

## CRIME PREVENTION KEEPING SAFE AT WORK AND PLAY

### OFFICE SECURITY

Your protection and protection of your property starts with your willingness to take a few simple steps.

- Keep your purse, wallet or other valuables with you at all times, or lock them in a drawer or closet.
- Never leave your keys lying around.
- Cash left on your desk or in an unlocked drawer is a great temptation to thieves.
- Request authorization from persons asking for confidential information or from delivery or repair people who want to enter an area restricted to employees.

### KEY CONTROL

If you are responsible for office or dormitory keys, don't leave them on your desk or in the top drawer where they could be taken or copied. Don't let them out of your sight.

- If keys are lost or stolen, notify both Campus Public Safety at 838-8481 and the
- Lock Shop at 838-8239.



### PROPERTY PROTECTION

Theft is our biggest offense on campus.

- Engrave personal property such as a coffee pot, radio or calculator with your Drivers License number like this: **OR 123456 DL** (State abbreviation) number (Drivers License)
- Engravers are available for loan from Campus Public Safety at 8-8481.
- Keep a written record of all personal property including description and serial numbers. This is evidence that the property is yours.

### BICYCLE THEFT

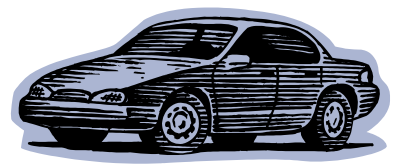
Lock your bike! It only takes a moment to steal an unlocked bicycle.



- A kryptonite U-shape lock is best. Cables and padlocks can be cut easily and quickly.
- Lock your bicycle frame to a bike rack. Front wheels can be easily removed.
- Do not lock or park your bike inside buildings, in entryways, blocking entrances and exits, or handicapped ramps. Bicycles may be removed when found to be a hazard.
- Most police departments have available free of charge a bicycle registration. Please contact your local police for more information.
- If you live in the Residence Halls, register your bike with Campus Public Safety.

### PARKING LOT SENSE

- Lock your car at all times.
- When you return to your car, have your keys out as you approach. Check the interior before you get in the car.
- If you observe any suspicious persons lurking in the parking lot, notify Campus Public Safety at 8-8481.
- Remove all valuables from your car. Leave them at home or lock them in the trunk.
- If you work late, ask a coworker to escort you to the parking lot or call Campus Public Safety for an escort.



## PERSONAL SAFETY

The most effective weapons against crime are common sense, alertness and a few basic precautions.

- If you work late, call Campus Public Safety to let us know you are in the building and arrange to leave with a coworker or call Campus Public Safety at 8-8481 for an escort. Lock doors and windows if you are working late alone.
- Refrain from getting in elevators with people who look out of place or behave in strange or threatening ways. Report them to Campus Public Safety.
- If you feel you are being followed, go to an office where there are other people.
- When walking to your car or home from work, vary your route.
- Be alert to any suspicious persons or vehicles. Report them.

## IF YOU FEEL THREATENED OR ARE ATTACKED

- Your best defense is your ability to stay calm, use your head and pay attention to your instincts.
- Decide what you will do in various situations before they occur.
- If you are accosted by someone who only wants property, give it up!
- **If you decide to resist**, don't get scared, get mad! Shout "NO!", "STOP!" or "CALL THE POLICE!". Try to incapacitate or distract your assailant long enough so you can escape.
- Try to get an accurate description of your assailant. If a vehicle is involved, get the license number and call Campus Public Safety.

## REPORTING

- Report all crimes, no matter how minor they may seem. Notify Campus Public Safety of all suspicious persons or activity immediately.
- Post Campus Public Safety numbers (emergencies 838-9000) near your phone.
- Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly, etc., to the Physical Plant at 838-8239 during business hours and to Campus Public Safety at 838-8481 or 503-932-3419 after hours.

