

Security Checklist - Top Ten

1. Keep bags, wallets and mobile phones in a safe place at all times.
2. Cover up any expensive personal items.
3. Lock rooms if you are leaving them for any length of time.
4. Be aware of your surroundings when out and about.
5. Avoid short cuts through badly illuminated areas.
6. Try to travel in groups, especially at night.
7. Park your car in well illuminated areas.
8. Keep computers and other valuables away from windows, particularly on lower floors.
9. Draw curtains and blinds if you are working late.
10. Call Security if you are concerned about your safety.

ESSENTIAL CONTACT NUMBERS

Security Control Room: 5098/99

On Campus Emergency: 2222

(If using internal University phones)

Security Control Room: (028) 9097 5098/99

On Campus Emergency: (028) 9097 2222

PSNI Emergency: 999

PSNI Non-Emergency - 101

(If using your mobile phone)

Security Staff are on duty across the campus 24-7 / 365 days a year and are here to help & support you.

Student Safety

If you are working late in the library or out in the evening, try to follow these basic safety rules:

- Be sure your friends know where you are, when you are due back and how to contact you.
- Go out accompanied by friends and return home with them. If you go out alone, arrange transport for your return journey before you leave. Get a lift or taxi there and back.
- Only use transport options you trust and do not get into vehicles where you feel unsafe.
- If you are socializing, do not leave your own drinks unattended.

Shared Accommodation

If you live in Student Accommodation, or some other type of shared accommodation, you should keep your room locked when you go out to use the kitchen or bathroom. Don't leave keys in your door and avoid putting your name or room number on your keyring in case it gets lost or stolen. Never leave cash or valuables in open view in your room. Try to limit the number of valuable items you have in your possession. Always lock main entrance doors behind you. Try to avoid letting anyone you don't know into the building along with you. Be aware of any strangers around the corridors in the building and report any suspicious activity to the Security staff immediately.

If You Have Been Assaulted

Assaults are serious crimes, whether committed by a stranger or someone you know. If you have been assaulted, call the Police immediately. They need your help to catch the attacker. You can help the police by:

- Asking for witnesses at the scene.
- Trying to remember exactly what the attacker looked like.
- If a car was involved, try to note the colour, model and registration number.
- Although your immediate reaction will be to wash, try not to if you can possibly help it. It will destroy vital evidence which will help prove the case against the person who assaulted you.



**QUEEN'S
UNIVERSITY
BELFAST**

PERSONAL SECURITY POCKET GUIDE

Personal Safety

The chance that you will be a victim of crime remains low. However, some people will be concerned that they, or someone close to them, will be victim of a crime. The best way to minimize the risk of attack is by taking sensible precautions.

Preventing Crime On-Campus

Most crime is against property, not people. Most crimes are committed by opportunists, spontaneously, when they see the chance. Possessions left in an office, a car, or in a room where the door or window is open. You can reduce the risk by securing your office and car; and you can take steps to maximize your personal safety.

How Can You Stay Safe?

In the office

Make sure your office is secure, particularly if you are working alone or late at night. If you hear the sound of an intruder, you will have to make a judgment about how to handle the situation. You may want to sit quietly to avoid attracting attention to yourself, in the hope they will leave. Or you may feel more confident if you switch on the lights and make a lot of noise by moving about. Even if you're on your own, call out loudly to an imaginary companion. - most burglars will flee empty-handed rather than risk a confrontation. Ring Queen's Internal Security on ext 5099 as soon as it is safe for you to do so. Draw your curtains or blinds after dark and if you think there is someone outside or even if you are feeling anxious about walking to your car alone call Security who will escorted you.

Out and about

If you often walk home in the dark, get a personal attack alarm from the Students' Union. Carry it in your hand so you can use it immediately to scare off an attacker. Carry your bag close to you with the clasp facing inwards. Carry your keys in your pocket. If someone grabs your bag, let it go. If you hang on, you could get hurt. Remember your safety is more important. If you think someone is following you, check by crossing the street - more than once if necessary - to see if they follow. If you are still worried, get to the nearest place where there are other people - anywhere with a lot of lights on - and call the Police. Avoid using an enclosed phone box in the street, as the attacker could trap you inside. If you have a mobile use it to call the police. If you regularly go jogging or cycling, try to vary your route and time. Stick to well-lit roads with pavements. Don't take short-cuts through dark alleys, parks or across waste ground. Walk facing the traffic so a car.

cannot pull up behind you unnoticed. Don't wear music headphones, as this can make you vulnerable. If a car stops and you are threatened, scream and shout, and set off your personal attack alarm if you have one. Get away as quickly as you can. This will give you vital seconds and make it more difficult for the car driver to follow. If you can, make a note of the number and make of the car. Write down details as soon as possible afterwards. Don't hitch-hike or take lifts from strangers.

Taxis

If you are going to be out late, try to arrange a lift home or book a taxi. Check the taxi that arrives is the one you ordered. If you gave your name when you booked, check that the driver can tell you it before you get in. When you get home, ask the driver to wait until you are inside. Always sit behind the driver. If you feel uneasy, ask to be let out in a well-lit area where there are plenty of people. Always use a licensed taxi. You can check whether the taxi is licensed by looking at the back of it to ensure an official licence plate is attached before you get in. You should never agree to travel in an unlicensed taxi with an unlicensed driver.

On public transport

Try to stay away from isolated bus stops, especially after dark. On an empty bus, sit near the driver or conductor. On a train, sit in a compartment where there are other people.

When driving

If someone tries to flag you down, drive on until you come to a service station, or somewhere busy, and call the Police. Do not pick up hitch-hikers. Keep doors locked and keep valuables out of sight. After dark, park in a well-lit, busy place. Look around before you get out. If you are parking in daylight, but coming back for your car at night, think about how the surroundings may look in the dark. Have your key ready when you go back to your car.

Personal possessions

A thief only needs a moment to make off with your valuables. Your coat hung up in a restaurant, your briefcase beside your chair, even your bank card left on the table while you pay the bill, are all vulnerable if you look away for a second. So, try to be careful at all times. Don't make it easy for pickpockets. Carry your wallet in an inside pocket, preferably one which can be fastened, or, better still, in your trouser pocket. Cash is a favourite target for thieves, so try to avoid carrying large amounts.

Bag and phones

Never let your bag out of your sight. In the office, keep it in a drawer, or in a corner near to you and out of sight. Even in a car, keep it out of sight. If you have the windows open or a door unlocked a thief may reach in when you stop in traffic. Keep your phone out of sight, whether in the office, in the car or in the street.

Bicycle Theft

Bicycles are a popular target with thieves because they can be easily sold. To ensure your bike remains safe and secure, here are a few tips:

- Always lock your bicycle, even if you are just leaving it for a couple of minutes.
- Use designated cycle parking facilities at all times.
- When buying a bike, budget for security. The best type of bicycle locks are made of loop solid metal.

Remember - Lock It Or Lose It!

More information on Bicycle Security can be found at [Sustainable Travel | Estates Directorate | Queen's University Belfast](#)