

Safety at work

- If you're working late, let someone know where you are and how long you expect to be; or better yet, plan in advance to have a co-worker stay with you.
- Keep your purse or wallet locked in a drawer or filing cabinet at all times.
- Politely ask strangers who they are visiting and offer to help find the person; if you are suspicious of the person contact Campus Public Safety.
- Check the identification of any maintenance or repair personnel.
- Keep emergency phone numbers posted near your phone.
- Know your office emergency evacuation plan.
- If possible, employees should wear IDs.
- Be cautious if using restrooms, elevators or stairwells that are isolated or poorly lit; or go with a friend.
- Keep money, check books, or other valuable items out of sight.
- Report any suspicious, threatening or alarming behavior of others to your supervisor or Public Safety/Police immediately.