

PROTECT YOURSELF AND YOUR PROPERTY

Safety & Security Fact Sheet

Safeguarding our property and ourselves is a concern to everyone. Follow these tips to help increase your personal level of protection.

PERSONAL SAFETY

- Always be aware of your surroundings and who is around you.
- Carry your purse or briefcase close to your body. Do not flaunt cash or jewelry.
- Do not spend time fumbling for your keys. Have your keys in hand and ready when you arrive at your vehicle, your office, or your front door at home.
- If you are planning to work late, try to avoid parking far away from your work location. If necessary, take a break and move your vehicle closer to the building at the end of the workday.
- If you think someone is following you, drive to the nearest police station, fire station, or open business.
- Never feel reluctant to call security or the police if you sense an unsafe situation.
- Use the “buddy” system while working and when leaving the building.
- Vary your daily routine.
- Walk with purpose, with your head up, and move away from any suspicious persons. Do not look like a victim.

Some confrontations are unavoidable and it is vital that you be prepared to minimize your risk of injury. Be willing to give up your valuables. A purse, wallet, or jewelry is not worth fighting for. If confronted, try to stay calm and mentally note your assailant’s appearance. Get to a phone and call 911 as soon as possible. Quick action in notifying the police will increase their chance of apprehending the suspect and preventing future victimization.

PROTECTING PROPERTY

- Do not leave purses, wallets, or other small, easily concealed items out in the open. Put them in a desk or cabinet and if possible, lock them up.
- Do not leave computer disks or CDs where they can be stolen.
- Do not leave items of value close to windows or near open doors. A passerby can “snatch” items within easy reach.
- Keep a record of property descriptions, model numbers, and serial numbers.
- Maintain strict control of your keys.
- Mark or engrave personal property with your initials and the last four digits of your social security number.