

## General

1. Be aware! Recognize your vulnerability.
2. Report all suspicious persons, vehicles and activities to the Campus Safety Department immediately, by using any campus blue light emergency phone or by dialing 216-687-2020 from any campus phone.
3. Use the "buddy system" and watch out for your neighbor.
4. Keep your doors locked whenever you find yourself alone in a building.
5. Report lights that are out and any hazardous conditions immediately to the Campus Police at 216-687-2020
6. If you see someone being victimized, get involved and notify the Campus Police.
7. Remember the location of emergency phones in academic buildings. Also, phones have been placed in various locations on campus. Blue light phones will display a blue light at the top.

## Walking

1. Avoid traveling alone at night.
2. Confine walking to well-lit, regular traveled walks and pathways. Avoid shortcuts and keep away from shrubbery, bushes, alleyways, or any other areas where an assailant might be lurking.
3. Avoid the athletic fields and tennis courts after dark.
4. Do not accept rides from casual acquaintances.
5. When walking to your vehicle or residence, have your keys ready in hand.
6. When being dropped off by taxi or private vehicle, ask the driver to wait until you get inside.
7. If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around in order to pursue you.
8. When getting out of a car, take a look around to make sure that you are not being followed.
9. If you think you are being followed, cross the street and, if necessary, keep crossing back and forth. If you are pursued, call for help and run to a campus building, business, and residence, enlist the aid of a passerby, flag down a passing motorist, or as a last resort pull a fire alarm. Do anything that might attract attention or summon assistance. If you are walking alone and someone passes you, check to be sure that person has continued walking in the other direction.
10. Call the Campus Safety Department at 216-687-2020 for Escort Service if walking alone at night.
11. If you find yourself confronted by an assailant you must remember that while screaming and struggling may in some instances frighten off the assailant, in other instances you may further antagonize the assailant and bring forth a more violent reaction. Above all you must keep your head and assess the situation before choosing your course of action. Whether or not the assailant is armed or has made threats against your life should be a determining factor in your decision. The key word in this type of situation is survival.

## **Athletic Facilities**

1. Avoid using athletic facilities alone, especially after dark or during off-hours.
2. Use the "buddy system." Work out with a friend, and make arrangements to leave the gym together.
3. Confine your running and jogging to the daylight hours and to open, well-traveled areas. If you run or jog at night you must wear a reflective vest.
4. Avoid showering alone in the locker room.
5. In the women's locker room....
  - a. If there is another female in the locker room, ask her to wait for you. If you are with a male companion, ask him to wait for you just outside the locker room.
  - b. If you encounter an intruder in the women's locker room:
    - Call for help
    - Keep out of the intruder's way, and do not attempt to prevent him from leaving.
    - Formulate a description of the intruder in your mind.
    - Notify the Campus Safety Department by dialing x2020 on the campus phones.
  - c. Report all incidents of voyeurism to Campus Police immediately.

## **Elevator**

1. If, while waiting for an elevator, you find yourself alone with a stranger, let him take the elevator and wait for its return.
2. If you are on an elevator with someone who makes you feel uneasy, get off at the next floor.
3. Always stand near the control panel, where you have access to the alarm and floor buttons.
4. Emergency phones are installed in all passenger elevators. When you push the button, the phone will automatically dial the Campus Police.

## **Rape/Sexual Assault**

1. The College has established a prescribed procedure to assist and support victims of rape or sexual assaults. The Campus Police will assist you in obtaining medical, counseling, and police services.
2. You are encouraged to report immediately any incidents of this nature even if you do not wish to pursue the matter further. Keep in mind that an assailant who is allowed to go free is a potential future danger, not only to you but also to other members of the community.
3. All information that you give will be held in the strictest confidence. If you wish to report information concerning a rape or sexual assault anonymously, you may do so.
4. When you report a rape or sexual assault, you may choose to file charges through the District Attorney's office or not at all. If you choose to file charges, the Campus Police will assist you in every way, but no action will be taken without your expressed consent.

