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## Personal Safety Tips

- The emergency telephone number for Campus Security is 803-940-0672 from your cell phone or from an off-campus phone.
- Dial 911 for Newberry Police Department, Newberry County Sheriff’s Office, Fire Service or EMS.
- Keep the emergency phone numbers near your phones (stickers, magnets, etc.).
- Program emergency phones numbers into your personal cell phone.
- Ensure that you are subscribed to E2campus Alert mass notification system on campus.
- Participate in any campus emergency and safety programs being offered on campus

## Security Awareness and Crime Prevention Programs

The College provides the following services and programs to improve safety on campus and to educate the community about security issues:

- Escort Service — Campus Security provides an escort service for students, faculty and staff walking on campus or to and from their on campus residence when requested. Students, staff and faculty are asked to walk with others when possible and to choose paths that are well lit.
- New Student Orientation — Crime prevention materials are provided and questions are answered during new student orientation meetings.
- Personal Safety — Sessions on personal safety, crime and violence prevention, crisis and, emergency management planning, threat assessment, dorm safety, rape prevention, introductory self-defense, fire safety, are offered on campus. Contact the Director of Security at 321-5602 for more information.
- Residence Hall Security — Hall security and safety is routinely discussed in all hall meetings.
- Electronic Systems — Campus Security monitors fire alarms, campus wide, with the help of a computerized monitoring system. Access into certain facilities, including residence halls, is controlled through use of a card key access control system.
- Operation Identification — Students are strongly encouraged to mark valuables with a driver’s license number and to record serial numbers on forms provided by Campus Security.

## When Walking Around Campus

- Familiarize yourself with the layout of the campus. Survey the campus while classes are in session and after dark to see that academic buildings, walkways, facilities, and parking lots are adequately secured and well-lighted.
- Plan the safest route to your destination; choose well-lighted, busy pathways and streets.
- Share your class schedule with your parents and trusted friends and give them your telephone numbers.
- At night, stick to well-lighted areas whenever possible and avoid alleyways or "short cuts" through isolated areas
- Travel in groups and avoid going out alone at night.
- Use the campus escort services at night.
- If you are being followed, change direction and go to the nearest location; knock on the door, and request that someone call Security. Note the description of the person following you.
- Walk near the curb and avoid shrubbery or other places of potential concealment.
- Tell a friend or roommate where you are going and what time you expect to return.
- Stay alert to your surroundings and the people around you.
- Carry your purse close to your body and keep a firm grip on it; carry your wallet in an inside coat pocket or your front pant pocket.
- Keep your keys separate from your purse or backpack.
- Don't overload yourself with bags or packages and avoid wearing shoes that restrict your movements.
- Walk with a confident stride; keep your head up and look around.
- If a motorist stops and asks for directions, keep your distance from the car.

## When You are in the Residence Halls

- Always lock your door; even when you're sleeping or just going down the hall.
- Do not allow strangers to enter your room or your complex. Do not open your door unless you can identify the person seeking entry.
- Do not let unknown individuals "tailgate;" ask who they are visiting and offer to call Campus Security.
- Do not prop any exterior doors open to allow unescorted visitors into the residence hall (pizza delivery, friends, etc.).
- Report lost or stolen residence hall keys immediately to your residence hall staff.
- Report any malfunctioning locks, doors or windows to your residence life staff or Campus Security.
- Do not leave your keys lying around in your room when you are not in the room.
- Do not leave messages on your door about when you will be returning to your room.
- Tell a roommate or friend if you are planning to be away overnight or for a few days.
- Report any suspicious persons or activities (including solicitors) in or near your residence hall to your residence hall staff, and call Campus Security.
- Secure your valuables and engrave expensive items with identifying information.
- Always lock your doors and windows at night, especially if you reside on the first or second floors.
- Do not leave your identification, keys, wallets, checkbooks, or other valuables in open view.
- Get to know your RA, residence life staff, neighbors, and the Campus Security Officers.

