
Staying Safe on Campus



**Environmental,
Health Safety &
Emergency
Management Office**

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Being Prepared

Staying safe by knowing what to do – before something happens...

You can respond quickly and appropriately in a crisis if you know your campus and community. So, make sure that you know.....

- **Public Safety’s Phone Number** – so you can call at a moment’s notice when something happens on campus.
- **Off-Campus Contacts** – so you can tap into 911, the fire department and the local police.
- **Res Life Duty Schedules** – so you can contact staff members immediately in a crisis.
- **Fire Pull Box & Extinguisher Locations** – so you can get to them quickly if there’s a fire.
- **Emergency Phone Locations** – so you can find one quickly on campus. Emergency/duress phones (blue lighted phones) are located throughout campus. Phones provide immediate access to Public Safety (no need to dial 9-1-1).
- **Your Hall’s Front Desk Number** - so you can access staff that can help you find whatever you need. Plus, they’re trained to handle crisis effectively.
- **What Emergency Exits to Use** – so you can get out of the building quickly.
- **How Campus Emergency Alerts Work** – so you can sign up to receive alerts via text, cell phone or email.

ICE

It stands for “In Case of Emergency” – program it into your cell phone right now. Have a few ICE contacts that you can count on. That way, if something happen to you, emergency personnel can access your phone and know whom to get in touch with right away.

Seven Crisis Considerations

Be prepared and keep the following tips in mind, should you encounter a campus crisis:

1. If a friend seems ill, intoxicated or drugged, get help immediately. Don’t worry about her “getting in trouble.” Her health and safety need to be your #1 concern.
2. Stay as calm as possible in crisis situations. Quick, clear-headed thinking can make all the difference.
3. Don’t hamper the efforts of medical or emergency personnel. Get out of the way and help with crowd control, if staff members ask you to.
4. If someone is bleeding, apply pressure and ask someone else to get medical help immediately.
5. Don’t transport anyone to the hospital! Most of us aren’t medically trained and could do more harm than good by moving an injured person. Ambulance personnel can work on your friend en route – they know what they’re doing.
6. Listen to trained staff and don’t second guess their directives. They know what they’re doing and have your best interests at heart. Arguing in the midst of crisis does not do anyone any good.
7. Don’t play the hero by stepping into a heated situation. Chances are that you’ll get hurt and make the situation worse. Instead, get help from residence life staff, public safety and other trained personnel so things can be handled safely, quickly and effectively.

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Staying safe by knowing what to do – when something happens...

Medical Emergencies

In the event of a serious illness or injury on campus, **immediately call 9-1-1**. If you notice any jewelry with an inscription of medical information, bring it to the dispatcher's attention. Give appropriate first aid until (if trained) until Public Safety personnel arrive; have someone escort personnel to the scene.

Do not move the victim until Public Safety arrives.

FIRST AID TIPS:

- **BLEEDING**

Call 9-1-1. Press directly onto the wound with sterile gauze, sanitary napkin, clean handkerchief, or bare hand. Maintain steady pressure for 5 to 15 minutes. If bleeding is from an arm or leg, elevate that limb until emergency personnel arrive.

- **CHOKING**

Call 9-1-1. Do nothing if the victim is moving air by coughing or gasping. If no air movement, apply four abdominal thrusts by grabbing the victim from behind with your hands over the "belly button" area; quickly squeeze in and up.

- **SEIZURE**

Call 9-1-1. Protect victim from self-injury. Keep victim comfortable until emergency personnel arrive. Watch for vomiting.

- **SHOCK**

Call 9-1-1. Keep victim warm and calm, with legs slightly elevated, until emergency personnel arrive.

- **UNCONSCIOUS/UNRESPONSIVE Call 9-1-1.**

Check for Breathing: If victim is not breathing, initiate Rescue Breathing.

Rescue Breathing: Gently tilt the head back to open the airway; watch chest and listen for air from mouth. If not breathing, pinch the nose and give 2 slow, full breaths. Watch the chest rise and fall during each breath. Breathe into the victim's mouth once every 5 seconds until emergency personnel arrive.

Check for a pulse by gently pressing the side of the victim's throat. If no pulse, and if an AED is available open AED and apply. Administer CPR as required. If you don't know CPR, continue with Rescue Breathing.

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Evacuation

Determine the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

DURING EVACUATION: If time and conditions permit, secure your personal workplace, and take with you important personal items such as car keys, purse, medication, glasses.

