

**LSE**

THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

# STAYING SAFE

**Personal safety and crime prevention  
advice for life at LSE and in London**

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## INTRODUCTION FROM SECURITY

LSE Security is here to help students have an enjoyable and productive experience at LSE in an environment free from disproportionate or unnecessary threats to their safety and security. We can provide a great deal of practical advice on how to get the most from your time at LSE, whether your enquiry is about your personal security when conducting research or study, how to ensure your bicycle is not stolen, about the security for a major event you have organized, or that of an important visitor you are inviting to the School, LSE Security are here to advise and support.

Rather than deal with the consequences crime or acts of harm, we would always prefer that these things be prevented or deterred. All crime involves an element of preparation or planning by the offender. Often this preparation can be identified through knowledge of our surroundings and the behaviour that we observe in others. You are the people who are most familiar with your living and working environment. If you think something is amiss don't keep it to yourself, talk to a colleague and call security for advice.

Security staff will never complain or belittle you if you report a suspicion. We will always seek to investigate and address your concerns in a way that is fair and proportionate; that reassures those acting legitimately, but deters people who we may reasonably believe are intending to commit crime or cause harm.

**Paul Thornbury**  
**Head of Security**



## DEAR STUDENT,

### Welcome to LSE!

We are sure that you are already having a great time; however some safety advice can always come in handy.

The School is one of the few institutions in Central London to maintain an open campus policy to provide a free and collegiate atmosphere that many in the School enjoy.

*We are keen that you make the most of this atmosphere too, but always bear in mind that throughout the day many School buildings are accessible to members of the public.*

As Central London is densely populated, and petty crime happens often as in other large cities, remember to be extra vigilant regarding your possessions and personal safety. Do not leave your property unattended on campus and be vigilant to distraction type theft. On average 150 crimes are reported each year – we don't want you to become a part of these statistics!

The LSE Security Team will support the provision of a safe and secure environment in the buildings and communal areas of the LSE campus. The security operation is maintained 24 hours per day, seven days per week.



## BIKE SAFETY

Before anything, look after you own safety: high visibility jacket, lights, protective helmet and clothing. Do not cycle in London if you are not familiar with the order of traffic and the Highway Code!

*The School provides secure bike storage in the Basement of the Fawcett House and the New Academic Building.*

These are free to use and you can gain access with your student card. Other options are the numerous bike racks around campus. It is advisable you use either of two types of locks:

- Gold rated “Soldsecure” endorsed padlock and chain or
- “D” locks

Please take this seriously, as bikes are regularly targeted and stolen from the public streets that intersect the School campus. Also take a note of your bike’s serial number (underside of the frame) and look out for the email alerts for the free bike security marking by the police, and mechanical checks during the school term.

In the UK you can get a decent bicycle for an average of £233, however if you are a serious cyclist, your bike may be worth much more, not to mention the emotional value! Please look after it!



## LAPTOPS AND TABLETS

During your time at the School, probably the most important and valuable property you own is your laptop or tablet. Not just in a financial sense, but as the main supporting instrument for your studies.

To protect your devices against virus infection you are highly recommended to use anti-virus software, even if it is a MacBook. LSE provides Sophos anti-virus software for free to all students. Use tracking software too, and there are a lot of free apps online to download.

Our recommendation is [www.preyproject.com](http://www.preyproject.com). To learn more about online security, please visit [www.cyberstreetwise.com](http://www.cyberstreetwise.com)

*If you are going out straight after classes or don't want to carry your laptop around all day, you have the option to leave it in the secure laptop storage room in the Old Building ground floor, room OLD G.15. Here you will find magnetic drawers operated by your student card.*

Try not to carry your laptop in a separate case, as it draws unwanted attention. Have a rucksack instead, where it can blend in with your books.

High value items such as laptops, iPads and phones, when left unattended, do go missing!

LSE Security offers free DNA laptop marking. This is a proven deterrent against theft. Laptop marking usually takes place on pre-advertised dates. Check LSE Student Union communications for dates and times.

Status

Photo

Check in

Whats on your mind?



**Benny Beverage**

2 mins • Instagram

Yesss! Happy days!! I've just got my fountain pen back from Lost Property! Thanks Guys!!

