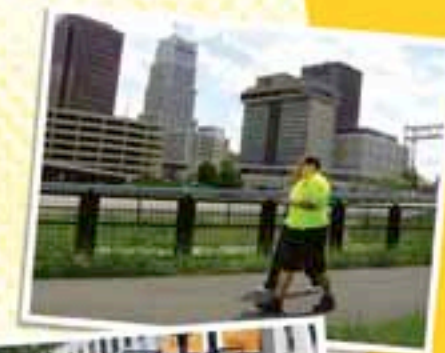




Office and Building Security



Downtown is one of the safest neighborhoods in Akron. Help us *keep* it that way.

Victim of a Crime?

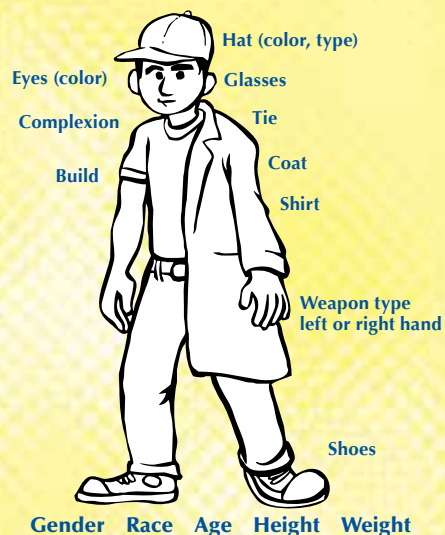
The likelihood of the perpetrator of a crime being apprehended may depend on your ability to give police an accurate description. There are measures you can take to aid you. For example, place discreet height markers on a door frame that will help you gauge the height of the individual. Keep Incident Reports handy to jot down details of the criminal you may need later.

Description of Person

Gender: Race:
Age: Height:
Weight: Hair:
Eyes: Complexion:
Scars, etc.: Weapon:
Clothing: Build:
Speech: Mannerisms:
Unusual characteristics:

Location last seen:

Direction of travel:
Mode of transportation:
Type of vehicle, make, model, year, color, license plate #



Report Crime and Suspected Criminal Activity Promptly

To report a crime in progress or a medical emergency, or if you need an officer on the scene now, call **911**.

Ambassadors Hours of Operations

Cleaning Ambassadors: Mon-Fri 7 a.m. - 3:30 p.m.

Safety Ambassadors: Mon-Thurs 7 a.m. - 8 p.m.
Friday 7 a.m. - 11 p.m.
Saturday 11 a.m. - 11 p.m.

Thursday, Friday and Saturday hours extended as needed within the Entertainment District

To report a cleaning issue or a non-emergency safety concern, email

safe@downtownakron.com

or call **330-374-7612** or **330-374-7676**.

To request a safety escort or to report a problem, contact the Duty Supervisor:

330-706-7383



Greystone Hall, 103 S. High St., 4th fl.
Akron, Ohio 44308

www.downtownakron.com
330-374-7676 • fax 330-374-7620

*Promoting and building
a vibrant and valuable Downtown*

safe@downtownakron.com
clean@downtownakron.com

This and additional information available online at
www.downtownakron.com



Record serial numbers of office equipment and electronics

Inventory List

Laptop: _____

Computer: _____

Monitor: _____

Printer: _____

Cell Phone: _____

Security Tips

Do Your Part...

- Use your security and alarm system. Do not buzz individuals in without knowing who they are and who they are there to see.
- Question individuals walking through your office by asking if they need assistance.
- Do not allow unknown or unexpected repair personnel free access to your office space.
- Be especially cautious when employees are gathering for a meeting, party or luncheon that takes them away from their office/desk.
- Never leave your reception area unattended or entrance doors propped open.
- Always keep valuables out of sight.
- Keep current inventory records of all equipment with their serial numbers.
- Lock your office if you step away from your desk, even for a few minutes.

Be prepared

- Many crimes are crimes of opportunity. Always be alert and aware of the people around you.
- Be aware of locations and situations which would make you vulnerable to crime, such as alleys and dark parking lots.
- Get to know your business neighbors.

Your personal security

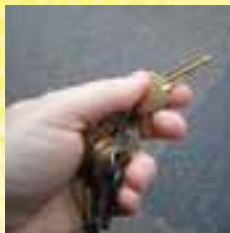
- If you work non-traditional hours, or if you feel uncomfortable walking to or from your car, call for a safety escort at 330-706-7383.
- Report all suspicious people and activities to 911.
- Personal property should be marked with your driver's license number.
- Have your car keys in your hand when approaching your car.

Outside/In

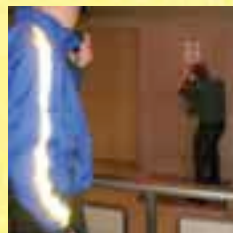
- Make sure all windows and doors are locked and secure.
- Keep the exterior of the building free of hiding places such as bushes, dumpsters, etc.
- Install security bars on back doors.
- Install a security alarm system and maintain it.
- Keep front windows free of obstructions that can prevent a robber from being seen by a passerby.
- Install lighting at all entrances and exits.
- Do not let anyone into a secured area with your access keys or card as you enter or leave.
- If you find a secured entry door propped open, close it.
- Keep cash register in plain view from outside and leave it open and empty after hours.
- If you have an alarm system, place a decal on your window.



Do record serial numbers of equipment.



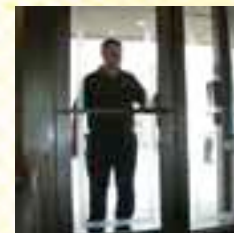
Do keep your keys in your hand when approaching your car or building.



Do report suspicious people and activity.



Do call for a safety escort.



Do not buzz in anyone you don't know without questioning.



Do not prop open entry doors.



Do not leave valuables unattended.