

SAFETY TIPS

FAMU Campus Safety & Security encourages students, faculty, and staff to be alert, take precautions, and report crimes and suspicious activities. Your efforts to stay well-informed and take preventive action will help in maintaining the safest possible environment on FAMU's campuses.

Reduce the odds of being a victim of crime; review these safety tips below:

ONLINE COMMUNITIES: HOW TO STAY SAFE AND MAINTAIN YOUR PRIVACY.

On-line communities can be fun, but discover the risks involved and the importance of protecting your privacy while using social networking internet sites like Instagram.com and Facebook.com

- What you post can last forever. Before posting online think about how it might be perceived now and in the future and who might see it. Talk to your friends and family about what they can post online about you. Don't forget that employers, churches, sport teams, groups, and volunteer organizations that you are a part of may share your personal information online.
- Own your online presence, protect your reputation. Set the privacy and security settings on web services and devices to your comfort level for information sharing. Keep in mind that even if you set your social network page to private, it doesn't guarantee that your information is completely private.
- Be aware of what's being shared. Be aware that when you share a post, picture or video online, you may also be revealing information about others. Be thoughtful when and how you share information about others. Don't forget that your friends may be able to see your other friends' posts and pages even if they're not friends with each other.
- Post only about others as you have them post about you. Be thoughtful about who's on your friend list when you post or link to certain things.
- Think before you act. Be wary of communications that implore you to act immediately, offer something that sounds too good to be true or ask for personal information.
- Get two steps ahead. Switch on two-step verification or multi-factor authentication wherever offered to prevent unauthorized access. Make sure you are running anti-virus and anti-spyware software and make sure that definitions are updated.
- Occasionally run scans on your computer, separate from your regular antivirus/antispysware. Also, periodically delete history, cookies, temporary internet files, and saved forms and passwords from your web browser.

AWARENESS AT SOCIAL EVENTS

- Plan to be with at least one other friend when going out to a bar, club, or party.
- Be sure that at least one person is identified as the designated driver.
- Keep your friends or roommates informed of where you are going, when you plan on returning and who you'll be with.
- Do not drink beverages that are already open handed to you by people you don't know or trust. Never leave your drink unattended.
- Trust your instincts. If any social situation becomes uncomfortable or feels wrong, remain calm and leave immediately.
- If at any point, you or a friend feels disoriented or unusually intoxicated for what you have consumed, leave the bar or party immediately. Get medical help if necessary.

- Be aware of your surroundings and travel the safest route available.
- Adhere to all of the rules and regulations set forth in the Student Handbook.

PROPERTY PROTECTION

- Lock your door whenever you leave your room for ANY length of time or when sleeping.
- Secure your vehicle. Close all windows and lock all doors.
- Never prop open any door.
- Adequately protect all valuables in your room, such as wallets, jewelry, credit cards, cash and computers. Do not leave valuables or cash in plain view.
- Protect your books and put your name in them. Do not leave them in public places.
- Do not loan your keys to anyone.
- Never hide your keys outside your apartment or room. Do not put your name or address on your key rings.
- Take all valuable items home with you during vacations.
- When in a public place, keep valuable possessions out of sight. If you must leave an area for any length of time, take personal items with you.
- Participate in "Operation Identification" in cooperation with the FAMU Police Department.

BIKE AWARENESS AND SAFETY



- Always lock your bike when unattended, securing both the frame and wheels.
- Use multiple locking devices such as a Kryptonite lock (highly recommended) in combination with a steel cable.
- Use bike racks which are monitored by FAMU Campus Safety & Security.

Share the Road!

Under Florida State Law, bicycles are considered vehicles and, as such, those operating bicycles are required to comply with all applicable motor vehicle laws for the mutual safety of everyone using the roadways. When riding a bicycle:

- Ride in the same direction as motor vehicles.
- Use bike lanes when available.
- Protect yourself – wear a helmet and reflective devices!

PEDESTRIAN SAFETY

- Avoid walking or jogging alone, and try not to walk or jog after dark. Use the buddy system. Always cross at the crosswalk.
- Check both directions for oncoming traffic before stepping off the curb.
- Avoid distractions such as mobile phones, mp3 players, tablets, etc. Avoid wearing headphones when walking or jogging. Always be aware of your surroundings and practice risk avoidance techniques.
- Pedestrians have the right of way – but never put yourself in a dangerous situation.
- Stay alert, pay attention to people and conditions around you, and know your environment. If you suspect you are being followed: Run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area, a group of people, or a blue light emergency phone.
- Have your keys ready when returning to your residence hall or apartment.
- Avoid walking in dark, less-traveled areas. The shortest route is not always the best. Walk along well-lit routes.
- Keep personal items close to your body. Don't display money or expensive jewelry.
- If necessary, use an emergency telephone (list and map under development) to request assistance.