#iselostproperty #cool #grateful #happyselfie #lsecsecurity



Like

Comment

Share

## YOUR LSE IT ACCOUNT

The user account is a very important part of your LSE identity – keep it safe at all times. Never tell your password to anyone and watch out for phishing scams. These are attempts to make you enter your username and password into a bogus website and your account will then be used to send scam messages. Do not open suspicious looking attachments from dubious sources! These can corrupt your account and may cause loss of data. Use the **BEAVER**

Cyber Security Checklist to protect your data:

- Be sure to create a strong password [lse.ac.uk/password](https://lse.ac.uk/password)
- Enroll in the Moodle Cyber Security Awareness Course  
<https://moodle.lse.ac.uk/course/view.php?id=6416>
- Activate an alternate MFA method  
<https://info.lse.ac.uk/staff/divisions/dts/help/guides-faqs/mfa>
- Virus protection starts with Sophos: get it for free from LSE  
<https://info.lse.ac.uk/staff/divisions/dts/essentials/freebies>
- Ensure you've updated your operating systems, software, and firewalls  
<https://info.lse.ac.uk/staff/divisions/dts/services/infosec/iron-rule-3>

Report suspicious emails to [phishing@lse.ac.uk](mailto:phishing@lse.ac.uk)

If you get suspicious email messages please immediately report it to the Tech Centre on the first floor of the Library, contact [tech.support@lse.ac.uk](mailto:tech.support@lse.ac.uk) or call Tech Support on 020 7107 5000.

For more information see the LSE DTS website:

<https://info.lse.ac.uk/staff/divisions/dts/services/infosec>

## YOUR LSE ID

This is your campus pass so do look after it and note that it is not transferrable please do not lend it to anyone, even if they are a friend or family member. If lost, please report it immediately to Student Services in the Old Building!

## LOST PROPERTY

If you lose something on campus, don't panic! It is highly likely that it was handed in to any one of the reception desks or to Security Officers around campus. If you are looking for something, please feel free to ask the reception staff, or go to the Lost Property Office in the basement of Old Building, room OLD B.23. If you find something, please hand it in, as it can be very important to the owner, even if it's of small financial value.

On average 2,000 items per year are deposited, and 60 per cent of these items are restored to their owners. If an item in lost property is unclaimed after three months it is given to charitable organisations.

If you find an LSE ID card, please hand it in to any Security Officer, reception desk or take it to the Student Services Centre in the Old Building.

**You can contact the lost property office on:**

[lost-property@lse.ac.uk](mailto:lost-property@lse.ac.uk) or internal extension 7988.

## LOCKERS

You can find numerous places at LSE to store your belongings safely. The long term locker facility room is situated in the basement of **Old Building, room OLD. B.27**. Here you will find 994 lockers, and all are free to use. All you need is your own padlock which must have hasp of minimum 6.3mm in diameter. This type of padlock is available to purchase in the LSE general store on campus.



You can also find coin operated (£1) lockers in the Old Building basement. These are for short term use only. Lockers in the Saw Swee Hock Student Centre are allocated on a “first come first serve” basis against a deposit for the whole academic year (September to June).



## SAFETY IN HALLS

LSE halls of residence are communities in their own rights. They are staffed 24 hours a day and seven days a week with wardens and sub wardens who are on hand to offer welfare advice and preside over rules and regulations. If the incident has occurred at a hall of residence you should contact the hall security staff, sub warden or warden.

There are several things that you can do to ensure that your halls are as safe as possible.

*Always carry your ID card and present it to security staff if requested.*

It sounds obvious but make sure you lock your room door even if you are only going to the bathroom or to visit a neighbour.

Sign in all your guests. This allows the hall to check who should be there and who shouldn't. Also, the signing in sheet can save lives in case of emergency.

If you are ever worried that there is someone in the hall who is not a guest of a resident then contact the reception or security on duty immediately.