## Motor Vehicle Safety

- Park in well lighted areas, where your vehicle is visible; avoid parking next to vans or trucks.
- Keep all items out of sight, especially valuables.
- Service your vehicle regularly to avoid breakdowns.
- Keep your vehicle locked at all times.
- Consider an alarm system.
- When leaving your car for service, remove your other keys.
- Have your key ready when you approach your car. Before getting in, check inside and under your car to make sure no one is hiding.

## When You're Driving

- Carry a cell phone.
- Never let fuel level get below  $\frac{1}{4}$  tank.
- Drive on well traveled streets and keep your car in gear while it is stopped. Allow at least one car length space between your car and the car in front of you so that you can escape should someone try to get into your car.
- Always be aware of your surroundings and check your rear view mirror often.
- Keep doors locked and windows shut and keep valuables out of sight; either covered or in the trunk.
- If your car breaks down, open the hood and stay inside. If someone stops to help, do not open your window or door, but have him or her call for assistance.
- If you do not know the location of your destination, ask someone for specific directions before you leave.
- If you get lost, do not pull over until you find a well-lit public area, and then call the police.
- If you suspect you are being followed, drive to a well-lit public area and call the police.
- Always carry an emergency kit in your vehicle with first aid supplies, flares, flashlight, jumper cables, blanket, etc.
- Never pick up hitchhikers.
- Beware of people who yell, honk, and point at your car as if something is wrong; if your car breaks down, stay inside and lock the doors. If anyone approaches to help, crack the window and ask them to call the Police. Ask uniformed people to show identification.
- Beware of people who motion and ask you to stop and lend assistance; if you want to assist someone whose car has broken down, go to the nearest phone or use your cell phone and call the Police.
- Beware of people who may bump your vehicle from behind; if you think you were bumped intentionally, signal the other person to follow you to the nearest police station.
- If a person with a weapon confronts you and wants your vehicle, give it up. No car is worth being injured or losing your life over.

## Safe Walking, Jogging, or Running

- Plan your route in advance and walk/jog/run in familiar areas.
- Go with a known companion if possible.
- Carry identification.
- Don't wear jewelry or carry cash.

- Avoid secluded or dimly lighted areas.
- Avoid going after dark.
- Always face the traffic.
- If you're being followed, cross the street or change directions; keep looking back and get a good description of the person.
- If you're still being followed, go to the nearest house or business and call Campus Security or the Police.
- Wear bright colors to improve your visibility.
- Change your route and schedule.
- Avoid bushes where a person could hide.
- Take a key with you; do not leave your house or room unlocked; someone could be watching to see when you are not home.
- Carry your cell phone, a whistle or shrill alarm to summon help.
- Do not wear headphones/earphones for an iPod, walkman, etc. Plan your route in advance and walk/jog/run in familiar areas.
- Go with a known companion if possible.
- Carry identification.
- Don't wear jewelry or carry cash.
- Avoid secluded or dimly lighted areas.
- Avoid going after dark.
- Always face the traffic.
- If you're being followed, cross the street or change directions; keep looking back and get a good description of the person.
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- Carry your cell phone, a whistle or shrill alarm to summon help.
- Do not wear headphones/earphones for an iPod, walkman, etc.

## If You are Attacked

- Go with your instincts, but be realistic about your ability to fight off someone; your instinct may be to run, scream, kick, hit or bite.
- If a weapon is displayed, don't resist. Give up your property and save your life.
- Do what you are told and don't make any sudden moves.
- Try to remember as many details as possible and alert Campus Security or the Local Police as soon as possible.
- Your goal should be to escape safely and survive; cooperate if you think that resisting may lead to further harm.
- Remember every situation is different; you are the only one who can decide the appropriate course of action.
- Constantly play the "what if" game to think about what you would do in a particular threatening situation. This will help prepare you to respond instinctively when a threat is encountered.

