For information on a safety audit at your residence or office, contact:

**On Campus**

University Police 935-5084

Crime Prevention

**Off Campus**

University City Police 862-0770

St. Louis Police 444-0047

Watch the Web for upcoming classes and other important safety programs and tips.

police.wustl.edu
**Washington University** is an international leader in teaching and research. The campus is among the most attractive in the nation and enjoys a safe, relaxed atmosphere. Your personal safety and the security of your property while on campus is a shared responsibility. Washington University has made safety and security a priority through our commitment to a full-time professional police department, good lighting, shuttle services, emergency telephones and on-going educational safety awareness programs. The vast majority of crimes that occur on college campuses are crimes of opportunity and can be prevented. You can help by taking the opportunity away. The best protection against crime is an informed, alert campus community. We have prepared this guide to help make your experience at Washington University a safe and secure one.

Washington University Police Department

### **TOP 10 Safety Tips**

1. **LOCK YOUR ROOM DOOR** whenever you leave, even if it’s for a short time. Also, be sure and lock your door when you will be showering or sleeping.
2. **NEVER PROP OPEN EXTERIOR DOORS.** If you see a door propped, close it.
3. **DON’T ALLOW PEOPLE YOU DO NOT KNOW TO “TAILGATE”** behind you into the building!
4. **NEVER LEAVE YOUR LAPTOP COMPUTER, textbooks, cellular telephone, book bag, purse or other valuables unattended or out of your line of sight.**
5. **AVOID WALKING OR JOGGING ALONE** and never walk or jog alone after dark. Always choose a well-lit path and avoid dark, remote or vacant areas.
6. **AVOID WORKING OR STUDYING ALONE** in a campus building. Avoid isolated areas.
7. **ALWAYS LOCK YOUR BIKE** with a well-made lock.
8. **TRAVEL AND PARK ON WELL-LIGHTED STREETS.** Be aware of your surroundings before entering or exiting your vehicle. Have your whistle handy to summon help if necessary.
9. **DO NOT LEAVE EXPENSIVE PROPERTY such as CD’s, purses, radar detectors, cellular phones and portable stereos in plain view in your vehicle. Lock them in your trunk or take them into your residence.**
10. **IF YOU SEE A SUSPICIOUS PERSON or someone you don’t believe should be in or around the building, call the Police immediately.**
Residence Hall and Apartment Security

You can take several important steps to help protect yourself and your personal property:

• Don’t allow people you do not know to “tailgate” behind you into the building! Every person who is authorized to be in your building should either have card access or a key. Politely tell them you can not allow them in and they should go to the Res Life Office to gain access. People who are authorized to be in the building should understand that they need their own card or key to get in.

• Lock your room door whenever you leave, even if it’s for a short time. Also, be sure and lock your door when you will be showering or sleeping.

• Do not leave your wallet, purse, credit cards, cash, checkbook or other valuables in the open.

• Never prop open exterior doors. If you see a door propped, close it.

• Never loan your access card or keys to anyone. If you misplace your identification/access card or key, report the loss to the Police immediately.

• Never leave your laptop computer, textbooks, cellular telephone, bookbag, purse or other valuables unattended or out of your line of sight in common study areas.

• Record the serial numbers of the valuable objects you have in your room. The Police Department offers a handy inventory card to help you record this vital information.
Give the card to your family and ask them to store the information in a safe location. The Police Department also has available an electric engraver so that you may use it to engrave your license number or other identifying marks on your valuables.

- If you see a suspicious person or someone you don't believe should be in or around the building, call the Police immediately.
- If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder; try to get a detailed description and call the police immediately. On campus, call 5-5555.

*If you live off campus, take the following additional steps to protect yourself and your valuables:*

- Lock the windows to your residence. If you have a sliding glass door, secure it further by placing a piece of wood in the track to prevent it from opening.
- If your doors do not already have one, ask your landlord for a deadbolt lock.
- Have a through-the-door viewer installed on your door.
- Make sure your building has outside lighting and report any broken or burned out lights to your landlord.
- Become acquainted with your neighbors. Know who belongs in your building.
- If you have an answering machine, don't put your names on your recording. Also, if you and your roommates are female, consider having a male friend leave your outgoing message on your machine.
• When you are away from your residence, leave your interior lights on. Use a timer if you will be gone for more than one day.

