

Staying **SAFE** on Campus

For the Students of
Tennessee Wesleyan College



Office of Campus Safety
Ext. 5223 or (423) 887-3976



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Staying Safe is Everyone's Responsibility ...

None of us are invincible. Risks, crime and personal injury may all come knocking on the campus door. We can keep ourselves and others safer, though, by using our heads and caring about what happens in our community setting. Safety is everyone's responsibility and this guide will show you how to bring that responsibility to life.

Propped Doors

Tragedies - from rapes to thefts to murders - have occurred when the wrong person slipped through a propped door. So, close propped doors right away and report repeat problems.

Strangers

Report the presence of strangers - whether they've gained access, are hanging around or are exhibiting questionable behavior - to the director of campus safety and/or your building coordinator. And, never let strangers into your residence hall, even if they tell you that they are visiting a friend. Offer to call their friend for them instead.

"Little Things"

Report campus problems such as:

- slippery floors
- broken doors/furniture
- missing window screens
- burned out lights
- compromised emergency equipment
- water leaks
- broken glass

Taking a few minutes to bring these "little things" to light will help prevent injury, property damage and students being put in danger. It's worth the effort!

Report It!

Who, What, Where, When, Why & How?

When reporting an incident, provide a "reporter's view" - the who, what, where, when, why and how of a situation.

When describing an incident:

- stay objective.
- keep things in chronological order.
- tell listeners where you were standing/sitting at the time of the incident so they can get a better feel for your vantage point.

When describing a person:

- notice permanent features - hair color, height, facial structure, build, etc. - rather than solely focusing on the clothes because those can be changed.
- share any special characteristics such as tattoos, birthmarks or injuries.

When describing an object

(i.e. a car or weapon):

- take note of the basics such as size, color and shape.
- jot down any identifying characteristics, anything from a license plate number to a smell.

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Staying Safe in Your Own Space ...

It doesn't matter whether you live on or off campus, there are simple things that you can do to stay safe in your space.

Your Room

- Always lock your door, especially when you are sleeping inside or when you go out.
- Don't post notes on your memo board or voicemail, saying where you are or providing personal information.
- Don't keep valuables in plain sight. And don't keep too many valuables with you in the first place!
- Never give out your room key.
- Invest in a personal safe to store valuables.

Report Lost Keys Immediately

Report a lost room key to the appropriate person immediately (students living on-campus should report lost room keys to the coordinator of residence life). Some people may use it to gain entrance to your room, apartment or car and hurt you or damage your belongings.

Your Apartment

In addition to room tips:

- ask local police to do a free safety check of your place.
- Don't put your full name or phone number on your mailbox.

Parking Lots

- Have your car key in hand, ready to put in the lock, as you are walking toward your car.
- Look in the backseat before entering the car to make sure no one is hiding in the back.
- Park as close as you can to your destination. If that isn't possible, don't hesitate to ask campus safety for an escort.
- Walk to your car with someone you know and trust, especially when it is dark.
- Always keep your car locked, whether you are in it or not.

Common Areas

Tell someone where you are going or take someone with you if you plan to work in an isolated lab, practice room or study lounge. Your safety can be seriously compromised in these isolated areas.

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Staying Safe Means Not Becoming a Victim ...

Keep Yourself Safe

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

Stalkers - If someone is stalking you, report it to the director of campus safety immediately. A restraining order or some other action may be taken to keep you safe.

Obscene Calls - Don't engage an unknown caller in conversation or give away any personal details. Keep track of when calls are made and what is said. Save voicemail messages, too. Turn everything over to the director of campus safety.

Walking Around - Don't walk alone, especially after dark. Call campus safety for an escort or use the buddy system. Stay on populated, well-lit paths.

The Element of Surprise - Make it tough for someone to take you by surprise - don't wear headphones when walking, jogging or studying alone.

Being Followed - Head toward crowds, lights or buildings if you are being followed.

Keep Your Stuff Safe

To ensure that your personal property stays safe:

- Don't leave your backpack unattended.
- Always lock your bike.
- Don't leave valuables in plain sight.
- Don't leave a large amount of cash in your room, even if its "hidden" in your sock drawer.

- Keep your blinds pulled at night and when you are out so potential thieves can't see what is "available" to them.
- Write your name along the binding of the same page in each of your textbooks. That way, if your books are stolen, you can notify bookstore personnel and campus safety to look for your name along the binding on the specific page of each book to identify them as yours.

Sexual Assault

Both female and male college students are victims of rape or attempted rape and a large percentage know their attacker.

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 your inhibitions and clouding your judgement.
- if you go out with friends, make sure that everyone is accounted for before leaving
- trust your instincts.

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Staying Safe is About Making Smart Choices ...

Alcohol and Other Drugs

The majority of safety-related incidents, from sexual assaults to fires to injuries, occur when students are under the influence. You are more likely to take unwise risks when your inhibitions are lowered and your judgement is impaired.

Impaired Driving

One ride with an impaired driver can alter your life forever. You know this stuff ... say “no” and don’t feel bullied into accepting a ride with someone who doesn’t have your best interests in mind. And, if you’ve had too much, don’t get behind the wheel!

Sexual Assault

Many victims and perpetrators of sexual assault are under the influence when the incident occurs. Make smart choices so that your judgement and your safety aren’t compromised by alcohol or other drugs.

Getting Help

If you are under the influence and an emergency occurs, your response time is going to be slow. If you or a friend gets injured, a quick response time is crucial.

When Others are Under the Influence

Don’t argue or try to reason with intoxicated or drugged individuals. If someone is irrational or angry, it is best to keep your voice calm and save rational conversations for later.