- After an event, never feel guilty about what you did or did not do.

## Bicycle Safety and Protection

- Use a bike light when riding a bicycle at night.
- Wear a helmet at all times when riding a bicycle.
- Obey all traffic laws; you must stop at intersections; pedestrians have the right of way.
- Pay attention to your surroundings; warn pedestrians when you are passing them.
- Take extra care when passing parking lot exits or driving through parking lots.
- Give proper hand signals when turning or stopping.
- Before leaving a lane, give a hand signal. Leave the lane only when safe to do so.
- Secure your bicycle with a heavy duty U-lock or chain. When possible, lock at least your front wheel and frame to a bike rack or other stationary object
- Do not park your bicycle in a doorway, on stairs, or blocking any handicapped access. Use a bike rack.
- Engrave or permanently mark your bicycle with an identifying number and record that number with Campus Security.

## Cyber Security

- Never give your password to anyone.
- Change your password frequently.
- Do not allow others access to your email account.
- Monitor your access time by keeping track of when and how long you were on a computer system. It will be obvious if someone has gained access to your account.
- Be wary of anonymous “re-mailers”.
- Do not put personal information or photos on your web page and do not give personal information that can identify where you live to social networking sites.
- Never leave your computer/laptop unattended.
- Engrave markings on your computer.
- Shop online only with companies that you know; check with the Better Business Bureau if unsure.
- Use a secure browser that will encrypt or scramble purchase information or pay with a money order or check.
- Update your virus software regularly, or when new versions are available.
- Do not download files sent to you by strangers or click on hyperlinks from people you don't know.
- Make certain that all your personal information is deleted from your computer prior to disposing of it.

## What to Include When Describing a Suspect or a Vehicle

- Date
- Time
- Location
- Direction of Travel
- Weapon

## What Suspect Information Should Include

- Male/Female
- Adult/Juvenile/Approximate Age
- Race
- Height/Weight
- Hair Color
- Eye Color
- Mustache, beard, sideburns or other facial hair
- Tattoos, scars or other identifying marks
- Gait, limp or amputations

## When Clothing Information Should Include

- Hat
- Glasses
- Shirt type/color
- Pants type/color
- Shoes

## What Automobile Information Should Include

- Make/Model
- Color
- Year
- Body style (2-door, 4-door, convertible, truck, etc.)
- License plate number
- Distinguishing features (spoiler, racing stripes, tinting, damage, etc.)

## Everyday Living Tips

- Take a self-defense course. If female, a Rape Aggression Defense (R.A.D.) course is offered by Campus Security.
- Keep emergency numbers near your phone. Better yet; remember them!
- Lock all doors and windows every time you leave your room/apartment/home, even if you plan to be gone for just a minute.
- Keep house and car keys on separate rings.
- Do not lend your keys to service/maintenance people you do not know well.
- Always ask service/maintenance people to identify themselves before allowing them to enter your room/apartment/home.
- Get to know your neighbors so you can help each other.

- Do not keep large sums of money, jewelry, or valuable items in plain view in your room/apartment/home.
- If you are living off campus, leave spare keys with trusted neighbors, not under a doormat or in a flower planter.
- Try to avoid entering elevators occupied by strangers. If you are waiting for an elevator with a stranger, stand away from the door to avoid being pushed inside.
- Get off on the next floor if you feel uneasy. Hit the alarm button if you are accosted on an elevator.
- Please report any broken or malfunctioning locks to the facilities department or Campus Security.

## Tips for When You're on Foot

- Avoid dark, vacant, or deserted areas; use well-lit routes.
- Avoid walking/jogging/running alone, especially at night. Ask a friend to go with you. Call Campus Police to accompany you around campus during evening hours.
- Dress in clothes and shoes that will not hamper movement.
- Be alert and aware of your surroundings at all times. Avoid wearing headsets that impair your ability to detect and respond to potentially dangerous situations.
- Report suspicious activity or noises immediately to Campus Police.
- Carry a noise-making device with you at all times, and use it if you suspect you are in danger. Move to a lit area or building and raise a commotion. Call 911 and or Campus Security.

