



PERSONAL SAFETY

→ HOW TO MAKE SURE YOU DO NOT BECOME A VICTIM OF A CRIME

General Personal Safety Information

You can help prevent crime against your person by avoiding dangerous situations, using common sense, and by trusting your instincts.

WHEN YOU ARE HOME:

- Keep all doors and windows locked. Invest in high-quality locks, and use them.
- Keep your house well-lit. Use timers and photo sensors.
- Invest in a quality camera system that continuously records.
- Change up your routine from time to time.
- Don't leave valuables unsecured — a bolted-down safe is a great option!
- Keep shrubbery trimmed low and tree branches pruned high to eliminate hiding spots.
- If your home has been burglarized or you think a stranger is inside, do not enter. Go to a safe place, and call the police.
- Properly identify repair or service people before letting them into your home. Only allow inside those you have scheduled and identified.



WHEN YOU ARE AT WORK:

This includes all of the home tips, plus:

- Check the identity of any strangers who are in your office - ask whom they are visiting and if you can help them find the person.
- Always let someone know where you will be.
- Keep personal belongings with you or in a locked drawer.
- Don't advertise your social life or vacation plans to people visiting or calling your office.
- Enter an elevator with a group of people, or if you are alone, stand near the control panel.

- Don't work late alone; use the buddy system.
- Park in a well lit secure area.
- If you or a coworker is victimized at work, report it to the police and to your employer as soon as possible.



WHEN YOU ARE ON THE ROAD

- Keep your car in good running condition. Make sure you have enough gas for your trip.
- Keep car doors locked, and keep your valuables out of sight. If you have car trouble, raise the hood, put on your emergency flashers and stay in your locked car until help arrives. Ask strangers to call the police or stop at a service station for you.
- Know the community where you live, work and play. Keep in mind locations of fire and police stations and public telephones. Remember which stores and restaurants stay open late.
- If you feel you are being followed, stay calm and drive to a well-lit, public place, and call the police.

WHEN YOU ARE ON FOOT:

- Stay alert and tuned into your surroundings wherever you are.

- Never use headphones, your cell phone, or text when walking or jogging.
- Walk with confidence and scan your surroundings, which sends a message that you are calm, confident, and know where you are going.
- Trust your instincts. If something or someone makes you uneasy, avoid the situation or person.
- If you feel you are being followed, stay calm. Turn around and look at the person so they know that you won't be surprised. Make note of the person's description. Change direction or vary your pace to see if they follow. Go to a safe, public place and call the police. Don't be afraid to yell for help.

Responding to an attack

Your first goals are escape and survive. Calmly and quickly evaluate your situation to determine avenues of escape or help. Plan a realistic response to the attack. All people and situations are different. Don't expose yourself to greater harm. Give up your possessions if told to do so. They can be replaced... your life cannot.

Report all crime to the police, no matter how minor or embarrassing. Your actions can help others from becoming victims.



(Information updated March 2026)