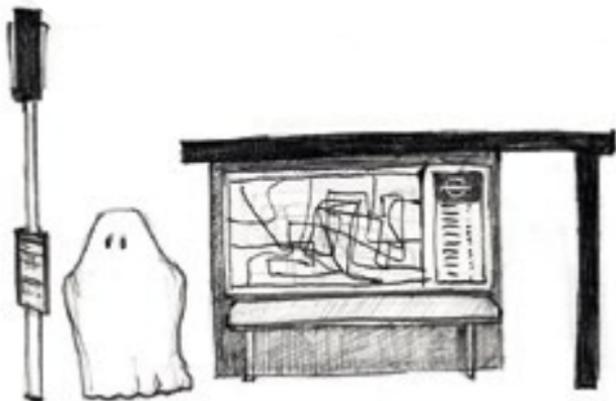
# AROUND LONDON

## TRANSPORT

### BUSES AND THE TUBE

Getting around in London is very easy and quick, but you always have to stay watchful, especially in the evening and late at night. You might want to save copies of the Tube Map and Night Bus Map on your phone or have paper copies with you.

There are 113 night bus routes all with CCTV. If you intend to get a night bus after a night out then remember to plan your route before you leave. Go onto the TFL website and make a note of the bus routes you can take. You can also download the Live London Bus Tracker app, which is free, and it tells you when your next bus is due. If you don't feel safe waiting for your bus, get a taxi instead. Try to travel in pairs or groups at all times.





## TAXIS

If you choose to take a taxi, you can hail a black cab, or pre-book a private hire cab. You should avoid cabs that tout for business at bus stops or outside venues, as many of these are unlicensed.

By law, only black cabs can display an illuminated taxi sign. They are insured, mechanically sound and drivers are vetted by the police. They also have a meter showing the cost of the journey. Only these cars can pick up customers on the street.

If a minicab – even one carrying the blue Transport for London sticker in the front and back window – approaches you on the street, or stops if you try to hail them, they are breaking the law. If you take an illegal cab home you are putting yourself at risk. Any minicab that isn't booked in advance is not legal and is not safe. If you are at all uneasy about the cab or the driver, don't get in.

**Transport for London's text service, Cabwise, helps you to get home safely. Just TEXT "HOME" to 60835 to get 1) taxi and 2) local licensed minicab numbers sent directly to your mobile.**

There are several apps as well to help you find your nearest black cab such as Gett, HailO, while Kabbee helps you to find the closest minicab station and the best deals. Uber can also be a viable solution from the private sector.

If you ever experience abuse or assault on any means of transport, report it immediately to a member of TfL staff and to the British Transport Police. For more information, please have a look at the Useful Contacts chapter.

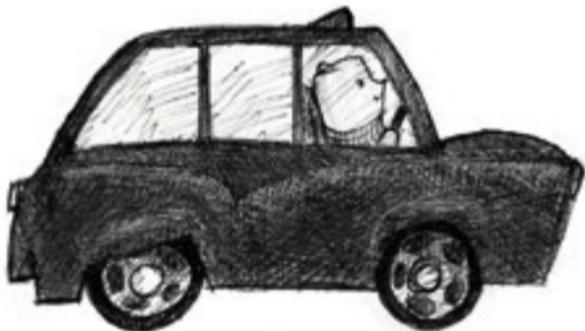
## PERSONAL SAFETY

If you are out, try to stay with friends, and plan your journey home in advance. Keep to main streets and busy well-lit areas, avoid shortcuts and try to look confident even if you don't feel it. If you think you are being followed, cross the road – more than once if necessary – to see if they follow. If you are still worried then go to the nearest place where there are other people – a pub or anywhere with lights on – and call the police.

