

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 quard 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.

California Highway Patrol

Illing State Security Division, Emergency Operations and Safety Services Section

601 N. 7th Street Sacramento, CA 95811 Phone: (916) 843-3240 Fax: (916) 843-3236

CHP 1011 (8/10) OPI 082



California Highway Patrol **Graphic Services Unit** Safety Services Program

AN INFORMAL GUIDE DESIGNED TO LESSEN THE PROBABILITY OF YOUR BECOMING A VICTIM

Personal Safety

California Highway Patro