

BE ALERT!

Personal Security Handbook

Caltech

BE ON YOUR GUARD

GUARD AGAINST CRIME

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August
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INTRODUCTION

The Caltech campus is a great place to learn, grow and work. Like any other community, a university campus has its share of injuries, accidents, and crimes. This handbook is a manual designed to inform you, as a member of the Caltech community, of the measures that you can take to maximize your personal safety and the security of your belongings. Please take the time to read this manual and save it for future reference.

IMPORTANT TELEPHONE NUMBERS

Emergencies: Police, Fire, and Paramedics

On-campus (24 hours)	5000
Off-campus housing (24 hours)	395-5000

Other Services

Security (Escorts, Reports)	4701
Campus Card Services	
Day time	6169
Evenings and Weekends (Temporary I.D. card)	4701
Facilities Service Center	
Day time	4717
Evenings and Weekends	6571
Safety Office	
(8:00 a.m. to 5:00 p.m., M-F)	6727
Staff/Faculty Consultation Center	
(9:00 a.m. to 5:00 p.m. M-F)	8360
After hours (records message)	395-8360
Equity and Title IX Office	3221
Title IX Coordinator	
http://equity.caltech.edu/	
Lost and Found	
Caltech Y	6163
Security	4701

For Students only:

Undergraduate Students

Associate Director of Undergrad Housing	
Daytime	6176
Evenings and Weekends	4701
Evenings and Weekends	

IMPORTANT TELEPHONE NUMBERS

Student Housing Facilities Emergencies

Housing Office	
(8:00 a.m. to 5:00 p.m. M-F)	6175
Evenings and Weekends:	
RLC on Call	765-4028

Graduate Students

Graduate Office (days)	6346
Evenings and Weekends:	
Security Office	4701

Medical Assistance

Health Center	
(8:00 am to 5:00 PM M-F)	8331
Evenings and Weekends	584-2421
(Dr. Miller)	
Emergency	
On-campus	5000
Off-campus	395-5000

Psychiatric Assistance/ Counseling

Counseling Center	
(8:00 am to 5:00 PM M-F)	8331
Evenings and Weekends	4701
(Security)	
Student Consulting Program	2961
(Substance Abuse)	

EMERGENCY PROCEDURES

Emergency Communications Center

All emergencies that occur on the Caltech campus should be reported by calling "5000". Emergencies occurring at off-campus Caltech property should be reported by calling "626-395-5000." A Security officer will answer emergency calls on a 24-hour basis. The Center has a direct line to emergency services such as Police, Fire, and Paramedics.

Emergency Telephones

The Institute has twenty-seven emergency telephones located throughout the campus. These telephones dial directly to Security. Each unit has self-explanatory operating instructions.

Mobile App – Everbridge 360

Everbridge's mobile app, "Everbridge360," will give you the ability to communicate via text and to send photographs of suspicious persons/events directly to Security Dispatch.

You can download the app now for [Apple](#) or [Google](#) devices. Please review ["Emergency Communications and Everbridge App Instructions"](#) for instructions on how to log into the app.

Evacuation Procedures

Be aware of the emergency exits in the buildings that you occupy. In the event of a fire or earthquake, do not use any elevators. Always use the stairs. For the specific evacuation procedures for your building, please contact the Emergency Management Services at emergencypreparedness@caltech.edu.

CAMPUS SECURITY AND PARKING SERVICES

Campus Security and Parking Services is located on the second floor of 515 S. Wilson Avenue. The entrance is at the rear of the building.

Parking Office hours can be found on the parking website at:

<https://parking.caltech.edu/contact>.

For Campus awareness and convenience, Security posts periodic bulletins, Campus Parking Regulations, and the Annual Security and Fire Safety Report on the web. To visit Security's web page, go to

<http://www.security.caltech.edu/>.

Report Procedures

Report all incidents involving staff, faculty, students and Institute property to Security. Call 5000 on-campus, or 395-5000 off-campus, for emergency. Call extension 4701 for non-emergency situations.

Access Cards

Notify Security immediately if your access card is lost or stolen. Notification can be made by calling extension 6169 or by email to cardoffice@caltech.edu

For help with your card, or to replace a damaged or lost card, please open a ticket at <http://help.caltech.edu> or email

cardoffice@caltech.edu.

CAMPUS SECURITY AND PARKING SERVICES

Parking on Campus

All vehicles parked in the Caltech lots must display a valid Caltech parking permit.

