

## RESPONSIBILITIES OF THE UNIVERSITY COMMUNITY – SAFETY AWARENESS CAMPAIGN

A safe and secure environment is essential to carrying out the mission of the University. Preventing harm depends on community members identifying and communicating hazardous conditions and behaviors of concern. Early identification allows for effective planning, mitigation, response and recovery of any given situation.

UC Santa Cruz has a multi-pronged safety awareness campaign based on the national **See Something, Say Something, Do Something** effort to promote campus safety for students, academic and staff personnel. (<http://deanofstudents.ucsc.edu/student-care/see-say-do/>)

Members of the University community must assume responsibility for their own safety and the security of their personal property. The following precautions provide guidance:

- Be aware of your surroundings. If possible, don't walk alone during late-night hours. Walk in groups whenever you can — there is always safety in numbers. Stay in well-lit areas as much as possible.
- Never take personal safety for granted. Trust your instincts. If something or someone makes you uneasy, avoid the person or leave.
- Let a family member or friend know your destination and your estimated time of arrival or return. That way, the police can be notified as quickly as possible if there is a problem.
- Carry only small amounts of cash. Never leave valuables (wallets, purses, books, phones, etc.) unattended or in plain sight.
- Carry your keys at all times and do not lend them to anyone.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- Many doors on campus are protected by access readers. They should not be held open for strangers. Don't let people into residence halls or other protected locations, unless you know them.
- Inventory your personal property and insure it appropriately with personal insurance coverage. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- In the event of a fire alarm sounding, follow all building evacuation procedures.
- If you see or smell any evidence of fire, smoke, gas or other hazardous conditions call 911 immediately. Even fires which have been extinguished should be reported.
- Report all crimes and suspicious activities to the UC Santa Cruz Police Department immediately.
- Save any evidence. Do not remove any evidence until officers are able to respond and investigate.