



# Campus Cops Corner

## -Public Safety Tips for the PPCC Community-

### Public Safety Newsletter

At long last, we're getting new door locks which will allow staff, students and faculty to lock the door from the inside without having to step into the hallway and use a key. This is a significant improvement in safety.

The locks are intuitive, but we have noticed an increased number of classrooms left "unlocked" by staff and faculty. Please read the simple primer below on how to work the locks. Properly locking the doors is your responsibility.

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### NEW DOOR LOCKS

Locking the door requires two motions. First push the button "in," and then turn the button so the tab is horizontal as featured in the bottom picture. If you only push it "in" without turning it (as featured in the middle picture), the door will unlock when you pull it closed.

This configuration leaves the door **OPEN**.



This configuration *also* leaves the door **OPEN** when the door is pulled closed



(You must also turn the button to the horizontal position).

This is the proper configuration



### Important Numbers & websites:

- 24-7 Emergency Number: 502-2911
- Emergency Alert Sign Up: [www.ppcc.edu/alert](http://www.ppcc.edu/alert)
- Crime Stoppers  
634-STOP (7867)
- Anonymous Reporting  
[www.SAFE2TELL.org](http://www.SAFE2TELL.org)  
  
1-877-542-7233