

PERSONAL SAFETY



Your safety
is
our concern



UNIVERSITY
of
ABERTAY DUNDEE

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Introduction

Most people are concerned about crime and how it affects their lives. It is therefore important to recognise that the majority of crimes in Scotland are carried out on the spur of the moment simply because the opportunity presents itself, and a little thought is all that's required to prevent you becoming a victim.

This booklet is designed to offer you advice and guidance on the simple things you can do to protect yourself, your family and your property, so please take time to read the contents and ask for further advice if there is a particular matter that concerns you.

Campus Security

Mark It



Thieves are attracted to items that are easy to move and dispose of.

Marking your property makes it more difficult for the thief to sell and easier to return to you.

You can permanently etch your property with your postcode and house or flat number and this is preferable to ultra violet or 'invisible' marking which can fade or be removed.

It's also a good idea to keep a list of your property – include serial numbers and other identifying features such as damage marks, as this all helps identify it.

If you have high value or unusual items, why not take a colour photograph and keep it with your list.

All this is particularly useful if you ever have to make an insurance claim.

Personal Attack Alarms



If your circumstances are such that you often walk home alone or in the dark, consider getting a personal attack alarm and carry it in your hand so you can use it immediately – it's no use in the bottom of your handbag.

Several models are available but make sure the one you select is designed to continue sounding if it is dropped or falls to the ground.

Out and About



Where possible, walk facing the traffic so a car can't approach from behind unseen.

If a car stops and you are threatened, scream and shout and set off your personal attack alarm, if you have one. Get away from the car as quickly as you can as this gives you the advantage and makes it more difficult for the car driver to follow. If you can, make a mental note of the car details and write these down as soon as it's safe to do so.

If you think someone is following you, check by crossing the street to see if they do likewise. If they do, make your way to the nearest place with people and call the police – try not to use an enclosed telephone box as you could be trapped inside.

Carry your bag close to you with the opening facing towards you and if someone grabs it, let go – if you hang on, you could get hurt. Think about keeping your house, car keys or large sums of money in your pocket and don't attach a tag with your name and address to your keys.

If you regularly go jogging or cycling, try to vary your route and time and stick to well lit areas. If your journey takes you into parkland or open spaces, keep to

areas where you can see what is ahead of you and avoid heavily wooded areas. If you wear a personal stereo, remember that you can't hear traffic or people approaching you from behind!

Don't take shortcuts through dark areas such as alleyways or across waste ground.

Cover up expensive looking jewellery – it makes you less of a target.

Don't hitchhike or take lifts from strangers.

If you're out late, try and get a lift home from someone you know and trust, or arrange a taxi from a reputable firm – remember and ask the driver to wait until you're safely inside.

If you use a wheelchair, keep your valuables beside you rather than in a bag at the rear of the chair.

When out for the evening be aware of an increasing trend where drinks are being spiked with drugs. This results in people becoming extremely vulnerable and susceptible to unwanted attention and abuse. If circumstances result in you leaving your drink unattended for a while, consider replacing it – it's better safe than sorry!

Men Can Help Too



Men can sometimes frighten women without realising it. A woman may be nervous when she's out on her own, especially after dark and in a lonely or enclosed place, or while travelling on buses or trains. So bear the following points in mind:

- If you're walking in the same direction as a woman on her own, don't walk behind her because this may worry her. Instead, cross the road and walk on the other side as this may reassure her that you are not intent on causing her harm.
- Don't sit too close to a woman in a railway carriage or on a bus.
- Resist chatting to a woman waiting, for example, at an isolated bus stop. She doesn't know that you mean no harm.
- Realise how threatening actions such as staring, whistling, passing comments and jostling can be, particularly when you are one of a group of men.
- Remember that a woman on her own may feel threatened by what you think are admiring looks and accept that "no" to an advance means exactly that!
- You can, however, help women friends or family members feel safer by giving them a lift or walking them home. If you do, make sure they are safely indoors before you leave.

Personal Possessions



Don't make it easy for pickpockets. A wallet carried in a back pocket is vulnerable. Keep it in a front trouser or inside jacket pocket – preferably one that fastens.

If someone bumps into you in a crowd, check that your wallet or purse is still there, but be careful how you do it, as pickpockets will intentionally bump into you and watch to see which pocket you check!

Keep your purse safe at all times, it's an easy target for thieves. When shopping, don't leave it on top of the basket or trolley – it could vanish very easily.