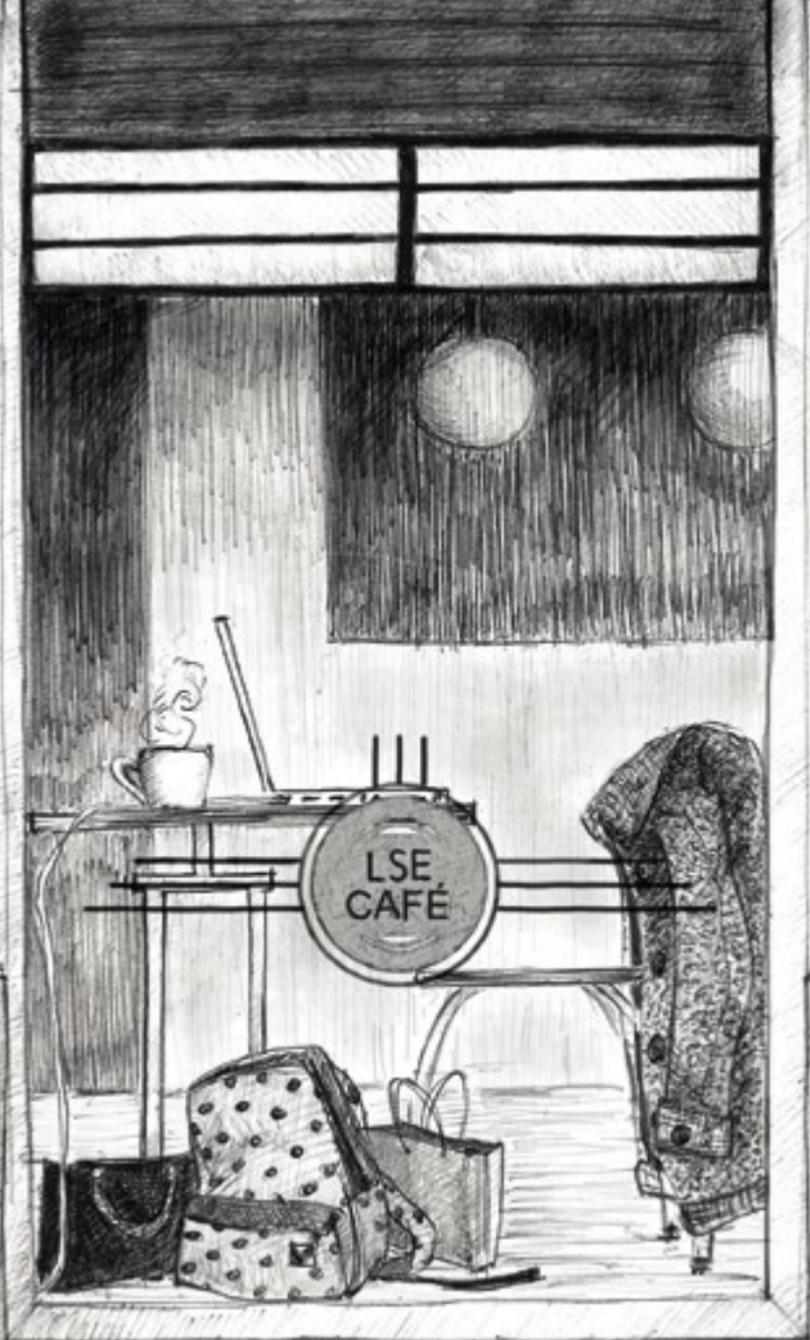
**If the worst happens and you get attacked, shout FIRE, POLICE or WHO ARE YOU, rather than HELP, it can get more results.**

You can use reasonable force in self-defense. You are allowed to protect yourself with something that you are carrying anyway (for example keys or a can of deodorant), but you may not carry a weapon. Overseas students should be aware that the United Kingdom has very strict laws on offensive weapons. Some items that may be legal in your home country such as Mace and pepper sprays, or self-defense and extendable batons are illegal in the UK. Some martial arts and sporting items that can be used as weapons are also illegal if carried in public. For advice, please contact LSE Security.

If you decide to defend yourself, be aware that your attacker may be stronger than you, or may take what you are using in self-defense and use it against you. It is often better to shout loudly and run away.



ARE  
THESE  
YOURS  
?



## YOUR STUFF

Firstly and obviously do not leave your belongings unattended, not even around campus. Do not attract extra attention by flaunting your valuables. Always keep your phone, wallet etc. hidden in your bag or in protected pockets of your clothing.

We highly recommend registering your valuables on [www.immobilise.com](http://www.immobilise.com) which is the national property register website in partnership with the Police.

Please also record the details of the electronic serial number of your devices (ESN) and consider insurance. Please also take note of the IMEI number of your phone which is a unique identifier; you can obtain this number by checking behind the battery or **typing \*#06#** (star hash 06 hash) **and your phone will display a 15 digit number.**

**Consider taking photographs of your valuables; maybe mark them with a UV pen. Creating copies of your important documents is also a great way to be prepared. Keep a little notebook for yourself with all the important phone numbers and addresses as well.**

When using an ATM always be mindful of people behind you, and don't let anyone "shoulder surf" to watch you enter your PIN. It can also be useful to check the cash point for hidden cameras. If in doubt, cancel your transaction, remove your card and walk away. Notify campus Security or the Police, if possible.

