



Personal Safety Issue

Personal safety is a concern for all of us. Using good, common sense can go a long way toward achieving personal safety in the home, on the street, and at work. Be aware of your surroundings at all times, and avoid placing yourself in situations that may jeopardize your safety.

Street Safety

USING ATMs

- Use bank machines in visible areas during active periods. Avoid after hours ATM's where you are not visible from the road or cannot see into the area prior to entering it.
- If you absolutely must access a bank machine after hours in an unfamiliar area, consider taking a friend along, or drive around the area before you access your cash or get out of your car.
- Be prepared to start your banking as soon as you arrive at the machine. Be aware of your surroundings and always make sure that no one has the opportunity to see you entering your pin number or look over your shoulder.
- Don't leave anything behind.



WALKING

- Plan your route and avoid short cuts through parks, vacant lots or unlit areas. Know where police stations and 24/7 stores are located.
- Avoid being alone if you can. If a friend can't accompany you, let them know the route you will be taking, and then call again when you arrive.
- Don't carry large sums of money or unnecessary valuables. Use cash alternatives. If someone grabs your purse, do not resist.

USING ELEVATORS

- While waiting for an elevator, stand off to the side; this gives you the opportunity to view inside and removes your obligation to enter if you are unsure of the occupants. If in doubt concerning people in an elevator do not get on; wait for the next one. If someone gets on the elevator after you and you're not comfortable with them, get off.
- Stand near the control panel, and if confronted, push all the floor buttons and the emergency button, DO NOT push the stop button; you may get trapped between floors.
- Never reach between a closing elevator door in order to open them. If the sensors fail you could be caught by the door and severely injured; use the buttons.

In The Workplace

- Notify your supervisor and/or call the police if you see someone in the building you don't recognize.
- After normal working hours, keep all doors and windows locked and avoid isolated or deserted stairways.
- Try and arrange to have a co-worker stay with you. When you are finished working, go to your vehicles together. Ensure the other is safely in their vehicle and on their way before you leave the parking lot.
- If alone, contact your family/friend and advise them that you'll be working late. Call them before you leave and advise them of the route you plan to take home.



Safety On The Road

BEFORE YOU DRIVE

- Keep your vehicle in good repair; check the fluid levels and tire pressure regularly.
- Know your route and plan for emergencies. Items you should have in your car may include; Water, blanket, flashlight, road flairs or reflectors, first aid kit, and a cell phone with a charged battery.
- Have your keys in hand so you do not have to linger before entering your car. Visually check the outside on your approach. Look inside your vehicle before entering to ensure no one is hiding inside, even if the doors were locked.

WHILE IN YOUR CAR

- Do not linger in parking lots, especially at night. Get in, lock your doors, keep the windows closed, and leave.
- Always make a mental note of where you parked. Keep in mind what the environment will be like when you return. If it'll be dark, park near lights.
- If you are in a parking structure, know where the nearest exit is and where you intend to go before you exit your vehicle.

IF YOU BECOME STRANDED

- Keep doors locked and windows up.
- If a stranger offers to help, do not get out of your car. Ask the person to call for help or tell them the police are on the way.
- Remember that 9-1-1 on a cell phone does not give police your location. Know where you are, so emergency services can locate you.
- Do not stop to offer help to a stranded motorist. Call assistance for them.

IF YOU ARE BEING FOLLOWED

- Don't drive home! You do not want this person to know where you live.
- If you suspect that someone is following you, call 911. If you don't have a cell phone, then drive to the nearest police station, open gas station, or restaurant. Stay in your vehicle and use the horn to draw attention to yourself.
- Try to get the license plate number of the vehicle following you, as well as the make, model, and color, and description of the driver.

VICTIM OF ROAD RAGE

- If someone is acting aggressively toward you, avoid eye contact.
- If someone approaches your vehicle acting aggressively, drive away if you can. Do not leave the relative safety of your vehicle.
- Do not issue or respond to verbal taunts, and get a description of the vehicle and occupants, including the license plate.
- Use your phone to photograph or video of the aggressor, even pretending to do so will usually end any encounter.

PUBLIC TRANSPORTATION

- Know the schedules and sit near the driver. During the evening hours, ask the driver to let you off near or at your destination, or have someone meet you at your stop.
- Use caution in conversations with strangers. Avoid giving your name, address or place of employment. Avoid clothing or items that identify you or your profession.

In the Home

- Install good locks and use them.
- Never open the door to strangers. Verify identification of all sales and service people.
- Answer your door while it's still closed and locked. Speak through the closed door and install a door viewer. It's not impolite; it's safe.
- Avoid using chain locks. They present little deterrent to an aggressive person.
- Don't hide keys outside. Leave them with a trusted neighbor.
- Draw window shades or drapes after dark and don't leave accessible windows open while you sleep.
- Should a stranger request to use your phone, do not allow the person to enter your home. Offer to make the call for them. Even if it's a woman, don't unlock your door.

