

# Being Prepared

Staying safe by knowing what to do *Before something happens...*

You can respond quickly and appropriately in a crisis if you know your campus and community. So, make sure that you know...

- **Campus Safety Phone Number** so you can call at a moment's notice when something happens on campus.
- **Off-Campus Contacts** so you can tap into 911, the fire department and the local police.
- **Residence Life Duty Schedules** so you can contact staff members immediately in a crisis.
- **Fire Pull Box & Extinguisher Locations** so you can get to them quickly if there's a fire.
- **Where Emergency Phones Are** so you can find one quickly on campus.
- **What Emergency Exits to Use** so you can get out of the building quickly.
- **How Campus Emergency Alerts Work** so you can sign up to receive via text, cell phone, or email.

## ICE

It stands for "In Case of Emergency". Program it into your cell phone right now. Have a few ICE contacts that you can count on. That way if something happens to you, emergency personnel can access your phone and know whom to get touch with right away.

## 7 Crisis Considerations

Be prepared and keep the following tips in mind, should you encounter a campus crisis:

1. If a friend seems ill, intoxicated or drugged, get help immediately. Don't worry about them "getting in trouble." Their health and safety need to be your #1 concern.
2. Stay as calm as possible in crisis situations. Quick, clear headed thinking can make all the difference.
3. Don't hamper the efforts of medical or emergency personnel. Get out of the way and help with crowd control, if staff members ask you to.
4. If someone is bleeding, apply pressure ask someone else to get medical help immediately.
5. Don't transport anyone to the hospital! Most of us aren't medically trained and could do more harm than good by moving an injured person. Ambulance personnel can work on your friend en route. They know what they're doing.
6. Listen to trained staff and don't second guess their directives. They know what they're doing and have your best interests at heart. Arguing in the midst of crisis does no one any good.
7. Don't play the hero by stepping into a heated situation. Chances are that you'll get hurt and make the situation worse. Instead, get help from residence life staff, campus safety and other trained personnel so things can be handled safely, quickly and effectively.

## Staying Safe on Campus



**"See Something, Say Something"**

**Campus Security 901-301-7340**

# Community Concerns

## Staying safe is everyone's responsibility...

None of us are invincible. Risks, crime and personal injury may show up on campus. We can keep others and ourselves *safer*, though, by using our heads and caring for what happens in this community setting. Safety is everyone's responsibility, and there are simple things we can all do to contribute.

### Propped Doors

When the wrong person slips through a propped campus door, there's trouble. Thefts, rapes and murders can happen. So, close those propped doors immediately and report repeat problems to Campus Safety Staff.

### Hate/Bias-Related Incidents

If someone threatens you or someone else based on race, gender, religion, sexual orientation, ability or other characteristics, get help right away. No one should have to put up with this type of fear, discomfort or intimidation. It has no place on our campus.

### Strangers

Report the presence of strangers-whether they've gained access, are hanging around or are exhibiting questionable behavior-to your residence hall staff and/or Campus Safety. And don't let strangers into the building, even if they tell you that they're visiting a friend. Offer to call their friend for them instead.

### Community Care

To help prevent injury and property damage while also keeping fellow students safe, take a few minutes to report seemingly "little things" like:

- Slippery floors
- Water leaks
- Broken Glass
- Missing window screens
- Burned out Lights
- Broken doors/furniture
- Emergency equipment that's not working

---

*Imagine the "what ifs" not taking action can lead to... scary. It's certainly worth the effort!*

---

### Report It!

- **When reporting an incident, think like a reporter:** Focus on the Who, What, Where, Why, When and How.
- **When describing an Incident:** Stay objective. Keep things in chronological order. Share where you are located to give a better feel for your vantage Point.
- **When describing a person:** Notice permanent features hair color, height, facial structure, build, etc. rather than clothes. Share special characteristics such as injuries, tattoos piercings or birthmarks.
- **When describing an object:** Note the size, shape and color. Write down identifying characteristics, like license

# Tech Threats

## Staying safe in a virtual world...

Cyberspace isn't necessarily a safe space, despite the perceived anonymity it offers. An increasing number of tech-based threats are present on college campuses. Take some precautions so you don't get caught up in this web.

### Identify Theft

If your social security number gets in the wrong hands, an identity thief can gain access to your credit cards, college records and more. Protect that number, don't give out personal info to unknown individuals, don't use it as a password and don't leave it lying around.

### Stalking via Technology

If someone is sending you threatening emails, texting inappropriate comments, tracking you in a chat room or watching you, save them and turn them over to campus authorities. You don't need to deal with this alone.

