

Date: Thu, 23 Dec 2010 10:30:00 -0800
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Subject: [Staffcfr] Building safety: Anderson, Bloedel, Douglas, Isaacson,
Merrill, NHS, and Winckenwerder

Dear All:

With the winter darkness upon us and upcoming holiday weekends with fewer personnel on campus, we need to be mindful of safety and security issues, both for ourselves and for our buildings. Most of our buildings are particularly easy to approach by the public. Please remember to:

Close all windows at the ground level before leaving buildings at night.

Any time you are aware of a door being open when it should be locked (i.e., after posted building hours at night, before posted building hours in the morning, or on weekends) call 685-8973 or 911 (University Police; they will see that the building is locked).

Make sure when you enter or leave a building after building hours that the door actually shuts behind you. If you notice a door failing to close completely, contact cfrbldgs@u.washington.edu so that the lock can be adjusted.

Never prop doors open after building hours; there have been several recent reports of doors to Anderson propped open on weekends. Even if the door is propped open for just a few minutes, it could allow entry of an unauthorized person.

While kind and courteous people try to help each other and not let doors slam in a stranger's face when entering a building, please be particularly careful to let no one into a building who does not have a key and authorization to be in the building after hours.

Should any unfamiliar person ever give you cause for fear or concern, call 911. Emergency responders would rather be called 20 times when not needed than not be called the one time they were needed.

And of course, remember to lock your office doors when you are away from your desk and keep personal items carefully stowed away.

Thank you, Good Holidays, and look forward to seeing everyone as the next year and quarter unfold.

Tom

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