

## **Public Safety**

Public Safety Officers are located at the Elkhorn/Valley, Fort Omaha and South Omaha campuses. Public Safety Officers are equipped with portable radios and can be reached by dialing: 402-457-2222.

Elkhorn Valley (EVC).....402-289-1218  
Sarpy Center (SRP) .....402-537-3833  
Fort Omaha (FOC).....402-457-2313  
South Omaha (SOC).....402-738-4569  
Fremont Area (FRC).....402-721-2507

The following tips are intended as a measure of prevention against becoming a crime victim and are not intended as a promise or guarantee by Metropolitan Community College. Many criminals do not plan their crimes, they are crimes of opportunity. The best way to avoid being victimized is to lessen the opportunity. Be aware, be alert and be safe.

## **Work Safety Tips**

- Know the room number you are in.
- If you call 911 (or 9-911 from an MCC phone) or Public Safety – give your location first. Be prepared to provide details such as: description of suspect including clothing and last known direction of travel.
- Don't leave valuables unattended at work – lock them in a desk or cabinet if not within your sight.
- Don't put your name or address on keys or key ring.

- Alert Public Safety if you work in an isolated area and would like officers to stop by on occasion.
- Ask Public Safety for an escort to your car if you feel uncomfortable walking alone.

## **Car Safety**

- Have your keys ready before you get to your car. It isn't safe to stand by your car fumbling for your keys.
- Keep your car locked at all times and take a second to quickly scan the interior before you get in the car.
- Keep your car in good running condition and avoid running out of gas.
- Do not ask a stranger for directions. Pull into a business if necessary to seek directions.
- Do not leave valuables or packages in plain sight in your car.
- Park in well lit areas at night.

**Elevators** - Don't get into elevators with people who look out of place or behave in a strange or threatening manner. If you find yourself in an elevator with someone who makes you nervous, get off as soon as possible.

**Restrooms** - Attackers can hide in stalls and corners. Be extra cautious when using restrooms that are isolated or poorly lit.

**After Hours** - Don't work late alone. Create a buddy system for walking to parking lots or public transportation or ask security to escort you.

Parking lots or garages - Always lock your car and roll the windows up all the way. If you notice any strangers hanging around the parking lot, notify security or the police. When you approach your car, have the key ready. Check the floor and front and back seats before getting in. Lock your car as soon as you get in - before you buckle your seat belt.

## **Help Prevent Office Theft and Other Crimes**

Keep your purse, wallet, keys or other valuable items with you at all times or locked in a drawer or closet.

Check the identity of any strangers who are in your office - ask whom they are visiting and if you can help them find that person. If this makes you uncomfortable, inform security or management about your suspicions.

Always let someone know where you'll be - whether it's coming in late, working late, going to the photocopier or mail room, going out to lunch or in a meeting.

If you bring personal items to work such as a coffee pot, a radio, or a

calculator, mark them with your name or initials and an identification number.

Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly, or broken windows. Don't wait for someone else to do it.

Be discreet. Don't advertise your social life or vacation plans and those of your co-workers to people visiting or calling your place of work.

## **If Forced to Defend Yourself**

Look at your assailant so that you can later identify him. Your most important weapon is your voice - **SCREAM!** Strike the assailant in a vulnerable area. Your aim is to inflict intense pain in the fastest manner possible. Some of the basic vulnerable areas are the eyes, bridge of the nose, the groin, the knee area, the shins and the instep. Use your fingernails, teeth, knees, feet, keys, purse, nail file, hairspray, a rolled-up newspaper, umbrella ... the possibilities are endless. Your aim is to do maximum damage in the minimum amount of time, in an endeavor to incapacitate your assailant. As soon as you have made your move, run for help as fast as you can!

Call 911 with an identification and location of a suspicious character or incident.

## **In Conclusion**

- As you arrive at work, quickly observe what's going on. If you notice anything unusual or suspicious, leave at once and notify authorities.
- Keep your purse and other valuables locked in a secure location when you leave your work area.
- Be aware of escape routes for emergencies, and post the fire department numbers near telephones.
- Don't use enclosed stairways unless there is a fire or other emergency .
- Make bank deposits at different times, so criminals won't learn your routine.
- Don't keep large sums of money at work.
- When working late by yourself, let security or maintenance know you're there. Ask them to periodically check on you.
- When you leave the office during the workday, let a co-worker know when you go, where you're going, who you are planning to see, and when you will return. In this way, you'll have someone who knows your plans and can help police find you if something happens.

- When you encounter unfamiliar persons passing through your office, offer a friendly, "May I help you? This lets them know they've been observed, something a potential thief doesn't want.

## **Nondiscrimination & Equal Opportunity Statement**

Metropolitan Community College does not discriminate on the basis of race, color, national origin, religion, sex, marital status, age, disability or sexual orientation in admission or access to its programs and activities or in its treatment or hiring of employees. The College complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, as amended, the Age Discrimination Act of 1975, related Executive Orders 11246 and 11375 and all civil rights laws of the State of Nebraska and the City of Omaha.

### **Contacts:**

Concerning Title VI (race), Title IX (gender equity), Section 504 (disability) and Americans with Disabilities Act/Program and Services Accessibility, and Age, contact:

Vice President for Campuses and Student Affairs: (402) 457-2681 (students)

Associate Vice President of Human Resources: (402) 457-2236 (employees)

Director of Facilities: (402) 457-2529 (accessibility)

Concerning hiring and employment-related complaints of discrimination or harassment based on race, color, national origin, religion, sex, marital status, age, disability, sexual orientation, retaliation or for affirmative action and diversity issues, contact:

Associate Vice President for Equity and Diversity: (402) 457-2649

The address for all of the above individuals is as follows:

Metropolitan Community College  
30<sup>th</sup> and Fort Streets  
P.O. Box 3777  
Omaha, NE 68103-0777

**METROPOLITAN**  
COMMUNITY COLLEGE



## **Safety Tips**

Fall 2011

*"The safety of students, faculty, staff and visitors is a top priority at Metropolitan Community College."*

David J. Friend, Police Chief