

## Sign Up for Alerts!

UCSF's alerting and warning service, **WarnMe** is activated for immediate threats to safety or health affecting the UCSF community. Alerts can be sent via text message, phone call, email or device app. Text messages have been shown to be the most effective in a disaster scenario.

Log in to [warnme.ucsf.edu](http://warnme.ucsf.edu) to update your personal contact information. WarnMe listings are strictly confidential.

During emergencies, natural disasters and other crises, information may be recorded on the campus emergency hotline number, 415/502-4000 or posted on the campus website.



## How to Report a Crime


- Call the UCSF Police Department or the local police department and give your name, telephone number and location. (See phone numbers on the back panel.)
- Give clear and accurate information. Be prepared to supply a description of any suspects or vehicles, and the direction of travel.
- Do not hang up! Follow the police dispatcher's instructions.



### UCSF Police Department

University of California, San Francisco  
654 Minnesota Street, Suite 180  
San Francisco, CA 94143-0238  
E-Mail: [police@ucsf.edu](mailto:police@ucsf.edu)  
For more information: [police.ucsf.edu](http://police.ucsf.edu)

## In Case of Emergency:

 To reach the UCSF Police Department, dial 9 + 911 from any campus phone or 415/476-6911 from a non-campus phone.

For non-emergencies, please call 415/476-1414.

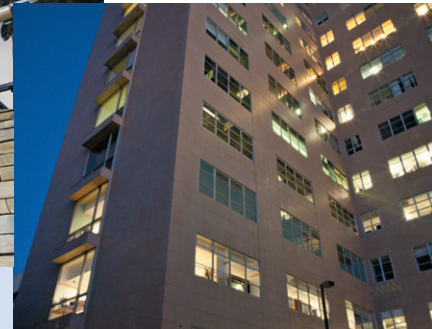
- San Francisco Police Department: 911
- San Francisco Sheriff's Patrol (SFGH): 415/206-8063
- Safety Escorts: 415/476-1414
- Faculty Staff Assistance Program: 415/476-8279
- Confidential CARE Advocate: 415/502-8802
- Office for the Prevention of Harassment and Discrimination (Title IX): 415/476-7700
- Student Health & Counseling Services: 415/476-1281
- Housing Services: 415/514-4550
- Student Life: 415/502-1484

For more tips on crime prevention and personal safety or to view/download the *UCSF Annual Security Report*, please go to: [police.ucsf.edu](http://police.ucsf.edu)



## UCSF Police Department

# Safety and Security Awareness Guide



University of California  
San Francisco

## Personal Safety

- **Be aware/alert of your surroundings.**
- **Trust your intuition.**
- **Be assertive.**
  - *With your body* – walk, look and move with confidence.
  - *With your voice* – carry a pocket alarm or safety whistle; scream and cause a scene if necessary.
- Do not hold building entry doors open for strangers.
- Keep money and valuables in secure places.
- Do not carry excess cash, credit cards or valuables.
- Report suspicious individuals and activities immediately.

## Workplace/Classroom Safety

- Properly display your UCSF ID card at all times.
- Do not allow unknown individuals to enter secure locations; most UCSF community members are issued UCSF ID cards.
- Let someone know where you are, if you are working afterhours or in an isolated location.
- Call for a safety escort when on campus.
- Lock your office doors and windows when unattended.
- Routinely review emergency and evacuation protocols.

## Community Safety

- Travel in well-lit, populated areas when possible. Avoid shortcuts or isolated surroundings.
- Walk confidently and avoid the distractions of cell phone and headphone use when walking alone.
- When possible, travel with a friend or in a group.
- If taking the bus, check the schedule by calling 3-1-1. This will limit time alone at bus stops.
- Do not carry excess cash, credit cards or valuables.
- If you think someone is following you, change directions, cross the street or go to a public place and ask for help.

## Home/Apartment Safety

- Have keys ready to enter your residence quickly.
- Do not enter elevators if you are uncertain of any occupant.
- Stand next to the elevator control panel and if accosted, press all the buttons.
- Keep your residence well-lit.
- If you suspect a prowler is inside your living space, avoid confrontation, get out immediately and call the police.
- Lock all doors and windows when you leave.

## Active Shooter

- Notify law enforcement immediately; state where you are and what is happening.
- **FIGURE OUT** – decide your best course of action.
- **GET OUT** – evacuate only if it is safe, otherwise wait until law enforcement personnel arrive.
- **HIDE OUT** – find a secure area and take protective action.
- **HELP OUT** – remain calm, reassure others and treat the injured if you are able.
- **TAKE OUT** (last resort) – Take whatever action necessary to neutralize the situation.
- Follow up with medical care and/or counseling; give witness statements to police officers investigating the incident.



## Sexual Assault and Prevention

- Sexual assault is any unwanted, non-consensual sexual act in which a person is threatened, coerced or forced to comply against their will, or where a person is unable to give consent.
- No one deserves to be the victim of sexual assault. Because every assault is different, there is no single solution for preventing an assault. However, awareness, practicing personal safety, assertiveness and a willingness to fight back are proven tools in prevention.
- Approximately 80% of sexual assault victims know their attacker and the majority of incidents are planned.

### IF YOU ARE SEXUALLY ASSAULTED...

- Go to a safe place and call the UCSF Police Department or the local police department.
- Seek medical attention or call a rape treatment center.
- DO NOT shower, bathe, douche, wash your mouth, or do anything else that might destroy evidence.
- DO NOT change or destroy clothing.
- DO NOT clean or straighten up your room or touch areas the attacker may have touched.

### SEXUAL ASSAULT RESOURCES

- San Francisco Women Against Rape (24-hour crisis line) 415/647-RAPE (7273)
- San Francisco Trauma Recovery Center 415/437-3000

## Auto Safety

- Close all windows and lock your car when you park.
- Park in well-lit places with high visibility.
- Do not leave valuables and packages visible in your car; place items in your trunk before arriving and parking.
- Use an anti-theft device or alarm.
- When returning, have your keys in hand, ready to unlock your car.

## What to Do If Your Wallet/ID Is Lost or Stolen

- Cancel all credit cards immediately!
- Contact your bank if your checkbook or ATM card is stolen.
- File a police report. This is very important and aids in crime prevention. Save and keep a copy of the police report.
- File your complaint with the Federal Trade Commission (FTC).
- Place a fraud alert on your name and social security number by contacting all of the following numbers:
  - Equifax 1-800-525-6285
  - Experian 1-888-397-3742
  - TransUnion 1-800-680-7289
  - Social Security Administration Fraud Hotline (10 a.m. – 4 p.m. EST) 1-800-269-0271

## Prevent ID Theft

- Monitor your credit regularly. You can obtain a free credit report annually from each of the three credit bureaus listed above by visiting AnnualCreditReport.com (government supported).
- Shred all documents containing personal information, including pre-approved credit applications and bank statements.
- Create complex passwords for online accounts.
- Watch out for scams via phone, email, internet, or by any other means.
- Do not give out personal or financial information to unknown individuals; most institutions will not ask for such information over the phone or by email.
- Do not download files from unknown sources.
- Check monthly statements and immediately report any unauthorized charges.

## Cyber Security

- Minimum Standards: <http://tiny.ucsf.edu/security>
- Encryption Guides: <https://it.ucsf.edu/encrypt>