

SECURITY PROCEDURES

Security hardware, such as locks on doors and windows, are only effective if they are used and used properly. Please encourage building occupants to keep their offices, labs and classrooms locked when unattended and to keep their keys with them at all times. The University is experiencing increasing incidents of transients using buildings to sleep in and increased theft. These may be related situations, though there is currently no proof of such a connection.

Nationwide, activists are gaining access to disrupt operations such as animal research activities and other research or to place inflammatory flyers, posters and information. A student or other person who wants access to an area to retrieve something may approach Proctors to let them into their office or to retrieve something. Discretion is advised and if the situation is at all suspicious, always feel free to call for police assistance.

RESPONSIBILITY:

Allow access only to authorized persons for any portion of the building. Encourage others to use security devices to take responsibility for the security of property and safety of others in the building or unit. Ask occupants to check outside doors when they leave at the end of the day; secure their offices including windows; report suspicious persons, events and other situations that may require attention by CSUPD or Facilities Management (e.g. a defective lock or broken door). If a security alarm is in place, make sure that appropriate people KNOW HOW TO USE IT and hold them accountable. CSUPD responds to far more false alarms than authentic alarms.

CHECKLIST:

- Report damaged security equipment to Facilities Management as soon as possible for repairs.
- Locate and make building occupants aware of the nearest emergency phone.
- Call police to report any suspicious people in the area. An officer will check the person out. If they should not have been inside, the person who occupies that office will be glad the call was made.
- If a stranger requests admittance to an office, lab, classroom or other area, ask for identification and verify it against the door plaque or phone directory. Get clearance from the person responsible for the area or department head before allowing access. If none of the above is possible, deny access. Should a problem arise, call the police immediately.
- Post reminder notices in work area to warn employees:
- Of the dangers of leaving their keys, wallets or purses on their desks. They DO disappear even at CSU.
- That everyone can be endangered by one open door.
- That the door to each office or classroom is like an outside door at home. It is the final stage of security.
- That Safe Walk is available for after-hours escorts by calling 491-1155.
- University Police Department will be happy to review security procedures or equipment and help develop a security survey of the building and surrounding area..

CONTACT:

Facilities Management	491-0077
University Police Department (CSUPD)	491-6425

For emergencies: DIAL 911