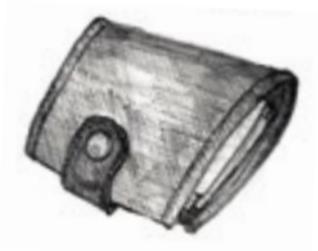
On campus cash machines are situated on Houghton Street, (next to Wright's Bar) and inside the Post Office on Aldwych.

*Be conscious of identity theft and fraud. In the event that your cards or documents that contain personal details are lost or stolen act quickly and you must not ignore the problem!*

You must report all lost or stolen documents – such as passports, driving licences, bank and credit cards, cheque books, etc, to the relevant organisation. Depending on their advice, you should then report to the nearest police office.

If you believe you are a victim of identity fraud involving credit or bank cards, online banking or cheques, you must report it to your bank as soon as possible. Your bank will then be responsible for investigating the issue and they will report any case of criminal activity to the police.

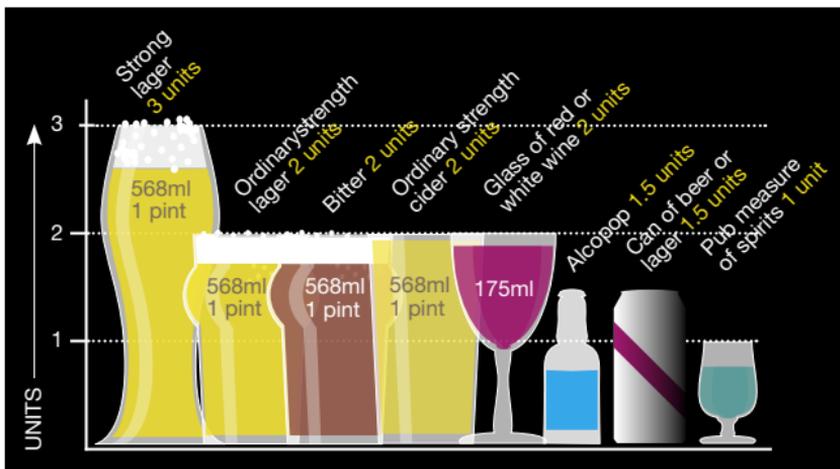
**For more information or if a fraud has been committed report it to Action Fraud on <https://actionfraud.police.uk/>**



# DRINKING SAFELY

## Alcohol unit guidelines

Department of Health guidelines say that men can drink between three to four units of alcohol per day without serious risk to health, while for women this amount is reduced to between two to three units per day. But alcohol affects different people different ways.



As well as damaging your health, heavy consumption of alcohol over a short period of time can seriously impair your judgement so you are more likely to take risks you might not take when you are sober. Try to drink responsibly, drink water between alcoholic drinks and take some fresh air if you feel unwell.

When drinking look out for each other. If you see your friend or fellow student has drunk too much, offer them some assistance or let a member of staff or security know. If people you are drinking with become aggressive or threatening, walk away from them, don't get involved or encourage antisocial behavior. Report threats or violence to the bar staff or security.

## **It can happen to anyone! – Drink Spiking**

Drink spiking is when a mind altering substance is put into your drink without your knowledge. Drink spiking is illegal, even if an attack or assault has not been carried out. Often the assailant's purpose is to commit sexual offences or theft against the victim. It is not only females who are likely to have their drink spiked. Almost 11 per cent of people who report having their drink spiked are male.

*There are a number of drugs known as “date rape” drugs which can result in total loss of memory and loss of control over your body. However, alcohol can also be used a mind altering substance so it's very important you stay aware whilst you are drinking.*

Rohypnol has gained notoriety as “the date rape” drug. It takes effect very quickly – sometimes as quickly as ten minutes after being taken – and reaches its peak eight hours later when it can cause unconsciousness. Rohypnol comes in the form of a tasteless and odourless pill which is easily ground down into powder and all traces of the drug disappear after 24 hours.

