

PERSONAL SAFETY

CAR AND BICYCLE THREAT PREVENTION

THEFT PREVENTION

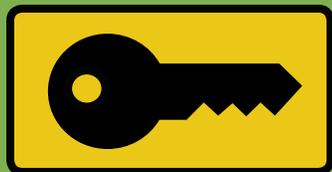
NONDISCRIMINATION POLICY

The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator. RSCCD Title IX Officer and Section 504/ADA Coordinator: John Didion, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7489.

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STAY SAFE BE ALERT SAFETY & SECURITY OFFICE SAFETY TIPS

714 • 241 • 5738



PERSONAL SAFETY

Stay alert: Be aware of your surroundings. Avoid using distracting devices such as cell phones in the parking lot. Your ears and eyes are your best defense against being taken by surprise.

Be aware: Stay informed of crime prevention bulletins issued by campus safety. Video surveillance has been installed on your campus for your increased safety.

Double up: Ask a safety officer to walk with you to your car or use the buddy system of walking in pairs or groups.

Walk confidently and with a purpose: If you notice someone hanging around your car or acting suspiciously return to a well-lit, safe environment. Assertive body language can help prevent an attack. Keep your head up.

Listen to your instincts: If you think you are being followed, do not ignore the thought. Go to somewhere safe. If you feel you are in immediate danger, run, scream, honk your horn, flash your lights - make a scene. Report suspicious people or activities to safety personnel.

Don't be embarrassed: If you believe that you are in danger, do not be concerned about drawing attention to yourself by calling campus security to ask for help. Carry a whistle on your key chain and use it when you feel that you are in danger.

Use the services of campus safety and security:

Don't be afraid to ask safety officers for assistance. They are employed by the college to help all students regardless of their status. If you ever feel in danger, do not hesitate to call safety and security by dialing 3-3-3 on a campus phone or call box. Call boxes are located near Buildings A, D, and E.

Respond to a life-threatening emergency: If you see a fire, a medical emergency, or a crime in progress, please call 9-1-1 without hesitation.

CAR AND BICYCLE THREAT PREVENTION

Note where you parked: Don't spend unnecessary time walking around the parking lot. Park as close as possible to campus buildings.

Lock it up: Always lock your doors. Use safety devices like a steering wheel lock or car alarms. Always lock your bicycle to a bicycle rack, a metal fence post, or a large tree in a visible area.

Take your keys: Do not leave your keys in the ignition, doors or trunk.

Close your windows: Do not leave your windows down, even on the hottest days.

Move it or lose it: If you must leave valuable items in your car, place items out of sight before parking your car or move them inconspicuously. This includes packages, backpacks, gym bags, computers, and so forth. If you can't take them with you, lock the items in your glove compartment or trunk.

Returning to your vehicle: Have your keys in your hand so you are not searching for them as you walk. If you carry a purse, carry it close to your body, preferably in front. As you approach your car, look under and around it, in the back seat and on the floor, before getting into it.

Car problems: Go to the Centennial Education Center (CEC) Safety and Security Office if you have a problem securing your car. Help is also available with dead batteries or keys locked in your car.

Start your vehicle and drive away: Don't linger in your car in the parking lot. Make any necessary phone calls before you walk to your car or using a hands-free device after you have left the parking lot.

Report thefts: If your car, personal property, or bicycle is stolen, make a report to the CEC Safety and Security Office.

THEFT PREVENTION

Don't be a target: Avoid wearing expensive jewelry and don't carry large amounts of cash.

Watch your property: Don't leave your belongings, including backpacks, books, wallets, purses, laptops unattended on campus. If you leave it, you lose it!

Office theft: Prevent theft of property from offices by locking the door when you leave. Make sure valuable equipment is secured with anti-theft devices. Marking or etching property also discourages theft and will help if the property is recovered after a theft.

STAY SAFE BE ALERT

For additional safety information, contact the CEC Safety and Security Office at 714 • 241 • 5738

