

**UHN Security Operations** would like to remind you opportunities for theft increase during the holiday season. Follow these security tips to keep your work space safe.

## Be A.W.A.R.E.

- A.** Aware of what's happening around you
- W.** Watch for and remove crime opportunities
- A.** Always challenge people who are in a unit/department without a photo ID card
- R.** Report suspicious people or activities to Security as soon as possible
- E.** Encourage all those connected with the hospital to work together with Security to report all crimes

**HOW DO I CONTACT SECURITY?**  
**FIND YOUR SITE BY CLICKING THE LINK: [HTTP://OW.LY/RPJ36](http://ow.ly/rpJ36)**  
**FOR EMERGENCY CODE RESPONSE CALL EXT. 5555**

### Office Security

Valuable UHN property and negotiables should be kept under lock and key when not in use.

- Report all suspicious activity or persons to security immediately.
- Challenge persons not wearing Photo ID.
- Don't leave reception areas unattended.
- **Take care of small valuable items such as smartphones and tablets. Lock up these items at the end of each business day.**
- Serial numbers of all valuable corporate and personal items should be recorded to aid Security staff and police in recovering lost or stolen property.
- Ensure all sensitive areas and offices are secured whenever they are not occupied.

### Parking Lot

- Lock your vehicle and keep belongings out of sight.
- Be aware of what is happening around you and location of emergency intercom stations.
- If you see anyone suspicious, report it to Security as soon as possible.
- Whenever possible leave in pairs or utilize the Security Walk Safe program to your vehicle.
- Always check the interior of your car before entering and your surrounding before exiting.
- Do not park next to vans, trucks with campers or other vehicles whose size and structure can provide concealment for a potential assailant.