Residence Hall Safety

- Keep your room key and ID card safe!
- Do not lend your key/ID card to anyone.
- Do not leave your key/ID card lying around in your room.
- Never leave doors propped open (your room door or the building doors).
- Always find out who is at your door before you open it.
- Lock your room when you leave and if it is unoccupied.
- If your key or ID card is lost or stolen, report it immediately. There is a fee to replace your ID card and key.
- In addition to these tips, Cal Lutheran hosts programs throughout the year such as “Take Back the Night” and “Safe Spring Break” to teach awareness on wellness issues and how to protect yourself by practicing safety.

Property Safety

- Identify valuables with your name and ID number followed by some kind of symbol. Do not use your birthday or social security number. Engrave the info onto your property.
- Keep a Record with the item, description, value, and serial number of all valuables. Students can get a copy of a Property Record Form from the Residence Life Office.
- Never leave your computer untended. Consider purchasing a lock and/or tracking tool. Installation of a tracking program is highly recommended so your computer can be located if lost or stolen.
- When doing laundry in the residence halls, do not leave clothes unattended.
- Report it. If you experience a property loss, contact Campus Safety and we will help you complete a police report. If you witness a theft, suspicious person or activity, contact Campus Safety immediately at (805) 493-3911, or call the toll free Campus Conduct Hotline at (800) 493-3911.
- Never open your door to strangers. Make sure all entrances (doors, windows and sliding glass doors) are locked. If defects are detected, contact Campus Safety immediately.
- Be street smart! Be aware of your surroundings. Walk confidently, close to the curb and facing traffic. Avoid doorways, bushes and alleys. If you are being followed, walk quickly to areas where there are people and lighting.
- At night, when walking on or off campus, let someone know where you are and when you will be back. On campus, call Campus Safety if you are alone and need/want an escort.
- Have your ID card and key ready before you reach your door.
- Social host ordinance: If you have an off-campus party in Thousand Oaks where alcohol is served and you are under the age of 21 or allow persons under the age of 21 to consume alcohol, you and the owner of the property may be cited and/or fined $1,500 or more for the first violation.

Personal Safety

- Immediately report life-threatening emergencies to Campus Safety at 3-9-1-1 from a campus phone, (805) 493-3911 from a personal phone, or call local police at 9-1-1 from a campus phone or 9-1-1 from a personal phone. Be prepared to give an address or your location.
- Report all crimes, suspicious people or activities to Campus Safety immediately.
- Sign up for “CLU Alert”. The CLU Emergency Notification System. This is MANDATORY for all students. This system will contact you within minutes of a campus emergency. To sign up, go to the University website, CalLutheran.edu, click on the MyCLU Portal and sign in. Across the top of the page is a purple tab with the words “CLU ALERT”. Click on this tab and fill in/update your contact information.
- Trust your gut! If your instinct tells you to leave, leave immediately!
- Never open your door to strangers. Make sure all entrances (doors, windows and sliding glass doors) are locked. If defects are detected, contact Campus Safety immediately.

Important Phone Numbers

Be sure you have the following numbers:

Your Residential Advisor’s name and phone number:

For Emergencies:
- Police, Fire, Ambulance: 911
- Campus Safety: (805) 493-3911

Non-Emergency:
- Campus Safety: (805) 493-3208
- Thousand Oaks Police: (805) 494-8200
- Thousand Oaks Fire: (805) 389-9710

Campus Safety
3471 Mountclef Boulevard
Phone: (805) 493-3208
campussafety@CalLutheran.edu

CALLUTHERAN.EDU/SAFETY
UNIVERSITY PROPERTY

UNIVERSITY PROPERTY deserves your attention too! Report any suspicious activity to your Residence Hall staff or Campus Safety. In the long run, students pay to replace and provide new University property, so it makes sense for you to help protect it.

VEHICLE SAFETY

• ALWAYS LOCK YOUR CAR and try to park in well-lit areas where there are plenty of "passers-by."
• DO NOT DRINK AND DRIVE and ALWAYS wear your seatbelt. Thousand Oaks Police and the Highway Patrol are very diligent in enforcement.
• FOLLOW THE CAMPUS SPEED LIMIT of 25 MPH on the street and 15 MPH in the parking lots. Obey all traffic signs and watch for children, pedestrians, bicycles, and skateboarders. Luther, Pioneer, and Faculty Streets have residential family homes.
• Your PARKING PERMIT allows Campus Safety to notify you if there is an issue with your vehicle.
• KEEP BICYCLES LOCKED when not in use. Wear appropriate safety equipment when riding bicycles and skateboards. Helmets and gloves are recommended.

EMERGENCY SAFETY

DURING AN EARTHQUAKE

• DROP, COVER, AND HOLD ON! Move to a nearby safe place. Stay indoors until the shaking stops and go to the evacuation spot for your residence hall/the building you are in.
• If you are in bed, hold on and stay there, protecting your head with a pillow.

AFTER AN EARTHQUAKE

• Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
• Get everyone out of your room when safe and go to the evacuation spot for your residence hall/the building you are in.
• Do not enter the building again until you have been given approval by emergency personnel or staff.

