



Housing &
Residential Services

Keeping our
community
safe



Our priority is to keep residents safe. With your help, we can strengthen the safety and security of our residential community.

The Basics

Please help secure your residence hall by observing the following:

- Don't forget to **tap your MIT ID each time** you enter the residence hall.
- Refrain from placing belongings in front of doors and windows.
- Keep the stairwells, as well as all ingresses and egresses, clear to allow full building access, especially in the event of an emergency.
- To prevent unauthorized access, do not prop open building doors or windows, including your bedroom door.
- Report suspicious tampering with physical security devices (doors, locks, etc.) to your House Operations Manager, and to housingsecurity@mit.edu.

Report concerns to housingsecurity@mit.edu

Tailgating

- **Do not provide residence hall access to others**, including friends who don't live in the building. All non-residents must follow the guest policy (see below).
- As a reminder, **don't forget to tap your MIT ID** each time you enter the residence hall, even if you're walking into the building with a group— everyone must tap, each time they enter.
- If you're unsure whether someone is a resident, **do not provide access**.
- Report any suspicious activity to MIT Police (non-emergency telephone (617) 253-2996 and email mitpd@mit.edu).
- Refusing to provide building access to someone (i.e. not holding a door) can be uncomfortable, but don't forget this is your home. Don't hesitate to ask strangers to follow proper security protocols.



"Hey, can you please tap your ID? If you need help with accessing the building, please check-in at the security desk."

Safety Tips

Please take the following steps to secure your living space and to protect valuables:

- To prevent unauthorized entry to your living space, lock your door and window whenever you leave your room or are sleeping (even briefly).
 - **Pro Tip:** Do not leave notes on your door or dry erase board announcing that you are away, or post your daily routine.
- Do not put your name and address on key rings (they're undescriptive for a reason!).
- Keep valuable items like cash, checks, credit cards, and jewelry locked in a safe place, and consider taking these items with you during extended times away from campus.
 - **Pro Tip:** Consider acquiring a securable footlocker or trunk, and lock up items when guests and visitors are in your living space.
- When leaving your room, keep a light on to give the appearance that someone is in the space, and you'll return to a lit room.

- Identify high-value items and keep a record, including serial numbers. Register your [laptop](#) and [bicycle](#) with MIT Police.
- Residents are strongly encouraged to [obtain insurance to protect personal property](#) as MIT assumes no responsibility for lost, stolen or damaged personal items.



***Did you know?** Most thefts are a crime of opportunity. Avoid leaving your stuff out in plain view where someone could quickly grab items and depart.*

Reporting Building Damage

- Promptly report damage to building materials, such as damage to walls or ceilings, to the House Operations Manager or dial (617) 253-1500 to speak with “Unit 12” House Operations. If there is damage to building materials, such as damage to walls or ceilings, DO NOT try to clean the material up or further disturb the area.
- Do NOT install screws, pins, nails, or hangers, do damage to ceilings or walls, or otherwise disturb any building materials, as it is possible that the materials may contain asbestos. ONLY use easily-removable mounting strips or putty when hanging items on the wall.
- Please visit the MIT Environment, Healthy & Safety (EHS) [website](#) to learn about Asbestos Containing Materials (ACMs) and MIT’s approach to ACM management.

Lost or Stolen Keys & MIT IDs

- Report lost or stolen room keys to your House Operations Manager, and to housingsecurity@mit.edu.
- Report lost or stolen MIT ID cards to mitcard@mit.edu, or through ATLAS, as soon as possible.
 - **Remember:** It is a violation of MIT policy to loan your key or to provide unauthorized access to the building.
- Unauthorized duplication of keys is prohibited.

Guests

- With the exception of Express Guests, **all guests must sign-in** before going to the resident host’s room.
- Sign-in at the security desk. In some residence halls, sign-in may be available via intercom if the guest is an MIT student with a valid MIT ID.
- All non-MIT affiliated guests must sign-in at the security desk with a valid government-issued ID and provide their name, email address, and phone number for contact tracing purposes.
- Guests not on the resident guest list **must be escorted** by the resident host when entering/exiting the building.

Express Guests (certain residence halls only)

- Must tap MIT ID upon entry
- Do not need to sign-in
- Resident host escort not required
- Express guests cannot bring others into building
- Available only between 8:01 am to 11:59 pm daily. Outside of these hours, all guests must check-in at the security desk and be escorted by a resident host

Guest Type	Tap MIT ID	Check-in at Security Desk	Escorted by Resident Host
Express Guest*	X		
Registered Guest* (on guest list)	X	X	
Unregistered Guest	X	X	X

**Only available between 8:01 am to 11:59 pm daily. Outside of these hours, all guests must check-in at the security desk and be escorted by the resident host.*



In the event of an unauthorized entry and/or theft, notify MIT Police at (617) 253-1212 or dial 100 from any MIT phone. Please do not touch anything as you may disturb evidence.

Community Partnership

The security and housing operations team within Housing & Residential Services are committed to providing a safe and secure housing environment that also supports resident wellbeing. Below, please find helpful information regarding the different types of security within the residence hall.

Allied Universal Security Staff

- Available 8:00 am to 1:00 am (front desk)
- Monitor traffic in/out of building
- Provide emergency, lockout, check-in/out assistance
- Resource for residents

Nightwatch

- Available 12:00 am and 8:00 am (perform rounds)
- Contact at (617) 253-1500
- Provide emergency, lockout, check-in/out assistance
- Resource for residents

The staff can also help direct students to House Team members or other Institute resources that can assist with their questions or concerns.