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**TO: ALL STUDENTS LIVING IN RESIDENCE HALLS**  
**FROM: RISK MANAGEMENT & SAFETY**  
**SUBJECT: SECURING YOUR RESIDENCE HALL ROOM DURING THE HOLIDAY BREAK**  
**DATE: 12/15/08**

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The holidays are a time when thefts increase due to a less populated campus. Thieves target computers, laptops, cameras and other electronic equipment in particular. Countermeasures on your part could reduce opportunistic theft in your area not just during the holidays, but also throughout the year.

The following is a list of measures that you can take to protect Auburn University's property as well as your own:

- *Lock your residence hall room door and all windows and close blinds when you leave.*
- Take your purse, wallet, keys, cell phone, jewelry and other valuable items with you. Consider locking other items you leave behind in your closet. Do not leave cash or unused checks behind. Also, avoid leaving documents that may contain personal information, especially credit card and bank statements.
- *Avoid leaving expensive personal items in your room.* This includes computers, text books, library books, calculators, valuable art, stereos, CD players, iPods, cell phones or any other items that might draw attention.
- Take your desktop or laptop computer home with you. If you are unable to do this, make sure your computer is password protected and locked down if possible. Make sure that the keys to any locked down computers are safely stored.
- Contact Housing and Residence Life Property Management now for repairs to any doors or windows that do not lock properly. Also, report dripping or running faucets or a continuously running toilet.
- Keep a list of serial numbers and descriptions of your valuables and equipment with you. If possible, take a picture of these items as well.
- Consider storing your bicycle indoors or taking it with you when you leave campus.
- Unplug all appliances and other items such as hair dryers, curling irons, lamps, etc. before you leave.
- Take out all garbage and remove all food to avoid attracting bugs or other pests.
- If you will leave your vehicle parked on campus during the holidays, park it in a well-lit location. If there is someone you know and trust who will be in Auburn during the break, consider asking that person to check your vehicle periodically. Do not leave any items in the passenger area of your vehicle, especially if you intend to leave your vehicle parked on campus for long periods. *Lock your vehicle!*
- *Before you leave, discuss and coordinate your plans with your roommate in order to make sure your room is secured.* Be sure you know when your roommate is leaving for and returning from the break.
- Always report suspicious activities, threatening incidents, or unusual behavior, even if nothing has actually occurred.

In all emergency situations call the [City of Auburn Police Department](#) at 911. For all non-emergency issues, or to report a crime, call 501-3100.

If you have any questions contact Chris O'Gwynn in [Risk Management & Safety](#) at extension 4533 or [Housing & Residence Life](#) at extension 4580.

**Helpful Links:**

[Auburn University Campus Safety Guide](#)

[Housing and Residence Life – Health & Safety](#)

[Crime Reporting and Prevention](#)

[Housing and Residence Life – Submitting a Work Order](#)

[Important Phone Numbers](#)