## **Here are a few tips could will help prevent this from happening**

- Do not leave your drink unattended at any time, even while in the toilet.
- Stay away from situations that you do not feel comfortable with.
- Never accept a drink from anyone you do not know or trust.
- Do not share or exchange drinks, or drink leftover drinks.
- If you go on a date with someone you do not know that well, tell a friend or relative where you will be and what time you will be back.
- Try to drink from a bottle rather than a glass when possible, as it is more difficult to spike a drink in a bottle.
- When you are walking around in a club or bar, keep your hand over the opening of your drink whether it is a glass or a bottle.

## RAPE AND SEXUAL VIOLENCE

Sexual violence can be defined as any act of a sexual nature that a person did not consent to. This can include rape, sexual assault, childhood sexual abuse and exploitation, sexual harassment, and taking or sharing sexual images without someone's consent. When can someone not consent?

A lack of consent means that you did not want or choose to take part in a sexual act or acts. It can also mean that at the time it took place you did not have the freedom or capacity to make a proper choice.

### **Things that might stop you from being able to make a choice to consent are:**

- Being drunk or under the influence of drugs
- Being unconscious or asleep
- Being under age – the legal age of consent is 16
- Health or mental health problems or disabilities that limited your choices at the time

### **Things that can stop you from having the freedom to make a choice include:**

- Being threatened with violence against you or someone else
- Being forced, pestered or coerced
- Being blackmailed

### **If there is a power imbalance between you – for example they were a teacher, lecturer or carer.**

Sexual violence can be perpetrated by a stranger, yet is often by someone known and even trusted, like a friend, work colleague, family member, partner or ex-partner. No-one ever deserves sexual violence and it should never be justified or explained away.

If you have been raped or been through any kind of sexual violence, no matter how long ago, where you were, what you were doing, wearing, or saying, whether you were drunk or had taken drugs, it was not your fault and you did not deserve this. You do however deserve support.

### **Reporting and Support within the School**

If you have survived or witnessed any form of sexual violence, bullying or harassment, you did not deserve this and it was not your fault. Violence and harassment of any kind has no place on our campus and we all have a responsibility to treat others with respect and dignity and work together to build a safe and welcoming institution for everyone at LSE.

If you have experienced, or witnessed, any form of violence or harassment and you want to report this to LSE, you can do this in two different ways.

You can first speak to a Safe Contact who will be able to offer further information and support to help you decide if you would like to report your experience to LSE. A Safe Contact can be found by contacting LSE Equality Diversity and Inclusion at: **email: [edi@lse.ac.uk](mailto:edi@lse.ac.uk); phone 020 7106 1229 or +447971552755.**

Further information on Safe Contacts can be found at:

**<https://info.lse.ac.uk/Making-a-choice/Safe-Contacts-and-Support>**

You can also report to LSE directly by using the online Report it Stop it form.

This report can be completely anonymous. You can choose to share your name and some brief contact details if you want someone from LSE to contact you. **<https://info.lse.ac.uk/Making-a-choice/Report-an-incident>**

Further information on sexual violence, bullying, harassment and hate crime can be found on the LSE Equity, Diversity and Inclusion website at:

**<https://info.lse.ac.uk/Making-a-choice/Safe-Contacts-and-Support>**

If you are a victim of rape or sexual violence and you need help, advice and support, there are places you can go to:

**Rape Crisis**, female survivors of rape and sexual abuse;  
phone **0808 802 9999**; [www.rapecrisis.org.uk](http://www.rapecrisis.org.uk)

**The Havens**, health and medical support for survivors of sexual violence in London; phone **0203 299 6900**; [www.thehavens.co.uk](http://www.thehavens.co.uk)

**Southall Black Sisters**, BME women's rights and advice:  
phone: **020 8571 9595**; [www.southallblacksisters.org.uk](http://www.southallblacksisters.org.uk)

**London Survivors Gateway**,  
phone: **0808 801 0860**; [www.survivorsgateway.london](http://www.survivorsgateway.london)

**Survivors UK**, male survivors of rape and sexual abuse:  
What's App Chat: **074 9181 6064**; [www.survivorsuk.org](http://www.survivorsuk.org)

**Galop**, LGBT+ survivors of domestic and sexual violence:  
phone: **020 7704 2040**; [www.galop.org.uk](http://www.galop.org.uk)

**Respond**, people with learning difficulties, autism who have experienced abuse, violence or trauma;  
phone **020 7383 0700**; [www.respond.org.uk](http://www.respond.org.uk)

## REPORTING CRIME

There are a number of ways that you can report a crime. By doing this you will be helping both yourself and others.