VEHICLE SAFETY



- Park in well-lit, high-traffic areas.
- Keep valuables out of sight; place all articles in the trunk, glove box, or remove altogether.
- Remove registration and insurance cards.
- Always lock your car and keep windows and sunroofs closed.
- If you have a GPS or similar device in your car, remove all holders, suction cups, or any other type of evidence this device may be in the vehicle.
- Use anti-theft devices such as "LOJACK."
- Activate your alarm system.

- Carry your car keys when approaching your vehicle so you can enter quickly.
- Always check underneath your car upon approach and in the rear seat for intruders before entering your automobile.
- If your vehicle breaks down, ask any person who stops to help to call the police.
- Do not allow any person access to you or inside your car.
- Roll down your window no more than an inch.
- Be aware that an accident may be staged to provide the other driver an opportunity to commit a criminal act.
- Leave enough room between your car and the one ahead so you can drive around it if necessary.
- Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
- Report vandalism and thefts that occur on campus to.

TRAFFIC TIPS

The FAMU Department of Campus Safety and Security is dedicated to the safety of our campus community. FAMU DCSS are empowered by the state of Florida to enforce the Motor Vehicle Code for Florida as well as local ordinances for the City of Tallahassee.

Traffic Safety Tips:

- **CELL PHONES.** Tallahassee has enacted an ordinance that prohibits talking, dialing or texting on a handheld device while driving a motor vehicle. It also prohibits these activities while on a bicycle, scooter, in-line skates or skateboard. Hands-Free Devices are permitted.
- **BUCKLE UP.** It's the law. Besides, safety belts and restraint systems have saved countless lives. Make a habit of it, and be sure to check and make sure everyone else in your vehicle is buckled up as well. Don't forget to use the required safety seating for your children. Age/size-appropriate car seats and booster seats are available in many locations in many price ranges, and there are programs which help with providing child safety seats for those who need financial assistance. Also, when installing a child safety seat, be sure to read the directions so that you are certain you've installed it in your vehicle properly.
- **MINIMIZE DISTRACTIONS.** There are a number of factors, which can take our attention away from the road, and we therefore have to avoid doing things that will divert our concentration away from safe driving. Drivers who were distracted while using mobile telephones, changing CDs in the stereo, smoking, eating, or even applying makeup or shaving have caused many accidents. When driving, we have to remember we have a responsibility to our loved ones, and to others, as well as to ourselves, to do everything within our power to stay focused on safety.
- **DON'T DRIVE IMPAIRED.** Although this seems very obvious, the unfortunate truth is that many people are driving under the influence of not just alcohol, but other mind or mood altering substances, including medications. The unnecessary tragedies caused by DUI related crashes can be avoided by two simple means: having a designated driver, or taking a cab.
- **STAY ALERT.** In order to stay focused, it is important to get plenty of sleep and avoid driving when you have not had sufficient rest. On long drives, your ability to concentrate can be improved with periodic rest stops.
- **SET A GOOD EXAMPLE.** When you practice good driving skills, others will notice; especially if the "others" happen to be your children and other loved ones. You can unwittingly be teaching them positive or negative driving habits. Be aware of the impact your behavior can have on your children, and think about how this may affect the way they drive... Observing the laws which are designed to keep us safe on the roadways, along with following some common sense rules, may make the difference between a safe and pleasant driving experience and an accident, and it could save your life.

HARASSING CALLS

Anyone can be the victim of harassing, annoying, obscene, or threatening telephone calls. Most calls can be prevented or avoided by using some simple techniques to decrease the potential for victimization:

- Hang up on unwanted calls.
- Do not engage in conversation or provide any personal information about yourself or other residents.
- Avoid saying that you are not home on outgoing messages.
- Report the call immediately to FAMU Campus Safety & Security at 850-599-3256.
- Contact your cell phone service provider. Most carriers can assist you with harassing phone calls.

INTERNET SCAMS

Avoid common scams encountered on malicious web sites and those sent through fraudulent e-mails (known as “phishing”) such as:

- Any email asking you to confirm your user name or password or to update your credit card information
- Online auctions
- General merchandise sales
- Foreign money offers and transfers
- Internet access services
- Information audit services
- Work-at-home offers
- Advanced free loans
- Credit card offers
- Business opportunities

What can you do to avoid becoming a victim?

