

Attention Students:

As Director of Operations and Planning, I would like to formally welcome you to PennDesign. Our students come from various counties, states, and countries that have diverse cultural backgrounds and customs. While the University of Pennsylvania may seem like a city unto itself, it is in fact an urban campus located within the city of Philadelphia. Therefore, I think that it's important to establish some safety and security guidelines to make your time here as pleasant as possible.

Always wear and display your Penn ID Card while on campus and within university buildings. This is the easiest way to distinguish between a Penn faculty, staff, student or a potential intruder.

Often, you will need to swipe your Penn ID Card to gain entry to buildings. Do not offer to swipe your card to provide access to another person. Potential thieves will attempt to gain access in this manner. If someone does not have their ID and looks suspicious, simply ask them "Can I help you?" If they do not have a legitimate answer, walk away and contact Penn Police. Often, questioning someone will be enough of a deterrent and they will leave.

Please secure your computers, use your lockers for any personal belongings, and **lock studio doors**. Keeping studio, office, or exterior doors propped open puts the personal belongings, as well as safety, of everyone in that studio or building at risk. I cannot stress how important it is to lock these doors.

Remember to contact Penn Police should you see anyone out of the ordinary wandering the building or studios. Please contact our department after you have contacted Penn Police.

**Penn Police: dial 511 from a campus phone or 215-573-3333 from your cell phone**

**Operations and Planning Office: 215-898-8322 from your cell phone**

Thank You,

Karl

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