

Know Your Surroundings!

Crime can happen anywhere. Protect yourself, others, and property by staying alert, safety-conscious and informed. Trust your instincts--if something doesn't feel right, it probably isn't.

Be **AWARE**

Pay **ATTENTION**

and **CARE**



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Bay College

Crime Prevention
Safety Information



*Student Success, Culture of Success,
Community Success*

SAFETY TIPS

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Signs of Suspicious Behavior

- Attempting to enter a residence or vehicle without the proper access.
- Body language that suggests being watched or chased.
- Forcibly attempting to enter a locked vehicle or building.
- Transactions conducted from vehicles, especially near schools or parks.
- One or more persons sitting in a parked car closely scanning an area.
- A person seemingly forced into a vehicle.
- An individual displaying unusual mental or physical symptoms.

Unusual noises, including gunshots, screaming, sounds of fighting, barking dogs or anything suggesting foul play, danger or illegal activity.

Jogging Safety

- Jog with a companion in familiar and public areas facing traffic.
- Do not jog after dark.
- Vary your route and pattern.
- Remain alert. Don't wear stereo earplugs or headphones.
- If you think you are being followed, go to a well-lit public area, store or residence and draw attention to yourself.
- Wear bright clothing.
- Do not jog near bushes and structures where someone could hide.

Safety at Night

- Try to avoid working or studying alone in a building at night.
- If you must work or study late, let someone you trust know where you are and when you will be done.
- Keep your room or office door closed and locked.
- Close and lock the door when leaving your office or room, even if only for a few minutes.
- Never prop a door open or allow others to enter with you.

Office Safety and Security

- Request identification from unescorted visitors and unknown repair/delivery personnel. Contact University Police immediately if a person appears suspicious or refuses to show identification.
 - When alone, avoid entering an elevator that is occupied by a stranger. If unavoidable, stand near the controls and locate the emergency button. If you are assaulted, hit the emergency or alarm button, and press as many floor buttons as possible.
 - Take time to familiarize yourself with building evacuation and fire safety plans.
 - Secure computers and other valuable equipment with lock-down devices from the University's Facilities Management department.
 - Keep an accurate key possession log and recover keys from staff or students who no longer need them.
 - Report stolen keys to University Police and lost keys to Facilities Management.
- When leaving your office for the day, close and lock doors, windows and desk drawers. Keep emergency phone numbers handy in case of intrusion, fire or other emergency.

Residence Safety and Security

- Always lock your door - even during short naps or when you are just down the hall.
 - Use the peephole and identify who is at the door before you open it.
 - Immediately report suspicious activity to University Police.
 - Immediately report lost or stolen room and mailbox keys to residence hall staff.
 - Do not prop secured doors open or let non-residents follow you in.
 - Take time to familiarize yourself with building evacuation and fire safety plans.
 - Keep items such as checkbooks, wallets, cash or jewelry out of plain sight.
 - Don't keep large sums of cash in your room.
 - Report broken windows, door latches or lights to residence hall staff so repairs can be made quickly.
 - Require identification and authorization from all service people.
- When you are out, let a friend know where you are, whom you are with, and when you will be returning.

Vehicle Safety and Security

- Keep windows rolled up and doors locked.
- Park in well-lit and well-traveled areas.
- Have your keys ready when approaching your vehicle and look in your back seat before entering.
- Make sure your car runs well and always has plenty of gas.
- Keep a charged cell phone with you when driving.
- If you park in a University garage, keep your access card in your wallet rather than inside the vehicle. Immediately report lost or stolen access cards.