### Meeting Online Friends

It's easy for people to portray themselves inaccurately online. So, be careful if you decide to meet an online friend in person. Make sure the meeting takes place in a public area and let a trusted friend know where you will be. Don't be alone with someone who's unknown!

### Illegal File Sharing

Engaging in this risky practice puts you and your school in a compromising position. An increasing number of students are being charged for downloading material that isn't theirs.

### Tech Theft

Since today's tech devices are so portable, it's easy for someone to walk off with your iPod, cell phone or laptop. So, keep them in your possession or behind a locked door; don't leave them unattended in a backpack. Also look into registering your devices and installing a locking/tracking device on your laptop; the campus tech department may be able to help.

### Social Networking Safety

Things to think about on Facebook, Myspace or other social networking sites:

- **Create a Safe Password**

Can others easily guess yours?

- **Guard Your Reputation**

Think about how you want to be depicted

- **Realize Posted Info is Often in the Public Domain**

Is your private info being compromised?

- **Be Accountable**

Are You doing anything illegal or harmful others?



# Crisis Mode

## Staying safe by planning for the “what ifs”...

Plenty of threats loom large on college campuses. These “what ifs” include terror threats, natural disasters, bombs threats, fires and more. The reality is that campuses have been and will continue to be targeted. So, it can’t hurt to be prepared!

### Campus Threats

These types of dangers come in many shapes and forms, from a gunman on campus to an attack on your school. To keep yourself and others safe:

- Listen carefully when staff and Campus Safety tell you what to do. They’ve been trained to lead you to safety.
- Try not to panic or assume the worst. Instead, take care of the immediate concern: being safe
- Take drills seriously and encourage others around you to do the same.
- Don’t ever make a threat as a “joke.” If you do, you’ll cause panic, waste resources and likely be suspended or arrested.
- Have a healthy suspicion that causes you to alert staff when strangers are places they shouldn’t be or when something just doesn’t seem right. Many disasters are averted because students take the time and care to report something out of the ordinary.

### Natural Disasters

Mother nature can wreak havoc. leaving massive damage from tornados, hurricanes, earthquakes, floods and more. As the whole campus responds to natural disasters, it’s important for you to:

- Follow evacuation procedures quickly and completely.

- Work with trained staff instead of making their jobs more difficult.
- Learn what to do in an emergency beforehand so you’re not scrambling when an incident occurs.
- Help your fellow students stay calm so they can get safety, too.

### Fire Facts

Fires don’t discriminate, they happen both on and off campus. So, know how to keep yourself and others safe:

- Know exactly where your emergency exits are located so you can go on “automatic pilot” if there’s a fire.
- Always heed the fire alarm, even when you believe it’s “just another drill” If you assume it’s false, you’re putting your life in danger and that of others who may need to re-enter a fiery building to rescue.
- Don’t use illegal appliances, candles or incense in the residence halls.
- Be careful when smoking... cigarettes have caused many fires, and they aren’t allowed in the residence halls.
- Don’t tamper with fire equipment such as extinguishers, hoses and alarm boxes. Mal-functioning or missing equipment can mean life or death in a real fire situation.
- Don’t drape scarves or other fabric over lamps. Left unattended, they can easily catch fire.
- Suspect fire in the hallway? Don’t open your door. Instead, feel it to see if it’s hot, stuff towels or sheets under your door to lessen the smoke, and stay close to the ground where the air isn’t as Smokey.

# Where You Live

## Staying safe in your own space...

Whether you’re living on or off campus, there are simple things you can do to keep safe in your in your space.

### Your Room

- Always lock your door, especially when you’re inside sleeping or when you go out.
- Don’t let strangers into your room. Look through a peephole, ask for ID or meet them in the hallway or common area
- Don’t post notes on your Facebook wall memo board, IM, or voicemail, saying where you are or providing personal info.
- Don’t keep valuables in plain sight. And don’t have too many valuables there with you in the first place!
- Don’t give out your room key.

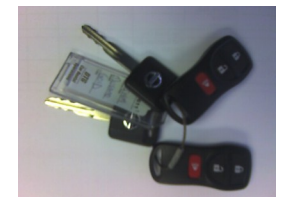
### Your Apartment

#### In addition to the room tips:

- If you are on vacation ask local police to do a free safety check of your place. Call 901-545-2677.
- Don’t put your full name or phone # on your mailbox.

