

BE ALERT!



Personal Security Handbook

**BE ON YOUR GUARD
GUARD AGAINST CRIME**

Revised
September
2019

TABLE OF CONTENTS

INTRODUCTION	2
IMPORTANT NUMBERS.....	3
Emergencies: Police, Fire, Paramedics.....	3
Other Services	3
Undergraduates Students	3
Student Housing Facilities Emergencies	4
Graduate Students	4
Medical Assistance	4
Psychiatric Assistance/Counseling	4
EMERGENCY PROCEDURES.....	5
Emergency Communications Center	5
Emergency Telephones	5
Evacuation Procedures	5
CAMPUS SECURITY & PARKING SERVICE	6-7
Security Station.....	6
Report Procedures	6
Access Cards	6
Campus Parking Regulations	7
City of Pasadena Parking Regulations	7
SECURITY AND SAFETY	8-11
Personal Safety	8
Safety at Home	9
Student Residences	10
Office and Laboratories	10
ATM Safety	11
Protect Your Car	12
Protect Your Bike	12
CAMPUS MAP	13

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
Center for Diversity	3221
Title IX Coordinator http://titleix.caltech.edu/	
Lost and Found	
Caltech Y	6163
Security	4701

For Students only:

Undergraduate Students

Director of Residence Life- Master of Student Houses	
Day time	6194

IMPORTANT TELEPHONE NUMBERS

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 (Dr. Miller)	584-2421
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 (Security)	4701
Student Consulting Program (Substance Abuse)	2961

EMERGENCY PROCEDURES

Emergency Communications Center

The Center is located within the Holliston Parking structure, 370 S. Holliston Ave., at the driveway entrance. 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 "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.

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 Safety Office at x6727.

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. It is open 8:00 a.m. to 5:00 p.m., Monday through Friday. For Campus awareness and convenience, Security posts Periodic Bulletins, Campus Parking Regulations, and the Annual Security Report on the web. To visit Security's web page, go to <http://www.security.caltech.edu/>.

Security Station

There is a security station in the parking structure at 370 S. Holliston. It is staffed 24 hours.

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 4708 or by email to Security.Dispatch@caltech.edu or greg.powell@caltech.edu.

The Card Office is located on line at <http://www.cardoffice.caltech.edu/>

CAMPUS SECURITY AND PARKING SERVICES

Campus Parking Regulations

All vehicles must be registered with Campus Security and Parking Services. Vehicle registration may be done on-line at <http://parking.caltech.edu/> or by filling out a vehicle registration form and bringing it to Campus Security and Parking Services. The campus parking regulations can be found on-line at <http://parking.caltech.edu/> or at <http://www.security.caltech.edu/>.

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. Forms to appeal the citation are available at Security Services Dispatch in the Holliston Parking Structure or at Campus Security and Parking Services.

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.

Parking citations, whether issued by the City or Security, are under the control of the City of Pasadena after they are issued. If you receive a citation, it may be contested through the City. The forms to request an administrative review are available at the Security Offices at Holliston Ave. parking structure and at the Campus Security and Parking Services Office at 515 S. Wilson.

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-lighted 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, lap top 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 lap top computers, back packs, 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 activates 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.

