



Contact Campus Information For Security

Security Office:

24 hours a day, 7 days a week

Emergencies, call 9-1-1
Fire, Medical, Police

Non-Emergencies, call (415) 553-0123

From campus phones dial:



850 Bryant St., Room 135
San Francisco, CA 94103

Phone: 415-553-1984
Fax: 415-553-1967
www.sfsafe.org

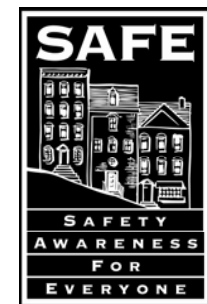
Be Wise About Building Security and Your Personal Property

- ◆ **Campus Security is usually accessible 24-hours a day, seven days a week.**
- ◆ When in the building, do not leave your wallet/purse in unlocked desks, cabinets, in the open, or in lockers
- ◆ Always lock your office/classroom/lab when you leave.
- ◆ Keep an updated inventory of equipment, school-owned and personal. Make sure that all security devices are in proper working order. Report theft immediately to Security.
- ◆ Immediately report suspicious behaviors such as: loitering; anybody entering restricted studios/rooms/offices/labs/lockers without permission or with force; when someone acts concerned about being observed or pursued; when a person is carrying away property.

Best Practices for Personal Safety



On and Off Campus

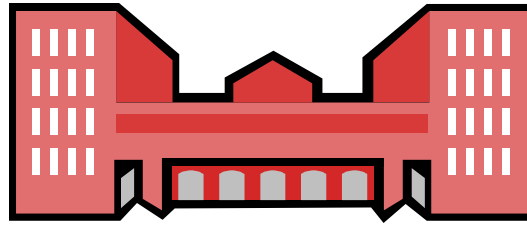


Best Practices for Personal Safety On and Off Campus

Schools are committed to providing a safe and secure environment for faculty, administrators, students and all employees. The Office of Student Affairs encourages our campus community to be involved in crime prevention and public safety awareness which is essential to providing a safe living and working environment. With your cooperation and involvement, you can increase your safety and the safety of others on campus.

To maximize your personal safety, take a minute to plan and prepare for safety before leaving your home.

- ◆ Limit your valuables (identification and money) by carrying only what you need for the day. If you must carry large sums of money or personal items, consider placing them close to the front of your body and conceal it under clothing or in a fanny pack.
- ◆ Protect your tools, materials, equipment and laptop computers from theft by transporting them in a nondescript bag. Standard cases designed specifically for your tools and laptop clearly portray their contents, making it an easier task for the thief to spot in a crowd.
- ◆ Never leave your valuables unattended.



- ◆ When on the street, be ALERT and AWARE at all times. Keep good eye contact with the people around you. Walk with confidence and purpose. Most victims will be targeted because they appear not to be paying attention to their surroundings.
- ◆ A handbag or bookbag with a strap should not be worn across the body. It should be carried under the arm and released if grabbed. This will prevent your body from being pulled to the ground.
- ◆ Have your cell phone easily accessible to you in case you need to call 9-1-1. Keep your cell phone fully charged at all times.
- ◆ It is a good practice to let another person know your itinerary for the day and your expected time of return.
- ◆ There is safety in numbers. Make every effort to walk with others when leaving a building or location. Walk in well traveled, well lighted streets. Do not take short-cuts through parking lots or alley ways.
- ◆ Digital music players are a common target of thieves and robbers. Be wise about where you choose to use it when in public. Wearing headphones and ear buds greatly reduces your ability to hear and distracts you from potential danger.

- ◆ If taking public transportation, have your money or Fast Pass ready. Do not fumble with your wallet for you might draw attention to a pickpocket.
- ◆ Never discuss personal information (money, account numbers, etc.) near strangers. There is a good chance that someone might overhear your conversation and act on the information.
- ◆ ATM transactions should be made inside a store or at one that is well-lighted. Shield the keypad while you input your code. Have your card ready and do not count or display your money. Put your money in pocket or purse immediately. Take your receipt with you.
- ◆ Trust your instincts. If you feel uncomfortable or threatened by another person (s), seek help immediately. A whistle is a great device to have when you need to call attention to yourself.



- ◆ Protect your vehicle from theft. Always lock your doors and glove compartment. Never hide a spare key in your vehicle.
- ◆ Never leave valuables (laptop computer, school equipment and tools, cell phone, digital music player, coins, CD's, clothing, jewelry, wallet, etc.) unattended in the car.
- ◆ Whenever possible, park your vehicle in a well-lighted area with plenty of walking traffic. A thief wants to work when alone.
- ◆ Activate your anti-theft device(s) prior to leaving your vehicle.