



Emergency Reference Guide

Emergency Numbers:

5555 (*on campus telephone*)

341-2325 (*cell phone*)

Office of Safety & Security
Tobin Hall

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Introduction

Purpose

This Emergency Reference Guide is provided to assist you in responding quickly and effectively to a variety of situations. The information and instructions contained herein are not intended as an exhaustive reference for any of the situations addressed. They are simply provided to assist in helping to assure your personal safety in the event of these particular occurrences. *The Salve Regina Emergency Reference Guide* was originally published in 2002 and was revised and updated in 2006 and 2009 (November).

A more comprehensive *Emergency Response Plan* is currently in place establishing the recommended protocols for administrators to manage most campus emergencies.

Safety Begins with You!

Accidents and emergency situations can happen to anyone, at any moment. Take the time to learn the emergency procedures and contacts listed in this document. Take responsibility for your own safety and the safety of others by reporting potentially dangerous conditions or concerns to the appropriate departments. You should consider making preparations for emergency events. Learn both main and alternate paths of egress from your area. Most importantly, discuss this document with the staff members and students within your department. Pre-plan your group's actions and meeting places. Make sure that everyone knows the basic procedures to follow in emergency situations.

Non-Emergency Contact Phone Numbers

Safety & Security

On-Campus Telephone x5500
Cell (401) 341-2325

Facilities/Maintenance*

On-Campus Telephone x3499
Cell (401) 847-6650, x3499

Information Technology*

On-Campus Telephone x7777
Cell (401) 847-6650, x7777

Health Services*

On-Campus Telephone x2904
Cell (401) 847-6650, x2904

**After business hours and on weekends and holidays telephone Safety & Security*

Requesting Emergency Assistance

Helpful Tips:

- Identify yourself and the specific location of the emergency
- Tell what has occurred - be concise and factual
- Relate known or suspected people with injuries
- Do NOT hang up unless directed as additional information may be needed

Immediately Notify Safety & Security:

- Safety & Security Officers are on campus 24/7
- Safety & Security Officers have received training in:
 - Basic first aid
 - Cardiopulmonary resuscitation (CPR)
 - Artificial external defibrillators (AED)
 - Management of Aggressive Behavior (MOAB)
 - Incident Command System (ICS-100)
 - SRU/Newport Police Active Shooter Policy
- There are currently six (6) Safety & Security Emergency Medical Technicians (EMT) who are trained to administer more advanced emergency first aid. A Safety & Security vehicle is equipped with oxygen and other life saving equipment which is certified and inspected by the Rhode Island Health Department.
- Safety & Security Officers are responsible to make sure that police and fire responders are able to access the areas where an emergency is occurring. This includes a specific building address, unlocking buildings and rooms and escorting responders to the location of the incident. These responders are often unable to locate victims without the aid of Safety & Security
- If assistance from 911 is required, Safety & Security will immediately make this call and are able to convey the essential information to get the fastest response. Safety & Security also has direct radio communications with local police.
- Safety & Security Officers are also responsible to make sure that police and fire responders (if needed) are able to access the areas where an emergency is occurring. This includes a specific building address and escorting responders to the location of the incident. These responders are often unable to locate victims without the aid of Safety & Security

Emergency Situations: Armed Intruder/Active Shooter

In light of the tragic happenings at Virginia Tech on April 16, 2007, it is important that you understand the procedures Salve Regina University has in place and how we proceed and respond in the case of an emergency on campus. In addition to day-to-day coverage by our Safety & Security team, we have an Emergency Preparedness Plan in place in conjunction with the Newport Police Department that includes procedures to ensure a rapid response to an unanticipated active shooting scenario.

Responding to an Active Shooter

Introduction:

- An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearms and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty and staff who may be caught in an active shooter situation, and describes what to expect from responding police officers.

Guidance to Faculty & Staff:

- In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turnoff all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should

call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until a university official or police officers gives the 'all clear.' Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a university official or police officer.

If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, consider barricading the door or determine if there is a nearby location to exit the building that can be reached safely. If you decide to move from your current location, be sure to follow the instructions outlined below.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police.