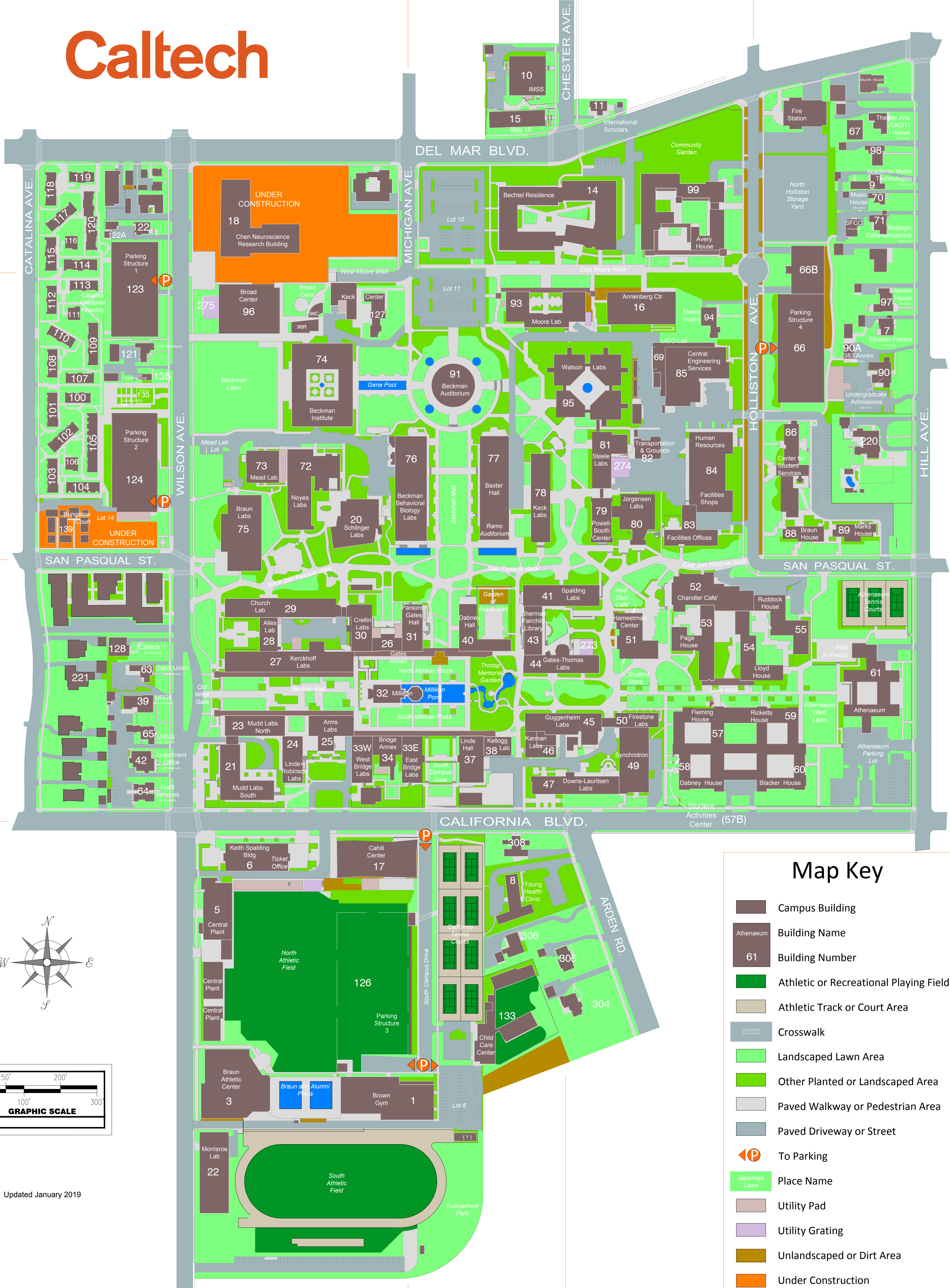
The best security lock is the U-lock. Chains and cables are okay, but can be defeated with bolt cutters.

