



# PERSONAL SAFETY

## SAFETY PROTOCOL

Concordia University Texas Police Department

**Concordia Police and YOU, Partners in Prevention**  
Memorize the Concordia Police phone number:  
**(512) 313-3311 or (512) 313-4046.**

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### RESIDENCE HALL SAFETY

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- Never prop open doors to Residence Halls. This breaches the security of the entire building.
- Lock your hall room door ANYTIME you leave. Most thefts and burglaries from rooms occur when the resident was “only gone a few minutes.”
- Report all suspicious activity to hall staff and to the Concordia Police Department.
- Do not overlook or minimize what you may perceive as any type of threat. Report it.

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### PERSONAL SAFETY ON/AROUND CAMPUS

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- Never jog or walk alone, especially after dark. Remember there is always safety in numbers.
- Jog or walk in well lighted areas only.
- Let someone know where you're going and your time of return.
- Carry a cell phone with you when jogging/walking.
- Stay alert and stay aware of your surroundings.
- When approaching your vehicle, look underneath and around it prior to getting in, in order to ensure that no one is hiding near it.
- When late at night, or whenever needed, ask for an escort to your vehicle by a member of campus security. This is not an inconvenience for campus security and they are always willing to help.
- IF YOU ARE ATTACKED: kick/yell/scream/scratch/fight to avoid being taken away from the point of attack. Your chance of survival decreases drastically when taken away from the scene of attack.

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### VEHICLE SAFETY

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- Secure and lock up your vehicle when not in use.
- Take all valuables (for example: Purses, iPods, money, GPS machines, etc.) out of vehicle.

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**Remember: The best way to solve crime is to prevent crime.**

**Do your part in keeping our campus safe.**

Report all suspicious activity at 512-313-3311

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See reverse for more details.

For more information about the Personal Safety  
visit [www.concordia.edu/police](http://www.concordia.edu/police) or call 512-313-3311



# IDENTITY THEFT

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### PREVENTION:

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- **START BY ADOPTING A “NEED TO KNOW” APPROACH TO YOUR PERSONAL DATA.**
- **DON'T CARRY YOUR SOCIAL SECURITY CARD** in your wallet or write it on your checks.
- **PROTECT YOUR PIN.** Never write a PIN on a credit/card or on a slip of paper kept in your wallet.
- **WATCH OUT FOR “SHOULDER SURFERS”.** Use your free hand to shield the keypad when using pay phone and ATMs.
- **KEEP YOUR RECEIPTS.** Ask for carbons and incorrect charge slips as well. Promptly compare receipts with account statements. Watch for unauthorized transactions.
- **TEAR UP OR SHRED UNWANTED RECEIPTS,** credit offers, account statements, expired cards, etc., to prevent dumpster divers getting your personal information.
- **STORE PERSONAL INFORMATION IN A SAFE PLACE** at home and at work. Don't leave it lying around.
- **DON'T RESPOND TO UNSOLICITED REQUESTS FOR PERSONAL INFORMATION** in the mail, over the phone or online.
- **INSTALL FIREWALLS AND VIRUS DETECTION SOFTWARE** on your home computer.
- **CHECK YOUR CREDIT REPORT ONCE A YEAR.** Check it more frequently if you suspect someone has gotten access to your account information.

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### REPORT IDENTITY THEFT:

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- Contact the Federal Trade Commission (FTC) to report the situation, whether online, by telephone toll-free at 1-877-ID Theft (1-877-438-4338) or TDD at 1-866-653-4261, or by mail to Consumer Response Center, FTC, 600 Pennsylvania Avenue, N.W., Washington, DC 20580.
- Report it to your financial institution. Call the phone number on your account statement or on the back of your credit or debit card.
- Report the fraud to your local police immediately. Keep a copy of the police report, which will make it easier to prove your case to creditors and retailers.
- Report a stolen driver's license to your state's Department of Motor Vehicles.
- Go get a new driver's license (<http://www.txdps.state.tx.us/DriverLicense>).
- Report your Social Security card stolen to the US Social Security Administration (<http://ssa.gov>)
- Contact the credit-reporting bureaus and ask them to flag your account with a fraud alert, which asks merchants not to grant new credit without your approval.
  - Experian: PO Box 9595 Allen, TX 75013-9595 Phone: 1-888-EXPERIAN (397-3742)
  - Equifax PO Box 740241 Atlanta, GA 30374-0241 Phone: 1-800-525-628
  - Trans Union PO Box 1000 Chester PA 19022 Phone: 1-800-680-7289

This fraud alert will require creditors to verify your identity before approving and credit verification is often done by calling your phone number, which will be placed in your credit file when you request a fraud alert.
- Contact your local office of the Postal Inspection Service if you suspect that an identity thief has submitted a change-of-address form with the Post Office to redirect your mail, or has used the mail to commit frauds involving your identity.
- Contact the Internal Revenue Service if you suspect the improper use of identification information in connection with tax violations (call 1-800-829-0433 to report the violations).

See reverse for more details.

For more information about the Identity Theft  
visit [www.concordia.edu/police](http://www.concordia.edu/police) or call 512-313-3311