

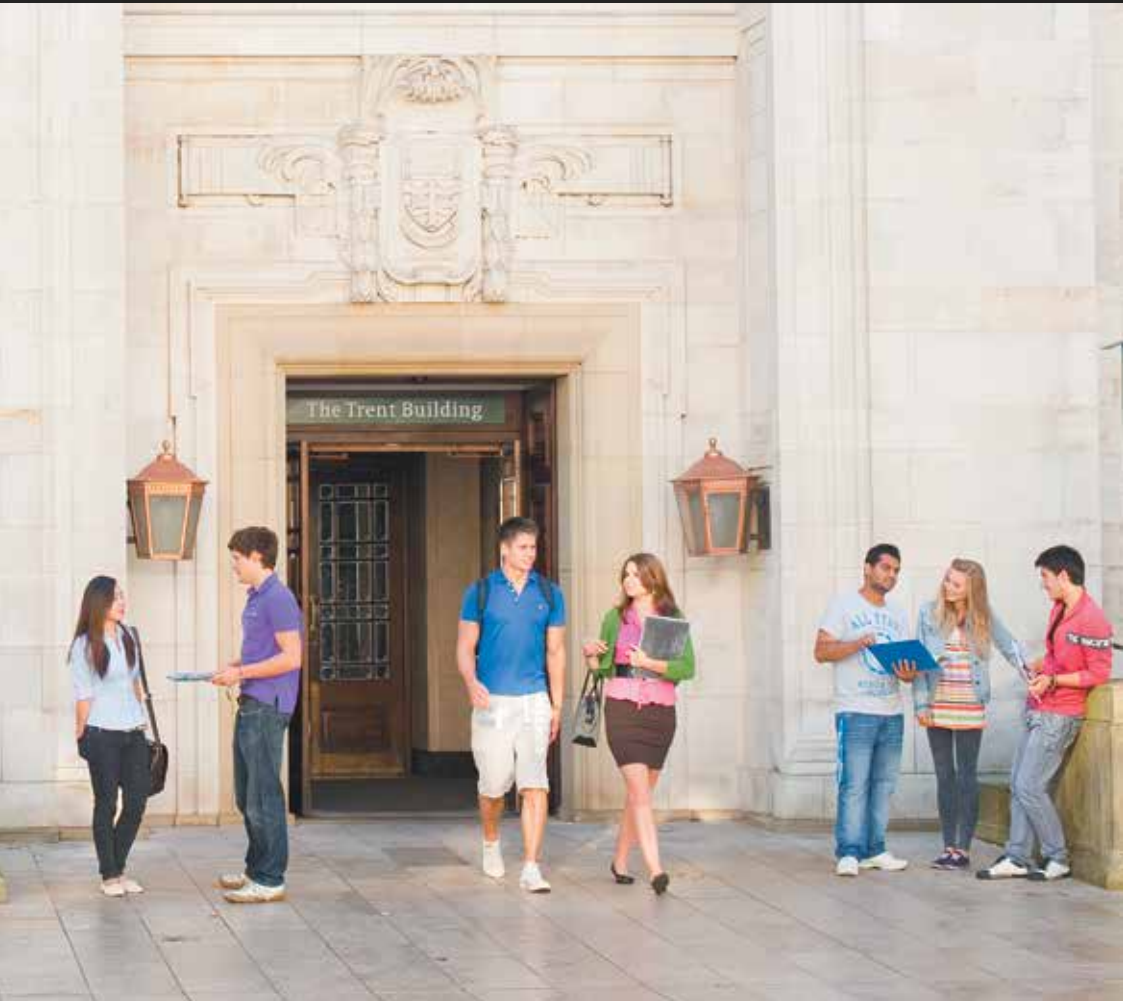


The University of
Nottingham

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Personal safety and security in Nottingham

www.nottingham.ac.uk/yourcommunity



Personal safety and security in Nottingham

Nottingham and the University are generally safe places to be. However there are things that you can do to ensure that you and your possessions are even safer. This guide aims to give you some general guidance on keeping safe in your day-to-day routine at home and in the city.

Personal security

The University Security service provides a 24-hour uniformed presence on all campuses. The Security Office is located at the rear of the Hallward Library, with a main Control Room in the Trent Building on University Park. There is also an office in the Main Building at Sutton Bonington. The Security Office has responsibility for:

- advice on crime prevention and the detection of illegal activities
- provision of crime/incident reporting
- investigation of complaints in relation to staff, student and visitor behaviour
- administration and enforcement of traffic management policies
- issuing of car parking permits
- management of keys (including ordering, cutting and supply)
- recording and safe keeping of all lost/found property
- issuing and administration of University cards

Security Reception

t: 0115 95 13599 (internal 13599)

24-hour Security Control

t: 0115 95 13013 (internal 13013)

Emergencies only

t: 0115 95 18888 (internal 18888)

Visit the Security Office or Off Campus Student Affairs websites for more information:

www.nottingham.ac.uk/security

www.nottingham.ac.uk/yourcommunity

Reporting emergencies

On campus an emergency can be reported by phoning Security on **0115 9518888**. Off campus, or in addition to calling Security, you can also report an incident to the police.

