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STANFORD POLICE SERVICES



The Stanford University Department of Public Safety is a multi-service agency providing law enforcement, security, safety, crime prevention, and emergency services on the Stanford campus 24 hours a day. Public Safety's law enforcement division works closely and cooperatively with federal, state, and local agencies on problems of mutual concern. All criminal arrest cases occurring at Stanford are submitted to the Santa Clara County District Attorney, who possesses the legal authority to commence prosecution. Public Safety's street address is 711 Serra Street, and its business phone is (650) 723-9633.

◆ **Deputy Sheriffs** derive their Peace Officer powers from an agreement between Stanford and the Sheriff of Santa Clara County and they are Deputy Sheriffs of Santa Clara County. Deputies are sworn officers and have full law enforcement powers to make arrests, enforce all applicable federal, state, and local laws, and provide any other law enforcement services required. The training received by Deputies exceeds California State standards for full-function Peace Officers. The training program includes twenty-one (21) weeks of police academy training, and sixteen (16) weeks of supervised field training, followed by a continuous regimen of in-service, specialty, and advanced training.

◆ **Community Service Officers** (non-sworn) provide security services that supplement the law enforcement effort. They patrol dorms and provide parking enforcement and security patrol during the day.

◆ **Administration and Records Division** maintains case records and performs the requisite office management tasks of the department.

◆ **The Special Services Unit** is a campus resource center that provides crime prevention and safety awareness programs to the Stanford community. Its services include free information, pamphlets, posters, videos, and presentations on bicycle safety, personal and property safety, disaster preparedness, the Stanford Office Protection Program (STOPP), and other campus safety issues.

◆ **Citizen Complaint Procedure**
Stanford Police Services investigates all complaints, which are then referred to the Director for appropriate action. Complainants will be informed about the outcome of their complaint. Appeals can be made to the County of Santa Clara, Office of the Sheriff; Santa Clara County District Attorney's Office; or the Department of Justice, State of California.

Questions regarding the Citizen Complaint Procedure may be addressed to Stanford Police Services at 723-9633.

The above was written in compliance with the 1990 Crime Awareness and Campus Security Act.



SAFETY RELATED SERVICES AT STANFORD

Department of Environmental Health and Safety

723-0448

Contact the Department of Environmental Health and Safety if you have questions regarding safety in campus offices and departments (e.g., lab safety, handling of equipment and chemicals).

Earthquake Preparedness Information

725-1409, 723-0569

Call for information about earthquake preparedness, or see page 23.

Fire Marshal

723-0448

Contact the campus Fire Marshal if you have questions regarding the fire safety code or fire prevention.

Lost and Found

723-9639

The Department of Public Safety operates a lost and found service during normal business hours.

Marguerite Shuttle Service

723-9362

Marguerite Shuttles travel on regular routes around campus, to Palo Alto, and to the Stanford Shopping Center. Routes and hours are posted on all shuttle stops. Route maps are available at the Stanford Information Center, which is located in Tresidder Union.

Parking and Transportation Services

723-9362

Visit Parking and Transportation Services at 340 Bonair Siding to purchase parking permits for your motor vehicle or a license for your bicycle. California Vehicle Code §39002 requires that all bicycles be licensed. Licenses cost \$3.50.

The Party Pro's

723-3429

Student consultants are available to assist your organization with such activities as party theme development, facility scheduling, entertainment, server training, policy development, and liability reduction. The Party Pro's also sells wristbands for party guest identification. The program is available from early October to the end of May.

Sexual Assault Prevention Programs

725-4211

See page 14.

SURE Escort Service

725-SURE

During the school year, SURE escorts are available during the evening hours. Call SURE for an escort or their escort service hours. (See page 16 for more details.)



CRIME STATISTICS

In compliance with the 1998 Clery Act, the following two pages contain reported crime statistics for Stanford University over the last three calendar years.

NOTE	CRIME	1997		1998		1999	
		Campus	Dorms	Campus	Dorms	Campus	Dorms
1							
2	Murder	0	0	0	0	0	0
	Sex Offenses						
	Reported to Police						
	Rape	1	1	1	1	0	0
3	Other Forcible	2	1	5	3	2	1
4	Non Forcible	0	0	0	0	0	0
5	Reported to University						
	Counselors						
	Forcible	12	N/A	17	N/A	15	N/A
	Non forcible	0	N/A	0	N/A	0	N/A
6	Robbery	1	1	3	1	2	0
7	Aggravated Assault	2	0	4	3	3	1
8	Burglary						
	Structures	202	91	177	65	175	74
	Vehicles	127	41	79	13	91	N/A
9	Theft						
	Motor Vehicles	35	12	28	18	41	N/A
	Bicycles	319	168	301	162	229	145
10	Arson	2	1	3	2	5	1
11	Hate Crimes						
	Race	2	1	4	0	1	1
	Gender	0	0	0	0	0	0
	Religion	0	0	0	0	0	0
	Sexual Orientation	3	3	0	0	0	0
	Ethnicity	0	0	0	0	0	0
	Disability	0	0	0	0	0	0
	Arrests						
12	Liquor Law Violations	55	22	71	19	78	10
13	Drug Violations	33	2	17	1	19	2
14	Weapons Possession	4	0	0	0	3	1

The statistics are presented in four categories. Detailed information on these categories can be found on page 6. Weekly crime statistics are also made available to local newspapers. Visit our website for more information: www.stanford.edu/group/SUDPS

NOTE	CRIME	1997		1998		1999	
		Non-Campus	Public Property	Non-Campus	Public Property	Non-Campus	Public Property
15							
	Murder	0	0	0	0	0	0
	Sex Offenses Reported to Police						
	Rape	0	0	0	0	0	0
	Other Forcible	0	0	0	0	0	0
	Non Forcible	0	0	0	0	0	0
	Robbery	2	1	1	0	1	1
	Aggravated Assault	0	0	0	2	2	2
	Burglary						
	Structures	7	0	12	0	83	0
	Vehicles	30	7	18	19	20	0
	Theft						
	Motor Vehicles	8	5	4	8	3	0
	Bicycles	13	1	11	1	1	0
	Hate Crimes						
	Race	0	0	0	0	0	0
	Gender	0	0	0	0	0	0
	Religion	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0
	Disability	0	0	0	0	0	0
	Arson	0	0	0	0	0	0
	Arrests						
	Liquor Law Violations	0	0	0	2	0	0
	Drug Violations	3	4	2	1	6	14
	Weapons Possession	1	0	0	0	0	0

DEFINITIONS OF CRIME CATEGORIES

1	Campus statistics include the academic and research areas, all student and faculty residences, and the academic reserve open space to the south of the main campus. Dorm statistics are a subset of the campus statistics and consist of all student residences, including fraternity and sorority houses, and their immediately associated outside pedestrian areas.
2	Murder: The willful killing of one human being by another.
3	Forcible sex offenses: Any sexual act directed against another person, forcibly or against that person's will. Includes forcible rape (totalled separately), forcible sodomy, sexual assault with an object, and forcible fondling.
4	Nonforcible sex offenses: Unlawful nonforcible sexual intercourse. Includes incest and statutory rape.
5	This category includes incidents reported to University officials, regardless of where they occurred, in which the victim chose not to file police reports.
6	Robbery: The taking, or attempted taking, of anything of value from one person by another, in which the offender uses force or the threat of violence.
7	Aggravated assault: An attack by one person upon another, in which the offender uses or displays a weapon in a threatening manner or the victim suffers severe injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
8	Burglary: Structures - the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Vehicles - the unlawful entry into a locked vehicle with the intent to commit a felony or a theft.
9	Theft: Motor Vehicles - the theft of a motor vehicle, including automobiles, trucks, motorcycles, and mopeds. Bicycles - the theft of any bicycle, regardless of value. May include bicycles taken during the commission of a burglary.
10	Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, a public building, a motor vehicle or aircraft, or personal property of another.
11	Hate Crimes: Any crime in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.
12	Liquor Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Driving under the influence and drunkenness violations are excluded.
13	Drug Laws: The violation of laws prohibiting the unlawful possession, sale, use, growing, manufacture, and making of narcotic drugs.
14	Weapons Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.
15	Non-campus statistics consist of off-campus buildings and property owned or controlled by Stanford University, including, but not limited to, the Stanford Shopping Center, Medical Center and SLAC. Public property statistics consist of streets, sidewalks, and parking facilities contiguous to, but not within, the campus. These statistics are provided voluntarily by surrounding agencies.
N/A	Not applicable, available, or tabulated.