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



Updated January 2019

Caltech

2019 Campus Map Directory

Buildings by Name	Bldg No	Map Grid	Functions & Places	Bldg No or Map Grid	Bldg No	Buildings by Number	Map Grid	
263 S Chester (International Scholar Services)	11	D1	24-Hour Security	66	1	Brown Gymnasium	B5	
275 S Hill (Theater Arts (TACIT))	67	E1	Academic Media Technologies	9	3	Braun Athletic Center	B5	
287 S Hill (Rickenbaugh House)	98	E1	Administration	31	5	Central Plant (incl. Cogen & Cooling Towers)	B5	
295 S Hill (Academic Media Technologies)	9	E2	Admissions Office, Graduate	86	6	Spalding, Keith (Keith Spalding Building)	B5	
305 S Hill (Music House)	70	E2	Admissions Office, Undergraduate	90	7	363 S Hill (Einstein Papers House)	E3	
315 S Hill (Strategic Com (front) SFCC (rear))	71	E2	Alumni House	97	8	Young Health and Counseling Center	C5	
315 S Wilson (Student-Faculty Programs)	122	A2	Amphitheater	C4	9	295 S Hill (Academic Media Technologies)	E2	
345 S Hill (Alumni House)	97	E2	Annex (383 S Hill St/Admissions)	E3	10	Information Management Systems & Svcs (IMSS)	C1	
355 S Holliston (Steele House)	94	D3	Athletics (Indoors)	1-3	11	263 S Chester (International Scholar Services)	D1	
363 S Hill (Einstein Papers House)	7	E3	Athletics (Outdoors-South Athletic Fields)	B5-C5	14	Bechtel Residence	C2-D2	
375 S Wilson (Prufrock House)	121	A3	Auditorium (Annenberg Auditorium)	16	15	Building 15	C1	
383 S Hill (Undergrad Admissions & Fin Aid)	90	E3	Auditorium (Baxter Lecture Hall)	77	16	Annenberg Center for Info Sci and Tech (IST)	D3	
383 S Hill Annex	90A	E3	Auditorium (Beckman Auditorium)	91	17	Cahill Center for Astroscience and Astrophysics	B5	
391 S Wilson (Housing Shop)	135	A3	Auditorium (Beckman Institute Auditorium)	74	18	Chen Neuroscience Research Building	B2	
415 S Hill Ave	220	E3	Auditorium (Hameetman Auditorium)	17	20	Schlinger Lab for Chemistry and Chem Engr	B3	
505 S Wilson (Tyson House/Caltech Y)	128	A4	Auditorium (Lees-Kubota Lecture Hall)	45	21	Mudd Laboratories - South	B4	
515 S Wilson (Credit Union/Pkng & Security)	63	A4	Auditorium (Norman Davidson Lecture Hall)	27	22	Morrisroe Astroscience Laboratory (IPAC)	B5	
525 S Wilson (U.S. Geological Survey)	39	A4	Auditorium (Ramo Auditorium)	77	23	Mudd Laboratories - North	B4	
535 S Wilson (Fitzhugh House/USGS)	65	A4	Auditorium (Rock Auditorium)	96	24	Linde+Robinson Laboratory	B4	
551 S Wilson (Investment Office)	42	A4	Auditorium (Sharp Lecture Hall)	25	25	Arms Laboratory	B4	
565 S Wilson (Audit Svcs & Inst Compliance)	64	A4	Auditorium (Sturdivant Lecture Hall)	72	26	Gates Annex	B4	
Alles Laboratory	28	B4	Bechtel Mall	B4	27	Kerckhoff Laboratories	B4	
Annenberg Center for Info Sci and Tech (IST)	16	D3	Beckman Lawn	B3	27A	Kerckhoff Annex	B4	
Arms Laboratory	25	B4	Beckman Mall	C3	28	Alles Laboratory	B4	
Athenaeum	61	E4	Braun and Alumni Pools	B5	29	Church Laboratory	B4	
Avery House	99	D2	Caltech Credit Union (CEFCU)	63	30	Crellin Laboratory	B4	
Baxter Hall	77	C3	Caltech Ticket Office	6	31	Parsons-Gates Hall of Administration	B4	
Bechtel Residence	14	C2-D2	Campus Programs Office	6	32	Millikan Memorial Library	B4	
Beckman Auditorium	91	C3	Card Services	51	33E	Bridge Laboratory - East	B4	
Beckman Behavioral Biology Labs (BBB)	76	B3-C3	Career Development Center	86	33W	Bridge Laboratory - West	B4	
