

A Safe Workplace Starts With You

- ☀️ **We take your safety and security seriously.**
- ☀️ **The medical center campus has a strong security presence that consists of public safety officers, patrol cars, bike officers, camera surveillance, and emergency call boxes.**
- ☀️ **Every employee can help make the workplace secure by being aware of the suspicious activity, using common sense, and knowing proper procedures to report emergencies. The following information offers helpful hints for a safe workplace.**

Help make our workplace secure

- ☀️ Lock your vehicle and ensure all personal property is not in open view.
- ☀️ Lock your office door and secure purses and personal property in locked drawers or closets.
- ☀️ Report broken lights, locks, and doors that may give easy access.
- ☀️ Insist on proper identification from repair persons and others in your area.
- ☀️ Insist that all staff wear employee identification badges.
- ☀️ Report suspicious activity, such as strangers loitering near the work area.
- ☀️ Know the phone numbers to public safety: 362-0750 (services) 362-0911 (emergencies).
- ☀️ Keep track of all office keys and secure them.
- ☀️ Shred important papers before discarding them.
- ☀️ Avoid letting telephone callers know that you may be alone.

Additional office security

- ☀️ Be discreet -- don't advertise your social, life, or vacation plans to strangers in your work area.
- ☀️ Keep emergency numbers posted on your phone.
- ☀️ Post a list of employees who are CPR or emergency first aid and their extension numbers.
- ☀️ Never write down computer passwords, or safe combinations.
- ☀️ Know your co-workers and look out for each other. Watch each others desk and work areas.
- ☀️ If you choose to walk to and from the parking areas, walk with at least one other acquaintance.
- ☀️ Always let someone know where you'll be whether coming in late, working late, or when leaving your work area
- ☀️ Make sure your office equipment, computers copy machines, and other office machines are secure and engraved for identification.
- ☀️ Ensure that all files are secure.



Safety in transit

- ☀️ Avoid working alone; walk with at least one acquaintance.
- ☀️ Trust your instincts and report strange, suspicious behavior to security.

- ☀️ Don't use stairwells alone and avoid using stairwells to escape pursuers or potential attackers.
- ☀️ Be cautious when using restrooms that are isolated, poorly lit, or open to the public.
- ☀️ Never show your money and valuables by counting or taking money from your purse in open areas.

If you are a victim

If you are confronted by an armed assailant, cooperate and don't risk physical harm. Personal property is never more important than your welfare. Call public safety as soon as possible. Your calmness is vital to identifying the assailant's height, weight, race, sex, age, complexion, hair style and color, facial hair, eyeglasses, scars, speech, accent or lisp, clothing, type of weapon, and any vehicle information

