



For additional copies of this pamphlet or other crime prevention material, visit our website or call us at the number below.

**MARYLAND CAPITOL POLICE**  
301 W. PRESTON STREET,  
SUITE M-5  
BALTIMORE, MD 21201  
[www.mcp.maryland.gov](http://www.mcp.maryland.gov)  
410-767-4677



*The Maryland Capitol Police is a leader in providing progressive law enforcement services to culturally diverse state office complexes and surrounding communities.*

*We actively foster a safe environment by maintaining a high state of readiness, cultivating partnerships, and creating innovative programs to keep our visitors and employees safe.*



## If you are a victim...

- Stay calm, try not to panic or show any signs of anger or confusion. If you are confronted by an armed subject, cooperate.
- Don't risk physical harm.
- Call the police as soon as possible.
- A good description will be vital to the police, so try to remember everything you can about the thief, robber, or assailant. Important things to look for are height and weight, race, sex, age, color of hair and haircut, complexion, facial hair, (beard, mustache, sideburns), color of eyes and eyeglasses, scars or other unusual marks, speech including accent or lisp, clothing, jewelry, weapon, vehicle color and make, license number, and direction of escape.
- Contact your local victim services agency or mental health center to help you cope with the trauma that any victimization causes.



# WORKPLACE SAFETY

FOR CAPITOL POLICE ASSISTANCE

**BALTIMORE CALL: 410-767-2911**

**ANNAPOLIS CALL: 410-260-2911**



## **Make your workplace secure**

- Lock your car at all times.
- If you are the last to leave at night, ensure the doors are locked and your area is secure.
- Report any broken lights or locks.
- Insist on identification from repair persons who come to work in the office, and be extra alert while they are there.
- Know the locations of the fire exits in your building.
- Keep your purse locked in a drawer or closet.
- Know the telephone numbers for security, police and fire departments.
- Keep track of the office keys in your possession, storing them in a secure place. Do not hand them out to unauthorized persons.
- Shred important papers before discarding them in the wastebasket.
- Avoid letting telephone callers know that your boss or fellow workers are out of town.

## **Safety in transit...**

- Don't get in elevators with people who look out of place or behave in a strange or threatening way. Report such individuals to security or the police.
- Use caution when entering stairwells. Stairwells can be traps as well as a way to save time or get some exercise. Never enter a stairwell to escape pursuers or potential attackers. Go to an office where there are other people.
- Be extra cautious when using restrooms that are in isolated locations, poorly lighted, or open to the public.
- If you bank for your business, vary your route and times of departure. Conceal the bank bag.

## **Parking lot sense...**

- Park in well-lighted, heavily traveled areas if possible. If you know you are going to be staying late, check for lights when you park in the morning. If there are no spaces near lights, move your car to a

better location at noon or when other employees begin to leave for the day.

- If you are working late and want an escort to your car, call us at numbers on the front of this pamphlet.
- Always lock your car and roll the windows up all the way. If you notice any strangers lurking in the parking lot, notify security or the police immediately.
- Don't leave any valuable items in plain view inside your car. Leave them at home or lock them in the trunk.
- When you approach your car, have your key ready and check the floor and back seats before you get in.

## **Office security...**

- Keep your purse, wallet, or other valuable items with you at all times or locked in a drawer or closet. Don't leave a purse on a desk or a wallet in a jacket that's left on a chair or coat rack.
- Never leave your keys lying about.
- Never leave change or cash on the desk or in a top drawer. Instead, place any cash in an envelope and put it in a drawer that you can lock.
- If you bring any personal items to work, such as a coffee pot, a radio, or a calculator, make sure they are engraved with your name or initials and an identification number.
- Check the identification of any strangers who ask for confidential information or any delivery or repair persons who want to enter an area restricted to employees. Don't be afraid to call for verification. Be extra alert while they are there.
- If you notice any suspicious persons or vehicles, notify security personnel or the police. Be especially alert in large office buildings and after normal working hours.
- When you are working in an office after normal working hours, be sure you have closed and locked exterior doors and windows. If you have a perimeter alarm system, leave it on for extra protection.
- Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly, broken windows, or broken pay phones to maintenance and security.

- Be discreet. Don't advertise your social life or vacation plans and those of your co-workers to strangers visiting your place of work.
- Keep the emergency numbers for police, and the fire departments posted near every phone. It's also a good idea to write the address of the building on or near the phone. People often forget addresses when reporting an emergency at work. Post a list of employees who are trained in CPR or emergency first aid along with their extension numbers.
- If you are responsible for the office keys, don't leave them on your desk or in the top of the drawer where they could be easily taken and copied. Keep them with you or hide them in a secure place. Only give out keys to persons who have a legitimate need and make sure they are returned.
- Never write down safe or vault combinations or computer passwords.
- Know your co-workers and look out for each other. Ask a friend to watch your desk while you're in another room or out for lunch and volunteer to do the same. Find someone who leaves at the same time and walk together.
- If you're going away from your desk, ask someone to answer your phone or have your calls forwarded to another extension.
- Always let someone know where you'll be, whether it's coming in late, working late, going to the computer room, going out to lunch or to a meeting. If they have an idea about where you are someone will eventually come looking for you.
- Make sure that computers, and copiers are turned off after hours and that all critical files are secure.

