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)
• 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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