



The Thanksgiving holiday break is approaching. **This holiday break (of all of them during a calendar year) traditionally has the most cargo thefts associated with it. That said, be pro-active: confirm that shipment dates/times coincide with your customers' "open" hours during this holiday time frame.** If they don't, take the necessary precautions to reduce the risk of those shipments being staged or stored prior to actual delivery dates. **Be sure, if you must, that your assets in-transit are either very safely secured and/or being consistently monitored. If you have technology at your disposal, such as GPS tracking, use it to its fullest extent possible – both in-transit and in stationary storage. All technological assets, whatever they may be, need to be deployed during these holiday periods.**

If you must leave a rig or loaded trailer unattended look for a secure lot or choose a public facility that is well lit and utilizes surveillance equipment. If a trailer must remain loaded and unattended during this period consider backing it up tight against the wall of a building. **Make it hard to penetrate.** If you must ship cargo over this period be sure that, in the event the unthinkable happens and your cargo is stolen in-transit, somewhere a shipping list with complete descriptions of the goods being shipped **is readily accessible** and can quickly be provided to law enforcement officials.

You should also be paying close attention to any warehousing and distribution facilities – particularly ones that won't be staffed over this period. **Please Read each of these friendly reminders:**

- Fully test all your security alarm and surveillance systems to ensure they are in proper working order
- Ensure your back-up cellular alarm system is fully functional
- Check **ALL** pieces of security equipment that are backed up by batteries. Make sure all batteries are at full strength. If not, replace them
- Perform a full perimeter check of your facility(s). Look at your fencing, all of your windows, all of your doors, as well as your roofs to ensure they can be properly secured
- One evening this week make sure all of your exterior lighting is functional – perform a check and replace/repair any lighting units that are defective **BEFORE** the holiday weekend starts
- Think about leaving more lights, than usual, "on" inside your facilities during this period – particularly ones that can be seen from the outside
- Don't make it easier for potential burglars by leaving anything outdoors (or within a warehouse) that they could use to help facilitate a crime
- **TODAY**, look at your company's alarm call list and make sure it is current/accurate with those at your central station
- That same on-call list should be current with your local police department – **check to make sure**
- Remind all the employees that are on your call list to respond immediately to any calls from your alarm monitoring contractor
- Treat **ALL** alarms with the same degree of diligence
- Have law enforcement respond to **ALL** alarm events - even when the system is suspected of mal-functioning (you can worry about any false alarm "fees" after the weekend is over)
- If you don't currently employ a guard service consider hiring a contracted guard entity just for this specific holiday time period
- Contact your local law enforcement and request, if it's possible, additional patrols in the area during this period
- If your facility is not gated, make it as easy as possible for a passing patrol car to "see" your critical points of entry. Keep as many lanes open as possible to allow that patrol car to drive around your facility
- Talk with your neighbors – offer to assist them by remaining diligent if they, in turn, will do the same for you. Share basic contact information with them
- Remove any keys from all warehouse equipment (such as forklifts) and place them in a secure location
- In the unfortunate event that someone is able to illicitly enter your facility make sure all important and sensitive documents are locked up – a "clean desk" policy should be in place during these periods