Beckman Institute	74	B3	Corporate Relations	32	34	Bridge Annex	B4	
Blacker House	60	E4	Development & Institute Relations	32	37	Linde Hall of Mathematics and Physics	C4	
Braun Athletic Center	3	B5	Diversity, Center for	86	38	Kellogg Radiation Laboratory	C4	
Braun House	88	E3	Division Office (Biology & Biological Engr)	27	39	525 S Wilson (U.S. Geological Survey)	A4	
Braun Laboratories	75	B3	Division Office (Chemistry & Chem Engr)	30	40	Dabney Hall	D4	
Bridge Annex	34	B4	Division Office (Engineering & Applied Science)	44	41	Spalding Lab (Eudora Spalding Lab)	C4	
Bridge Laboratory - East	33E	B4	Division Office (Geological & Planetary Sciences)	25	42	551 S Wilson (Investment Office)	A4	
Bridge Laboratory - West	33W	B4	Division Office (Humanities & Social Sciences)	77	43	Sherman Fairchild Library	C4	
Broad Café	96C	B3	Division Office (Physics, Math & Astronomy)	33	44	Gates-Thomas Laboratory	C4	
Broad Center for the Biological Sciences	96	B3	Employment	84	45	Guggenheim Laboratory	C4	
Brown Gymnasium	1	B5	Engagement and Annual Programs	32	46	Karman Laboratory	C4	
Building 15	15	C1	Facilities Management	83	47	Downs-Lauritsen Laboratories	C4	
Bungalow Court	139	A3	Faculty Club (Athenaeum)	61	49	Synchrotron Laboratory	D4	
Cahill Center for Astroscience & Astrophysics	17	B5	Faculty, Officers of the	31	50	Firestone Laboratory	D4	
Caltech Childcare Center	133	C5	Fellowships and Study Abroad	86	51	Hameetman Center	D4	
Campus Housing Shop	136	A3	Financial Aid	90	52	Chandler Dining Hall (Chandler Café/Red Door)	D4	
Catalina Graduate Housing	100-120	A2-A3	Foor & Dining Services (Athenaeum (private))	E4	53	Page House	D4	
Central Engineering Services (CES)	85	D3	Food & Dining Services (Broad Café)	96C	54	Lloyd House	D4-E4	
Central Plant (incl. Cogen & Cooling Towers)	5	B5	Food & Dining Services (Chandler Café)	52	55	Ruddock House	E4	
Chandler Dining Hall (Chandler Café)	52	D4	Food & Dining Services (Convenience Store)	51	57	Fleming House	D4	
Chen Neuroscience Research Building	18	B2	Food & Dining Services (Red Door Café)	51	57B	Student Activities Center	D4	
Church Laboratory	29	B4	Garden of Associates	C4	58	Dabney House	D4	
Crellin Laboratory	30	B4	Gene Pool (Fountain)	B3	59	Ricketts House	E4	
Dabney Hall	40	D4	Governmental Relations	31	60	Blacker House	E4	
Dabney House	58	D4	Graduate Office	86	61	Athenaeum	E4	
Downs-Lauritsen Laboratories	47	C4	Graphic Resources	6	63	515 S Wilson (Credit Union/Parking & Security)	A4	
Facilities Building	83	D3	Health Center	8	64	565 S Wilson (Audit Svcs & Inst Compliance)	A4	
Firestone Laboratory	50	D4	Human Resources	84	65	535 S Wilson (Fitzhugh House/USGS)	A4	
Fleming House	57	D4	Humanities Reading Room	40	66	Parking Structure 4 (Holliston Avenue)	E3	
Gates Annex	26	B4	IMSS Help Desk	86	66B	Satellite Utility Plant	E3	
Gates-Thomas Laboratory	44	C4	International Scholar Services	11	67	275 S Hill (Theater Arts (TACIT))	E1	
Guggenheim Laboratory	45	C4	International Student Programs	86	69	LIGO (40-Meter Lab)	D3	
Hameetman Center	51	D4	Library (Astrophysics)	17	70	305 S Hill (Music House)	E2	
Human Resources/Facilities Shops	84	D3	Library (Geology & Planetary Sciences)	23	71	315 S Hill (Strategic Comm (front) SFCC (rear))	E2	
