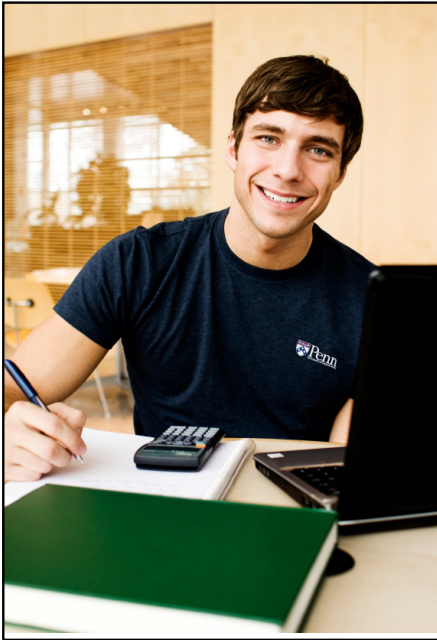


Safety A-Z



Student Safety & Security Checklist

Students, as members of a premier Ivy League institution, we know you are some of the smartest & brightest in the nation. There is a lot for you to learn here at Penn, and this includes how to stay safe.

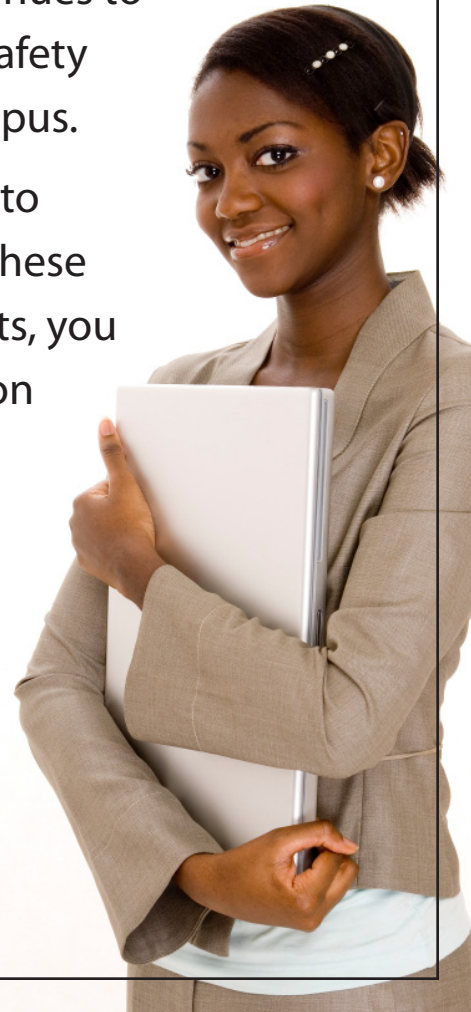
This quick check list and informational guide will give you the primer you need to make sure you are doing everything you can to stay safe, have fun and enjoy your time at Penn.

A Shared Responsibility!

The Division of Public Safety continues to educate and promote our many safety and security services here on campus.

This brochure has been designed to provide you with an overview of these services and how, as Penn students, you can help us accomplish our mission for a continued safe campus.

Along with general Public Safety information and tips, you will also find information specific to students and what you can be doing to promote a safe campus.



Numbers You Should Know!

For Emergencies:

215-573-3333
or 511 (from campus phone)

General Information

215-898-7297

24/7 Walking Escort

215-898-WALK (9255)

Penn Transit Ride Service

215-898-RIDE (7433)

Special Services

215-898-4481

Did You Know?

The University of Pennsylvania Police Department is the largest private police force in the Commonwealth of Pennsylvania and the second largest in the nation!

Who is the Division of Public Safety?

