

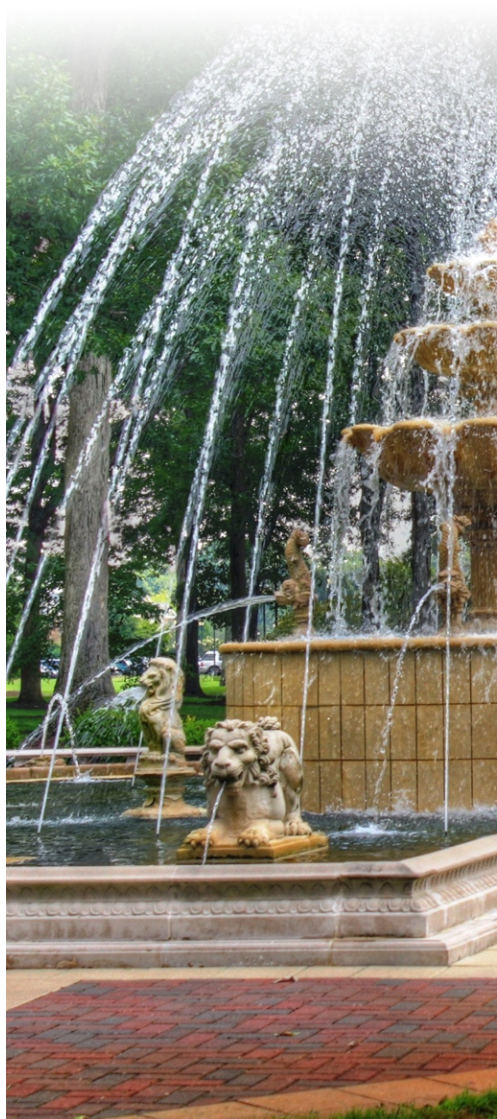


# Be Campus Safe

## CBN/RUPD Crime Prevention

[www.regent.edu/campus/police/](http://www.regent.edu/campus/police/)  
**(757) 226-2075**

**CALL EMERGENCY**  
**9-1-1** FIRE  
POLICE  
MEDICAL



### SAFETY IN TRANSIT

- If you are working late or reporting in early, try to meet another employee to ride together and enter or leave together. If you're in a one-person office, check with neighboring offices to see if any other employees have similar schedules.
- Don't get in elevators with people who look out of place or behave in a strange or threatening way. Report such individuals to the police.
- Don't use the stairs alone. Stairwells can be traps as well as a way to save time or get some exercise. Avoid entering a stairwell to escape pursuers or potential attackers. Go to an office where there are other people.
- Be extra cautious when using restrooms that are in isolated locations, or open to the public.
- When banking, vary your route and times of departure. Conceal the bank bag.

### OFFICE SECURITY

- Keep your purse, wallet, and other valuable items with you at all times or locked in a drawer or closet.
- Never leave your keys lying about.
- Place any cash in an envelope and put it in a drawer that you can lock.
- If you bring any personal items to work, such as a coffee pot, a radio, or a calculator, make sure they are engraved with your name or initials and an identification number.
- Check the identification of any strangers who ask for confidential information or any delivery or repair persons who want to enter an area restricted to employees. Don't be afraid to call for verification.
- If you notice any suspicious persons or vehicles notify the University Police.
- When you are working in an office, after normal working hours, be sure you have closed and locked exterior doors and windows. If you have a perimeter alarm system, leave it on for extra protection.
- Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly, broken windows, or any other safety concerns immediately.
- Be discreet. Don't advertise your social life or vacation plans and those of your co-workers to strangers visiting your place of work.
- Keep the emergency phone numbers stickers on every phone. Post a list of co-workers who are trained in CPR or emergency first aid along with their extension numbers.
- If you are responsible for office keys, keep them with you or hide them in a secure place.
- Never write down safe or vault combinations, or computer passwords.
- Know your co-workers and look out for each other.
- If you're going to be away from your desk, ask someone to answer your phone or have your calls forwarded to another extension.
- Always let someone know where you'll be.
- Make sure all the equipment in your office—typewriters, copy machines, calculators, computers—have been engraved with an identification number. Keep a list of all serialized property in case they are stolen.
- Make sure critical files are secure.