



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 Campus Security.
- 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.

PARKING LOT SENSE

- Park in a well-lit, heavily traveled areas if possible. If you know you are going to be staying late, check for lights when you park in the morning. If there are no spaces near lights, move your car to a better location at noon or when other employees begin to leave for the day.
- Always lock your car and roll your windows up all the way. If you notice any strangers lurking in the parking lot, notify the University Campus Security immediately.
- Don't leave any valuable items in plain view inside your car. Leave them at home or lock them in the trunk.
- When you approach your car, have your key ready and check the floor and back seats before you get in.

IF YOU ARE A VICTIM

- Stay calm. If you are confronted by an armed robber, cooperate. Call the University Campus Security as soon as possible. A good description will be vital to the police, so try to remember everything you can about the assailant. Important things to look for are height and weight, race, sex, age, color of hair and haircut, complexion, facial hair (beard, mustache, side-burns,) color of eyes and eyeglasses, scars or other unusual marks, speech including accent or lisp, clothing, jewelry, weapon, vehicle color and make, license number, and direction of escape.
- Contact Personnel Services or Counseling and Psychological Services for referral to an appropriate agency to help you cope with the trauma that any victimization causes.

DO YOU HELP TO MAKE OUR CAMPUS SAFE?

- Did you lock your car and conceal any valuables when you left it in the parking lot this morning?
- If you are the last to leave at night, do you lock the door to your office or building?
- Did you report that broken light in the stairwell?
- Do you insist on identification from repair persons who come to work in the office? If they're from an outside contractor, are you extra alert while they are there?
- Do you know the locations of the fire exits in the building?
- Do you keep your purse with you or locked in a drawer or closet instead of at your desk or on a table?
- If something suspicious or frightening happened-a stranger loitering nearby, a burglary, a telephone bomb threat a medical emergency-do you know the telephone number to the University Campus Security?
- Emergency: On a campus phone dial- 911
- If on a personal phone dial-434.528.5276 ext:1128 (**please note that dialing 911 will go directly to Lynchburg Police**)
- Do you keep track of the building/office keys issued to you, storing them in a secure place and not handing them out to unauthorized persons?
- Do you shred important papers before discarding them in the wastebasket?
- Do you avoid letting strangers know that your boss or fellow workers are out of town?
- If a co-worker were the victim of a crime, would you know how to help?
- When you approach your car, do you have your key ready and check the floor and back seat before you get in?

For more information visit: <https://www.vul.edu/campus-security>