For any crime or security related issues you can call in to the LSE Security/ Reception on the main campus. Security reception points are located in the following areas:

- **LSE Old Building Security/Reception** – is open from **7–12am Monday to Friday** and **7am-10pm at weekends**.
- **LSE CBG Security/Reception** – is open from **8am to 10pm everyday**.
- **LSE 32L Security/Reception** – is open from **7-12am Monday to Friday** and **7am-10pm at weekends**.
- **LSE PAN Security/Reception** – is open from **7-12am Monday to Friday** and **7am-10pm at weekends**.
- **LSE PEL Security/Reception**– is open from **8am to 7pm Monday to Friday** and **closed on weekends**.
- **LSE SAW Security /Reception** – **7am to 10pm Monday to Friday** and **10am to 6pm on the weekends**

**LSE Security Control Room:** The LSE Security Control room can be contacted by telephone 24 hours per day 365 days per year on the following numbers:

- **Emergency line:** Internal call extension **666** or calling from outside **020 7955 6555**
- **Routine enquiries:** Internal call extension **2000** or calling from outside **020 7955 6200**





If you experience crime outside campus, call the police on **999** – emergencies or **101** – non emergencies.

You may find yourself in a situation when you have to give a description of a person committed crime or assault. The best way is to follow the A to J method, as below:

Suspect recognition – **A to J**

- A** – Age
- B** – Build
- C** – Colour of hair/skin
- D** – Distinguishing features  
(Birthmarks, scars, piercings, tattoos, etc)
- E** – Eyes
- F** – Face
- G** – Gait (the way they walk, carry themselves)
- H** – Height
- I** – Individual clothing/equipment
- J** – Justification – what was it that made you suspicious

## CONTACTS

### EMERGENCY CONTACT NUMBERS

**Campus Security, emergency line (24/7):**

**020 7955 6555**

(internal extension **666**)

**Campus Security, non-emergency (24/7):**

**020 7955 6200**

(internal extension **2000**)

**Police, emergency:**

**999**

**Police, non-emergency:**

**101**

## USEFUL LSE SERVICES

**St Philips Medical Centre:**

**020 7611 5131**

**LSE Student Wellbeing and Counselling Services:**

**020 7852 3627**

[lse.ac.uk/studentwellbeing](http://lse.ac.uk/studentwellbeing)

**LSE Disability Office:**

**020 7955 7767**

[lse.ac.uk/disabilityoffice](http://lse.ac.uk/disabilityoffice)

**LSESU Advice Centre:**

**020 7955 7145**

**Lost Property:**

**020 7955 7988** (internal extension **7988**)

[lost-property@lse.ac.uk](mailto:lost-property@lse.ac.uk)

## ON THE PHONE

### **Charing Cross Police Station**

**020 7230 1212**

Agar Street, WC2N 4JP

### **British transport police**

Emergency: **0800 40 50 40**

Non Emergency text line: **61016**

### **CRIMESTOPPERS**

**0800 555 111**

You won't be asked for your name or phone number and you may get a cash reward if a crime is solved.

### **BT Nuisance Calls Advice Line:**

**0800 661 441**

Advice on dealing with malicious or nuisance telephone calls.

### **Meningitis Helpline:**

**0808 800 3344 (24 hours)**

Trained staff offering advice on Meningitis.

### **National Drugs Helpline:**

**0800 77 66 00**

[www.ndh.org.uk](http://www.ndh.org.uk)

**FRANK:**

**0300 123 6600**

Friendly, confidential drugs advice

**Alcoholics Anonymous National Helpline:**

**0845 769 7555**

**London Alcoholics Anonymous:**

**020 7833 0022**

**Samaritans:**

**08457 90 90 90**

Walk in **seven days a week, 9am to 9pm**, at Marshall Street, Soho, London, or telephone: Central London Branch – **020 7734 2800**

**NHS Direct:**

**0845 4647**

For medical enquiries.

