**Tip of the Month**

Holiday Travel Precautions and Recommendations

1. Suspicious activity should be reported. You may do so by calling 9-1-1 for any emergency.

2. Lock your vehicle. During the holiday period there are increased incidents of stolen valuables. These items may include GPS, cell phones, loose change, and compact discs to name a few; due to unsecured vehicles.

3. Do not announce on your email auto response that you are on vacation with the dates you are leaving or returning. This includes both work and personal emails. If you must leave an auto response reply it should contain as little information as possible. Example: I am currently away and periodically checking my emails. If you need an immediate response, please contact Jane Doe at 407-555-5555.

4. Set your vehicle alarm if you have one. This may be an excellent time to review the code for any vehicles that are equipped with “LoJack” systems.

5. Do not announce to the whole community that you will be gone on vacation. This would include by word of mouth, voice mail and social networking sites (Facebook, My Space, Twitter, etc). Only let a few select and trusted friends or family members know so they can check your home for you.

6. Do not update your travel plans on social networking sites. Example: We are having a blast in the islands ... we go snorkeling tomorrow. Wishing you were here. See you in two weeks.

7. Turn down the ringer on your phone so it can't be heard from the outside.

8. Periodically retrieve your home messages so your voice mail does not get full. This could be another indicator you are not home.

9. Do maintenance check of your alarm system prior to your departure. Make sure the alarm company has updated contact information to include how to reach you as well as a trusted friend or relative in the area.

10. Contact your local law enforcement agency to notify them that you will be out of town. Many offer house check services.

11. Stop all deliveries to include parcel packages and newspaper delivery.

12. Have a trusted neighbor or friend do the following:
   a. Park a spare vehicle in your driveway while you are away.
   b. The first preference is to have your mail stopped. The second option is to have a friend/neighbor check and retrieve your mail.
   c. Place trash in front of your home on trash day and then remove the receptacle.
   d. Periodic walks and inspections around your home.
   e. Pick up any newspaper deliveries. (The preference is to have it stopped)
   f. Check the front door for unsolicited fliers, bills and parcel packages left at your front door. Have them remove these items.

13. Place interior/outdoor lights, televisions and radios on timers. Make sure your lights are timed for appropriate hours.

14. Unplug your garage door opener and lock the rails from the inside.
15. Inspect your home prior to departure and make sure all windows and doors are locked and secure. This should also include storage areas.

16. Make sure you secure outdoor items such as bicycles, toys, outdoor grill, etc.

17. Unplug all appliances to include TV, stereos, computers, toasters, and microwave ovens to prevent damage during electrical storms.

18. Make sure the last person out of the house locks the door. Then make a check of the outside to make sure everything is secure.

If you are interested in safety tips while you are traveling (car, plane, hotel, theme parks) you can go to our website at http://www.ocso.com/ and go to Tourist Tips (left side tab). These tips are designed for area travelers but many can be used anywhere.

Safe Traveler Program: If you are traveling outside of the country we recommend you visit http://travel.state.gov! Please check for travel advisory or warnings for that specific country or region you will visit on your vacation. It will provide information on the status of that area.

We also highly recommend that you register your visit abroad with the nearest consulate or embassy at Smart Traveler. The consulate or embassy can get a hold of you in an emergency, assist you if you are injured or the victim of a crime or alert you to changes in the country or area status.

Avoid those delays and that confusion at the airport. Know Before You Go! Prior to air travel please visit: http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/. Make sure you view the top 10 traveler tips from DHLS prior to travel.

Other things to consider while traveling:

1. Always let a trusted family member know your travel plans. This would include departure and arrival times whether you travel by car, plane or any other form. If your plans change or get delayed, let someone know.

2. Also remember that what may be customary to you may be an insult in another country. Please take the time to learn about the culture and area you will visit.

3. Always check with your health insurance to see if you are covered in the country you are visiting. You may need to consider some type of travel insurance.

4. Always check with your auto insurance carrier to see if you are covered in another state or country for auto accidents and what insurance coverage may or may not be available. You may need to consider some type of additional insurance. Also check with your credit card provider for alternatives on insurance.

5. Always check to see if needed prescriptions are available. Be aware that other travel destinations may use a different measuring system. Check with your physician on alternatives.

6. WARNING: The use of substitute medication in another country that is not recognized by the FDA or other medical organizations may cause adverse effects to include death. Always check with your physician.

7. Be aware that some medications prescribed in the U.S. may not be legal in other countries and some medications prescribed in other countries may not be legal or recognized in the U.S.

8. Avoid "Bill Shock." Always check with your cell phone provider to see what coverage, if any, may be received in another state or country and what charges may apply. This would include text messaging, Internet use, etc. Some options may include a phone card, pre-paid cell phone, or a temporary rental at your arrival destination. If you truly want to stay or need to be in touch, many companies offer satellite or cell phones that may be rented.

