

Being Safe at Work, Home, and on the Road



Safety is a choice. The primary goal of safety is prevention. This also means planning for the both normal (foreseeable) and special risks (unexpected). The following information is gathered from numerous sources including personal insight and experience.

At Work:

- ☐ Security starts at the top. The CEO or owner of the company must make sure they have security planning and a security officer, whether on staff or an independent contractor.
- ☐ Make sure all entrances and exits are secured and available in emergencies.
- ☐ Provide all key personnel with a group text to be used in an emergency.
- ☐ Periodically review all security policies and procedures.
- ☐ Conduct fire drills, earthquake drills, terrorism drills, and other drills related to your critical exposures.
- ☐ Consider sign in and sign out protocols for all employees, guests and visitors.
- ☐ Treat door access codes and ID badges with the same care as credit cards and passwords.
- ☐ Remove VIP signs in company parking lots.
- ☐ Install video security and alarm systems.
- ☐ Do background checks on all security officers, critical employees, contractors, and locksmiths.
- ☐ Check manifests of any shipments from overseas.
- ☐ Make sure former employees no longer have access to security codes or documents.
- ☐ Keep a central file of all hate and threatening mail, email, texts, social media posts, etc. as well as a list of recently terminated employees.
- ☐ Stockpile emergency supplies and protective equipment throughout your office.
 - ☐ Develop an IT contingency plan – guide available at csrc.nist.gov/publications/nistpubs/index.html
- ☐ Make sure you have a safe haven for original and duplicate business records, contracts, legal documents and the like.



- ☐ Create a list of third party emergency contacts and provide it both in print and electronically.
- ☐ Back up computers continually to a secure site.



- ☐ Install outdoor lighting connected to motion detectors and keep bushes and hedges trimmed.
- ☐ Have lamps hooked up to timers to go off when you are away.
- ☐ Make sure fire extinguishers and smoke alarms are working.
- ☐ Familiarize yourself with locations of police and fire stations, hospitals, public telephones. Put their contact number on the refrigerator and in your phone.



At Home and on the Road:

- ☐ Know your evacuation routes in case of an emergency. Find out whether your children's schools or your workplace have evacuation plans in place.
- ☐ Buy an all hazards alert radio.
- ☐ Assess your risks in these sensitive areas:
 - Transportation centers
 - Business and government centers
 - Road construction
 - Hotel environment
 - Sporting events and concerts

- ☐ Make sure your home address is visible from the street to assist emergency services.



- ☐ When giving a parking attendant your car key, only give him the one to the ignition.

- ☐ Assemble an emergency supply kit including water, 3 days of non-perishable food, extra clothing, blankets or sleeping bags, first aid kit, flashlights, radios, batteries, rope, wire, basic tools, disposable plastic bags, cooking source, water purification tablets, disposable plates, cups and utensils.
- ☐ In case of poisoning, go to www.aapcc.org, call 800-222-1222 or dial 911.
- ☐ Instead of using store-bought bottled water, purchase special containers intended for long-term storage or 5 gallon bottles from a private distributor. Never store plastic water bottles on top of a concrete floor.
- ☐ Be on alert for suspicious conduct and unattended packages.
- ☐ Protect against carjacking at airports, bus terminals, parking lots and other commercial places.
- ☐ Make sure to keep your car doors locked at all times.

- ☐ Never get so close to a vehicle that you can't see their back tires touching the road.
- ☐ Trust your instincts and don't hold back from contacting authorities. Hesitation could cost lives.
- ☐ Teach your children to dial 911, practice home evacuation drills, and educate them in fire detection. Teach them how to deal with unfamiliar callers on the phone or at the door.
- ☐ Agree on a place to gather in an emergency and ask people to serve as phone contacts.
- ☐ Don't neglect family pets or disabled and elderly neighbors.
- ☐ Notify your local police department and postmaster when you are leaving town.
- ☐ If you are an executive or government official, you may consider varying everyday routines and routes.
- ☐ Keep in your trunk: inflated tire spare tire, Fix-a-Flat, flashlight, blanket, cables, emergency kit, bungee cords, rope and basic tools.
- ☐ If somebody tries to mug or abduct you, scream fire. If cornered, choose fight over flight and try to avoid eye contact.

- ☐ If you hear gunfire, first hit the ground, assume the tuck position to protect your body and look for a protective barrier.
- ☐ In a department store, or other crowded place, be careful not to be trampled.
- ☐ Never use an elevator in a fire and know your escape routes.
- ☐ Never buy food that looks like it has been tampered with, wash all fresh foods thoroughly and cook all meats thoroughly.
- ☐ Make sure to wash your hands at every available opportunity, especially if you are in public or have used mass transit.
- ☐ Purchase N95 facemask (costly less than \$2 each). Keep them in your desk, briefcase, purse, auto, carrying bag, knapsack, etc.
- ☐ Make sure to have proper safeguards to prevent viruses and other intrusions on your computer.
- ☐ Carefully inspect your mail before opening it.
- ☐ When traveling, make sure to have a copy of all your essential documents – passports, credit




cards, identification, etc.

- ☐ Never put valuables in a room safe, use the hotel safe.
- ☐ Hide maps and guidebooks when driving, try to avoid large self-park garages, and try to drive in the daytime.
- ☐ Never let any one direct you to a specific taxi when in a foreign country.
- ☐ Move away from public disturbances and don't advertise your nationality and foreignness.
- ☐ When traveling, buy special clothing or body pack where you can hide your identity papers and money.
- ☐ When traveling, stow your shoes, wallet, passport and other essentials next to your bed in case you have to dash out of your room in a hurry.
- ☐ Don't leave a breakfast list outside your hotel door; call instead. When answering the door, always keep it chained or blocked with a doorstop.
- ☐ If you're broken down on a highway or deserted road, call for assistance and stay put until help arrives, keeping your doors

locked when necessary. Also consider lifting up the hood, and turn on your flashers and use an emergency call box.

- ☐ Get immunized before going abroad and know where the good doctors and hospitals are. Make sure you have adequate medical insurance when abroad.
- ☐ Whenever possible, don't check your luggage, try to carry all your belongings on board.
- ☐ Don't use business cards as luggage tags and always use ID tags that cover your name and address.
- ☐ Make sure your checked luggage is easy to spot. A bright ribbon helps.
- ☐ If ever abducted, appear to fully cooperate. Put your head down and don't ask questions. Don't yell or shout or do anything. Don't try to reason or negotiate with your abductors, and develop a good mental picture of the hijackers without looking at them directly.
- ☐ Avoid credit fraud and identity theft by shredding all solicitations, and using credit protection services from Equifax or one of the other bureaus. Watch for telltale signs such as approval for credit, receiving unauthorized billings, election notices, etc.
- ☐ Carry only essential money cards and identity with you. Keep all other cards and identification in a





secure place at your house or at a bank deposit box.

- ☐ Be highly protective of your social security number, account numbers and passwords.
- ☐ Consider subscribing to a credit card registration service if you hold multiple cards. Report all stolen or lost cards immediately.
- ☐ Know the location of the original and the duplicate of the following documents:
 - Birth certificates
 - Adoption papers
 - Marriage certificates

- Divorce papers
- Citizenship papers
- Bank accounts
- Investment accounts
- IRAs & 401(k)s
- Deeds and Titles
- Mortgage loans
- Car titles
- Insurance policies
- Insured assets data
- Wills and trusts
- Special instructions
- Passports
- Tax records

- Medical records
- Fingerprints
- Diplomas

- ☐ Think twice about responding to charity requests over the phone or at your door. Ask them to mail you information or leave you info and then follow up afterward. Consider contacting www.ftc.gov or www.bbb.org or www.charitywatch.org.

ADDITIONAL RESOURCES:

Staying Safe by Juval Aviv. The author is a former Israeli counter-terrorism intelligence officer with some hard-core safety tips.

The Values-Based Safety Process: Improving Your Safety Culture with Behavior-Based Safety by Terry E. McSween. A great book on workplace safety.

http://kidshealth.org/parent/firstaid_safe/home/household_checklist.html a good source of household safety checklists

<http://www.homesafetycouncil.org/index.aspx>

<http://www.ibhs.org/>

<http://www.statefarm.com/consumer/home.htm>

<http://www.cpsc.gov/cpscpub/pubs/house.html> - Household Safety Publications

<http://www.safety-council.org/>

http://www.lapdonline.org/crime_prevention

<http://www.cdc.gov/niosh/homepage.html>

<http://www.osha.gov/>

<http://www.dol.gov/dol/topic/safety-health/>

<http://www.dhs.gov/files/prepresprecovery.shtm>

<http://www.dhs.gov/files/cybersecurity.shtm>