

SAFETY SPOTLIGHT

PROPERTY PROTECTION DURING WINTER BREAK



As we prepare for the upcoming winter break and other holiday school closures, reducing the risk of campus break-ins requires planning and effective communication. Please take a moment in to ensure that buildings are ready for reduced staff on campus during winter break.

Here are some steps employees can take to better protect property during closure:

- Inform staff of the district's operating hours.
- Close blinds and secure valuables.
- Avoid coming onto campus without permission.
- Review internal communication procedures confirming who is to be notified of a facility incident during the break.
- Inspect and repair fencing that allows for easy access onto campus – pay specific attention to areas known to be problematic or unsecured (i.e. roofs, offices, computer labs, transportation lots.)
- If construction work is scheduled, ensure that contractors are aware of the building security requirements – who is responsible for “locking up” when the work is completed?
- Where possible, keep district owned trucks and equipment inside garages or in gated yards away from fence lines.
- Maintain good lighting where vehicles must be left outdoors. Make sure that the staff removes the keys and valuables from inside the car or truck bed.

- Have waste dumpsters emptied to help prevent theft, trespassing, or dumpster fires. Lock dumpster lids and keep containers away from buildings that can be damaged should dumpster contents are set on fire.
- Post signs indicating the presence of surveillance announcing your commitment to prosecuting property crimes. If your district has an anonymous reporting system such as WeTip, make sure that emergency contact information is easily available and posted on your district website and/or social media.
- Assess security and fire systems to ensure they are in optimal working condition, including alarms, surveillance cameras, and fire detection equipment.
- If there is a property crime occurrence, clean up and make the repairs immediately followed by reporting to local law enforcement. (Request increase police patrols and investigation of theft, vandalism, or trespassing.)

Your ASCIP Risk Consultant can help you assess your property risks and provide loss control recommendations to reduce your exposure to vandalism and arson.

Schools and colleges are most vulnerable to break-ins during weekends and holidays. Rest assured that you can file a claim 24 hours a day, seven days a week. Report claims as soon as damage is discovered. To report a loss, please contact:

ASCIP Claims Management
(916) 245-3523 | claims_info@ascip.org

For Emergency after hours claims call:
(916) 591-3598

Helping to keep our member's employees safe! This Safety Spotlight brought to you by: