

SECURITY ISSUES

There are two major security issues that all employees need to be aware of:

1. **Thefts** from purses and wallets that are locked in lockers (e.g. purses left in nurses' lounges and in unlocked offices under desks or in unlocked drawers).
2. **Unauthorized persons** in buildings. These people who have been determined to have no legitimate business with the Medical Center. Often these people are homeless or transient types. However, on occasion these unauthorized persons are here looking for opportunities to steal or conduct other unlawful activities. Employees are asked to ***immediately*** report any suspicious or seemingly "out of place" person(s) to Security.

SECURITY TIPS

1. Keep purses, wallets and valuables in a locked locker when not on your person.
2. Do not bring valuables or large amounts of cash to work.
3. Immediately report any stolen article(s) to Security. Remember that theft is usually a crime of opportunity.
4. Report all "suspicious" or seemingly "out of place" people to Security ***immediately***.
5. In your own department, approach and question anyone who looks out of place by asking, "***May I help you?***" If you are suspicious, trust your feelings and call Security.
6. Report to Security any unlocked doors that should be locked.
7. Park your car in the designated Employee Parking area.
8. At night, leave with a co-worker. If alone, ask for a Security escort to your car.

A Safe and Secure Hospital Environment Depends on Every Employee!

Lead Security Officer