

HOLIDAY SAFETY

As part of Vanderbilt University Police Department's continuing effort to provide a safe and secure environment, we remind employees that personal safety and security are the shared responsibility of everyone here at Vanderbilt. The following safety tips can help keep you safe and secure.

IN THE WORKPLACE

- ❄️ Wear your ID with picture showing at all times.
- ❄️ Be careful when entering "Card Access Only" areas not to allow non-ID employees or visitors in behind you.
- ❄️ Check the identity of any strangers who are in your work area—ask if you can help them. If you feel uncomfortable, call VUPD.
- ❄️ Always lock your office or work area when you leave for any period of time.
- ❄️ Keep your purse, wallet, keys, and other valuables with you at all times or locked in a drawer or cabinet.
- ❄️ Always let someone know where you will be, whether you are coming in late, working late, or going out to lunch or to a meeting.
- ❄️ Leave valuables such as expensive leather or fur coats, expensive jewelry, large sums of cash, or personal laptop computers at home.

Immediately report suspicious activity to VUPD at (615) 322-2745.

**POLICE
DEPARTMENT**

WHEN WALKING TO AND FROM PARKING AREAS

- ❄️ Stick to well-lit, well-traveled areas. Avoid shortcuts, and be aware of your surroundings.
- ❄️ Do not use cell phones or iPods while en route to your location; they can distract you and make you less alert.
- ❄️ Become familiar with the locations of emergency phones on your travel routes.
- ❄️ Travel with a friend or in a large group when possible. Use the shuttle services or request a VUPD walking escort after dark.
- ❄️ Have your car or building key in hand before you reach the door.

HOLIDAY SHOPPING

- ❄️ Store gift packages out of view; keep them in the trunk of your car.
- ❄️ Don't flash large amounts of cash or expensive jewelry.
- ❄️ Carry your purse close to your body, not dangling by the straps. Keep your wallet or cash in an inside pocket, not a back pocket.
- ❄️ Beware of strangers approaching you for any reason. At this time of year, con artists may try various methods of distracting you with the intention of taking your money or belongings.



VANDERBILT
UNIVERSITY

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