



General Personal Safety Guidelines

To maximize your personal safety, take some time to read through the following guidelines. This will help you plan and prepare for safety before leaving your home.

- ☑ Limit your valuables (identification and money) by carrying only what you need for the day. If you must carry large sums of money or personal items, consider placing them close to the front of your body and conceal them under clothing or in a fanny pack.
- ☑ Protect your laptop computers from theft by transporting them in a nondescript bag. Standard cases designed specifically for laptops clearly portray the contents, making it an easier task for the thief to spot in a crowd.
- ☑ Never leave your valuables unattended.
- ☑ When on the street, be ALERT and AWARE at all times. Keep good eye contact with the people around you. Walk with confidence and purpose. Most victims will be targeted because they appear not to be paying attention to their surroundings.
- ☑ Carry handbags or book bags with the strap across the body. This will deter thieves from running by and snatching the bag from your hands.
- ☑ Have your cell phone easily accessible to you in case you need to call the police. Keep your cell phone fully charged at all times.
- ☑ It is good practice to let another person know your itinerary for the day and your expected time of return.
- ☑ There is safety in numbers. Make every effort to walk with others when leaving a building or location. Walk in well traveled, well-lit streets. Do not take short-cuts through parking lots or alley ways.
- ☑ Digital music players are a common target of thieves and robbers. Be wise about where you choose to use it when in public. Wearing headphones and ear buds greatly reduces your ability to hear and distracts you from potential danger.
- ☑ If taking public transportation, have you money or pass ready. Do not fumble with your wallet; you might draw attention to a pickpocket.
- ☑ Never discuss personal information (money account numbers, etc.) near strangers. There is a good chance that someone might overhear your conversation and act on the information.
- ☑ ATM transactions should be made inside a store or at a well-lit ATM location. Shield the keypad while you input your code. Have your card ready and do not count or



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display your money. Put your money in pocket or purse immediately. Take your receipt with you.

- Trust your instincts. If you feel uncomfortable or threatened by another person(s), seek help immediately. A whistle is a great device to have when you need to call attention to yourself.
- Protect your vehicle from theft. Always lock your doors and glove compartment. Never hide a spare key in your vehicle.
- Never leave valuables (laptop computer, school equipment, cell phone, digital music player, coins, CD's, clothing, jewelry, wallet, etc.) unattended in the car, or unattended in a café or coffee shop.
- Whenever possible, park your vehicle in a well-lit area with plenty of walking traffic.
- If you have one, activate your anti-theft device(s) prior to leaving your vehicle. If you don't have an anti-theft device, consider getting one.
- Immediately report crimes to the UCSF Police Department. When using a cell phone, call (415) 476-1414 for non-emergencies and (415) 476-6911 for emergencies. When using a campus phone, dial 9-911.

Important phone numbers to program into your cell phone

- **SFPD emergency: (415) 553-8090**
- **SFPD non-emergency: (415) 553-0123**
- **UCSF PD emergency: (415) 476-6911**
- **UCSF PD non-emergency: (415) 476-1414**

UCSF PD's crime prevention services include:

- Personal Safety Presentations
- Crime Prevention & Public Safety Education
- Community Policing activities and events
- Residential & Business Physical Security Assessments

For personal safety presentations, crime prevention and public safety educational materials, security assessments or to coordinate safety activities and events, please contact Jason Heil at (415) 502-9396.