REPORTING SUSPICIOUS ACTIVITY



Anytime you need an **immediate** police, fire, or medical response, dial **9-911** from University phones (including all Stanford prefixes). From non-University phones, dial **9-1-1**. Remember, 9-1-1 is a **free** call from pay phones. In addition, **emergency phone towers** are now located in many areas on campus. (See pp. 18-19.) These phones are blue in color and simply require a push of a button to notify emergency services of your situation. For a **non-emergency** police response, dial 723-9633.

Call 9-911 if you are using a campus phone and you think a crime is in progress, which might be indicated by:

- ◆ A scream or call for help.
- ◆ The sound of a whistle or loud horn.
- ◆ A strange car repeatedly driving up and down the street.
- ◆ Seeing someone you don't know or recognize enter your neighbor's room or home, enter an office or lab with no apparent business or transaction, or loiter in a parking area or at a bike rack near your home, dorm, or work.

Remember, the police cannot be everywhere at once, and they depend on individuals in the community to assist them in crime prevention by reporting suspicious activities.

How to Describe a Suspect and Automobile

Try to note the following characteristics of suspicious persons and automobiles and report them to the police:

Person: • sex • race • age • height • weight • teeth • hair • eye color • hat • glasses • complexion • shirt • mustache • beard • sideburns • speech style • gait or limp • tattoos • scars • amputations • necklaces • earrings • bracelets
Automobile: • make • body style (2-door, convertible, etc.) • color • year • license plate number • identifying marks or scratches.



Solicitors

Report solicitors in dorms to the police. Although student groups are permitted to go door-to-door in dormitories, solicitation is not allowed by persons not associated with Stanford. If a solicitor or any suspicious-looking person approaches you in the dorm, jot down a description and call 9-911/9-1-1 immediately. Do not confront the person.

Peeping Toms

◆ It is usually best not to yell or try to detain the offender. He or she may panic and react in an unpredictable manner.

◆ If the offender runs away, note the direction in which he or she traveled. If there is a place from which you can observe safely, watch to see if the offender gets into a car, goes to another dorm, etc. Try to get a good description of the person, and report the incident by calling 9-911/9-1-1 immediately.

Obscene and Annoying Phone Calls

◆ Hang up as soon as you realize the nature of the call. Do not try to find out who the caller is, even if you think it is a friend playing a joke.

◆ Use your answering machine to screen calls. You can also record an obscene phone call with the memo feature on some answering machines.

◆ If the calls occur frequently, keep a log of exactly when the

call was received and what was said by both parties. Describe the type of voice and note any background noises.

◆ Consider changing your phone number, depersonalizing your answering machine message, or not being listed in the Stanford Directory. Call Stanford Communications Services at 497-HELP for assistance.

◆ Consider purchasing a machine that requires an access code before your phone will ring.

◆ If the calls continue, contact the Department of Public Safety at 9-911/9-1-1.



Security and Access to Student Residences

Residence hall entrance doors have locking devices that can be opened by specially coded keys issued to residents, and should be kept locked at all times. Exit-only doors cannot be opened from the outside. Most exterior doors have automatic closing devices. Student room doors can be locked or unlocked at the discretion of the occupant, and residents should keep their room doors locked at all times even while going to the bathroom. Student Housing Services employees perform routine maintenance throughout the residences and respond to any reports of problems with locks.



Residents should stop and question any stranger in the house (e.g., "Can I help you with something?") and notify police immediately of any suspicious activity.



Except in apartment-style residences, the Resident Assistant or house officer is responsible for checking doors each night to ensure all are secured. Students living in apartments lock their own doors.



Academic Building Security

Most academic and administrative facilities are open from 8:00AM-5:00PM, Monday through Friday, and closed on weekends. Some buildings or labs are open for longer periods to accommodate evening classes, research, or other special program needs. Each academic and administrative department is responsible for securing its respective area. Community Service Officers randomly check academic buildings to maintain security.

The above was written in compliance with the 1990 Crime Awareness and Campus Security Act.

PERSONAL SAFETY



Everyday Living

- ◆ Keep emergency numbers near your phone.
- ◆ Lock all doors and windows *every time* you leave your room, even if it is just to go to the bathroom.
- ◆ Keep house and car keys on separate rings.
- ◆ Do not lend your keys to service people you do not know well.
- ◆ Always ask service people to identify themselves before allowing them to enter your home or dorm room.
- ◆ Get to know your neighbors so you can help each other.
- ◆ Do not keep large sums of money, jewelry, or valuable items in plain view in your home or dorm room.
- ◆ When out of town, set radios, lights, and televisions on timers.
- ◆ If you are living off campus, leave spare keys with trusted neighbors, not under a doormat or in a flower planter.
- ◆ Elevators—Try to avoid entering elevators occupied by strangers. If you are waiting for an elevator with a stranger, stand away from the door to avoid being pushed inside.

Get off on the next floor if you feel uneasy. Hit the alarm button if you are accosted on an elevator.

- ◆ Please report any broken or malfunctioning locks to the facilities supervisor.

On Foot

- ◆ Avoid dark, vacant, or deserted areas. Use well-lit travel routes. (See pp. 18-19.)
- ◆ Avoid walking or jogging alone, especially at night. Ask a friend to jog with you. Call a SURE escort to accompany you around campus during evening hours.
- ◆ Dress in clothes and shoes which will not hamper movement.
- ◆ Be alert and aware of your surroundings at all times. Avoid wearing walkmans and headsets that impair your ability to detect and respond to potentially dangerous situations.
- ◆ Report suspicious activity or noises to 9-911/9-1-1 immediately.
- ◆ Carry a noise-making device with you at all times, and use it if you suspect you are in

danger. Move to a lit area or building and raise a commotion. Call 9-911/9-1-1 or activate a blue emergency phone tower in the event of an emergency.

If You Sense Trouble

- ◆ Move away from the potential threat if possible.

- ◆ Join any group of people nearby. Cross the street and increase your pace.

- ◆ If a threatening situation is imminent and people are close by, yell, scream, or do whatever you can to get their attention. Remember, dialing 9-911/9-1-1 and/or activating a fire alarm are both part of the personal safety system. 9-1-1 calls are free from pay phones, and blue emergency phone towers are now located in many areas on campus (see pp. 18-19) that simply require a push of a button to notify emergency services of your situation.

- ◆ If you are facing an armed criminal, you may minimize the risk of injury to yourself if you comply with the criminal's demands. However, if your life is in immediate danger, use any defense you can to get away.

- ◆ Dial 9-911/9-1-1 immediately and give a description of the suspect. (See page 7.)

When Driving

- ◆ Have your key ready when you approach your car. Before getting in, check inside and under your car to make

sure no one is hiding.

- ◆ Drive on well traveled streets and keep your car in gear while it is stopped. Allow at least one car length space between your car and the car in front of you so that you can escape should someone try to get in your car.