- Never give out confidential information such as your social security number, pin numbers and passwords.
- Always pay by credit card; never send cash.
- Know with whom you are doing business.
- Use only secure networks for payment.
- Keep copies of all documents such as receipts and credit card statements.
- Check credit card and bank statements regularly for accuracy or unauthorized purchases.
- Trust your instincts. If it sounds too good to be true, it usually is!

PRIVACY AND IDENTITY THEFT PROTECTION

Today, people are often required to share personal information when they engage in business or personal transactions. Identity thieves gather an individual’s personal information without their knowledge and then use the information to commit fraud or theft.

Victims are often unaware that their identity has been stolen until it is too late. It can take months or years and thousands of dollars to rectify the problems created by identity theft.

How does an identity thief gather information?

- Stealing wallets and purses containing ID, debit and credit cards

- Stealing mail – including bank and credit card statements
- Posing as a telephone solicitor
- Observing ATM transactions
- Fraudulent internet sites and scams
- Fraudulently obtaining credit reports
- Hacking into computer networks at work or at your home
- Sharing personal information through online social networks, such as Twitter and Facebook
- Rummaging through trash and other discarded paperwork

How identity theft affects you:

- Your personal information is used to open new credit card or cell phone accounts or loans; account balances are left unpaid.
- Your billing address is changed on your credit cards, bank statements, or cell phone accounts to divert your mail to a different location, hiding discrepancies in your billing statements.
- New bank accounts are opened in your name against which bad checks are written.
- All or some of your bank account balance is withdrawn using counterfeit checks, debit cards, or electronic transfers that appear to be authorized by you.
- A bankruptcy is filed in your name to avoid eviction or other collection practices.
- An ID or driver's license is created using your information and is then used by an impostor, claiming to be you.

How do I avoid becoming a victim?

- Obtain a copy of your current credit report at least once a year and review for discrepancies.
- Never give out personal information, such as your social security number or date of birth, over the Internet or phone.
- Never carry important personal documents such as your social security card, birth certificate or passport, unless absolutely necessary.
- Cancel and destroy all unused credit cards and keep track of your current credit cards by reviewing statements on a monthly basis.
- Memorize pin numbers and other important numbers or passwords; never write them down.
- Shred all papers containing personal information before discarding, including bills, bank statements, receipts and credit card offers that are pre-printed with your name.
- Password-protect and/or encrypt PDAs, computers, cell phones, flash drives and hardware of any kind that contain sensitive personal information.
- By using common sense, you can avoid becoming the victim of a scam; remember if it sounds too good to be true, it probably is!

What should I do if I suspect I have been a victim of identity theft?

- Contact your credit card companies and banking institutions immediately.
- Contact the police department in the location where you believe the theft took place.
- Report suspicious activity regarding your mail to your local post office.
- File a complaint with the Federal Trade Commission and complete the [Identity Theft Complaint Form](#).
- Contact the FAMU Campus Safety & Security at 850-599-3256.

Under Federal law, every person has the right to receive a [free credit report](#) once every 12 months from each of the three nationwide consumer reporting companies:

- [Equifax](#)

- [Experian](#)
- [Trans Union](#)

Other resources:

- [Social Security Administration](#)
- [FTC Bureau of Consumer Protection](#)
- [Florida Highway Safety and Motor Vehicles](#)

HOLIDAY AND VACATION SAFETY

When leaving your campus residence or office for an extended period of time:

- Make sure you lock all doors and windows.
- Use your alarm system if you have one.
- Report locks, doors, windows, and alarm systems that have been broken or tampered with to FAMU Campus Safety & Security.
- Maintain key control, adhere to all access control procedures and wear/carry your ID Card.
- Know with whom you are sharing personal and travel information.
- Keep valuables and personal items locked in a safe or safe deposit box.
- Never leave cash in your residence or office.
- Inventory and secure all office equipment.
- Know your coworkers and question unfamiliar or suspicious delivery and repair persons.
- Be cautious when working late. Travel with others.
- When possible, photograph valuables and record serial numbers in a safe and secure location.
- Have a neighbor or friend check on your residence periodically.
- Stop newspaper and mail deliveries.
- Place lighting and other electronic devices (TVs, radios) on timers to give the appearance that someone is home.