

Security Bulletin

Faculty of Medicine and Dentistry

February 2017



We are experiencing a high incidence of trespassing & burglaries in our North Campus buildings and offices including spaces occupied by the FoMD.

The items stolen have included:

- **Wallets / Purses**
- **Laptop computers**
- **Cellular phones**
- **Small electronics (speakers, tablets, etc)**
- **Building keys and/or keys to other offices**

Note that the items listed above are small and can be easily transported in a backpack or gym bag. Larger and more conspicuous items such as printers and desktop computers have not been targeted thus far.

The following list of recommendations are intended to reduce the frequency and severity of these events.



- 1. Ensure that doors to corridors, offices and rooms are locked whenever those spaces are unoccupied.**
 - Lock personal office doors whenever you step out (even briefly).
 - Area and corridor doors should be locked at the end of the day.

2. Do not disable or override security measures such as card access doors.

- Reporting any malfunctioning doors to Facilities & Operations at 780-492-4833.



3. Do not give keys that have been entrusted to you to others as key impressions can be made very quickly.

- Instead accompany anyone needing access to a door and open it for them.

2. If it is necessary to leave valuables in the office overnight, place them in locked cabinet, which provides both a secondary barrier and a method of concealment.

Items to place in locked cabinets include:

- Keys
- Small valuables (e.g. electronics)
- Confidential/sensitive information
- Items that may appear to be valuable
 - (e.g. an empty purse)



3. Secure confidential/sensitive information that is stored electronically

- Loss of confidential information stored on computers such as medical records, participant info, student records, and HR files is more consequential to the University than the monetary value of the stolen devices.
- Use password protection and encryption software on computers storing confidential or sensitive information.
- Lock your computer's home-screen at the end of the day or if you have to leave it unattended.

4. Promptly report unauthorized entries, thefts, or suspicious persons on University property to University of Alberta Protective Services (UAPS).



(780) 492 - 5050

Anyone with questions/concerns should contact:

Mark Noble – FoMD Security, Health & Safety Advisor

mark.noble@ualberta.ca

(780) 492 – 8488

OR

Stepanie Hartwig – Community Relations Peace Officer

Stephanie.hartwig@ualberta.ca