

CRIMINAL INCIDENT

WHAT YOU SHOULD DO

1. Report any crime in progress on campus to BW Safety and Security dispatch at x2336 and/or 911.
2. Report any crime in progress off campus to Berea Police at 440-234-1234 or dial 911.
 - a) In both cases, tell the dispatcher your name and your location
 - b) Give a description of what is taking place
 - c) Give a thorough description of any suspect(s); physical description, clothing, vehicle information and direction of travel
 - d) Tell the dispatcher if there are any injuries and the extent of those injuries
 - e) Stay on the phone with the dispatcher until he/she ends the conversation
 - f) Give the dispatcher a phone number where you can be reached if more information is needed
3. If you have been a victim of a crime or witness to a crime, follow the same steps above.
4. To report routine or non-emergency incidents, call BW Security at x2336.

WHAT WILL HAPPEN

1. BW Security will respond to the incident, take appropriate action, render any assistance needed and gather report information.
2. Other agencies or BW personnel will be notified as necessary.
3. Be prepared to give a statement, both verbally and in writing to BW Security and possibly Berea Police.