Staff, students, and faculty may purchase a parking permit by submitting a registration form to the Parking Office. Prices and additional information can be found at: <https://parking.caltech.edu/parking-info/parking-permits>.

Daily and weekly visitor passes can be purchased at the automated parking pay stations. Information about the pay stations can be found at: <https://parking.caltech.edu/parking-info/visitor-parking>.

The campus parking regulations can be found at: <https://parking.caltech.edu/parking-info/parking-regulations>.

The campus parking regulations are strictly enforced. Campus Security and Parking Services issues City of Pasadena parking citations in accordance with the California Vehicle Code section 21113 a. A parking citation can be appealed through the City of Pasadena website at: <https://www.cityofpasadena.net/transportation/parking-info/pay-contest-citation/>

City Of Pasadena Parking Regulations

The City of Pasadena has an "Overnight Parking Ordinance." The ordinance prohibits parking on city streets between the hours of 2:00 a.m. and 6:00 a.m., except by permit. Permits are available, for a fee, through Municipal Services at City Hall, 100 North Garfield Avenue, Room 121. The city streets surrounding the Institute are subject to citation for this violation. The streets include Wilson Avenue, Del Mar Blvd., Hill Ave., California Blvd., and Catalina Ave.

SECURITY AND SAFETY

Personal Safety

There are no guarantees of personal safety in any environment. It is incumbent upon each individual to safeguard himself or herself against becoming the victim of a crime. One of the best ways to maximize your safety and minimize your risk is to follow some very simple security rules.

- Walk with a friend whenever possible.
- Always be aware of your surroundings and the people around you, no matter whether it is day or night.
- Use well-lighted, well-traveled routes. Avoid dark, vacant or deserted areas.
- Walk with confidence. Show that you are aware and in control. Body language works.
- Trust your instincts. If someone or something makes you feel uneasy, get out or get away.
- Move to a well-lighted and populated area or building, such as a store or restaurant, if you feel you are being followed, and call for assistance.
- Know where the emergency telephones are located on campus (See the map).
- If you are on campus after hours, stay alert.
 - Lock office or lab doors.
 - Call Security if you see or hear anything suspicious.
 - Tell a friend, colleague or Security where you are and when you plan to leave.
 - Arrange to meet a friend or request an escort from Security when you leave.

SECURITY AND SAFETY

When you are out by car, park in well-lit areas. Avoid parking in secluded parts of a parking lot. Stick to high traffic areas.

When out shopping, don't carry large bundles or packages. It distracts you from your surroundings and makes you a potential target for a thief.

Safety at Home

- Keep all doors and windows locked at all times, if possible, even when home.
- Always lock the doors and windows when you leave, even if it is only for a short time.
- Keep your house keys and car keys on separate key chains. Do not attach your address to your key chain.
- Do not lend your keys to anyone you do not know well or trust.
- Never open the door to a stranger, even one who says that they are a service person. Ask for identification. Do not rely on a chain lock to prevent entry. It is insufficient protection.
- If a stranger comes to your door and asks to use the telephone, do not open the door or let them in. Offer to place the call for them.
- Know your neighbors. A neighbor can watch out for your residence while you are away, and you can do the same for them.

SECURITY AND SAFETY

Don't leave our wallet, purse, checkbook, cash, or jewelry in open view. Keep them locked away or in a drawer or cabinet.

Engrave your ID number or driver's license number, including the state, on any valuable property such as a stereo, television, camera, laptop computer, etc. You may borrow an engraving tool from Security or from the Housing Office.

Hang up immediately on any harassing or obscene phone call. Report the incident to Security.

Student Residences

Always lock your door when you leave, even for brief periods of time.

Secure your belongings, such as laptop computers, backpacks, calculators, etc. Do not leave them unattended in a common area such as a hallway, library, lounge, etc.

Do not allow strangers to enter your room or apartment unless they are properly identified. If a stranger does enter your room or apartment, ask them to leave. If they refuse, create a commotion and leave quickly. ***Notify Security immediately.***

Don't leave your wallet, purse, checkbook, cash or jewelry in open view. Keep them locked away or in a drawer or cabinet.

If you see a suspicious person or something suspicious call Security. On campus call ext. 5000; off-campus call 395-5000.

Office and Laboratories

Don't leave your wallet, purse, checkbook, cash or jewelry in open view. Keep them locked away or in a drawer or cabinet.

SECURITY AND SAFETY

Always lock the office or lab door when you leave, even for brief periods of time.

