

## **SAFETY IS EVERYONE'S RESPONSIBILITY**

### **Office Safety**

- Prevent crimes of opportunity. Lock unoccupied rooms and offices even if you leave for only a few minutes.
- Please do not keep cash or other valuable items in your office.
- Place your purse or wallet in a locked draw. Out of sight IS NOT out of mind. Ask yourself this question: If you were in someone's office looking for his or her wallet or purse where would be the first place you would look? The bottom right/left hand desk draw? Thieves get this question right almost all the time.
- Keys belong on your ring. Community keys left in the top draw, in the paperclip cup, under the book, etc. have lead to thefts. You wouldn't leave your house key under your doormat...would you?
- Report suspicious behavior or when you make an observation of something out of the ordinary to the Campus Police immediately. Trust your instincts.

### **Car Safety**

- Keep windows rolled up, doors locked and remove your keys
- Keep possessions out of sight (in the trunk). Particularly radar detectors, G.P.S. systems, compact disks, and iPods.
- When returning to your vehicles have your keys ready, and your finger on your remote door opener panic alarm button. Check around and inside your car BEFORE you get in.
- Make sure your car runs well and has plenty of gas.
- Never pick up strangers and never go with a stranger who offers help. Instead ask them to call for help for you.
- Park in a well-lit area.

### **Emergency Numbers**

- Campus Police – Extension 6222 or (781) 593-7032
- Cell Phone – State Police – 911 or \*77
- Lynn Police – Pay Phone 911 or (781) 595-2000

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### **Protecting yourself when walking**

- Keep to well lit commonly traveled routes and streets. Walk mid-point between curbs and buildings, away from alleys, entries and bushes. Avoid shortcuts through wooded areas, parking lots, vacant lots, alleys or deserted places.
- Walk with someone whenever possible, particularly after dark. Traveling in a group is even better.
- Avoid carrying an armload of parcels or a number of bags.
- Know the locations of “Blue Light” emergency phones on campus.
- The Campus Police Department is available to provide you an escort anywhere on campus as well as destinations off campus that are within a reasonable distance.
- Know the neighborhood where you live and work. Check out the locations of police and fire stations, public telephones, and hospitals, restaurants and stores that are open late. Most public phones allow you to dial 911 free.
- If you feel threatened, cross the street, switch direction, enter a business establishment or otherwise seek the safety of having other persons around you. Criminals hate unexpected behavior.
- Constantly maintain an awareness of your surroundings. Trust your instincts, if someone or something makes you uneasy you are probably correct. If you're scared, yell for help. Wearing headphones reduces your awareness.
- Walk purposefully, look confident, and know where you are going. Project confident self-image, shoulders back head up and walk with a bounce in your step. Research has proven that criminals target people who look like victims.
- Carry a purse close to your body, not dangling by the straps. Put a wallet in an inside coat or front pants pocket, not a back pocket. Avoid showing large amounts of cash or other tempting targets such as expensive jewelry or clothing.
- Always dress for freedom of movement when walking. Avoid wearing shoes (particularly high heels) or clothing that will hinder your getaway or your ability to defend yourself.
- Avoid giving directions to persons in motor vehicles. If you feel you must, do not approach the vehicle, speak from a distance and be prepared to flee in the opposite direction from which the vehicle is facing.
- When on foot be careful when speaking with people that stop you for directions or money. Always reply from a distance; never get too close to the person.
- If someone tries to rob you, don't resist. Give up your property; don't give up your life. Report the crime to the police. A good description is important in apprehending the individual and can assist in prevent others from becoming victims.