



PERSONAL SAFETY & SECURITY

Your safety and security are our top priority. Below are a few best practices to consider.

"See something, say something"

Anyone can report suspicious activity in the work environment to prevent the possibility of an undesirable event from occurring. Do not be afraid to tell someone; it's better to say something and have it turn out to be nothing than to not say anything at all.

Resources:

- Contact the FPS MegaCenter to report an emergency or suspicious activity at a federal facility by calling the Toll Free Number: 1-877-4FPS-411 (1-877-437-7411)
- Contact your local security office/officer if you have any issues or questions.
- If there is an emergency, call 911.

SITUATIONAL AWARENESS

- PUT the cell phone AWAY! Walking and reading makes you an easy target.
- Someone following you? If you think there is, drive or walk to a well-lit area and contact the police. **DO NOT GO HOME!**
- Do not leave packages or valuables in plain sight in your car.

WHILE AT WORK

- Never allow unauthorized personnel into your area/facility.
- No doors should be propped open.
- Employee Identification should be always on person, never be left inside the computer or lent out.
- Never write down your password where anyone can have access to it.

TRAVELING

- Be aware of your surroundings at all times.
- Keep government credentials out of sight when in public areas.
- No Geotagging, social media posts should not include your itinerary.

WHILE AT HOME

- Know alternate routes to get home, never the same routes.
- Make sure your government ID or anything that can identify you as a government employee is out of sight.
- Never speak about work related issues/projects while in public.
- Use discretion and keep work-related documents concealed.