



### From the Office of Public Safety:

At the beginning of the new semester, the Queens College Department of Public Safety would like to assure the campus community that we remain vigilant to ensure the safety and security of all students, faculty, and staff. As always, we are working cooperatively with the New York City Police Department's 107 Precinct. We also work to protect our physical campus and equipment by preventing vandalism and theft.

Here are some general tips that will help us maintain a safe environment:

- Always be alert and aware of your surroundings; don't allow electronic devices to draw your attention away from what's going on around you.
- Follow your intuition and trust your instincts. Report all suspicious activity immediately to Public Safety at 718-997-5911/5912. If you see something, say something.
  - When you feel uncomfortable in a place, leave right away and go to a well-lit and populated area.
  - Blue Emergency Telephones located throughout the campus can be used to contact Public Safety.
- When parking on the street outside of campus limits, check for people loitering before exiting or entering your vehicle.
  - Do not leave valuable items in plain view, which may entice burglar. Any valuable item not maintained on your person should be secured in the trunk of your vehicle.
  - ***Please be aware that the NYPD 107 Precinct has reported several incidents of vandalism of automobiles parked on public streets in the vicinity of Queens College.***
  - Be careful before getting into a car. Before you open the door, check the backseat to see if there is an uninvited person. Use a flashlight to illuminate under the car and the backseat when necessary.
- Faculty and staff working here late in the evening or during weekend hours are asked to notify the Public Safety Office upon their arrival and departure from campus.
  - Keep office doors locked when you find yourself alone in an office or building.
  - If you feel unsafe, Public Safety will provide a security escort. Contact us at 718-997-5911/5912. Please be aware that there may be a delay in response time based upon other emergencies.
- When leaving your office, classroom or laboratory, please ensure that all windows are secured, all doors are locked, and that you take your keys with you.

- Do not prop open office doors, building exit doors, or bathroom doors, as this invites intruders.
- Do not block or jam door-locking mechanisms, as this too invites unwanted entry and increases the risk of theft.
- Keep desks, cabinets, and lockers secured when not in use.
- Projectors, cameras, and other equipment of value should be secured to reduce opportunities for theft.

➤ Report loss or theft of Queens College-issued keys to Public Safety immediately.

➤ Never leave personal items—such as backpacks, laptops, wallets, and mobile phones—unattended. It only takes a second for someone to steal your personal belongings.

- Do not leave coats or other valuable items in common areas, or where they are visible.

➤ Report lights that are out and any hazardous conditions, as well as defective campus locks on windows and doors, immediately to Public Safety.

➤ Departments at Queens College should keep petty cash to a minimum.

- Faculty and staff should contact Nalini Pitrelli in the Accounting and Business Office at 718-997-5751 to set up an Agency Fund to safeguard departmental monies. Cash should be deposited in the Bursar's Office regularly.

➤ Be social media savvy—be aware of what you post.

- While social media are convenient tools for updating friends and family, they also allow strangers to have easy access to your profiles and know your whereabouts and plans.

➤ Protect your privacy. Do not provide personally identifiable information (phone numbers, address, date of birth, Social Security number) to others soliciting it via telephone, email, or in person.

- Remember, if something sounds too good to be true, it probably is. Don't let yourself be fooled.

➤ Download the QC Mobile App, which contains an Emergency option for easily accessing Public Safety. The app also contains other important information/phone numbers.

Here's to a happy and safe Fall 2019 semester!