## IMPORTANT PHONE NUMBERS

Fire/Ambulance	9-911 or 838-1510
Campus Public Safety	838-8481 (8-8481) Non Emergencies (8am-5pm) 503-932-3419, Campus Public Safety After Hours Cell Number 838-9000 (8-9000) Emergencies (V/TDD) 838-8481



Note the locations on campus of the outside emergency telephones. You need only push one button for instant contact with a campus safety staff member. The Campus Public Safety office is open 8am-5pm Monday through Friday. The officer is available for contact 24-hours a day, 7 days a week. The officer can be reached after hours at 503-932-3419.

## EVACUATION

Some emergencies require the evacuation of buildings. Evacuation will be signaled by a sounding of the fire alarm system in your building.

If a building is to be evacuated all personnel should move to a distance of at least 300 feet from the building. Exits are marked in all buildings. Never use an elevator to exit a building. Once the building has been evacuated, no person will be permitted to re-enter the building until approval has been given by authorized personnel.

## **FIRE**

- Upon discovering a fire, immediately sound the building fire alarm, alert other occupants, and call 9-911 and 8-9000, giving your name, department and location of fire.
- When you evacuate, do not stop for personal belongings or records. Leave immediately, using exit stairways, not elevators.
- Evacuate to a distance of at least 300 feet from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by authorized personnel.
- Have everyone meet at the same location, so you can ensure everyone made it out of the building safely.
- Notify Campus Public Safety or firefighters on the scene if you suspect someone may be trapped inside the building.



## **BOMB THREAT**

- Bomb threats usually occur by telephone. Try to keep the caller on the line as long as possible.
- The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller.
- If you have a display telephone instrument, look at the display console and write down the information (telephone number, name, etc.) that appears on the console.
- Call the Campus Public Safety Department at extension 8-9000, giving your name, location and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode and the time you received the call. Do not hang up until the staff member releases you from the conversation.
- Inform your supervisors and/or department head. Indicate to your supervisor that you have notified the Campus Public Safety Department.
- If you should spot a suspicious object, package, etc., report it to authorities, but under no circumstances should you touch it, tamper with it or move it in any way.
- If instructed to evacuate, move a safe distance away from the building. Do not re-enter the building until instructed by authorized personnel that it is safe to do so.

## **LOST AND FOUND**

Departments should keep all found items with a value of less than \$100 for a period of five (5) working days to allow for claim by owner.

If the items have identification, the department should make attempts to contact the owner. If the owner cannot be located within the five (5) working day period, property should be turned over to the Campus Public Safety Department.

Clothing, shoes, umbrellas, etc., fall into the category of under \$100.

NOTE: Campus Public Safety will accept and pick up, upon request, all bicycles, purses, wallets and money, regardless of value or contents. (8-8481)

For any items lost or found on campus, contact the department office nearest to where the item was lost or found. If you are unable to locate the lost item, contact the Campus Public Safety Department at 8-8481.

**INCLEMENT WEATHER PLAN**

If it becomes necessary for Western Oregon University to close because of extremely inclement weather or other hazardous conditions, staff, faculty and students will be notified of the closure. Information regarding closures will reach people in the following ways.

- When a decision to close Western Oregon University is made, a pre-recorded message reporting the closure will be placed on the campus audix number 838-8026. Please do not call Campus Public Safety or other departments for closure information. The recorded message will be up-to-date.
- Check the WOU homepage on the computer. Any decision regarding closures will be added to the WOU homepage.
- In some cases, supervisors will call employees at home to inform them of the closure, depending on each departments procedures.
- Western Oregon University will ask that closure announcements be made on the following radio or television stations:
  - Salem - KSLM (1390)
  - Corvallis - KFLY (1240)
  - McMinnville - KCYX (1260)
  - Portland - KXL (750) and KEX (1190)
  - Portland - KGW TV (NBC station)
- Unless otherwise informed, students, faculty and staff are to assume that Western Oregon University is open and that they are to report for work and classes.

