



Emergency Procedures: Crime Prevention

If a crime occurs, the following are a few suggestions for what you might do to prevent a crime in your area:

- Lock your door, even if you are just going down the hall. It takes the thief 10 seconds or less to enter an open room and steal your property.
- Lock your desk and file cabinets.
- Do not leave messages on your door indicating that you are away and when you will be back.
- If someone asks to use your telephone for an emergency call, offer to telephone for them instead of allowing them access.
- Do not put your address on your key ring.
- Do not leave keys in hiding places.
- Call University Police at extension 2020 to report suspicious persons or activity.

When walking:

- Avoid walking alone at night unless absolutely necessary.
- Walk purposefully, know where you are going, project a no-nonsense image.
- Use the Safety Escort Service Monday through Friday 5 p.m. to 11 p.m. Call extension 2020 for a safety escort.

Protect your automobile or bicycle:

- Always lock your car.
- Roll the windows all the way up
- Do not leave tempting valuables or property visible inside the car. Lock these items in the trunk.

Computer safety:

- Have your computer secured with an approved lock down device.
- Secure laptop computers in locking cabinets when not in use.
- Back up your work.
- Password Protect your computer.

Join Campus Watch:

Cleveland State University Campus Watch is the first collegiate block watch program. Campus watchers are staff and faculty members who get involved to make the campus a safer place to work and study. Campus watchers are additional eyes and ears for the Police

Department who observe, report incidents, and by doing this assist in reducing crime on the campus and in the community. We hope that this message reminds you to be safe.