• Don’t hide a spare key outside your door, under the doormat, in the mailbox, or over the door—the thief knows where to look.

• When someone knocks at your door, don’t open it unless you know your visitor.

• If the person is a maintenance person, representative or product salesman, etc., ask that identification and credentials be slipped under the door or through the mail slot. Call the employer to verify the name and business, or that maintenance work was scheduled to be performed. Refuse to deal with anyone who won’t comply with this request.

• Someone may knock at your door to use the telephone.
  – Never open the door.
  – Take the message and make the call for them.

• If you see a suspicious person, notify the Police by calling 9-1-1.

• If you do arrive home to find your door ajar, hear unusual sounds or believe your apartment has been broken into, DON’T GO IN! Go to a telephone and call the Police.

• When you are away from your home for breaks:
  – Take valuable items home with you.
  – Discontinue your newspaper and other deliveries ahead of time. Do not leave notes.
- Notify the post office to hold or forward your mail or have a friend pick it up daily.
- Check the Police Department website at www.police.wustl.edu to obtain a complete apartment security checklist.

**Safety While Walking or Jogging**

- Avoid walking or jogging alone and **never** walk or jog alone after dark. If you must travel alone at night, use the Campus Escort Service by calling 935-7777 to escort you to your campus destination.
- Tell someone where you are going and when you can be expected to return.
- Always walk or jog in a familiar area.
- Always choose a well-lit path and avoid dark or vacant areas.
- Take note of the locations of Emergency Telephones along your route.
- Carry a whistle to summon help when you walk or run. The Police Department offers free whistles—just come by our office on the South Forty to pick yours up!
- Do not wear music headphones while walking or jogging.
- If you can afford one, carry a cellular telephone with you and use it if you feel uncomfortable.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction; go to the other side of the street and yell or whistle for help; or head
quickly to a lighted area, a group of people, or an Emergency Telephone.

- If you exercise outdoors on a regular basis, vary your route and schedule.
- Have your access card or keys ready when returning to your residence hall or apartment.
- Try not to overload yourself with packages or other items. Keep your hands as free as possible.
- If you carry a purse, carry it close to your body, preferably in front. If it has a shoulder strap, be prepared to let it go if snatched.
- If you are confronted by a thief, give them what they want and don’t chase them as they leave. Blow your whistle!
- Participate in the Police Department’s Rape Aggression Defense (RAD) self-defense class for women. For more information, call the Crime Prevention Office at 935-5084 or visit our website at www.police.wustl.edu.

**General Campus Safety and Security Tips**

- Avoid working or studying alone in a campus building.
- Never leave your laptop computer, textbooks, cellular telephone, bookbag, purse or other valuables unattended or out of your line of sight in dining areas, the library or common study areas.
• Avoid isolated corridors or hallways. Be extra careful in stairwells and avoid isolated restrooms.

• Never prop doors open, even for a short period of time.

• Print your name in your textbooks to help identify them if lost or stolen.

• When using athletic facilities, always secure your property in a locker with a good lock. Never leave your property unattended in hallways or common areas.

• When participating in outdoor activities, never leave valuables (including bookbags) unattended.

• While working, do not leave purses, cellular telephones or other valuables unattended under desks or in unlocked offices. Place valuables in a locked file cabinet or drawer.

• Keep petty cash and stamps in a locked drawer.

• Avoid entering an elevator which is occupied by only one other person who is a stranger.

• Report anyone who behaves suspiciously to University Police. Remember his/her appearance and relay it to the dispatcher.

**Laptop Computer Security**

Laptop computers have become one of the most popular targets for both the casual and experienced thief. Laptops are valuable, easy to resell on the open market,
Bicycle Security

It is estimated that almost a half million bicycles are stolen in the United States each year! Many bicycles are easily stolen because they are not locked at all. The next most common targets are bicycles that are not locked with the right type of security protection. For example, a lightweight cable or a small dog collar-type chain can be easily pried open or cut. Proper use of a strong, reliable lock will make a difference!

