

BE ALERT!

Personal Security Handbook



**BE ON YOUR GUARD
GUARD AGAINST CRIME**

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INTRODUCTION

The Caltech campus is a great place to learn, grow and work. Like any other community, a university campus has its share of injuries, accidents, and crimes. This handbook is a manual designed to inform you, as a member of the Caltech community, of the measures that you can take to maximize your personal safety and the security of your belongings. Please take the time to read this manual, and save it for future reference.

IMPORTANT TELEPHONE NUMBERS

Emergencies: Police, Fire, and Paramedics

On-campus (24 hours)

5000

Off-campus housing (24 hours)

395-5000

Other Services

Security (Escorts, Reports)

4701

Campus Card Services

Day time

6169

Evenings and Weekends

4701

(Temporary I.D. card)

Physical Plant Service Center

24 hrs/day, 7 days/wk

4717

Safety Office

(8:00 a.m. to 5:00 p.m., M-F)

6727

Staff/Faculty Consultation Center

IMPORTANT TELEPHONE NUMBERS

(9:00 a.m. to 5:00 p.m. M-F)

8360

After hours (records message)

395-8360

Women's Center

3221

Lost and Found

Caltech Y

6163

Security

4701

For Students only:

Undergraduate Students

Master of Student Houses

6295

Student Housing Facilities Emergencies

Housing Office (grads and undergrads)

IMPORTANT TELEPHONE NUMBERS

(8:00 a.m. to 5:00 p.m. M-F)

6175

Evenings and Weekends:

Central Plant

6571

Graduate Students

Graduate Office (days)

6346

Evenings and Weekends:

Security Office

4701

Medical Assistance

Health Center

(8:00 am to 8:00 PM M-F)

6963

Evenings and Weekends

584-2421

(Dr. Miller)

Emergency

On-campus

5000

Off-campus

395-5000

IMPORTANT TELEPHONE NUMBERS

Psychiatric Assistance/ Counseling

Counseling Center

(8:00 am to 5:00 PM M-F)

8331

Evenings and Weekends

4701

(Security)

Student Consulting Program

2961

(Health Educator)

EMERGENCY PROCEDURES

Emergency Communications Center

The Center is located within the Holliston Parking structure, 370 S. Holliston Ave., at the driveway entrance. All emergencies that occur on the Caltech campus should be reported by calling "5000." Emergencies occurring at off-campus Caltech property should be reported by calling "395-5000." A Security officer will answer emergency calls on a 24-hour basis. The Center has a direct line to emergency services such as Police, Fire, and Paramedics.

Emergency Telephones

The Institute has 26 emergency telephones located throughout the campus. These telephones dial directly to Security. Each unit has self-explanatory operating instructions. They can be located on the map on the back page of this booklet.

EMERGENCY PROCEDURES

Evacuation Procedures

Be aware of the emergency exits in the buildings that you occupy. In the event of a fire or earthquake, do not use any elevators. Always use the stairs. For the specific evacuation procedures for your building, please contact the Safety Office at x6727.

CAMPUS SECURITY AND PARKING SERVICES

Campus Security and Parking Services is located on the second floor of 515 S. Wilson Avenue. The entrance is at the rear of the building. It is open 8:00 a.m. to 5:00 p.m., Monday through Friday. For Campus awareness and convenience, Security posts Weekly Incident Notices, periodic Security Bulletins, Campus Parking Regulations, and the Annual Security Report on the web. To visit Security's web page, go to <http://security.caltech.edu/>.

Security Station

There is a security office in the parking structure at 370 S. Holliston that is staffed 24 hours a day, seven days a week.

Report Procedures

Report all incidents involving staff, faculty, students and Institute property to Security.

CAMPUS SECURITY AND PARKING SERVICES

For emergencies, call 5000 on-campus, or 395-5000 off-campus. Call extension 4701 for non-emergency situations.

Access Cards

Notify Security immediately if your access card is lost or stolen. Notification can be made by calling extension 4708 or by e-mail to Security.Dispatch@caltech.edu or greg.powell@caltech.edu.

A temporary card can be obtained after normal business hours/weekends and holidays at the Security Office in the Holliston parking structure. During normal business hours, the Card Office will issue a replacement.

The Card Office is located in the Campus Bookstore.

CAMPUS SECURITY AND PARKING SERVICES

Campus Parking Regulations

All vehicles must be registered with Campus Security and Parking Services. Vehicle registration may be done online at <http://www.parking.caltech.edu/index.html> or by filling out a vehicle registration form and bringing it to Campus Security and Parking Services. The campus parking regulations can be found on line at <http://www.parking.caltech.edu/regulations.html> or at <http://www.security.caltech.edu/>.

The campus parking regulations are strictly enforced. Campus Security and Parking Services issues City of Pasadena parking citations in accordance with the California Vehicle Code section 21113 a. A parking citation can be appealed through the City of Pasadena. Forms to appeal the citation are available at Security Services Dispatch in the Holliston Parking Structure or at Campus Security and Parking Services.

CAMPUS SECURITY AND PARKING SERVICES

City Of Pasadena Parking Regulations

The City of Pasadena has an "Overnight Parking Ordinance." The ordinance prohibits parking on city streets between the hours of 2:00 a.m. and 6:00 a.m., except by permit. Permits are available, for a fee, through Municipal Services at City Hall, 100 North Garfield Avenue, Room 121. The city streets surrounding the Institute are subject to citation for this violation. The streets include: Wilson Ave., Del Mar Blvd., Hill Ave., California Blvd., and Catalina Ave.

