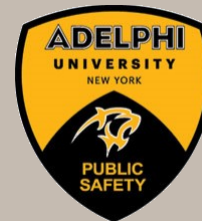


Safety Tips

- ◇ **Entrance doors to all residence halls are locked 24/7.** Do not block residence hall entrance doors, doors marked as fire doors, or any window exits. Most of us were raised to hold the door open for the person behind us. However, letting unknown guests into our residence halls makes everyone in our community vulnerable. We ask that you do not hold the door for individuals if you are unsure whether they live in your community. We recognize it may feel rude or uncomfortable to close a door in someone's face. Contact an RA or Public Safety to investigate if you feel you have been followed into a residence hall by someone suspicious.
- ◇ **Always keep the door locked.** Even if you will only be gone for a moment or spending time in the residence hall common area or a friend's room, you should always keep your room door locked. This prevents thefts and unwanted intrusions.
- ◇ **Never open the door for strangers.** While most of the people who come to visit you in your room will be friends, you should always exercise caution whenever someone knocks on your door. Verify who is on the other side of the door before opening it. Never open the door for someone you don't know.



You can contact Adelphi University Department of Public Safety and Transportation. They can help connect you to other people and resources on our campus and assist you in notifying law enforcement

Regardless of whether or not you report to the police, you can report to the University by contacting:

Adelphi University
Department of Public Safety and Transportation
Levermore Hall, Suite 113
1 South Avenue
Garden City, NY 11530

Command Center—**516.877.3511**
Office—**516.877.3500**
Dial "5" from any on-campus phone

adelphi.edu/safety-transportation

Adelphi University
Department of Public Safety and Transportation

Safety Tips for Residence Halls

WHAT THE ADELPHI
COMMUNITY NEEDS TO KNOW

At your “home away from home,” Adelphi always puts safety and wellness first.

This brochure provides guidelines for resident students to help support their safety and security on campus.

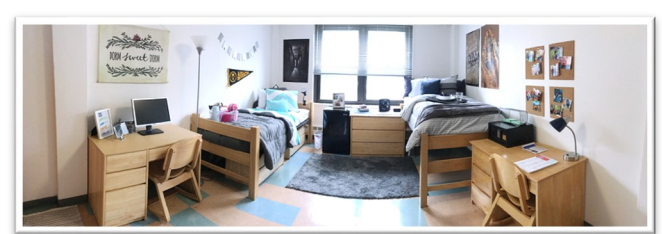


We want everyone to feel safe, secure and welcome here at Adelphi.



- ◇ **Keys, card, or combination:** Do not lend your keys or card or provide a combination code to others—it is a safety issue as well as a violation of the Code of Conduct. Report all lost/stolen keys to the Department of Public Safety immediately. If you are missing your keys but are not sure if they are lost, report it nonetheless.
- ◇ **Report missing keys or broken locks to campus Public Safety immediately.** Remember that unauthorized duplication of keys is prohibited.
- ◇ **When leaving your room, keep a light on.** This will give the appearance that someone may be in, and you'll return to a lit room.
- ◇ **Don't post your personal or class schedule.** While it is wise to alert close friends and family of your schedule, don't make public posts on social media or leave notes on your door or dry-erase board about your daily routine or stating that no one is home. This can make it easy for people with bad intentions to take advantage of your location and absence.
- ◇ **Memorize emergency exit and phone locations.** Be aware of the red call box telephones in parking lots and walkways throughout campus. When concerned about safety, you can use these telephones to be immediately connected with the Adelphi University Department of Public Safety Command Center for assistance or to report something suspicious. Review and become familiar with all the exits in case of emergencies.

- ◇ **Keep valuables out of sight.** Take precautions with cash, computers, devices and other expensive items. Keep them stored out of sight when not in use. When leaving campus on break, or even for a long weekend, take your valuables with you. If that's not possible, lock them up before you leave.
- ◇ **Identify high-value items and keep a record, including serial numbers.** Engraving is a great way to discourage thieves and protect your valuables.
- ◇ **Stolen Property:** Report stolen and missing property immediately to the Department of Public Safety. The sooner a theft is reported, the better the chance of recovery.
- ◇ **Notify Public Safety in the event of unauthorized room entry.** To avoid disturbing evidence, do not touch anything.
- ◇ **Visitors:** It is important for you to be honest with your roommates about who is visiting and the expectations for guests in your room. If you have a visitor, you should be with them at all times.
- ◇ **Watch out for each other.** Be responsible for one another's safety and behavior.
- ◇ **Solicitation is not permitted on Adelphi's campuses.** It is prohibited for any person to peddle or solicit anywhere else on Adelphi's campuses. Solicitation includes, but is not limited to, distributing bar flyers, leaflets and posters under doors, on car windows, on floors, in buildings, on the grounds, or anywhere on campus. When you become aware of such activity, notify Public Safety immediately.



- ◇ **Report the activity to Campus Public Safety or your local police.** Save the Adelphi University Department of Public Safety's phone number to your phone to have it readily available in the event of an emergency. You can contact the Command Center, which is operated 24/7, at **516.877.3507** and **516.877.3511**. You can also **dial 5** from any campus phone.
- ◇ **Be aware of your surroundings.** When walking across campus, in town, to your car or anywhere else, be alert and mindful of potential risks. Get to know our campus and neighborhood and utilize well-lit routes, whether walking or driving. Identify a safe exit strategy in case of unexpected emergencies. Are there people around who might be able to help you? Is there an emergency phone nearby?
- ◇ **Always trust your instincts.** If you are uncomfortable or you suspect something is wrong, leave the situation. Don't worry about what others think; safety comes first.
- ◇ **If you see something, say something!** Don't be afraid to call Public Safety. Immediately report all suspicious or concerning behavior or activities that you observe.