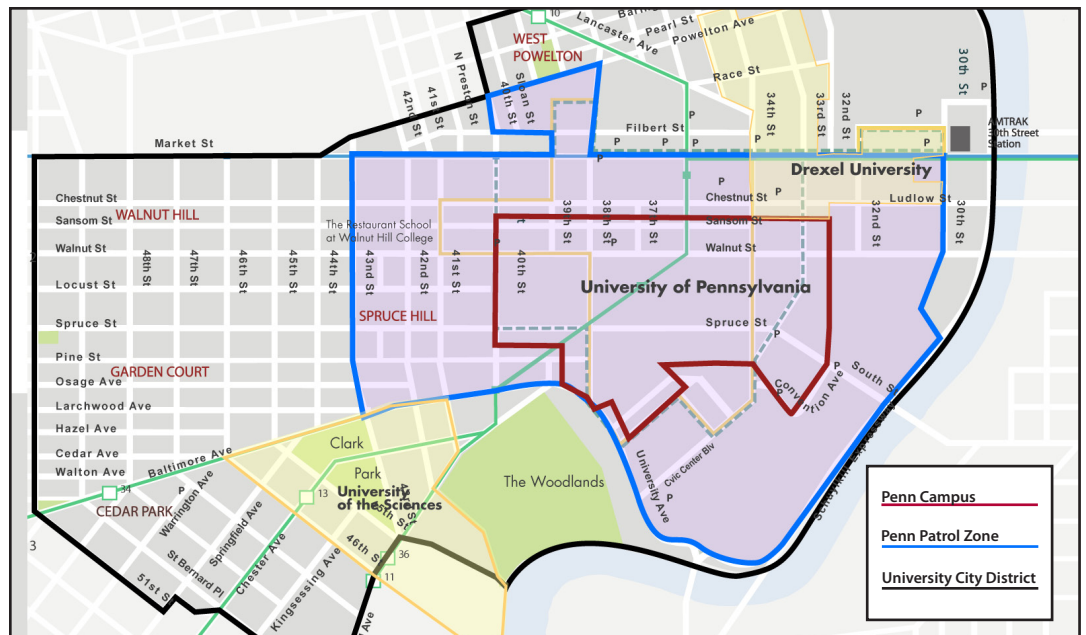
The Division of Public Safety (DPS) comprises 176 personnel, of which 116 are fully sworn police officers. Members of DPS are highly trained and skilled personnel committed to your safety here at Penn. The Division has seven departments which include:

- The Office of the Vice President
- Penn Police
- PennComm Operations
- Security and Technical Services
- Fire & Emergency Services
- Special Services
- Finance & Administration



The Penn Patrol Zone

Remember, you are in a large urban city. We encourage you to explore the wonderful offerings of Old City, Center City, Rittenhouse Square, etc., but it is important to know where our services begin and where they end. DPS patrols 30th to 43rd Streets and Market Street to Baltimore Avenue.



Did You Know?

The University of Pennsylvania Police Department is the largest private police force in the Commonwealth of Pennsylvania and the second largest in the nation!

Safety & Security Services

Now that you know what part of the city Public Safety covers, let's review the many important layers of safety & security we are proud to provide you.



The PennComm operations team provides emergency communications and response between all members of the Penn and University City communities and police, fire and medical emergency responders. PennComm operators, like the police officers assigned to various sectors for active walking, bike, and vehicle patrol, are trained to view the Penn patrol zone using the CCTV cameras through virtual patrol.



Walking Escorts Service: 215-898-WALK (9255)

Available 24 hours a day, 365 days a year, from 30th Street to 43rd Street and Market Street to Baltimore Avenue. Escorts are also available from 10:00 a.m. until 3:00 a.m. between 30th & 50th and Spring Garden Street to Woodland Avenue via the University's partnership with the University District Ambassador Program. Getting a walking escort is easy and available to anyone! Simply do anyone of the following:

- Ask any Public Safety Officer on patrol or inside a building
- Call 215-898-WALK (9255) or 511 (from campus phone)
- Use one of the many building and blue-light ephones located on and off Penn's Campus.

Blue Light e-Phones

The Division of Public Safety maintains over 500 emergency phones, 300 of which are Bluelight phone installed on campus and in the surrounding community.

If you observe a potential safety hazard, require assistance, feel unsafe or need a walking escort, just pick up the receiver or press the button. You will be instantly connected to our emergency operations center (PennComm) dispatcher who has direct contact with the PennPolice and other important public safety agencies.



Penn Transit Ride Service: 215-898-RIDE (7433)

The Penn Transit Ride Service, operated by Business Services, is available from 6 p.m. until 3 a.m. daily (On-call for emergencies, 3 a.m. until 7 a.m.), between 50th & 20th Streets and Spring Garden Street to Woodland Avenue.



