



# ARCHDIOCESE OF INDIANAPOLIS

## Safety and Loss Control News

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Archdiocese of Indianapolis • (317) 236-1558

Prepared by Gallagher Bassett Services, Inc.

## Preventing Criminal Losses—Theft, Vandalism and Arson

Intentional criminal acts, such as theft, vandalism and arson, account for many of the property losses suffered by parish facilities. Any of these types of losses must be reported to the local authorities immediately.

Since it cannot be predicted when these acts will occur, it is important to take preventative measures and react to early warning signs. The following suggestions apply to the prevention of theft, vandalism and arson as a group, since these acts often occur together or in succession.

- Store items that are typical targets of theft in a secure area and away from public view. These items include:
  - Sacred Vessels
  - Cash
  - Video and Audio Equipment
  - Computers and Office Equipment
  - Musical Instruments
  - Power Tools and Equipment
- Use an engraver or other means to put permanent markings on valuable equipment, theft target items, etc., so that they may be identified in case of theft.
- Photograph and inventory valuables. Store these documents off premises, perhaps in a safety deposit box. Remember to photograph identifying marks.
- If you have a videotape recorder, you can make a video tour and inventory. Remember to record identifying marks.
- Store a copy of inventories at a safe, off-premises location.
- Conduct a regular walk-through in and around all parish buildings. Do not let buildings look vacant. Do not abandon school buildings in the summertime.
- Maintain contact with the local police department. Encourage frequent patrols.
- After buildings are utilized, walk through to assure everyone is out; then lock the building securely.
- Strictly control the issuance of keys. Change or re-key locks as necessary.
- Make sure door locks work. Check them often. To the extent possible, lock buildings when not in use.
- Look for early warning signs of theft, vandalism, and arson and increase security as necessary:
  - Suspicious persons loitering about or making frequent passes by the parish facility;
  - Matches, combustible materials, etc. discovered in odd places;
  - Failed break-ins or arson attempts;
  - Suspicious telephone calls or letters;
  - Upswings in graffiti or minor vandalism; and
  - Holes cut in fences—repair them immediately.
- If your facility encounters persistent problems, consider the possibility of hiring a security patrol service or installation of a burglar alarm system.



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# Preventing Laptop Theft

Laptop computers are prime targets for theft. Safeware Insurance reports, "More than 600,000 laptop thefts occurred in 2004, totaling an estimated \$720 million in losses and \$5.4 billion in theft of proprietary information."

Even more alarming, a study conducted by the Gartner Group, estimated that "80% of all laptop thefts are internal." And according to the FBI, "97% of stolen computers are never recovered." The reasons for stealing a laptop range from the machine's actual worth to the value of the data it might contain. Keeping your laptop safely in your possession should always be a priority. The following are some safety tips for preventing laptop theft.

- Always lock offices and accommodations where the laptop is left. A computer lock can be used to further secure your laptop while you are away.
- It is important to asset tag your electronics devices and peripherals with permanent markings or engravings. These types of markings will make the device less attractive because it will become harder to sell. Register your laptop with your company if it is not for private use.
- Never leave your laptop unattended. If you are out of the office at a restaurant, using the washroom, or a payphone, take it with you—don't leave it alone on a table or counter.
- While traveling in a vehicle, place the laptop in the vehicle's trunk. Keep the laptop stowed in the trunk if you leave the vehicle unattended for any reason. Don't leave items in plain sight—this only entices people to steal from your vehicle. And never leave the laptop in the vehicle overnight.
- Purge unneeded data files from your laptop on a regular basis.
- Back up important data on a daily basis using a USB-

drive (memory stick, hard drive, etc.).

- Utilize password locking features included in the laptop operation manual.
- Steel cable locks, security plates or alarms can be used to further secure your laptop computer.
- To protect the data on your laptop, encryption programs are available that offer an added level of security by encoding the data into a coded form.



- If the laptop is stolen, anti-theft software is available on the market. Some of these products include a "call home" feature if the laptop is ever reconnected to an internet connection, or having serialized components that make tracking and recovery easier. Products with movement and proximity alarms are also available. For example, you wear a device on your belt and if the laptop is more

than a certain distance from you an alarm will sound loudly. This type of security is beneficial in stopping criminals who "snatch and run" with your laptop.

- Write down the laptop's make, model and serial number and keep it in a safe place. If the laptop is stolen, the police will need this information. Keep this information separate from the laptop or better yet, keep an office inventory of all computers and related computer equipment on file at your office. If the laptop is lost or stolen, a quick phone call back to the office will provide the police with necessary information.