## If You Sense Trouble

- Move away from the potential threat if possible; cross the street and increase your pace.
- Join a group of people nearby.
- If a threatening situation is imminent and people are close by, yell, scream or do whatever you can to get their attention. Remember, dialing 911 and or/activating a fire alarm are both part of the personal safety system. 911 calls are free from most phones, and a blue light emergency phones is located on campus and simply requires a push of a button to contact emergency services.
- If you are facing an armed criminal, you may minimize the risk of injury to yourself if you comply with the criminal's demands. However, if your life is in immediate danger, use any defense you can to get away.
- Dial 911 immediately and give a description of the suspect.

## Tips for When You Receive Obscene and Annoying Phone Calls

- Hang up as soon as you realize the nature of the call. Do not try to find out who the caller is, even if you think it is a friend playing a joke.
- Use your answering machine to screen calls. You can also record an obscene phone call with the memo feature on some answering machines.
- If the calls occur frequently, keep a log of exactly when the call was received and what both parties said. Describe the type of voice and note any background noises.
- Consider changing your phone number and depersonalizing your answering machine message.



- Consider purchasing a machine that requires an access code before your phone will ring.
- If the calls continue, contact Campus Security or the Police.

## Tips for Using ATM Machines

- Try to use ATMs during daylight hours. If you must go at night, do not go alone or use the ATM located in Springs Campus Center.
- Avoid ATMs that are not well lit or clearly visible from the street.
- Be aware of people loitering or sitting in cars around ATMs.
- Prepare your transaction ahead of time. Do not spend much time at the machine.
- Do not give out your Personal Identification Number (PIN) to anyone! Memorize it and do not keep a written copy of it in your wallet.

## Vandalism and Graffiti

- Report all vandalism and graffiti immediately.
- In addition to being illegal and costly, much vandalism and graffiti may also be bias, hate or gang-related.

## Avoid Identity Theft

- Destroy private records and statements. Destroy credit card statements, solicitations and other documents that contain any private information. Shred this paperwork using a "cross-cut" shredder so thieves can't find your data when they rummage through your garbage. Also, don't leave a paper trail; never leave ATM, credit card or gas station receipts behind.
- Secure your mail. Empty your mailbox quickly, lock it or get a P.O. Box so criminals don't have a chance to steal credit card offers. Never mail outgoing bill payments and checks from an unsecured mailbox, especially at home. They can be stolen from your mailbox and the payee's name erased with solvents. Mail them from the post office or another secure location.
- Safeguard your Social Security number. Never carry your card with you, or any other card that may have your number, like a health insurance card or school issued ID. Don't put your number on your checks; your SSN is the primary target for identity thieves because it gives them access to your credit report and bank accounts. There are very few entities that can actually demand your SSN – the Department of Motor Vehicles, for example. Also, SSNs are required for transactions involving taxes, so that means banks, brokerages, employers, and the like also have a legitimate need for your SSN.
- Safeguard your computer. Protect your computer from viruses and spies. Use complicated passwords; frequently update antivirus software and spyware. Surf the Web cautiously. Shop only at trustworthy web sites and be wary of obscure sites or any site you've never used before.
- Know who you're dealing with. Whenever you are contacted, either by phone or email, by individuals identifying themselves as banks, credit card or e-commerce companies and asked for private identity or financial information, do not respond. Legitimate companies do not contact you and ask you to provide personal data such as PINs, user names and passwords or bank account information over the phone or Internet. If you think the request is legitimate, contact the company yourself by calling customer service

using the number on your account statement or in the telephone book and confirm what you were told before revealing any of your personal data.