- Follow instructions from emergency personnel.
- Check doors for heat before opening. (Do not open door if hot.)
- WALK – DO NOT RUN. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.

If relocating outside the building:

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Stay with your Area Coordinator, who will keep track of people from your area.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.

Evacuation of Disabled Persons

Non-ambulatory persons:

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. An able-bodied volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries; life support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.

Always consult with the person in the chair regarding how best to assist him/her:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
 - Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/pad, or car seat?
 - Is paramedic assistance necessary?

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Visually Impaired Persons:

Most visually impaired persons will be familiar with their immediate area. In an emergency situation, describe the nature of the emergency and offer to act as a “sighted guide” – offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

Hearing Impaired Persons:

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

- Write a note describing the emergency and nearest evacuation route. (“Fire. Go out rear door to the right and down, NOW!”)
- Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.
- Retreat. Close as many doors as possible between you and the fire.
- Be prepared to signal from window but DO NOT BREAK GLASS unless absolutely necessary (outside smoke may be drawn in).

Chemical Spills, Toxic Fumes Release, Radioactive Leaks/Spills, Biological Release/Spills

Immediate Emergency: Call 9-1-1

Non-Emergency: Call 434-395-2940 Environmental, Health Safety & Emergency Management

Chemicals and Solvent Spills:

- If spill involves injury, remove clothing; flush with warm water for 15 minutes; call 9-1-1.
- If immediate hazard exists or medical assistance is required, call 9-1-1.
- For small spills/those not involving immediate danger to life or property:
 - Confine the spill.
 - Evacuate and secure the immediate area; limit access to authorized personnel.
 - Notify area supervisor.

Any spill that could POTENTIALLY cause injury to a person or property must be reported to Environmental, Health Safety & Emergency Management.

Toxic Fumes Release

- If you smell gas or other toxic fumes or experience irritation, coughing, burning eyes, and/or difficulty breathing, evacuate the area immediately.
- If you smell gas in a dark room, do not turn on lights; this action could ignite gas. Do not touch, activate, or deactivate any power switches, fire alarms, lights, etc.
- Evacuate immediately and notify Public Safety. Do not re-enter the area until advised to do so by emergency personnel.

Radioactive Leak/Spill

In the event of a radioactive spill/leak:

- Limit the spread of the spill
- Notify others in the area that a spill has occurred. There is no need to evacuate the area.
- Call the Environmental, Health Safety and Emergency Management Office.

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If skin contamination has occurred:

- Go to the nearest sink and wash the affected area with tepid water.
- Call the EHS&EM Office 434-395-2940.

Biological Release/Spill

In the event of a biological release/spill:

- Decontaminate the spill with appropriate disinfectant and personal protection.
- For a large spill or release of highly infectious materials, notify everyone in the area, secure the area, then call the EHS&EM Office immediately.

If a bloodborne pathogen exposure or needlestick injury has occurred:

- Go to the nearest sink and wash affected area with warm water and soap.
- Call Environmental Health Safety & Emergency Management and seek medical attention immediately.

Power Outage

- If evacuation of the building is required, assist any disabled persons and exit by stairway. **DO NOT USE ELEVATORS.**
- Laboratory personnel should secure experiments/activities that may present a danger when electrical power is off or when it is unexpectedly restored. Notify the lab supervisor immediately. If conditions are hazardous, notify Environmental, Health Safety & Emergency Management or Public Safety.
- When mechanical ventilation is interrupted, close fume hood sash, close all containers and put away chemicals. In some areas, respirators may be required until the situation is stabilized. Use natural ventilation, if available.
- Unplug all electrical equipment, television, computers, and audio-visuals; turn off light switches unless needed. When power returns, a surge may blow out light bulbs and other equipment if left on.
- Contact Public Safety for information regarding scope and expected duration of outage.
- If evacuation is necessary, use flashlights or light sticks to evacuate to assembly point.

If people are trapped in an elevator:

- Tell passengers to remain calm and that you will get help.
- Telephone Public Safety at 434-395-2091.
- Talk to passengers until a police officer arrives.
- If trapped use the internal duress line to contact Public Safety.

Crisis Mode

Staying safe by planning for the “what ifs”...

Plenty of threats loom large on college campuses. These “what ifs” include terror threats, natural disasters, bomb threats, fires and more. The reality is that campuses have been and will continue to be targeted. So, it can’t hurt to be prepared!

