



# Personal Safety and Security at the Workplace

An Installment of Suggestions for Workplace Preparedness

With the sixth anniversary of the terrorist attacks on the World Trade Center and the Pentagon upon us, Newmark Knight Frank would like to remind you that safety and security is a responsibility we all share. The following are some suggestions to increase safety and security at the workplace:

## 1. You are your own best security guard.

- Trust your instincts. If something just doesn't look right, feel right or seem right, it probably isn't. Remove yourself from the situation and report it to someone of authority. A good guideline is that if you think you may regret not reporting something, report it.
- Lock up your belongings. Avoid the loss of property, time, and trust which results from theft in the workplace. The security system and personnel in the building are here to protect you, not your belongings.
- Are you specifically afraid of someone? If so, please tell your front office personnel and building management. They will do what they can to help you.
- For women, consider carrying your purse like a football. For men, consider putting your wallet in your front pant's pocket.

## 2. Help, don't hinder, your building's (or your company's) security system.

- Common courtesy is the number one cause of security breaches. Please do not hold the door open for someone you do not know. Instead, kindly direct the person to the proper method of entering the premises.
- Learn your building's (or company's) security procedures. For example, if your building requires all visitors to wear "Visitor" badges, report those who are not wearing the badge.
- Keep your eyes open for suspicious items and people, such as oddly wrapped packages, misplaced containers in common areas and individuals who are not cooperating with building security procedures, seem over-anxious or appear disguised.

## 3. Your building is safe. Are you?

- Do you know where your emergency exits are located? Do you know where they lead? Has your company selected a rally location if you are directed to leave the building?
- Do you know what to do in case of a fire? Have you participated in your building's fire drills?
- Do your posted floor fire wardens still work for your company? If not, please alert building management so they may update their records.
- During any emergency situation, please listen to the building announcements and follow the instructions given.
- Are you prepared at work and at home for emergencies? If not, please see [www.newmarkpm.net](http://www.newmarkpm.net) for further suggestions for workplace preparedness and [www.nyc.gov](http://www.nyc.gov) for the Ready New York guide to preparing at home.

## 4. Implement and enforce a business continuity plan.

- Is your data backed-up regularly? Is it stored off-site?
- Make sure your insurance is up to date and adequate.

## 5. Know how to get help:

- Learn your building's security desk phone number (if applicable).
- NYC Terrorism Hotline 1-888-NYC-SAFE.
- Dial 911 for emergencies, 311 for general inquiries.
- The NYPD's Operation Laptop is a free anti-theft service. Call your local crime prevention unit to schedule an appointment.

More information and links to many resources can be found at [www.newmarkpm.net](http://www.newmarkpm.net) or by emailing Jessica Handy at [Jhandy@newmarkkf.com](mailto:Jhandy@newmarkkf.com).