- Take your name off marketers' hit lists. In addition to the national Do Not Call Registry (1-888-382-1222 or <https://www.donotcall.gov>), you also can reduce credit card solicitations for five years by contacting an opt-out service run by the three major credit bureaus: (888) 5-OPT OUT or <https://www.optoutprescreen.com>. You'll need to provide your Social Security Number as an identifier.
- Guard your personal information. Ask questions whenever anyone asks you for personal data. How will the information be used? Why must I provide this data? Ask anyone who does require your Social Security number, for instance, cell phone providers, what their privacy policy is and whether you can arrange for the organization not to share your information with anyone else.
- Monitor your credit report. Each year, obtain and thoroughly review your credit report from the three major credit bureaus; Equifax (800-685-1111), Experian (883-397-3742) and TransUnion (800-680-4213) or at <https://www.annualcreditreport.com>) to look for suspicious activity. If you spot something, alert your card company or the creditor immediately.
- Review your bank and credit card statements carefully. Look for unauthorized charges or withdrawals and report them immediately. Make sure you recognize the merchants, locations and purchases listed before paying the bill. If you don't need or use department store or bank-issued credit cards, consider closing the accounts.
- Keep track of your billing dates/cycles and follow up with creditors if you don't receive bills/statements on time.
- Use random letters and numbers for passwords; don't use your mother's maiden name, your birth date, your graduation date, your social security number or any other familiar letters or numbers that can be associated with you as passwords.
- Be aware of how ID thieves can get your information. They get information from businesses or other institutions by stealing records, bribing employees with access to records, hacking into computers, rummaging through trash, posing as a landlord, employer, or someone else who may have a legal right to the information, stealing credit and debit card numbers as your card is processed by using a special information storage device ("skimming"), stealing wallets and purses containing identification and credit or bank cards, stealing mail, including bank and credit card statements, pre-approved credit offers, new checks, or tax information or completing a "change of address form" to divert your mail to another location.

## If Your Identity Is Stolen

- Contact the fraud departments of each of the three major credit bureaus. Tell them that you're an identity theft victim. Request that a "fraud alert" be placed in your file, along with a victim's statement asking that creditors call you before opening any new accounts or changing your existing accounts.
  1. Equifax To report fraud: 1-800-525-6285 (P.O. Box 740241, Atlanta, GA 30374-0241)
  2. Experian To report fraud: 1-888-EXPERIAN (397-3742) (P.O. Box 9532, Allen, TX 75013)
  3. TransUnion To report fraud: 1-800-680-7289 (Fraud Victim Assistance Division, P.O. Box 6790, Fullerton, CA 92634).
- Contact the creditors for any accounts that have been tampered with or opened fraudulently. Speak with someone in the security/fraud department of each creditor, and follow up with a letter.
- If your Social Security number has been used illegally, contact the Social Security Fraud Hotline at 1-800-269-0271.

- File a report with Campus Police or the Police in the community where the identity theft took place. Get a copy of the police report in case the bank, credit-card company, or others need proof of the crime.
- Keep records of everything involved in your efforts to clear up fraud, including copies of written correspondence and records of telephone calls.

## Computer Scams

- Computer phishing is a crime. Phishers attempt to fraudulently acquire credit card details and other sensitive personal data via bogus emails or pop-up windows. It may look like a legitimate email from a legitimate institution, but beware of unsolicited requests for information.
- Financial or payment institutions will never request that you send them personal sensitive data via email or pop up windows.
- If you receive a suspicious looking email from any bank, lending, or payment institution, it is best to delete and not respond. If, by coincidence, you have an account with the entity mentioned in the email, call your legitimate institution using the number on your physical bill or via the telephone book or through telephone information.
- Do not call the number that may be listed in the bogus email and do not click on any link listed in the bogus email.