Do's

- Always lock your bike.
- Lock your bike to a fixed, immovable object like one of the many bicycle racks on campus. Park it in a visible and well-lighted place.
- If a “U”-Lock is used, position the bicycle frame and wheels so that as much open space as possible within the U-portion of the lock is filled or taken up. This makes it more difficult for a thief to use tools to attack the lock. “Kryptonite” U-Locks are available for purchase at a special price through the Police Department at our office on the South Forty.
- Register your bicycle with the Police Department to ensure there is a record of all the vital information like make, model, color, serial number, etc. You can register on-line at www.police.wustl.edu.
- Accessories that can easily be removed, like quick release wheels and seats, should also be secured with a lock.
and most commonly stolen when left unattended in public areas. Here are a few common sense practices that can go far in preventing your laptop from being stolen:

- Always keep your laptop in sight! Avoid leaving your computer unattended in any public space.

- In a residence hall, be mindful of leaving your laptop unattended in common spaces such as study rooms, kitchens or laundries.

- In your residence hall room, lock your laptop in a drawer when not in use or secure it to the desk top with a cable lock. Remember to always lock your door when you leave your room, even if it’s just for a short time.

- When at the library, take your laptop with you when you go to the stacks.

- Lock doors to labs and office spaces whenever your laptop is left unattended. If possible, the laptop should be stored in a locked file cabinet.

- If you nap in public spaces such as the library or on campus grounds, use your laptop as a pillow or place the strap over your shoulder.

- Back-up critical files frequently. The cost of not doing this can be priceless.

- Contact the Police Department to have your computer marked with a STOP Tag. This is a special tag for laptops that if removed leaves a tattoo displaying the text “Stolen Property Call....” You can get more information at the Police Department website www.police.wustl.edu.
Don’ts

- Don’t lock your bike to small trees, aluminum or wooden posts, or chain link fences.
- Don’t lock your bike to a disability accessible ramp.
- Don’t lock your bike to itself. If a thief wants your bike, it can easily be lifted up and carried away.

While Driving Your Vehicle

- Carry your car keys when approaching your vehicle so you can enter quickly. If you see someone loitering near your car, don’t stop; walk to an area where there are other people. If you use a keyless entry remote, do not unlock the doors until you can see your vehicle.
- Try not to walk close to other parked vehicles, staying in the center of the access way. Try to walk against the direction of traffic.
- Plan your route—try not to travel alone.
- Travel and park on well-lighted streets.
- Don’t drive in unfamiliar areas.
- Keep your doors locked and windows closed.
- If you can afford a cellular telephone, carry it with you.
- Look in the rear view mirror often.
- Keep packages, purse, etc. on the floor rather than on the seat where they are easily seen.
- When stopped in traffic, leave enough distance between your vehicle and the one in
front of you, so you can pull away quickly if necessary.

- If bumped from behind, motion for the other driver to follow and then drive to the nearest Police/Fire 24-hour station.

- If you are driving home, and there is someone walking down your street you don’t recognize, drive around the block and come back after the person has left.

- Be extra cautious if someone approaches your car and asks for information. If you must talk to them, do so with the window up, the doors locked and be ready to drive away if necessary.

- Be alert when waiting in line at drive-thru windows and ATM’s.

- When returning home at night, call ahead and ask someone to watch for you while you walk from your car to your residence.

- Be aware of your surroundings before you get out of your vehicle. Have your whistle handy to summon help if necessary.

- If while stopped you are confronted by someone or pulled from your vehicle, cooperate and move away quickly.

- If you are stranded in your car, stay in the vehicle and keep your doors locked until the police arrive. If someone offers to help, stay in your vehicle and ask him or her to call the police. “Send Police” signs are available free from the Police at our office on the South Forty.

**Motor Vehicle Theft Prevention**

Vehicles in parking lots and garages present a target for thieves. In fact, over one million
vehicles are stolen in the United States each year.

