



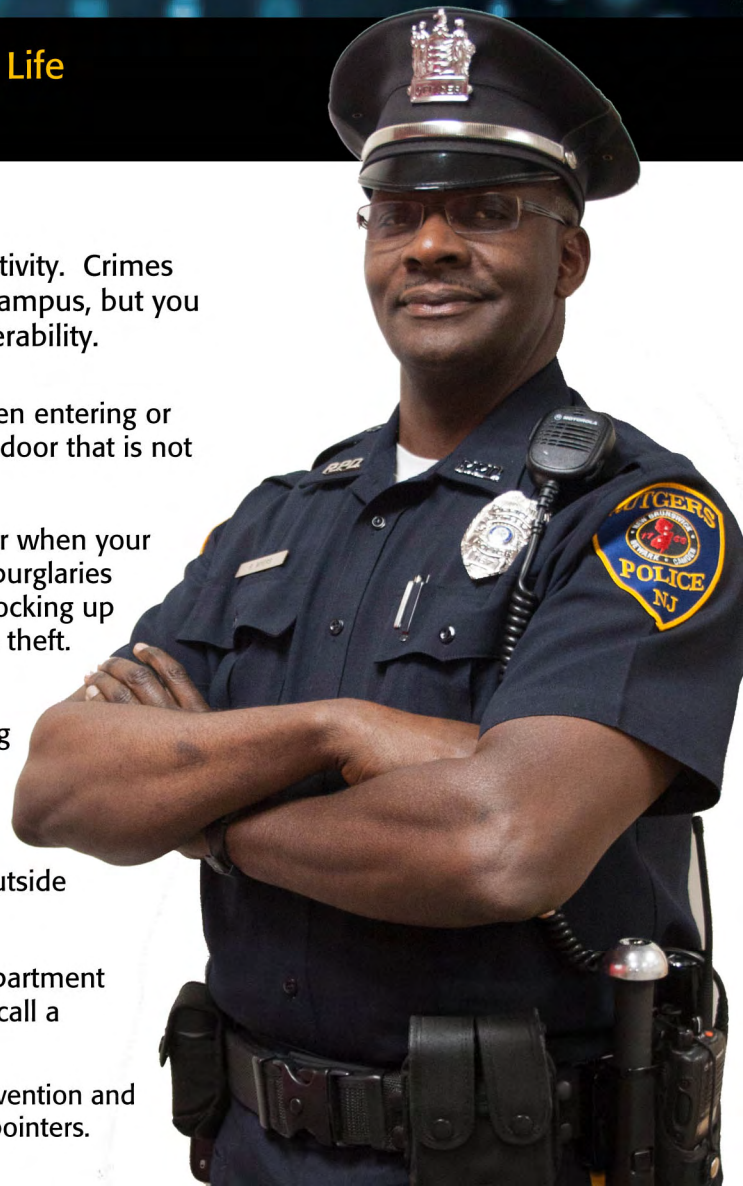
Housing Safety and Security Guide

Brought to you by Rutgers Housing and Residence Life
and the Rutgers University Police Department

OVERVIEW

Residence halls and apartments are not immune to criminal activity. Crimes ranging from theft to sexual assault have occurred on and off-campus, but you can use some common sense precautions to reduce your vulnerability.

- 1** Never prop open external doors or apartment doors. When entering or leaving, make sure all doors are locked; and if you see a door that is not secure, make sure you lock it.
- 2** Always lock your door when you are alone or sleeping, or when your room is unoccupied, even if it's only for a minute. Of all burglaries reported in rooms, over 90% involved unlocked doors. Locking up is the single most effective action you can take to reduce theft.
- 3** Never allow strangers to enter your building. Delivery persons should remain outside while the person awaiting the delivery is summoned. Always request ID before admitting repair persons. If you question someone's identity, call RUPD to verify person is legitimate.
- 4** Report all strangers seen wandering inside or loitering outside residence halls or apartment buildings to the RUPD.
- 5** Question unescorted persons in your residence hall or apartment building. If you are uncomfortable doing this personally, call a residence life or housing staff member or the RUPD.
- 6** Encourage your group representative to schedule crime prevention and personal safety programs. Attend all workshops to pick up pointers.



