USEFUL TELEPHONE NUMBERS

1. Call University Police or 9-1-1 or extension 3639 to report suspicious strangers or unauthorized activity. If using a cell phone, call (310) 243-3333 for University Police.
   * 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 it is safe to do so, note the height, weight, sex, ethnicity, approximate age, clothing, method and direction of travel, if known.

3. Immediately report any misplaced facility keys, missing personal items, 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 operations. For outside disturbances, 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.