

WHAT IS A “HEIGHTENED STATE OF ALERT”?

“A mindset that leads you to notice unusual or suspicious behavior/circumstances and reporting your observations to authorities in a logical, rational and timely manner.”

Heightened Security is not intended to induce fear and panic. People should go about their normal business while paying particular attention to their surroundings.

Suspicious Behavior/Circumstances:

Be aware of and report to Public Safety (911):

- People in buildings or areas who do not appear to be conducting legitimate business.
- People monitoring areas, buildings or entrances.
- Unauthorized people in restricted, sensitive or private areas.
- People requesting information with no apparent need for that information.
- People wearing clothing not consistent with the weather conditions at mass population events (bulky coat in warm weather etc.).
- Abandoned parcels or other items in unusual locations or high traffic areas.
- Individual attempting to access utility locations (water, electrical, petroleum, telecommunications, information systems).
- Multiple persons who appear to be working in unison, committing the above.

Be Alert to:

- Abandoned Vehicles
- Vehicles Parked Near Buildings or Public and Common Areas
- Unexpected/Unfamiliar Delivery Trucks
- Unfamiliar Vehicles Parked for Long Periods
- Vehicles Containing Unusual/Suspicious Parcels or Material
- Vehicles Arriving and Being Left Behind at Odd Hours
- Substances Leaking or Spilling from Vehicles

Building/Office Security:

- Don't prop open building/residence hall entrance doors/windows. Rectify these situations when you observe them.
- Account for and secure keys. Don't leave them unattended or give to unauthorized persons. Report lost keys to building manager/department head.
- Account for and secure all sensitive material/information when not able to attend to it.
- Account for and secure sensitive deliveries in a timely manner.
- Secure all areas when not attended.
- Be aware of unfamiliar persons in or visitors to your office/lab etc.
- Protect access codes, combinations and cards, change codes regularly. Report compromised codes to the person in charge of area.
- Be Prepared: Take time out to familiarize yourself with building evacuation plans/routes.
- Report suspicious tampering with physical security (doors, locks etc.).
- Talk with co-workers; know what is out-of-place (unclaimed items etc.).



“Professionalism, Respect, Integrity, Dedication and Enthusiasm”