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### **Holiday Security & Safety Tips**

This time of year, it is often dark by the time we leave our offices and we are all very busy with the holidays and family engagements. This, together with the upcoming hustle and bustle of the holiday season, makes it a great time to review the security practices at your workplace in the public and at home. A+ Wiring Solutions suggests these tips for keeping your office, employees and yourself safe and secure during this holiday season and throughout the year.

#### **Office Safety Tips:**

- Never leave the reception area unattended with the door unlocked.
- Immediately call the office of the building and building security if you *see* suspicious activity, Strangers, loitering inside or outside of the building.
- Special care should be taken during the times most suited for pilferage - 1 hour just after opening and before closing, when there is maximum movement from work areas and offices.
- Valuables such as purses, wallets, and coats should never be left unattended, especially in the reception area. Never leave a purse on the floor, underneath the desk, or on top of a file cabinet. put them out of sight.
- All visitors, including messengers and delivery personnel, should be watched while on your premises. Escort them to inner office or work areas; do not simply direct them.
- Inspect your internal security measures: key and lock control, card access systems, internal CCTV and recording systems, intrusion detection and alarm systems and inventory control systems.
- If any equipment or valuables are lost, report it to the police, your insurance company, building management and the building security department.
- Make well-lit, access-controlled parking available, and suggest a "buddy" system within the parking area.
- If possible, make security escorts available to and from employee parking.
- Make sure employees know where they can quickly find emergency phone numbers.
- Develop fire and emergency plans and regularly practice drills.
- Keep facilities well-lit, inside and out, even during non-business hours.
- Form a safety team to help keep safety and security issues a focus

### **Predators' Favorite Targets:**

- Someone looking friendly, timid, lost, absent-minded, or intoxicated - thus more easily manipulated.
- Someone wearing earphones or distracted with a cell phone - unaware of their surroundings.
- Someone unaware they are being followed until they are isolated.
- *Someone* parking close to trucks that prevent witnesses from seeing you - predators seek that kind of cover.
- Someone "handcuffed" with both arms loaded with packages and or a child.

### **How to Avoid being a Victim:**

- Don't walk or jog during times when the streets are deserted.
- Walk in pairs or crowds at night.
- Don't display inviting targets such as cash, pagers, cell phones, hand-held electronic games, or expensive jewelry and clothing.
- If you think someone is following you, switch directions or cross the street. Move quickly toward an open store or restaurant or a lighted house. Don't be afraid to yell for help.
- Try to park in well-lighted areas with good visibility and close to walkways, stores, and people.
- If you must leave your key with an attendant, leave only your car key.
- Make sure you have your key ready as you approach your door.
- Always lock your car, even if it's in your own driveway.
- If someone tries to rob you, give up your property-don't give up your life.
- If you are robbed or assaulted, immediately report the crime to the police.

### **Personal Safety Tips:**

Be alert and cautious. Know where your belongings are, where you are going and be aware of your surrounding area. Remain alert at all times especially in crowded areas. One may bump into you while another picks your pocket. If you must take a purse, carry it with the clasp or flap against the front of your body. Never leave your purse in a shopping cart or on a counter while you shop. Be aware of where your purse is when you go into a restaurant or bar. Thieves prey on purses hung over the back of a chair or left on the floor under your chair.

- Never allow yourself *to* become distracted when opening your purse or wallet to make a purchase or browsing.
- When leaving home, give your house an occupied appearance. Leave lights on and use timers.
- Do not use short cuts through alleys or walkways between buildings. Take well-lit, traveled areas.

- Never leave your valuables in your vehicle in plain view. Remove these items before reaching your destination.
- Be aware of your surroundings when going to or from your vehicle. Criminals may hide between and underneath vehicles.
- Avoid carrying numerous large shopping bags or packages, as this makes it difficult to secure purses or wallets.
- Visually scan the area as you approach your vehicle when returning from shopping and as you approach your home.
- If your vehicle is in a parking area and something you see or sense does not appear to look or feel right, return to the shopping area and contact security and/or call 9-1-1.
- Before entering your vehicle, check the front and back seat. After entering, immediately lock your doors.

**Be safe this season and Happy Holidays!**