- ◆ Keep doors locked and windows shut and keep valuables out of sight, either covered or in the trunk.

- ◆ If your car breaks down, open the hood and stay inside. If someone stops to help, do not open your window or door, but have them call for assistance.

- ◆ If you do not know the location of your destination, ask someone for specific directions before you leave.

- ◆ If you get lost, do not pull over until you find a well-lit public area where you can stop and ask for directions.

- ◆ If you suspect you are being followed, drive to a well-lit public area and call the police.

- ◆ Beware of people who:
1) Yell, honk, and point at your car as if something is wrong—If your car breaks down, stay inside and lock the doors. If anyone approaches to help, crack the window and ask them to call the police. Ask uniformed people to show identification.



2) Motion and ask you to stop and lend assistance—If you want to assist someone whose car has broken down, go to the nearest phone and call the police.

3) Flash headlights at you.

4) Bump your vehicle from behind—If you think you were bumped intentionally, signal the other person to follow you to the nearest police station. Most importantly, if a person with a weapon confronts you and wants your vehicle, give it up. No car is worth being injured or losing your life over.

Automatic Teller Machines

◆ Try to use ATMs during daylight hours.

◆ If you must go at night, do not go alone.

◆ Avoid ATMs that are not well-lit or clearly visible from the street.

◆ Be aware of people loitering or sitting in cars around ATMs.

◆ Prepare your transaction ahead of time. Do not spend much time at the machine.

◆ Do not give out your Personal Identification Number (PIN) to anyone! Many thieves will attempt to steal your PIN number by calling you on the phone and claiming they are the police, security officers, or bank officers. Memorize it and do not keep a written copy of it in your wallet.

◆ Either keep your ATM receipt or tear it up and throw it away. Thieves can acquire valuable

information from these receipts, such as your account number and your balance.

Protecting Children

Child abduction has always been a primary fear of all parents. Here are some steps parents can take to protect their children from abduction:

◆ Never leave small children unattended.

◆ Make certain your children know their full names, your name, address, and telephone number, including the area code. Teach them how to use the telephone and about dialing 9-1-1 or 0 in case they are in danger.

◆ Teach your children never to go anywhere with anyone who does not know a family code word.

◆ Teach your children to never open the door to anyone while at home alone and never tell strangers on the telephone that they are alone.

◆ Tell baby-sitters or friends caring for your children to never let them go with anyone but you.

◆ Teach your children that adults rarely ask kids for directions, so if someone stops in a car and asks for directions, they should not approach the car.

◆ Think about getting your child a passport, because once a passport is issued, it is difficult and suspicious for an abductor to obtain another one if they want to take your child out of the country.

◆ If your child is going any-

where, such as walking to school, make sure they go with other children if you cannot accompany them.

- ◆ Keep records of fingerprints, footprints, dental and doctor information, birthmarks, and birth certificates.

- ◆ Have pictures taken every year; four times a year for preschoolers.

- ◆ If you would like information concerning the State of California's registered sex offenders who have victimized children, you can call 1-900-463-0400. There is a fee for using this service.

Weapons On Campus

- ◆ All weapons are prohibited on the Stanford campus. Except for sworn peace officers or federal law enforcement officials, it is a felony to bring or possess *any* firearm on any California school, college, or university campus (§626.9 PC). It is also a felony to possess *any* airgun—this would include pellet and BB guns that utilize air, CO₂, or spring pressure to propel a projectile (§626.10 PC).

- ◆ In addition to firearms, *most* knives that are capable of inflicting death by stabbing and *all* straight razors are prohibited. It is a crime to possess a knife with a rigid blade length of over two and one-half inches, or any dirk, dagger, or ice pick.

- ◆ If any person has any of the above listed weapons in ei-

ther the academic area or a student residence, he or she must immediately remove them from the campus. Although the Stanford Department of Public Safety does not normally store weapons for convenience, it will attempt to facilitate the temporary safekeeping of weapons until permanent storage arrangements can be made.



Stanford University Policy on Violence in the Workplace

- ◆ "Stanford University strives to provide a safe environment in which to work; therefore, the university will not tolerate violence or threats of violence in any university facility where employees work. All weapons, as defined by the California Penal Code, are banned from university premises unless written permission is given by university police. Employees who violate this policy will be subject to disciplinary action up to and including termination. Employees who intentionally bring false charges will also be subject to disciplinary action up to and including termination. Non-employee violations of this policy will be handled in accordance with applicable laws."

About Sexual Assault

Sexual assault is a general term used to describe any unlawful sexual activity. It includes, but is not limited to, rape, which is defined in the California Penal Code as sexual intercourse with a person against his or her will, or with a person who is incapable of giving consent. Anyone can be the target of sexual assault, regardless of age, gender, race, ethnicity, sexual orientation, sexual history, or social class. There is no stereotypical rapist. Acquaintances (people who know each other in some way) are involved in 85% of campus rapes in America. In a survey conducted at Stanford, 96% of female students and 87% of male students knew their offenders (Stanford University Health Needs Assessment Survey, 1997).

Prevention Education

◆ *Stanford Sexual Assault Prevention Programs (725-4211)*

Works to prevent sexual violence and harassment through education, awareness, and skill building. Programs include educational seminars, resource information and referral, and the new student orientation theatrical production, *Real World: Stanford*. Also, the Health Library at Cowell (725-3190) is a comprehensive resource center that contains journals, books, and videos on a wide range of contemporary college health issues including sexual assault.

◆ *Self Defense Workshops (725-4211)*

Student instructors teach co-ed self-defense workshops on campus. Classes are two hours long and cover physical and verbal tactics for preventing sexual assault.

◆ *Women Defending Ourselves (WDO) (510-601-0141)*

Women Defending Ourselves has offered courses on issues of self-defense (psychological, physical and verbal strategies, and skills-building). These courses have focused on how women can effectively deter both sexual coercion and violence.

◆ *Stanford Health Improvement Program (HIP) (723-9649)*

At various times throughout the calendar year, HIP offers classes and seminars for university employees in personal safety and self-defense.

Evaluate and Communicate Your Intentions

Sexual assault is an issue for both women and men. Because 85% of all campus rapes are committed by acquaintances, it is important that you decide for



yourself what you want to happen in intimate situations. Both women and men should consider the following:

- ◆ Pay close attention to what is happening around you. Clearly communicate your desires, limits, and intentions to your date, partner, or friend.

- ◆ Intercourse constitutes rape when a person is under the influence of any intoxicating or controlled substance and is thereby prevented from resisting the sexual assault. Be aware that alcohol and other drugs can impair your judgment, and make you slow or unable to react to unwanted sexual contact or escape from a dangerous situation.

- ◆ California law defines consent as “positive cooperation in an act or attitude pursuant to an exercise of free will.”

- ◆ Previous sexual contact, regardless of frequency, does not constitute consent for sexual activity in the present or future. A current or previous dating relationship does not constitute the basis for implied consent either.

- ◆ Do not assume that sexual intercourse is permissible if a person is dressed in a certain way.

- ◆ Being turned down for sexual activity is not necessarily a personal rejection. It should be accepted as expressed because “No” means “No.”

If You Are Sexually Assaulted

- ◆ Remember that you are not to blame—no one deserves to be raped.

- ◆ For police assistance, dial 9-911 (on campus) or 9-1-1 (off campus).

- ◆ Talk to someone you trust about the incident—a good friend, a family member, and/or a member of the campus community. Confidential resources are available through C-SARTT and university chaplains. Talking to someone can help you clarify your options.

- ◆ Do not wash, shower, douche, or change (destroy or clean) the clothes you wore during the assault. These provide vital evidence should you decide later to file charges.