Do's and Don'ts

- Lock it and pocket the keys. Nearly 20% of all vehicles stolen had the keys in them.
- If you use a self-service gas station or convenience store, don’t leave the keys in the vehicle when you go inside to pay.
- Whenever possible, park in well-lighted and busy areas.
- Never hide a second set of keys on the vehicle. Extra keys can be easily found if the thief takes time to look.
- If possible, avoid parking next to vans, pick-ups and other large vehicles. These large vehicles can “hide” your vehicle and make it more difficult for others to observe criminal activity.
- On cold mornings, never leave your motor vehicle running while it is unattended, in order to warm up.
- Periodically check your license plates to make sure they haven’t been stolen or the renewal tag removed.
- Do not leave expensive property such as CD cases, purses, radar detectors, cellular phones and portable stereos in plain view in your vehicle. Lock them in your trunk or take them into your residence.
- Record the brand, model numbers and serial numbers of all electronic equipment installed in your vehicle. In the event of a
theft, give this information to the police.

- If your vehicle has expensive stereo equipment, consider investing in a vehicle alarm. If you have an alarm, use it!

ATM Safety

The proliferation of automated teller machines has made cash accessible almost everywhere 24-hours a day. But, you should always remember that a would-be robber knows that a person using an ATM machine will usually leave the machine with cash in their possession.

Here are a few tips to help prevent you from becoming a victim at the ATM:

- When approaching the ATM, be alert for anything suspicious, especially two or more people in a nearby vehicle, particularly if no one else is at the ATM, or someone appears to be “hanging” around the area.

- If at all possible, avoid using ATM’s at night. If you must use one at night, select one that is well lit and is not in a secluded, low visibility area. Particularly after dark, take a companion along and park close to the ATM, if at all possible.

- At a drive-up ATM, keep all windows closed, except the one you are using, and all vehicle doors locked. Keep the vehicle running and be watchful of the vehicle’s front, rear and sides. If someone approaches your vehicle on foot, cancel the transaction and leave.

- Before you approach the ATM, have your card ready, know your code and if anything
such as a deposit slip needs to be filled out, have it completed.

- Protect your Personal Identification Number (PIN). Memorize your PIN and do not write it on your ATM card.

- When you are using the ATM and someone is closer to you than you would like them to be, ask them politely and tactfully to step back a few steps. If they do not do so, cancel your transaction and go to a safe location until that person leaves.

- When your ATM transaction is completed, take your property and put it in your pocket, wallet or purse and leave immediately. Never stand and count your money. Always have your head up and be aware of your surroundings when you leave the ATM. If you feel or sense that someone is following you, walk or drive to the nearest open business or where there are a lot of people and call the police.

**Credit Card Security**

The fraudulent use of credit cards is not limited to simply the loss or theft of actual credit cards. A thief only needs to know your credit card number to fraudulently make charges, including cash withdrawals, against your account. Here are a few tips to guard against the illegal use of credit cards:

- Photocopy both the front and back of all your credit cards and keep the copies in a safe and secure location. This will enable you to cancel your credit card as soon as possible if it is lost or stolen.
Residence Hall and Apartment Security

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• Lock your room door whenever you leave, even if it’s for a short time. Also, be sure and lock your door when you will be showering or sleeping.

• Do not leave your wallet, purse, credit cards, cash, checkbook or other valuables in the open.

• Never prop open exterior doors. If you see a door propped, close it.

• Never loan your access card or keys to anyone. If you misplace your identification/access card or key, report the loss to the Police immediately.

• Never leave your laptop computer, textbooks, cellular telephone, bookbag, purse or other valuables unattended or out of your line of sight in common study areas.

• Record the serial numbers of the valuable objects you have in your room. The Police Department offers a handy inventory card to help you record this vital information.
Identity Theft and Fraud

Identity theft is one of the fastest growing, and most profitable, crimes in the United States. Identity theft and frauds refers to someone obtaining and using your personal data in some way that involves fraud or deception, typically for economic gain. Criminals may use your identity to open up a new credit card or bank account. Or they may establish a cellular phone account in your name. Here are a few tips to help protect your personal information:

- Limit the amount of confidential or personal information you carry in your wallet or purse. Do not carry bank account numbers, personal identification numbers (PIN), birth certificates, etc.

- Avoid carrying more blank checks than you actually need.

- Cancel any credit cards you don’t really need or haven’t used.

- Never provide personal information (Social Security number, credit card number, address, etc.) over the telephone unless you initiate the call and are familiar with the business.

- Destroy—preferably shred—credit card applications you receive in the mail and don’t use.

- Review your credit card bills and your checking account statements as soon as they are received to ensure that no fraudulent activity has taken place.