Announcement no. 10/2018
Information Regarding Break-ins and Theft

Ladies and gentlemen,

Due to an increased incidence of break-ins and thefts we advise taking the following security precautions:

- Office and room keys should always be kept in a safe place.
- Offices, including laboratories and equipment rooms, must always be locked, even if they are to be empty only for a short time.
- If you notice strangers in hallways, offices, or rooms, university employees should ask why they are there or for whom are they looking. Posting signs with the words "Entry for university staff and students only!" on the doors of rooms can help to discourage unauthorized people from coming in.
- Purses, bags, backpacks, wallets, etc. should always be kept in a locker or desk if they cannot always be carried.
- Only personal belongings that are indispensable for work should be in classrooms, offices, and other areas. The university bears no liability in the event of loss or theft.
- Business cash, valuables, and keys may not be stored in desks, closets, or cupboards, because in the event of theft, recourse may be sought due to improper safekeeping (safe, strongbox) or failure to deliver immediately to the university’s Financial Transactions Office.
- If there has been a break-in and/or theft, please leave the site as you found it and inform the police immediately.

If there is a need in your area to amend the building’s opening times and/or equip the entrance with an electronic access system, please contact Department 4.3.

Sincerely yours,

Dr. Matthias Schenek