

# CRIME PREVENTION

## Estates & Campus Services



[www.brookes.ac.uk/  
security](http://www.brookes.ac.uk/security)

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## Our top tips to stay safe at University!

- Take responsibility for yourself and your personal safety.
- Register and insure your belongings (see Residences Information Portal for information on your cover – [go.brookes.ac.uk/hallsguide](http://go.brookes.ac.uk/hallsguide)).
- Install security software on your laptop or computer.
- Avoid giving out personal information and keep it safe.
- Watch how much alcohol you drink.
- Be careful with money – cash and online.
- Lock up your bike.
- Report any suspicious activity.

We want our students to enjoy their time at Oxford Brookes and feel safe and secure.

If you have any concerns please speak to your Hall Manager, Wardens, a member of the Security team or student services.



# Personal Safety

Oxford is a very safe place to live and study but, like any other city, there are risks. Below are just a few pointers which, if followed, will go a long way to aid your safety.

- Trust your instincts, they will usually be right – if you feel nervous or frightened move away from the threat and seek safety with others or a safer location.
- Know where you are going; plan your journeys. How are you getting there?  
More importantly, how are you getting back?
- **Not all public transport in Oxford runs 24/7.**
- Avoid carrying on you or displaying excessive amounts of cash.
- Avoid going into parks after dark.
- Whenever possible, do not go out alone.
- Avoid accepting lifts in vehicles from people you don't know.
- Always keep a list of emergency contact numbers in your mobile phone.
- If threatened with violence for property do not fight for it – hand it over. Property can be replaced; you can't.
- Stay in well-lit areas.
- Use a personal safety app.



Only use Black Cabs or Licensed Mini Cabs.

Do not use illegal mini cabs who will tout for your business near pubs and clubs.



Be aware of your surroundings, especially at cash machines and when using your mobile phone in public places.

## Protect Your Property

If you do have items of property stolen there are a few simple steps you can take that may assist in getting your possessions returned to you, if found.

- Certain electronic devices have tracker programs fitted as standard such as Apple computers, iPads and iPhones. Ensure they are activated. If not present try to download this software.
- Keep a record of all your serial numbers and also your mobile phone's IMEI number which is obtained by typing \*#06# Take photographs of any non-serial numbered items of value.



Avoid leaving personal items unsecured and unattended, no matter for how long; they won't be there when you return.



Lock doors and windows when leaving rooms or buildings even for short periods of time.

Register your items with [www.immobilise.com](http://www.immobilise.com)

**IMMOBILISE** 

**THE UK NATIONAL PROPERTY REGISTER**

This is a free web site where you can register your personal items.

# Drink and Drugs

You will no doubt at some stage whilst at Brookes look to enjoy the social side of life, whether within the University or out and about in Oxford. Please be aware of the following points:

- Controlled drugs are illegal.  
If you are caught with them you risk being arrested.
- Avoid leaving your drinks unattended and only accept drinks from people you know.  
If you believe your drink may have been spiked or you have consumed contaminated alcohol, tell your friends, the police, the hall office, or student services and seek medical attention.
- Legal highs and drug substitutes are widely available, but the ingredients are unknown and they are killing people.
- Drink responsibly and stay safe. Many people become victims of crime when overly intoxicated and incapable of looking after themselves.
- Look after each other when out in groups and ensure everyone gets home safely.
- When you have been out enjoying yourself please have consideration for others on your return and keep noise to a minimum.

**DO NOT USE THEM!**

**FRANK**

0800 77 66 00 [talktofrank.com](http://talktofrank.com)

Friendly, confidential drugs advice



## Mobile Phones and Laptops

Phones and laptops are by far the most common items reported stolen by students. The majority of offences could have been avoided with a little personal responsibility.

- We are proud of our open, shared campuses.  
Keep your valuables with you.
- Avoid leaving electronic devices unattended in communal areas even for short periods of time; a theft takes seconds to happen.
- Buy a security cable for your laptop and use it.
- Engage tracking software if present. If not, download it.
- Keep a record of your phone's IMEI number.
- Mark the underside of your electronic goods with an ultraviolet pen.
- Be aware of your surroundings when using phones/tablets and laptops in public places; snatch offences are commonplace.



Watch your items in places like coffee shops and restaurants – professional thieves table surf looking for unsuspecting victims leaving items vulnerable.



Ensure you regularly back up data and your coursework from computers, just in case.

## Bikes

Many students will use bikes whilst at Brookes. The following tips may help prevent a crime taking place.

- Register your bike with **[www.bikeregister.com](http://www.bikeregister.com)**
- Use the University's secure bike storage facilities.  
Access is gained by contacting the service desk.
- Avoid using inferior locks, we recommend you buy two types of locks – a good D lock and a strong cable lock.
- You can purchase D-locks from Brookes Security or Transport.
- Always secure your bike through the frame, not the wheels.
- If you can remove it, a thief can steal it. Consider taking saddles and lights with you and buying additional locks to secure any quick-release items.
- Take advantage of free bike marking sessions held on campus.



