

# A GUIDE TO SAFETY

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## **IMPORTANT NUMBERS**

911	Office of Emergency Communications
773-481-8970	Campus Center
773-481-8123	Director of Security
773-777-7900	Wilbur Wright College

## **SAFETY TIPS**

### *While You Are Out*

- If you must carry a purse, hold it close to your body. Don't tangle it.
- Never carry a wallet or house keys in your backpack. Put it in an inside jacket pocket or front pocket.
- Make sure someone knows where you're going and when you're expected to return.
- Avoid dark, deserted routes, even if they're the shortest.
- Carry change for emergency telephone and transportation uses.
- Don't overburden yourself with books, and bags that obstruct your view and make it hard to react.
- Have your car keys or house keys in hand as you approach your vehicle or home.
- Carry a shriek alarm, whistle or high intensity light. If being attacked or approached in a threatening manner, yell "FIRE" repetitiously.
- Don't display large amounts of cash in stores or other public places.

## **SAFETY TIPS**

### *While Driving*

- When getting into your car in a parking lot, parking garage, or driving, be aware: look around you, look into your car, at the passenger side floor and in the back seat.
- If you are parked near a vehicle and a person is sitting alone in a vehicle near you, and you are uncomfortable getting in your vehicle, don't take the risk! Return to the place you left and ask for an escort or call the police and ask for assistance.
- If you are lost while driving, stay on a large busy street that has plenty of light. Look for a well-lighted business to seek assistance.
- Your automobile is the safest place to remain when you are not aware of your location or your surroundings.
- Be aware of anyone who may approach your car. If you feel threatened, drive away blowing your horn to attract attention.
- If you are lost and have a cell phone, call for a police car to meet you at your location to provide assistance. Make sure you note a landmark, street sign, or other distinctive markings to assist police.
- When you drive, keep doors locked and windows up. Park in a well lighted busy area. If you have car trouble, be wary of strangers who offer help. Stay in our car and ask them to call a service truck or the police.

## **WARNING SIGNS**

### *Potentially Violent Individuals You Know*

- Irrational beliefs and ideas
- Verbal, nonverbal or written threats or intimidation.
- Fascination with weapons and /or acts of violence.
- Externalization of blame.
- Unreciprocated romantic obsession.
- Fear reaction towards you or others for no reason.
- Drastic change in belief systems.
- Display of unwarranted anger.
- Move from emotional to calm all in one moment
- Blaming everyone else for their problems.
- New or increased source of stress with family, friends and others.
- Feeling of being victimized.
- Intoxication from alcohol or other substances.
- Expressions of hopelessness or heightened anxiety.
- Attendance problems.
- Violence towards inanimate objects.
- Lack of concern for the safety of others.

## **WARNING SIGNS**

### *Strangers*

- Verbal, nonverbal or written threats or intimidation.
- If you are not comfortable with a stranger, walk away, tell them to move away from you and if they come uncomfortably close yell "Fire". You can apologize later if you have made a mistake. It is better to "look strange than to be hurt."
- Trying to come close to you for no reason.
- Trying to engage you in meaningless conversation only to distract your attention.
- Asking too many personal questions without reason.
- Trying to dominate your time or attention.
- Display of unwarranted anger.
- Just because a person looks safe or 'normal' doesn't mean that they aren't dangerous.
- Intoxication from alcohol or other substances is always a possible dangerous situation, especially from someone you don't know.

## **PERSONAL CONDUCT**

### *To Minimize Violence*

- Project calmness, move and speak slowly, quietly and confidently.
- Focus your attention on your personal safety.
- Reject demands from the start by any aggressor or possible victimizer. You do not know this person, so why make them think you are a friend.
- Arrange yourself so that a person cannot block your access to an exit or escape route.
- Maintain your personal space.
- Always maintain your confidence. You have the power of knowing YOU!
- Always look for assistance immediately.
- If you are scared, cautious or apprehensive, “Don’t go boldly forward, take an avoidance risk” by not compromising your instinct for safety.

