

PERSONAL SECURITY GUIDE

Preface

GESA works to protect the prosperity and peace of millions of people on our country. It aims to establish peace, trust and security in the lives of people by sharing their knowledge and experiences with you on corporate and personal security issues.

Personal security is an individual responsibility. Every individual should take measures to eliminate the situations that may cause danger before they experience an event that threatens their safety. This is only possible by improving safety awareness.

The security guide you have has been published for this purpose.

Introduction

Personal security is an individual responsibility. The use of common sense and prudence of the individual reduces the risks to be faced in terms of security. The individual plays the most important role in ensuring personal safety. The person must adapt the safety information to his / her workplace, home and conditions.

The individual should take measures to eliminate the situations that may cause danger before an event that may threaten his / her safety.

The information contained in this document provides the basic issues necessary for an individual to ensure his or her own safety.

Basic issues to be considered in order to ensure personal safety

- 1) Pay attention to the details around you. Personal objects or events can be a harbinger of any danger.
- 2) Get information about your place, neighborhood and street. (The nearest police station, grocery store, restaurant and working hours of these places and so on.)
- 3) Be cautious about signs of observing your home, workplace and the route between the two.
- 4) Most of the events take place during work and arrival, so set up alternative routes to your workplace.
- 5) Change the times of your regular activities. Be more careful with routine programs, such as the removal of children from school.
- 6) When you feel that you are in danger, try to draw attention by shouting or by honking the horn if you are in the car.
- 7) Make sure that safety precautions are taken in your workplace.
- 8) When traveling abroad, if you need help, learn a few sentences in which you can express yourself in the language of your country.
- 9) Know that you have alternatives to do what you want, call out for help, or run away in case of any danger or attack.

- 10) Be careful not to participate in rallies and demonstrations in crowded communities.
- 11) Do not carry money, keys and other valuables in a way that attracts attention.
- 12) Be careful not to use routes where a person following you can easily anticipate your movements or path.

General measures for personal safety

Individuals, in every field where they live; at work, on the street, when traveling, they should know some basic precautions against events that may threaten their personal safety. These measures should not be implemented in such a way that one can spend his or her life in constant anxiety and doubt. The important thing is to take these measures when the person deems necessary and to live in peace and security.

Measures to be taken against theft in the workplace

- 1) Have iron railings on the windows of your workplace.
- 2) Lock the door when closing your workplace.
- 3) If you have a workplace in large business centers, have the guard or private security officers check the places where thieves may stay inside and hide at night because of theft.
- 4) Lock your door even when you leave your office for a short time.
- 5) Research the history of the people you will hire.
- 6) Today, thieves can easily open many steel money boxes. Therefore, do not keep money and jewelry in steel money boxes outside working hours.
- 7) Do not buy unpaid goods from people you do not know.
- 8) Use a camera system that can clearly view the faces of people around your workplace and the license plates of vehicles.
- 9) Get your workplace security insurance against theft.

Measures to be taken against theft at home

- 1) Replace the door locks if you have just moved into your home.
- 2) If possible, install a double safety lock on the entrance door of your house.
- 3) Keep the garden and balcony doors locked.
- 4) When thieves enter the house, they mix the bedrooms first. Store your valuables in different parts of the house.
- 5) Do not keep very precious jewelry and large amounts of money in the house.

- 6) Leave the light of a room at home when you leave the house, even for a short time.
- 7) Do not hand over the house key to the parking attendant.
- 8) Do not store your door key under the floor mat, shoe, electric, water timer.
- 9) Check that the doors and windows are closed before going to bed.
- 10) Do not press the automatic door if you do not recognize the person who has pressed the doorbell of your apartment door.
- 11) Do not take the peddler, marketer and beggars into your home.
- 12) If you are sitting on the ground floor and first floor, do not leave the windows and balcony doors open especially during summer months.
- 13) Notify the police if you see suspicious persons near your home.
- 14) Instead of the name and surname of your doorbell, just write the initials.

Measures to be taken against steal by snatching or pickpocketing

- 1) Do not carry your bag on the side of the road to avoid snatching.
- 2) Use your bags in the front position of your body.
- 3) Carry your wallets and valuables in the safe place of your bag or on the inside of your clothes.
- 4) Carry your wallet and valuables in your inner zip pocket.

Precautions against ATM Fraud

- 1) Do not tell your password to anyone, including bank officials, when making transactions at the ATM.
- 2) Do not accept help from people you do not know.
- 3) When entering your password, cover the numbers with your other hand.
- 4) If your card is stuck in a cash machine, ask for help only from the bank staff.
- 5) If your card gets stuck outside the office hours, call customer service to report the situation.

Measures to be taken against theft in the car

- 1) Never leave your key on the ignition, even within a short period of time.
- 2) In case of accidents caused by rear-end collisions in traffic, stop the engine of your car and take the ignition key with you.

