

- **Develop a Fire Safety & Evacuation Plan.**

Make sure everyone knows what to do in the event of a fire. If there is a fire, get out first and then call for help once you are outside. Choose a meeting place and be sure no one ever goes back inside. If you think someone is inside, tell the firefighters.

- **Do Not Allow Smoking.**

Encourage smokers to go outside. If you do allow smoking, provide smokers with large, deep ashtrays. When cleaning ashtrays, fill them with water, soak the cigarettes and then empty them in the trash.

- **Be Cautious With Electrical Outlets, Extension Cords, Appliances & Space Heaters.**

Never overload electrical outlets or extension cords. Whenever possible, unplug extension cords when not in use. Space heaters should never be placed near other items. They should be kept at least three feet away. Nothing should ever touch or be placed on a space heater. Make sure they are unplugged and turned off when not being used.

- **Be Careful With Outdoor Grills.**

Always place outdoor grills at least 12 feet away from your home. Make sure the grill is properly turned off or coals are completely extinguished before leaving the grill unattended.

■ STEP 6

Prepare Your Residence for Breaks and Vacations.

- **Make Your Residence Look Lived In.**

Ask the Post Office and newspaper to hold your deliveries until you return. Leave curtains and blinds in a normal position. Use timers to turn lights or televisions on and off. Ask a trusted friend or neighbor to watch your home. Provide a contact number while you are gone. You also can ask the local police to check your residence while you are away.

■ STEP 7

Consider Conducting a Home Inventory and Buying Renter's Insurance.

- **Conduct a Home Inventory.**

In case of loss, create an inventory with each item's make, model, size, type and serial number, if any, and a written description. Once the inventory is complete, make a copy and store it in a safe place.

- **Buy Renter's Insurance.**

Renter's insurance can ensure that you are reimbursed for losses if your personal property is lost, stolen or damaged. It also may cover injuries to guests. Some properties make you purchase renter's insurance before signing a lease. Be sure to pay attention to the policy and know what is covered.

■ RESOURCES FOR OFF-CAMPUS HOUSING

- Students can find a lot of helpful information at www.salisbury.edu/offcampushousing, including links to helpful web addresses and a list of local landlord and rental agencies.
- Booklets, information pamphlets and maps are available at the GSU Information Desk.
- The GSU Information Desk offers a "Roommate Finders" binder where Salisbury University students can find/post information by presenting their GullCard.
- SU's Student Government Association hosts several Off-Campus Housing Fairs throughout the fall and spring semesters. For more information, visit: www.salisburysga.com

DISCLAIMER:

Salisbury University is committed to a policy of nondiscrimination and the achievement of equal housing opportunity. All housing information listed herein is subject to federal and state fair housing laws, which generally make it illegal to advertise any preference, limitation or discrimination because of race, color, religion, sex disability, marital status, familial status or national origin or intention to make any such preference, limitation or discrimination. All persons are hereby informed that all dwellings advertised are available on an equal opportunity basis.

This brochure is provided by:

Off-Campus Housing Services
Guerrieri Student Union Office, Room 222
Salisbury University
1101 Camden Avenue, Salisbury, MD 21801
Phone: 410-543-6100 • Fax: 410-543-6002

For more information about living off campus, check out the **Off-Campus Housing Guide** at: www.salisbury.edu/offcampushousing

Guerrieri Student Union
Your student center at Salisbury University.

 Like us on Facebook: **Salisbury University Commuter Connections**

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Seven Helpful Steps

to Living Safely Off Campus



OFF-CAMPUSHOUSING

Salisbury
UNIVERSITY

Off-Campus Housing Services
Guerrieri Student Union
www.salisbury.edu/offcampushousing

MISSION STATEMENT

Off-Campus Housing Services is dedicated to providing valuable information and resources to assist students, faculty and staff at Salisbury University in making informed decisions regarding location, safety, rights and responsibilities in their off-campus housing choices.

Seven Helpful Steps to Living Safely Off Campus

■ STEP 1

Protect Yourself and Your Residence.

- **Keep Your Doors and Windows Locked.**

Always lock exterior doors and first floor windows whether you're alone, sleeping or going out. If you have a sliding glass door, place a rod in the track so it cannot be opened from the outside. Have a peep hole on your front door and use it to see who is knocking before you open the door. If you are unsure who is there, question them through the door. Never unlock the door if you do not know the visitor. Make sure the curtains and/or blinds are drawn after dark. Do not leave doors and windows unlocked for friends or delivery services, and never leave notes on your door advertising that you are not home.