## **WHAT IF YOU ARE ASSAULTED?**

- Refuse to be taken to a new location.
- Try to be aware of a path of escape.
- Yell “Fire, Fire, Fire” – people may ignore screams, because they may think someone is playing, but they will respond to the word FIRE.
- If your attacker is only after your purse or other valuables, don’t resist. Your life and safety are worth more than your possessions.
- Make a conscious effort to get an accurate description of the attacker and call the police immediately.
- Drop your belongings and run away from the potential crime scene.
- If knocked to the ground, kick and continue to kick while yelling “FIRE”. Your legs are the strongest part of your body.
- Protect your head from being hit at all cost and flee whenever you can.
- Make sure to remove anything from around your neck that may be used to choke you.
- If you have books or other items in your arms, throw them in the direction of the attacker and run away.
- Be aware of the attacker’s vulnerable points for defense. (Groin, eyes, etc.)
- Try not to appear to be an easy prey. Attackers see and feel the fear you may have. Try to appear confident.

## AVOIDING THEFT

- How well do the locks work on your door? Make sure to lock your doors whenever you leave your office. You may think you stepped away for only a minute, but that is all a theft needs to steal your property.
- Don't give your keys to just anyone. Keep track of your keys and who you may have given permission to use them.
- Don't leave valuables in open for all to see. Even in a locked room, you should lock up your valuables.
- Keep the cash, wallet, or purse you do have at school in a locked drawer or cabinet. When you leave the room, do not leave your wallet, check-book, cell phone, identification, laptop, jewelry, and other valuables in sight.
- Make a list of important items such as your laptop and electronics, including the model and serial number of each. You may also want to label some of these items with your name and the college so they can be returned to you if they are lost or stolen.
- It is important to take measures to protect the school's property as well as your personal property.
- Bring as few valuables with you to school as possible.
- Keep your property pass available when you enter and leave the building; security will ask you to produce the document.
- If you find an open door that should be locked, take a visual inventory and call security at ext 8970, as soon as possible. Make sure all doors are free of tape, or paper that may stop you from successfully locking the door. Make sure your door is secure.

## AVOIDING THEFT

- Be aware of "door shakers" – people who knock on doors or turn knobs to see if a room is occupied. An unlocked door is a "door shakers" dream. If you encounter or suspect a "door shaker" remember as much as you can about that person and call security.
- Write down an items list of your office or work space. If you have a digital camera, take a picture of your office or work space. Remember, a picture is worth a thousand words.
- When your office or work space will not be occupied for a period of time, make sure to remove any valuables.
- Inform security ext. 8970, if during your absence your office needs special attention.
- When you arrive at your office, make a visual check of your door. Make sure there is no indication that your door may have been tampered with. If you suspect a problem, inform security immediately.
- Do not keep lists of personal information – such as social security numbers, birthdays, credit card or bank account numbers – in your laptop, PDA, or cell phone. If your laptop were ever stolen, strangers could have access to your information.
- Remember to be in control of your situation. Being in control means you are constantly aware of your surroundings as well as the people around you.
- Wright College is a "Safety First" location. Which means that everyone is a part of the process to insure safety for students, faculty and any person who uses our facility.

# **SAFETY FIRST RULES FOR WRIGHT COLLEGE**

- Report any suspicious activity you see.
- Seek out a Security Officer and report your suspicions.
- Security Officers are in constant communication by radio to the security office and other security staff. The Chicago Police will be contacted on all threatening incidents.
- Ask for a Security Officer to escort you if you ever feel threatened.
- Use any emergency phone to call security.
- Go immediately to the Campus Center or call ext. 8970 for any assistance you may need for a safe experience at Wright College.
- Report any threat you may receive. An oral threat will be treated as a crime of assault. Any physical threat will also be treated as a battery and the person making the threat will be arrested and charged with a crime.

## ***WRIGHT COLLEGE THREAT INCIDENT REPORTING***

- Name of the threat maker if known
- Name of the victims or potential victims.
- When and where incident occurred.
- What happened prior to the incident.
- The specifics of the threat.
- How the threat maker appeared-physical and emotional.
- Name of witnesses.
- Who you reported to immediately after the threat.
- Is the threat maker a student, faculty, staff or a visitor to the location.
- Do you know anyone who may know the threat maker.
- Has he/she ever been seen on or near the campus.

If the threat was made by phone, what did they say, did the person have an accent, was the person calm or excited.

Try to remember as much as possible. It will be helpful to locate and arrest the threat maker.