Never, never, never, leave your office unoccupied and open! Make it a habit to always lock your office door when leaving.

Securely stow away your small, valuable portable items, (purse, wallet, cell phone, laptop, PDA, etc.) when not in use. Make it a habit to keep these items stowed / secured unless you are actively using them. Don't make it easy for a “sneak thief” to snatch your valuables when you are distracted.

Don’t hesitate to call Campus Safety and Security if you see someone / something suspicious during the workday. Our job #1 is your Safety and Security; your active participation is critical to our success. Remember, Sec_rity has no meaning without U!!!!

Know your Building Manager; practice your evacuation and lockdown plans. Ask questions, be inquisitive, offer to assist in planning and practicing your building security plans. Know where your fire extinguishers and fire alarms are located. Know how to exit your workspace quickly if needed. Know how to summon emergency assistance from your workspace.

Practice good customer service skills that are grounded in protecting your personal safety. Be aware and intuitive, if an interpersonal interaction with a student or visitor, etc. becomes confrontational or hostile; consider ending the session, using another approach, meeting another time, having another co-worker present, etc.
We will not be victims, we will not be perpetrators, and above all else, we will not be bystanders!