### Parking Lots

- Have your car key in hand, ready to put in the lock, as you’re walking toward your car
- Walk out to your car with someone you know and trust, especially when it’s dark.
- Look in the backseat before entering the car to make sure no one is hiding back there.
- Always keep your car locked, whether you’re in it or not.
- Park as close as you can to your destination. If that’s impossible, ask Campus Safety for an escort.
- If you’re sitting in your car in the parking lot, talking on the phone or whatever, lock the doors so no one take you by surprise.



#### Isolated Areas

If you have to work in an isolated lab, practice room or study lounge, tell someone! Or, even better, ask someone to come with you. Your safety can be seriously compromised in these isolated spaces.

#### Lost Room Keys

Report a lost room key to the appropriate staff immediately! Someone can use it to gain entrance in to your room, apartment or car to hurt you or steal your belongings, Plus when you share a space with a roommate(s), not reporting a lost key can end up also causing them harm.

# Personal Risks

## Staying safe means advocating for your well-being...

### Keeping Yourself Safe

Be your own safety advocate by taking the following strategies seriously:

### The Element of Surprise

Make it tough for someone to take you by surprise - don't wear ear buds or headphones when walking, running or studying alone.

### Being Followed

Head toward crowds, lights and buildings if you're being followed.

### Walking Around

Don't walk alone, especially after dark. Call the campus escort system or walk with trusted friends. Stay on populated, well-lit paths.

### Stalkers

If someone is stalking you, report it to Campus Safety immediately. A restraining order or some other action may be taken to keep you safe

### Threats

Don't engage an unknown caller in conversation or give away personal details. Keep track of when threatening texts, calls or emails are made and what is said. Save them too. Turn everything over to Campus Safety who can help.

### Keep Your Stuff Safe

To ensure that your personal property stay safe:

- Install a safety lock or tracker on your laptop.

- Don't leave your book bag unattended. Use a locker or carry it around with you.
- If you ride a bicycle always lock it up.
- Don't leave valuables in plain sight.
- Don't leave a large amount of cash in your room, even if it's "hidden".
- Keep your blinds pulled at night and when you're out so potential thieves can't see what's "available" to them.
- Write your name along the binding of the same page in each textbook. If your books are stolen. You can tell authorities to look for (your name) along the binding of page\_ of each book to Identify them.
- If possible engrave your big ticket items like laptops TVs DVRs, bikes and more.

### Date Rape & Sexual Assault

Both female and male college students are victims of rape and attempted rape. And large percentages know their attackers. So...

- Don't be alone with someone you just met.
- Clearly communicate your intentions - say "No" and mean it
- Keep a level head, alcohol or other drugs compromise your safety by lowering inhibitions and clouding your judgment.
- Beware of date rape drugs
- If you go somewhere with friends, make sure everyone is accounted for before leaving.
- Trust your instincts they say a lot.

# Under the Influence

## Staying safe is about making smart choices...

The majority of safety-related incidents from sexual assaults to fire to injuries, occur when students are under the influence. You're more likely to take unwise risks when your inhibitions are down and your judgment is impaired. So, think about your Choices.

### Getting Help

If you're under the influence and an emergency occurs, your response time is going to be slowed. If a friend gets injured, will you be able to get help in time? If you hurt yourself, will you know what to do?

### Sexual Assault

Many victims and perpetrators of sexual assault are under the influence when an incident occurs. Make smart choices so your judgment and your safety aren't compromised by alcohol or other drug abuse.

### Prescription Meds

Abusing "legal" prescriptions or giving/selling them to others can lead to unintentional overdoses and other bodily harm. They can be especially dangerous if you mix with alcohol.

### Fire Facts

Up to 40 percent of residential fire death victims are alcohol impaired at the time according to the Federal Emergency Management Agency (FEMA). Could you escape a fire under the influence? Chances are you know the answer.

### Impaired Driving

You've been hearing this all your life say "no" and don't feel bullied into accepting a ride with someone under the influence. And don't get behind that wheel if you've had too much either.

#### \*Important Numbers to Know\*

Campus Safety 901-301-7340  
Compliance Office 901-435-1626 **XX 1477**  
Campus Counseling 901-435-1738  
Housing Dept. 901-435-1734  
Heath Center 901-663-3400 **XXX 261-2000**  
IT Dept. 901-435-1626 (Help Desk) **XXXX 435-1626** (Administrator)



### Date Rape Drugs

Drugs such as GHB, Rohypnol (roofies) and Ketamine (Special K) are odorless and tasteless, making it easy for someone to slip them into your drink. The impact? For four to six hours, a selected state will make you lose inhibitions, succumb to drowsiness, slur your speech and forget what happens. So:

- Never leave a drink unattended, especially when you're at a bar or party.
- Never drink from common sources, like punch bowls.
- Never accept drinks from strangers.