

## **Personal Safety Tips Around Campus**

Be observant. Make sure that you are aware of your environment. It is advisable that you familiarize yourself with campus buildings and landmarks.

Know the route to your destination. When you are lost you naturally feel vulnerable. Locate and memorize the locations of the Blue Light Emergency Phones along your campus route.

Stay in populated areas of campus buildings. Criminals thrive on anonymity. Your chance of depriving them of that is increased in well populated areas.

After dark, walk in well lit areas of campus and the surrounding area. Always remain on well traveled walkways and walk in groups. There is safety in numbers.

Try to "travel light" around campus. Carry all your belongings in one bag. Numerous backpacks, purses, cases, and boxes weigh you down. If you need to run or defend yourself, you will want to be able to react quickly.

If you carry chemical defense spray, have it ready. A criminal or would-be attacker is not going to wait for you to retrieve it from your purse or briefcase.

Walk with purpose and attitude. Display confidence. Even if you are lost, act like you know where you are going.

Keep your head up and don't be afraid to make eye contact with people.

Study in groups when possible. If you seek solitude while studying, try studying at home or in a designated study area.

Never leave property unattended in any campus building or in your car. Theft is always possible; however, it can be avoided if you are constantly mindful of your property.

If you need to step out for a restroom break or to get a snack, leave your property under the supervision of someone you trust, or take it with you.

Park your car in designated parking areas only. Use the benefit of natural surveillance provided by other people driving in and out or walking to and from their cars.

Keep anything of value, in the trunk, if you do not take it with you.

Please! If you see any suspicious activity – or something you're just not sure about – report it to the Central Arizona College Police Department.

## **In the Parking Lots**

Carry your keys in your hands. You'll be able to get into your car faster and the keys may be used as a weapon if necessary.

Walk in the center of the aisles when safe to do so. You have more time to react if someone leaps out from behind a car.

Walk with confidence. Criminals often sense when you feel vulnerable, and this may entice them.

If someone is loitering near your unoccupied car as you approach it, keep walking or go into a public place until the person leaves.

If someone tries to force their way into your car, blow the horn.

Always check the back seat of your car before entering.

If you think you are being followed, do not go home. Drive to the nearest police or fire station, open gasoline station, or other well lit place.

Use a "club" and/or car alarm. They make theft more difficult for the criminal, and less enticing.

Do not keep valuables in your car. If you must, keep them in the trunk where they are out of sight. If you have an internal trunk lock, use it.

Take your pullout/removable face stereo with you. Do not put it under the seats, in the glove compartment, or in the trunk, as this is always the first place criminal's check.

Call for an Escort.

### **On the Street**

Be alert to your surroundings and the people around you – especially if you are alone or it is dark.

Whenever possible, travel with a friend. Walk close to the curb. Avoid doorways, bushes and alleys where someone could hide.

If you carry a purse, your personal safety might depend on not clinging to it. Although a purse snatcher's intent is to steal the purse, the grabbing and shoving that may take place could result in your being injured.

If you carry an item to use as a weapon (e.g. keys, pen, whistle, etc.) walk with it in your hand, rather than in your purse or pocket.

Do not respond to conversation from strangers on the street – continue walking. Report all suspicious activity to the Police.

### **In Your Room or at Home**

Always lock your door behind you whenever you leave your room – even if it's just for a short time.

Close and lock your windows whenever you leave your room.

Keep your valuables, purse or wallet out of plain view.

Have your keys ready and enter your dorm room/suite as quickly as possible when returning home.

Keep your curtains and blinds closed at night.

Do not loan your keys to anyone other than family members or trusted friends.

Respect access control rules; do not let strangers into controlled areas.

If you have expensive equipment (computers, stereos, etc.) engrave them with your Arizona Driver's License Number.

Report any building safety problems to the R.A. or the Residence Life Office.

### **Other Tips**

Always report any suspicious activity to the Police (836-9655).

Be aware of your surroundings when using the ATMs. Keep track of who is behind you.

Consider carrying mace or pepper spray.

