

Work Security procedures Part I

Working early and leaving late

If you usually work early or leave late, follow these suggestions:

- Be aware of your surrounding and take precautions before a situation occurs
- Before entering the workplace, park in a populated well-lit area as close as possible to your workplace
- Look for anyone loitering in the vicinity
- Check for signs of forced entry attempts. If you're unsure that your workplace is safe, contact police immediately. Do not enter the premises
- Carry a small flashlight to illuminate dark areas while outside
- Vary daily routines; avoid predictable patterns
- Let go if your bag is snatched

Before leaving the workplace

- Advise someone that you are working late. Let them know what time you expect to be home
- Take a note of anyone loitering outside the workplace. If suspicious, use alarm systems if available; otherwise contact the police

Working alone, at night or in isolation

Working alone, at night or remotely increases the risk of any job. The following factors should be considered when assessing the risks:

- Review security procedures occasionally if available
- Inform management as to the need for standardized security procedures for every facility
- Acquire a personal alarm
- Retreat when necessary
- Vary your routes and times of travel
- Be familiar with your route and have alternate routes
- Report any unusual activities to the appropriate department
- Assess threats to personal safety and document any relevant information
 - Retain documentation and distribute information on threats to appropriate personnel
- Be alert to people disguised as public utility crews, road workers, vendors, etc., who might station themselves near your home or office.
- Whenever possible, leave your car in a secured parking area. Be especially alert in underground parking areas.

- Always check your vehicle inside and out before entering it. If you notice anything unusual, do not enter the vehicle.
- Be alert. Don't assume that you are always safe. Think about your safety everywhere. Your best protection is avoiding dangerous situations
- Trust your instincts. If you feel uncomfortable in any situation, leave.
- Always walk, drive, and park your car in well-lit areas
- Walk confidently at a steady pace on the side of the street facing traffic.
- Walk close to the curb. Avoid doorways, bushes, and alleys
- Wear clothes and shoes that allow freedom of movement
- Walk to your car with keys in your hand
- If you have car trouble, raise the hood and stay inside your car. If a stranger wants to help, have him or her call for help. Don't leave your car
- Do not assume that facilities offer adequate protections
- Document any direct and implied threats
- If you are required to deposit cash bonds, take careful precautions during your journey to the bank
 - Ask for Law enforcement escort, if resources are available
 - Make deposit trips during business hours whenever possible
 - Avoid isolated areas
 - Inform colleagues when, where you are going to be

[Carjacking](#)

- When in your car, always keep the doors locked. Any time you drive through areas containing stoplights, stop signs, or anything that significantly reduces vehicular speed, keep your windows up
- Leave ample maneuvering space between your vehicle and the one in front of you. If you are approached by suspicious persons while you are stopped, do not roll down windows; drive away quickly
- If you are being followed or harassed by another driver, try to find the nearest police station, hotel, or other public facility. Once you find a place of safety, don't worry about using a legal parking space. Park as close as you can, and get inside fast
- If another driver tries to force you to pull over or to cut you off, keep driving and try to get away. Try to note the license plate number of the car and a description of the car and driver. If this effort places you in danger, don't do it. The information is not as important as your safety
- If you are being followed, never lead the person back to your home or stop and get out. Drive to the nearest police station, public facility. (You could verify surveillance by going completely around an arbitrarily chosen block.)
- If you are traveling alone and a car "bumps" into you, don't stop to exchange accident information. Go to the nearest service station or other public place to call the police

- When you park, look for a spot that offers good lighting and is close to a location where there are a lot of people. Lock valuables in the trunk, and lock all doors
- If you have car trouble on the road, raise your hood. If you have a radio antenna, place a handkerchief or other flag there. When people stop to help, don't get out of the car unless you know them or it's the police. Ask the "good Samaritan" to stop at the nearest service station and report your problem.
- If you are in a parking lot or parked on the street and have trouble, be wary of personal assistance from strangers. Go to the nearest telephone and call a repair service or friend for assistance. If you feel threatened by the presence of nearby strangers, lock yourself in your car and blow the horn to attract attention of others
- Keep your car doors locked and never pick up hitchhikers

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¹ <https://www.state.gov/m/ds/rls/rpt/19773.htm>