



Citrus Community College District
1000 W. Foothill Blvd., Glendora, CA 91741

eMEMO

DATE: February 21, 2024
TO: Citrus College Students
FROM: Ben Macias, Director of Campus Safety
RE: Important Safety Tips

As the spring 2024 semester begins, we want to welcome you back and remind you that your safety is our priority. Citrus College is a very safe campus, where crime is minimal and violent crime is almost non-existent. However, the following are some important safety tips we recommend to keep you safe on campus:

Make the call. Program the [Department of Campus Safety's](#) phone number into your cell phone so you have it at your fingertips in the event of an emergency on campus or if you need assistance. If you see a crime in progress or something suspicious, don't hesitate, make the call. If you see something, say something. **Call Campus Safety at 626.914.8611.**

Help and resources are one click away. Download Campus Safety's mobile app, "[Citrus Guardian](#)." Stay connected and receive important campus notifications, communicate with Campus Safety via text or phone call, and gain access to resources, documents and phone numbers you need most. Download the free "Rave Guardian" app on the App Store (for iPhones) or Google Play (for androids) and when prompted, enter your Citrus e-mail address. Upon confirmation as a Citrus College student or employee, the "Rave Guardian" app will become "Citrus Guardian."

Know your way around campus. Consider downloading a [campus map](#) onto your cell phone or other device and get to know your way around campus. Know where important offices are located on campus and where to go if you need assistance.

Be prepared in the event of an emergency. Review the colleges [emergency preparedness](#) webpage. Ensure you are signed up to receive emergency notifications via [Citrus Alert](#). Download the [emergency response procedures \(ERP\) flipchart](#) onto your cell phone or other smart device.

Know where the blue light emergency phones are on campus. Scout out the [blue light emergency phones](#) so you know their locations. If you forgot your phone, have a dead battery, need an escort or need assistance of any kind, you can use these phones to contact Campus Safety directly 24/7.

Don't walk alone. Whenever and wherever possible, avoid walking alone. Walk with friends or classmates and walk along well-traveled, well-lit areas. Never walk alone at night. Take advantage of Campus Safety's escort services.

Campus Safety's escort services: Avoid walking alone. Call Campus Safety and Campus Safety personnel will meet you at your location to walk you to anywhere on campus (i.e. to/from your class, office or your car).

Protect your property. Never leave personal items like your backpack, laptop or cell phone unattended - even if it's just for a minute. Make it a habit to take these valuables with you.

Keep personal information private. Avoid becoming a victim of identity theft by carrying only the necessary items in your wallet or purse. Don't keep items like your social security card in your wallet. Don't give personal information to solicitors.

Report solicitors. Magazine subscriptions, donation requests, spa packages, and "earn money now" schemes are some of the common methods criminals use to take your money. Never provide a solicitor your personal information. Avoid solicitors' scams by politely saying no and immediately notifying Campus Safety.

Be aware of your social media settings. Check your social media settings and make sure only friends can see your posts. Also, disable location finders on social media sites that publicly share this information.

Secure your vehicle. Large parking lots are common targets for thieves. Never leave valuables in your car or items in plain view. Take items like laptops, backpacks, purses/wallets, and other electronics or valuables with you. Make sure your windows are up and the doors are locked. Apply a security device or set the alarm.

Protect your bike. If you ride a bike to campus, park and lock it to a bike rack. Always use a high-quality, hardened steel "U" lock not a cable lock. For optimum security, lock both the front tire and frame to the bike rack.

Be alert on public transportation. If you ride the train, bus or other form of public transportation, stay awake at all times and keep your personal belongings close to you. Sit near the door or the driver. If someone is harassing you, don't hesitate; tell the driver or call 911.

Empower yourself. Enroll in a self-defense course. Knowing specific self-defense tactics can increase the odds of fending off an attacker. These courses are designed to give you the tools that may help keep yourself and your community safe.

Have Emergency Contacts in Your Phone. Make sure to input emergency contacts, such as the Campus Safety phone number, into your phone so you don't need to look them up in an emergency.

If you have any question, concerns, or need further assistance, please do not hesitate to contact Campus Safety at (626) 914 - 8611.

Thank you,
Citrus College
Department of Campus Safety