Always let someone know where you are going and when you can be expected to return.

Keep abreast of campus crime information. The College Police Department maintains a Daily Crime Log, which is available for review at the Police Department, during regular business hours. In addition, the student newspaper covers police and crime reporting activity. Crime Alert Bulletins are also issued when the circumstances warrants informing the community of important crime related information.

### **Commuting to Campus**

Before you leave for school or work, plan your route. Select the safest route available.

The quickest route is not always the safest. It may be worth leaving 5 or 10 minutes earlier to travel a slower, but safer route.

Always have a backup plan. Plan a secondary route to travel in case there is a major accident or construction tie-up on your usual route.

Carpool if possible.

Always keep your vehicle well maintained. Have a reputable mechanic tune-up your vehicle regularly and fix anything needing repair.

Purchase a decent spare tire (preferably full-size). Make sure it is always inflated properly and that it fits on your car. Ultimately, make sure you know how to change the tire if you need to.

Make sure you have a functional jack and a vehicle safety kit with you. Flares, small cones and other brightly colored devices are helpful in creating a safety zone in which to work.

If you are stranded, do not leave your car. You are safer waiting for help than you are going to look for it. Police do not recommend going for help unless you can see it. If you must go, stay on the road, where it is more populated.

Get yourself a "call police" sign to hang in your window if you are stranded. There are thousands of people with cell phones, who are dying for an excuse to use them, that will call for help.

If someone stops to ask you if you need help, ask them to go and call the police for you. Do not go with them!!!

If you commute, consider a cell phone. It is the best safety device you can have in the event of an accident or breakdown.

Always drive with your doors locked.

Leave enough room between you and the car in front of you, in case you need to drive away.

Always get gas earlier in the day, preferably in the morning. Rush hour traffic makes for great visibility.

Always stop at the best lit, best attended gas station for fuel, coffee, or snacks. Fill your tank in view of the attendant on duty.

## **Auto Theft Prevention**

The single most important factor in deterring auto crimes is being selective in where you park your car. Park in well lit and well populated areas.

Lock your car. It may seem obvious, but you wouldn't believe how many people forget.

Do not place a mini-replica of a license plate or personal identification on your vehicle's key ring.

Traffic flow is important. You want to park your car in the areas with high vehicle and pedestrian traffic.

Car alarms, can be useful, but are often ignored.

Have a kill switch installed and/or use a club-type device to protect your car, in addition to your alarm.

Steering column sleeves are helpful in preventing car theft where cracking the column is necessary.

Tinted windows provide extra coverage for thieves who break into cars to steal radios, air bags, or the car itself. Avoid heavily tinted windows.

Keep your car free of any items that may attract a thief's attention.

Thieves will break into a car to look into boxes or bags, in order to see if they contain anything of value. Even if it contains nothing, you may be left with a broken window or door lock.

Have your vehicle identification number etched in your car's glass. This deters theft. Re-tagging a stolen vehicle is too expensive if all the windows need to be replaced.

Use a locking gas cap, not only to prevent theft of gasoline, but to limit a thief to the amount of driving he can do on one tank.

Note: Any one of the above methods is no guarantee that your car will never be stolen or broken into. However, using as many of these devices as possible, makes a

"car shopper" more likely to pass up your vehicle.

## **Fraud Tips**

Phone solicitation is a popular annoyance. However, scam artists are making big money from unsuspecting people who fall for illegitimate solicitation schemes.

Never assume that a friendly voice belongs to a trustworthy caller.

Never give out your credit card, social security, or checking account numbers, as well as any information about yourself, unless you are the initiating party.

Ask the caller to identify themselves and ask them what company they are with.

Never trust an unknown caller who tells you that you have won something, but asks you to send money first.

Never make arrangements to wire money or have someone pick up money from your home.

If you feel that there is something unsettling going on, hang up.

Invest in caller ID programs to screen calls from unlisted and out of area callers.

Consider putting a privacy management feature on your line to stop unwanted calls from reaching you.

