



# READINESS RULES

“Knowledge Saves Lives”

<http://www.uosp.uga.edu>

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## TRAVEL SAFETY

The threat of terroristic acts has changed forever the way people travel and how they deal with travel safety. Travelers can no longer ignore the fundamentals of personal safety, whether just commuting to work or going great distances. As the holiday seasons begin and more people are traveling, travel safety becomes a personal issue. Understanding what you can do prior to and during your trips can help limit your exposure to travel hazards, thereby making your trip safer with less anxiety.

The most important travel safety tip is being aware of your surroundings. This applies whether you are walking; commuting, traveling by rental car, taxi, by common carrier, or by boat. Whether traveling in places domestic or international, security preplanning is the key for a safe trip. Know what is going on around you at all times. Pay attention to your feelings that something doesn't seem right. Know and plan for safe and smart routes. Check out, in advance, your travel route options and exercise reasonable caution.

### Campus View

Do you know this location on campus?



Answer: See page 2.

Staff photo

Featured Article

## WHO IS THAT IN OUR BUILDING?

By **Mr. Ralph Johnson,**  
**Associate Vice President of Physical Plant**

In the aftermath of the terrorist attacks of September 11<sup>th</sup> people have become much more aware of their surroundings and what is taking place in their workplace. This awareness leads people to question strangers, or people they are not accustomed to seeing in and around their offices and laboratories on campus.

Physical Plant is astutely aware of the security concerns throughout campus. With a large and highly mobile work force that is engaged in a variety of maintenance and service tasks in and around university buildings, the division recognized the need to make their employees readily identifiable. Some employees already had clothing items that identified them as Physical Plant employees, but budget shortfall made it difficult to carry out a wide spread implementation of uniform policies. However, all employees either had or could be given identification badges with relative ease. So the Physical Plant decided to implement an identification badge policy.

With the cooperation of the UGA Card Office, Student Affairs Division, Physical Plant quickly scheduled creation of UGA Cards for those of its 800 employees that needed a new or updated card. Employees were also provided with cardholders and instructions to wear badges (UGA Cards) in a visible location when working in and around campus buildings. (continued)



Rosa from Physical Plant wearing ID.

This proactive response to campus security issues has enabled laboratory and office personnel throughout campus to readily identify Physical Plant technicians and service personnel as university employees, and has allowed Physical Plant personnel to conduct their routine functions unimpeded. Numerous organizations have provided positive feedback to the division concerning this implementation and the remaining portions of the Finance and Administration organization, including Environmental Safety and Auxiliary Services, are taking similar actions and will soon be utilizing visible identification badges.

The Physical Plant Division wants to help the university provide a safe and comfortable learning environment for all the students, faculty and staff and as such will continue to look for other measures that can be implemented to enhance the university community's safety and security.



#### DID YOU KNOW?

The Chicopee Complex was built in 1862 to house the Cook and Brother Armory to manufacture Enfield rifles. Today the building is home to UGA Departments: Physical Plant, University Office of Security Preparedness, Business Outreach Services, Small Business Development Center, Office of Information Technology, the Center for Internet Imaging and Database Systems and the Carl Vinson Institute of Government Information Technology Outreach Services Division. (staff photo)



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#### Tips for Safe Travel

1. **Understanding the Basics:** Pay attention to what is going on around you at all times. Be aware of your intuition that something is out of character for the situation.
2. **Airport Security:** Keep your belongings in your sight at all times. Fully cooperate with security personnel and be patient. Be fully aware of anyone trying to distract you or paying unwanted attention to you.
3. **Hotel Security:** Never open the door to anyone without full knowledge of who they are? Use locks in addition to hotel locks (i.e. inside bolt locks.) Plan a fire escape route; book no higher than the 3<sup>rd</sup> floor (fire apparatus may be limited in the area).
4. **Rental Car & Vehicle Security:** Keep rental agreements off the dash or seat and valuables out of sight. Use trunk space sparingly since many cars use the same key. Beware of pulling over and of bumps from another vehicle or distress signals, commonly a ruse. Stay alert to surroundings. Lock your doors. Travel well lighted, busy streets and park in well-lighted areas. Plan your trip and find safe spots (24 hr gas stations, convenience stores, etc.). At minimum, keep a flashlight (with fresh batteries) and a first aid kit in your vehicle while you travel.



Upcoming Issue: Winter  
Emergency Preparedness

**Answer:** The United States flag and the Georgia flag are flown in front of the Chicopee Complex.