5. Every situation will be different. Therefore, we cannot provide any specific rules as to what to do or not to do if you are faced with a threat. Only you can make the determination as to the appropriate course of action.

## **Residence halls and private residences**

1. Keep the door(s) to your room or residence and windows locked at all times.
2. Report defective campus locks on windows and doors IMMEDIATELY to the building manager.
3. Never sleep in an unlocked room or house.
4. Do not put your name or address on key rings.
5. Do not keep your room or residence and vehicle keys on the same ring.
6. If you lose the keys to your residence, have the lock(s) changed. On campus residents should notify Residential Life immediately.
7. Women living alone should not use prefixes "Ms," "Miss," or "Mrs." On their doors or mailboxes. Instead, use the first initial and last name. This is also advisable for telephone directory listings.
8. Do not study in poorly lit or secluded areas.
9. Require callers to identify themselves before opening your door. Campus and non-campus residents should require official identification from all repair or service personnel.
10. Do not let strangers in to use your telephone. Direct them to a public telephone.
11. If you receive obscene or harassing telephone calls, or several calls with no one on the other end, immediately notify the Campus Police or your local Police Agency
12. If you find that your room has been entered, DO NOT GO INSIDE. Go to a neighbor and call the Police.
13. If an intruder awakens you in your room, do not try to apprehend him. He may be armed or may easily arm himself with something inside the room. If he poses an immediate threat, get out of the room.
14. If you see a suspicious person or vehicle on campus or in your neighborhood, IMMEDIATELY contact the Police. Try to get the license plate number.
15. Students in private residences should consider installing "peep holes" and intruder chains on outside doors. Also, if returning after dark, leave a light on at the entrance to your residence.
16. Students living in campus housing are not allowed to block open doors to dormitories or other buildings or use of fire exit doors is in violation of fire code.
17. Do not allow strangers to follow you into your residence hall.
18. Be cautious when using bathroom facilities when there is no one else around, particularly at night.

## **Offices and laboratories**

1. Keep all offices and laboratories locked when not in use.

2. Make sure that all locking devices are in proper working order.
3. Utilize a key control system. All department keys should be signed out and collected when not in use. Keys should be issued only when absolutely necessary.
4. Do not label keys with their use. Use a code system instead.
5. Keep desks, cabinets, etc., locked when not in use.
6. Computers should be bolted or locked down.
7. Avoid bringing valuable personal property with you.
8. Petty cash should be kept to a minimum.
9. Women should keep their purses locked up, and men should not hang up coats or jackets with wallets or other valuables in the pockets.
10. Before leaving, check to make sure that no one is hiding and that your area is properly secure.
11. Watch out for your neighbor. If someone forgets to secure his/her area or property, keep an eye on it.
12. Report all suspicious persons or improperly secured areas to Campus Safety immediately.

## **Motor Vehicles**

1. Report all suspicious persons or vehicles around parking areas to the Police immediately.
2. Keep your vehicle locked and the windows rolled up tightly.
3. Never leave your vehicle running when unattended.
4. When parking, choose a well-lit, heavily traveled area.
5. Packages, luggage, and other valuables should be locked in the trunk.
6. Consider having your vehicle ignition, doors, and trunk keyed differently.
7. Keep spare keys in your wallet or purse, not inside the vehicle where a thief can easily find them.
8. Keep a record of your vehicle identification number (VIN), registration plate number, and title certificate number.

## **Bicycles**

1. Invest in a good U-Bar bicycle lock.
2. Always lock your bicycle. Bicycles should be locked around the frames to an object such as a telephone pole, sign or lamppost, bicycle rack, etc.
3. Whenever possible, keep your bicycle in your room. Fire Code prohibits storage in all other areas.
4. If you must leave your bicycle outside, choose a well-lit, heavily traveled location.
5. Find out if your bicycle is covered under your parents' insurance policy. If not, it would be advisable to insure it.
6. Register your bicycle with the Cleveland State University Police. Bike registration is free and is an excellent way to further secure your property against theft.