Office Theft Prevention Tips

Whether Overnight or Away on Vacation:

- All office and windows should be closed and locked.
- Office lights and electronic equipment should be switched off. Illumination can provide visibility of valuable equipment from outside the building, inviting theft.
- All blinds and curtains should be closed, especially if computers or other valuable equipment are visible through ground level windows.
- Valuable personal property should be taken home or locked out of sight.
- Ensure all your data devices (phones, tablets or laptops, USB keys etc.) are encrypted for security.
- Protect your building and office keys at all times to prevent risk to your work space.

If you witness a crime in progress, call 911 immediately. Report any suspicious activity immediately to Campus Security at 604-822-2222.

Your friends at UBC Campus Security
For more information on Campus Security programs, you can visit http://www.security.ubc.ca