

## Winter Break Building Security

Bill Larson

With the winter break closure quickly approaching when many buildings will be unoccupied for an extended period, there is a greater opportunity for burglary and theft which can be prevented or foiled by following these basic measures:

- Check all window and door locks to make sure they are functioning properly. If any cannot be secured, put in a Quick Response work order.
- Update your Emergency Contact List for building-related incidents or emergencies.
- Check all building exterior lights and repair or replace any that are out.
- If your building is equipped with a video surveillance system, make sure the cameras and recording equipment are working properly.
- Lock all windows and pull blinds or shades, especially on the ground floor. Burglars do window shopping, too!
- Lock all exterior doors. If the building is equipped with an access control system, you should limit access to only those staff or employees who require it during the closure.
- Staff and employees should remove valuables from their offices or work stations and keep them at home until they return.
- Trim shrubs and vegetation away from windows to prevent concealment of a forced entry by a Burglar.
- If repairs or improvements will be made to your building during the closure (e.g. painting, carpeting, furniture replacement, etc.), the doors should not be left unlocked or propped open UNLESS they are staffed by the contractor or building staff or employee. No one should be allowed access through a propped or unlocked door unless authorized.
- Building maintenance and contractors should call the Department of Public Safety immediately if anyone enters without authorization (e.g. Badge or Stanford ID). Burglars will often use a ruse or false pretenses to gain access. Closely inspect any Badge or ID to make sure it is official and valid.
- Most importantly, please remind anyone who will be working in or around your building(s) to immediately report any suspicious activity or behavior to the Department of Public Safety by calling **9-9-1-1** from a campus phone or **9-1-1** from a cell phone.

If you would like a free Security Vulnerability Assessment of your building or facility at any time, please contact Bill Larson, Crime Prevention and Community Safety Specialist, at:  
**[william.larson@stanford.edu](mailto:william.larson@stanford.edu)**.

***Happy Holidays!***