Penn Transit has 10 Transit Stops and Pickup Points on-campus. A Transit Stop is a campus building where passengers can wait indoors and consult Penn Transit schedules and maps. A Pickup Point is an outdoor campus location more like a regular bus stop. You can find all of these Transit Stops and Pickup

Points by visiting the Penn Transit website at:

<http://www.business-services.upenn.edu/transportation/>

Did You Know?

Most of our outdoor blue light e-phones are within view of closed circuit television (CCTV) cameras. When you pick up a blue light e-phone a camera in the area will automatically focus on you so our PennComm dispatchers can ensure your safety.

PennReady Emergency Preparedness Program

If an emergency occurred on campus, would you know about it in time? Can you locate the nearest exit in your building, or the appropriate Shelter-In-Place Building Area of Refuge (BAR)? Below are some key emergency preparedness items you should know.



The UPennAlert Emergency Notification System enables fast and efficient dissemination of critical information to members of the University community during a major emergency via text messaging, voicemail and email and via the Penn Outdoor Siren System.

It is your responsibility to keep your information accurate and up to date. Along with entering emergency contact information for yourself, as a student, you can also add additional contacts to be notified, such as parents, guardians or other loved ones.

You can update your information by going to the Penn InTouch website at: <https://sentry.isc.upenn.edu/intouch>

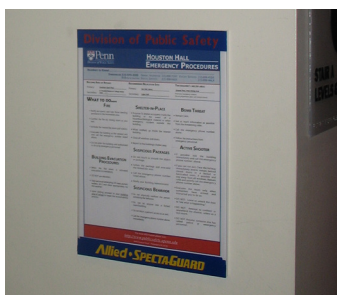
Please add 215-573-3333 into your cell phone as PennPubSafe!

For more information on UPennAlert and to familiarize yourself with the Penn SOS alert tones visit:

www.publicsafety.upenn.edu/upennalert

Did You Know?

Every University owned building has Emergency Procedures Bulletins (usually near the elevators or stairs) that give building specific information on where to go if you have to evacuate, or the location of your Shelter-In-Place Building Area of Refuge (BAR).



Know Your Vocabulary!

During an emergency, you may be asked to "lock down" a building, "evacuate" an area or "Shelter-In-Place." Take a moment to get to know these important procedures.



Shelter-In-Place

Shelter-In-Place is a procedure where the entire building population is moved to a single or multiple location(s) in a building.

What to Do:

- Stay inside
- DO NOT evacuate
- Close all windows/doors
- Report to shelter area



Evacuation

An evacuation is implemented under conditions when it is no longer safe for students, faculty and staff to remain in a building or a specific area in a building.

What to Do:

- Act immediately and stay calm
- DO NOT use elevators
- Take only important items
- Exit to "building area of refuge"



Lock-Out

A Lock Out is most commonly used when an incident is occurring outside a building and prohibits unauthorized personnel from entering.

What to Do:

- STAY INSIDE
- Lock all exterior building doors
- DO NOT allow anyone in building
- Continue normal activity inside



Lock-Down

A Lock Down occurs when there is an immediate threat to building occupants, requiring them to lock and barricade entry into their room.

What to Do:

- SECURE yourself in a room
- Lock and barricade all doors
- Remain quite and calm
- Wait for "all clear"

To learn more about the PennReady Program visit: www.publicsafety.upenn.edu/pennready

Ensuring Your Personal Safety

Personal safety awareness is one of your greatest strengths in preventing crime. There are many everyday practices that you can do to prevent crime, as well as courses to teach you how to keep yourself and others safe.



Rape Aggression Defense (RAD) Training

Division of Public Safety offers **free-of-charge** RAD classes. The Rape Aggression Defense System is a program of realistic, self-defense tactics and techniques. The RAD System is a comprehensive course for women which begins with awareness, prevention, risk reduction and avoidance, and progresses to the basics of hands-on defense training. The RAD system of physical defense is currently being taught at many colleges and universities across the nation.

To Learn more about RAD visit: http://www.publicsafety.upenn.edu/SS_RAD.asp

Did You Know?

RAD is the only self defense program ever endorsed by the International Association of Campus Law Enforcement Administrators (IACLEA).

