



DEPARTMENT OF CAMPUS SECURITY

CRIME PREVENTION AND PERSONAL SAFETY TIPS

The Department of Campus Security offers 24 hour a day, seven days a week service to our campus community. Its main function is to provide patrols, respond and conduct investigations of incidents occurring on campus and to help ensure a safe, secure, living, learning and work environment for all constituents.

The actions taken by each member of the University community to increase security can help prevent crime from taking place on our campus. By following the guidelines listed below you can have an impact on your own personal safety, the safety of others, and the overall safety of our institution.

REPORT INCIDENTS AND/OR CRIMES TO:

<u>Department of Campus Security 24/7</u>	904-256-7585
<u>Jacksonville Sheriff's Office</u>	
Emergency	911
Non-emergency	904-630-0500
<u>Jacksonville Fire and Rescue</u>	911

SAFETY TIPS TO HELP YOU TAKE CHARGE OF YOUR OWN SAFETY

- Lock all doors in your office, room, and vehicle
- Do not prop open locked doors

- Never walk alone. Always walk with a partner or in a group. You may also call Campus Security for a safety escort to and from parking areas or any location on campus by calling 904-256-7585
- Report all suspicious activity, persons, or vehicles to Campus Security
- Stay in well lighted areas on the campus. Avoid the undeveloped areas of campus
- Familiarize yourself with the campus and locations of the Emergency Blue light poles
- Use your door peephole to identify visitors and ask who it is
- Never escort or allow a stranger onto your hall/floor
- Report broken or damaged locks to Campus Security
- Always carry your keys and Dolphin1 ID card with you
- Do not duplicate your room key
- Do not give out personal information over the phone or through social media
- Report all harassing or obscene phone calls to Campus Security and/or Jacksonville Sheriff's Office
- Report all solicitors on campus to Campus Security
- Lock all windows in your room or office
- Never allow a stranger to come into your room or office to use the phone
- Document all of your valuables inclusive of any serial numbers. Photograph them as well
- When you leave your room tell a friend where you are going, with whom, and approximately when you will return
- **ALWAYS LOCK YOUR ROOM/APARTMENT, EVEN IF JUST GOING DOWN THE HALL OR TAKE OUT THE TRASH**
- Make a copy or photograph of all valuable information (documents, Passport, Driver's License, credit cards, etc.) and keep it in a safe place
- Do not offer or accept a ride from people you do not know
- **Always follow Residential Life visitation policies**

On the Street:

- Be alert, constantly looking around you as you walk
- Be aware of other people on the street for they may be watching you
- Avoid distracting behaviors such as texting, talking on the phone, listening to an audio device with ear plugs or headset, or reading while walking or standing on the sidewalk
- Make it difficult for anyone to surprise you
- Carry your keys in hand to use as a defense weapon if necessary
- Do not walk alone. Always walk with a friend or with a group

- Stay on well-lighted streets and sidewalks
- When walking, walk in the middle of the sidewalk and walk facing on-coming traffic
- If you think you are being followed, look behind you and consider crossing the street if safe to do so. Proceed to a populated area and call police as you proceed and are able to use a cell phone
- If a car is following you, do not walk toward the vehicle. Change direction and head for a store or other high traffic area while using your cell phone to call police. If possible get a description of the vehicle and any occupants
- **Avoid being on the street alone if you are upset or under the influence of alcohol or drugs**

In Your Car

- Park only in designated parking lots and spaces
- If parking during hours of darkness or you believe it may be dark when you return, park under a street/parking lot light
- Have your keys in hand and ready when you are approaching your vehicle
- When you approach your vehicle, visually inspect the area around the vehicle for any suspicious person or activity. If you do observe something suspicious walk to where there are people and call police
- Avoid distracting behaviors while approaching your vehicle such as talking on the phone or texting. Remember someone may be watching you while you are distracted
- Keep your car in good working order and the gas tank at least half full
- If you experience a problem with your vehicle contact Campus Security. Be suspicious of anyone who seems to instantly appear to offer assistance. Criminals have been known to disable cars as a means of approaching a potential victim
- If someone approaches your vehicle and attempts to enter, blow your horn to attract attention and/or drive away
- Check the back seat before you enter your vehicle
- Lock all doors while parking, parked, and while driving
- Do not leave your keys in the ignition with the engine running, even if just for a second. In fact, in Florida it is against the law
- If you are being followed, drive to a police sub-station or a crowded parking lot or business and attract someone's attention. Do not drive home where someone can learn your address

- Do not stop for stranded motorists. You will be more helpful by calling the police non-emergency number (904-630-0500).

In Elevators

- If you do not feel comfortable getting into an elevator, use the stairs or call Campus Security for assistance.
- When using an elevator, if a stranger or a person who makes you feel uncomfortable enters, stand near the controls and sound the emergency alarm should you feel threatened.
- Consider not entering an elevator which is occupied by only one other person who is a stranger.

On a Bus

- Always meet buses at well lighted bus stops.
- Sit near the driver and do not hesitate to inform him if someone is bothering you.
- Never get off a bus in an isolated area.
- Always be alert as to who gets off the bus with you.