- ◆ Contacting the police department does not mean you must press charges. Ask about filing an “informational (informal) report,” which covers the expenses for a rape exam and provides a record of the incident if you later decide to file charges.

Rape Evidence Collection Examination

A rape exam provides essential treatment for exposure to sexually transmitted diseases and pregnancy. It also collects evidence to be used against your assailant, should you choose to press charges. Stanford University Police (9-911/9-1-1) will transport you to the Santa Clara Valley Medical Center in San Jose (408-885-5000). Once there, the Sexual Assault Response Team (SART) will examine you. SART is on call 24 hours a day and consists of a nurse, a rape survivor advocate, and a police officer who takes a report. The examination must be completed within 72 hours of the sexual assault.

General Medical Attention

You can get treatment for injuries at the Stanford Medical Center Emergency Department (723-5111), or (students only) at Cowell Student Health Services (723-4841). Both locations provide pregnancy and sexually transmitted diseases testing. Medical personnel are required by law to make a report to the appropriate law enforcement agency when treating injuries resulting from any violent criminal act. Seeking medical treatment does not obligate the injured person to report the sexual assault or file charges. Planned Parenthood (328-1300) also provides STD and pregnancy testing.



For Immediate Counseling

◆ *Campus Sexual Assault Response and Recovery Team (725-9955)*

Our Stanford C-SARRT team of counselors provides 24-hour services to student survivors.

◆ *YWCA Rape Crisis Center (493-7273, 493-RAPE)*

The YWCA maintains a 24-hour hotline for crisis counseling and self-defense classes.

◆ *Memorial Church (723-1762)*
Speak with one of the Deans of the Chapel, who can provide counseling and assistance.

Other Information and Options

◆ *Stanford United for Rape Elimination (SURE) (725-SURE)*

This group provides a free nighttime escort service by cart for anyone who requests it. Call for current hours of operation. For more information about SURE, check out their home page at www.stanford.edu/group/SURE.

◆ *University Ombudsperson (723-3683)*

Stanford's ombudsperson can assist students, staff, and faculty with information and assessment of options regarding employment, housing, and other University needs following an incident.

◆ *Judicial Affairs Office (Dean of Students) (723-9610)*

This office can help you explore potential university disciplinary actions that could follow a sexual assault incident in compliance with the Stanford Judicial Charter, which governs internal disciplinary sanctions and procedures.

Explore Reporting Options

◆ If you contact the police, you can choose to make either an “informational (informal) report” or a formal report. A formal report initiates a criminal investigation. An informational report is not activated until you ask the police to do so.

◆ Explore reporting options with the University Police (9-911/9-1-1). Ask for a female or male officer if you have a preference. You do not have to fill out a formal report or press charges against the offender.

◆ You can report a sexual assault that did not occur within the past 72 hours. Call 723-9633 and ask to speak with the Investigations Supervisor regarding a “personal matter.” You do not have to give your name. The Investigations Supervisor will talk to you then or call you back.

◆ You have the right to have someone present with you during a medical examination or police report.

University Sanctions Against Sexual Assault and Sexual Harassment Offenders

◆ For students, an incident of sexual assault may be a violation of the Fundamental Standard. Possible sanctions for proved violations range from censure to expulsion from the University. Furthermore, after an alleged sex offense has occurred, Stanford will change a survivor’s academic and living situation if he or she requests it and it is reasonably available.

During a disciplinary hearing, the accuser and the accused are entitled to due process, including the right to have others present at hearings and the right to the same information regarding the outcome of the disciplinary proceedings.

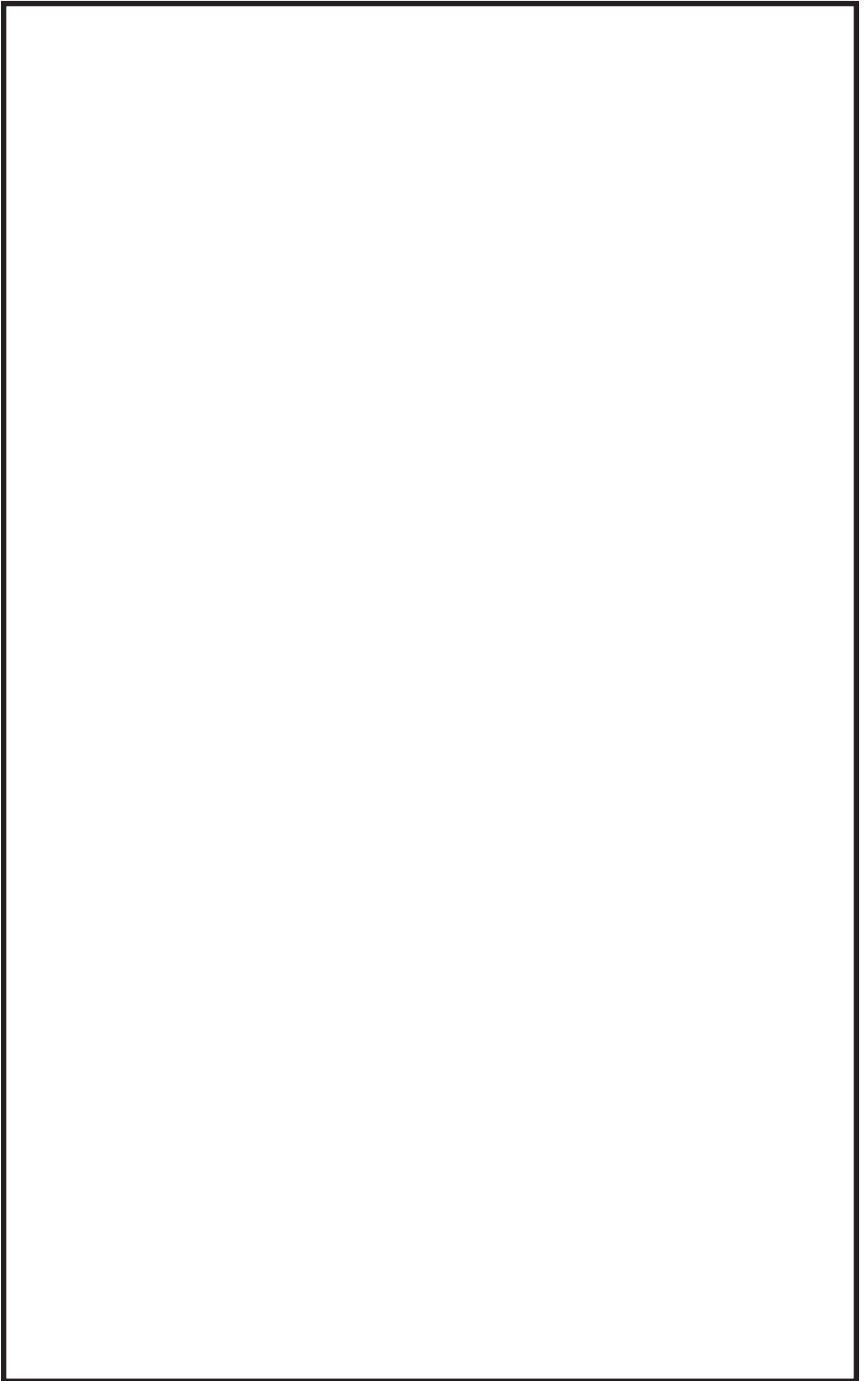
◆ For Stanford University faculty and staff, possible sanctions for proved violations range from censure to dismissal from the University.

◆ Incidents of sexual harassment constitute a violation of university sexual harassment policy. Incidents of sexual harassment must by law be investigated and remedied. Confidential resources are available to discuss options. Advisors are available for advice and anonymous consultations.

