

# Campus Safety Tips

Adapted from: [www.securityoncampus.org](http://www.securityoncampus.org)

- Share your class/activities schedule with parents and a network of close friends (like your roommate), effectively creating a type of “buddy” system. Give network telephone numbers to your parents, advisors, and friends.
- Always travel in groups.
- Use the shuttle service after dark.
- Never walk alone at night and avoid “shortcuts.”
- Always lock your door when absent, even when you “run down the hall.”
- **On campus**, immediately call **Campus Safety and Security at 1400** when you feel unsafe in any situation.
- **Off campus**, immediately call **Richmond Police Department at 911** when you feel unsafe in any situation.
- Carry a cellular phone with both above numbers programmed.
- Do not openly display money or valuables while walking in public.
- Report suspicious loitering or following to Campus Safety and Security.
- Watch for the yellow flashing lights of the Campus Safety and Security truck.
- If you lock your keys in a vehicle or need a battery jump while on campus, contact Campus Safety and Security and wait inside a building until an officer arrives.
- Lock your residence hall room and house first and second floor windows.

## Contacting Campus Safety and Security

First dial 1400. If no answer, call an officer directly on the radio by dialing 9-939-0129.

The caller should stay on the line until the security dispatcher terminates the call — do not hang up. Each incident is documented by a written report. Follow-up counseling services are arranged by Student Development as needed for the victim.

## Contacting the Earlham Safety Shuttle (ESS)

The Earlham Safety Shuttle (ESS) operates nightly from 10:00 p.m. to 2:00 a.m. The shuttle is designed to transport you when you are unable to travel with a group to a location. The shuttle transports to and from both on campus and off campus locations.

To dispatch the ESS, please dial 1400.

In emergency transportation situations which occur outside of 10:00 p.m. and 2:00 a.m., you may request an escort from a Campus Safety and Security Officer. Contact Campus Safety and Security to arrange.

## Campus Safety and Security Additional Services

- One officer on 24 hours a day, seven days a week.
- Two officers on 10:00 p.m. to 2:00 a.m., seven days a week.
- Lock out service.
- Automobile jump.
- Basic first aid.
- Campus escort service.