Discounted D locks are available from Security Services.



Never use inferior bike locks.



**Bike Register**®

The National Cycle Database



# NOW AVAILABLE

from Oxford Brookes Security



- Free bike marking with BikeRegister
- Discounted bike D locks
- Discounted bike lights front/rear
- Contact **01865 483060**

# Accommodation Security

The information below is relevant for when you are in halls of residence as well as when you move into private, rented or shared accommodation.

- When in halls of residence, or within the University, avoid letting people follow you into secured areas.
- If you see anyone suspicious call the police or security. Better to be safe than sorry.
- Keep your valuables out of sight and secure; remove the temptation to steal from you.
- Remember: never leave your room unlocked when leaving your flat in halls.
- During warmer periods, avoid leaving windows open when your premises is unattended – burglars do climb.
- Ensure side gates and outbuildings are secured with adequate locks.
- When your lights are on, close your curtains. Looking from a dark exterior into a light interior is like a shop window for burglars. They can see who is in and what items are on offer.



Avoid leaving climbing aids such as ladders or wheelie bins in a position a criminal could then use to get into your property.



Avoid leaving your keys or valuables near doors or windows. Thieves use rods through letter boxes to steal items without having to break in.

# Scams and Cybercrime

Students in the past have been targeted by clever con artists and have handed over substantial quantities of cash. Please read the following points and don't get caught out.

- Beware bogus police officers. Real Police don't issue on the spot fines and request immediate payments of cash.
- Money Mules – If someone offers to transfer money via your bank account avoid at all costs.
- Banks, Police and other organisations will never ask you to disclose bank card PIN numbers or passwords. Avoid divulging them to anyone.
- Be careful what personal data you make public on social media. Identity thieves trawl such websites to build up profiles to then steal people's identities.  
Avoid posting anything online you may later come to regret either personally or professionally. You may also make yourself vulnerable to unwanted or inappropriate advances.
- Avoid being taken in by sob stories from strangers asking for cash. They will be well rehearsed and sound believable but it will be a series of lies set to deceive you.
- Remember, if it seems too good to be true, it probably is.
- Avoid leaving any computer unattended when logged on – always log off.



## DON'T BE FOOLED



Fraudsters may ask you to receive money into your bank account and transfer it into another account, keeping some of the cash for yourself. If you let this happen, you're a money mule. You're involved in money laundering, which is a crime.

You can be approached online or in person. They might post what looks like a genuine job ad, then ask for your bank details. Once you become a money mule, it can be hard to stop. You could be physically attacked or threatened with violence if you don't continue to let your account be used by criminals.

Don't Be Fooled by offers of quick cash. If it sounds too good to be true then it probably is.

### When you're caught:

- Your bank account will be closed.
- You will find it hard to access further student loans.
- It will be difficult to get a phone contract.
- You will have problems applying for credit.
- You could go to prison for up to 14 years.

### Protect Yourself

- Avoid giving your bank account details to anyone unless you know and trust them.
- Be cautious of unsolicited offers of easy money. If it sounds too good to be true, it probably is.
- Research any company that makes you a job offer and make sure their contact details are genuine.
- Be wary of job offers from overseas. It will be harder for you to find out if they are legitimate.
- Be wary of job ads that are written in poor English, with grammatical errors and spelling mistakes.





**Speak up.**  
**Stay safe.**

We're not interested in your identity.  
Just what you know.

So whoever you are,  
we're here to listen.

**CrimeStoppers.**

**0800 555 111**

100% anonymous. Always.

[crimestoppers-uk.org](https://www.crimestoppers-uk.org)

Crimestoppers Trust is a registered charity.  
UK Registration Nos. 1108687/SC037960.



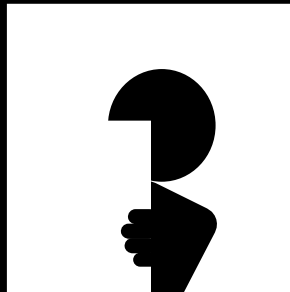
**COUNTER  
TERRORISM  
POLICING**

**ACT**

**ACTION  
COUNTERS  
TERRORISM**

**IN THE RARE EVENT OF**  
a firearms or weapons attack

**RUN HIDE TELL**



**RUN** to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE** It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

**TELL** the police by calling 999.

# RUN HIDE TELL



At the moment, the issue of terrorist attacks is regularly in the news. But it's been on our agenda for much longer.

The police and security service have been working constantly to foil terrorist attacks for years, not months.

But we are not complacent about keeping you safe.

