

STAYING SAFE IS EVERYONE'S RESPONSIBILITY

In order to maintain a safe environment for all, safety must be the responsibility of everyone. Some of the things that can be done to maintain a safe environment are:

Close Propped Doors

- ◇ Anyone can enter a propped door. When the wrong person enters a propped door, personal harm and property crimes can happen. Always ensure that doors to secure areas are closed immediately and report any ongoing problems to Public Safety staff.

Report Unidentified Individuals

- ◇ Report the presence of unidentified individuals in secure areas to staff or Public Safety. Don't let strangers into your building after hours, even if they tell you they are visiting a friend. Have them call the person to the friend and have them come and let them in.

Be Aware on Parking Lots

- ◇ Don't talk on the cell phone while walking to your car. It distracts your attention from your surroundings. Have your car keys in your hand prior to reaching your vehicle. Have someone walk with you to your car after hours, or when it's dark. Look in the backseat before entering your vehicle. Lock your doors as soon as you enter the vehicle.

CAMPUS THREATS

In the event of any kind of threat, whether it's bomb threat or an armed gunman on campus, always try to respond calmly and carefully:

- ◇ Listen closely when staff and public safety personnel tell you what to do. They have been trained to lead you to safety.
- ◇ Try not to panic or assume the worst.
- ◇ Take all drills seriously and encourage others around you to do the same.
- ◇ Don't ever make a threat as a "joke".

Alert staff when something doesn't seem right. Many disasters are averted because someone took the time and care to report something out of the ordinary.

**Chief of Police
Executive Director
Of Safety & Security**

www.howard.edu/publicsafety

H U

DEPARTMENT OF PUBLIC SAFETY

A Guide to Staying Safe at Howard University



SAFETY FIRST

2244 10th Street, NW
Washington, DC 20059

KEEP YOURSELF AND CLASSROOM SAFE

The increase in reported violence within higher education has made us all question whether we are safe on campus. A question facing us all is "what if something happened on campus or in a classroom." This note is a reminder as we move into planning for the future, some safety strategies that may be helpful in the event of an on campus incident.

SAFETY STRATEGIES

Faculty members generally operate in an environment based on relationship building, support and open-door policies. While these principles create the core of your learning environment, efforts can be taken to keep your campus environment as safe as possible. Many of these principles are not new concepts, but reminders that may help you prevent an event from occurring on campus.

Stay Connected – Stay up to date on the Howard University emergency plans and policies. Routinely ask if any changes have been made to the policies or procedures that you or your colleagues should know about.

Be Observant and Alert – In many instances of violence, there are warning signs way before the incident occurs. Take note of unusual or troubling student or colleague behavior and alert the proper authorities of your concerns.

Lock Up Behind You – We often leave our offices open when we are expecting to return shortly. When working in your office after hours or early in the morning, lock your door when you leave.



Open Your Door – Keep your office or classroom door cracked or open when meeting with individuals. Consider arranging your office so that your desk is close to the door. You will have an accessible exit if threatened and your voice will carry more effectively, if necessary.

Always Be Prepared For Any Emergency - "Prior Planning Prevents Poor Behavior." There is great value in being prepared for a crisis to occur. Always cooperate with emergency preparedness drills. Practice crisis response procedures at the start of each term. Constant planning makes a world of difference in an emergency.

Save Written Correspondence – Keep a record of all written exchanges you have with colleagues and students. Should a future problem present itself you may need the files to establish a pattern of behavior that poses a threat.

Never Make A Promise That You Can't Keep – Often students go to faculty members seeking a listening ear, experienced wisdom and parental advice. Sometimes, during these exchanges, they may ask you to promise not to share what they are about to say; or they may ask you to promise confidentiality. Protect yourself and others by never making that promise. You are obligated to share with the appropriate officials any information that leads you to believe that individuals may pose a threat to themselves or to others. In addition, it's often the best way to get students the help that they actually need.

Use The Buddy System or Call Public Safety

When you walk to your vehicle at night or to a late meeting across campus, walk with someone or request a campus escort. Try to host evening and early morning office hours at the same time as a colleague so you minimize the times that you are alone in your department.

CAMPUS RESOURCES

There are many resources on campus that can be of assistance should you encounter a difficult student or colleague, exhibiting behavior that could pose a threat. Many campus professionals have received extensive training on how to deal with difficult students, emergencies and workplace violence. Consider contacting any of the following professionals for assistance.

Public Safety can quickly respond to a call for help from your desk or mobile phone, as well as from any emergency blue phone on campus. They can also provide the most up-to-date information on emergency protocols.

Student Services has numerous resources to assist you in dealing with difficult student behavior.

Residence Life can be a valuable resource for students who reside in residence halls.

Office of Off-Campus Housing and Community Engagement is an additional resource when addressing students who reside off campus.

University Counseling can provide you with resources to address your concerns or assist you in referring a student for counseling.

Human Resources can provide helpful information on conflict management, safety tips and grievance procedures for matters involving employees of HU.