- **Carefully Manage Your Keys.**

When you move in, be sure your landlord has changed the locks from the previous owners. If you feel there is not ample security, ask to use your own lock. Read your lease to make sure that obtaining your own lock does not break the lease. Do not put keys under mats, above doorways or in obvious hiding places. Never "tag" keys with your residential information. If you or your roommate loses your key, work with the landlord to quickly replace your lock and keys.

- **Program Your Phone with Important Numbers.**

Program 911 and other important numbers into your home phone and cell phone in case of an emergency.

- **Keep Your Residence Private.**

Do not use your first and last name on your mailbox or entrance — only the number. Use your first initial rather than your first name for your phone book listing, magazine subscriptions and monthly statements.

- **Install a Carbon Monoxide Alarm.**

Install at least one carbon monoxide alarm — preferably near the sleeping area. Test the alarm and change the batteries at the beginning of each semester. Do not ignore the alarm if it sounds — even if you feel fine. These alarms are designed to go off before you feel the effects. Immediately go outside and dial 911. Do not re-enter until emergency responders provide further instruction.

■ STEP 2

Be Familiar with Your Roommates and Guests.

- **Know Your Roommates' Security Habits.**

Make sure you and your roommates are in agreement that exterior doors and first floor windows should be locked at all times. Let your roommates know when you are having a guest and ask them to do the same.

- **Know and Limit Your Guests.**

Do not let anyone you do not know into your home. Make sure guests are not left alone in your home. Keep your valuables locked up and do not leave important items out. Limit your number of guests to avoid overcrowding, noise issues and safety concerns. Make sure you know the maximum number of people allowed on decks and balconies and do not go over that occupancy limit.

■ STEP 3

Be Well-Informed About Your Residential Complex.

- **Check the Area and Know the Stats!**

Before you rent in a particular neighborhood, investigate its safety record. The City of Salisbury has its own crime report that can be obtained through the city police. The local newspaper also may provide some insight to local crime.

- **Use Caution with Local Services.**

Do not let service or repair personnel into your residence if you have not been notified of a scheduled visit. Call the main company and confirm service before letting them enter. Be sure proper identification is provided before letting them in. Make sure they only work in the designated area.

- **Be Aware of Your Surroundings.**

Laundry rooms, fitness centers and other common areas should not be used when you are alone. Do not leave valuables unattended in common areas. Turn porch lights on every night to make sidewalks more visible. If possible, have motion sensors installed. Ask your landlord to keep plants trimmed near doorways and windows. Remove trash, newspapers and advertisements promptly. When mail and trash accumulate, it implies that the occupant is out of town. Check your mail daily!

- **Know Your Neighbors.**

Exchange phone numbers with a neighbor so you can contact them if necessary.

■ STEP 4

Always Be Aware, Be Prepared and Plan Ahead.

- **Utilize SU's Free Transportation.**

Salisbury University provides a weekday shuttle, a weekend evening van service, a security escort service and a carpool database service. The weekday shuttle service operates during the fall and spring semesters and stops at various locations on and off campus. Visit www.salisbury.edu/shuttle or call 410-543-6211. Weekend evenings, Saferide provides van transportation to students within a three-mile radius of campus. For more information, call 410-677-5000 or visit: saferide4.wixsite.com/salisbury. Security escort services are provided to those walking either on campus or between campus and nearby off-campus locations from dusk to dawn. To request the service, call 410-543-6222 or visit: www.salisbury.edu/police. GullRide is a carpool service that allows you to connect with other commuters at SU who live near you and have similar schedules. Learn more at: www.gullride.com

- **Walk Safely To Your Car or Residence.**

Walk with keys in your hand so you are ready and can enter without delay. Your keys can be used as a weapon. If you are walking with a handbag, hold it close to your body. Think about what you would do in a threatening situation. If you return home and something looks questionable (e.g., broken window or open door), do not go inside. Call 911 from a safe location.

- **Be Alert When Driving Home.**

If you notice that a vehicle has been following you, DO NOT GO HOME. Drive to a well-lit public area (preferably with people visible) and call 911.

- **Report Suspicious Behavior.**

Suspicious behavior is anything "slightly out of the ordinary" for the area or time of day which it occurs. Report it to the police.

■ STEP 5

Be Knowledgeable About Fire Safety.

- **Check Your Smoke Detectors.**

Place smoke detectors strategically on each floor, near the kitchen and each bedroom. Install new batteries each semester.

- **Keep a Fire Extinguisher Handy.**

Keep a fire extinguisher in the kitchen and have it checked yearly. Learn how to use it.