When a legitimate tele-marketer calls, you have the right to order the removal of your name and number from their list. Tell them to remove you from the list and never call you again. Make sure they understand what you have ordered. By law, they are required to remove you from the list.

Check all unsolicited offers with your Better Business Bureau.

Make sure you keep a file of all your credit card statements, receipts and customer numbers. You may need them so you can verify any false charges made on your card.

If you lose your credit card call and cancel it immediately. The same is true for ATM cards.

Make sure you tell the operator to put a stop on all transactions made on the card. This will prohibit people from charging any new purchases to the card.

After you have notified the credit card company to remove validation of the card, you need to make sure that you contact a credit bureau. Criminals can open new accounts using the credit card number that exists on your credit record. By contacting these bureaus you can have a fraud stamp on your report, to protect you - Click on the name of the credit bureau to link to their web site or call the toll free number. Experian 1-888-397-3742 OR Trans Union 1-800-680-7289.

Maintain privacy while conducting business. If you are being asked for information that you are uncomfortable giving out, do not provide it.

Make sure you maintain secure interactions on the computer and especially the Internet.

Never give out your password to any one posing as a network administrator of any sort.

Shopping on-line has grown increasingly popular and much safer in recent years. However, make sure the sites you shop on use the latest encryption technology to secure your user information, credit card numbers, and personal information.

## **Travel Safety Tips**

Whether you are planning a domestic or international trip -- traveling by jet or simply driving across the state -- there are some simple precautions you can take to help keep you safe. Before you take off, take a few minutes to review these safety tips for staying out of harm's way at hotels, airports, and on the street.

## **Before you go**

Don't publicize your travel plans -- limit knowledge to those who need to know. Ensure that your passport, if needed, is good for at least three or four months.

Make sure visa(s) are appropriate and current for place and type of travel. Take only the credit cards and personal identification that you will actually need. Carry a driver's license from your state of residence with a photograph. Make a copy of your credit cards, traveler check numbers, and the telephone numbers needed to report a theft. Keep the copy in a location separate from the documents.

If possible, carry any required prescriptions in the original containers. Consider carrying them on the plane instead of leaving them in your checked bags.

Carry a list of blood type, allergies, or any special medical conditions. Medical alert bracelets are a good idea.

Hand carry any sensitive or proprietary information. Leave all expensive and unneeded personal or professional property at home.

Check with your medical insurance carrier about coverage away from your home and work. Know coverage protection for out-of-country travel.

Avoid a demanding schedule upon your arrival if you have traveled across many time zones. Give yourself a chance to adjust to new surroundings.

Other Foreign Travel Considerations:

Many foreign airports do not allow butane lighters or hair dryers to be taken on board. Consider leaving them at home.

For foreign travel, some airports charge hefty "take off" charges payable only in local currency and only when you are preparing to leave the country. Be prepared!

Most foreign airports are very serious about security. Be prepared to be questioned and always answer customs' questions honestly.

Do not exchange much currency before you enter your destination country. Exchange rates in hotels are typically not very good. If you can, land in your destination country with \$50 or so of their currency for immediate expenses (bathrooms, taxis, porter charges, etc.).

Check your destination country's holidays. Usually public transportation, gas stations, and grocery stores are not open on holidays.

In most foreign countries, stores - including gas and grocery - close by 5:00

p.m. Be prepared for the lack of "convenience stores".

## **Before you take off**

Make sure someone near your residence knows where to contact you in emergencies or is authorized to make critical decisions regarding your residence.

Make copies of your passport photo page; put a copy in your carry-on and leave a copy at home.

Check with your personal insurance carrier to see what coverage you may have on luggage and contents.

Make sure your luggage is tagged inside and out, but don't use your position or affiliation.

Check in early to avoid the last minute rush.

DO NOT transport items for other people.

NEVER leave your bags unattended -- anywhere! Portable computers are particularly susceptible to theft, even at airport security checkpoints.

Do not exchange items between bags while waiting for customs or security screening.

At a transportation terminal, do not get involved in any disturbance.

