

IF YOU ARE A VICTIM

Stay calm, try not to panic or show any signs of anger or confusion. If you are confronted by an armed robber, cooperate. Don't risk physical harm. Call security and the police as soon as possible. A good description will be vital to police, so try to remember everything you can about the thief, robber or assailant.

Important things to look for are height and weight, race, sex, age, color of hair and haircut, complexion, facial hair (beard, mustache, sideburns), color of eyes and eyeglasses, scars or other unusual marks, speech including accent or lisp, clothing, jewelry, weapon, vehicle color and make, license number and direction of escape.

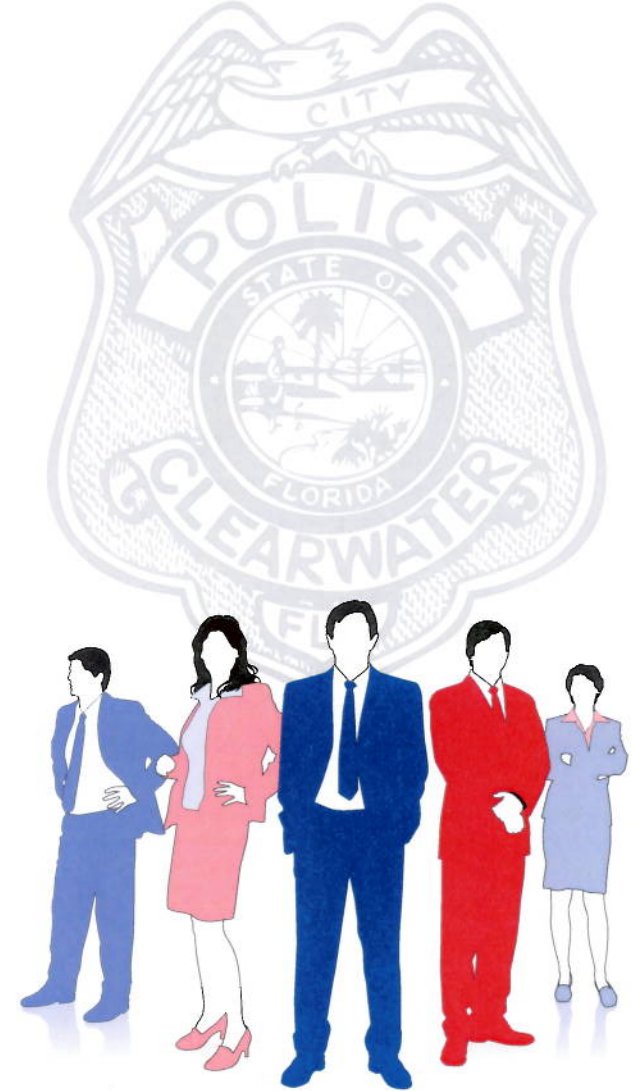
Contact your local victim services agency or mental health center to help you cope with the trauma that any victimization causes.

TAKE ACTION TODAY

Role play responses to armed robbery, attempted rape and theft of a purse with coworkers. Discuss what you should and should not do.

Help co-workers who are victims of a crime. Listen sympathetically without judging their behavior. Offer to help with things like getting to court and contacting a victim services program. You might be able to handle part of their workload if they have to testify

A SAFE WORKPLACE



Clearwater Police Department
645 Pierce St.
Clearwater, FL 33756
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Clearwater Police Department

No mechanical and electrical devices - locks, closed-circuit cameras, alarm systems, safes - can function effectively without the cooperation of the people they are intended to protect. With a little time and thought to observe what's going on around you, to report anything that might threaten employees' safety or company property, and to show concern for coworker's well-being, you can help make this a safe and secure workplace for all of us.

DO YOU HELP MAKE YOUR WORKPLACE SECURE?

- Did you lock your car when you left it in the parking lot this morning?
- If you are the last to leave at night, do you lock the door to your office or notify security?
- Did you report that broken light in the stairwell?
- Do you insist on identification from repair persons who come to work in the office? Are you extra alert while they are there?
- Do you know the location of the fire exits in your building?
- Do you keep your purse with you or locked in a drawer or closet instead of on your desk or on a table?
- If something suspicious or frightening occurred - a stranger loitering near the door, a burglary, a telephone bomb threat - do you know the telephone numbers for the security, police and fire departments?
- Do you keep track of the office keys in your possession, storing them in a secure place and not handing them out to unauthorized persons?
- Do you shred important papers before discarding them to the wastebasket?
- Do you avoid letting telephone callers know that your boss or fellow workers are out of town?
- If a coworker were the victim of a crime, would you know how to help?

SAFETY IN TRANSIT

If you are working late or reporting in early, try to meet another employee and ride together and enter or leave together. If you're in a one-person office or store, check with neighboring businesses to see if any of their employees have similar schedules. Make certain you have the most up-to-date schedules if you take any public transportation.

Don't get in elevators with people who look out of place or behave in a strange or threatening way. Report such individuals to security or the police.

Don't use the stairs alone. Stairwells can be traps as well as a way to save time or get some exercise. Never enter a stairwell to escape pursuers or potential attackers. Go to an office where there are other people.

Be extra cautious when using rest rooms that are in isolated locations, poorly lighted, or open to the public.

If you bank for your business, vary your route and times of departure. Conceal the bank bag.

PARKING LOT SENSE

Park in a well-lighted, heavily traveled area if possible. If you know that you are going to be staying late, check for lights when you park in the morning. If there are no spaces near lights, move your car to a better location at noon or when other employees begin to leave for the day.

If you are working late, ask the security guard or a co-worker to escort you to your car.

Always lock your car and roll up your windows. If you notice any strangers in the parking lot, notify security or the police immediately.

Don't leave any valuable items in plain view inside your car. Leave them at home or lock them in the trunk.

When you approach your car, have your key read and check the floor and back seat before you get in.

OFFICE SECURITY

Keep your purse, wallet or other valuable items with you at all times or locked in a drawer or closet.

Never leave your keys lying about.

Place any office keys, cash and change in a locked drawer, not out in the open.

If you bring personal items to work, such as a coffee pot, a radio or a calculator, make sure they are engraved with your name and an ID number.

Check the identification of any strangers who ask for confidential information or any delivery/repair persons who want to enter an area restricted to employees. Do not be afraid to call for verification.

If you notice suspicious persons or vehicles, notify security or the police. Be especially alert in large office buildings and after normal working hours.

Securely lock all exterior doors and windows if you are working after hours.

Report any flickering or broken lights, dimly lit areas and doors that don't lock properly.

Be discreet - don't advertise your social life or vacation plans to strangers.

Keep emergency numbers for police, fire and security posted by every phone. Write the office address on or near the phone.

Never write down sensitive information, such as combinations and passwords.

Know your co-workers and look out for each other. Find someone who leaves at the same time as you and leave together.

When you step away from your desk, have someone answer your calls or have the calls forwarded to another phone.

Always let a co-worker know where you'll be, whether it's coming or going late, going to a meeting, or taking lunch. If you have an accident, they will have an idea of where you are, and be able to help find you.

Make sure all office equipment and electronics are engraved with an identification number.

Make sure that all computers are turned off and that all critical files are secured when you leave.