

Safety and Security

All residents share responsibility for the health and safety condition of campus residential facilities. To keep facilities safe, students must keep the following facts in mind:

Protection of People and Property

You can assist in personal safety and protection by observing good safety practices.

- a. Lock your door when you leave your room or apartment regardless of the length of time you plan to be gone.
- b. Lock your door even if someone is asleep in the room.
- c. Never leave doors propped open.
- d. Identify visitors before you open the door.
- e. Keep all items of value, such as money, wallets, purses and jewelry in a secure location.
- f. Keep a record of all valuables, their description and serial numbers. Record forms are available from IU South Bend Campus Police.
- g. Never loan your keys or student identification card.
- h. Report all thefts immediately to the IU South Bend Campus Police, your RA and/or the Office of Housing and Residential Life.
- i. Report all door, lock and window repairs to your Resident Assistant or the Office of Housing and Residential Life.
- j. Notify the IU South Bend Police immediately of any suspicious persons loitering or checking doors in your living area.
- k. Require identification and authorization from repair or maintenance personnel wishing to enter your room or apartment.
- l. After dark, walk with at least one other person, or if possible, in a group. Walk in well lit areas. In case of emergencies, there are Emergency Blue Phones located throughout campus. You can generally find a blue phone next to a parking lot; the phones connect to 911 immediately upon pushing the emergency button.

General Safety Issues

- a. Know the fire exit routes from the facility.
- b. Burned-out light bulbs in corridors will be replaced by University personnel. Students should not replace any light bulb with brighter or colored bulbs. Oversized bulbs can overload circuits and create a fire hazard. You are responsible for replacing incandescent bulbs in personal work lights and lamps.
- c. The installation of plywood paneling, plywood sheets, wood shingles, particleboard, wallpaper, paperboards and other flame and smoke-propagating materials is prohibited.
- d. Use of combustible fabrics, burlap, paper, cork and other flame and smoke-propagating materials as interior finish to any room is prohibited.
- e. Combustible materials should not be placed against or left in contact with heating units, light bulbs, light fixtures or other electrical items.
- f. All corridor doors shall be maintained for easy exit.

Personal Escorts

The Campus Police Department provides safety escorts to vehicles or campus buildings, provides vehicle lock-out service and dead battery service, 24 hours a day by calling 520-4239. You are encouraged to use the safety escort service after dark for transportation between buildings on the main campus. If you suspect any criminal activity or see suspicious behavior, call the Campus Police immediately at 520-4239 and/or contact your Resident Assistant or HRL.