◆ For more information, please refer to the “Stanford University Policy on Sexual Assault” which can be found at www.stanford.edu/dept/registrarr/bulletin/NonacademicRegulations/PolicyOnSexualAssault or the Stanford University Sexual Harassment Homepage at www.stanford.edu/dept/presprovost/SexHarass

This Sexual Assault Section was written in compliance with the 1992 Higher Education Amendments, which has mandated requirements for preventing, reporting, and investigating sex offenses that occur on campus.

Due to file size considerations, the Suggested Travel Routes Map is not included. It can be downloaded separately at www.stanford.edu/group/ssu/publications.html



Alcohol, Drug, and Driving Laws



The following laws were taken from the California Penal Code, Business and Professions Code, and Vehicle Code:

◆ Any person who is found in any public place under the influence of intoxicating liquor or any drug, in such a condition that s/he is unable to exercise care for his or her own safety or the safety of others, or obstructs a public way (e.g., sidewalks, roadways) is guilty of a misdemeanor (§647 (f) PC).

◆ Any person under the age of 21 who has an alcoholic beverage in his or her possession in any public place or any place open to the public is guilty of a misdemeanor (§25662 (a) B&P).

◆ Any person who furnishes, gives, or sells any alcoholic beverage to someone under the age of 21 is guilty of a misdemeanor (§25658 (a) B&P).

◆ Any person under the age of 21 who has in their possession any false or fraudulent evidence of age or identity is guilty of a misdemeanor (§25661 B&P).

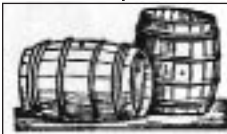
◆ Any person who is convicted of an offense

for controlled substance or alcohol-related crimes may lose his or her privilege to drive (§13202.3 and 13202.5 CVC).

◆ Any person who participates in the manufacture of fraudulent driver's license or identification can be charged with felony forgery (§470 PC).

◆ It is a misdemeanor for any person to drive a vehicle under the influence of alcohol, any drug, or with a blood-alcohol content of 0.08% or greater. It is a felony to cause injury to another person while driving under the influence of alcohol or any other drug. California's "zero tolerance" law requires an immediate one year suspension of driving privileges for anyone under the age of 21 who drives with a .01% blood alcohol concentration or higher. Failure to submit to a preliminary alcohol screening test will also result in the suspension of one's driver's license (§23136, 23137, 23140, 23152, and 23153 CVC).

◆ It is a misdemeanor to ride a bi-



cycle under the influence of alcohol, drugs, or both (§21200.5 CVC).

◆ Drivers and parents are responsible to ensure passengers and children are properly seated and wear seatbelts during transport. (§27315 and 27360 CVC).

◆ It is an infraction to possess an opened container of an alcoholic beverage while in a motor vehicle. It is an infraction to drink an alcoholic beverage while in a motor vehicle on a public road (§23223 and 23221 CVC).

◆ It is an infraction to possess an opened container of an alcoholic beverage while driving a motor vehicle. It is an infraction to drink an alcoholic beverage while driving a vehicle on a roadway (§23222 and 23220 CVC).

◆ It is an infraction for an owner or driver of a motor vehicle to allow an open container of alcohol in the passenger area (§23222 and 23220 CVC).

◆ It is an infraction for a person under 21 to drive a motor vehicle carrying alcohol unless his or her parent or legal guardian is present. It is an infraction for a person under 21 to possess alcohol in a motor vehicle (§23224 CVC).

Policy on Controlled Substances and Alcohol

It is the policy of Stanford University to maintain a drug-free

workplace on campus. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited on the Stanford campus, in the workplace, or as part of any University activities. The workplace and campus are presumed to include all Stanford premises where activities of the University are conducted. Violation of this policy will result in disciplinary sanctions up to and including termination of employment or expulsion of students. Violations may also be referred to the appropriate authorities for prosecution. This policy will be reviewed at least biannually.



The Offices of the Dean of Students (723-2733) and Residential Education (725-2800) make available a detailed description of policies, applications, consequences of violation, criminal and civil liability, the role of residence staff, guidelines for event planners, and campus helping resources concerned with alcohol and its use on campus.



Physical and Mental Impairments

Because alcohol is a depressant, your reflexes and reasoning ability will slow down and become impaired when you use it.

Drinking and Driving

Besides the legal risks, you could be putting the lives of your friends in danger by letting them drive after drinking. If you plan on using alcohol, you should always designate a driver who will not be drinking.

BLOOD-ALCOHOL CONTENT

time from first drink	90 to 109 lbs.							
	TOTAL DRINKS							
drink	1	2	3	4	5	6	7	8
1 hr								
2 hrs								
3 hrs								
4 hrs								

time from first drink	110 to 129 lbs.							
	TOTAL DRINKS							
drink	1	2	3	4	5	6	7	8
1 hr								
2 hrs								
3 hrs								
4 hrs								

time from first drink	130 to 149 lbs.							
	TOTAL DRINKS							
drink	1	2	3	4	5	6	7	8
1 hr								
2 hrs								
3 hrs								
4 hrs								

time from first drink	150 to 169 lbs.							
	TOTAL DRINKS							
drink	1	2	3	4	5	6	7	8
1 hr								
2 hrs								
3 hrs								
4 hrs								

time from first drink	170 to 189 lbs.							
	TOTAL DRINKS							
drink	1	2	3	4	5	6	7	8
1 hr								
2 hrs								
3 hrs								
4 hrs								

time from first drink	190 to 209 lbs.							
	TOTAL DRINKS							
drink	1	2	3	4	5	6	7	8
1 hr								
2 hrs								
3 hrs								
4 hrs								

time from first drink	210 lbs. and up							
	TOTAL DRINKS							
drink	1	2	3	4	5	6	7	8
1 hr								
2 hrs								
3 hrs								
4 hrs								

<input type="checkbox"/>	(.01%-.04%) may be DUI; Definitely DUI if under 21 yrs. old*
<input type="checkbox"/>	(.05%-.07%) likely DUI; Definitely DUI if under 21 yrs. old
<input type="checkbox"/>	(.08% and up) Definitely DUI

* It is unlawful for anyone under 21 years of age to drive with a BAC of .01% or higher. Doing so will result in the loss of the driving privilege for one year.

Prepared by Department of Motor Vehicles in cooperation with the California Highway Patrol, The Office of Traffic Safety, Department of Alcohol and Drug Programs and Department of Justice. Rev. 12/97

Sex and Alcohol

Many sexual assaults occur while people are under the influence of alcohol. A person's motor skills, decision making skills, and communication skills are all impaired by alcohol consumption. Consequently, consuming alcohol makes resisting sexual assault difficult and increases a person's vulnerability. Sometimes, alcohol sends the mistaken message that the survivor of the assault was "asking for it." Nobody asks to be sexually assaulted.

Addiction

Alcohol is an addictive drug. If you or anyone else you know may be addicted to alcohol, call Cowell Student Health Service or CAPS at 723-3785.

Vehicles: Towing Charges

Unlicensed drivers or drivers whose licenses have been suspended/revoked will have their vehicles impounded for 30 days. The registered owner will pay for all impound and storage fees. On a second offense, the vehicle may be forfeited to the state. ALWAYS CARRY YOUR DRIVER'S LICENSE WITH YOU WHEN DRIVING AND MAKE SURE THAT YOU ONLY LEND YOUR CAR TO LICENSED DRIVERS.

EMERGENCY PREPAREDNESS

SU Emergency Information Hotline.....725-5555
Student Emergency Information Hotline.....497-9000
Hospital Emergency Information Hotline.....498-8888
SU Emergency Information Website.....emergency.stanford.edu

Building Evacuations

When you move to a new location:

◆ Familiarize yourself with evacuation procedures for the building; locate the nearest exits and fire extinguishers.

