



## 10 Safety Tips for After-Hours Use of Campus Classrooms

1. Avoid working/studying alone in a building at night. Have a buddy available for emergencies.
2. Avoid being in isolated classrooms in areas of the campus that are infrequently patrolled, with little or no traffic, and in places difficult to access.
3. If secure and possible, lock the door of your work/study area to keep unwanted visitors out.
4. Never prop doors open, especially fire doors, even for a short period of time.
5. When walking on campus after hours, use well-traveled, open routes to get to your destination. Avoid "shortcuts" and avoid walking alone.
6. Let friends and family know where and when you'll be working/studying. You can also check in with security and let them know where you'll be in the building. Remember to check-out when leaving.
7. Do not wear a personal stereo system or play music so loudly that you are not aware of your surroundings.
8. Always have your cell phone charged in case you need to call for assistance.
9. Make it a point to find out where emergency phones are located in campus buildings and parking decks. Find out where the campus police sub-stations are located. And find out where security desks are located and how to get a hold of security.
10. Immediately report suspicious activities and persons to the UCSF Police Department by calling 9-911 from a campus landline and 476-1414 from a cell phone. Have this emergency phone number pre-programmed into your cell phone.

To find out more about services provided by the UCSF Police Department, please call 476-1414 or go to our website at [www.police.ucsf.edu](http://www.police.ucsf.edu). We have a number of programs available to the campus community, including the RAD Women's Basic Self-Defense class, walking escort service, personal safety presentations, tips and brochures.