9. Always check with your credit card company or bank to make sure your card will work in a foreign country. Refrain from using the debit option in another country.

10. When making a purchase out of state or out of country, always check with the retailer on returns, refunds or exchanges. It is best to shop at a recognized national or international chain or at a business that has a clear policy on returns, refunds or exchanges.

11. Unsolicited Fliers at your hotel: A major hotel chain will never leave any unsolicited material under your room door without the official hotel name or logo. Many unsolicited material will usually be a food product not endorsed by the hotel. Many times unsolicited material left under your room door is a

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scam. For recommendations on dining in the area you visit, always check with the front desk or concierge.

When you arrive home:

1. Notify your law enforcement agency that you are home.
2. Resume your mail, paper delivery, and subscriptions.
3. Inspect your home both interior and exterior for any possible criminal activity or acts.
4. Plug in your garage door but, ensure that you have removed all external locking devices.
5. Immediately inspect all billing statements to ensure their accuracy.

Thefts

11/01 Professional Arts Center

Patient reported that their wallet containing $220.00 cash, credit cards and identification was missing after visiting a 3rd floor office.

11/01 Gables One Tower

Employee reported that a gold class ring left on their unsecured desk on the 8th floor overnight was missing. Item valued at $400.00.

11/04 UM Hospital

Patient reported that a gold toe ring was removed from their foot in a 3rd floor treatment area. Item valued at $85.00.

11/08 UM Hospital and Clinics

Internal Audit reported that several deposits made by an employee were missing the cash collected. The employee confessed to taking the cash and was terminated. Miami Police are investigating. (Solved)

11/08 Bascom Palmer Eye Institute

A physician reported leaving their purse in an unsecured 3rd floor clinic. The following day a wallet was discovered missing from the purse. The wallet contained identification along with debit and credit cards.

11/09 Fred Cowell Mall

Employee reported their bicycle missing from the bike rack across from the Calder Library. The bicycle was not secured to the rack.

11/12 UM Hospital

Patient in a Penthouse floor room reported that their dentures were missing. The item was returned to the patient. (Solved)

11/12 UM Hospital

Employee reported that their cell phone was taken by a visitor. Security contacted the individual and recovered the phone. Miami Police responded and arrested the visitor. (Solved)

11/12 UM Hospital Parking Garage

Physician reported that the rearview mirrors on their motorcycle were taken while parked on the 3rd floor. Items valued at $70.00.

11/12 Bascom Palmer Eye Institute

Employee reported leaving their iPhone in a 1st floor rest room. When they
returned for it the item was gone.

11/12 **Bascom Palmer Eye Institute**
Employee reported leaving an Apple iTouch in their desk drawer over the weekend. Investigation revealed another employee confessed to taking the item valued at $200.00. The employee returned the item and was terminated.

11/14 **Rosenstiel Medical Science Building**
A student reported that their back pack left in a 4th floor auditorium was missing. It contained an iPad and a passport. Security investigator determined an employee took the item. The employee confessed returned the items and was terminated. (Solved)

11/15 **UM Hospital**
Supervisor reported that a surgical power supply was missing from a 3rd floor storage room. Item valued at $10,000.00. Security investigator reviewed the video and the item was located. (Solved)

11/16 **Bascom Palmer Eye Institute**
Two employees reported leaving their wallets in unlocked lockers on the 2nd floor. The items were missing when they returned. The wallets contained debit and credit cards along with identification.

11/16 **UM Hospital Parking Garage**
Visitor parked on the 1st floor reported that their vehicle was broken into. A briefcase containing a checkbook, electronic dictionary and a pair of Arizona sunglasses were taken.

11/17 **UM Hospital**
Patient in a 7th floor reported that their belongings were missing after surgery. The items were a pair of sandals, sweat pants and keys. 11/28 items were located and returned. (Solved)

11/18 **UM Hospital**
Patient in a 6th floor reported that their cell phone was missing.

11/19 **Bascom Palmer Eye Institute**
Employee reported that they left a small pink purse containing a phone charger and makeup unsecured on a desk for five minutes. When they returned the items were gone.

11/19 **Biomedical Research Building**
Employee reported that a MacBook Pro computer, last seen a year ago, was missing from a 7th floor lab room. Item valued at $2,600.00.

11/20 **Bascom Palmer Eye Institute Plantation**
Manager reported that supplies for the lounge area have been disappearing and needed to be reordered. Items valued at $261.00.
11/20  **UM Hospital and Clinics**
A patient reported that their eyeglasses were not returned after surgery. Contacted by security investigator the patient advised they found the glasses. (Solved)

11/20  **Biomedical Research Building**
Researcher reported that a laptop bag left unattended for a few minutes was missing. The bag contained keys and $80.00 cash.