Parking citations, whether issued by the City or Security, are under the control of the City of Pasadena after they are issued. If you receive a citation, it may be contested through the City. The forms to request an administrative review are available at the Security Offices at Holliston Ave. parking structure and at the Campus Security and Parking Services Office at 515 S. Wilson.

SECURITY AND SAFETY

Personal Safety

There are no guarantees of personal safety in any environment. It is incumbent upon each individual to safeguard themselves against becoming the victim of a crime. One of the best ways to maximize your safety and minimize your risk is to follow some very simple security rules.

- Walk with a friend whenever possible.
- Always be aware of your surroundings and the people around you, no matter whether it is day or night.
- Use well lit, well traveled routes. Avoid dark, vacant or deserted areas.
- Walk with confidence. Show that you are aware and in control. Body language works.

SECURITY AND SAFETY

- Trust your instincts. If someone or something makes you feel uneasy, get out or get away.
- Move to a well lit and populated area or building, such as a store or restaurant. If you feel you are being followed, call for assistance immediately.
- Know where the emergency telephones are located on campus (see the map in this pamphlet).
- If you are on campus after hours, stay alert.
 - **Lock office or lab doors.**
 - Call Security if you see or hear anything suspicious.
 - Tell a friend, colleague or Security where you are and when you plan to leave.
 - Arrange to meet a friend or request an escort from Security when you leave.

SECURITY AND SAFETY

- When you are out in a car, park in well lit areas. Avoid parking in secluded parts of a parking lot. Park and walk close to high traffic areas.
- When out shopping, don't carry large bundles or packages. They distract you from your surroundings and make you a potential target for a thief.

Safety at Home

- Keep all doors and windows locked at all times if possible, even when home.
- Always lock the doors and windows when you leave, even if it is only for a short time.
- Keep your house keys and car keys on separate key chains.
- Do not attach your address to your key chain.
- Do not lend your keys to anyone you do not know well or trust.

SECURITY AND SAFETY

- Never open the door to a stranger, even one who says that they are a service person. Ask for identification. Do not rely on a chain lock to prevent entry. It is insufficient protection.
- If a stranger comes to your door and asks to use the telephone, do not open the door or let them in. Offer to place the call for them.
- Know your neighbors. A neighbor can watch out for your residence while you are away, and you can do the same for them.
- Don't leave your wallet, purse, checkbook, cash, or jewelry in open view. Keep them locked away or in a drawer or cabinet.

SECURITY AND SAFETY

- Engrave your ID number or driver's license number, including the state, on any valuable property such as a stereo, television, camera, lap top computer, etc. You may borrow an engraving tool from Security or from the Housing Office.
- Hang up immediately on any harassing or obscene phone call. Report the incident to Security.

Student Residences

- Always lock your door when you leave, even for brief periods of time.
- Secure your belongings, such as lap top computers, back packs, calculators, etc. Do not leave them unattended in a common area such as a hallway, library, lounge, etc.
- Do not allow strangers to enter your room or apartment unless they are properly identified. If a stranger does enter your room or apartment, ask them

SECURITY AND SAFETY

to leave. If they refuse, create a commotion and leave quickly. ***Notify Security immediately.***

- Don't leave your wallet, purse, checkbook, cash or jewelry in open view. Keep them locked away or in a drawer or cabinet.
- If you see a suspicious person or something suspicious call Security. On campus call ext. 5000; off-campus call 395-5000.

Office and Laboratories

- Don't leave your wallet, purse, checkbook, cash or jewelry in open view. Keep them locked away or in a drawer or cabinet.
- **Always** lock the office or lab door when you leave, even for brief periods of time.

SECURITY AND SAFETY

- If you see a suspicious person, or something suspicious, call Security.

ATM Safety

- There is an ATM on the Caltech campus on the east side of Winnett. These are safety tips for using this ATM or any ATM.
- Have your card ready when you approach the ATM.
- Stand back from the ATM to allow some privacy for a person using the ATM when you arrive.
- Stand directly in front of the ATM when using it so that no one sees you enter your PIN.
- Memorize your PIN. Do not write it on your ATM card or carry it in your wallet.
- When making a deposit, have the deposit ready for insertion into the ATM.

SECURITY AND SAFETY

Fill out the paperwork before you arrive to make the transaction.

- Be alert. Do not use the ATM if you notice anything suspicious. If you have already started your transaction, cancel it, secure your card, and leave. Act as if you cannot get money from the machine.
- After the transaction, pocket your card and the money. Never walk away counting your money.
- Keep your account information confidential. Always take your card and receipt with you.

Protect Your Car

- Always lock your car and take the keys, even if you are only stopping for a couple of minutes.

SECURITY AND SAFETY

- Make sure the windows are closed.
- Park your car in a well lit, well traveled area whenever possible.
- Consider installing an anti-theft device in your vehicle such as:
 - A car alarm that activates when someone tampers with the car.
 - A steering locking device.
 - A secondary "kill switch" shutting off the ignition or fuel line.
 - A vehicle tracking system that will assist the police in finding your car if it is stolen.

Protect Your Bike

- Always lock your bike to a secure object, even if you are only stopping for a couple of minutes. Secure your bike through both the frame and wheel.
- The best security lock is the U-lock. Chains and cables are OK, but can be defeated with bolt cutters.

SECURITY AND SAFETY

- Park your bike in a well lit, well traveled area.
- Record the serial number of the bike and keep it in a safe place. Also mark the bike with your driver's license number.
- Register the bike with Campus Security and Parking Services.