Campus Threats

These types of dangers come in many shapes and forms, from a gunman on campus to an attack on your school. To keep yourself and others safe:

- Listen carefully when staff and public safety officials tell you what to do. They’ve been trained to lead you to safety.
- Try not to panic or assume the worst. Instead, take care of the immediate concern: getting safe!
- Take drills seriously and encourage others around you to do the same.
- Don’t ever make a threat as a “joke” if you do, you’ll cause panic, waste resources and likely be suspended or arrested.
- Have a healthy suspicion that causes you to alert staff when strangers are in places they shouldn’t be or when something just doesn’t seem right. Many disasters are averted because students take the time and care to report something out of the ordinary. Remember see it, hear it, report it. You are not a story teller you are keeping everyone safe.

Natural Disasters

Mother Nature can wreak havoc, leaving tornados, hurricanes, earthquakes, floods and more in her path. As the whole campus responds to natural disasters, it’s important for you to:

- Follow evacuation procedures quickly and completely.
- Work with trained staff instead of making their jobs more difficult.

- Learn what to do in an emergency beforehand so you’re not scrambling when an incident occurs.
- Help your fellow students stay calm so they can get to safety, too.

Severe Weather Alerts

The National Weather Service has defined four severe weather alerts that are of concern. The actions recommended are intended to be the minimum responses necessary for this severe weather plan.

A. SEVERE THUNDERSTORM WATCH

- A severe thunderstorm watch means weather conditions are such that a severe thunderstorm could develop, but has not at this time. This alert usually lasts for five or six (5 or 6) hours.

B. SEVERE THUNDERSTORM WARNING

- A severe thunderstorm warning means a severe thunderstorm has developed and will probably affect those areas stated in the alert message.

C. TORNADO WATCH

- A tornado watch means weather conditions are such that a tornado could develop, but has not at this time. This alert usually last for five or six (5 or 6) hours.

D. TORNADO WARNING

- A tornado warning means a tornado has formed and was indicated by weather radar or sighted, and may affect those areas stated in the alert. This alert usually last for one (1) hour.

Crisis Mode

Staying safe by planning for the “what ifs”...

TORNADO SAFETY

Before

- Ensure you know where the safe areas are in your building or on campus when outside. Review your evacuation plans for your facility and participate in tornado drills when advised to do so.
- Ensure that each person understands that when inside during a tornado the safest place is typically a building’s basement away from windows. If there is no basement, go to a windowless interior room such as a closet, bathroom or interior room such as a closet, bathroom or interior hall on the lowest level of the building.
 - If any part of your building is underground, such as the back wall, go to those locations.
- Once the emergency communication siren has sounded or you receive a text message you should act as though a tornado warning has been issued for the immediate area or a tornado has been sighted on or near the campus. You should evacuate as quickly as possible to the designated tornado area for that facility.
- Shelter immediately in the nearest substantial building. Go to the building’s basement. If there is no basement, move to a small, windowless interior or interior fire stairway, a room such as a closet, bathroom or interior hall on the lowest level of the building. **Never use the elevator during any evacuation.** Protect your body from flying debris with a heavy blanket or pillows.

If you are in:

- **Open buildings** (Health Fitness Center, or other large flat roof type structures such as shopping malls, gymnasiums or civic center’s): Try to get into the restroom or an interior fire

escape or hallway. If there is not time to go anywhere else, seek shelter where you are. Try to get up against something that will support or deflect falling debris. Protect your head by covering it with your arms.

- **Automobiles:** Get out of your vehicle and try to find shelter inside a sturdy building. A culvert or ditch can provide shelter if a substantial building is not nearby – lie down flat and cover your head with your hands. Do not take shelter under a highway overpass or bridge; because debris could blow under it or the structures itself could be destroyed.
- **Outdoors:** Shelter immediately in the nearest substantial building. If no buildings are close, lie down flat in a ditch or depression and cover your head with your hands. **Remember, hiding from the storm is not a safe area,** find something sturdy such as a concrete wall, lower ditch, culvert and etc.
- **Mobile homes:** Do not stay in mobile homes. You should leave immediately and seek shelter inside a nearby sturdy building or lie down in a ditch away from your home, covering your head with your hands. Mobile homes are extremely unsafe during tornadoes.
- Be sure to use stairs to reach the lowest level of a building. Avoid using an elevator.
- In a real tornado emergency, once people reach safe areas they should crouch as low as possible to the floor, facing down, and cover their heads with their hands.
- Once the tornado has passed a hazard assessment team will review the campus area and provide Public Safety with the “All Clear” or where danger areas exist.