RAD is also the largest network of its kind with over 7000 Instructors receiving training in our systems to date

RAD for MEN

Yes, you read correctly, RAD is also available for men. Resisting Aggression with Defense was developed by RAD Systems in 2001. This course also has its foundations in education and awareness. The course includes lecture, discussion and self defense techniques, suitable for men of all ages and abilities. RAD for Men course are by request only.

Self-defense Awareness & Familiarization Exchange (SAFE)

'SAFE' (Self-defense Awareness & Familiarization Exchange) is an unparalleled 2-hour educational awareness, crime-victim prevention program – encompassing Strategies, Techniques, Options, and Prevention – that provides teenaged & adult women with information that may reduce their risk of exposure to violence and introduces them to the physical aspects of self-defense.

To Learn more about SAFE visit: http://www.publicsafety.upenn.edu/SS_SAFE.asp

The Do's and Don'ts Of Being Safe On & Around Campus



- **DO NOT** let anyone “piggy-back” (follow you) into a building. If they are allowed in, they will have a PennCard.
- **DO NOT** prop doors, this is how people who don't belong in buildings gain access.
- **DO NOT** “walk and talk.” Talking on the cell phone distracts you from being aware of your surroundings.
- **DO NOT** flash large amounts of money when making purchases in public.
- **DO NOT** leave doors and windows to your room or home unlocked.
- If you feel unsafe at anytime, immediately go to a blue-light phone, or call 215-573-3333.
- **DO** travel with a group, especially at night. Don't hesitate to call for a walking escort. This goes for the men too!
- **DO** call the Police If you notice anything suspicious. Many crimes are prevented by phone calls about suspicious activity.
- **DO** report a crime if you are a victim. Sensitive crimes can be reported confidentially through our Special Services department by calling 215-898-4481.
- **DO** Know your neighbors and look out for each other! Knowing who lives on your floor, can help you determine if someone shouldn't be in a building.
- Did we mention to call us if you notice suspicious activity or feel unsafe? Call the Penn Police at 215-573-3333.

Protecting Your Property

So you lost your laptop and it may put a dent in your wallet to replace it, but it is replaceable. However, think for a moment about what you really lost; have you considered that thesis you have spent months on; your private information; social security numbers; bank log-on information? What about the 2,000 photos of you and your friends, or the entire 60 Gigabytes worth of your i-tunes library. That's why you need to protect your personal property.

CampusExpress Property Registration



Registering your property is easy! As a Penn student you can register your bicycle, electronic equipment and other valuable property, online with the University of Pennsylvania Police Department. You can also purchase a U-Lock through your SFS account.

Visit <http://campusexpress.upenn.edu>, to register your property today. Please do not use cable locks as they are easily defeated, only use U-Locks.

Did You Know?

Theft comprises the majority of total crime reported within the Penn Patrol Zone.

A predominant number of these reported thefts are due to unattended or improperly secured items.

Theft Awareness @ Penn



Remember, serious consequences are associated with theft of personal items. Most theft occurs because an item is left unattended or is improperly secured. At Public Safety we continue to say "Safety & Security is a Shared Responsibility." Following the bellow tips can help protect your property and reduce overall crime on campus.

- Never leave your items unattended. Even for a few minutes. A theft can occur in as little as 30 seconds.
- DO NOT ask strangers to watch your items.
- NEVER use cable locks. They are easily defeated. Purchase a high grade U-Lock.
- DO NOT leave any items in your vehicle that are in plain view. This includes accessories to hold items like GPS devices on your windshield.
- Lock your doors and make sure your windows are secure when you leave your residence.
- If you do not think someone belongs in your building call us by dialing 215-573-3333 or 511 from a campus phone.
- Do not place your bag, pocket book or other items on the back of your chair, under a table or anywhere out of your sight.

CompuTrace LoJack

LoJack for Laptops is a recovery service that enables law enforcement to recover stolen laptops. When your laptop is protected with this service, software installed on your laptop works behind the scenes to silently and securely provide information to Police about your computer's location.



CompuTrace is sold at the ComputerConnection on Penn's campus. If you purchase your computer through them, ask them to install CompuTrace for you, or stop by their store to purchase the software. CompuTrace costs approximately \$99.