Common sense and a combination of these techniques should keep your laptop relatively safe. However, should you experience a laptop theft contact the police immediately.

*-Information excerpted from [www.absolute.com/Public/main/laptop-theft-statistics.asp](http://www.absolute.com/Public/main/laptop-theft-statistics.asp), [www.travel-island.com/travel.wireless/laptop\\_theft\\_prevention.html](http://www.travel-island.com/travel.wireless/laptop_theft_prevention.html) and "Laptop and Notebook Theft Prevention," by Ken Dennis, [www.pc911support.net/37919.php](http://www.pc911support.net/37919.php).*

# Practicing Good Housekeeping

Many painful and sometimes disabling injuries are caused when employees are struck by falling objects or trip over objects they did not see. Many injuries and property damage stem from fires caused by poor housekeeping practices and improper storage of flammable materials. The best protection against these hazards is to practice good housekeeping.

When materials are stored properly with adequate space to move through the storage area, or with adequate clearance to work within the storage area, accidents are prevented. With some planning before laying out a job, tripping hazards can be avoided and many other sprains, fractures and bruises that result from falls can be prevented.

Aside from the accident prevention benefits, good housekeeping means efficient performance. When materials, tools and equipment all have a place for orderly storage and are returned to the proper place after use, they are easier to find and easier to inspect for damage and wear.

The following safety procedures are recommended:

- Keep work areas and storage facilities clean, neat and orderly.
- All aisles, stairways, passageways, exits and access ways to buildings should be kept free from obstructions at all times. All grease and water spills should be removed from traffic areas at once.
- Do not place supplies on top of lockers, hampers, boxes or other moveable containers.
- When piling materials for storage, make sure the base is firm and level. Cross tie each layer. Keep aisles level and not stacked too high. Keep aisles clear and with adequate space to work in them.
- When storing materials overhead on balconies, provide adequate toe boards to prevent objects from rolling over the edge.
- When storing materials suspended from racks or hooks, secure them from falling and route walkways a safe distance from the surface beneath.
- Tools, equipment, machinery and work areas are to be

maintained in a clean and safe manner. Defects and unsafe conditions should be reported to your supervisor.

- Return tools and equipment to their proper place when not in use.
- Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc., in such a way as to minimize tripping hazards or obstructions to traffic.
- Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area should be appropriately guarded, signed or roped off. Snow shall be removed from all access sidewalks and exterior stairs to buildings as soon as practicable.
- Nail points, ends of loop or tie wires, etc., should not be left exposed when packing and unpacking boxes, crates, barrels, etc. Nails are to be removed as soon as lumber is disassembled.
- Sharp or pointed articles should be stored as to prevent persons from coming in contact with the sharp edges or points.
- All packing materials should be properly disposed of to prevent fire.
- Waste baskets are to be emptied on a daily basis into approved containers.
- Oily and greasy rags should be put in a metal container for that purpose and emptied daily.

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If there are any subjects you would like to see addressed in this newsletter, or questions about a topic presented, please contact Mr. Brad Bohler, Gallagher Bassett Services, Inc., Two Pierce Place, Itasca, IL 60143, Telephone: 630-285-3571, Email: Brad\_Bohler@gbtpa.com.

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## Practicing Good Housekeeping

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- Adequate lighting in obscure areas should be secured for the protection of both employees and the public.
- All switches or drives on machinery should be shut down, locked out and tagged with a "Do Not Touch—Men Working" sign before cleaning, greasing, oiling, making adjustments or repairs.
- Control of fuse boxes should be kept closed at all times and clear of coats, rags, bottles, etc.
- Extension cords should not be run across aisles or through oil or water. Cords should be inspected for kinks, worn insulation and exposed strands of wire before use.
- When fuses blow continually, it is an indication of an overload or short. This condition should be reported to your supervisor.
- Keep electrical equipment properly oiled, free of grease and dirt.
- To prevent static sparks, keep drive belts dressed. Also check belts for proper tension to prevent overloading motors.
- Fire inspections and prevention measures should be maintained.
- Keep safety in mind when selecting housekeeping supplies and equipment—try to minimize the use of chemicals that cause skin irritations, have harmful vapors, are combustible or otherwise harmful to the user.
- All chemicals, solvents, and fuels should be clearly marked on the container.
- All containers of chemicals should be clearly labeled so as there is no question of what they contain.

