

WHAT SHOULD I DO IF THERE IS A DEMONSTRATION?

The LBP Building may be subject to demonstrations or occupation through unauthorized or forcible entry. If such a disturbance occurs, observe the following precautions:

- do not personally interfere with or try to stop any form of demonstration;
- do not encourage or argue with participants;
- do not place yourself in a position where you risk being taken hostage;
- do not attempt to secure sensitive material if you are at risk;
- advise and support your co-workers in the avoidance of confrontations; and
- observe the actions and identity of the participants.

WHAT IF SOMETHING IS STOLEN OR LOST?

Protect your personal property by keeping your purse, wallet, money and any items of sentimental value in your possession or secured at all times. Remember, desk drawers are not secure.

Please remember, as well, that it is also your responsibility to safeguard valuable Government property such as calculators, computer equipment (especially laptop/notebook computers), tape recorders, or cameras by placing such items in locked cabinets or rooms when not in use.

If you experience a loss or theft, report it to the ISRG (Security Operations) at 944-0019. If you experience the loss of government property report it to SBAD (Headquarters Inventory Records Management) at 996-6816 and to the SBRP (Corporate Financial Policy, Training and Reporting) at 944-1102.