicious, threatening or alarming behavior of others to your supervisor and Campus Security immediately.

Dating Safety

DATING SAFETY

- Check out a first date or blind date with friends first. Better yet, go with other friends on your first date.
- Carry money for a taxi in case your date is cut short; bring a cell phone.
- Know what you want sexually and don't send mixed messages.
- Trust your instincts about situations to avoid.
- Be clear and responsible in your communications with others.
- Be forceful, firm and assertive.
- If you go out with other friends, don't get separated; watch out for each other.
- Do not lose self control or impair your judgment by the use or abuse of alcohol or drugs.
- "No" means "No."
- If someone is unable to give consent it is called sexual assault or rape.
- Never be drawn in to a gang rape situation.

Party Safety

PARTY SAFETY

- Not drinking is an option.
- Intoxication seriously impairs your physical and mental abilities and makes you an easy target for becoming a crime victim.
- Drinking impairs our ability to make good decisions concerning our safety.
- Individuals and groups under the influence of alcohol will do many dangerous or illegal things that sober people would never consider.
- If you drink, don't drive; always have a designated driver or an alternate means of transportation
- Alcoholism is a disease; if you or someone close to you needs help, contact your Counseling Center, Health Center, Campus Security, or the Dean's Office
- Tell someone where you are going and who you are going with.
- Never leave your drink unattended.
- Never accept a drink from anyone but the server at the bar.
- Attend parties with friends and look out for one another.
- If you think your drink has been tampered with, let someone know and go directly to the hospital.
- Control the amount you drink.
- Never drink and drive; always have a designated driver or an alternate means of transportation.

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