Dress casually when traveling to avoid attention; avoid showy jewelry.  
Go directly to the gate or secure area after checking your luggage, and avoid waiting rooms or shopping areas outside secure areas.

Be alert at security checkpoints. Don't place belongings on conveyor until you can keep an eye on items being screened.

Do not place weapons or disabling chemical sprays in your bags.

At many international airports, security and customs personnel will ask you questions about your luggage. Know what you're carrying and be able to describe any electronics.

Whenever possible, arrange to be met at your destination.

### **At your hotel**

Make your own hotel reservations, whenever possible, consistent with university policy.

If traveling abroad in areas of concern, consider making reservations using your university address, without identifying the university. Use your personal credit card.

Be aware that credit card information may be compromised at hotels, car rentals, or restaurants.

In some foreign countries, your passport may be held by a hotel for copying or for review by the police; retrieve it at the earliest possible time.

In a hotel, try to secure a room between floors two and seven. Some fire departments may not have the capability to rescue above the seventh floor.

Always check for the nearest fire stairwells, hoses, and emergency telephones when checking into a hotel.

Avoid hanging the "Please Clean Room" tag on your door. It is an obvious signal that you are not in.

Before allowing entry of hotel maintenance or other supposed hotel staff, verify with the front desk.

Do not leave sensitive information or documents in your hotel room. Hand carry and personally protect your documents, as well as laptop computers and other valuables.

Arrive as near the hotel entrance as possible and, if after dark, in a well lit area.

Do not linger or wander unnecessarily in parking lots, garages, or public spaces near hotels.

Stay with your luggage until it is brought into the lobby or placed in your taxi.

Many foreign hotels consider the basement to be Floor #1 and the ground floor is Floor #2. Remember this in emergencies.

### **At your hotel, in case of fire**

Locate the nearest stairwell to your room.

Locate the nearest house telephone to be used in an emergency.

Remain calm and do not panic.

Call the front desk and make sure they are aware of the fire and its exact location.

Check your door by placing the palm of your hand on the door or the knob. If either feels hot, do not open the door.

Do not use an elevator if there is a fire.

If you cannot leave your room or the stairwells are unsafe, notify the front desk that you are in your room.

Fill the tub and sink with water. Soak towels and blankets as necessary to block vents and openings around doors to keep smoke and fumes out. A wet towel swung around the room will help clear it of smoke.

Cover your mouth and nose with a wet cloth.  
Stay low but alert to any signs of rescue from the street or the halls. Let firefighters know where you are by waving a towel or sheet out of the window.

### **On the street**

Invest in a good map of the city you are visiting. Note significant points on the map such as your hotel, the U. S. Embassy, and a local police station.

Be aware of your surroundings. Look up and down the street before exiting a building.

Learn how to place a local telephone call and how to use coin telephones. Make sure you have extra tokens or coins for telephones.

Ask the bellman, concierge, and front desk personnel regarding safe -- and not-so-safe -- areas around the city to jog, dine, or sightsee. Be aware of local traffic regulations and driving habits. Joggers have been seriously injured by failing to understand traffic conditions.

When you go out for recreation, be sure you carry identification and who to notify in an emergency (especially while cycling, roller blading, jogging, or walking).

Keep your passport with you at all times. Only relinquish it to the hotel if required by law when registering, or if required to identify yourself to local authorities.

Keep in mind that purse snatchers and briefcase thieves often work hotel bars and restaurants. Keep your purse or briefcase in view or in hand.

Be alert to scams involving an unknown person spilling a drink or food on your clothing; an accomplice may be preparing to steal your wallet, purse, or briefcase.

If you drive, make sure your driver's license is valid and familiarize yourself with local traffic laws and patterns.

If you drive, make sure you have valid insurance and emergency notification information.

ATM cards work in most western European countries, but not in many eastern European, African, or some Asian countries. If you attempt to use the card in a country that does not accept it, the machine will not give it back.

### **Wherever you are**

Always be aware of the location of your closest exit.

Always be alert for distractions that may be staged by pickpocketers, luggage thieves, or purse snatchers.