Information Management Systems & Svcs (IMSS)	10	C1	Library (Humanities Reading Room)	40	72	Noyes Laboratory	B3	
Jorgensen Laboratory	80	D3	Library (Millikan)	32	73	Mead Laboratory	B3	
Karman Laboratory	46	C4	Library (Sherman Fairchild Library)	43	74	Beckman Institute	B3	
Keck Center	127	B3	Millikan Pond	C4	75	Braun Laboratories	B3	
Keck Laboratories	78	C3	Moore Walk	B2-D2	76	Beckman Behavioral Biology Labs (BBB)	B3-C3	
Kellogg Radiation Laboratory	38	C4	Olive Walk	D4-E4	77	Baxter Hall	C3	
Kerckhoff Annex	27A	B4	Parking Office	63	77	Ramo Auditorium	C3	
Kerckhoff Laboratories	27	B4	Performing and Visual Arts	67/70	78	Keck Laboratories	C3	
LIGO (40-Meter Lab)	69	D3	Post Office/Mail Services	6	79	Powell-Booth Laboratory	D3	
Linde Hall of Mathematics and Physics	37	C4	Recreation	3	80	Jorgensen Laboratory	D3	
Linde+Robinson Laboratory	24	B4	Rath Al Fresco	E4	81	Steele Laboratory	D3	
Lloyd House	54	D4-E4	Registrar	86	82	Transportation & Grounds Operations	D3	
Marks House	89	E3	Safety Office	6	83	Facilities Offices	D3	
Mead Laboratory	73	B3	Security Office	63	84	Human Resources/Facilities Management Shops	D3	
Millikan Memorial Library	32	B4	Staff & Faculty Consulting Center (SFCC)	71	85	Central Engineering Services (CES)	D3	
Moore Laboratory	93	C3	Strategic Communications (Front)	71	86	Student Services, Center for (CSS)	E3	
Morrisroe Astroscience Laboratory (IPAC)	22	B5	Student Activities Center	57B	88	Braun House	E3	
Mudd Laboratories - North	23	B4	Student Services	86	89	Marks House	E3	
Mudd Laboratories - South	21	B4	Student Store	51	90	383 S Hill (Undergrad Admissions & Fin Aid)	E3	
Noyes Laboratory	72	B3	Student-Faculty Programs	86	90A	383 S Hill Annex	E3	
Page House	53	D4	Tech Express	54	91	Beckman Auditorium	C3	
Parking Structure 1 (North Wilson Avenue)	123	A3	Theater Arts (TACIT)	67	93	Moore Laboratory	C3	
Parking Structure 2 (South Wilson Avenue)	124	A3	Throop Memorial Gardens	C4	94	355 S Holliston (Steele House)	D3	
Parking Structure 3 (California Avenue)	126	B5	Tournament Park	C5	95	Watson Laboratories	C3-D3	
Parking Structure 4 (Holliston Avenue)	66	E3	Turtle Pond (Throop Memorial Gardens)	C4	96	Broad Center for the Biological Sciences	B3	
Parsons-Gates Hall of Administration	31	B4	Undergraduate Dean's Office	86	96C	Broad Café	B3	
Powell-Booth Laboratory	79	D3	Young Health & Counseling Center	8	97	345 S Hill (Alumni House)	E2	
Ramo Auditorium	77	C3			98	287 S Hill (Rickenbaugh House)	E1	
Ricketts House	59	E4			99	Avery House	D2	
Ruddock House	55	E4						
Satellite Utility Plant	66B	E3						
Schlinger Lab for Chemistry and Chem Engr	20	B3						
Sherman Fairchild Library	43	C4						
Spalding Lab (Eudora Spalding Lab)	41	C4						
Spalding, Keith (Keith Spalding Building)	6	B5						
Steele Laboratory	81	D3						
Student Activities Center	57B	D4						
Student Services, Center for (CSS)	86	E3						
Synchrotron Laboratory	49	D4						
Transportation & Grounds Operations	82	D3						
Undergraduate Admissions & Financial Aid	90	E3						
Watson Laboratories	95	C3-D3						
Young Health and Counseling Center	8	C5						

RECENT CHANGES TO THE MAP

- Bechtel Residence now open
- Sloan Lab changed to Linde Hall
- Hameetman Center to open Jan 2019
- Chen Neuroscience Research Building (CNRB) under construction
- Bungalow Court moved to Catalina/San Pasqual