

## FACULTY AND STAFF SAFETY TIPS

### Campus Office

- **CLOSE** and **LOCK** your office door when leaving even for a short period!
- **DO NOT** leave property unattended at anytime!
- Take items such as purses, cellular phones, and wallets with you when you leave or at least lock them in a cabinet or drawer!
- When you leave for the day take valuables such as laptops, purses, etc. with you. **CLOSE** and **LOCK** your office door, desk, and cabinets!
- Be attentive to who is in your office areas and if you do not know someone, ask who they are and how you can be of assistance!
- **Sometimes letting people know that you know they are there can be a deterrent if they are there for the wrong reasons!**
- Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly, broken windows, to maintenance or
  - Report any broken pay phones, red phones or Blue phones to campus police.
  - Report any issues with your desk phone to I.T.S
- **DO NOT** assume someone else will watch your office or property for you!
- Know your co-workers and look out for each other.
  - Ask a friend to watch your desk while you're in another room or out for lunch and volunteer to do the same.
  - Find someone who leaves at the same time and walk together.

### District Computer Systems

- **NEVER** share your password with anyone for any reason.
- Never write down computer logons and passwords
- If you receive an email purportedly from I.T.S. requesting your password, **DO NOT** give it up for any reason. I.T.S doesn't need your password. They will never ask you for it. When in doubt, call I.T.S. at extension 6571.
- Make sure copiers are turned off after hours and that all critical files are secure.
- Do not leave USB flash drives or other data storage devices, such as external hard drives lying around in plain sight.
- **NEVER** leave your computer logged on and unattended. Secure it by pressing "Ctrl" "Alt" "Delete" and clicking on "Lock Computer."

## **Personal Items**

- **DO NOT** carry your Social Security Card in your wallet or purse unless it is absolutely necessary!
- Carry as few credit cards as possible!
- Never leave your keys lying about!
  - If you are responsible for the office keys, don't leave them on your desk or in the top of the drawer where they could be easily taken and copied.
  - Keep them with you or hide them in a secure place.
- If you ever are leaving work late at night, utilize the Campus Escort Service that is available.
  - Just call (310)660-3100 for El Camino Campus
  - (310)900-1600 x2999 for CEC
  - Advise the Police Communications Center if you want someone to meet you at your office or if you just want police personnel to watch you walk to your vehicle.
- When at work on the weekends or holidays when there are not many people around, you must notify campus police to let us know you are there.
  - Keep your office door closed and locked even when you are in the office. This creates a barrier and gives you time to respond!
  - When you leave, please let campus police know so we can sign you out.
- Only give out keys to persons who have a legitimate need and make sure they are returned.
  - Remember you are responsible for them

## **General Safety Guidelines**

- Document serial numbers, model numbers, descriptions, etc.,
  - Do this for all property in case the information is needed to locate your property!
  - Including district property assigned to you, don't rely on someone else to do this for you.
- Always let someone know where you'll be, whether it's coming in late, working late, going to the computer room, going out to lunch or to a meeting.
  - If they have an idea about where you are someone will eventually come looking for you.
- Be discreet.

- Don't advertise your social life or vacation plans and those of your co-workers to strangers visiting your place of work.
- Program the Police Communications Center's number, into your cellular phone that is appropriate for your campus, so that if there is an emergency all you have to do is hit a button!
  - El Camino (310)660-3100
  - Compton Center (310)900-1600 x2999
- Pay attention to where your cellular phone will work for you! It is a safety tool!
  - Not all cell phone carriers work the same in all areas of both campuses.
- When exiting your vehicles, secure all valuables that you cannot take with you in the trunk of your vehicle. **Do Not Advertise!!**
- Items that are stolen – **Anything that someone can sell for profit!!!**
  - Common items are books, laptops, GPS devices, IPODS, cell phones, credit cards, social security cards and bicycles to name a few.
- **If your credit card is stolen:**
  - Cancel it immediately to decrease the damage that can be done!
  - If the credit card was stolen on campus, file a police report immediately.
  - If the credit card was stolen from an off campus location; call the jurisdiction that it was stolen in to file a report immediately!
  - **You can also take advantage of the free credit checks that are available to you to make sure you have not become a victim of identity theft!**
- **If your Social Security Card is stolen:**
  - On campus, file a police report immediately.
  - If the Social Security Card was stolen from an off campus location; call the jurisdiction that it was stolen in to file a report immediately! Then contact the Social Security Office and advise them of the situation!
  - **You can also take advantage of the free credit checks that are available to you to make sure you have not become a victim of identity theft!**

- Contacting the police department
  - When contacting the police department for an emergency please take note of your location and a description of the suspect/patient if the situation calls for it.
  - Please remember the dispatch center must ask the caller certain questions (i.e. location, what is going on, description of the parties involved, how long ago did it occur, how many people involved, etc.) these questions are necessary.
  - This is the information the dispatcher will provide the officer when they respond to the call.
- If you happen to dial 911 on mistake do not panic stay on the line and advise the dispatcher the call was made in error.
- Take note you can use the blue E-Poles throughout campus for emergency purposes or to request an escort during the evening.
  - These poles have both Emergency and non-emergency call buttons on them.