



**RISK MANAGEMENT & SAFETY
RISK MANAGEMENT & INSURANCE
M E M O R A N D U M**

TO: ALL FACULTY AND STAFF
FROM: RISK MANAGEMENT & SAFETY AND PUBLIC SAFETY
SUBJECT: PROTECTING YOUR WORKSPACE DURING THE HOLIDAY BREAK
DATE: 12/14/09

The holidays are a time when thefts increase due to fewer people being on-campus. Thieves target computers, laptops, cameras and other electronic equipment in particular. Countermeasures on your part could reduce opportunistic theft in your area. Risk Management & Safety, in conjunction with the AU Department of Public Safety & Security, is providing these holiday safety and security tips for employees.

The following is a list of measures that you can take to protect Auburn University's property as well as your own:

- When you leave your office for the holiday break place all unsecured office equipment and personal property in a locked desk or cabinet if possible. Take your purse, wallet, keys, cell phones, portable music players or other valuable items with you.
- Avoid leaving expensive personal items in your office. This might include art, stereos or CD players or any other items that might draw attention.
- Lock your office door when you leave.
- Contact the Facilities Division now for repairs to any doors or windows that do not lock properly.
- Make sure your computer is password protected and locked down if possible. Make sure that the keys to any locked down computers are safely stored.
- Keep a list of serial numbers and descriptions of your valuables and equipment.
- Place any departmental "master" keys or other office keys in a safe and secure place.
- Do not prop either interior or exterior building doors open if you are on campus during the break.
- If you are on campus during the holiday break and notice any strangers in your department's area, ask whom they are visiting and if you can help them find that person. If this makes you uncomfortable, inform police or management about your suspicions.
- Always report suspicious activities, threatening incidents, or unusual behavior, even if nothing has actually occurred.
- If possible do not leave any items in the passenger area of your vehicle especially if you intend to leave your vehicle parked on campus for long periods. Always make sure your vehicle is locked.

In all emergency situations call the City of Auburn Public Safety Department at 911. For all non-emergency issues or to report a crime call 501-3100.

For a detailed guide of Auburn University Campus Safety go to:

http://www.auburn.edu/administration/public_safety/campus_safety_guide.html

If you have any questions please contact Chris O'Gwynn in [Risk Management & Safety](#) at extension 4533 or the [AU Department of Public Safety & Security](#) at extension 8888.