Crisis Mode

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For Your Safety

- If you hear a siren or otherwise know a tornado warning is in effect, immediately take shelter. Do not be tempted to go outside and check conditions for yourself.
- Be mindful of workmates, family or friends who may be hearing impaired and unable to hear an alarm or of those who may not be aware of tornado warnings because they are sleeping, watching a movie, or listening to music.
- If severe weather threatens, make sure everyone in your area-particularly visitors-know where to go to seek shelter.
- If you know of others in the building, please inform them if you are aware of severe weather warnings; spread the word.
- NEVER pull a fire alarm during a tornado warning because it will cause people to exit the building and expose themselves to severe weather.
- DO NOT use elevators during a tornado warning.
- Persons with disability concerns should seek shelter in an area suggested above at the time of a tornado watch; do not wait for a tornado warning.

Fire Facts

Fires don't discriminate – they happen both on and off campus. So, know how to keep yourself and others safe.

- Know exactly where your emergency exits are located so you can go on “automatic pilot” if there's a fire.
- Always heed the fire alarm, even when you believe it's “just another drill.” If you assume it's false, you're putting your life and that of others who may need to re-enter a fiery building to rescue you in danger.
- Don't use illegal appliances, candles or incense in the residence halls. Take care when using them other places, too.

- Be careful when smoking...cigarettes have caused many fires.
- Don't tamper with fire equipment such as extinguishers, hoses and alarm boxes. Malfunctioning or missing equipment can mean life or death in a real fire situation.
- Don't drape scarves or other fabric over lamps. Left unattended, they can easily catch fire.
- Suspect fire in the hallway? Don't open your door. Instead, feel it to see if it's hot, stuff towels or sheets under your door to lessen the smoke, and stay close to the ground where the air isn't as smoky.

Fire Safety

Prepare in advance:

Know the locations of alternate exits from your area. If your work station is located within an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door – in heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.

Fire on your floor:

- Immediately call **9-1-1** and report location of fire.
- Activate fire alarm; alert others; move everyone away from area of fire.

FIRE EXTINGUISHER INSTRUCTIONS

- P** PULL safety pin from handle.
- A** AIM (nozzle, cone, horn) at base of the fire.
- S** SQUEEZE the trigger handle.
- S** SWEEP from side to side (watch for re-flash).

Crisis Mode

Staying safe by planning for the “what ifs”...

- For larger fires, GET OUT; close doors to confine fire as much as possible.
- If clothing catches fire, STOP...DROP...ROLL.
- Follow directions of emergency personnel, if present.

When a fire alarm is activated on your floor:

- Proceed to the nearest exit.
 - Feel door, top and bottom, for heat (use back of hand). If hot, do not open. If door is not hot, open slowly. Stand behind door and to one side; be prepared to close it quickly if fire is present.
 - Use stairway for exit; do not use elevator. Close stairwell door behind you.
 - Stay low when moving through smoke; walk down to the ground floor and exit.
 - Do not return to area until instructed to do so by emergency personnel.

If trapped in a room:

- Place a cloth material around/under door to prevent smoke from entering.

If caught in smoke:

- Drop to hands and knees and crawl or crouch low with head 30 to 36” above floor, watching the base of the wall as you go. Hold your breath as much as possible; breathe shallowly through nose using blouse or shirt as filter.

Bomb Threat

Bomb threats are usually received by telephone, note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic – but all such calls must be taken seriously. If you receive a threat of any kind, immediately call Public Safety at 434-395-2091 or 9-1-1. If possible, get a friend to do this while you continue talking with the caller:

- Permit the caller to say as much as possible without interruptions. Then,
- Ask a lot of questions:
 - Where is the bomb?
 - When is going to go off?
 - What kind of bomb is it?
 - What does the bomb look like?
- Take notes on everything said and on your observations about background noise, voice characteristics, caller’s emotional state, etc.
- Public Safety will advise you if evacuation is necessary. Follow instructions given by Public Safety.

If there has been a threat, and you see a package or foreign object, DO NOT TOUCH IT. Immediately call 9-1-1 to report any unusual object or items.

Bomb threats are assumed to be real and considered a threat to the university and its operations. If an explosion occurs at any time, report it immediately to 9-1-1 or Public Safety at 434-395-2091.

Where You Live

Staying safe in your own space...

Whether you're living on- or off-campus, there are simple things you can do to keep safe in your space.

Your Room

- Always lock your door, especially when you're inside sleeping or when you go out.
- Don't let strangers into your room. Look through a peephole, ask for ID or meet them in the hallway.
- Don't post notes on your Facebook wall, memo board, or voicemail, saying where you are or providing personal info.
- Don't keep valuables in plain sight. And don't have too many valuables with you in the first place!
- Don't give out your room key/card.

Your Apartment

In addition to the room tips:

- Ask local police to do a free safety check of your place.
- Don't put your full name or phone number on your mailbox.
- No wares to evacuate and where the fire alarm pull stations are.

Parking Lots

- Have your car key in hand, ready to put in the lock, as you're walking toward your car.
- Walk out to your car with someone you know and trust, especially when it's dark.
- Look in the backseat before entering the car to make sure no one is hiding back there.
- Always keep your car locked, whether you're in it or not.
- Park as close as you can to your destination. If that's impossible, ask public safety for an escort.
- If you're sitting in your car in the parking lot, lock the doors so no one can take you by surprise.

Isolated Areas

If you have to work in an isolated lab, practice room or study lounge, tell someone! Or, even better, ask someone to come with you. Your safety can be seriously compromised in these isolated spaces.

Lost Room Keys/Cards

Contact the Longwood Police x2091 immediately if you have lost your key/card for access. Tell your roommates so they will not be harmed either.

Someone can use it to gain entrance to your room, apartment or car to hurt you or your belongings. Plus, when you have a roommate(s), not reporting a lost key/card can end up causing them harm, too.

Personal Risks

Staying safe means advocating for your well-being...

Yourself Safe

Be your own safety advocate by taking the following strategies seriously:

The Element of Surprise

Make it tough for someone to take you by surprise – Don't wear ear buds or headphones when walking, running, or studying alone. Stop looking down – Look ahead. Take notice of your surroundings.

Being Followed

Head toward crowds, lights and buildings if you're being followed. Notice what the person looks like, what they are wearing.

Walking Around

Don't walk alone, especially after dark. Call the campus security escort service or walk with trusted friends. Stay on populated, well-lit paths.

Stalkers

If someone is stalking you, report it to Public Safety (x2901) immediately. A restraining order or some other action may be taken to keep you safe.

Threats

Don't engage an unknown caller in conversation or give away personal details. Keep track of when threatening texts, calls or emails are made and what is said. Save them, for police. Turn everything over to police who can help.

Keep Your Personal Property Safe

To ensure that your personal property stays safe:

- Install a safety lock or tracker on your laptop.

- Don't leave your book bag unattended. Use a locker or carry it around the library with you.
- Always lock up your bike.
- Don't leave valuables in plain sight.

- Don't leave a large amount of cash in your room, even if it's "hidden" in your sock drawer. Never show your money to anyone.
- Keep your blinds pulled at night and when you're out so potential thieves can't see what's "available" to them.
- Write your name along the binding of the same page of each textbook. If your books are stolen, you can tell authorities to "look for (your name) along the binding of page _ of each book" to identify them.
- If there's a campus engraving program, register your large-ticket items like laptops, TVs, DVRs, bikes and more.

Date Rape & Sexual Assault

Both female and male college students are victims of rape or attempted rape. And large percentages know their attackers. So...

- Don't be alone with someone you just met.
- Clearly communicate your intentions – say "No" and mean it.
- Keep a level head. Alcohol or other drugs compromise your safety by lowering inhibitions and clouding your judgment.
- Be aware of date rape drugs.
- If you go somewhere with friends, make sure that everyone is accounted for before leaving.
- Trust your instincts – they say a lot, and never listen to anyone who advises you NOT to report this serious crime to the police.

Under the Influence

Staying safe is about making smart choices...

The majority of safety-related incidents, from sexual assaults to fires to injuries, occur when students are under the influence. You're more likely to take unwise risks when your inhibitions are down and your judgment is impaired. So, think about your choices.

Getting Help

If you're under the influence and an emergency occurs, your response time is going to be slowed. If a friend gets injured, will you be able to get help in time? If you hurt yourself, will you know what to do?

Sexual Assault

Many victims and perpetrators of sexual assault are under the influence when an incident occurs. Make smart choices so that your judgment and your safety aren't compromised by alcohol or other drug abuse.

Prescription Meds

Abusing "legal" prescriptions or giving/selling them to others can lead to unintentional overdoses and other bodily harm. They can be especially dangerous if mixed with alcohol.

Club Drugs

If you choose to take Ecstasy, GHB, Special K, LSD, Meth or another drug, you may not know what's mixed into it. Plus, it can do damage to your body and brain.

