

(At the Office Continued)

- If you are in an elevator with another person, stand near the control panel. If you are attacked, press the alarm and as many of the control buttons as possible.
- Be alert for pickpockets in crowded elevators
- Report all suspicious people and activities to the proper authorities: your officer manager, building security or Law Enforcement
- Be aware of escape routes for emergencies, and post the phone numbers or sheriff and fire department near telephones. Call 911 if the situation is life-threatening

IF A CRIME OCCURS REPORT IT.

- It is everyone's responsibility to report a crime.
- When you report the facts of a crime you are informing the authorities of problem areas, and they know to assign more officers to more focus onto that particular area.
- Be sure to tell law enforcement as much as you can, no fact is too trivial. Often these details lead law enforcement to the arrest of the perpetrator.



For More Information on Personal Safety please contact:

UCI Police Department



150 Public Services Building
Irvine, Ca 92697

Phone: 949-824-5222 (Dispatch)
Phone: 949-824-6397 (CSO program)
Phone: 949-824-7181 (crime prevention)
Website: www.police.uci.edu
In case of an emergency DIAL 9-1-1

Personal Safety Tips

How to keep yourself safe



Importance of Personal Safety:

Personal safety and awareness is key to avoid victimization by criminals. If you want to avoid being targeted you can follow the tips in this brochure to make sure that you are safe and to avoid being victimized.

Be Prepared and Alert

Be alert and aware at all times of your surroundings and the people around you.

Walk with confidence and at a steady pace, *never* seem to others that you are lost or confused about your surroundings

Make eye contact with other people. If a stranger approaches you on the street and accosts you, do not respond to them – Instead continue walking.



Make sure that you are aware of your surroundings.



If someone tries to take your bag...
LET THEM

If you want to maximize safety of your belongings such as a purse follow these tips:

- Carry a shoulder bag securely between your arm and your upper body.
- The **BIGGER** the purse, the bigger the **TARGET**.
- Minimize your personal belongings and valuables inside your purse...you **DO NOT** have to carry your Social Security card in your wallet at all time!
- If possible, always travel with a friend.

On the street

Stay in well lit areas as much as possible Walk on the sidewalk, against the flow of traffic (most assaults occur behind the Victim). Avoid bushes and alleys where someone could hide. Again be alert and aware of your surroundings and the people around you.

Car Safety

- Always lock your car doors upon entering the car.
- Park in well lighted areas
- Have your car keys prepared when you are going to your car so that you do not linger at your car door.
- Check the back seat before entering your car.
- If you think another car is following you, drive to a public place
- If your car breaks down, open your hood and attach a white cloth to the car's antenna. If someone stops to help, stay locked in the car and roll down your window to talk to him or her. Ask them to call a towing service for you.
- Don't stop to aid motorists stopped on the side of the road, instead, go to a phone and call a towing service for them.

Waiting for a bus/shuttle



- Avoid isolated bus stops
- Stand away from the curb until the bus arrives
- Don't open your wallet or purse while boarding the bus, have your pass or money already in your hand
- Don't invite trouble – keep gold chains out of sight; don't flash your jewelry; and turn your rings around so that the stones do not show.

On the bus/shuttle

- During off-hours, sit as close to the bus driver as possible
- Stay alert – and be aware of the people around you.
- If someone bothers you, change seats and **TELL THE DRIVER**
- Carry your wallet inside your coat, on in a front pocket. As a further security measure, you can place a comb, horizontally in the fold of your wallet, which will alert you if someone tries to remove it from you pocket.
- Keep your hand bag in front of you and hold it close to your body with both hands Check your purse or wallet if someone is jostling, crowding or pushing you.
- If you see any suspicious activity tell the driver.

Office Security

- Never leave your purse or billfold/wallet in plain view or in the pocket of a jacket hanging on a door.
- Personal property should be marked with your driver's license number (be sure to also mark the state of the license, i.e., CA for California)
- Don't leave cash or valuables at the office
- If you work alone or before or after normal business hours, keep the office door locked
- If you work late and are walking out, try to find another co-worker or a security guard to walk with you to your car.