Cash is a favourite target for thieves, so try to avoid carrying large amounts.

Divide whatever cash and credit cards you are carrying among your pockets and bags.

If your credit card is stolen, tell the issuing Card Company IMMEDIATELY as the thief can fraudulently use your card for over-the-counter and telephone transactions straight away.

Never carry your Personal Identification Number (PIN) with your cash cards. Try to memorise your number and never disclose it to anyone.

Try to avoid going to the cashpoint machine during hours of darkness and if you can, take a friend with you. Don't check your money in full view of those around you – and be aware of people standing near to you.

If you lose your card or have it stolen, the issuing company and police will require certain details relating to the account but will never need to know your PIN, so if you receive a telephone call purporting to be from these agencies and asking for your PIN, the chances are the caller is the thief!

Sign new plastic cards as soon as they arrive and cut up old ones when they expire.

Always keep your cheque card separate from your chequebook – a thief needs both to pass a cheque.

Be careful how you dispose of any documentation that contains your account or credit card details, as fraudsters make a living from picking up such items and using the information to obtain goods and services – in your name!

In public places keep your handbag close to you where you can see it, and make sure the clasp or zip is shut.

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- If it's a shoulder bag, wear it across your body and to the front.
 - On public transport, keep hold of it.
 - In the office, keep it in a drawer or cupboard, or someplace out of sight.
 - In a restaurant or pub, don't just throw it under the table and forget about it, it may not be there when you're leaving – you can always stick the leg of your chair through the strap, that way it won't go for a walk!
 - In the car, keep it out of sight – if you have the windows open and stop in traffic, a thief can reach in and steal it.
 - If someone tries to steal your bag, it's better to give it up rather than be injured.

Transport



Taxis

Always use a reliable and well-known taxi firm and keep the number handy. Avoid mini-cabs or hire cars that are touting for business on the street.

If you pre-book your taxi, make a note of the company you're using, along with the telephone number, and leave the details with a friend.

Check the taxi that arrives is the one you ordered – when you book the taxi ask for a description of the car, colour make etc and check this when it arrives. Ask the driver which company they're from and the name the taxi was booked under – do all this before you get in. When you get home, ask the driver to wait until you're safely inside.

Always sit behind the driver.

If you feel at all uneasy, ask the driver to stop and let you out in a well-lit area where there are plenty of people.

If you're in any doubt, don't get in the taxi.

Buses

If you have access to a timetable and know the arrival time, don't go to the bus stop too early.



Try to have the correct money ready prior to attending at the bus stop as this prevents you looking in your purse and makes you less of a target.

Try to stay away from lonely or isolated bus stops, especially after dark

If you have to get off in an unfamiliar area, try and keep near to groups of people and walk purposefully.

On an empty bus, sit near the driver

Trains

Sit close to other people and check to see where the emergency chain is.

If possible sit near an exit, that way you can't be cornered.

Move to another compartment if you're uncomfortable with the people near to you.

If someone tries to molest you in any way or gives you unwanted attention, don't ignore it – make a fuss!

Cars

If your job involves travelling by car, think about getting a carphone. Remember, if you don't have a hands free phone, you should find a safe place to stop before using your mobile.



Before taking a long trip, make sure your vehicle is in good working order.

Plan your route in advance (make sure you know where you're going) and stick to main roads if possible.

Make sure you have sufficient money and petrol for your journey and carry a torch and spare can of petrol to be on the safe side.

Keep some change and a telephone card in your vehicle in case you need to make a phone call.

Before you leave on your journey, tell the people at the other end what time you expect to arrive and your intended route.

Keep your car doors locked when driving about town and keep your handbag out of sight, especially if the windows are open.

If you have to open the windows for ventilation purposes, only open them a little and don't open them enough to allow someone to reach in when you're stopped in traffic.

If you're parking your car in daylight but coming back for it at night, think about how things will look in the dark.

After dark, park in a well lit, busy place and look around before you get out. Keep a torch handy.

When returning to your car, have your key ready and look inside to make sure there is no one in the car.

If you think you're being followed when driving, try to alert others by sounding your horn and flashing your lights, and keep driving until you come to a busy place with lots of people where you can seek assistance.

If someone tries to flag you down, don't stop – drive to the nearest service area, or somewhere busy, and call the police.

Don't pick up hitchhikers.

