

**SAINT MARY'S COLLEGE OF CALIFORNIA  
DEPARTMENT OF PUBLIC SAFETY**

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**The Department of Public Safety has as its primary responsibility the safety and security of all members of the College community. This task, however, is not one we can accomplish alone. Public safety is the responsibility of everyone - not just the Department that bears its name. We encourage you to promptly report any hazards or criminal activity to our office.**

**WHAT IS A "HEIGHTENED SECURITY STATE OF ALERT"?**

"A mindset that leads you to notice unusual or suspicious behavior/circumstances and reporting your observations to authorities in a logical, rational and timely manner."

**Heightened Security is not intended to induce fear and panic.** People should go about their normal business while paying particular attention to their surroundings.

**Suspicious Behavior/Circumstances:**

*Be aware of and report to Public Safety (4282):*

- People in buildings or areas who do not appear to be conducting legitimate business.
- People monitoring areas, buildings or entrances.
- Unauthorized people in restricted, sensitive or private areas.
- People requesting information with no apparent need for that information.
- People wearing clothing not consistent with the weather conditions at mass population events (bulky coat in warm weather etc.)
- Abandoned parcels or other items in unusual locations or high traffic areas.
- Individual attempting to access utility locations (water, electrical, petroleum, telecommunications, information systems).
- Multiple persons who appear to be working in unison, committing the above.

**Be Alert to:**

- Abandoned Vehicles
- Vehicles Parked Near Buildings or Public and Common Areas
- Unexpected/Unfamiliar Delivery Trucks
- Unfamiliar Vehicles Parked For Long Periods
- Vehicles Containing Unusual/Suspicious Parcels or Material
- Vehicles Arriving and Being Left Behind at Odd Hours
- Substances Leaking or Spilling from Vehicles

**Building/Office Security:**

- Don't prop open building/residence hall entrance doors/windows. Rectify these situations when you observe them.
- Account for and secure keys. Don't leave them unattended or give to unauthorized persons. Report lost keys to building manager/department head.
- Account for and secure all sensitive material/information when not able to attend to it.
- Account for and secure sensitive deliveries in a timely manner.
- Secure all areas when not attended.
- Be aware of unfamiliar persons in or visitors to your office/lab etc.
- Be Prepared: Take time out to familiarize yourself with building evacuation plans/routes.

- Report suspicious tampering with physical security (doors, locks etc.)
- Talk with co-workers; know what is out-of-place (unclaimed items etc.)

While the College has not received or been alerted to any specific threats to the campus, we want to assure the community that we remain vigilant in maintaining the highest security measures possible at this time of higher national alert. Students, faculty and staff should go about their normal business but should report any suspicious activity immediately and should check the College home page regularly for news bulletins.

In the event of an actual emergency, the campus community will be notified through a variety of mechanisms including the Web, e-mail and voice mail.

Anyone wishing to report suspicious activity should contact Public Safety at (925) 631-4282.

**Additional resources and information can be obtained at:**

A Guide to Citizen Preparedness: <http://www.fema.gov/areyouready/>

Emergency Preparedness Checklist: <http://www.fema.gov/pdf/library/epc.pdf>

Family Disaster Plan: <http://www.fema.gov/pdf/library/yfdp.pdf>