



## PERSONAL SAFETY AND SECURITY

### Introduction

This brochure is full of tips that can help you to avoid becoming a victim of crime when you are at home, out and about, or at work. By taking a few simple precautions, you can discourage those that commit crime and reduce your chances of becoming a victim.

### Be Prepared

- Educate yourself on crime prevention tactics.
- Think about different situations you may encounter while you are out. Have a plan for your reactions.
- Always be alert, observant, and aware of the people around you.
- Be aware of locations and situations that could possibly make you vulnerable to crime, such as alleys and dark parking lots.

### In Your Home

- Lock your doors and secure your windows, even if you are home or are only leaving for a few minutes.
- Never open the door immediately after a knock. Require identification for everyone—including repair or delivery people, as well as law enforcement. Use a 180 degree peephole.
- When strangers ask to use your phone, do not allow them to enter. Offer to summon emergency assistance or to make the call for them.
- If you suspect a window or door has been forced or broken in your absence, DO NOT ENTER. Immediately call law enforcement and wait at a safe location until a police officer arrives.
- If you receive on-going obscene or threatening phone calls, hang up immediately and notify the Police Department. If the calls persist, call the telephone company as well. The obscene caller can be criminally charged.
- Always close garage doors before driving away.
- When you return home, do not leave your key in the door after you open it—not even for a minute. Never put your keys down just inside the open door while carrying packages inside.
- If someone is prowling outside your home, make the prowler think that several people are home. Call out “Dear, there is someone outside!” Call the Police Department. If it is dark, make sure you have adequate exterior security lighting.

*TIP...*

Very few burglars will enter a home when they believe that people are there. Should you confront one, however, the rule is: **STAY OUT OF THE WAY. NEVER GET BETWEEN A BURGLAR AND THE EXIT, AND NEVER TRY TO STOP HIM/HER FROM LEAVING.**

### **Away From Home**

- Always be alert to your surroundings and the people around you.
- If possible, travel with a friend. Otherwise, tell someone when you are leaving and where you are going.
- Walk confidently and at a steady pace. Make eye contact with people as they pass.
- Stay in well-lit areas as much as possible. Avoid bushes, doorways, and alleys where someone could hide.
- Carry only the cash, credit cards, and personal items that you need. Avoid wearing eye-catching jewelry or calling attention to your valuables.
- Carry a shoulder bag securely between your arm and your body. If you carry a purse, your personal safety may depend on not clinging to it. Although a purse snatcher's intent is to steal the purse, the grabbing and shoving that may take place can result in injuries.
- Do not respond to conversation from strangers on the street. Keep walking.

### **Car Safety**

- Park in well-lighted areas.
- Always lock your vehicle doors after entering and leaving the vehicle.
- Have your keys in your hands and ready to go so you don't have to linger before entering your car.
- Check the backseat before entering your car.
- Do not burden yourself with too many packages or bags. Ask a store clerk or security to assist you if you have too much to carry.
- If you think you are being followed, drive to a well-lit public place that you know is open, and run inside for help.
- Don't stop to help disabled motorists. Get to a phone to request help for them.
- When being driven home, request the driver to wait until you are safely inside.
- Never leave your garage door opener inside your vehicle, especially if your car is parked in front of your house.

### **In and Around Public Transportation**

- Try to avoid isolated bus stops.
- Stand away from the curb until the bus arrives.

- Don't open your purse or wallet while boarding the bus. Have your bus pass or money easily accessible.
- During off hours, ride as close to the driver as possible.
- Stay alert and be aware of those around you.
- If someone bothers you, change seats and/or tell the driver.
- Keep your purse or bag in front of you and hold it close to your body with both hands.
- Check your purse or wallet if someone is jostling, crowding, or pushing you.
- Carry your wallet inside your jacket or front pocket. You can place a rubber band around your wallet, which may alert you if someone tries to remove it from your pocket.
- If you see any suspicious activity, tell the driver or notify law enforcement.

### **Office Security**

- Never leave your purse or wallet in plain view or in the pocket of a jacket that is left unattended.
- Personal property should be marked with your name.
- Don't leave cash or valuables at the office.
- When in an elevator with another person, stand near the control panel. If attacked, press the alarm and as many of the control buttons as possible.
- Be alert to pickpockets on crowded elevators.
- If you work alone before or after normal business hours, keep the office door locked.
- Be aware of escape routes for emergencies and post the emergency number (9-1-1) near the telephone.
- Report all suspicious persons and activities to the Police Department.

**Finally, if a crime does occur, REPORT IT to the  
Appleton Police Department at 920-832-5500 or 911.**