

# ProTect

## My persona

Security starts with myself.

The fundamentals for **MY PERSONA** safety are:

- Act correctly, staying away from conflicts, faults, crimes, vices and/or addictions.
- It is an act of personal responsibility and self-protection to keep informed about how to act in an emergency, a condition that will reduce or mitigate the risks to which we are exposed.

### When walking:

- Do not wear ostentatious jewelry and take only the necessary money.
- Don't count money in public.
- Use well-lit and well-traveled routes. Don't walk down lonely dark streets or through vacant lots, parks and constructions in progress or demolitions.
- Do not approach strangers, much less if they are in a group.
- If you are lost, do not ask strangers for directions, go to a nearby establishment (store or restaurant) and ask an employee for directions.
- Walk with one or more companions, especially at night.
- If someone follows you, cross the street, if the person crosses, move quickly to the nearest trade shop and ask for help.
- When you go out, always try to inform your friends where you will be.
- Avoid groups with suspicious people, if you see someone, cross the street and walk in another direction.
- Walk separated from the wall in the opposite direction to road traffic.
- If a stranger asks you something, answer them from a distance.

# Protect

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### If someone follows you on foot

- Find a crowded place and stay there. If you can call someone ask them to pick you up.
- Do not guide the subject home unless someone is waiting for you and if you have nowhere else to go for help knock on one or more doors, if they answer, ask for help and call the police.
- Do not enter a lonely place or an alley; keep your escape routes clear in case you have to run.

### If someone follows you by car

- Try to memorize the vehicle's license plate registration. You may have to report it to the police.
- If the vehicle stops and someone asks you questions, keep a reasonable distance from the car to avoid them trying to force you into the car.

### At work

- Report strange behaviors (for no apparent reason) that you witness to the campus emergency line 303 2200.
- Be sure to lock your office door on your way out.
- Keep a strict control of keys and duplicates.
- If your keys are lost, contact Security at extension 2148.
- Do not allow the use of your office without being present.
- Keep your desk, file cabinets, drawers, cabinets, etc. locked.
- Do not leave valuables on your desk or in easily accessible places without a key.

# Protect

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### For the use of the ATM

- Do not use ATMs at night.
- Use the ATMs on campus, banks, supermarkets, shopping centers; that is, where there is controlled access and security personnel.
- Don't just rely on security cameras, they don't stop someone from robbing you.
- Do not accept help from strangers when visiting an ATM.

### What to do in case of?

#### Assault in public

- Stay calm (don't get upset, don't yell, don't run away), it's very complicated, but only in this way can you make the offender feel that he is in control of the situation and thus prevent him from hurting you.
- Look down, listen and then follow the instructions. That makes the offender feel good because he doesn't want to be identified; listen to what it asks of you and stick to it.
- Keep your hands in a position where the offender can see them at all times. With this you avoid misinterpretations for the safety of the offender.
- Warn him of every move you plan to make. For example, that you are going to take out your wallet, that you are going to get out of the car; that you are going to take off your watch, etc...
- Observe details. The way they speak, the age of the criminal(s), gender; outfit; physical details "scars, tattoos, piercing, earrings, etc. (only if possible); the above will allow you to be more effective when reporting them and identify them.

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- At the end of the event, request support with a family member and/or Campus Security Control Center at 303 2200
- Complaint. If you do not report, the illegal conduct never happened, consequently, the offender will continue to carry out his work and sooner or later it will happen to you again.

## Telephone extortion

- Do not panic and interrupt the communication (Hang up).
- If they call you again, take the call and just listen (don't talk); concentrate on what they tell you.
- Don't settle and confuse "hearing cries for help" it could be very easy for your emotions to make you swear that the person on the other end of the horn is your family member.
- Don't show fear to the delinquent and don't give him more information, don't challenge him, don't insult him.
- If you weren't lucky enough to hang up and you took the call (got hooked), ask questions that only the likely victim would know and, if possible, record the call.
- Keep your dignity and don't promise to pay, but don't say you won't either.
- Don't comment on the amount demanded, ask for time to discuss the petition with someone else.
- Record the number and time in the caller ID, listen and remember the accent of the voice (norteño, costeño, jarocho, etc.) and **REPORT IT TO THE POLICE** even when you have received threats so that you do not do so.
- Once you report it, you will be assisted by a group of professionals equipped with special equipment and an entire intelligence system that will resolve the situation in the best possible way.

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### In case of receiving a suspicious package

#### How to identify a suspicious package?

- Unexpected correspondence, with unknown sender.
- Excessive stamps or seals on the packaging.
- Oil stains with characteristic odors on the packaging.
- Too heavy for the type of content it appears.
- Irregularities in the envelopes with conspicuous elements that are easy to remove or rushed mail deliveries for no apparent reason.
- Correspondence with warnings of: confidential, private, reserved, personal, secret.
- Correspondence without sender or abnormal rigidity in the envelope.
- Misspellings of common words.

#### How to act in case of receiving a suspicious package?

- Do not open or uncover the suspicious package or envelope.
- Do not shake, hit or immerse in any liquid.
- Do not cut strings or break seals.
- Do not keep it or place it in hidden places.
- Keep the package in the same position in which you found it.
- Don't panic.
- Report immediately to the campus emergency line 303 2200.
- Follow the instructions of the brigade personnel.