◆ Find the Emergency Assembly Point (EAP) for your building. This symbol is mounted on a post outside your building and marks your EAP. (A map of all campus EAPs can be found at <http://www.stanford.edu/dept/EHS/erprep/index.html>.)

◆ If you live off campus, set up a meeting place with housemates or fellow tenants.

◆ Evacuate when you hear the sound of an alarm in a campus building. (Drills are no exception.)

◆ Exit the building quickly and safely, closing the door behind you.

◆ Wear shoes.

◆ Never use elevators—always use the stairs.

◆ Help others to evacuate—knock on doors, check bathrooms as you leave the building. Help those with a physical disability evacuate the building.

◆ An alarm may be part of a crime in progress—be alert for suspicious persons or activity.

◆ If the alarm in a building has been set off by accident, call 9-911/9-1-1 immediately and explain the situation.



◆ Report any vandalism or tampering with the alarm immediately.

Earthquake Survival

Before an Earthquake



◆ Secure heavy furniture and equipment in your home, room or office; do not place glass or heavy equipment over your desk or bed.

◆ Reposition beds away from large windows.

◆ Assemble an emergency supply kit with the following:

➔ 72-hour supply of water and non-perishable food.

➔ flashlight with extra batteries.

➔ radio with extra batteries.

➔ first aid kit.

➔ hygiene items/medications.

➔ shoes and clothes.

➔ cash.

◆ For information on local emergency kit vendors, call Environmental Health and Safety (EH&S) at 725-1409.

◆ Formulate a plan NOW with your family and/or housemates on how you will communicate and where you will reunite after an earthquake.

◆ Carry a Stanford emergency wallet card with you. It has critical before-during-after emergency instructions. The card is provided on p. 35 and in the Stanford Directory. For more copies, call EH&S at 725-1409.

◆ For University departments—keep a list of all department mem

bers and contact numbers for emergency notification purposes. University departments must also ensure that they have procedures in place to document all damage caused by a major disaster.

- ◆ Learn first aid and CPR. Obtain first aid training information by contacting the Health Improvement Program at 723-9649. Refer to the first few pages of the Pacific Bell phone book for other first aid information.

- ◆ Because local phone lines may be overloaded, keep an out-of-state phone contact you can use as an information center for you and your relatives. Also, ask your parents, relatives, and friends to call **1-800-89-**

SHAKE (1-800-897-4253), or 1-602-241-6769 if outside the U.S., to find out information about the university whenever a major emergency strikes the Stanford area.

During an Earthquake

- ◆ If you are indoors, stay there. Take cover under a heavy desk or table. Since the Northridge earthquake in 1994, taking cover in doorways has been discouraged.

- ◆ If you are in a hallway, sit against the wall with your back to it. Cover your head and neck.

- ◆ If outdoors, move to an open area and stand clear of buildings and electrical/telephone poles—beware of flying glass.

- ◆ Be prepared to respond safely if the electricity goes out or if alarms

and fire sprinklers are activated.

After an Earthquake

- ◆ If you live in a student residence, go directly to your dorm's Emergency Assembly Point (EAP).

- ◆ Be sure to report to a designated leader (e.g., an RA or RF) at the EAP, so they can account for everyone.

- ◆ Check the outside of your residence or office for structural damage—do not re-enter

the building until it has been inspected by a designated University official and posted as safe to enter.

- ◆ Help those who are injured and administer first aid if needed.

- ◆ Check for fire hazards.

- ◆ Leave phone lines open—call for emergencies only (police, fire, ambulance). Use payphones for personal calls.

- ◆ Keep streets clear for emergency vehicles and avoid the temptation to “sight-see.”

- ◆ Open doors, drawers, and cupboards carefully—items may fall on you.

- ◆ To get information, use the Stanford emergency information hotline (725-5555) or the student affairs hotline (497-9000).

- ◆ Tune into KZSU 90.1 FM for additional emergency information (See p. 35) or use the emergency website: emergency.stanford.edu

Earthquake Response Volunteers



If the impact of the earthquake affects communication systems, RAs or RFs may identify some student leaders to deliver information to a central location (Emergency Operations Center or Student Affairs Satellite Operation). This information would be critical updates on status of students in on-campus residences, status of buildings, etc.

If you have skills in any emergency response areas, register as an emergency volunteer at the Haas Center.

In the event of an earthquake large enough to prevent or delay returning to the residences, please be patient and wait for instructions. Staff members may instruct you to move from your dorm's EAP to a campus emergency shelter or to alternate temporary housing.

Fire Prevention

- ◆ Keep exits and hallways clear and free of potential obstructions, such as boxes, bicycles, and mattresses.
- ◆ Do not overload outlets—plug one appliance into an outlet at a time.
- ◆ Avoid using extension cords whenever possible.
- ◆ Do not use hot plates or cooking appliances in your dorm rooms.
- ◆ If you smoke, use large safe ashtrays and make sure all smoking material is fully extinguished. Do not smoke in bed. **REMINDER:** Smoking is prohibited in all University buildings, including residences.

◆ Put candles in strong, secure holders—never leave burning candles unattended and never leave a burning candle in front of an open window.

◆ Due to fire hazard, halogen lamps are prohibited in all Stanford housing. Any student-provided lighting should not exceed 150W per fixture.

◆ If, during the holidays, you have a Christmas tree, make sure it is properly treated and keep it away from heat sources. Turn tree lights off before you go to sleep or before you leave your residence. Holiday safety tips are available from the University Fire Marshal (723-0448) and EH&S at www.stanford.edu/dept/EHS.

In the event of a fire

- ◆ If you smell smoke or detect a fire, activate the nearest alarm and call 9-911/9-1-1 immediately from a safe location.
- ◆ Before opening any door, use the back of your hand to see if it is hot—if it is hot, leave it closed and stuff towels or clothes in the cracks and open a window.
- ◆ If the door is not hot, open it slowly (**CAUTION:** the doorknob may be hot) and be prepared to close it quickly if necessary.
- ◆ Exit the building cautiously—carry a towel or blanket to protect you from flames and smoke. Do not use elevators.
- ◆ If you see or smell smoke in a hall or stairway, use another exit.
- ◆ Go directly to your building's Emergency Assembly Point.

Written in compliance with the California Code of Regulations, Title 8, §3220-3221 and Education Code of Regulations, Title 19, §3.09 and 3.13.

PROPERTY PROTECTION



Theft Prevention

◆ When leaving your dorm room, home or office, lock doors and windows even if you will be gone for “just a minute.”

◆ Never leave purses, wallets, or valuables exposed; store them out of sight. Be especially careful with your credit cards, which are very popular items among thieves because they are usually easy to steal and then use again. Consider obtaining a credit card with your photo imprinted on it.

◆ Computers, especially if they are portable, are primary targets of theft. Consider the purchase of a security device. (See www.stanford.edu/group/ssu/.)

◆ Contact the SUDPS to borrow engravers for your home or office equipment; engrave computers, stereos and televisions with your driver’s license number (including home state) or department name. Do not engrave on removable serial number plates.

◆ Keep a list of all items and serial numbers in a safe place.

◆ Never prop open a locked door.

Office Equipment

◆ Join the Stanford Office Protection Program (STOPP). If you use SUDPS-approved security devices, engrave your equipment, and keep a detailed inventory, you can

protect yourself financially by joining STOPP. If a piece of your equipment was stolen, and it was protected by STOPP and insured by the Stanford Department of Risk Management, you do not have to pay the deductible! *You could save up to \$1000 on your first theft!* Contact the Special Services Unit (725-2140) for additional information.

