



Holiday Cargo Theft Risk Mitigation Checklist



Cargo theft spikes over holiday weekends. Use the Theft Risk Mitigation Checklist below to secure your facilities and supply chain, and reduce the opportunity for loss or damage. Print out and circulate with security staff and drivers.

2016 HOLIDAYS

Friday, Jan. 1	New Year's Day	Monday, Sept. 5	Labor Day
Monday, Jan. 18	Martin Luther King Day	Friday, Nov. 11	Veteran's Day
Monday, Feb. 15	President's Day	Thursday, Nov. 24	Thanksgiving Day
Monday, May 30	Memorial Day	Friday, Nov. 25	Day after Thanksgiving
Monday, July 4	Independence Day	Monday, Dec. 26	Christmas Day (in lieu)

Facilities Checklist

- Check security alarm and surveillance systems to ensure proper working order.
- Ensure batteries are fresh in exit doors and back up cellular phones (used to maintain alarm reporting if phone lines are compromised).
- Perform perimeter checks, look at fencing or other types of barriers to ensure they are properly secured.
- Check perimeter lighting to ensure lights are on and replace any non-working fixtures. Review timer/sensor so that lights come on while facility is closed.
- Ensure company alarm call list is current and contains valid phone numbers. Require responsible persons to respond to all alarm calls, even when the system is suspected of malfunctioning.
- If necessary, contact law enforcement and ask for additional patrols in the area.
- Remove keys from all warehouse equipment (forklifts) and place in a secure location.

Freight-in-Transit or Long Distance Runs Checklist

- Do not leave tractors or trailers unattended in non-secure lots or locations.
- If forced to leave vehicles at a public facility (truck stop, etc.) pick one that is well lit and utilizes surveillance equipment. Park within view of a security camera.
- Secure the tractor and trailer with a steering wheel locking device, kingpin locks, glad-hand locks or other security equipment.
- Put industrial strength padlocks on trailer doors and geofence your location for alerting dispatch if using GPS tracking technology.
- Do not leave keys inside tractor.
- Check on unattended vehicles as frequently as possible.
- Notify dispatch of where and when vehicles have been dropped, and estimated time of return.