

# holidaysafetytips

## In Your Office:

- Never leave your reception area unattended.
- Escort delivery persons through your office and do not allow visitors past the reception area unattended.
- Be alert to persons who enter your office under the pretext of seeking employment.
- Lock up your valuables; never leave your purse, laptop, or other valuables on or under your desk, even for a brief period of time.
- Shred important documents with personal information such as social security numbers. Identity theft is not necessarily a high tech crime; criminals will go through dumpsters to find information.
- Never leave a combination safe on a day-lock position. Always spin the dial when locking the safe.
- When an employee leaves your company, make sure that his or her building security card has been deactivated.
- Make sure restrooms are locked.
- Don't get into elevators with people who look out of place or behave in a threatening manner.
- Report all suspicious persons, solicitors, and peddlers to security or management personnel.
- Elevators and stairwells should be secured after regular business hours.

## TRUST YOUR INSTINCTS!

If something seems unusual, it probably is.  
Take actions to keep yourself safe, and report suspicious behaviors.

## If You Are Shopping:

- Park in a well-lit space, lock your car, and hide shopping bags in the trunk.
- Avoid carrying large amounts of cash.
- Don't overburden yourself with packages. Keep your purse close to your body and your wallet in an inside coat or front pants pocket.
- Shopping with kids? Teach them to go to a store clerk or security guard if you get separated.

## On the Street:

- Be aware of what's going on around you.
- Project a no-nonsense attitude, keep your distance from others and move quickly.
- When approached by a stranger asking questions, be alert. NEVER go near a car to answer a question.
- If you think someone is following you, switch direction or cross the street. Walk toward an open store, restaurant, or lighted house.
- If you think you are being followed when walking to your car, walk past your car and then double back to it once you are sure you are safe.
- Have your car or house key in hand before you reach the door.
- If you see a crime or anything suspicious on the street, call 911, report it to a police officer or to a BID Ambassador. (The Ambassador will radio the BID dispatcher, who will call the DC police.)
- If you need an Ambassador escort, call BID dispatch at 202-293-9580. Escorts are available 7:30 a.m. to 7:30 p.m. on weekdays and 10:30 a.m. to 6:00 p.m. on Saturdays.



Police Emergency - 911

Police Non Emergency - 311

Metro Transit Police - (202) 962-2121

BID Dispatch and Homeless Outreach - (202) 293-9580

Mayor's Citywide Call Center - (202) 727-1000

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## In Your Retail Establishment:

- Window signs should cover no more than 15% of windows.
- Cash registers should be located in front of store near main entrance.
- Interior and exterior should be well lit.
- All entrances and cash registers should be under visual surveillance or monitored electronically:
  1. Digital surveillance systems make it easier for MPD to enhance the photos. Surveillance tapes assist police in identifying suspects. Locate tapes where they cannot be taken by a thief.
  2. Make sure that security cameras are operating properly and trained throughout the establishment. Some criminals will know where you do not have coverage and will plan their crime based on where cameras are trained.
  3. Be suspicious if someone keeps his or her head down or wears a baseball cap. Robbers use these tactics so that video cameras do not get good images.
- Clear visibility should be maintained from the store to the street, sidewalk, parking areas and passing vehicles.
- Loading areas/ dumpsters should not create hiding places.
- Operating hours should coincide with those of other neighboring businesses.

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**Often, a thief will** visit a retail establishment to observe weaknesses and plan for his or her crime. Observant store employees are a key link in the fight against crime. Encourage employees to report suspicious people and behaviors to the manager and to police. Keep a log book that employees can use to record unusual activities and document details about the person and the behavior. This will help pass along key information when the shift changes and another employee takes over. Contact the BID at 202-293-9580 if you would like a log book for your employees to use.

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