FIRE SAFETY

• Do not tamper with any fire safety equipment. Smoke detector batteries, fire extinguishers or door prop alarms are there to save your life. Immediately evacuate if the fire alarm sounds or you are directed to do so by Campus Safety officers or staff.
• If you discover or suspect there is a fire, pull a fire alarm and exit the building. Attempt to warn others as you leave. When you reach the evacuation location, contact Campus Safety or a staff member and give them as much information as you can.

If you have been alerted of smoke or fire:
• Keep low to the floor if there is smoke in the room. If smoke is not present, close your window.
• Feel the door before opening it. If it is hot, do not open it. If it is not, open carefully. If smoke or heat is present, close the door and stay in the room. Seal up cracks around the door with whatever is handy. If the phone works, call 9-1-1 or 9-9-1-1 from a campus phone and report that you are trapped. Be sure to give your room number or building location. If the phone does not work, hang a sheet, jacket, etc. out of a window to attract attention.
• If the building is free of smoke or heat, close the door and exit immediately by the closest stairwell. (Take your keys and ID card with you.) If the nearest exit is blocked, go to another exit.
• Move quickly in a crouched position when escaping through a smoke-filled corridor. Place a wet cloth over your face and head.
• Once outside, move away from the building and watch for vehicle traffic. Do not enter the building again until you have been given approval by fire officials or staff. The silencing of the alarm does not mean the building is safe to re-enter!

Fire inspections

Fire safety inspections are conducted in October. All residential students will be expected to comply with fire safety regulations. The following are helpful hints and a list of prohibited items to assist you in maintaining a "fire safe" room:
• Use of electrical three-way plugs and extension cords to obtain more outlets can result in overloaded circuits and fire. If you have a need for extra electrical outlets, use a power strip with a built-in circuit breaker.
• Posters may be posted on the wall; however, wall-to-wall posters are a violation of fire safety codes. No more than half the wall can be covered.
• Every smoke detector must be operational. Smoke detectors are checked every term to determine if they are functioning properly. Please contact your Residence Hall staff if your smoke alarm is not working properly. Students whose detectors are found to be without a battery and/or rendered inoperable will be documented.
• With the exception of microwave snacks, cooking is not allowed in any student rooms. Cooking is only allowed in units with kitchens or in Residence Hall common kitchens. Single element burners, toaster, etc. are not allowed. Microwaves, hot air popcorn poppers, hot pots, and drip coffee makers are acceptable provided there are no exposed heating elements.

Items prohibited in Residence Halls:
• Halogen lamps
• Extension cords
• Three-Way plugs
• Hot plates
• Any open flame

EMERGENCY EXIT ROUTES FOR RESIDENCE HALLS:

• Mt. Cief: Exit building and proceed to Memorial Parkway Parking Lot.
• Pederson: Exit building and proceed to basketball courts behind Pederson Hall.
• Thompson: Exit building and proceed to basketball courts behind Pederson Hall.
• Old West (Afton, Janss, Rasmussen): Afton, Janss: Exit building and proceed to Grace basketball court. Rasmussen: Exit building and proceed to parking lot in front of Admimcions.
• New West (North, South, West, Potenberg): North & South: Exit building and proceed to the east side lawn area by the parking lot. Potenberg & West: Exit building and proceed to the back of the parking lot behind Potenberg.
• Mogah: Exit building and proceed to Ruth Park.
• Kramer: Exit building and proceed to Music House corner of Faculty and Regent.
• Grace: Exit building and proceed to Grace basketball court.
• Trinity: Exit building and proceed to back parking lot. Remain in your evacuation area until allowed to leave so the residence staff can account for everyone.

TELEMARKETING FRAUD AND IDENTITY THEFT

The following tips from the FBI can help prevent you from becoming a victim of telemarketing or identity theft.

AVOIDING TELEMARKETING FRAUD

It is very difficult to get your money back if you have become a victim of telemarketing fraud. You are quite to be suspicious and should first verify who and what company you are speaking with:
• You’re asked to give your credit card, bank account, or social security number.
• You’re told you must “act now” or the offer won’t be available.
• You’re told you’ve won a gift or prize but you have to pay for “postage and handling” or other charges.

PREVENTING IDENTITY THEFT

Identity theft occurs when someone assumes your identity to perform fraud or other criminal act. The available sources of information about you are so numerous that identity theft cannot be completely prevented. The following tips can help reduce your risk of becoming a victim of identity theft:
• Never throw away ATM receipts, credit statements, credit card, or bank statements in a usable form. Shred them if possible.
• Never give your credit card number over the telephone unless you make the call.
• Reconcile your bank account monthly, and notify your bank of discrepancies immediately.
• Keep a list of phone numbers to call to report the loss or theft of your wallet, credit cards, etc.
• Report unauthorized financial transactions to your bank, credit card company, and the police as soon as you detect them.
• Review a copy of your credit report at least once each year. Notify the credit bureau in writing of any questionable entries and follow through until they are explained or removed.
• If you suspect your identity has been stolen, ask the credit bureau to print a statement to that effect in your credit report.
• If you know of anyone who receives mail from credit card companies or banks in the names of others, report it to local or federal law enforcement authorities.