

## **General Security**

Office/Building Security: Please take into consideration that office and building security is everyone's responsibility. It is important to always demonstrate situational awareness by being alert to your environment and those around you. Do everything within your power to not be a target for crime and to ensure that your workplace is not a magnet for criminal activity.

- Always lock your vehicle and make sure to keep your valuable belongings out of plain site.
- Avoid leaving office window blinds open, as there is equipment and property that can be potentially viewed from outside.
- Make sure any storage areas are always locked, as it is possible for someone to enter without the knowledge employees.