

Sending on behalf of Derek Bailey, Manager, Security Services



Date: Wednesday September 2nd, 2020

To: MUMC All Staff

From: Derek Bailey, Manager, Security Services MUMC/UCC/WLMH

Subject: **Personal and parking lot safety**

Please consider these personal and parking lot safety tips:

- The **Walk Safe program** is available 24 hours a day, 7 days a week. A security officer will provide an escort to your vehicle. **Call 74444.**
- **Emergency help stations** are available on all levels of parking facilities and in the Wellington Street parking Lot. They are connected to a video camera and have two-way voice communication to a live operator 24 hours a day, 7 days a week.
- Use the **buddy system** whenever possible. Walk with a friend or coworker.
 - When going to Tim Horton's use the Buddy system and/or tell a co-worker that you're leaving.
- Stay alert and be aware of your surroundings. Refrain from wearing headphones.
- Plan the safest route to your destination. Avoid dark areas and shortcuts (staff are discouraged from using the narrow alley next to 293 Wellington).
- Walk briskly and confidently in the center of the sidewalk.
- If you think you are being followed, head quickly for a lighted area, a group of people, or, if you are on General site property, look for an emergency help station.
- Carry a charged cell phone and/or personal alarm.
- Hamilton Police advise that you not wear hospital greens outside of the hospital.
- Avoid handing pan handlers money as this may leave you vulnerable when reaching in your purse or wallet.
 - If you say no to their request for money relay your message in a respectful manner.
 - Report the interaction to security as soon as you can get to a phone.
- If at all possible avoid carrying purses or wallets or use a secondary handbag.
- While walking on sidewalks, keep your handbags and other valuables away from the street sides.
- Avoid wearing jewellery when you are out at night, even fake jewellery might attract theft.
- Safety should always be the first priority. Run errands when there is daylight, not in the evening.

Parking lot safety

- Never leave your keys in the ignition or leave your vehicle running - not even in your driveway.
- Use an anti-theft device such as an alarm system or steering wheel lock.
- Always lock your valuables out of sight, preferably in the trunk. Even a small sum of change visible might entice someone to break into your vehicle.
- Never hide a spare key in or on your vehicle.
- Look around and under your vehicle before approaching. Check the back seat before entering and immediately lock the door behind you.
- Have your car or house keys ready to unlock the door quickly if needed.
- Always keep windows up and doors locked - even while driving.
- Keep your transponder out of site.
- Always report suspicious activity to security.

I also encourage you to report any incidents to security and/or police immediately, so they can respond and address the safety concern and document the call. This helps us to track individuals that are repeat offenders and issue a trespass order.

If you want more tips on personal safety, please connect with me directly and I would be happy to discuss them with you.

Security can be reached at 77753 and my extension is 76159.

Sincerely,
Derek Bailey
Security Manager
McMaster/Urgent Care/WLMH