11/21  **UM Hospital**
Employee reported that a vital signs monitoring module was missing from a 1st floor room. Item valued at $1,000.00. 11/28 item was located. (Solved)

11/21  **Dominion Towers**
Fed Ex employee reported that their hand cart left near the rear of his truck was missing. Item valued at $450.00.

11/21  **Sylvester Cancer Center**
Employee reported that a gift box containing perfume was missing from their desk in a 3rd floor office. Item valued at $100.00.

11/22  **Batchelor Children's Center West Side Parking Area**
An employee reported that their vehicle was broken into. An MP3 player and headphones were taken.

11/24  **UM Hospital**
Patient in an 8th floor room reported that their medical insurance cards and other identification in a plastic holder were missing from a purse. 11/29 patient advised the items were located. (Solved)

11/24  **Mailman Center for Child Development**
Employee reported placing their purse in a drawer in a lab on the 7th floor. They discovered that 3 ATM and 3 credit cards were missing from the purse when they got home.

11/24  **Sylvester Cancer Center**
A patient reported that a gold necklace, a six pack of soda and some change were missing from their car when returned by the valet. Items valued at $505.00.

11/28  **UM Hospital**
Physical Plant reported that a socket wrench set was missing from a table in the 1st floor stock room. The item was valued at $100.00.

11/29  **Bascom Palmer Eye Institute**
A patient reported that when they returned home they discovered that a hospital bag containing personal belongings was missing. The bag contained credit cards and $500.00 cash.

11/29  **Bascom Palmer Eye Institute Plantation**
Housekeeping contractor reported that 3 bottles of cleaning solution valued at $135.00 was missing from a 3rd floor storage room.

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Assault
None

Burglary
None

Vehicle Incidents
11/06 UM Hospital West Building Parking Lot
Visitor reported finding minor damage to the rear bumper of their vehicle.

11/07 Sylvester Cancer Center
Visitor reported the driver’s side window of their vehicle left with the valet was off the track.

11/07 UM Hospital and Clinics Valet Lot
Valet parking a vehicle was struck by a visitor exiting the lot. There was minor damage and no injuries.

11/09 UM Hospital West Building Parking Lot
A visitor struck the hospital shuttle bus causing minor damage.

11/09 UM Hospital
A physician reported that they discovered the molding on the driver’s door was loose.

11/16 UM Hospital West Building Parking Lot
A visitor reported finding scratches on the rear bumper of their vehicle.

11/16 Sylvester Cancer Center
Visitor reported finding minor damage to the rear of their vehicle left with the valet.

11/19 14th Street Garage
Visitor reported that while travelling down the ramp from the 3rd floor the sun in their eyes caused them to strike a vehicle in front causing minor damage.

11/27 UM Hospital West Building Parking Lot
Hospital shuttle van struck a parked vehicle causing minor damage.

11/28 NW 27th Avenue and SR 836
UM shuttle bus struck in the rear at the exit. There was minor damage and no injuries.

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Trespassers

11/02  Fred Cowell Mall  
Several employees reported that a male was exposing himself. Security was unable to locate the individual.

11/08  Sylvester Cancer Center  
Security observed a suspicious male attempting to enter the building. The male was contacted and escorted off the property.

11/09  UM Hospital  
Security alerted to a suspicious male attempting to enter the building through a ground floor office. The male was contacted and escorted out of the building.

11/12  UM Hospital  
Security observed a known trespasser soliciting for money near the entrance. Miami Police responded and took custody of the male.

11/16  15th Street Garage  
Security observed a suspicious male harassing passersby on the north side of the building. The individual was contacted and left the area.

11/16  Hope Lodge  
Security discovered a male sleeping on a bench near the building. The male was contacted and left the area.

11/16  Dominion Garage  
Security called to the north side of the building regarding a suspicious male. The male was contacted and escorted out of the area.

11/20  UM Hospital  
Security observed a known trespasser and theft suspect enter the Emergency Room. Miami Police responded and the individual was arrested.

11/20  Viciana Warehouse  
Security observed on video a suspicious male near the generator on the west side of the building. Security officers responded and observed the male leaving the area. The generator was checked and appeared undisturbed.

Escorts

University of Miami Security Officers provided escorts to any place on campus, including Metrorail. We encourage you to use this service when walking alone and particularly after hours. Security Officers will meet you at your work location and escort you safely to your vehicle, Metrorail, or any other building on campus. Call 243-SAFE (7233) to request an escort.

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You may be able to reduce your waiting time if you call a few minutes before you are ready to leave.

During November, security officers provided 200 escorts with an average waiting time of 3:18 minutes.

**General Information**

**FREE SECURITY SURVEYS or CRIME PREVENTION SEMINARS**
Conducted on an individual or group basis. To make an appointment or to request information, call Lee Michaud, Crime Prevention & Training Manager at 243-5084.

**CRIME TIP HOTLINE (243-6280)**
Caller can remain anonymous. All information kept confidential. Ask for Craig Hopkins, Investigator at 243-6280.