

Emergency Response

- * Keep the **EMERGENCY 232-6400** close to the office phones so don't have to look for it.
- * If you have a emergency of any kind dial **232-6400**.
- * Be ready to tell the dispatcher the following: Your name , location, type of emergency, and the telephone number you are at.
- * Have someone waiting for the Capitol Police and State Emergency response team to guide them to the emergency.

Information

Concerning:

Personal Safety Awareness Classes call the Training Section at 233-3528.

Employment Opportunities call 232-3142

If you have any Safety concerns or suggestions we would like to hear from you. Please call 232-3142 or inter-department mail it to Capitol Police IGC-S Room W-036.

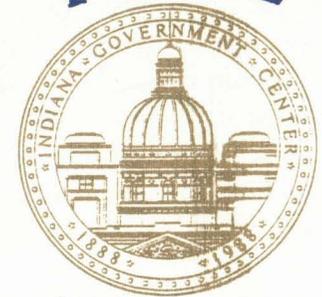
General Information 232-3142

EMERGENCY 232-6400

State of Indiana Capitol Police
402 W. Washington Street Room W-036
Indianapolis, Indiana 46204

Safety In The
Government
Center

POLICE



INDIANA CAPITOL

Dedicated to Service..
Committed to Excellence...

Personal and Vehicle Safety

- * If you are being stalked or harassed report it to the **Capitol Police** immediately.
- * Always bring a copy of your Protective Order to us if you wish for us to enforce it within the Indiana Government Center.
- * After hours only leave the buildings in groups of three or more if possible. If you are leaving with less than three and feel concerned for your safety please contact the Capitol Police. We will be happy to provide an escort in a timely manner.
- * Always lock your vehicle. Do not leave anything of value where it can be seen.
- * Always have your keys in hand and ready to unlock the vehicle.
- * Before entering your vehicle always check the back seat and floor board area.
- * If you notice someone suspicious standing near your vehicle inform the garage personnel or Capitol Police. Do not try to confront that person yourself.

Office Safety

- * If you notice an unauthorized person in your office call Capitol Police.
- * Avoid a verbal or physical confrontation.
- * If someone begins to harass you or becomes abusive within your office call the Capitol Police.
- * Always secure valuables located in your work area.
- * Never leave your purse, briefcase or other valuables around or under your desk. Lock it up!
- * Secure state property (TV's, VCR's, Laptop computer's) and limit access to keys. Develop sign out logs for these items.
- * Always sign in and out with the Capitol Police Department whenever working hours other than normal working hours. (8am - 5pm M - F)
- * If you are a victim, inform **Capitol Police** immediately. **EMERGENCY 232-6400**

Don't be a Victim!

- * Stay alert and aware of your surroundings.
- * Keep car doors locked at all times. If working after hours lock your office door.
- * Always be cautious when someone approaches you or your car.

What to do if Confronted?

- * Don't Panic.
- * Avoid verbal or physical confrontation.
- * Get away from the area as quickly as possible.
- * Remember as much as you can about the individual.
- * Draw attention to your situation. Honk your car horn or yell **FIRE!!!**.
- * Never make one crime scene into two by accompanying them to another location.
- * Notify the **Capitol Police** as quickly as possible. **EMERGENCY 232-6400.**