If you see a suspicious person, or something suspicious, call Security.

ATM Safety

There are two ATMS on the Caltech campus. One is located on the west side of Chandler Dining. The second ATM can be accessed during business hours in the east lobby of the Keith Spalding Building.

These are safety tips for using this ATM or any ATM.

Have your card ready when you approach the ATM.

Stand back from the ATM to allow some privacy for a person using the ATM when you arrive.

Stand directly in front of the ATM when using it so that no one sees you enter your PIN.

Memorize your PIN. Do not write it on your ATM card or carry it in your wallet.

When making a deposit, have the deposit ready for insertion into the ATM. Fill out the paperwork before you arrive to make the transaction.

Be alert. Do not use the ATM if you notice anything suspicious. If you have already started your transaction, cancel it, secure your card, and leave. Act as if you cannot get money from the machine.

After the transaction, pocket your card and the money. Never walk away counting your money.

Keep your account information confidential. Always take your card and receipt with you.

SECURITY AND SAFETY

Protect Your Car

Always lock your car and take the keys, even if you are only stopping for a couple of minutes.

Make sure the windows are closed.

Park your car in a well-lighted, well-traveled area whenever possible.

Consider installing an anti-theft device in your vehicle such as:

- A car alarm that is activated when someone tampers with the car
- A steering locking device
- A secondary "kill switch" shutting off the ignition or fuel line
- A vehicle tracking system that will assist the police in finding your car if it is stolen

Protect Your Bike

Always lock your bike to a secure object, even if you are only stopping for a couple of minutes. Secure your bike through both the frame and wheel.

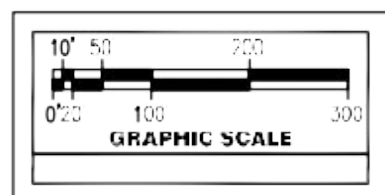
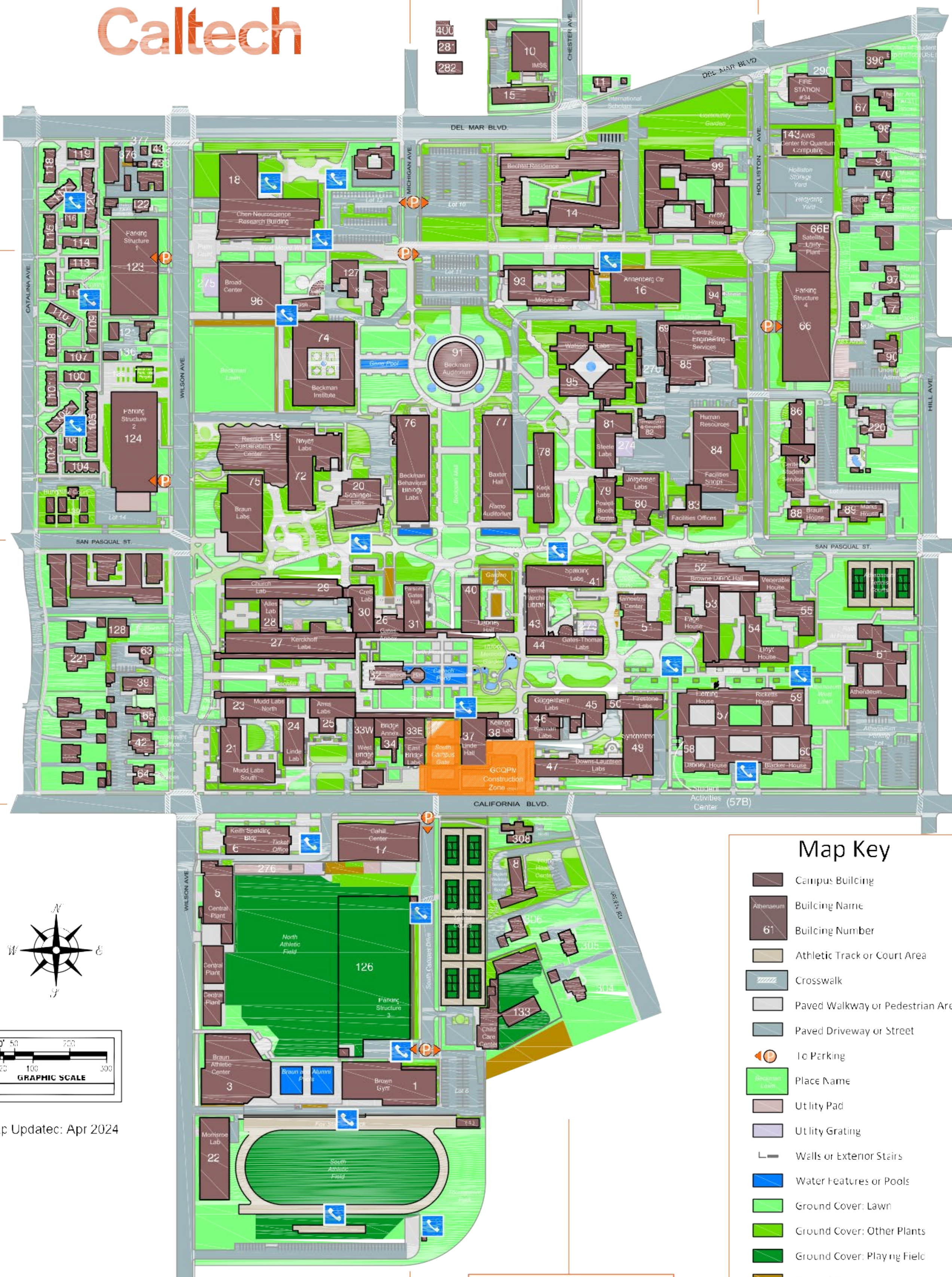
The best security lock is the U-lock. Chains and cables can be easily defeated with bolt cutters.

