

Residence Hall Safety Tips

The department of Campus Safety has provided the following guidelines for residential students to heighten their safety and security on campus.

- Entrance doors to all residence halls are locked 24/7. Do not place items in a position where they block open residence hall entrance doors, doors marked as fire doors, or any window exits.
- Lock your door whenever you leave your room, no matter how short the time. It only takes a few seconds for your belongings to disappear. The same rule applies whenever you or your roommate are sleeping or even taking short trips to the restroom.
- Do not leave notes on your door or dry erase board stating that no one is home or posting your daily routine.
- Report missing keys or broken locks to Campus Safety immediately.
- Remember that unauthorized duplication of keys is prohibited.
- Notify residence staff and Campus Safety immediately if you receive obscene or harassing telephone calls.
- Notify Campus Safety in the event of unauthorized room entry. Do not touch anything as you may disturb evidence.
- Do not allow anyone you don't know into a residence hall. Report all suspicious persons and vehicles to Campus Safety.
- Watch out for each other. Remember that residents are responsible for their guests' safety and behavior.
- Do not put your name and address on key rings.

Security Loss Prevention

Theft is the most common crime on American campuses. Safeguard your valuables by practicing these easy tips.

- Keep your doors and windows locked, even if you are sleeping in your room or leaving your room for only a few seconds.
- Keep valuable items like cash, checks, credit cards, and jewelry locked in a safe place. Consider having a securable footlocker or trunk.
- Report broken doors, windows, locks, and lights to Residential Education immediately by emailing residential@colby-sawyer.edu. Follow up if you notice any response delay.
- Don't loan your key or give your combination to anyone, even friends.
- Don't prop open external doors or even your own room door. This is dangerous because it allows access to anyone for any reason.
- 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.
- Identify high-value items and keep a record, including serial numbers. Project Engrave is a great way to discourage thieves and protect your valuables.
- When leaving on break, or even for a long weekend, take your valuables with you. If that's not possible, lock them up before you leave.