

FactSheet Laboratory Security

Many buildings on campus have open access beyond business hours which require building occupants to be mindful of security for their areas especially laboratories. Very simple security precautions go a long way to eliminate security risks.

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.



LiveSafe

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>