What to expect from responding Newport Police Officers:

- Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams; they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers

may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

COMMUNITY RESPONSE CHECKLIST

Secure Immediate Area:

- Lock or barricade doors
- Turn off lights
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- Silence cell phones

Un-Securing An Area:

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be accomplished without further endangering the persons inside a secured area
- Consider the safety of masses versus the safety of a few
- If doubt exists for the safety of the individuals inside the room, the area should remain secured

Contacting Authorities:

- Telephone 5555 (campus telephone) or 341-2325 (cell phone) to contact Safety & Security

What To Report:

- Your specific location – building name and office/room number
- Number of people at your specific location
- Injuries - number injured, types of injuries
- Assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapon(s) (long gun or hand gun), backpack, shooters identity if known

Emergency Situations: Fire or Explosion

Know the location of the fire emergency resources in your area:

- Fire Alarm pull stations (located at or near an exit door)
- Fire extinguishers
- Fire exits
- Evacuation routes
- Assembly site

Fire Safety and Evacuation:

- Immediately notify Safety & Security or activate the nearest fire alarm pull station
- Evacuate the building immediately by using the nearest marked exit and alert others to do the same
- Close your door behind you - close other doors in your path of travel as you are leaving the building
- Do not use elevators during a fire or fire alarm
- If smoke is present, stay low - the best quality air is near the floor
- When Salve Regina's Safety & Security and/or the Newport Fire Department arrive provide information with the exact location of the fire
- Do not reenter the building (even if the alarm stops ringing) until you hear the "all clear" announced by appropriate personnel
- Everyone must exit the building when the fire alarm sounds

If Trapped in a Room, Office or Classroom:

- Keep unlocked door closed and if possible stuff clothing/towels, etc. under the door to keep out smoke and toxic vapors
- Notify Safety & Security by telephone providing your name and exact location within the building. Remain on the telephone with the dispatcher if directed

- Open a window at the top to let smoke out and open a window at the bottom to breathe fresh air and signal for help
- Stay close to ground if there is smoke – the air is less smoky near the floor

In the event you need to use a fire extinguisher:

- **P** – Pull the pin.
- **A** – Aim the extinguisher at the base of the fire.
- **S** – Squeeze the trigger and handle together using short bursts.
- **S** – Sweep from side to side.

Building Fire Safety Assembly Locations:

Every faculty and/or staff building on campus has a designated location where people will gather when exiting a building upon the activation of a fire alarm. Once gathering at your pre-determined muster area, try to account for all person who were in your area. If you know persons who are injured or trapped report this information to emergency responders.

Building	Place of Assembly
O'Hare Academic Center	McAuley lawn (Cliff Walk side)
McAuley Hall	McAuley lawn (Cliff Walk side)
Angelus Hall	Gatehouse/Chapel lawn
Marian Hall	Gatehouse/Chapel lawn
Gatehouse	Lawn by the parking lot
Wakehurst	Lawn across from main entrance
McKillop Library	Lawn by main entrance – 100 feet away
Antone Center	Wakehurst parking lot
Pell Center	Lawn across from main entrance
Miley Hall	North Hall parking lot
Ochre Court	Lawn adjacent to main entrance
Facilities Bldg.	Parking lot along Middleton Ave.
Grounds Bldg.	Parking lot along Ward Ave.
Tobin Hall	Loading dock area across the street

continued...

Rodgers Center	Parking lot away from front entrance
Munroe Center Graduate Studies	Parking lot east of the building Shepard Avenue
Pell Center	Parking lot away from main entrance

In inclement weather, Safety & Security will direct those outside to a nearby building.

(The student residence halls and apartments, which have four fire drills per academic year, are not included here. The students are made aware of these locations within the first two weeks of each semester)

Fire Safety Assembly Occupancy Policy 2007 (updated 2009)

In keeping with Rhode Island State Fire Codes, Salve Regina has developed a fire safety assembly plan. This plan has to do with events held on campus where 50 or more people gather in a *single room* who are 'unfamiliar' with their surroundings. In this context, the word 'unfamiliar' simply means anyone who is not a current SRU faculty, staff or student.

The actual guidelines with the Fire Safety Check Sheet are listed in the attachment below. This information can also be found on-line in the Salve Regina Office of Conference and Event Planning, Office of Human Resources Document Library under 'Fire Safety in Assembly Occupancy Guidelines' and the Office of Safety and Security under 'Assembly Occupancies.'

www.salve.edu/service/safety/Fire-SafetyAssemblyOccupanciesGuidelines.doc

Emergency Situations: Medical

In the event of an injury or other medical emergency:

- Type of medical incident (or injuries)
- Name of victim (if known)
- Location of victim
- Condition of victim
- Any dangerous conditions
- Comfort the victim
- Do not move an injured person unless the conditions are life threatening
- Provide whatever first aid, CPR or other life saving skills you have been trained in to assist the victim
- Safety & Security will call Newport Fire Department Rescue if appropriate

Safety & Security Officers/EMT:

Salve Regina Safety & Security have six officers who are certified as Emergency Medical Technicians (EMT). Safety & Security is currently certified by the Rhode Island Health Department and have a Basis Life Support Ambulance/Non-Transport license. A security cruiser is outfitted with first aid and other life support equipment.