- 7 Always escort your guests in and out of the building, and choose them carefully. You are responsible for their conduct. Guests may not feel a sense of obligation to you, your property, or others.
- 8 Never lend anyone your key, access card or ID. Non-residents, even close friends, do not have the same level of concern for the security of your hall. Do not leave your keys unattended. Do not put your name or address on your key chain. If keys are lost or stolen, report the loss immediately to the RUPD and have your locks changed. At night always have your keys ready before you get to the door.
- 9 Report all malfunctioning doors, windows, security screens, inoperative lights, shrubbery near doors or windows which need to be trimmed, etc. to the residence life, housing, or conference services staff for immediate repair.
- 10 Have the RUPD number (**Rutgers University-Newark: 973-353-5111** or **RBHS at Newark: 973-972-4491**) posted near all telephones in case of emergency.

PERSONAL SAFETY

- Use your door viewer (peephole) and door chain whenever answering the door. Do not let strangers into your room or apartment for any reason. If someone you don't know asks to use the phone, offer to make the call for him or her.
- Always keep windows covered at night and never reveal that you are alone.
- Report all obscene or harassing phone calls to the RUPD. If someone calls with the wrong number, never give the caller your name, address, or number.
- Never use your first name in telephone directories or on mailboxes. Use your first initial only.
- Leave lights on in two or more rooms and if the doorbell rings, call out in a loud voice, "I'll answer it!" to imply that you are not alone.
- Be aware of deserted laundry rooms, study rooms, lounges, parking lots and garages, and elevators, especially late at night.
- Try not to enter elevators with a stranger. Stand next to the control panel in an elevator if possible, and if you are trapped by an assailant, push the emergency alarm and as many buttons as possible so the elevator will stop on the next floor. Do **not** push the **STOP** button.
- Avoid walking alone at night, but if you must, stay in well-lighted, open areas.

PROTECTING PRIVATE PROPERTY

In your room or apartment, keep valuables such as wallets, jewelry, and purses out of plain view. Do not leave valuables unattended in lounges, laundry rooms, study rooms, restrooms or other similar areas.

Avoid carrying large sums of money. Do not allow large sums of money to accumulate in your room.

ALCOHOL AND DRUGS

Obey university regulations regarding serving alcoholic beverages. Do not use or store illegal drugs in campus housing. Alcohol and drug laws are strictly enforced.

Stay sober and coherent. Persons under the influence are much more likely to be the victims of a serious crime or accident or to victimize others.

SUSPICIOUS? YOU BET!

What is suspicious? Anything that seems even slightly "out of the ordinary" for the area or time of day in which it occurs.

The most obvious things to watch for and report are:

- strangers entering your neighbor's room when it is unoccupied
- strangers on your floor checking if doors are locked
- screams heard anywhere, anytime may mean an assault or robbery is in progress
- the sound of breaking glass or other loud, explosive noises may mean an accident, burglary, or vandalism
- persons around bicycle racks carrying bolt cutters or tools
- a person running, especially if carrying something of value, could be leaving the scene of a crime.

While the situations described could have innocent explanations, the RUPD would rather investigate crime-prone situations than be called when it is too late. Your call may save a life, prevent an injury, and/or stop a criminal act.

ASSIST YOUR POLICE DEPARTMENT

Be aware of your surroundings. Many crimes occur literally "under the noses" of people who just did not notice anything suspicious.

Safety and security are everyone's responsibility. You must take responsibility for your own safety. You must be security conscious at all times for your benefit and for that of others. Rutgers University Police offer programs on safety and security and are available to meet with you to discuss your safety concerns.

Please give the information on this flyer serious attention. Even if you are not concerned about your own personal safety, it is critical that you consider the rights of others living in your residence hall or apartment building. Help us to help you.

RUPD Newark
Emergency Fire | Police | Rescue Dial 9-1-1
 Rutgers University-Newark 973-353-5111
 RBHS at Newark 973-972-4491
 Housing Administration 973-353-1037
 Conference Services Administration 973-353-1630