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 sedated 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 are at a bar or party.
- Never drink from common sources, like punch bowls.
- Never accept drinks from strangers.

Fire Facts

The Federal Emergency Management Association (FEMA) recently reported that up to 40 percent of residential fire death victims are alcohol impaired at the time. That is a high price to pay.

Prescription Medicines

Don’t abuse your “legal” prescription medications or give/sell them to others. “Pharming” can lead to unintentional overdoses and other bodily harm.

Club Drugs

These aren’t “safer” than other drugs. If you take Ecstasy, GHB, Special K, LSD, Meth or another drug, you may not know what is mixed with it and it can wreak havoc on your body and your brain.

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Staying Safe by Planning for the “What-ifs” ...

Plenty of threats are apparent on college campuses. These “what-ifs” include natural disasters, fires, bomb/terror threats and more. It may feel a bit unrealistic, yet the reality is that campuses have been and will continue to be targeted. It definitely can't hurt to be preventive and prepared.

Fire Facts

Fires do not discriminate - they happen both on and off campus. So, know the facts to keep yourself safe and secure.

- Know exactly where your emergency exits are located so that you can go on “automatic pilot” if there is a fire.
- Always heed the fire alarm, even when you believe it may just be “another drill.” Assuming that it is false could put your life and others (who may need to re-enter a fire to rescue you) in jeopardy.
- Don't use illegal appliances, candles or incense in the residence halls.
- Be careful when smoking - lit cigarettes can and do start fires.
- Don't drape scarves or other fabric over lamps. Left unattended, they can easily catch fire.
- If you suspect a fire in the hallway, don't open your door. Instead, feel the door to see if it is hot. Stuff towels or sheets under your door so less smoke can enter. And stay close to the ground where the air isn't as smoky.
- Don't tamper with fire equipment such as extinguishers, hoses and alarm boxes.

Bomb/Terror Threats

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

- Listen carefully when staff and campus safety tell you what to do. They have been trained to lead you to safety.
- Try not to panic or assume the worst. Just take care of the immediate concern: staying safe!
- Take drills seriously and encourage those around you to do the same. You never know when it will be the real thing.
- Have a healthy suspicion that causes you to alert staff when strangers are places they shouldn't be or when something doesn't seem right. Many disasters are averted because students take time and care to report something out of the ordinary.
- Don't ever make a threat as a “joke”. If you do, you'll cause panic, waste valuable resources and may be suspended and/or arrested.

Natural Disasters

Mother Nature comes to visit from time to time, in varying degrees of disarray, leaving tornados, hurricanes, earthquakes and more in her path. Take natural disasters response seriously by:

- following evacuation procedures quickly and completely.
- working with trained staff instead of making their jobs more difficult.

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Staying Safe by Planning for the “What-ifs” ...

- being proactive and learning what to do in an emergency beforehand so that you are not scrambling when an incident occurs.
- helping to keep your fellow students calm so they can get to safety, too.

Know What to Do

Know the ins and outs of campus so you can respond quickly and appropriately in a crisis situation.

- Know where emergency phones are located.
- Memorize campus safety numbers so you can call at a moment's notice.
- Learn when campus Building Coordinators and/or Resident Assistants are on duty and how to contact them quickly.
- Know where fire alarm pull boxes and extinguishers are located so you can find them quickly.

Crisis Dos and Don'ts

You might encounter a crisis situation during your time at college. Be prepared and keep the following tips in mind:

- If a friend seems ill, intoxicated or drugged, get help immediately! Don't worry about them “getting in trouble.” Their safety and well-being need to be your foremost concern.
- Stay as calm as possible in a crisis situation. Quick, clear-headed thinking can make all the difference.
- Don't hamper the efforts of medical or emergency personnel. Get out of the way and help with crowd control, if needed.
- If someone is bleeding, apply pressure and ask someone else to get help immediately.
- Don't transport friends to the hospital. Most of us aren't medically trained and could do more harm than good by moving someone who has been injured.
- Don't play hero by stepping into a volatile situation. Chances are you will get hurt and make the situation worse. Instead, get help from Campus Safety or your Building Coordinator so it can be handled safely, quickly and effectively.

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Staying Safe in Cyberspace ...

Cyberspace is not necessarily a safe space, despite the perceived anonymity it offers. An increasing number of technology-based threats are present on college campuses. Don't get caught up in this *web* - take some precautions to keep yourself safe.

Identity Theft

If someone gets your social security number they can start hacking away at parts of your identity, from credit card information to college documents. Don't give out personal information to unknown individuals. Identity theft is a long, hard road to overcome, often involving years of tracking, reestablishing damaged credit ratings and more. Don't risk it!

Online Relationships

Just because you've been exchanging stories with someone in a chat room, it doesn't make it safe to give out your room or phone number. And, if you choose to meet someone in person that you've been communicating with online, make sure that the meeting takes place in a public area. Don't be alone with someone who is unknown!

Cyberstalking

If someone is sending threatening emails, making inappropriate comments or watching you, report it right away! Keep track of messages, save them, print them out and turn them over to the director of campus

safety. Don't take chances that this is "just harmless computer play." Cyberstalking is never a game.

Illegal File Sharing

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

Laptop Theft

If you use a laptop in public places, like the library or student center, always keep it with you. Laptops are so mobile that one turn of your head can result in a thief whisking away your investment. And, if you have a laptop in your room, always keep the door locked when you are away.

Email Safety

Don't choose obvious screen names or passwords when using your email account. It can be very easy for someone who knows little about you to hack into your account. Instead, choose something that is easy for you to recall but unknown to others.

And, if you find that someone has been using your email account illegally, report it right away!