1. Call University Police at 9-1-1 to report suspicious strangers or unauthorized activity.
   - Do not attempt to apprehend or interfere with the suspicious strangers/criminals except in case of self-protection.
2. Describe the person’s physical traits, attire and behavior when contacting University Police.
   - If safe, note: height, weight, sex, color, approximate age, clothing, method & direction of travel, and name, if known.
3. Immediately report any misplaced facility keys, missing personal item or stolen/damaged University property to University Police.
4. Contact University Police if you hear anyone requesting access to your floor from inside secured stairwells.
   **Do not permit access to the floor.**
5. In the event of civil disobedience, continue with normal operation. For outside disturbance, stay away from doors and windows. Do not interfere with those creating the disturbance or with law enforcement.
6. In the event of gunfire, remain calm and take cover immediately. Avoid movement near windows and open doors. If possible, escape from the danger area should be done as quickly and quietly as possible.