If you have a problem on a motorway, try and stop at one of the emergency telephones – they are never more than a mile apart on opposite sides of the motorway.

These phones accurately pinpoint your location so that emergency vehicles can find and assist you. Never attempt to cross the carriageway to use a phone.

If, through mechanical failure or illness, you are forced to stop on a motorway, pull

onto the hard shoulder and wait for the police or breakdown service to arrive. Be very wary of accepting offers of assistance or a lift from strangers.

Remaining in your stationary car on the hard shoulder of a motorway can be extremely hazardous – only if you have a disability that prevents you leaving, should you stay in the vehicle. Switch on your hazard warning lights as this will attract the attention of police patrol cars and don't stay in your car, but wait on the embankment nearby with the front passenger door open. If someone approaches you, lock yourself in the car and speak to him or her through a small gap in the window.

Car Security



Over 25% of recorded crime relates to vehicles – theft of or from cars – and most of these are opportunist crimes.

Don't leave any belongings on view in your car – lock them in the boot. The thief doesn't know that the bag or coat on your back seat contains nothing of value and will break a window to get at it.

Always remove your stereo, if you can. Whether removable or not, it should be security marked with the vehicle registration number. Make a note of the serial number and keep it in a safe place.

Never leave the following in your car:

- Bank or Credit Cards & Cheque Books
- Mobile phones (40% of car break-ins involve mobile phones)
- Vehicle documents (a thief in possession of these items can sell your car)

Have the vehicle registration number etched on all glass surfaces – windows and head-lamps – this makes it more difficult for the thief to change the vehicle's identity.

Fit lockable wheel nuts

Fit a lockable fuel cap.

Fit an immobiliser and use it.

Invest in a good quality steering wheel lock and an alarm system.

If you have a garage, use it and remember to lock the garage door!

If you can, park in a well lit, open location.

When parking in a public car park, look for one that is well supervised, with restricted entry and exit points, good lighting and security cameras. Avoid dark corners.

Remove the ignition key and engage the steering lock, even when parking in your own driveway or garage.

Before leaving your car, check that all doors, windows, boot and sunroof are locked and put your aerial down to prevent it being vandalised.

Remember and have a last look round to ensure nothing of apparent value has been left on view.

Buying a Used Car



Cars are sometimes stolen so that they can have their identities changed and be sold on to innocent buyers.

The majority of used car sales cause no problems, but it is worthwhile asking the dealer if they use an organisation that confirms whether or not a vehicle has been stolen, written off by an insurance company or is the subject of an outstanding finance agreement.

If you buy at an auction, take advantage of any indemnity clauses. You will have to pay a small fee but are then protected should it transpire the vehicle has been stolen.

Be careful when buying a car through small ads in the paper:

- When you phone, simply ask if the car is still for sale – unlicensed traders often have more than one car for sale and will be unable to give a straight answer.
- Go to the seller's house to make sure they live there – try not to allow them to bring the car to you.
- Look for signs of car dealing at their house – vehicles lying about in various states of repair, or spare parts scattered about the drive or garage.
- Check that the car's chassis and vehicle identification number match those on the

documents and etched onto the glass surfaces.

- Check that the vehicle registration document (V5) hasn't been interfered with.
- Be wary if there are signs that attempts have been made to remove the etchings on glass surfaces.
- Don't buy if the seller cannot produce the registration document at the time.

Consider having the vehicle professionally examined by an organisation such as the AA or RAC before you complete any deal.

Motor Cycles



Motor cycles are a target for both opportunist and professional thieves who will either sell the bike on or strip it down for spare parts.

When leaving your motor cycle take the same precautions as described under 'motor cars'.

Always lock your bike when you leave it. Put the steering lock on and wherever possible use a D shackle, steel cable or other suitable fastening device and attach it to an immovable object or other motor cycle.

Mark your motor cycle with the Vehicle Identification Number, Registration Number or your postcode. It's better to have the number engraved or etched onto the metal, as ultra violet and indelible ink fades or can be removed.

Data tagging is also recommended and may attract a discount from your insurance company.

Bicycles



Bicycles are popular targets for thieves because they can be easily sold on.

Mark the frame with your postcode.

Consider having the frame permanently and visibly marked and registered with one of a number of companies registered with the police.

Secure your bike whenever you leave it, even if you're just nipping into the shops.

The best kind of locks are made of a loop of solid metal.