## Con Artists

- If a deal sounds too good to be true, it probably is.
- Be wary of any get rich quick scheme that wants you to invest money in advance.
- Never give out your credit card information over the phone unless you made the call.
- Do not buy on the spur of the moment; take time to research the company or product.
- If you are approached by a possible con artist or unauthorized solicitor, report the incident immediately to Public Security or the Police.

## Things to Think About Before Moving Off-Campus

- How safe will your commute be to campus?
- Do security/police patrol the grounds/buildings?
- Is an intercom system used or are peep holes installed in doors?
- Are there emergency phones?
- Are adjacent properties maintained?
- How secure are the locks/doors?
- How often are the locks changed?
- Are there dead bolt locks on the exterior doors?
- Is parking adequate and safe?
- Are there secluded or dark areas near the buildings?
- Is there an adequate fire safety detection and evacuation system in place?

## Theft Protection Tips

- When leaving your dorm room, home, or office, lock doors and windows even if you will be gone for "just a minute."
- Never leave your purse, wallet, or valuables exposed; store them out of sight. Be especially careful with your credit cards, which are very popular items among thieves because they are usually easy to steal and then use again. Consider obtaining a credit card with your photo imprinted on it.
- Computers, especially if they are portable, are primary targets of theft. Consider the purchase of a locking security or tracking device.
- Contact Campus Police to borrow engravers; engrave computers, stereos, and televisions with your driver's license number (including home state) or department name. Do not engrave on removable serial number plates.
- Keep a list of all items and serial numbers in a safe place.
- Never prop open a locked door.

## Safety at Work

- If you're working late, let someone know where you are and how long you expect to be; or better yet, plan in advance to have a co-worker stay with you.
- Keep your purse or wallet locked in a drawer or filing cabinet at all times.
- Politely ask strangers who they are visiting and offer to help find the person; if you are suspicious of the person contact Campus Security or the Police.
- Check the identification of any maintenance or repair personnel.
- Keep emergency phone numbers posted near your phone.
- Know your office emergency evacuation plan.
- If possible, employees should wear IDs.
- Be cautious if using restrooms, elevators or stairwells that are isolated or poorly lit; or go with a friend.
- Keep money, check books, or other valuable items out of sight.
- Report any suspicious, threatening or alarming behavior of others to your supervisor and Campus Security immediately.

## Cell Phone Protection

- Carry your phone with you whenever possible and make sure it is in a safe place whenever you leave it behind. If you are leaving your phone in your car, be sure it is hidden from view.
- Turn off your phone when you are not using it.
- Request a personal identification number.
- Use the "lock" feature on your phone.
- Report a stolen cellular telephone immediately to the cellular telephone carrier and Police.
- Check your monthly bills carefully, and report unfamiliar calls to your cell phone company.
- Do not give out your electronic serial number or even your phone number to strangers, including callers who represent themselves as technicians testing your line.
- Keep your subscriber agreement, which includes your electronic serial number, in a secure location.

## Dating Safety

- Check out a first date or blind date with friends first. Better yet, go with other friends on your first date.
- Carry money for a taxi in case your date is cut short; bring a cell phone also.
- Know what you want sexually and don't send mixed messages.
- Trust your instincts about situations to avoid.
- Be clear and responsible in your communications with others.
- Be forceful, firm and assertive.
- If you go out with other friends, don't get separated; watch out for each other.
- Do not lose self control or impair your judgment by the use or abuse of alcohol or drugs.
- "No" means "No."
- If someone is unable to give consent it is called sexual assault or rape.
- Never be drawn in to a gang rape situation.

## If You are a Victim of Sexual Assault or Rape

- Seek help immediately. Do not feel guilty or try to forget what happened; it is a crime and should be reported.
- Get medical attention as soon as possible. Do not shower, wash or change clothing; valuable evidence could be destroyed.
- Seek counseling and support to deal with emotional trauma; Campus Security or the local Police will be able to assist with determining the best available resources.
- If you think you've been assaulted while under the influence of an unknown drug (GHB, etc.) seek help immediately. Try not to urinate before providing a urine sample and if possible collect any glasses that you drank from.

