

Our Campus and Our Community

Campus security is a shared responsibility among the members of our Einstein community. Maintaining security assures everyone's safety in the workplace. Following are some tips to help keep our campus secure.

Your safety upon arrival at Einstein:

- Always display your photo identification card.
- Be aware of unknown individuals who may attempt to tailgate (follow-behind you) at entrances. Be aware of anyone you do not know. All visitors need to be escorted. Protect your access control cards, and report lost cards to campus security immediately. Do not loan or share your access card.
- Immediately notify security anytime you feel unsafe, suspicious or threatened by any unknown person(s).

Your safety while on campus:

- Do not leave University or personal property, such as laptops and other electronic devices, unattended. To more fully protect items of value, consider having them engraved and keep information pertaining to make and model number on file. Avoid keeping wallets or other similar valuables in a coat pocket. Store items of value, including petty cash, Metro cards and similar disbursement items out of view, in safe location, not a desk drawer. Consider purchasing a security safe if your department handles large amounts of cash, checks or Metrocards.
- Office keys should not be left in door locks.
- Prepare a work order for any office /apartment door lock that requires repair.
- Request that office keys be replaced whenever organizational changes are made.
- Master keys should be maintained in a secure location.
- Time when you work or study late to coincide with a colleague, classmate or friend who also plans to stay late.
- When working late, lock doors and inform security of your location. Notify campus security when you are departing.
- Contact security if you hear anything or see anyone suspicious.
- Keep campus emergency telephone numbers handy by storing them among your speed-dial phone numbers.

- Avoid storing vault or safe combinations where the information can be accessed easily by others.
When departing for the day, store all confidential and critical files in a secure location and shut off office equipment.
- When departing after normal business hours, take advantage of campus security escorts, or ask a friend or co-worker to accompany you to the parking lot or residential housing.
- Keep colleagues informed of your whereabouts, including study halls, meetings and lunch breaks. It makes it easier to track down your whereabouts should an emergency occur.

Your safety using bicycles, other vehicles and parking lots:

- Always travel using well-lit walkways and paths.
- Be aware of your surroundings and walk with confidence. If talking on a cell phone, be sure to pay attention to other details, such as those around you, lighting, etc.
- Avoid suspicious activities and trust your instincts; if something seems unusual or uncomfortable, avoid it and take precautions for your safety.
- When traveling by bicycle, secure your bicycle to dedicated bike racks using a thick, chain lock or U-bolt lock. These can be used in combination with cable locks. Make sure that at least one wheel and part of the frame are locked to the rack.
- Remember that cable locks alone do not provide ample security against bike theft.
- Never leave your bicycle parked outside overnight. Students should contact the housing office in order to store bicycles in the garage. Bicycle commuters may also use the garage space after registering their bikes with housing
- Consider registering your bike with your local police department (and/or our local 49th precinct). This can aid with recovery in the event the bicycle is stolen.
- Keep a copy of the make, model and serial number of your bicycle on file.
- Having a photograph of your bicycle can be helpful, too.
- When utilizing campus and on-street parking, always remove items of value from plain site. Store them in the glove compartment or trunk, and
- Avoid hiding items at the last moment. It is best to do so in advance of parking.
- GPS mounts, cell phone brackets and chargers can indicate that items of value may be inside. Wipe down windshields to remove suction spots and/or remove such

items from sight.

- Whenever possible, never leave a vehicle parked in the same spot for extended periods.
- Immediately report suspicious people or vehicles to campus security.
- Utilize campus security escorts whenever necessary.

Your safety with mail and packages:

- If you suspect a letter or package is suspicious, look for grease or oil spots, excessive postage and/or inaccurate mailing information. These can be tell-tale signs of unsafe mail. Immediately notify security if you have received a suspicious package.

In the event you become the victim of a crime:

- Remain calm.
Notify the police 911 and then campus security at 718-430-4111.
- Write down as many details about the event as possible. If it involves an assailant, note his/her physical description, including race, age, height, weight, clothing, eyeglasses, speech/accent, hair, unusual marks or odors. It also is helpful if you can describe whether a weapon or vehicle was used, along with any description, such as, make, model, color, and (for vehicles) direction of travel. Security will assist with providing the information to other appropriate departments and to victim services. They also can provide information on advocacy groups that may be able to offer assistance and support in coping with any emotional or trauma-related needs stemming from the incident.

Remember, practicing good security techniques and habits greatly reduces your chances of becoming a victim.