Chains will also deter thieves but can easily be cut with the right equipment.

Always lock your bike to something solid such as a cycle rack, lamppost or railing.

If you have quick release wheels, take off the front wheel and lock it to the frame and back wheel.

Your Home



Research has shown that in most cases housebreakings can be prevented – in two out of ten cases a door or window has been left open!

Be alert to people loitering in your street. If it is no one you recognise and you are suspicious about their actions, call the police.

A thorny boundary hedge can be a useful deterrent and a high wall or fence can put off a thief, but remember it can also shield their activities once in your garden, so check for weak spots.

Never leave a spare key in a hiding place, such as under the doormat, in a flowerpot, under a stone or inside the letterbox - the thief will look there first.

Never leave your garage or shed unlocked, especially if it has a connecting door to the house and never leave tools lying around outside the house – lock them away or the thief will use them to break in.

Your first line of defence is your doors and windows, if they're not strong and safe, neither is your home. Make sure your doors are solid and remember that glass panels in your door make it vulnerable.

Doors

The best kind of door lock is a deadlock because it can only be opened with a key. That means a thief cannot smash the glass panel and open the door lock from the inside. It also means that if a thief enters your property through a window, they cannot carry your belongings out through the door.

Door viewers are a good idea because you can see who is outside your door without opening it.

Door chains should also be considered as they allow you to open the door to speak to the caller but they can't push past you into the house. It can sometimes be difficult to fit a door chain to a PVC door so if you're intending buying one, check with the supplier or manufacturer beforehand.

Patio doors can be a bit of a problem so you should get specialist advice on the most appropriate locks. Special locks should be fitted top and bottom, unless a multi-locking system has been installed. An anti-lifting device should also be installed to stop a thief simply lifting the door off its rail.

French doors should be fitted with security mortise locks and mortise bolts to the top and bottom of both doors.

Always secure outside doors when you're in the house but keep the key handy in case you need to get out quickly in the event of a fire.

Windows

Thieves don't like locked windows because someone may hear the breaking glass.

They do like open windows, even small ones such as casements and skylights, so remember to close them and fit window locks.

Several different window locks are on the market and you will always find one suitable for your particular window design, but remember, there is no use fitting window locks if you don't use them properly.

Alarms

Visible Security Alarms make criminals think twice, so consider fitting an intruder alarm to your property. There are many different types on the market and suppliers are more than willing to offer advice on the best one to suit your needs. If you would prefer a professional company to install the alarm, get specialist advice and a number of quotes before you go ahead. Your insurance company should be able to recommend suitable companies if you're stuck.

External Lighting

Good lighting can deter a thief. Some exterior lights have sensors that detect movement and switch the light on automatically for a short period of time or you can buy a separate sensor to convert an existing outside light.

REMEMBER – when making security arrangements for your house, ensure you and your family can get out quickly in the event of a fire – don't lock yourself in with no means of escape!

Callers

Be careful about allowing people into your home if you don't know them particularly well. If you do and start to feel uneasy or threatened, don't hesitate to make an excuse and leave. Go to a friend or neighbour and ask them to return with you, or alternatively call the police.

If strangers call at your door, make sure they are who they say they are. All emergency and public service employees carry identification cards – ask to see them and if you're still not happy call their local office. Don't use the number on their card, look it up in the phone book and remember to keep them outside and the door locked while you carry out the check. Don't let anyone stop you from doing these checks by saying they are in a hurry and if you are at all worried, call the police.

If you are visually impaired or have difficulty moving about, you can arrange to have named meter readers or tradesmen call at an agreed time. On arrival, they will be able to give their name and an agreed password.

Be wary of salespeople who call unannounced and try to persuade you to part with your money on an opportunity that seems too good to be true – it probably is! If you didn't ask them to call, you don't need the services they're offering.

It is now relatively cheap to install a CCTV camera to cover the door of your house – a sensor activates the camera and automatically shows the picture on your TV screen. This is particularly useful for persons with mobility difficulties.

If possible, try not to give your keys to workmen or tradesmen, as they can easily make copies.

Selling Your House

If you are selling your home, don't show people around on your own – get a friend to accompany you or ask the estate agent to send a representative with anyone who wants to view the house.

Only employ accredited estate agents, removers and trades people and take care who you pass your keys to.

