

PERSONAL SAFETY GUIDELINES

1. Trust your instincts. Always be aware of your surroundings. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
2. If you personally observe suspicious persons or activity dial 911 immediately. If you are at work provide the same information to your employer.
3. If you are contacted by phone or social media with anyone you are uncomfortable with do not engage with conversation.
4. Park in secured areas. Carry a small noisemaker (like a whistle) and/or flashlight on your keychain
5. Use a "buddy" system if you feel unsafe walking to and from buildings, parking lots and parking garages.
6. If available, ask for security to escort you to your vehicle.
7. Screen your calls if necessary.
8. Be alert for vehicles that appear to be following you. Plan ahead, know the locations of police stations, fire departments, and busy shopping centers. If you should encounter a situation where you feel unsafe, sound the horn to attract attention.
9. When leaving or arriving at your home or work check for unfamiliar cars or persons.
10. While in your vehicle keep your doors locked at all times and your cell phone accessible.
11. Upon entering a building, take a good look around to familiarize yourself with who is around.
12. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
13. Try to avoid isolated areas. It is more difficult to get help if no one is around.
14. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
15. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.