- 3) When parking your vehicle, turn the tires to the curb and lock the steering wheel.
- 4) Do not park your vehicle in the back and side streets Park in illuminated streets or parking lots where parking is prohibited.
- 5) Remember to close the doors of your vehicle, the windows, the boot and the roof ventilation.
- 6) Fit the alarm system, engine blocking system or cane lock to your vehicle.
- 7) When buying a vehicle, make sure to contact the license holder face to face.
- 8) Do not leave your valuables, such as wallets, bags, credit cards, mobile phones, or packages or bags that give a valuable appearance even if they are not.
- 9) You will not take your valuables with you, leave them in an invisible place or in the trunk.

The ways and methods we will follow in the face of forensic events

- 1) Take all precautions against incidents that may threaten your safety.
- 2) Do not touch anything if an event has occurred in your home or workplace.
- 3) Call 155 police emergency line.
- 4) Help the security officers who intervene by transferring all your information.
- 5) Be the follower of events and developments.

Practical safety measures at home when going on holiday and business trip

- 1) Have 24-hour electronic security systems installed in your home.
- 2) In case you will be away from home for a long time, ask the apartment officer to help you get the newspapers, letters, invoices and similar documents that are accumulated in your post box.
- 3) Remove the names from the door and post boxes.
- 4) Replacement keys under matting, in mailboxes, in flowerpots outside the house and so on. definitely don't leave places.
- 5) Do not tell a large number of people apart from your neighbors that you will be away from your home for a long time.
- 6) Close water, gas, faucets and valves before leaving your home.
- 7) In spite of all the precautions you have taken, theft has occurred in your home, without panicking, touching any objects, call 155 police helpline. Try to give the authorities as detailed information as possible.

Precautions during travel

As it is known, people carry their valuables such as money and passport with them during travel. Therefore, the person is also vulnerable to travel. Consideration of the issues discussed in this section will help ensure your safety during your journey.

Things to do

- 1) Before traveling, inform someone about your plans and leave a number where they can reach you.
- 2) When traveling, take care not to take too many electronic and valuable items with you.
- 3) Keep your bags and luggage in an area where you can see them while traveling.
- 4) Keep your passport, air ticket, money and travel checks in a safe place.
- 5) Keep balcony doors, windows locked and curtains covered during your stay.
- 6) When you reach your room, locate the nearest fire exit. Read the hotel's fire instruction.
- 7) Always park your vehicle in well-lit areas during your journey.

Measures to be taken during the march

Things to do

- 1) Make sure all compartments in your bag are closed when preparing to go out. Keep your wallet in the front pocket or behind your clothing.
- 2) Be careful with people and events around you.
- 3) Do not walk in the dark, walk near the pavement.
- 4) If you are going to listen to music with headphones while walking, listen to the sound as low as you can hear around you.
- 5) If you see someone suspicious in front of you and behind you, cross the road and repeat the process.
- 6) If you are still in doubt, do whatever it takes to attract attention.
- 7) Mark your keys to distinguish them in the dark. This will help you find the key you want immediately.

Precautions to be taken while driving

The person may be the target of incidents that may threaten his / her safety while in the vehicle. This section includes the points that the person should pay attention to in the vehicle or while driving.

Things to do

- 1) Keep your car windows out of a small ventilation opening. Lock all doors when standing or traveling.

- 2) Be careful with stop signs and red lights.
- 3) In the event of danger, be prepared to move away or sound the horn of your vehicle.
- 4) Learn where and how to go. Always carry the map with you.
- 5) After parking your vehicle, check for suspicious persons.
- 6) Check your vehicle's surroundings and interior before boarding.
- 7) Make sure the doors are locked before leaving your vehicle.

Basic issues to be taught to children about safety

- 1) In crowded places, tell them to stop or disappear where their parents can see them, and to contact a police officer or a shop assistant when they need help.
- 2) He / she should not go anywhere without the permission of his / her parents.
- 3) Any package, letter, food, beverage, etc. not take anything from people he / she does not know.
- 4) If he / she is traveling, he / she knows basic words or sentences in the language of his / her place.
- 5) Touring in groups or at least two people.
- 6) Use crowded streets and avoid secluded places whenever possible.

Safety precautions that parents should take

- 1) Teach your child that someone he does not know should not get into his car or go home without permission from you.
- 2) Never leave your child alone in crowded places.
- 3) Teach your child the address and telephone number of your home.
- 4) Keep a list of emergency numbers near your phone and inform your children.
- 5) Teach your child not to give out any personal information, even if someone calls or tells you that he or she is your friend.
- 6) Teach that doors should always be locked at home. Warn your child that the door cannot be opened to strangers without the permission of the mother, father or carer.
- 7) During the interview process of an assistant who will take care of your child, keep your child and observe his / her reactions.