Automated External Defibrillators (AED)

There are five Automated External Defibrillators (AED) on campus. They are located in the following locations:

- Health Services Office (lower level Miley Hall)
- Rodgers Recreation Center Fitness Center
- Salve Regina Athletic Trainers (2 AED's)
- Safety & Security (on patrol 24/7)

Suicide Attempt

Helpful Hints:

- Remain calm and avoid behavior that may exacerbate the situation
- You should be careful not to put yourself in danger of being harmed
- Immediately notify Safety & Security:
 - Location
 - Name of the individual (if known)
 - Anyone injured
 - Any weapons
- Calm the suicidal person, if possible
- Try to isolate the suicidal person from others so the situation does not become chaotic
- Stay with the person until intervention arrives
- Try not leave a suicidal person alone

Emergency Situations: Suspicious Person - Automobile

Trust your instincts – If a situation feels threatening, leave or seek assistance. All suspicious individuals or activities should be reported to Safety & Security immediately.

Suspicious Person – when reporting, please provide the following information:

- Location of suspicious person
- Building
- Floor
- Room number
- Direction person was seen walking
- What the person is doing

Physical description:

- Male or female
- Race
- Clothing description
- Hair color
- Approximate height & weight
- Other distinguishing aspects

Suspicious Automobile – When reporting, please provide the following information:

- Location of vehicle (if you do not know the street names use Salve Regina buildings as a point of reference)
- License plate number of vehicle (include the state if known). Even a partial plate number can be helpful
- Type and color of vehicle
- Number of occupants (if you can provide a physical description that would be helpful)
- Street and direction vehicle was traveling (for example – vehicle was seen traveling on Ochre Point Avenue by O’Hare heading toward Ochre Court)

Emergency Situations: Bomb Threat

If you receive a bomb threat or if you observe a suspicious object/material or suspect a potential bomb on campus, immediately call the Office of Safety and Security.

Receiving a Bomb Threat by Telephone:

- Please refer to the attached Bomb Threat Check List for direction of what questions to ask and what information to document regarding the call.

Bomb Threat Check List:

- Be calm and courteous. Listen and do not interrupt.
- Check your caller ID and record the information:

- Exact words of the caller:

- Questions to ask:

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What does the bomb look like?

Why did you place it?

Where are you calling from?

- Callers Voice Attributes

(circle appropriate answer):

Sex: Male Female

 Adult Juvenile

Estimated age: _____

Voice: Accent Irrational

 Foul Well-Spoken

Other: _____

Speech: Incoherent Calm

 Angry Excited

Other: _____

Message: Taped Disguised

 Read Other: _____

If the voice is familiar, who did it sound like?

Did the caller indicate knowledge of Salve Regina?

Your Name (print)

Department: _____

Date Received: _____

Time Received: _____

Time Ended: _____

Receiving a Written Bomb Threat :

- Immediately notify Safety & Security
- What does the message say? (word for word)
- Who found the message?
- Who else was present?
- Who handled the written message? (limit the number who actually handle the item)

Emergency Situations: Suspicious Envelopes and Packages

Finding a Suspicious Object or Package:

- Immediately notify Safety & Security
- Do not touch or move the suspicious object or package under any circumstances
- Keep others from handling
- Evacuate the immediate area

Examples of Suspicious Packages & Envelopes:

- Foreign mail, air mail and/or special delivery
- Restrictive markings such as “confidential” or “personal”
- Excessive postage
- Hand written or poorly typed addresses, incorrect titles
- Title, but no names
- Misspelling of common words
- Oily stains, discoloration, strange odor or powdery substance
- No return address
- Return address not consistent with post mark
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material (tape or string)
- Visual distractions

Emergency Situations: Hazardous Material Spills – Exposure

Preplanning is essential when working with chemicals and other hazardous materials.

Know what substances are in your work area and the dangers they present.

When reporting and incident be prepared to explain:

- Location and type of spill
- Injuries
- Approximate amount of material involved
- Any identifiable reaction
- Who was in contact with spilled substance

Other Actions Steps to Take:

- Equipment or processes containing hazardous materials should be halted and the area evacuated
- Do not attempt to clean up a chemical spill unless you are trained and have the proper protective equipment to perform the cleanup
- Close doors to contain the situation until trained responders arrive or you have knowledge that opening doors and windows to ventilate area is appropriate
- Account for everyone in the room and compile a list of all individuals who might have been contaminated by the spill
- Notify others in your immediate area to evacuate
- If direct contact is made with a spilled substance, immediately remove contaminated clothing. Check precautions on the MSDS before flushing with water

