



## 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](http://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>