◆ Record the serial numbers, brand names and descriptions of property or valuables that are kept in your office. Keep a duplicate copy of this information somewhere else. It can be used to recover stolen property.

◆ Engrave property with “Stanford U” and your department name.

◆ Have all equipment secured with SUDPS-recommended security devices.

◆ Ask strangers in your office to identify themselves.

Car Protection

◆ When you leave your car, always remove the ignition key and lock all doors. Do not leave valuables in the car, but if you must, lock them in the trunk.

◆ Engrave your tape deck and other removable equipment with your driver’s license number and home state.

◆ When parking at night, park in well-lit, well-traveled areas.

◆ Consider installing tamper-proof door locks and/or a car alarm. Also consider using a lockable car cover.

Cellular Phone Protection

There are approximately 25 million cellular phone customers across the country, and the number of users increases every day. Coupled with this increase in cellular phone use has been an increase in cellular phone fraud, called “cloning.” Criminals illegally acquire mobile identification numbers and electronic serial numbers from the cellular phones and then use them to defraud legitimate cellular phone owners. Here are some tips on how a cellular phone user can avoid cloning—

◆ Carry your phone with you whenever possible, and make sure it is in a safe place whenever you leave it behind. If you are leaving your phone in your car, be sure it is hidden from view.

◆ Turn off your phone when you are not using it.

◆ Request a personal identification number.

◆ Use the “lock” feature on your phone.

◆ Have your provider eliminate its long-distance capability if you use your phone only for local calls.

◆ Check your monthly bills carefully, and report unfamiliar calls to your cellular phone company.

◆ Don’t give out your electronic serial number or even your phone number to strangers, including callers who represent themselves as technicians testing your line.

◆ Keep your subscriber agreement, which includes your electronic serial number, in a private place.

◆ Be aware that crooks lurk around the exits of highway tun-

nels and parking garages, in airport lobbies, in rush-hour traffic, and everywhere else people often switch on phones.

Holiday Security

If you leave campus *during school holidays*:

◆ Secure your bicycle to a rack or leave it in your room.

◆ If you leave your car on campus, remove all valuables from it.

◆ Place all valuables in your dorm room out of sight and unplug all appliances before you leave.

If you stay on campus *during the holidays or the summer*:

◆ Be alert to any suspicious persons around dorms, bike racks, or parking lots.

◆ Call 9-911/9-1-1 immediately to report any unusual activity.

If you live off campus and are *leaving for vacation*:

◆ Lock doors and windows securely.

◆ Turn your telephone ringers down low so a burglar won’t be alerted to your absence by its ringing.

◆ Make your house/apartment look occupied—have a friend or neighbor pick up your mail and newspapers; set televisions and lights on timers; leave your blinds, shades, and curtains in their normal positions; keep lawns mowed and watered.

◆ Leave your vacation phone number, address, and itinerary with a trusted friend so you can be reached in case of an emergency.

Home Security

◆ All windows should be secured with anti-slide devices.

◆ Sliding glass doors should have a cane bolt lock in low rise apartments and first floor mid and high rise apartments.

◆ “Operation Identification” stickers, which are available from the Special Services Unit (723-0806), should be posted on all entry doors and windows.

◆ Move valuables so they cannot be seen from porch windows.

◆ Never leave a house key hidden outside your home.

◆ Mid and high rise residents should release the front door only to visitors who positively identify themselves.

◆ Arrange for an unlisted telephone number, which limits access to your address.

◆ If you live off campus, do not put your name on the outside of your residence or mailbox and do not leave notes on outside doors.

Personal Information

Not only can thieves steal your physical possessions, they can also use your personal information to steal from you. Many times you unknowingly provide them with this information. Here are some items you should never provide to strangers over the phone—

◆ Your credit card number or expiration date, unless you know the company is reputable. Thieves can use these numbers to make purchases of their own.

◆ Your checking account number. They can use it to withdraw money from your account.

◆ Your telephone calling card number can be used to charge unwanted calls to your account.

◆ Your Social Security Number can be used by someone else to find out information about you or to establish a false identity. Only give it out if it is legally required.

◆ Your driver’s license number may allow someone to obtain informa-

tion about you, such as your physical description.

◆ Health information, such as your insurance, medical and mental history, and doctor, can be used to fraudulently obtain health care and health services.

◆ Information about your home security system, such as whether you have one or not.

◆ Information about those who live with you and whether you live alone.

◆ Financial information, such as your annual income or mortgage.

Identity Theft

◆ Rip up or shred preapproved credit offers before throwing them away. Do the same with credit card receipts, phone bills, and bank statements.

◆ Don’t carry extra credit cards, your Social Security Card, birth certificate or passport in your wallet or purse, except when needed.

◆ Memorize all your passwords. Don’t record them on anything in your wallet or purse.

◆ Don’t send sensitive information or data over the internet unless the transmission can be done securely.



BICYCLE SAFETY AND SECURITY



Bicycle Safety

◆ There are four things you **must** have when riding your bike:

- 1) A bike light when riding at night.
- 2) A license—available for \$3.50 at Parking and Transportation Programs (340 Bonair Siding). It's required by California state law.
- 3) Working brakes—get new pads and adjustments at any bike shop.
- 4) Helmets—California state law requires all bicyclists under the age of 18 to wear bike helmets while riding on all streets, bikeways, public paths, and trails (§21212 VC). Persons 18 or over are highly encouraged to wear bike helmets while riding their bicycles. They are available at local bike shops.

◆ There are five rules to keep in mind when riding at Stanford:

- 1) Always ride on the right and with the flow of traffic. Ride on the road, and not on the sidewalk, when possible.
- 2) Ride predictably. Whether on a roadway or in White Plaza, maintain a steady course and speed.
- 3) Traffic laws apply to cyclists too! STOP at intersections and take your turn with other traffic. Pedestrians always have the right of way.

- 4) Pay attention to your surroundings. Warn pedestrians or fellow riders when you are passing them with, "On Your Left!".
- 5) Don't hug the curb—ride far enough out in the lane to be seen.

Identifying your Bicycle

◆ Again, a bicycle license is required by the California Vehicle Code. Always keep a record of your bicycle registration so that if your bike is stolen, the following information will be available for the police report—registration/tag number, make, model, frame/serial number, size, color, and number of speeds. If unlicensed bikes are lost or stolen, they have little chance of being returned to their owners! License your bike at Transportation Programs (723-9362). If you live off campus, you may license your bike with the police/fire department of your city.

◆ Record your bike's model, make, color and size so that if it is stolen you can provide the police with a positive identification. Keep a picture of your bicycle in your files.



◆ Engrave your driver's license number and state in an inconspicuous place on your bike frame. You can obtain an engraver from the Department of Public Safety with a \$15.00 refundable deposit.



Locking your Bike

◆ Use a U-lock to secure your bike. Always lock your frame and at least your front wheel. Do not leave your bike locked only to itself. A thief can easily walk away with the bike and remove the lock later.

◆ Buy a top quality U-lock to make it more difficult for a thief to use a leverage device to break the lock.

◆ Don't park your bike so that it obstructs handicapped zones, ramps, pathways, stairs, entrances, door-opening buttons, or traffic thoroughfares. Bicycles parked in these areas may be impounded by the Stanford University Department of Public Safety, so please be courteous and use bicycle racks whenever possible.

If You See Suspicious Activity or a Bike Theft in Progress

◆ Dial 9-911 from University phones or 9-1-1 from off campus or pay phones.

◆ Give the dispatcher the time and location of the incident and a description of the suspect.

◆ If your bike is stolen, report it to

the Stanford Police Department (723-9633) immediately. Give them the registration number, serial number, make, model, size, and color of the bike.

Bicycle Accidents

◆ Call 9-911/9-1-1 to report injury accidents as soon as possible.