Park your bike in a well-lighted, well-traveled area.

Record the serial number of the bike and keep it in a safe place. Also mark the bike with your driver's license number.

Register the bike with Campus Security and Parking Services.

Caltech



Map Updated: Apr 2024

Emergency Phone

Map Key

- Campus Building
- Building Name
- Building Number
- Athletic Track or Court Area
- Crosswalk
- Paved Walkway or Pedestrian Area
- Paved Driveway or Street
- To Parking
- Place Name
- Utility Pad
- Utility Grating
- Walls or Exterior Stairs
- Water Features or Pools
- Ground Cover: Lawn
- Ground Cover: Other Plants
- Ground Cover: Playing Field
- Ground Cover: None
- Under Construction



2024 Campus Map Directory

Buildings by Name			Class	Map	Buildings by Number		
Bldg No	Code	Grid			Bldg No		Grid
255 S Hill Ave (Office of Student Experience)	390	E1			1	Brown Gymnasium	B5
266 S Chester (International Scholar Services)	11	D1			3	Braun Athletic Center	B5
275 S Hill (Theater Arts (TACIT))	67	TCT	E1		5	Central Plant	B5
287 S Hill (Rickenbaugh House)	98		E1		6	Spalding, Keith (Keith Spalding Building)	B5
295 S Hill (Academic Media Technologies)	9		E2		7	363 S Hill (Einstein Papers House)	E3
305 S Hill (Music House)	70		E2		8	Young Health and Counseling Center	C5
315 S Hill (Strategic Com (front) SFCC (rear))	71		E2		9	295 S Hill (Academic Media Technologies)	E2
315 S Wilson (Student-Faculty Programs)	122		A2		10	Information Mgmt Systems & Svcs (IMSS)	C1
345 S Hill (Alumni House)	97		E2		11	266 S Chester (International Scholar Svcs)	D1
355 S Holliston (Steele House)	94		D3		14	Bechtel Residence	C2-D2
363 S Hill (Einstein Papers House)	7		E3		15	Building 15	C1
375 S Wilson (Prufrock House)	121		A3		16	Annenberg Center for Info Sci and Tech	D3
383 S Hill (Undergrad Admissions & Fin Aid)	90		E3		17	Cahill Center	B5
383 S Hill Annex	90A		E3		18	Chen Neuroscience Research Building	B2
391 S Wilson (Housing Shop)	135		A3		19	Resnick Sustainability Center	B3
415 S Hill Ave	220		E3		20	Schlinger Lab	B3
505 S Wilson (Tyson House/Caltech Y)	128		A4		21	Mudd Laboratories - South	B4
515 S Wilson (Credit Union/Pkng & Security)	63		A4		22	Morrisroe Astroscience Laboratory (IPAC)	B5
525 S Wilson (U.S. Geological Survey)	39		A4		23	Mudd Laboratories - North	B4
535 S Wilson (Fitzhugh House/USGS)	65		A4		24	Linde Laboratory	B4
551 S Wilson (Investment Office)	42		A4		25	Arms Laboratory	B4
565 S Wilson (Audit Svcs & Inst Compliance)	64		A4		26	Gates Annex	B4
Alles Laboratory	28	ALLES	B4		27	Kerckhoff Laboratories	B4
Annenberg Center for Info Sci and Tech	16	ANB	D3		27A	Kerckhoff Annex	B4
Arms Laboratory	25	ARMS	B4		28	Alles Laboratory	B4
Athenaeum	61		E4		29	Church Laboratory	B4
Avery House	99	AVE	D2		30	Crellin Laboratory	B4
AWS Center for Quantum Computing	143		E2		31	Parsons-Gates Hall of Administration	B4
Baxter Hall	77	BAX	C3		32	Caltech Hall	B4
Bechtel Residence	14		C2-D2		33E	Bridge Laboratory - East	B4
Beckman Auditorium	91		C3		33W	Bridge Laboratory - West	B4