Intruders

If you wake to the sound of an intruder, only you can best decide how to handle the situation. Some people will feel safer lying quietly to avoid attracting attention, whilst others may feel more confident by switching on the light and making a lot of noise. Even if you are on your own, call out loudly to an imaginary friend – most intruders would rather flee empty handed than face a confrontation. Ring the police as soon as it is safe to do so. A telephone extension or a mobile phone beside your bed will make you feel more secure, as it allows you to phone the police without alerting the intruder.

Student Halls/Bedsits

If you live in student halls of residence, a bedsit or some other kind of shared accommodation, you need to be careful about locking your room door when you go out or use the kitchen or bathroom.

Don't leave keys in your door or lying about in any common rooms and avoid putting your name or room number on your key ring in case it gets lost or stolen.

Never leave cash or valuables on show in your room – lock them out of sight and try to limit the amount of jewellery and electrical items you keep in your room.

Always lock main entrance doors behind you and try to avoid letting anyone you don't know into the building along with you.

Similarly, if you live in accommodation that has a controlled entry system, don't let strangers in or hold the door open for someone who is arriving as you are leaving.

Be aware of any strangers around the corridors and report any suspicious circumstances to the caretaker, campus security or the police.

Phone Calls

When answering the phone, simply say "hello" – don't give your number. If the caller claims to have a wrong number, ask them to repeat the number required. Never reveal any information about yourself and never say you are alone in the house.

If you receive an abusive or threatening phone call, put the receiver down beside the phone and walk away. Return a few minutes later and replace the receiver – don't listen to see if the caller is still there and don't say anything, as an emotional reaction is what the caller is looking for. If the calls continue, tell the operator and the police and keep a record of the date and time of each call – systems are in place to trace abusive callers and this may help the authorities catch the person responsible.

Empty House



Most thieves will shy away from breaking into a house if they think it's occupied, so when you're away from home don't advertise the fact!

Use timer switches to turn on lights, radios or other appliances when you're out – this makes it look and sound like the house is occupied.

Draw your curtains if you're going out for the evening – this prevents the house from looking empty and the thief from 'window shopping'.

When you go away for a few days, remember to cancel the milk and papers and get a friend or neighbour to look after the house – collecting mail left in the letter box, taking in the wheelie bin, adjusting the curtains, anything that will make the house look occupied.

Living Alone



Use only your surname and initials on your doorplate and don't put your first name in the phone book or by your doorbell. That way, strangers don't know whether it is a man or a woman who resides in the house.

Always lock outside doors, this prevents others from simply walking in on you.

If there is a chance other people may have keys that fit your locks, such as previous tenants, change the locks.

Draw your curtains after dark.

If you think there is a prowler outside, dial 999.

If you return home and find what looks like signs of a break-in (broken window or open door) don't go in, the intruder may be inside. Instead, go to a neighbour and call the police.

Elderly People



Elderly people are seldom the subject of crime and remain the least likely of all victims. However, there are certain things you can do to help elderly relatives and neighbours feel better. You could offer to fit locks, door viewers and chains, and simply giving your time can make them feel safer, especially if they live alone.

If you're elderly yourself:

- Many of your possessions will have a good deal of sentimental value – protect them by making sure your home is safe and marking your property.

You may be able to get help to pay for window and door locks – ask the housing department or the local police crime prevention officer.

Never keep savings in the house – put them in a bank, post office or building society.

Consider becoming involved in your local Neighbourhood Watch Scheme. Not only will you be contributing to the general safety of your neighbours, you will be making new friends who will in turn help to look after you.

Don't let strangers into your house unless you are certain of their identity and purpose. They may say they are builders who have

noticed your roof needs repaired, or they are from the water or gas board or even want to buy your furniture or pictures. If you didn't call them, don't let them in – if in doubt, keep them out!

Even the best security equipment is useless if it's not used properly, so always lock up, even if you're just popping down to the corner shop, and if you're in the back garden, make sure your front door is locked.

Children and Young People



If you're young and have a part time job or are going out for the evening, try to follow these simple rules:

- Be sure your parents or an appropriate adult know where you are and how to contact you.
- Try to go out accompanied by friends and return with them.
- If you go out alone, arrange transport for your return journey before you leave, and if possible get a lift or taxi there and back.
- Wherever you end up, make sure you know how to make an emergency telephone call and the quickest way out.
- If your lift or taxi doesn't turn up for the return journey home, ask the people you are with if you can use the telephone to find out what has happened and if you can stay until your lift arrives.
- When booking a taxi over the phone, ask the driver's name and check this with the driver when the car arrives.
- Don't take a lift from someone you've just met.
- If you're looking for casual work, such as babysitting, do it through family or friends. Be very careful about answering advertisements and if you do, go with a parent or friend for the interview.

