



Take Precautions When Leaving For the Holidays

On-campus students can protect their belongings over breaks by taking some important precautions.

- ❖ Shut blinds and curtains in windows - do not advertise your belongings to potential thieves
- ❖ Take valuables with you when possible - removing items from your residence reduces the risk of theft
- ❖ Cover and hide any valuables remaining in residence - valuables include stereo equipment, compact discs, computer equipment, televisions, jewelry, watches, ski equipment, tennis racquets, books, calculators, antiques/artwork, cameras, video games - consider obtaining a safe deposit box for storing smaller valuables
- ❖ Bring bicycles into residence and lock to an immobile object
- ❖ Secure sliding windows and doors by placing a broomstick handle or dowel in track - this will make it more difficult for a potential thief to slide open a window/door
- ❖ Obtain renter's insurance to cover your personal items - rental insurance *can* be obtained by students living in the residence halls and university apartments - you can also share the cost and coverage with your roommate(s)
- ❖ Park your automobile in a well lit parking space near frequently used roadways if you are not taking it with you - do not leave your automobile parked on a street curb - it may be towed if the street requires plowing

More considerations for on-campus students:

- ❖ It is common knowledge when the university is closed and when students are likely away from their residences
- ❖ Leave a forwarding address and phone number with Housing staff where you can be reached during extended absences - they can notify you if your room/automobile is broken into
- ❖ Make sure you have EVERYTHING that you need before you leave - once closed, residence halls cannot be reentered during breaks, even by residents

Considerations for all students:

- ❖ Make a check list of items you need to take with you - medications, glasses/contacts, keys
- ❖ Keep a list hidden of model and serial numbers to your valuables in case of theft - take photos/videos of your property for insurance purposes
- ❖ Remove all items from the interior of your automobile - place items in the trunk or secure them in your residence
- ❖ Be sure you have checked all travel information prior to departure - road conditions, flight information
- ❖ Share your travel itinerary with family, friends, neighbors in case of emergency
- ❖ Do not take anything with you that you do not need - secure items in your residence or safe deposit box - clean out your wallet/purse before departure
- ❖ Remove perishable food from refrigerators and cabinets
- ❖ Unplug non-essential electrical cords - reduce the risk of electrical fires

Off-campus students should take some special precautions to protect their property during extended absences.

- ❖ Give the impression that you have not left
- ❖ Leave shades and blinds in normal positions
- ❖ Stop your mail and newspaper delivery, or have a neighbor collect them daily
- ❖ Set lights and radios to automatic timers - some televisions have a built-in timer feature
- ❖ Ask a neighbor to observe your property
- ❖ Leave a key with a trusted neighbor in case of emergency
- ❖ Lock all doors and windows - place a broomstick handle or dowel in tracks of sliding doors and windows - for hung windows install bolts/nails in window sash to prevent the window from opening
- ❖ Do not hide keys in mailboxes, planters, or under doormats
- ❖ Rekey the locks to your residence if they were not changed before you moved in - previous tenants may have keys to your residence
- ❖ Consider installing motion detectors and timers for outside lights
- ❖ Ask a neighbor to park their car in your driveway occasionally
- ❖ Store outdoor valuables inside
- ❖ Do not leave notes on doors indicating that you are away
- ❖ Do not record answering machine messages indicating that you will be away
- ❖ Obtain renter's insurance - it covers your personal property

More considerations for off-campus students:

- ❖ Make appropriate accommodations for pets/plants
- ❖ Make arrangements for snow removal of sidewalks - it is a city ordinance to clear sidewalks within 24 hours whether you are on vacation or not
- ❖ Make sure your residence is heated enough to prevent water pipes from freezing and bursting