

# **Be smart, be aware, be safe!**

## **Common safety tips**

**Introduction:** It is important for everyone to become reacquainted with some common safety procedures to keep themselves smart, aware and safe. Be sure to read through and practice all the safety tips in this document so you can do everything you can to keep yourself safe.

### **General Tips:**

- Become familiar with your neighborhood
- Keep apartment doors locked at all times
- Do not accept rides with strangers or with persons who may appear under the influence of drugs or alcohol
- Never give out personal information over the phone
- If possible, always carry a cell phone
- Carry only necessary cash and credit cards
- Program a list of emergency numbers into your cell phone and home phone
- Whether you are on or off campus, never leave purses, backpacks or other belongings unattended
- Don't enter elevators with someone who looks out of place or behaves suspiciously; wait for the next elevator
- Don't go into stairwells alone
- Always keep your apartment door locked and ask who is there before opening a door when someone knocks on it
- Take your purse, wallet or other valuable items with you when leaving home

### **Using Automatic Teller Machines (ATMs):**

- Use ATMs that are busy, easily seen by the public and located in well-lit areas
- Do not stand at an ATM and count your money
- Only use the ATM during the day

### **While Traveling:**

#### **On foot:**

- Walk with confidence and be aware of your surroundings.

- Avoid shortcuts
- After dark, walk with others or use public transportation
- Use only well-lit streets
- While carrying a purse, loop strap around your arm and keep it closed and close to your body
- Turn the volume down on your music device when walking alone so you can hear noises in your surroundings
- Use the buddy system
- When traveling alone always make sure that a roommate, close friend or relative knows where you are going and when you are expected back

**By bicycle:**

- Use a kryptonite or other U-shaped bicycle lock
- Always wear a bicycle helmet and travel with traffic
- Use main roads or other well traveled areas

**By car:**

- Always lock your car when you leave it
- Don't leave your vehicle registration, important identification papers, credit cards or money inside your car; instead, keep them in your purse or wallet
- Take your keys out of your pocket/purse before you reach the car. Pay attention to the area surrounding your car and check the floor and back seat of your car before opening the door.
- Park in well-lit public areas
- If leaving or arriving after dark and on campus, call security for an escort to and from your parked vehicle
- Always lock valuables in the trunk
- Never pick up hitchhikers
- Always keep your doors locked when inside your car
- If your car breaks down and someone stops to assist you, do not accept a ride; instead, ask them to call for help
- If you see flashing red and blue lights on the car behind you, do not pull over until you are in a well-lit, populated area. A police officer will understand your concern for safety.