- Evacuees should remain in a designated safe area until the Newport Fire Department arrives and determines it is safe for them to leave
- Check those involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention as appropriate

Emergency Situations: Earthquake or Structural Collapse

If you are inside a building:

- Watch for falling objects
- Crawl under a table, counter, etc.
- Get into a protective position by tucking your head to your knees and cover your head with your arms
- Consider persons with disabilities who may need assistance in getting to cover and later evacuating
- Stay away from windows, glass partitions, and mirrors
- Stay away from overhead fixtures
- Stay away from filing cabinets
- Stay away from bookcases
- Stay away from electrical appliances
- Stay away from hanging objects
- Evacuate the building only after debris has stopped falling

If you are outside:

- Move to an open area away from building structures
- Watch for fallen power lines
- Watch for fallen streetlights
- Watch for fallen trees
- Watch for flying glass

If you are in a vehicle:

- Stop your vehicle in the nearest open area
- Stay in your vehicle until the tremors have subsided

After the incident:

- Remain calm
- Be prepared for after-shocks
- If evacuation is ordered, use the nearest and safest exit. Consider persons with disabilities who may need assistance in getting to cover and later evacuating
- Do not use elevators
- Do not move seriously injured persons unless they are in danger
- Open doors carefully
- Watch for falling objects
- Do not use matches/lighters or other sources of ignition

Other Helpful Emergency Information

Location of Campus Emergency Telephones

There are presently 29 emergency telephones on campus with direct contact to Safety & Security. Thirteen emergency telephones are freestanding and strategically placed in areas that traditionally have a high concentration of foot traffic. These freestanding phones are identified with a blue light. The remaining sixteen emergency telephones are located at the entrances to the residence halls or administrative buildings. Emergency telephones can be used to report any type of emergency, and are checked monthly by safety and security officers to ensure they are working properly.

Blue-Light Free-Standing Emergency Telephones:

- Munroe Center by McKillop Library
- O'Hare Academic Center by McAuley Hall
- McKillop Library by Wakehurst Student Center
- Reefer Hall Parking Lot (Victoria Avenue side)
- Founders Hall by Hedges
- Ochre Court by Marian Hall
- Founders Hall by Wallace (pathway)
- Carnlough by Watts-Sherman (pathway)
- Nethercliff Apartments (parking lot)
- Nethercliff Main (front door)
- Nethercliff by Ochre Lodge
- Antone Center by Tennis Courts
- Anton Center by Brother Reynolds Field

Residence Hall or Administrative Building Emergency Telephones

- Antone Center (entrance)
- Wakehurst Student Center – ATM Machine
- Narragansett Main Residence Hall
- Hunt Residence Hall
- Reefer Residence Hall
- Moore Residence Hall
- Ochre Lodge Residence Hall
- Watts-Sherman Residence Hall
- Founders Residence Hall
- Wallace Residence Hall (2 telephones - north and south side of building)
- Young Residence Hall
- 134 Webster St. Apartment
- Conley Hall
- Antone Center – Kiln Area
- Greystone Apartments

The FBI School Shooter: A Quick Reference Guide

General Facts:

- There is not a “profile” of a school shooter-instead the students who carried out the attacks differed from one another in numerous ways
- School shootings are rarely impulsive acts
- They are typically thought out and planned in advance
- Prior to most school shootings other students knew the shooting was going to occur but failed to notify an adult
- Very few of the attackers ever directed threats to their targets before the attack
- The most common goal was retribution. The justifications and excuses offered indicated this stemmed not from an absence of values but from a well-developed value system in which violence was acceptable
- In many cases, other students were involved in the attack in some capacity.
- Many offenders experienced a significant personal loss in the months leading up to the attack, such as a death, breakup, or divorce in the family
- Many offenders engaged in repetitive viewing of violent media and were often fascinated with previous school shootings. Repeated viewing of movies depicting school shootings, such as “Zero Day” and “Elephant,” may indicate a fascination with campus attacks
- Be aware of the subject’s online videos, blogs, and social networking activities.

Threat Assessment – 11 Key Questions (U.S. Secret Service, 2002)

- What are the student’s motive(s) and goals
- Have there been any communications suggesting ideas or intent to attack
- Has the student shown inappropriate interest in school attacks, weapons, and/or mass violence
- Has the student engaged in any attack-related behaviors
- Does the student have the capacity to carry out an act of targeted violence
- Is the student experiencing hopelessness, desperation and/or despair
- Does the student have a trusting relationship with at least one responsible adult
- Does the student see violence as an acceptable/desirable way to solve problems
- Is the student’s version of events consistent with his/her actions
- Are other people concerned about the student’s potential for violence
- What circumstances might affect the likelihood of an attack

Motives:

- 24% motivated by desire for attention or recognition.
- 27% motivated by suicide or desperation.
- 34% motivated by attempt to solve a problem.
- 54% had multiple motives.
- 61% motivated by desire for revenge.
- 75% felt bullied/persecuted/threatened by others.

