Safety in the Office!

- If you see someone in your work area that shouldn’t be there, ask politely if you can help; then notify a supervisor.

- To deter theft, avoid leaving valuables unsecured or in plain sight.

- Avoid locking valuables in your desk for extended periods of time.

- If you work late, find a coworker or security guard to escort you to your car.

- Become familiar with your organization’s model emergency plan.

- Above all, be aware of your surroundings at all times.