

UHM DEPARTMENT OF PUBLIC SAFETY

CALL (808) 956-6911

SAFETY TIPS FOR FACULTY & STAFF

- **Always lock the door** when leaving your office, even if only for a few minutes.
- **Never leave files containing sensitive information on your desk** – always secure them in a locked area when not in use, and only take them out when you need them.
- **Develop a code phrase** or colored folder system within your office, so that you can covertly notify coworkers in case of a disgruntled visitor. When the phrase or folder is used, the other employee will know to call DPS.
- **If you are working late at night and would like a safety escort to your vehicle, call the Campus Safety Escort service or download and use the Mānoa Guardian app.**



- **When leaving for the day, make sure all money, valuables, and sensitive items are secured.** Log off your computer.
- **If working alone (especially during after-hours periods when the building is locked), always be sure to close and lock every door behind you, and then check the door to make sure it is secured** – this includes your office.

FOR EMERGENCIES

CALL 911

(9-911 from any on-campus phone)

SAFETY TIPS

FOR FACULTY & STAFF (CONT.)

- **If you see or hear anything suspicious (especially when you are alone in the building), call DPS at 956-6911** and an officer will come to your location to check the area.
- **Know where all exits are located in your building**, so that you may easily leave during an emergency. If you have a regular route to your office, change your pattern so you are used to entering and exiting the building from different access points – this is helpful when your normal route is blocked.
- **Keep an internal list of emergency contact information** so that key employees may be notified in the event of an emergency.
- **Participate in DPS workshops and training sessions** – these include Safety & Wellness, Active Shooter Awareness & Response, First Aid/CPR/AED, and Hurricane Preparedness. If you have other safety topics you wish to learn about, DPS can build a custom training for your department by request.
- **If an emergency occurs on campus, call 911 for police, fire, and/or EMS.** If using an office phone, remember to press 9 before the number of any outgoing call. Once 911 has been called, call DPS immediately.
- **If you see anything suspicious on campus, call DPS immediately at 956-6911** so an officer can respond.

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