

Attached are the five (5) basic fundamentals, levels, zones of awareness which will assist you in being more aware.

Here are some basic suggestions to follow when getting to work:

a) **Riding the Bus/Transit System**

Ensure you carry a schedule. If traveling after dark, arrive just before the transit is due. When on the bus, sit near others and tell the driver if you are bothered.

b) **Driving** ~

Do not identify your keys with your license plate number or name and address. Keep your car in good repair, the gas tank at least ½ full and always check the tires. Park your vehicle in well lit places. After dark, if possible, walk with others. If parked in underground parking, park near the attendant or exit. If someone approaches your vehicle, only open your window 1" so entrance cannot be gained. If you feel you're being followed, drive to a well lit service - gas, police, fire station, and honk the horn until help arrives.

c) **If your Car Breaks Down** ~

Obtain a "help/call Police" sign and place it in the window so it is

visible from your car. Remain, if possible, in your car with the windows and doors locked.

d) **Walking** ~

Wear comfortable shoes, such as runners or hiking boots. If you are rising a stairwell, be sure it is well lit and that you can quickly exit to a safe place. Stay in well lit streets, in the center of the sidewalk away from bushes, doorways, parked cars – anywhere that an attacker could hide. **Be Aware (Zones of Awareness)** of your surroundings. Cross the road if necessary. If you feel someone is following you, proceed to a well lit business, store or service station and let them know.

e) **Hotel Safety** ~

Ensure your reservations are guaranteed if you're arriving late. Use a business card indicating your first initials only at check-in, keep your name private. Leave instructions not to give out room number or your name. Get a room on upper floors close to the elevator. Make sure you are away from the stairwells and fire stairs/exits. Do not enter the room if you suspect someone is in there, if you are being followed, or if someone is lingering near the door. If you're in a motel, try to get a room next to the office or the

manager's unit and keep all windows and doors locked.

f) **Flying** ~

Check for early and late shuttle bus services. Leave only your car key with parking lot attendants. Do not accept rides from people you have met on the airplane, and be cautious of sharing taxis. (*this applies to males and females*).

g) **Leave Clear Instructions/Information at Your Workplace** ~

Tell staff, or friends/family members if you work alone, where you are going and when you expect to arrive and leave. Include dates you'll be in various locations. Make sure anyone attending to your business mail or phone machine does not give out information about your absence or travel plans.

For course information & start dates, contact Frank McConnell 250-707-3034