The number for the police, fire or ambulance emergency services is **999**. This should only be used for **serious emergencies which require immediate action from emergency response** such as a fire, if you've been attacked or harmed, or if you've witnessed a serious crime.

Your call should be answered within 10 seconds and you will be asked to describe what has happened and where you are. They may ask if you need any other emergency services, such as an ambulance.

If the situation is an emergency, a police officer, ambulance or firefighter will come to the scene. They'll ask you to explain what happened and help you decide what to do next.

Reporting non-emergency crimes

On campus a non-emergency crime such as a stolen mobile phone can be reported by phoning the Security Control Room on 0115 9513013 or emailing security@nottingham.ac.uk

If you are off campus you can go to your nearest police station to report it, or call the Nottinghamshire Police Force on **101**.

By not using **999** for minor crimes, you're making sure that people in genuine emergency situations can reach the police quickly.

For more information on contacting the police, visit: www.gov.uk/contact-police

Crime Prevention

In any city, it is advisable to follow some simple procedures in order to stay safe. There are some very useful tips on our Safety in the City webpage www.nottingham.ac.uk/yourcommunity and information from Nottinghamshire Police can be found on their website:

www.nottinghamshire.police.uk/crime-prevention-guides-overview

University Security work closely with the Nottinghamshire Police Force to keep you and your belongings safe while you are studying at the University.

You can help protect yourself by always taking care to:

- lock your doors and windows before you go out and also when you are in at night
- think ahead – don't travel home alone late at night and always used licensed taxis
- try to walk with a group of people
- avoid shortcuts and keep to well-lit areas
- never leave your bag, or wallet unattended
- don't show off your cash, mobile phone or laptop or leave them lying around
- make a list of your personal property including serial numbers
- try to go to the cash point in daylight if possible
- always shred your personal documents before you put them in the bin

Insurance

We strongly recommend that you take out an insurance policy to make sure that all your personal items are covered against theft and damage, including laptops and mobile phones. If you live in halls your contract may include insurance. If your hall doesn't provide insurance, or you live off-campus, it is very important to purchase insurance to cover your personal belongings.

For personal belongings or contents insurance, companies like www.endsleigh.com offer insurance for students, or you can check price comparison websites for student insurance or contents insurance.

Marking and registering your property

You can register your valuable items with the UK National Mobile Property Register. This is the database that the police use to match stolen goods with an owner. You can register items like:

- laptops
- cameras
- musical instruments
- video games consoles

Registration is completely free and the database lets you flag if any of your registered items have been stolen.

The University Security and Off Campus teams run events at the start of term and can advise further. To register, visit www.immobilise.com

Staying safe online

From time to time you may receive emails that claim you have won money, are likely to win money, ask for you to loan money to someone in desperate need or claim that you can easily get a job. It is quite likely that the email is a scam and you should not respond.

Under no circumstances should you provide personal information such as your bank details. If you have not made any enquiries related to the email or entered any competitions, you should treat such claims with extreme caution. If it sounds too good to be true, it probably is.

If you have a virus on your laptop or personal PC which is affecting your online security, you can contact the Laptop Loan and Repair Service for further advice:

www.nottingham.ac.uk/it-services/services/computer-repair-service.aspx

Cycle safety

Whether you are a pedestrian, cyclist or driver, you must follow the rules laid down in the Highway Code. Please visit

www.gov.uk/guidance/the-highway-code

For the latest information on cycling in and around Nottingham including cycle routes have a look at www.nottinghamcity.gov.uk/cycling

Security run cycle safety and security events throughout the year. Bicycle locks and lights can be found on sale in the Students' Union shops.

Ridewise

Ridewise is an organisation based in Nottingham that offers free cycling tuition to adults and children. For more information visit

www.ridewise.org.uk

Ucycle Nottingham

Ucycle Nottingham is a bike hire initiative set up to support cycling in Nottingham and between campuses. Ucycle runs a variety of activities and events, free cycle training and bike maintenance workshops. For more information visit

www.ucycle.org

Keeping your bike safe

Cyclists are advised to make use of access controlled bike stores when on campus. Advice on locks and other security measures that can be used off campus can be found at

www.nottinghamshirepolice.uk/document/advice-bike

The University of Nottingham has made every effort to ensure that the information in this brochure was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.

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t: +44 (0)115 951 5559

e: alternativeformats@nottingham.ac.uk

Keeping your vehicle safe

Make sure your vehicle is kept locked and all valuables are removed when parked. Steering locks and alarms can also deter criminals, as will parking in secure car parks.

We're here to help, get in touch:

If you require any further advice or have any questions or comments about this guide, please contact:

Kirsty McKeown

Off Campus Student Affairs
University Park
Nottingham
NG7 2RD

t: 0115 74 84517 (internal 84517)

e: kirsty.mckeown@nottingham.ac.uk

www.nottingham.ac.uk/yourcommunity

For advice relating to on campus security:

e: security@nottingham.ac.uk