



Personal Safety

Want to make life harder for criminals?

This brochure is full of tips that can help you avoid becoming a victim of crime when you are out and about, or working at your job.

This pamphlet has been prepared for your protection so that you will not take unnecessary risks. By taking a few simple precautions, you can reduce the risk to yourself, and also discourage those who commit crimes.

Be Prepared

- Always be alert and aware of the people around you.
- Educate yourself concerning prevention tactics.
- Be aware of locations and situations which would make you vulnerable to crime, such as alleys and dark parking lots.

Street Precautions

- Be alert to your surroundings and the people around you – especially if you are alone or it is dark.
- Whenever possible, travel with a friend.
- Stay in well-lighted areas as much as possible.
- Walk close to the curb. Avoid doorways, bushes, and alleys where someone could hide.
- Walk confidently, at a steady pace.
- Make eye contact with people when walking.

- Do not respond to conversation from strangers on the street – continue walking.
- If you carry a purse, carry it securely between your arm and your body. Although a purse snatcher's intent is to steal the purse, your personal safety may depend on not clinging to it.

Car Safety

- Always lock car doors after entering or leaving your car.
- Park in well-lighted areas.
- Have your car keys in your hand so you don't have to linger before entering your car.
- Check the back seat before entering your car.
- If you think you are being followed, drive to a public place or a police or sheriff's station.
- If your car breaks down, open the hood and attach a white cloth to the car antennae. If someone stops to help, stay in your locked car and ask them to call the police, or sheriff, or a tow trucking service.
- Don't stop to aid motorists stopped by the side of the road. Go to a phone and request help for them.

While Waiting for a Bus

- Try to avoid isolated bus stops.
- Don't open your purse or wallet while boarding the bus—have your pass or money already in your hand.

University of California Police Department
601 Westwood Plaza, Los Angeles, California 90095
310.825.1491 ■ 310.206.2550 Fax
www.ucpd.ucla.edu



EMERGENCY: CALL 911

- Don't invite trouble—keep gold chains out of sight; don't flash jewelry; turn your rings around so the stones don't show.

On Board Buses

- During off hours, ride as near to the bus operator as possible.
- Stay alert—and be aware of the people around you.
- If someone bothers you, change seats and / or alert the driver.
- Carry your wallet inside your coat, or in a front pocket.
- Keep your handbag in front of you and hold it close to your body with both hands.
- Check your purse or wallet if someone is jostling, crowding, or pushing you.
- If you see any suspicious activity, alert the driver.

Office Security

- Never leave your purse or billfold in plain view or in the pocket of a jacket hanging on a door.
- Personal property should be marked with your California Driver's License number.
- Don't leave cash or valuables at the office.
- If you work alone or before/after normal business hours, keep the office door locked.
- If you work late, try to find another worker or a security guard to walk out with you.

- If you are in an elevator with another person, stand near the control panel. If attacked, press the alarm and as many of the control buttons as possible.
- Be alert for pickpockets on crowded elevators.
- Report all suspicious persons and activities to the proper authorities (office manager, building security, law enforcement).
- Be aware of escape routes for emergencies and post the police and fire department numbers near telephones.

Finally, if a crime *does* occur...
...REPORT IT!



Stay Informed

- Register for the Campus Safety Listserv to be notified by email of crime alerts and crime trends.
- Sign up for BruinAlert. Students can receive alerts via email and text message if contact information is provided. BruinAlerts communicate official information during an emergency.
- Become a fan of the UCLA Police Department on Facebook.

Everyone should consider it his or her responsibility to report crime. Many criminals develop favorite areas for working, as well as predictable methods of operation. When you report all the facts about a crime, it helps the police assign officers in the places where

crimes are occurring or where they are most likely to occur, and your report may help prevent a crime reoccurring.

At least one out of two crimes in the United States goes unreported, either because people don't think the police can do anything about it, or because people don't want to get involved. If you don't report crime, this allows the criminal to continue to operate without interference.

In many cases, it is the information provided by victims and witnesses that leads to the arrest of a criminal. So tell the police as much as you can; no fact is too trivial. The police need the eyes and ears of all citizens.

For further information contact the Crime Prevention Unit at (310) 825-6111.

UCLA POLICE DEPARTMENT
601 Westwood Plaza
Los Angeles, CA 90095
(310) 825-1491