



Arriving At & Leaving Work Safely

Be **ALERT,**
CAUTIOUS,
& **SAFE**
when
arriving at &
leaving work.

Take action to keep safe

- In cars, buses, & other transit vehicles
- On the street
- In parking lots
- Entering and leaving the building

Demonstrate confidence and care on the street:



- ✓ Stay with the crowd or walk with a friend/co-worker on well traveled routes.
- ✓ Avoid shortcuts through alleys, parks, etc. Stick to well lit streets after dark.
- ✓ Walk briskly and confidently, head up, alert to what's around you.
 - * Watch out for people stepping out from doorways or parked cars
- ✓ Avoid wearing expensive jewelry (or at least keep it out of sight).
- ✓ Carry your purse or briefcase close to your body.
- ✓ Don't carry large amounts of cash.
- ✓ Don't loudly discuss your destination or daily routine.

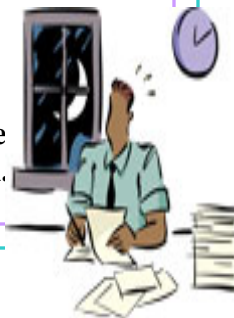
DON'T LET CRIME INTO THE WORKPLACE

1. Enter and exit through assigned doors. Don't leave security doors propped open.
2. Don't lend your security badge or entry card to others.
3. Don't allow non-employees to enter the workplace with you.
4. Don't bring packages into the work area for strangers.
5. Report any people or situations that make you uncomfortable to security or the police.



TAKE SPECIAL CARE AT NIGHT

1. If you are working late...
 - * be sure someone knows you're there
 - * alert the guard on duty when you're leaving
 - * avoid being alone in an elevator or stairway
2. Be alert for unusual noises and movements.
3. Stay in well lit areas.
4. Leave the building and walk to your car or public transit with others if possible. If you are alone ask a guard to walk with you.
5. Carry your keys or transit fare in your hand as you leave.
6. Check under and around your car before unlocking it; lock it as soon as you get in.



PLAY IT SAFE IN YOUR CAR

- ★ Keep car windows up and doors locked, whether driving or parked.
- ★ Don't leave packages or valuables visible inside the car.
- ★ Carpool with others when possible.
- ★ Stay on roads you know well that have good lighting at night.
- ★ Keep your car in good running condition, and your gas tank at least a quarter tank full.
- ★ Carry a flashlight, white flag, and a safety flare in your car.
- ★ Never pick up strangers or hitch-hikers.
- ★ If your car is bumped from behind and you feel you are in danger, drive to a police station.
- ★ If you have a breakdown:
 - ~ Tie a flag on your antenna or light a flare.
 - ~ Call for help if you have a cell phone.
 - ~ Stay in the car, doors locked, until help arrives.

USE PRECAUTIONS ON PUBLIC TRANSPORTATION

- Have your fare ready when you enter.
- Sit near the driver if possible.
- Sit up straight, stay awake and alert.
- Hold your purse or briefcase securely.
- Don't return stares or comments.