**Depression Alliance:**

**0845 123 2320**

For the symptoms of depression and types of treatment.

**BEAT (Beat Eating Disorders):**

**0845 634 1414**

## USEFUL WEBSITES

**Metropolitan Police** – [www.met.police.uk](http://www.met.police.uk)

**British Transport Police** – [www.btp.police.uk](http://www.btp.police.uk)

**Property register** – [www.immobilise.com](http://www.immobilise.com)

**Action Fraud** – [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

**Online Safety** – [www.cyberstreetwise.com](http://www.cyberstreetwise.com)

**Transport for London** – **020 7222 1234** – [www.tfl.gov.uk](http://www.tfl.gov.uk)

### Useful Apps

London Transport Live

Citymapper

Gett

HailO

Kabbee

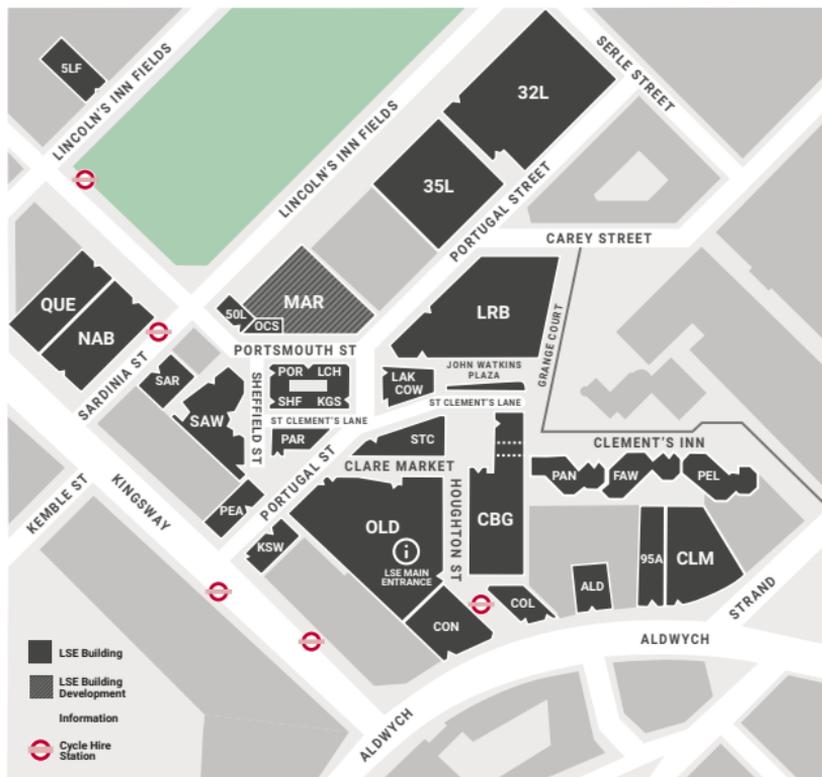
Uber

First Aid by British Red Cross

**On the NHS website you will find plenty  
of recommended health and fitness apps too!**



## CAMPUS MAP



Freedom of thought and expression is essential to the pursuit, advancement and dissemination of knowledge. LSE seeks to ensure that intellectual freedom and freedom of expression within the law is secured for all our members and those we invite to the School.

The School seeks to ensure that people are treated equitably, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation or personal circumstances. Equality and diversity are integral to the School's priorities and objectives. We will support inter-faith and inter-cultural dialogue and understanding and engage all students in playing a full and active role in wider engagement with society.

**To enquire about availability of this guide in other formats, please email [estates.admin@lse.ac.uk](mailto:estates.admin@lse.ac.uk)**

Illustrations by Terezia Abraham

Design by LSE Design Unit [lse.ac.uk/designunit](https://lse.ac.uk/designunit)





Estates  
Division



Student  
Services



Thank you for taking time to read this booklet.  
Please feel encouraged to visit the LSE security  
website or get in touch in person for more  
information.

[lse.ac.uk/security](http://lse.ac.uk/security)

LSE Security Office  
Room Old 1.02  
Old Building  
Houghton Street  
London WC2A 2AE