◆ In non-injury accidents, survey and assess property damage.

◆ You must inform the damaged-property owner of your name, address and phone number; leave a note if you cannot find the owner of the property and report the accident to the police.

◆ In injury accidents, give your name, address and phone number to the officer at the scene.

◆ If there is no officer at the scene, file a report of the incident.

Abandoned Bicycles

If left unattended, a bicycle may be tagged by the Stanford University Department of Public Safety as abandoned. If the bicycle is not removed in 72 hours, the department may dispose of it. This abatement process is performed annually in student living areas and other campus locations at the conclusion of classes in June. So please, **do not** store your bike over the summer by locking it to a bike rack, or it may be removed by the time you return. Register your bike so you can be notified in the case that it is picked up as abandoned.

“Recycle Your Cycle” is a year-round program designed to be an effective alternative to the abandonment of unwanted bikes. For donations, call 723-0806.

PEDESTRIAN SAFETY ZONE

Mopeds, Scooters and Motorcycles

◆ No motorcycle, motor scooter, or moped shall be driven, operated, stopped, left standing or parked within 100 feet of any office, classroom, library, or residence hall unless specifically authorized by a traffic control device. These vehicles may not be operated within an area closed to other motor vehicles.

◆ Motorized vehicles, including motorcycles, scooters, and mopeds, are not allowed in the inner campus area. They may go only where cars may go. You will be cited if you have a moped, scooter, or motorcycle in White Plaza, the Quad, or any sidewalk, landscaped area, or bike rack.

◆ On campus deputies enforce all laws of the California Vehicle Code.

◆ Drivers of motorcycles, scooters, and mopeds must be licensed drivers, have an endorsement to operate a motorcycle, and operate these vehicles while wearing helmets. These vehicles must be registered with the Department of Motor Vehicles. Drivers of motorcycles, scooters, and mopeds can obtain a parking permit at Transportation Programs.

◆ A map of the pedestrian safety zone is provided on the following page.

Skateboards

◆ Skateboarding is also not permitted in most areas on campus (Santa Clara County Ordinance B5-30).

In-line and Roller Skates

◆ The use of in-line and roller skates on campus is restricted by Santa Clara County Ordinances B5-33 and 34.

◆ No person shall use in-line or roller skates on or within any building, courtyard, parking garage, entryway, tennis court, construction site, or stairway, railing, wall, fountain, bench or any other outdoor structure or furnishing not intended for travel.

◆ No person shall use in-line or roller skates to perform any tricks or stunts which may cause injury or property damage, travel at a speed greater than reasonable and prudent, impede or interfere with the flow of vehicular traffic, fail to yield to all pedestrians on sidewalks or roadways, fail to obey all traffic control devices, or hitch rides on a vehicle.

◆ Please see <http://www.stanford.edu/group/ssu/ordinance.html> for the complete text of the ordinance.

NOTES

EMERGENCY CARD



Stanford University EMERGENCY INFORMATION

FIRE-POLICE-MEDICAL EMERGENCY	9-911
Payphones or SLAC	911
Medical Center	286
(Outdoor Blue Tower Phones will automatically reach 911 Operator)	
Hazardous Materials Incident	5-9999
Counseling for Students	3-3785
Sexual Assault	5-9955
Help Center	3-4577
Escort Service	5-SURE
EMERGENCY INFORMATION HOTLINES (Call to hear recorded emergency bulletins)	
University Announcements	5-5555
Student Information	7-9000
Hospital Bulletins	8-8888
Out-of-area callers	1-800-89-89-SHAKE OR 1-602-241-6769

fold
here

Wait for instructions after an evacuation. Be patient. Listen to SU bulletins and updates on the Stanford Emergency Information Hotlines and on KZSU (90.1 FM).

- Phone () _____
- Name _____
- Use a payphone to call an out-of-area emergency contact. _____
- Nearest EAP _____
- Every SU building has an EAP.
- Go to the nearest Emergency Assembly Point (EAP).

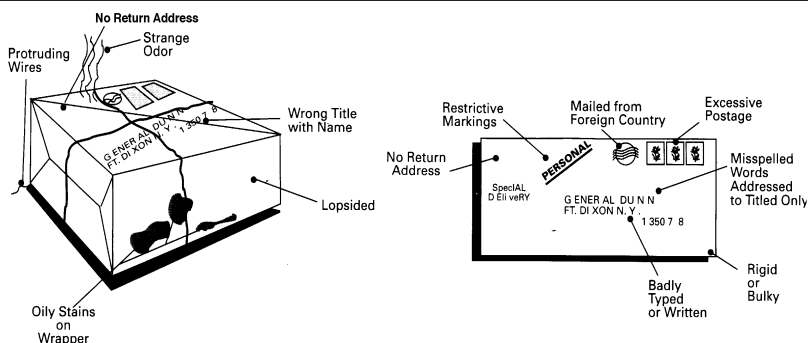


IF THERE IS AN EVACUATION

- Accident Report the emergency. Give first aid. Stay with the victim.
- Fire Report the fire. Pull fire alarm. Evacuate. Do not use elevators.
- Earthquake Drop and take cover. Wait until the shaking stops to evacuate. Do not use elevators. Buildings will be examined before re-entry.
- Bomb Threat Report a threat or suspicious object. Follow police instructions.
- Power Outage Most outages are resolved quickly. Wait for situation updates.

EMERGENCY INSTRUCTIONS

LETTER AND PACKAGE BOMB INDICATORS



Precautions

1. Never accept mail, especially packages, at your home in a foreign area.
2. Make sure family members and clerical staff know to refuse all unexpected mail at home or the office.
3. Remember—It May Be A Bomb—Treat It as Suspect!

Letter and Parcel Bomb Recognition Points

- ✓ Excessive Postage
- ✓ Incorrect Titles
- ✓ Titles but No Names
- ✓ Misspellings of Common Words
- ✓ Oily stains or Discolorations
- ✓ No Return Address
- ✓ Excessive Weight
- ✓ Rigid Envelope
- ✓ Lopsided or Uneven Envelope
- ✓ Protruding Wires or Tinfoil
- ✓ Visual Distractions
- ✓ Foreign Mail, Air Mail, and Special Delivery
- ✓ Restrictive Markings such as "Confidential," "Personal," etc.
- ✓ Handwritten or Poorly Typed Addresses
- ✓ Excessive Securing Material, such as Masking Tape, String, etc.

Information provided by the FBI Data Center (fax: 703-640-1504). Please cut this page out and keep it near your telephone and/or mail room.

TELEPHONE BOMB THREAT REPORT FORM

Instructions: Be calm and courteous. Listen, and do not interrupt the caller. Notify your supervisor of your activity by a prearranged signal while the caller is on the line.

Date: _____ Time: _____

Exact words of person placing call: _____

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____

Try to determine the following (circle as appropriate) :

Caller's Identity: Male Female Adult Juvenile

Age: _____

Voice: Loud Soft High-pitched Deep Intoxicated

Other: _____

Accent: Local Foreign Region Description: _____

Speech: Fast Slow Distinct Distorted

Stutter Slurred Nasal

Language: Excellent Good Fair Poor Foul

Other: _____

Manner: Calm Angry Rational Irrational

Coherent Incoherent Deliberate Emotional

Righteous Laughing Intoxicated

Background Noises: Office Machines Factory Machines

Bedlam Trains Animals Music Voices Airplanes Street

Traffic Mixed Party Atmosphere Other: _____

Additional Information: _____

Immediately after the call, notify the police (9-1-1 or 9-911) and then your supervisor.

Receiving Telephone Number

Person Receiving Call

***Separate this page from booklet and place next to your phone.**