Beckman Behavioral Biology Labs	76	BBB	B3-C3		34	Bridge Annex	B4
Beckman Institute	74	BCK	B3		37	Linde Hall of Mathematics and Physics	C4
Blacker House	60		E4		38	Kellogg Radiation Laboratory	C4
Braun Athletic Center	3	BAC	B5		39	525 S Wilson (U.S. Geological Survey)	A4
Braun House	88		E3		40	Dabney Hall	D4
Braun Laboratories	75	BRN	B3		41	Spalding Lab (Eudora Spalding Lab)	C4
Bridge Annex	34	BRG	B4		42	551 S Wilson (Investment Office)	A4
Bridge Laboratory - East	33E	BRG	B4		43	Sherman Fairchild Library	C4
Bridge Laboratory - West	33W	BRG	B4		44	Gates-Thomas Laboratory	C4
Broad Café	96C		B3		45	Guggenheim Laboratory	C4
Broad Center for the Biological Sciences	96	BRD	B3		46	Karman Laboratory	C4
Brown Dining Hall	52				47	Downs-Lauritsen Laboratories	C4
Brown Gymnasium	1	BRW	B5		49	Synchrotron Laboratory	D4
Building 15	15		C1		50	Firestone Laboratory	D4
Bungalow Court	139		A3		51	Hameetman Center	D4
Cahill Center for Astroscience & Astrophysics	17	CHL	B5		52	Browne Dining Hall	D4
Caltech Childcare Center	133	CCC	C5		53	Page House	D4
Caltech Hall	32	CTH	B4		54	Lloyd House	D4-E4
Campus Housing Shop	136		A3		55	Venerable House	E4
Catalina Graduate Housing	100-120	GSH	A2-A3		57	Fleming House	D4
Central Engineering Services (CES)	85	CES	D3		57B	Student Activities Center	D4
Central Plant (incl. Cogen & Cooling Towers)	5		B5		58	Dabney House	D4
Chen Neuroscience Research Building	18	CNRB	B2		59	Ricketts House	E4
Church Laboratory	29	CHR	B4		60	Blacker House	E4
Crellin Laboratory	30	CRL	B4		61	Athenaeum	E4
Dabney Hall	40	DAB	D4		63	515 S Wilson (Credit Union/Security)	A4
Dabney House	58		D4		64	565 S Wilson (Audit Svcs)	A4
Downs-Lauritsen Laboratories	47	DWN	C4		65	535 S Wilson (Fitzhugh House/USGS)	A4
Facilities Building	83		D3		66	Parking Structure 4 (Holliston Avenue)	E3
Firestone Laboratory	50	FIR	D4		66B	Satellite Utility Plant	E3
Fleming House	57		D4		67	275 S Hill (Theater Arts (TACIT))	E1
Gates Annex	26	GCL	B4		69	LIGO (40-Meter Lab)	D3
Gates-Thomas Laboratory	44	GTL	C4		70	305 S Hill (Music House)	E2
Guggenheim Laboratory	45	GUG	C4		71	315 S Hill (Strategic Comm)	E2
Hameetman Center	51	HAM	D4		71A	SFCC (Staff & Faculty Consult CTR)	E2
Human Resources/Facilities Shops	84		D3		72	Noyes Laboratory	B3
Information Mgmt Systems & Svcs (IMSS)	10		C1		74	Beckman Institute	B3
Jorgensen Laboratory	80	JRG	D3		75	Braun Laboratories	B3
Karman Laboratory	46	KAR	C4		76	Beckman Behavioral Biology Labs	B3-C3
Keck Center	127		B3		77	Baxter Hall	C3
Keck Laboratories	78	KCK	C3		77	Ramo Auditorium	C3
Keith Spalding Building	6	KSP	B5		78	Keck Laboratories	C3
Kellogg Radiation Laboratory	38	KLG	C4		79	Powell-Booth Laboratory	D3
Kerckhoff Annex	27A		B4		80	Jorgensen Laboratory	D3
Kerckhoff Laboratories	27	KRK	B4		81	Steele Laboratory	D3
LIGO (40-Meter Lab)	69		D3		82	Transportation & Grounds Operations	D3
Linde Hall of Mathematics and Physics	37	LINDE	C4		83	Facilities Offices	D3
Linde Laboratory	24	LLB	B4		84	Human Resources/Facilities Shops	D3
