

## At The Office

- Know the street address of your office and how to direct others to your workspace in case of an emergency.
- Keep readily available, the telephone numbers of emergency services (police, fire department, ambulance, security) in case of an emergency.
- Know the locations of building exits and Assembly Points in case of evacuation.
- Identify areas, in the office space, without windows, that can be used to stay in case of a “shelter-in-place” (external threat) situation.
- Identify areas, in the office space, where you can hide and secure yourself in case of a workplace violence situation.
- Know the location of Fire Pulls and Fire Extinguishers in case of fire.
- Know the locations of First Aid Kits and Automated External Defibrillators (AEDs) in case of a medical emergency.
- Report, to facility staff, any broken lights, locks or doors that won't close properly,
- Don't let others use your card or follow you in (piggyback) before the door shuts behind you.
- Make sure doors lock behind you after entering (including stairwells).
- Secure personal property in desk drawers or cabinets when not being used.
- Avoid areas where and when demonstrations/protests are active and use building entrances and exits that are farthest away from the demonstration/protest activity.
- Review the “*Walking & Outdoor Activities*” section before venturing outside the office.

## In Your Vehicle

- Do regular automotive maintenance to keep your vehicle in good running condition.
- Keep the fuel tank at least ½ full.
- Leave a charger for your cell phone.
- Before entering, check interior for an intruder.
- Park the vehicle in an area that is well lit.
- Take your keys and move valuables out-of-sight when you park.
- Before exiting keep headlights on and doors locked until you check your garage or parking area for suspicious persons or conditions.

- When driving, keep doors locked and windows closed or open only enough to keep someone from reaching inside.
- Try to vary regular travel routes by changing travel times or using different roads.
- Avoid back roads and use well-travelled ones.
- Pay attention to any unusual objects on the road (road blocks, cars parked on side roads).
- When driving, frequently check rearview mirror to detect any cars that may be following you.
- Subscribe to a Roadside Assistance service.
- Keep appropriate tools and emergency water, food and supplies if help cannot come and you are stranded. Test your flashlight/torch often.

## Traveling

- Make sure an acquaintance knows your travel itinerary and has a copy of your passport.
- Keep a copy of your passport in a safe place in case the original is lost or stolen.
- For international travel, record the embassy or local consulate address and phone number.
- Do research on your destination for local laws, customs, high-risk areas and alerts of severe weather, social unrest and safety concerns.
- Learn to speak a few important words in the language of your destination country and carry a translation device/dictionary and local map.
- Keep a low profile. Dress and behave conservatively.
- Keep currency in multiple locations.
- Carry a small first aid kit.
- At the hotel, locate the nearest fire escape before you need it. Check windows and doors to make sure they are secure.
- Avoid hotel rooms on the ground floor.
- Do not open the door for unfamiliar persons.
- Carry a list with your blood type, allergies, medical conditions, medications you are taking, and other special medical requirements
- Take your medicines in your carry-on luggage.
- Lock your luggage and use covered luggage tags to avoid casual observation of your identity or nationality.
- Review “*Walking & Outdoor Activities*” if you venture on foot or use public transportation.
- Review “*In Your Vehicle*” if you rent a vehicle.
- Frequently communicate with family or acquaintances to let them know you are safe.



# Guide to Personal Safety & Security

Presented By  
Prepare4Tomorrow  
[www.5six7.com/safety](http://www.5six7.com/safety)

Contents of this document have been gleaned from sources believed to be reliable but should not be considered authoritative. You are solely responsible for your own actions on how you use this information and encouraged to do your own research on the topic(s) included.

## General

- Stay alert to your surroundings at all times. Observe people and activities around you.
- Report, to local security or police, any suspicious persons, activity, or packages.
- For INTERNAL threats, **Evacuate**.
- For EXTERNAL threats, **Seek Shelter Inside**.
- For local travel safety, become familiar with stores and gas stations that stay open late, as well as police and fire department locations.
- Arrange any meetings, with unfamiliar people, in a familiar/public area.
- Avoid conducting work or holding confidential conversations in public areas (e.g., cafes, elevators, restrooms, airports, trains, etc.).
- Screen-lock PCs and electronic devices when not in use, don't share passwords and always follow strong password guidelines.
- Shred all unnecessary documents and secure all confidential information.

