



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.

Steps should be taken to verify the authenticity of *all* shipment related activity during these periods: particularly any entity which has been engaged to either move or store a shipment. Driver, truck/trailer and business verification, prior to releasing any shipment, is paramount. End of day transactions, in particular, should have a strict vetting processes; a second look by a supervisor prior to tendering a load to a carrier may very well help to prevent a theft.

Be sure 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, Engine kill switches, King Pin locks, Air cuff locks, Landing gear Locks, and/or hardened padlocks are all being used to the 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 a trailer must remain loaded and unattended during this period keep it tethered to the tractor (no-drop policy) and consider backing it up tight against the solid wall of a building. Make it hard to penetrate. **If you have GPS technology inside the load, the tractor or the trailer "geo-fence" all of those units and make any movement alarms annunciate to more than one individual.**

Truck stops, highway rest areas and distribution centers are frequent targets for cargo thieves - not only traditionally but more so over holiday periods. For that reason, any location where cargo would either intentionally (or unintentionally) come to rest - *even for brief periods of time* - should be as secure as possible. Things to consider when selecting a secure area/lot are: controlled access, adequate lighting, congestion, any type of either personal or video surveillance, how long the conveyance will be left unattended, as well as past intelligence of localized cargo theft activity.

In the event the unthinkable happens and your cargo is stolen in-transit during this holiday break, be sure that somewhere a shipping list with complete descriptions of the goods being shipped *is readily accessible* and can quickly be provided to law enforcement officials.

Make sure your trucking firm/rail carrier/ air carrier has the right numbers to call if something does go wrong. All of your people on that call list should know that during this weekend it is entirely possible they may get a call. Be sure that you have a number for each truck driver that is carrying your product over this holiday period.

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

- Before the period, **fully test** all your security alarm and surveillance systems to ensure they are in proper working order
- Ensure whatever back-ups you have for alarm/CCTV systems are fully functional (battery, cellular, portable generator, etc...)
- Perform a full perimeter check of your facility(s). **Take a walk** - look at your fencing, all of your windows, all of your doors, as well as your roofs to ensure they can be properly secured. **Think, if you were a bad guy, how would you try to get in???**
- One evening this week have someone 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
- Make sure there is no foliage shrouding lights, CCTV cameras, or the like. If there is, remove it
- 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
- Remove any keys from all warehouse equipment (such as forklifts) and place them in a secure location
- **TODAY**, look at your company's alarm call list and make sure it is current/accurate with those at your central monitoring station
- That same on-call list should be current with your local police department – **check, TODAY, to make sure**

- *Remind all the employees that are on your alarm call list they could get a call this weekend, so keep their cell phones close by and be prepared to provide necessary instruction if called*
- ***No employee should respond to any alarm event alone.** For that reason, particularly during this holiday period, 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 – whether it is to do occasional drive-bys or actually station someone inside your facilities*
- ***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 completely 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*
- *In the unfortunate event that someone is able to illicitly enter your facility make sure all important and sensitive documents are locked up – maintain a "**clean desk**" policy.*