

Safety and Security Tips

Personal

- Stay alert and tuned in to your surroundings.
- Communicate that you are calm, confident and know where you are going.
- Stay away from isolated areas.
- Stay on the part of sidewalks furthest away from shrubs, dark doorways and alleys.
- Walk with a companion whenever possible.
- Check the back seat before getting into a car. Keep doors locked while driving.
- Don't overload yourself with packages or wear shoes or clothing that restricts movement.
- Avoid displaying large amounts of cash or jewelry.
- Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.
- If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant or lighted home.
- Don't hitchhike or pick up hitchhikers.
- Park in well-lighted areas.
- Avoid isolated bus stops at times when few other people are around.
- Do not reveal your name, phone number or address to strangers.
- Never admit that you are alone or that you will be away from home.
- Keep an eye on neighbors' homes or apartments while they are away and have them do the same for you.
- Keep your local police department's phone number next to your phone.

Residence

- Keep doors locked at all times
 - Draw shades and curtains whether or not you are at home
 - Keep money and jewelry locked in a safe place
 - Leave a light on while you are away or use a timer
 - Secure sliding glass doors with commercially available locks or a rigid wooden dowel in the track
 - Don't hide spare keys in mailboxes, planters or under doormats
 - Make a record of your valuables and keep it in a safe spot
 - Don't leave a note that says you are not in
 - Never prop doors open
 - Keep ladders and tools in a locked area
 - Have someone cut your lawn while you're on vacation
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Vehicle

- Always lock your car and remove the keys. Make sure the windows are closed
- Lock all valuables, bags and cases in the trunk when you leave your car
- Never leave an ID tag on your key ring
- Leave only the ignition key with parking attendants
- Park in well-lit areas

Office

- Keep your purse, wallet and other valuable items with you at all times or locked in a drawer or closet
- Never leave keys lying out
- Never leave change or cash on the desk or in a top drawer
- Notify security personnel of any suspicious persons or vehicles
- Lock doors when working after normal hours
- Report any broken or flickering lights, and doors that don't lock properly

[Source: www.chamberlain.edu]
