

DETROIT PUBLIC SCHOOLS

# MEMORANDUM

TO: All DPS District Staff

FROM: Charles Mitchell, Director, Office of Public Safety

DATE: March 25, 2008

SUBJECT: Business Support Services Memorandum No. (2007-2008)  
DPS School Employees Safety Tips

In an effort to provide for the safety and security of staff, the following safety tips are being disseminated. Please take the opportunity to read these tips and adhere to them. This list is not exhaustive and staff is encouraged to rely on their reasoned judgment and experience in safeguarding their passage to and from schools and other DPS work locations, and within DPS buildings.

## OUTDOOR/EXTERIOR SAFETY

- Coordinate reporting time with fellow employees and attempt to arrive at the same time, thereby reducing single person arrivals.
- Arrange to use the same entryway thereby affording visual observation for all parties.
- Staff working the late shift or assigned to closing the building are advised to attempt to leave the site in pairs or greater to deter criminal activity.
- If you are alone in a school or other work location, before leaving the following should be done:
  - Survey the exterior of the building to look for strangers or anything out of the ordinary.
  - If strangers are observed or unusual circumstances are present make an immediate call to your Public Safety Dispatch (873-2070); if you are part of Facilities Maintenance staff you should also call your Zone Building Supervisor and/or Custodial Supervisor.
  - Remain on the phone with someone, in a secure location, until assistance arrives.
- Staff should use the buddy system when discarding trash in school dumpsters.
- If any unauthorized attempts are made to enter any site, staff should immediately call 911 and DPS Public Safety at 873-2070.

## VEHICLE SAFETY

- If you're coming or going after dark, park in a well-lit area that will still be well lit when you return.
- While remaining attentive to your surroundings, as you approach your car or work location it is advised that you stay on the phone with someone until you are safely in your car or work location.
- Always have your car keys in your hand so you can get into your car immediately.
- Always check the back seat before entering your car.

Office of Public Safety  
9001 Woodward Ave.  
313.873.2100 or fax 313.873.1164

- Always keep windows rolled up and doors locked after entering or leaving your vehicle.
- Never leave your keys in your car, even if you will only be gone for a short period of time.
- Never leave valuables in sight, put them out of sight under the seat or in the glove compartment.
- As you are arriving and before leaving your work location, before exiting or entering your car look for any suspicious persons loitering around the worksite.
- Always park in well-lighted areas.
- If you're being followed by another car, honk your horn in short bursts and drive to a populated area.
- Always keep your car in good running condition with at least half a tank of gas.
- Trust your instincts. If you feel uncomfortable in a place or situation, leave right away and go immediately to an area with lights and people. Get help if necessary.
- Identify the closest police or fire station to your work location or destination.
- Do not resist armed robbers. Property can be replaced—your life cannot.

### SCHOOL/WORKPLACE SAFETY

- Never leave your valuables in plain view or in the pocket of a jacket hanging up.
- Mark your personal property with your driver's license number.
- Do not leave out or allow students to use your car keys.
- Do not bring valuable, unauthorized items into the workplace.

CM/bc

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