



# General Safety Tips

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## ATM Safety

- Try to plan your ATM visits during the day, rather than after dark.
- Choose an ATM location that is in a busy public place.
- Be ready - have your card handy but not in plain view.
- Try to have someone with you, especially if you must use an ATM at night.
- Stand directly in front of the machine so that no one can see you enter your personal identification number.
- Cancel your transaction if anything seems suspicious and return later.
- Pocket your money immediately. You can count it later.
- If you lose your ATM card, immediately report it.

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## Jogging Safety

- Jog with a known companion in familiar and public areas facing traffic.
- Do not jog after dark and vary your route and pattern of running.
- Remain Alert - if you think you are being followed, go to a well - lit public area, an open store or private residence and draw attention to yourself.
- Use "Blue Light" emergency phones which connect directly to Police if available.
- Wear bright colored clothing to improve your visibility.
- Jog away from bushes and structures where someone could hide.

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# General Safety Tips

## Late Night Safety

- Try to avoid working in a building at night.
- If you must work late, let someone you trust know where you are and when you will be done.
- Never leave your wallet, purse, laptop or other valuables unattended.
- Keep your office door closed and locked.
- When leaving your office for the day, make sure all windows are closed and locked, all valuable items removed or properly secured and that desk etc. are closed and locked.
- If you are leaving your office or room, even if only for a few minutes, close / lock the door.
- Never prop open a door for someone who will be joining you or allow others to enter with you.
- Keep emergency phone numbers handy in case of intrusion, fire or other emergency.

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## Office Safety and Security

- Be cautious about isolated areas such as stairwells.
- Let others know where you'll be and when you plan on returning. Avoid entering an elevator which is occupied by only one other person who is a stranger.
- In an elevator, stand near the controls and locate the emergency button. If you are assaulted in an elevator, hit the emergency or alarm button, and press as many floor buttons as possible.
- Ask unescorted visitors entering your office area to identify themselves and who they are there to see.
- Request identification from persons who wish to repair or remove equipment.
- Contact Police immediately if a person appears suspicious, won't identify him or herself or asks for a person who does not work in your area.
- Take time to familiarize yourself with building evacuation and fire safety plans.
- Secure computers and other valuable equipment with lock down devices. Devices are available for computers and most electronic equipment.
- Keep an accurate key-control log and recover keys from staff who no longer need them.
- Report stolen keys lost keys to Facilities Management immediately and request that locks be re-keyed.
- Keep all valuables locked away, even if you are away for only a short period of time.

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# General Safety Tips

## Personal Safety

- Use well-lit and busy sidewalks. Try to avoid deserted sidewalks, vacant lots and alleys.
- Always take the safest route, even if it's a little longer.
- If you feel you are being followed, cross the street, head for the nearest well-lit populated area, yell for help or contact police (use a "Blue Light" emergency phone which connect directly to Police).
- Travel in groups whenever possible and walk facing traffic so you can see approaching cars.
- Never hitchhike.
- Use available escort and shuttle services whenever possible (especially at night).
- Don't wear stereo earplugs or headphones. They prevent you from hearing what's going on around you.
- Be careful when people stop you for directions or money. Always reply from a distance and never get too close to the car or the person.
- Look confident when you walk.
- Make eye contact with passersby and keep a firm grip on your property.
- If you are carrying a purse or bag, carry it close to your body - carry no more money or credit cards than necessary.
- Walk near the curb and avoid passing close to shrubs, dark doorways and other hiding places.
- Carry your keys in your hand so you can quickly get in your car or home.

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## Public Transportation Safety

- Stay alert to your surroundings.
- Do not fall asleep while riding public transportation.
- Try to maintain a schedule that ensures plenty of people are at your bus or train stops.
- Pickpockets are a common problem at crowded train or bus stops.
- Carry a purse that has a secure and strong strap. Place wallets in your front pants or inside coat pocket.
- Be aware of loud commotions that may be staged distractions to allow pickpockets to operate.
- If possible sit near the driver or operator.
- If someone bothers you, say in a loud voice, "Leave me alone" and move to another area of the bus or train.
- If you are followed when you exit, cross the street and head for the nearest well-lit populated area, yell for help, or contact the Police.