## At Home

- Install and use quality deadbolt locks on all exterior doors. A small chain between the door and doorjamb can be easily pulled out.
- Install and use quality locks on all windows.
- When opening a window for ventilation, keep the opening small enough to prevent entry.
- Install a wide-angle viewer in all entrance doors to see outside without opening the door.
- Remove or trim shrubbery that hides doors and windows so neighbors or passersby can see someone trying to break into your home.
- Light the outside of your home to discourage prowling or loitering around all entryways, pathways, stairwells, laundry, trash and parking areas. Connect outside lights to a timing device, motion detector or a light sensitive switch so lights switch on automatically during hours of darkness.
- Consider installing security cameras and an alarm system factoring in the cost, the company reputation and likelihood of false alarms.
- Consider a watchdog for additional protection.
- Install and maintain smoke detectors, fire extinguishers and first aid kit(s).

- Build or designate and supply\* a "safe room" to hide and survive in case of a home invasion or severe weather.
- \* Store 3+ days of extra water, food and supplies (per person) if a local catastrophic event occurs (see <http://www.5six7.com/p4t>).
- Consider getting an unlisted phone number.

## Away From Home

- Use timing devices to turn on inside lights and radios to give the appearance that your home is occupied. Set timers to go on and off at different hours in different rooms.
- If no one will be at home for more than a few days, arrange to have a relative, trusted friend or neighbor pick up your mail.

## Returning Home

- Have your door key in your hand when approaching your entryway.
- If you are driven home, ask the driver to wait until you are safely inside.
- If possible, arrange for a relative, neighbor or friend to be there when you arrive home.
- Never go into your home if anything seems unusual, such as an open door or a broken window. Leave immediately to a place where you can call the police. Do not go into your home until the police advise it is safe.

## Walking & Outdoor Activities

- Avoid walking alone and stay alert.
- Look confident and purposeful when you walk.
- Do not wear earphones/earbuds, talk on your cell phone, text or email while walking. These can distract you and make you less able to sense potential danger.
- Plan, in advance, and use the safest and most direct route to your destination.
- Advise someone of the route you will take so they will know where to look in an emergency.
- Vary your route and activity schedule so that your behavior is not predictable.
- Avoid shortcuts. Walk on busy, well-lighted streets where there are other people and avoid isolated areas, alleys, vacant lots, abandoned buildings and construction sites.

- Walk near the curb and do not pass too close to shrubbery, dark doorways and other places of concealment.
- Walk facing traffic to see approaching cars.
- Never hitchhike and do not accept rides from strangers.
- Avoid outdoor activities and walking after dark.
- Carry cash/change for cab/bus fare if you decide not to walk. Keep some extra money separate from your wallet or purse for emergencies.
- Carry proper identification.
- Carry a flashlight during hours of darkness.
- Carry a personal alarm or whistle to summon assistance in case of an emergency.

## If You Are Attacked

- Be physically and psychologically prepared to defend yourself.
- Start by preparing an inventory of your personal skills.
- Think about how you usually respond during a confrontation. What is your style? Do you fight, run, cry or freeze? Think through various strategies. Talk with other people about ways to handle confrontations and rehearse alternatives. By preparing, you will have more options to choose from if you ever find yourself in a confrontation.
- Every confrontation is different. The best response depends on a combination of many factors, such as the location of the incident, characteristics of the assailant, the presence of weapons, your personal skills and available resources. Your most effective weapon in a confrontation is your own judgement. Only you can decide how you will respond to a given situation. When faced with danger, trust yourself. Stay as calm as possible. Think rationally, without panic. Find a way to escape.
- Evaluate the situation and the options available to you. Keep assessing the situation as it is happening. Never give up. If your first choice strategy does not work, try another.
- To help the police investigation, observe as much as you can about the identity, clothing and behavior of the assailant.
- Report the incident to the police.