



## **SECURITY SAFETY NOTICE 2018**

### **Be protective of your possessions and your own personal safety**

- Always lock your office or residence room, even when you step out for a few minutes.
- If you are working late or working alone please inform Security
- When using study rooms outside scheduled classes, try study where there are others around instead of alone
- It is never a good idea to work/study alone but if necessary please inform a colleague and Security to make them aware of your presence
- If you have valuables in your office, don't leave them in your office overnight.
  
- Don't leave purses or other valuables unattended, no matter how briefly. Take them with you or keep them locked in a secure cabinet out of sight.

If you observe any suspicious behaviour, call Campus Security at 0868182370 or 087271948

The Security Department will need information such as:

- *What is happening*
- *Where it is happening*
- *Physical description of those involved*
- *Vehicle description and license number*

Do not become part of the event. **Do not approach or attempt to apprehend the person!** Your safety is important - be a good witness.

Here are a few helpful practices for discouraging would-be thieves on Campus and in the Halls of Residence and for reducing your chances of becoming a victim of crime.

- LOCK your door when you leave and take your keys with you, no matter how short of time you are away-it just takes a few seconds for someone to steal your property.
- NEVER prop open any exterior door -some doors automatically lock for good reason.
- ALWAYS keep outside doors locked, and don't allow unknown persons to "piggyback" behind you.



- Make sure you coordinate with your roommate(s) who is allowed into the room/residence.
- Keep small items of value secured and out of sight; lock them away in a closed drawer or another safe place
- Do not leave your car unlocked when loading or unloading.
- Do not leave coats, books, backpacks, or other valuable items such as “Purses, Wallets or Phones in common areas/classrooms. Keep them in your room or on your person at all times
- Keep any important documents containing personal information filed and locked away (i.e., social security card, bank statements, passport, etc.).
- Do not loan your keys out to ANYONE and DO NOT attach your keys to any form of ID or to your wallet.
- NEVER allow strangers inside your room/residence
- If a suspicious person enters the area that you are working/studying in- leave and contact Security
- Do not open the door unless you know exactly who is on the other side, especially at night.
- Report ANY suspicious act to Campus Security- NO MATTER how small it may seem
- Do not assume your belongings are safe because of CCTV

### How to contact Campus Security

By Phone: 086 818 2370 or 087 2711 948

By intercom-at Main gate- press B wait for dial tone then press (353)

By intercom- at turnstile gate- press (b353)

By intercom located in each GHR archway by simply pressing the button

By email- [security@griffith.ie](mailto:security@griffith.ie)

Griffith Security Team

