SAFETY TIPS

Policy Id:
PS.009 – Safety Tips

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• Do not ignore suspicious activity. Contact the Public Safety Department at 212-237-8524/8888 (extensions 8524/8888) or report it to a Public Safety Officer or to the nearest Public Safety Desk.

• Avoid secluded and empty areas or rooms. Study in populated areas.

• Do not use unoccupied classrooms.

• When possible, stay in well-traveled and well-lit areas and travel with others.

• Always safeguard personal items and valuables such as purses, wallets, laptops, I-Pads, cell phones; do not leave them unattended.

• Remember to remove phones from chargers and flash drives from College computers.

• If you use the ATM make sure that you take your bank card with you.

• Keep your valuable items with you all the times or securely locked in a locker or a drawer.

• Always lock your office door even if you are only leaving for a short period of time.

• Do not leave your keys unsecured or lend them to anyone. Report broken locks to Public Safety immediately.

• If you are leaving the College late at night, travel on well-lit streets and stay near the curb away from alleys and entryways.

• Contact Public Safety at (212) 237-8524 anytime 24 hours a day. Emergency phones are located throughout the campus, including in bathrooms.

• If you find an item unattended on campus or lose an item please check in the Lost and Found located in the Department of Public Safety, L2.61.00