Lloyd House	54		D4-E4		85	Central Engineering Services (CES)	D3
Marks House	89		E3		86	Student Services, Center for	E3
Moore Laboratory	93	MRE	C3		88	Braun House	E3
Morrisroe Astroscience Laboratory (IPAC)	22		B5		89	Marks House	E3
Mudd Laboratories - North	23	NMD	B4		90	383 S Hill (Undergrad Admis & Fin Aid)	E3
Mudd Laboratories - South	21	SMD	B4		90A	383 S Hill Annex	E3
Noyes Laboratory	72	NYS	B3		91	Beckman Auditorium	C3
Page House	53		D4		93	Moore Laboratory	C3
Parking Structure 1 (North Wilson Avenue)	123		A3		94	355 S Holliston (Steele House)	D3
Parking Structure 2 (South Wilson Avenue)	124		A3		95	Watson Laboratories	C3-D3
Parking Structure 3 (California Avenue)	126		B5		96	Broad Center for the Biological Sciences	B3
Parking Structure 4 (Holliston Avenue)	66		E3		96C	Broad Café	B3
Parsons-Gates Hall of Administration	31		B4		97	345 S Hill (Alumni House)	E2
Powell-Booth Laboratory	79	PWL/BTH	D3		98	287 S Hill (Rickenbaugh House)	E1
Ramo Auditorium	77		C3		99	Avery House	D2
Resnick Sustainability Center	19		B3		100-120	Catalina Graduate Housing	A2-A3
Ricketts House	59		E4		121	375 S Wilson (Prufrock House)	A3
Satellite Utility Plant	66B		E3		122	315 S Wilson (Student-Faculty Programs)	A2
Schlinger Lab for Chemistry and Chem Engr	20	SCH	B3		123	Parking Structure #1 (North Wilson Ave)	A2
Sherman Fairchild Library	43	SFL	C4		124	Parking Structure 2 (South Wilson Avenue)	A3
Spalding Lab (Eudora Spalding Lab)	41	SPL	C4		126	Parking Structure 3 (California Avenue)	B5
Spalding, Keith (Keith Spalding Building)	6	KSP	B5		127	Keck Center	B3
Steele Laboratory	81	STL	D3		128	505 S Wilson (Tyson House/Caltech Y)	A4
Student Activities Center	57B		D4		133	Caltech Childcare Center	C5
Student Services, Center for (CSS)	86	STUD	E3		135	391 S Wilson (Housing Shop)	A3
Student Wellness Center North	308		C5		139	Bungalow Court	A3
Student Wellness Center South (Young)	8	YHC	C5		143	AWS Center for Quantum Computing	E2
Synchrotron Laboratory	49		D4		308	Student Wellness Center North	C5
Transportation & Grounds Operations	82		D3		390	255 S Hill - Office of Student Experience	E1
Undergraduate Admissions & Financial Aid	90		E3				
Venerable House	55		E4				

RECENT CHANGES TO THE MAP

* 255 South Hill Avenue has been converted to the Office of Student Experience (Bldg 390)

* 1245 Arden Road is now the Student Wellness Services North (Building 308)

* The Central Connector for Moore Walk was completed in June 2023

* Bldg 24 has been renamed as "Ronald and Maxine Linde Laboratory for Global Environmental Science"

* Bldg 32 has been renamed as "Caltech Hall"

* Bldg 52 has been renamed as "Lee F. Browne Dining Hall"

* Bldg 55 has been renamed as "Grant D. Venerable House"

* The Ginsburg Center for Quantum Precision Measurement (GCQPM) will be starting construction on campus in early 2024 (bldg 36)

Watson Laboratories	95	WAT	C3-D3
Young Health and Counseling Center	8	YHC	C5



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