

Best Practice Alert: Vandalism & Theft

Best Practice Alert March 2017

www.usipwa.us

Questions?

If you have any questions regarding this best practice alert, please contact your local broker, or your Clear Risk Solutions Risk Manager directly at 800.407.2027.

As the weather improves, the amount of foot traffic outside of facilities increases. During this time of year it is good to review building exteriors for security and safety. We have listed a few recommendations to help prevent potential vandalism and theft:

1. **Surveillance System:** Check to make sure cameras are working properly and provide adequate coverage to exterior areas that may be at risk. Camera systems can help identify any vandal or intruder, as well as deter those who see these systems in place.
2. **Exterior Lighting:** Ensure all building exteriors are adequately lit. Lights should be regularly checked to ensure they are functioning properly and providing sufficient coverage to areas where potential break-ins could occur.
3. **Entryways:** Windows and doors on ground levels should be checked daily to make sure they are secure and locked when no one is present. This should be a daily inspection by the last person to leave. It is also recommended not to place valuable items like computers or electronics near exterior windows on ground levels, which could persuade potential thieves to target these areas.
4. **Vehicles:** Make sure to secure windows and doors when vehicles are unattended. When possible, secure vehicles in well-lit areas overnight. Never leave keys or valuable personal items in vehicles.
5. **Scheduled Breaks:** During spring break and other scheduled time off for students, we recommend periodic facility checks at each building to inspect for security and safety. This may be as simple as maintaining a normal maintenance schedule to have staff present in buildings. Prior to extended breaks, it is important to secure exterior features and outbuildings such as:

- Roof Access
- Dumpster and Recycle Areas
- Fields and Stadiums
- Bus Parking & Garages
- Storage Sheds
- Maintenance Shops



Administered by:

