

Loss Control Bulletin # 69**❖If you need to call 911, don't hesitate.****When walking, follow these tips...**

- Get to know the neighborhoods where you live and work.
- Have a buddy. It's always preferable to have two or three people walking together.
- Have a cell phone with fully charged batteries, mace and good shoes for running. Make sure mace is legal in your area and for your age.
- Take pepper spray and keep it in your hand. Check your local laws for age and use restrictions.
- Know where you are going. Plan a quick, direct route.
- Choose busy streets and avoid going through vacant lots, alleys, and deserted areas.
- Walk in well-lit areas whenever possible.
- Stay alert and tuned in to your surroundings. Be aware and be prepared.
- Stand tall and walk confidently.
- If you offend or bump into someone, just apologize and calmly walk away.
- If someone tries to engage you in a conversation, nod and walk away like you are late for a meeting.
- Avoid wearing clothing or carrying personal belongings that call attention to you.
- Walk quickly. Don't be slow. Look like you belong.
- Be wary of groups of individuals walking toward you from any direction.
- Be alert and sober at all times.
- Carry your purse close to your body and keep a firm grip on it.
- Carry your wallet in an inside coat pocket or front trouser pocket.
- Turn off electronic devices that impair your hearing and alertness.
- Consider taking a walking stick with you.
- Carry a whistle with you.

Other suggestions to follow ...

- Avoid paths lined with bushes and trees.
- Be wary of others who seek your attention or sympathy; it could be a trap.
- Don't look like a victim.
- Don't walk into an area if you feel uncomfortable.
- Avoid wearing apparel or colors known to be associated with gang activity.
- Avoid wearing jewelry.
- Avoid becoming engaged in a conversation with strangers. Politely ignore strangers and walk briskly to your destination.
- Don't talk on your cell phone. Cell phones are popular items to steal by hit and run thieves.
- Carry less. Don't carry gym bags, shopping bags, etc. This makes it easier to fight off or run away from an attack.

When travelling by car...

- Keep your car in good running condition, and keep the tank at least one-quarter full.
- Don't use a cell phone while driving. If you must make or receive a phone call, stop and pull over in a safe area before using your phone.
- Don't pick up hitchhikers.
- Make sure your tires are in good condition.
- If your travel territory includes areas where ice and snow can be expected, be sure your vehicle is equipped with all weather tires and/or tire chains.
- Make sure your car always has a usable spare tire.
- Maintain a supply of road flares or other emergency reflectors in the trunk of your car as part of an emergency action kit. Know how to use this equipment.
- If your car breaks down, raise the hood and place emergency reflectors

or flares in the road. Then stay in the car.

- In the event that your car has broken down and someone stops to help, don't get out, through a closed or cracked window ask him or her to telephone the police to come and help.
- Park in a well-lit area that will still be well lit when you return.
- Leave valuable items out of sight, preferably placed in your trunk before arriving at your destination.
- Always lock your car and take the keys.

When returning to your car...

- Look around when you get to your car. Look at the passenger side floor and back seat areas. Check under the car as well.
- Enter your car from the passenger door if you are parked next to a big van.
- Look at the car parked on the driver side of your vehicle and the passenger side. If a male is sitting alone in the seat nearest your car, you may want to walk back to where you came from and get a guard or policeman.
- Lock your doors when you get into the car and drive away.
- Don't sit in your car to check your messages or perform other tasks. Get moving to your next destination.

When entering or leaving a building...

- Always enter and leave through a well-lit main entrance.
- Stairwells are typically dark and isolated. Take the elevator instead of the stairs.
- If you are alone on an elevator of a building that has no security guard on duty and a stranger gets on, get off when the stranger gets on. Don't get on an elevator if there is a strange person already there.

The guidelines provided in this bulletin are only intended to provide an overview of some of the more important steps that can be taken by management to establish a safe workplace. The guidelines are not considered exhaustive of all measures and controls that can be implemented by management to address all potential loss or injury producing causes. Ultimately it is the responsibility of management to take the necessary steps to provide for employee and customer safety.

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- Don't stand back in the corners of an elevator; stand near the front, by the doors, ready to get off.
- If the building entrance is dark or there are individuals hanging around, call building security or the person you are meeting and ask them to come out and escort you in and out of the building. Better safe than sorry!

Safety at ATM stations...

- Choose ATM locations that are in well-lit and busy public locations.
- Check around and observe that there are no suspicious individuals hanging around nearby.
- When visiting a drive-through ATM, keep your doors locked and be prepared to drive away quickly. If someone approaches your car, drive away.
- Avoid making ATM transactions after dark or before sunrise.
- If a thief demands your money or other personal items, don't resist. It is never a good idea to risk injury or death over personal items.

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