EH&S recommends the following guidelines for laboratory and/or office security. PIs and lab managers are encouraged to discuss this protocol with students and research personnel.

- Be wary of unknown persons loitering in the area. Report suspicious activity to DPS at (213) 740-4321 UPC, (323) 442-1000 HSC. You may also report through the USC LiveSafe mobile app.

- Ask for ID anytime someone enters a lab or office. EH&S and FMS conduct business in laboratories/offices during normal business hours, however, non-routine or emergency work (from outside contractors, vendors) may take place at any time.

- Never leave electronics (e.g., smart phone, flash drive, or tablet) or important personal items (e.g., purse or wallet) unattended. Always secure these items in a locked drawer or cabinet.

- Lock all office and laboratory doors when unoccupied. NOTE: Laboratory doors are fire doors and must remain closed, not propped open. Additionally, the closed lab door maintains air balance in the lab and ensures correct operation of fume hoods.

- Comply with building-specific security protocol. Do not prop open or leave access-restricted doors unlocked.

- **DO NOT** unlock or prop open exterior doors after hours including emergency exit doors. Emergency exit doors have interior panic bar hardware and are locked from the outside.

What I can do...

- Be aware of my surroundings.
- Report suspicious behavior to DPS. (213) 740-4321 UPC; (323) 442-1000 HSC
- Never leave personal items unattended.
- Use the USC LiveSafe mobile app to monitor activity in my area.
- Sign up for TrojansAlert (https://member.everbridge.net/index/892807736725448#/login) to receive text alerts.
- Contact DPS at (213) 740-6000 or EH&S at (323) 442-2200 for more information.

References

USC Chemical Hygiene Plan (CHP)  
http://tiny.cc/chem-hygiene-plan

Prudent Practices in the Laboratory: Laboratory Security  
https://www.nap.edu/read/12654/chapter/11

USC LiveSafe Mobile App  
http://dps.usc.edu/services/safety-app