

## Campus Safety Contacts

---

For safety concerns, or to report a crime, please contact any of these individuals:

---

**Jeff Aalbers**, 651-361-3320, cell 952-220-4087  
Safety Director, Title IX Coordinator

**Security**, cell 651-361-3555  
MSCM On-Campus Security

**Susan Brezny**, 651-361-3420  
Senior Director of Student Affairs, Title IX Investigator

**Elizabeth Black**, 651-361-3302  
Support Manager

**Brendon Hernandez**, 651-361-3421  
Residence Hall Coordinator, Title IX Deputy

**Col'Lette Gauvin**, 651-361-3429  
Residence Hall Coordinator, Title IX Deputy

---

McNally Smith College of Music has an active Safety Committee consisting of students, staff, and faculty. Our campus Safety Manual outlines McNally Smith's safety and security policies and procedures and contains details regarding:

- Emergency procedures
- Campus building hours
- Security badge policy
- Code of Student Conduct
- Lockdown procedures, and more.

The annual safety report can be downloaded from the McNally Smith College website:

<http://www.mcnallysmith.edu/student-life/campus-resources/campus-safety-security>

## Emergency Contacts

---

<b>All Emergencies</b> Police, Fire, EMS	Dial 9-1-1
<b>St Paul Police Pager</b>	651-229-1994
<b>St Paul Police</b> (Non-Emergency)	651-291-1111
<b>Regions Hospital</b> 640 Jackson St, St Paul	651-254-0855
<b>St Joseph's Hospital</b> 69 W Exchange St, St Paul	651-232-3000
<b>United Hospital</b> 333 Smith Ave, St Paul	651-241-8000
<b>Sexual Offense Services</b> Ramsey County SOS 24-hour hotline	651-266-1000
<b>Suicide Hotline</b> Ramsey County Crisis 24-hour hotline	651-266-7900

## More Information

---

For more safety related information from McNally Smith College, visit:

<http://www.mcnallysmith.edu/student-life/campus-resources/campus-safety-security>

Crime Prevention Tips in this brochure are courtesy of the St Paul Police Department. More crime prevention tips and information are listed on their website:

<https://www.stpaul.gov/departments/police/administration-office-chief/support-services-administration/crime-prevention-tips>



---

# Safety & Crime Prevention Tips

---

Tips for staying safe in downtown St Paul while attending McNally Smith College of Music.

## Theft from Automobiles

---

### Tips for Preventing Theft from Automobiles

Theft from automobiles is the most common theft in downtown St Paul. Thefts increase in parks and public parking areas. Over \$1 million dollars in property is stolen each year from automobiles in St Paul. Working together - the community and the police - we can help prevent this.

### Here's are some tips to help prevent it from happening to you

- Never leave valuables, such as wallets, purses, computers, cell phones or jewelry, in plain view.
- Lock your doors and roll the windows up tight.
- Valuables in the trunk are at risk. If you must put valuables in the trunk, place them there before arriving at your parking destination.
- Watch for suspicious acting people loitering or lurking in the area of parked vehicles. Call 911 and describe the person's:
  - Gender, race, height, weight, clothing, and age
  - License number (if available) or mode of transportation
  - Exact location
- Park in a well lit area if you expect to return to your car after dark.
- Keep a record of all your credit card numbers. Write down the serial numbers, makes, and models of your personal property.

### What to Do If It Happens to You

Call 9-1-1 immediately if property is stolen from your automobile. If possible, stay where your car was parked. Prepare a list of what was taken. The police will further advise you. Immediately cancel all credit card and bank accounts if credit cards or checks were stolen (not just stop-payment orders).

## Bicycle Theft

---

McNally Smith College has a bicycle registration program. See the front desk in the 19 Exchange building to register your bike. To help prevent bicycle theft, the college recommends a quality U-lock. Kryptonite locks that do not use a "barrel key" (round key) are the best. Cable and chain locks can be quickly cut. Park your bicycle in a well lit area and in designated bike racks whenever possible. This will also help deter bike theft. If you have easily removable quick release pieces (wheels, seat), you may wish to take them with you or somehow secure them.

## Fraud Related Crimes

---

### Identity Theft Comes in Many Forms

Thieves use stolen credit card numbers, Social Security numbers, and driver's license numbers to open checking and credit accounts, and apply for loans, pay bills, and charge items over the phone or the Internet. Prosecution requires identification of the suspect, which is virtually impossible in these types of cases. The Social Security Administration reported that complaints about misuse of SSNs increased nearly four times in two years.

### Internet scams

Perpetrators often make arrangements to purchase items over the Internet through e-Bay or other means. They will send a check to the seller for an amount of hundreds or even thousands of dollars more than the agreed upon price. The receiver of the check then contacts the person who sent the check. The receiver is then told the amount was made out "by mistake." They are instructed to go ahead and deposit the check that was sent "by mistake." The check receiver then is supposed to send another check to the original sender for the difference.

The problem with this scheme is the check is usually counterfeit. Victims are also disappointed when they learn local police often have no jurisdiction and no way to prove who perpetrated these scams. While this practice is common in this country, many Internet scams of this nature also originate from other countries.

## Personal Safety Tips

---

- Never leave any items unattended on-campus or off-campus, including backpacks or laptops.
- When possible, avoid walking or jogging alone - even during the day.
- Stay on populated, well-lit streets. Avoid shrubbery, dark areas near buildings and other places an attacker might hide. Avoid shortcuts through alleys, vacant lots and other deserted places.
- Look around as you walk and be aware of your surroundings. Make it difficult for anyone to take you by surprise. Walk confidently at a steady pace.
- Avoid secluded or deserted areas and businesses (Laundromats, phone booths, etc.).
- Carry something that can make a loud noise that can scare off possible attackers.
- If using public transportation, sit near the driver.
- When using a taxi, ask the driver to wait and watch until you are safely inside your destination.
- Be cautious about revealing cash or credit cards.
- Try to limit the number of items you carry.
- If you carry a handbag, hold it close to your body with fastener closed and turned toward your body so a thief can't grab it and cause injury or knock you down.
- Don't wear headphones. They block your ability to hear someone approach you.
- Again, trust your instincts. Don't hesitate to remove yourself from the situation. Forget the rules of etiquette and social norms. Be willing to make a scene if necessary. Your safety may depend on a quick and decisive reaction.