## Online Dating Tips

- Never give personal information to people that you don't know (name, home address, phone number, etc.)
- If you decide to talk to someone on the phone don't give out your number; call them and use caller ID block.
- Use a nickname in chat rooms or message boards.
- Meet chat friends in public places and with other friends; take a cell phone with you.
- Never go to someone's room, apartment or house that you just met.

## Drink Safely

- Not drinking is an option.
- Intoxication seriously impairs your physical and mental abilities and makes you an easy target for becoming a crime victim.

- Drinking impairs our ability to make good decisions concerning our safety.
- Individuals and groups under the influence of alcohol will do many dangerous or illegal things that sober people would never consider.
- If you drink, don't drive; always have a designated driver.
- If you have problems when you drink, you are probably a problem drinker.
- Alcoholism is a disease; if you or someone close to you needs help, contact your Counseling Center, Health Center, Campus Security , or the Dean's Office.

## If You Live Off Campus and are Leaving for Vacation

- Lock doors and windows securely.
- Turn your telephone ringers down low so a burglar won't be alerted to your absence by its ringing.
- Make your house/apartment look occupied; have a friend or neighbor pick up your mail and newspapers, set televisions and lights on timers, leave your blinds, shades, and curtains in their normal position.

## Party Safety Tips

- Never leave your drink unattended.
- Never accept a drink from anyone but the server at the bar.
- Attend parties with friends and look out for one another.
- If you think your drink has been tampered with, let someone know and go directly to the hospital.
- Control your amount of drinking.
- Never drink and drive; always have a Designated Driver.

## Active Shooter (Workplace Violence)

If you are involved in a situation where someone has entered the area and started shooting, a list of actions that are recommended include the following:

- If possible exit the building/area immediately, but only if it can be done safely.
- Notify anyone you may encounter to exit the building immediately.
- Notify Campus Security or the local Police.

Give the following information:

- Your name
- Your phone number
- Location of the incident (be as specific as possible)
- Number of shooters
- Identification of shooter
- Number of persons who may be involved
- Your location

If exiting the building/area is not possible, the following actions are recommended:

- Go to the nearest room or office.
- Close and lock the door.
- If unable to lock the door, use a wedge device or heavy furniture to block the door; a belt or other objects may be able to wedge the door shut.
- Cover the door windows.
- Depending upon the shooters location, exit out the window quietly and quickly.
- Stay low, move away from the door, keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Notify Campus Security or the local Police.
- Provide information as needed.
- Wait for the Security to assist your exit from the building.
- Follow all instructions by police officers
- Police may not know if the shooter is hiding among you, therefore police may search you and your belongings and/or do other thing for everyone's safety.
- If you are trapped with the shooter, you need to decide whether to stay still and play dead or run for an exit in a zigzagging pattern.

## Suspicious Packages and Letters

- The item does not have to be delivered by a carrier; most bombers set up and deliver the bomb themselves.
- If delivered by carrier, inspect for lumps, bulges, or protrusions, without applying pressure.
- If delivered by carrier, balance check if lopsided or heavy sided.
- Handwritten addresses or labels from companies are improper. Check to see if the company exists and if they sent a package or letter.
- Packages wrapped in string are automatically suspicious, as modern packaging materials have eliminated the need for twine or string.
- Excess postage on small packages or letters indicates that the object was not weighed by the Post Office.
- No postage or non-canceled postage.
- Handwritten notes, such as: "To Be Opened in the Privacy of", "CONFIDENTIAL", etc.
- Improper spelling of common names, places, or titles.
- Generic or incorrect titles.
- Leaks, stains, or protruding wires, string, tape, etc.
- Hand delivered or dropped off for a friend packages or letters.
- No return address or nonsensical return address.
- Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received.