For more information visit: <http://www.business-services.upenn.edu/computerstore>



Protecting Your Residence

The Division of Public Safety strongly urges on and off-campus residents to be diligent in making sure their property is protected and secured.

Burglars can be in and out of a home within a matter of minutes. Even if you are leaving your place of residence for a short period of time, make sure your home and property are properly locked and secured.

Windows



Make sure all windows are shut and locked prior to leaving your home.

Do not leave first floor windows or windows that are easily accessible from outside open when going to sleep or leaving the residence.

Doors



Check your door to make sure it is locked anytime you leave your residence.

After you close and lock the door, turn the handle and push on the door to make sure it is both locked and secured.

Property in Plain View



If you leave your bicycle or any other property on your porch, make sure it is properly locked and secured.

If possible, bring your bicycle or other property inside your residence when you are not using it.

Property Registration



Register your property!

You may register an unlimited number of items such as electronics, laptops, collectables, etc.

Faculty, staff and students can all register their property by following the below listed directions.

Vertical & Neighborhood Town Watch

Many of you do or will live in apartment complexes, residential college houses or smaller homes with multiple residences. It is important to know that you have the power to keep yourself and your neighbors safe. Vertical Town Watch and Neighborhood Town Watch both focus on knowing your neighbors and having a vested interest in each other's safety.

Tips For Your Residence

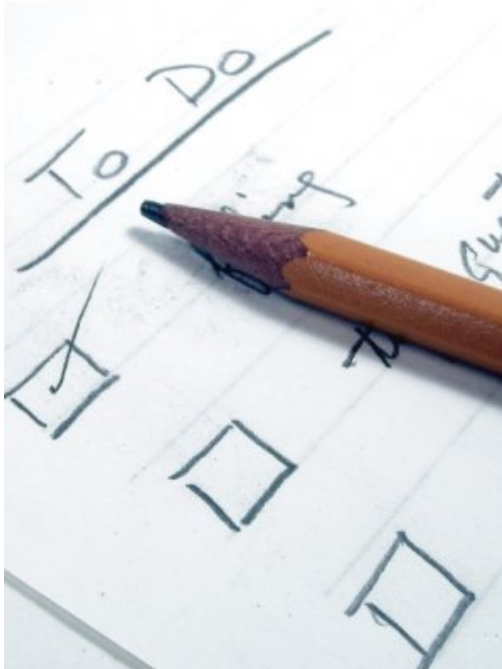
- Don't let anyone "tail-gate" you into a building
- It is OK to tell someone that they are not allowed in until their 'friend' comes to get them. If they are persistent, call the Penn Police at 215-573-3333 or Philadelphia Police at 911.
- DO NOT prop doors
- Get to know your neighbors
- If you notice someone lingering by your front entrance or acting suspicious, call the Penn or Philadelphia Police.
- Report issues such as broken window, lights out, etc.

Suggestions For Your Landlord

- Ensure the front entrance and hallways are well lit
- Repair any windows/doors in the residence that don't lock
- Ensure all locks and hardware are in working order
- Consider providing buzzers and intercoms for doors
- Instal a peep hole in the front door
- Offer to sponsor a tenant social event (i.e. BBQ). This will allow your tenants to get to know each other.

Your Personal Checklist

Now that you have learned about the many important resources, services and technology offered by Public Safety, it's time for you to make sure you are using them! Please use the checklist below to help determine what other steps you can take to protect your safety.



- Update your personal information for UPennAlert
- Add additional important contacts (parents, guardians, loved ones, etc.)
- Program 215-573-333 into your cell phone as "PennPubSafe"
- Program 215-898-WALK (9255) & 215-898-RIDE (7433) into your phone
- Register your property with CampusExpress

- Instal CompuTrace onto your computer
- Learn the definitions and procedures for Lock-Out, Lock-Down, Evacuation and Shelter-In-Place
- Read the Emergency Procedure Bulletin for your residence or anywhere you frequent. Pay attention to the Evacuation and Shelter-In-Place locations.
- Purchase a U-Lock if you ride a bicycle. DO NOT purchase cable locks.
- Take a self-defense course
- Check your residence for safety issues (windows, locks, lighting, etc.) and report anything not functioning properly