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- If you're babysitting, make sure you get a number where you can contact the parents in case of an emergency. If anyone comes to the house, don't let them in. Don't tell telephone callers you are alone – ask them to call back. It helps to keep a list of emergency numbers in case of problems.
 - If you have a paper round, never go into a stranger's house or take a lift in a car.
 - If you make contact with a new friend on a computer chat line and arrange to meet them someplace, tell your parents and ask if they will go with you to the meeting place. You don't know who is on the other end of the chat line and it may not be who you expect, so NEVER agree to meet at an isolated place and NEVER go to the first meeting alone.

Message to Parents:

If your son or daughter is going out for the evening, check on their transport arrangements and if necessary, take them there and bring them back. It may be inconvenient but it will be worth it for your peace of mind and their safety.

Getting a babysitter:

It can be difficult to find a good babysitter and you must carefully consider applicants

for the post as ‘inappropriate people’ sometimes advertise themselves as sitters.

If at all possible, try to avoid using newspapers and rely instead on trying to find someone you know:

- Get a friend or family member that you and your child feel comfortable and happy with.
- Ask friends to recommend someone.
- Make arrangements with friends to baby-sit each other’s children.
- If you must use a stranger, ask them to put you in touch with someone they have worked for before and preferably find someone over 16.
- Watch to see if your child reacts badly when you mention that the babysitter is coming, this may indicate that all is not well when you’re not present.
- If you’re at all worried, phone home and ask to speak to your child – be wary if the babysitter makes excuses that prevent you doing this.
- Males can be very good babysitters, but be careful of men who always volunteer to baby-sit and seem more interested in your child’s friendship than yours, as this could be a warning sign that all is not well.

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- Give the babysitter an emergency telephone number, plus that of someone else they can get in touch with if you are unavailable. If you don't have a phone, make sure the sitter knows where the nearest one is.

Out and about with your child:

It's important to remember that child safety is everyone's business.

If you see a child alone or in distress, do something to help but remember they may be frightened, having been told not to speak to strangers.

It's important to teach children some safety rules, including how to protect themselves, but without making them frightened of everyone.

Tell your child not to talk to people they don't know well when they're out playing.

Tell them never to go away with anyone, without first telling you or the grown up person in charge of them.

Encourage them to tell you if someone has approached them. Remember that they need to be reassured you will not be angry if they tell you.

Teach your children what to do if they ever get lost. Tell them to go up to a police officer, someone working in a shop or someone who has young children with them and remind them not to wander too far away from where they last saw you.

Always keep your child close to you. If you have a baby in a pram or buggy, don't leave it outside while you shop.

If a shop won't let you take a pram in, either take the child out of the pram or use another shop.

If a library, clinic or other public service won't let you take the pram in, you should complain – but take the baby out of the pram in any case.

Don't leave small children unsupervised in play areas. You or an appropriate adult should stay with them at all times.

Don't leave your baby in the charge of another child – a baby needs an adult!

Never ask strangers to 'keep an eye' on your children – for any reason!

Teach your children their name and telephone number. In addition, write their name and address on a piece of paper and put it in their pocket or bag.

Mobile Phones



Theft of mobile phones is fairly common, but you can minimise the risk by simply watching what you do with your phone and keeping it out of sight, whether in the car or on the street.

Not only is there a risk of having your phone stolen, we seem to be extremely forgetful when it comes to our mobiles – recent statistics show that during a 6 month period 62,000 mobiles were found in London Taxis alone!

There are a number of precautions you can take to minimise the chances of your mobile phone being stolen and misused.

- Mark your phone with your postcode and house number.
- Record details of your phone – make, serial number, etc and include the 15 digit IMEI number. This can be accessed by keying *#06# into most phones or by looking behind the battery. this can help you trace your phone and cancel your account.
- Set the PIN code to prevent anyone who steals it using it.
- Protect your data by making a backup of numbers etc in hard copy or on your computer.

