TIPS FOR LOSS PREVENTION

Know How to Call for Help When Needed

• All campus phones can access emergency services by dialing 8-911.
• Report suspicious persons or activities to Morton College Police at (708) 656-8000 Ext. 2200.
• Report safety hazards, unsafe lighting, and defective equipment to the Morton College Police Department or Plant Operations (708) 656-8000 Ext. 2220.

Be Aware of Your Surroundings

• Know where you are, know where you are going and what to expect.
• Avoid walking alone and let people know where you are going.
• Plan your walking trips in advance and choose a safe well-lighted and populated route.
• Remember, most crime is committed in response to the opportunity, so the best prevention is to eliminate opportunities.

Take Precautions in Campus Buildings

• Lock up wallets, purses, jewelry, and other valuables.
• Limit or restrict access to work area.
• Develop a relationship with other students and staff.

Protect Files and Computer Data

• Do not give personal information (Account numbers, Social Security number, PIN etc) to anyone unless you know they are legitimately entitled to have such information.
• Back up computer data. Store the back-up away from the computer, preferably off-site. Consider password protected documents for personal information.
• Protect files; e-mail, financial accounts, and other accounts with strong passwords. Strong passwords are not found in a dictionary; contain a mixture of characters and are not easily identified. Do not reveal the password to anyone.