

Westminster College

Safety Tips

FIRE SAFETY TIPS

- If you suspect a fire, pull the nearest fire alarm box in the corridor near an exit door.
- When you hear the building's emergency alarm, evacuate the building immediately.
- Evacuate any building on campus by following the EXIT signs. Do not use elevators during emergencies unless directed by emergency response personnel.

TIPS FOR A SAFER CAMPUS

When walking or running:

- Go with someone.
- Let someone know where you are going & route.
- Stay away from isolated areas.
- Stay in well lit, well-traveled areas.
- Become familiar with the yellow emergency phone locations. Every residence Hall has a phone near the main entrance.

If you're being followed:

- Cross the street or change directions.
- Keep looking back so person knows you can't be surprised.
- Go to a well lit area. Enter a building-anywhere there are people.
- Notice and remember as much as possible about the person so you can give a good description.
- When arriving at a safe place, call Westminster Public Safety or Police and report the incident.

Where you live:

- Keep your doors locked night and day.
- Don't let in strangers.
- Never prop open doors, especially fire doors, even for a short time.
- Make sure doors completely close and lock behind you.

Protect personal property and College property:

- Lock your door every time you leave.
- Don't leave your belongings (books, backpacks, gym bags, calculators, coats, etc.) unattended in TUB, libraries, hallways, gym facilities or classrooms.
- Don't use outdoor bank teller machines late at night.
- Don't attach your Westminster ID or other identification to your key chain.
- Engrave your expensive equipment and valuables with an ID number.
- Keep a record of make, model and serial numbers of expensive equipment apart from items.

Protect your car:

- Always lock your car and take your keys.
- Lock valuables in the trunk.
- Park in well-lit areas.

If driving:

- Have your keys ready when walking to your vehicle.
- Check back seat before getting into a car.
- Keep doors locked while driving.
- Don't pick up hitchhikers.
- Don't hitchhike or accept rides from strangers.

Be aware:

- Get to know your neighbors.
- Share information with others on suspicious circumstances.
- Report any suspicious activity immediately.
- Call Public Safety at 7777 on campus or (724) 946-7777 (from a non-campus phone) with any safety concerns.
- Call Public Safety for a late night escort from vehicle or building to residence hall if you feel unsafe.
- Make sure doors lock behind you when entering or leaving a building or room.

Protect Your Identity:

- Contact the credit card company immediately if your card is lost or stolen. If you don't you could be liable for charged items. Thieves can spend thousands of dollars within minutes of obtaining credit card information.
- If you do not know the person, never give out any of your personal information. Be protective of your Social Security Number, no one should ask for your Social Security Number over the phone.
- Credit card companies will not ask you personal information over the phone.
- Shred old credit cards when new are received.
- Destroy (shred) old credit card receipts when you are sure transaction is completed, do not just throw receipt in the trash.
- Monitor your bank statements from every credit card every month. Check to see if there are any unauthorized transactions. Contact the credit card company to verify that you authorized the purchase.
- Cancel all credit cards that you do not use, or have not used in the past 6 months. Thieves use these very easily-open credit is a prime target.
- Suggestion: Make photocopies of both sides of all your credit cards, driver license, Social Security Card, ect. and keep the photocopy in a safe place. If your wallet is lost or stolen you have the information to contact the company to report the loss.