EMERGENCY RESPONSE GUIDLEINES

THEFT

Although Universities are generally a very safe environment, they are not without crime. The majority of crimes that occur involve the theft of personal property. Few of these thefts involve forced entry, and most offenses fall into the category of "crimes of opportunity." Effective security and protection of people and property are the primary responsibilities of all members of the campus community. We encourage our community to be security conscious at all times.

Here are some useful safety tips that may keep you from falling victim to crime:

General Safety Tips:

1. Lock your door when you leave, regardless of the length of time you plan to be gone.
2. Keep small items of value, such as wallets, money and jewelry, out of sight; preferably in a small safe.
3. Take advantage of the free engraving and registration of electronic devices with the Department of Public Safety.
4. Do not leave notes on your door announcing that no one is in
5. Never lend out your key.
6. Report all thefts immediately. For the Adrian Campus contact Public Safety 517-264-7800.
7. Report all doors, locks and windows that are in need of repair.
8. Be suspicious of unknown persons loitering or checking doors. Note their descriptions and call Public Safety immediately.

Residence Hall Safety Tips:

1. Do not prop open locked residence hall doors.
2. Lock your door when sleeping.
3. Lock your room when leaving a roommate asleep inside.
4. Lock your door when you leave, regardless of the length of time you plan to be gone.
5. Keep small items of value, such as wallets, money and jewelry, out of sight; preferably in a small safe.
6. Take advantage of the free engraving and registration of electronic devices with the Department of Public Safety.

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7. Mark all clothing with a laundry pen or needle and thread, in a place other than the label.
8. Do not leave notes on your door announcing that no one is in.
9. Do not take in overnight guests whom you do not know.
10. Do not allow door-to-door salespeople to enter your room. University policy prohibits soliciting and the alleged salesperson may be "casing" your room for later theft.
11. Never lend out your room key.
12. Report all thefts immediately to Public Safety, 517-264-7800.
13. Report to the residence hall staff all doors, locks and windows that are in need of repair.
14. Be suspicious of unknown persons loitering or checking doors in your hall. Note their descriptions and call Public Safety immediately.
15. Do not invite people you "meet" on the internet to your room, or to stay overnight in your room.
16. Properly check in all guests with Public Safety.

SHU EMERGENCY

ON THE ADRIAN CAMPUS 9-911 or 7800 (SHU PUBLIC SAFETY)

CELL 911 or 517-264-7800 (SHU PUBLIC SAFETY)

STATE LOCATION, NATURE OF EMERGENCY, YOUR NAME AND ANY OTHER RELEVENT INFORMATION

STAY ON THE LINE UNTIL THE DISPATCH OPERATOR RELEASES YOU