Fire Facts

Up to 40 percent of residential fire death victims are alcohol impaired at the time, according to the Federal Emergency Management Association (FEMA). Could you escape a fire under the influence? Chances are you already know the answer.

Impaired Driving

You've been hearing this all your life: say "no" and don't feel bullied into accepting a ride with someone under the influence. And don't.

Date Rape Drugs

Drugs such as GHB, Rohypnol (roofies) and Ketamine (Special K) are odorless and tasteless, making it easy for someone to slip them into your drink. The impact? For four to six hours, a sedated state will make you lose inhibitions, succumb to drowsiness, slur your speech and forget what happens. So:

- Never leave a drink unattended, especially when you're at a bar or party.
- Never drink from common sources, like punch bowls.
- Never accept drinks from strangers.
- This includes your food, where your chips, pizza, or other items can be dusted with these drugs that will have the same effect.

Community Concerns

Staying safe is everyone's responsibility...

None of us is invincible. Risks, crime and personal injury may show up on campus. We can keep others and ourselves safer, though, by using our heads and caring about what happens in the community setting. Safety is everyone's responsibility – and there are simple things we can all do to contribute.

Propped Doors

When the wrong person slips through a propped campus door, there's trouble. Thefts, rapes and murders can happen – and they have.

So, close those propped doors immediately and report repeat problems to campus staff. Propped doors offer no fire protections.

Hate/Bias-Related Incidents

If someone threatens you or someone else based on race, gender, religion, sexual orientation, ability or other characteristics get help right away. No one should have to tolerate this type of fear, discomfort or intimidation. It has no place on our campus.

Strangers

Report the presence of strangers – whether they've gained access, are hanging around or are exhibiting questionable behavior, to your residence hall staff and/or public safety and don't let strangers into the building, even if they tell you they're visiting a friend. Offer to call their friend for them instead.

Residential Care

To help prevent injury and property damage while also keeping fellow students safe, take a few minutes to report seemingly "little things" like:

- Slippery floor
- Water leaks
- Broken glass
- Missing window screens
- Burned out lights
- Broken doors/furniture
- Emergency equipment that's not working, such as smoke alarms

Imagine the "what ifs" it's certainly worth the effort!

Report It!

- **When reporting an incident, think like a reporter:** Focus on the Who, What, Where, Why, When, and How.
- **When describing an incident:** Stay objective. Keep things in chronological order. Share where you were located to give a better feel for your vantage point.
- **When describing a person:** Notice permanent features – hair color, height, facial structure, build, etc. – rather than clothes. Share special characteristics such as injuries, tattoos, piercings or birthmarks.
- **When describing an object:** Note the size, shape and color. Write down identifying characteristics, like license plate numbers and smells.

Tech Threats

Staying safe in a virtual world...

Cyberspace isn't necessarily a safe space, despite the perceived anonymity it offers. An increasing number of tech-based threats are present on college campuses. Take some precautions so you don't get caught up in this web.

Identity Theft

If your social security number gets in the wrong hands, an identity thief can gain access to your credit cards, college records, and more. Protect that number – don't give out personal info to unknown individuals, don't use it as a password and don't leave it lying around.

Stalking via Technology

If someone is sending you threatening emails, texting inappropriate comments, tracking you in a chat room or watching you, report it immediately. Keep track of these messages, save them and turn them over to campus authorities. You don't need to deal with this alone.

Meeting Online Friends

It's easy for people to portray themselves inaccurately online. So, be careful if you decide to meet an online friend in person. Make sure the meeting takes place in a public area and let a trusted friend know where you will be. Don't be alone with someone who's unknown!

Illegal File Sharing

Engaging in this risky practice puts you and your school in a compromising position. An increasing number of students are being charged for downloading illegal material.

Tech Theft

Since today's tech devices are so portable, it's easy for someone to walk off with your iPod, cell phone or laptop. So, keep them in your possession or behind a locked door; don't leave them unattended in a backpack. Plus, look into registering your devices and installing a locking/tracking device on your laptop – the campus tech department may be able to help.

Social Media Safety

Things to think about on Facebook, Myspace or other social networking sites:

- **Create a Safe Password** – can others easily guess yours?
- **Guard Your Reputation** – what impressions are you creating?
- **Realize Posted Info is Often in the Public Domain** – is your private info being compromised?
- **Be Accountable** – are you doing anything illegal or harmful to others?