Statistics:

- 27% of attackers exhibited interest in violent movies
- 37% of attackers exhibited interest in violence in their own writings, poems, essays, and journal entries
- 59% of attacks occurred during the school day
- 63% of attackers had a known history of weapons use
- 68% acquired the weapon used from their own home or that of a relative
- 93% of attackers engaged in some behavior prior to the attack that caused others to be concerned
- 93% of attackers planned out the attack in advance
- 95% of attackers were current students
- Odds are one in 1 million that a student will die at school as a result of a violent act

Warning Signs:

- Investigators should probe to discover if the subject has engaged in research, planning, or preparation (e.g., researched weapons or made attempts to obtain a weapon). Movement from thought to action represents a severe escalation of the risk of violence
- In around 80% of school shootings at least one person had information that the attacker was thinking about or planning the school attack. In nearly two-thirds, more than one person had information about the attack before it occurred. In nearly all of these cases, the person who knew was a peer, a friend, schoolmate, or sibling
- Despite prompt law enforcement responses, most attacks were stopped by means other than law enforcement intervention

- Be conscious of the “Werther Effect,” defined as a duplication or copycat of another suicidal act. School shootings are typically well-publicized, sensationalized events that can trigger an increase in similar acts for roughly days or weeks after the attack

Resources:

- www.fbi.gov
- www.safetyzone.org (DOE and DOJ)
- www.ncjrs.org/school_safety
- www.ed.gov/offices/OESE/SDFS
- www.secretservice.gov/ntac.htm
- www.keepschoolssafe.org

Information compiled from the Safe School Initiative Report, United States Secret Service and Department of Education, (2002); School Violence Threat Management, Dr. Kris Mohandie, (2000); The School Shooter: A Threat Assessment Perspective, CIRG/NCAVC, (1999).

Salve Regina University's **ENS-Alert Service**

WHAT IS IT?

An Emergency Notification System designed to reach all students, faculty and staff using voice, e-mail and text messaging. Salve Regina administration and security personnel will use the system to broadcast vital information in the case of an emergency situation on campus or for severe weather-related advisories.

WHAT DO I HAVE TO DO?

In order to provide this service, we request that you provide us with your current mobile phone number by following the steps below:

STUDENTS:

STEP 1: Log in to My Salve

STEP 2: Click open MY INFORMATION and log in

STEP 3: Choose CONTACT INFORMATION from the MY STUDENT INFO menu, then click EDIT THIS INFORMATION.

When the ENS-Alert page pops up – enter your mobile phone number in the appropriate fields and click SUBMIT.

If your number is already correctly listed, just click SUBMIT.

STEP 4: When you get your confirmation text message from #23177

SAVE IN YOUR PHONE AS SRU-ALERT – this will help you identify any future alerts that are sent.

FACULTY AND STAFF:

STEP 1: Log in to My Salve

STEP 2: Read and follow instructions under the ENS-ALERT section on your screen.

STEP 3: Enter your mobile phone number in the appropriate fields and click SUBMIT.

STEP 4: When you get your confirmation text message from #23177

SAVE IN YOUR PHONE AS SRU-ALERT – this will help you identify any future alerts that are sent.



ENS

Emergency Notification System
SALVE REGINA UNIVERSITY



For more information visit www.salve.edu/alerts/.

Personal Safety Practices in the Workplace

Everyone has a responsibility for safety in the workplace. Any suspicious persons, events, or circumstances should be reported to Safety & Security

Your Immediate Work Area:

- Your area should have a door with a lock – check with the Facilities Office to see if this is possible
- Ensure there is a working telephone nearby – if there is not, use your cell phone, if you have one
- If you have to work in an area that does not have a door, lock or telephone, look for a secure area nearby that you can access in the event of an emergency
- Know where university phones are located in your work area
- Do not leave your purse, wallet, personal valuables in plain sight – if they can be locked in a desk, do so

Personal Safety Guidelines in the Building:

- If there are two of you working after hours in different areas, have a “buddy call” system to regularly check in on each other
- If you are working after hours or on weekends, notify Safety & Security so that they know where you are in the building/which building
- When leaving for the night, proceed slowly – Check for suspicious persons or circumstances before you leave the safety of your office. If you become at all suspicious, return to your office and call Safety & Security.



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