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# General Safety Tips

## Residence Safety and Security

- Always lock your door - even during short naps.
- Use a peep hole - make sure you know who is at the door before you open it.
- Immediately report suspicious persons / activity to Police.
- Immediately contact a locksmith if the event of lost or stolen keys to have your home re-keyed.
- Do not prop open doors or let non-residents follow you through secured doors.
- Keep items such as a checkbook, wallet, cash or jewelry out of plain sight. Secure them inside a drawer.
- Don't keep large sums of cash in your home.
- Repair any broken windows, window screens, door latches or lights that aren't functioning as soon as possible
- Require identification and authorization from all service people.
- Let a friend know where and with whom you'll be out and when you'll be returning.

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## Safety Basics

- Always remember, you can become a victim of crime anytime.
- Stay alert and tuned in to your surroundings wherever you are. Be aware and prepared.
- Stand tall and walk confidently.
- Make brief eye contact with passersby and keep a firm grip on your property.
- Trust your instincts.
- If you feel uncomfortable in a place or situation, leave right away and get help if necessary.

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## Theft

- Never leave your possessions unattended, even for a moment. Opportunity theft is the most preventable crime.
- Thieves window shop. Unlocked offices, homes and unattended property attract thieves.
- Lock your doors, even if you are going to be gone for a moment. Most thefts occur in under a minute. Unlocked doors are a thief's best friend.
- Avoid leaving messages advertising your departure or arrival times to alert thieves of your absence.
- Carry only the personal information, cash and credit cards you need, and keep them secure in your wallet or purse.
- Immediately report suspicious behavior / activity and incidents of theft and missing property to Police.



# General Safety Tips

- Get to know your workplace and neighbors and watch out for each other.
- Keep a record of the serial numbers of all your valuable items.
- Never leave valuables visible in your car - take them with you or secure them in your trunk.
- GPS mapping devices and holders (dash or windshield mounted) are popular items with thieves and should never be left in a parked or unattended vehicle.
- Properly secure your bicycle, using a U - shaped alloy hardened lock, to a bike rack or stationary object.

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## **Vacation Safety and Security**

- Don't publicize your travel plans - limit knowledge to those who need to know.
- Make sure you secure or remove all valuables (i.e. jewelry, computers, electronics, etc.).
- Before leaving, close and lock all windows, close all shades / drapes and lock and bolt entrance door(s).
- Ask a trusted neighbor to keep an eye on your place and pick up your mail, newspaper and packages while you are away.
- Use timers to turn on lights, televisions or radios while you're away.
- Leave your itinerary with a trusted neighbor or friend so that someone knows where you are.
- Do not announce your absence on your answering machine.
- Turn your phone ringers down or off.
- Don't carry large amounts of cash.
- Use traveler's checks or credit cards whenever possible.
- Keep a charged cell phone with you.

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## **Vehicle Safety and Security**

- Park in well-lit and traveled areas and keep windows rolled up and doors locked.
- Always remove your keys from the vehicle.
- Have your keys ready when approaching your vehicle and look in your back seat before entering.
- Make sure your car runs well and has plenty of gas.
- When operating your vehicle, keep the doors locked.
- If your car breaks down, tie a white flag to the antenna and wait for help.
- Never pick up strangers and never go with a stranger who offers help. Instead, ask them to call help for you.



# General Safety Tips

- Store valuables in the car's trunk or, at least, hide them from the view of someone looking through the windows.
- When stopped at traffic lights or in traffic, allow space between you and the vehicle in front of you.
- If someone approaches your vehicle and attempts to enter, blow your horn to attract attention and drive away.

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