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- Don't leave your phone unattended – anyplace!
 - Keep your mobile out of sight in an inside pocket when you're in a public place.
 - Don't start preparing a text message if you aren't sure you're in a safe place.
 - If you're in unfamiliar surroundings, put your phone on vibrate or switch it off to avoid unwanted attention.
 - When using your mobile phone in a public place, be aware of your surroundings and avoid using it in areas that may make you a target.
 - If you think your phone has been lost or stolen, tell the police and your network provider immediately. If you use your mobile for the Internet, tell your ISP as well as both may be able to put a block on calls.
 - Think before you use it – if you're unsure, don't use it.

Computer Equipment



Computer equipment is an increasingly popular target for thieves.

Mark your property in a permanent and prominent way and keep an inventory of all your equipment.

Various methods exist for securing and protecting your equipment:

- The best option is a high security cabinet or safe – some models allow you to use the equipment while it is in the security cabinet.
- Alternatively, you can anchor your computer to something solid. This can be done by fixing it to the work surface with security plates – some devices encase the computer and protect the components as well.
- Another way of protecting your equipment is to attach it to furniture or walls with a cable kit, which also links computer equipment together. However, although this method may stop the thief taking your equipment away, it does not prevent access to the internal parts. A low cost way of giving some protection to the components is to replace the casing screws with security screws.

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- You can also consider fitting an alarm. Some models fit inside the casing and activate if the equipment is moved. Others operate on a simple loop system whereby all equipment is linked and the alarm sounds if the loop is broken.
 - Don't advertise the presence of your computer equipment by leaving packaging outside.
 - If possible don't place the computer near a window as this prevents 'window shopping' and makes it harder to reach in and steal it.
 - Remember to back up your data on disk at regular intervals and keep the back-up discs away from your main computer.
 - If you use a portable computer or laptop, keep it out of site when travelling.
 - Don't leave it on open view in your car – even when you're in the car thieves may try to snatch it when you're stationary.
 - Only use portable equipment in public if it is absolutely necessary.
 - Thieves, like everyone else, recognise the special cases used for portable computer equipment, so if you can, conceal it in a briefcase or bag.

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- If possible, carry back-up discs and hard disc drives separately.
 - Don't leave portable computer equipment lying about in the office, always lock it away.

Travelling Abroad



If you're travelling abroad on University business, contact the Health and Safety Officer prior to departure for specialist Health and Safety advice.

Travel insurance should be looked upon as a necessity. Not only does it give you peace of mind, it covers you for most eventualities.

On arrival at your destination only carry your passport when you need to. Thieves can sell stolen passports and replacing them can be time consuming and troublesome. It's a good idea to keep a photocopy of the back two pages of your passport separately, as this will assist you greatly when trying to get back into the country.

Consider taking travellers cheques as they afford a degree of security.

Most hotels provide safety deposit boxes free or for a small charge. You are strongly advised to use them, as insurance companies may not pay out if you have not taken reasonable care of your possessions.

When in your hotel room, keep the door locked at night and the same goes for your balcony doors if they are accessible from the ground or neighbouring rooms.

Be careful about answering your door, especially if you have not ordered room service.

You are easily identifiable as a tourist in most foreign countries so be aware of your surroundings when away from your local hotel or complex.

Take the same precautions as you would at home – even more so, because you may be in areas where cultures and procedures differ greatly.

Avoid dark and isolated areas, especially at night – if the area doesn't look right, stay clear.

Be wary when approached by persons offering services such as those of a guide – your local rep can arrange safe, quality guides.

Part of the enjoyment of being on holiday is taking part in the bartering process at markets, but be aware if approached and offered property in the street and be especially wary of being offered a very good exchange rate for cash by a man on a street corner – if it sounds too good to be true it probably is!

Useful Contact Numbers

Internal

Security Services Manager	01382 308096
Security Control Room (Non-emergency)	01382 308008
Security Control Room (Emergency Only)	2222
Health & Safety Officer	01382 308098
Accommodation Staff	01382 308059
Advisory/Welfare	01382 308051
Counselling	01382 308051
Chaplaincy	01382 308447
Disability Advice	01382 308051

External

Tayside Police (Main Switchboard)	01382 223200
Tayside Police (Crime Prevention Officer)	01382 591937
Citizens Advice Bureau	01382 227171
The Samaritans	01382 226666
Victim Support Dundee	01382 305707
Womens Aid Dundee	01382 202525
Womens Rape & Sexual Abuse Centre	01382 201291

Notes



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