Consider wearing a money belt or other secure storage device; waist pouches are not advised because potential thieves will know the location of your valuables.

Keep briefcases and purses in view or in hand when using telephones. If you're using a credit card, block the views of the key pad when entering the number.

Be cautious when entering public restrooms.

Carefully inspect any gifts received in a foreign country before packing for your return.

### **Dealing With Harassment or Stalking**

Harassment can come in many forms. A person can be harassed through the mail, on voice mail systems, through e-mail, on the telephone, or even in person. Unfortunately, harassment often evolves into stalking. In terms of Arizona law, [harassment](#) and [stalking](#) are two separate offenses. If you feel that you are being harassed or stalked (even if you are not sure), you should report this to the College Police Department immediately. The following are some additional tips for dealing with stalking and/or harassment:

Document each encounter with the alleged suspect. Record dates, times, and what happened. Keep all written communications you receive from the suspect.

If you receive unwanted phone calls...Hang up as soon as you hear an obscenity, inappropriate remarks or questions, or no response to your "hello?" You do not have to listen to the caller!

Make a note of the date and the exact time of "each" phone call. If you receive multiple calls, keep a running log of the dates and times the calls were made. Also note if the call was a hang up, what the caller said, and anything unusual about the caller.

If you receive harassing voice mail or e-mail messages, be sure to save the message(s) for Police evidentiary purposes.

If someone is harassing you in person (i.e. bothering you at your room, car, etc.), call the College Police Department immediately.

## **Identity Theft**

### **What is Identity Theft**

Identity theft occurs when a person's identity is stolen for the purpose of opening credit accounts, stealing money from existing accounts, applying for loans, even renting apartments or committing crimes. Oftentimes victims of identity theft aren't aware of the theft until they find unknown charges on their bank or credit card statements, are called by a collections agency or are denied credit. Some victims of identity theft are accused of crimes they didn't commit.

It is estimated that there are up to 700,000 identity thefts victims a year.

### **What To Do if You've Become a Victim of Identity Theft**

Report the theft to the three major credit reporting agencies, Experian, Equifax and TransUnion Corporation, and do the following:

Request that they place a fraud alert and a victim's statement in your file.

Request a FREE copy of your credit report to check whether any accounts were opened without your consent...

Request that the agencies remove inquiries and/or fraudulent accounts stemming from the theft.

Notify your bank(s) and ask them to flag your account and contact you regarding any unusual activity.

If checks were stolen, place stop payments on them.

If bank accounts were set up without your consent, close them.

If your ATM card was stolen, get a new card, account number and PIN.

Notify the issuers of the credit cards you carry. If unauthorized charges appear on your legitimate credit cards or if unauthorized cards have been issued in your name:

Request replacement cards with new account numbers.

Monitor credit card bills for new fraudulent activity. If found, report it immediately to the credit card issuers and credit reporting agencies.

Check with any online accounts, merchants or payment services that you use for any fraudulent activity against your account.

Contact your local police department to file a criminal report.

Contact the Social Security Administration's Fraud Hotline to report the unauthorized use of your personal identification information.

Notify the Department of Motor Vehicles of your identity theft. Check to see whether an unauthorized license number has been issued in your name.

File a complaint with the Federal Trade Commission. Ask for a free copy of *Id Theft: When Bad Things Happen in Your Good Name*, a guide that will help you guard and recover from your theft.

Document the names and phone numbers of everyone you speak to regarding the incident. Follow-up your phone calls with letters. Keep copies of all correspondence.

### **Additional Ways to Protect Your Identity**

There are some simple precautions you can take to minimize the chance of your identity being stolen:

- Check your credit report regularly.

- Shred your confidential mail.

- Keep account numbers, Personal Identification Numbers (PINs), credit and bank cards and checks in secure location.

- Memorize your PIN and do not share your account numbers or PINs with friends or family.

- Always take your receipts with you from the ATM or store.

- Never give your confidential information to caller's claiming they are from your financial institution or people unknown to you.