Due to events in the UK and abroad, people are understandably concerned about a firearms or weapons attack. These attacks are very rare but in the event of such an attack, it helps to be prepared.

Remember, attacks of this nature are still very rare in the UK.

So stay safe, and just remember the words:

## **RUN. HIDE. TELL.**

To watch the film, visit [gov.uk/ACT](https://www.gov.uk/ACT)

Information is vital. If you see or hear something that could be terrorist related, trust your instincts and call the confidential Anti-Terrorist hotline on **0800 789 321**.

Our specially trained officers will take it from there.

Your call could save lives.

Always in an emergency, call **999**.

# Report & Support: Sexual violence, hate crime, harassment

If you have experienced or witnessed any of these behaviours involving students, you can report it online with your contact details or anonymously.

[www.brookes.ac.uk/students/report-and-support/](http://www.brookes.ac.uk/students/report-and-support/)

## Reporting an incident

### With contact details

The Student Welfare Team are here to support all enrolled Brookes students.

Your report will support us in tailoring the support you may need and inform our proactive and preventative work on tackling harassment, hate crime and unwanted sexual conduct and sexual assault.

### Anonymously

We understand that you may not wish to disclose your identity. If you choose to report an incident anonymously:

- We will not ask you for any personally identifiable details
- We will not be able to offer direct advice or investigate a matter reported anonymously

Anonymous reports provide statistical information, which will be used to inform our proactive and preventative work on tackling harassment, hate crime and unwanted sexual conduct & sexual assault.

## Is there an emergency?

**If someone is in danger or a crime is being committed, phone 999 to contact police, ambulance or fire services.**

If you are on or around campus and need immediate assistance, please contact Brookes Security Services on 01865 483060.

If emergency services have been called to Brookes premises, contact Security Services on 01865 483060 and explain your location so that they can direct the emergency crew when they arrive.





# Award-winning personal safety app

Turns your smartphone into an advanced personal safety device

**Hollie Guard**  
can help you:

**STAY SAFE**

**BE SAFE**

**FEEL SAFE**



**FREE** to download  
**FREE** to use



## 3 Alarm Profiles

Pick the profile for your situation: stealth, personal, and deterrent.



## Journey

Journey provides real-time updates as you move between places.



## Meeting

Identify when you are going to a dangerous meeting.



## Danger Zones

Warn users when they've entered a potentially dangerous area.

[www.hollieguard.com](http://www.hollieguard.com)

# Thames Valley

in partnership with  
**OXFORD  
BROOKES  
UNIVERSITY**

# ALERT



Receive **FREE** crime  
alerts and info about  
where you live

 Email  Text  Phone

Download the app via the App Store  
or Google Play by searching  
'Thames Valley Alert'

Or register for Alerts at:  
[www.thamesvalleyalert.co.uk](http://www.thamesvalleyalert.co.uk)



Non-emergency number: 101

# PERSONAL SAFETY



- **Stay Together**

If you go out with a group of friends, stick together and look after one another.

- **Be discreet**

Avoid drawing attention to valuables and getting your phone out in public.

- **Plan your journeys**

How are you getting there?

More importantly, how are you getting back?

- **The right path**

When walking to and from places, stick to busy routes – avoid poorly lit areas and alleyways.

# Enjoy University Life!

Oxford is generally a safe place to study and socialise in but it's sensible to take precautions to minimise the risks.

Our Security Team works 24/7 to ensure students, staff and visitors feel safe and secure across all of our campuses.

Feel free to get in touch for crime prevention and security awareness advice.

[www.brookes.ac.uk/security](http://www.brookes.ac.uk/security)

 **01865 483060**

 **security@brookes.ac.uk**

 **@Securitybrookes**

**#saferbrookes**

**#lockitorloseit**

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## Useful Contacts

### EMERGENCY CONTACTS

Police, Fire, Ambulance  
– Emergency **999**

Police – Non Emergency **101**

### SECURITY CONTACTS – Internal

24/7 Security services

**01865 483060**

**security@brookes.ac.uk**

### HALL WARDENS

You can find your Hall Wardens and contact details via the Residences Information Portal at [go.brookes.ac.uk/hallsguide](http://go.brookes.ac.uk/hallsguide)

### WELLBEING CONTACTS

Wellbeing **01865 484650**

**wellbeing-recpt@brookes.ac.uk**

### WEBSITES

[www.immobilise.com](http://www.immobilise.com)

[www.bikeregister.com](http://www.bikeregister.com)

[www.thamesvalley.police.uk](http://www.thamesvalley.police.uk)

[www.police.uk/crime-prevention-advice](http://www.police.uk/crime-prevention-advice)

ActionFraud is the UK's national fraud and cyber crime reporting centre, providing a central point of contact for information about fraud and cyber crime.

**ActionFraud**

National Fraud & Cyber Crime Reporting Centre

**0300 123 2040**