

DO NOT BECOME A TARGET

good 'lift' sense

If a person waiting for, or entering a lift makes you feel uneasy, don't get in.

If a person travelling in your lift makes you feel uneasy get out at the first opportunity.

using an automated teller machine (ATM) wisely

Try to use the ATM during daylight hours.

Try to use an ATM within a busy store or bank.

Before using the ATM, look around to make sure no one is loitering in the area. If someone stands too close to you while you are at the ATM, ask him or her to move away.

Make sure you block others' view as you enter your PIN number.

When finished, put your card and money away quickly at the ATM. Check to see that you are not being followed.

stay alert on the bus, underground or train

Use only well lit, busy stops. Do not enter poorly lit tunnels or stairwells alone. Try to stay with a group of people.

When boarding, have the exact fare ready so you don't have to open your handbag or wallet in a crowd.

On a bus, the safest place to sit is near the driver.

Do not sit in an empty train carriage alone. Try to sit in a carriage where there are other passengers.

Look to see where the emergency alarm is on a train or on the Underground.

Don't sleep! Stay alert at all times.

what if you're attacked?

Stay calm. Try not to panic or show signs of anger or confusion. Do not meet aggression with aggression. If possible, talk your way out of problems. Stay calm, speak gently, slowly and clearly. Breath out slowly to help you relax. Try to remain in control.

Don't resist or refuse to give up your property.

Focus on escape. Your first concern should be getting away from the assailant. As soon as you can, run to an open and occupied area and shout for help. Do not run to a deserted area.

Get a description of the attacker. Make a note of characteristics that will help you give an accurate description to the police – including suspect's sex, age, height, weight, race, hair, eye colour, glasses, tattoos, scars and complexion. Note the colour, fabric and condition of the attacker's clothing as well as distinguishing shoes, hats or other items.

Never chase an attacker. This can cause the situation to become more violent.

Call the police immediately.

All the above can be found on the **Group Security Website**
<http://gbcweb.bpweb.bp.com/bpsecurity>

Notes

Personal Security

Precautions to Protect Yourself

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group**security**

The most important protection you can have against violent crime is knowing how to avoid it.

Here are some tips that can lower your risk of becoming a victim.

Project confidence – always walk with purpose.

Always stay alert and aware of your surroundings.

Guard your physical space. Where possible, keep an arm's length away from strangers in all directions.

Stay on well-lit, busy streets. Avoid unlit doorways and dark areas.

Don't use shortcuts that take you down dark alleys or deserted paths.

Avoid being out alone, especially at night.

Trust your instincts. If someone makes you uncomfortable, get away quickly.

When you go out, let someone know where you are going and when you'll be back.

The following information highlights examples of security precautions you can take to help protect yourself, your family and your property.

staying safe at home

Make sure your house or flat is secure. Always secure outside doors, and fit barrel locks top and bottom. If you have to use a key, keep it nearby – you may need to get out quickly in the event of fire.

If you wake to hear the sound of an intruder, only you can decide how best to handle the situation. You may want to lie quietly to avoid attracting attention to yourself in the hope that they will leave. Or you may feel more confident if you switch on the lights and make a lot of noise by moving about. Even if you're on your own, call out loudly to an imaginary companion – most burglars will flee empty handed rather than risking confrontation. Telephone the police as soon as it's safe for you to do so. A telephone in your bedroom could make you feel more secure as it allows you to call the police immediately without alerting the intruder.

Draw your curtains after dark and if you think there is a prowler outside, phone the police.

If you see signs of a break-in at your home, like a smashed window or open door, don't go in. Go to a neighbour and call the police.

When you answer the phone, simply say "hello"; don't give your number. Never reveal any information about yourself to a stranger and never say you are alone in the house.

safety 'out on the town'

In theatres, restaurants or stadiums, keep your valuables on your lap.

Make a note of where the emergency exits are located in case of a confrontation or emergency.

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Do not leave drinks unattended in bars and clubs where they can be "spiked". If accepting a drink from someone you don't know well, make sure it's in an unopened container and that you open it yourself.

Carry only as much cash as you need and only the credit cards you will be using. Leave expensive jewellery at home.

staying safe in your car

Keep your car in good working condition. Make sure you have enough petrol to get where you're going – and back!

Always keep windows closed and doors locked when driving and keep any bag, laptop, mobile phone or valuables out of sight – do not leave them on the passenger seat!

If you think you're being followed, don't drive home. Drive to the nearest police or fire station or busy area for help.

Never pick up hitchhikers and never hitchhike.

staying safe in taxis

If you are going to be out late, try to arrange a lift home or book a taxi. Use a reputable taxi/mini cab firm that you know to be reliable. Ask for a description of the car when you book – i.e. the colour, make, etc and check when the car arrives.

Always sit behind the driver

If you feel uneasy, ask to be let out in a well-lit area where there are plenty of people about.