

## IMPORTANT TELEPHONE NUMBERS AND ADDRESSES

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

## EMBASSIES IN DESTINATION COUNTRIES

Information on American embassies can be found on the U.S. Department of State Web site: <http://usembassy.state.gov>

Country: \_\_\_\_\_

Embassy address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Country: \_\_\_\_\_

Embassy address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Country: \_\_\_\_\_

Embassy address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

- Keep your doors locked and your windows up when traveling through areas with stoplights, stop signs, or anything that significantly reduces vehicular speed. If you are approached by suspicious individuals while stopped, do not roll down your window; drive away as soon as possible.
- If you suspect you're being followed, check by driving completely around an arbitrarily selected block.
- If you are being followed or harassed by another driver, drive to the nearest police station, hotel, or other public facility. Park as close as you can to the building (don't worry about finding a legal parking space) and get inside fast, or lock yourself in your car and sound the horn until help comes.
- If another driver tries to force you to pull over, keep driving. If possible, note the license plate number and what the car and driver look like.
- If you are traveling alone and a car bumps into yours, drive to the nearest service station or other public place to call the police and exchange accident information.
- Never pick up hitchhikers.
- If you have car trouble, pull over and raise your hood, then get back into your car. If you have a radio antenna, place a handkerchief or some kind of flag on it. If people stop to help, ask them to go to the nearest service station and report your problem for you. Don't get out of your car.
- In areas where criminal activity is high, extra precautions may be necessary when shopping. If you take packages out to your car and plan to continue shopping, move your car to give the impression that you're leaving. This prevents criminals from waiting and ambushing you when you return to your car later on.
- If you think you are being followed, don't go back to your car. Return to the shopping area or office building and contact the authorities.

## Questions or comments?

E-mail us at [oers@jud.ca.gov](mailto:oers@jud.ca.gov)  
or call 415-865-8991.

The primary purpose of the Office of Emergency Response and Security is to address emergency planning and security for the AOC and all courts statewide.

- When returning to your vehicle, look for signs of tampering. If you notice something out of the ordinary, don't touch the vehicle or open any doors. Contact the nearest law enforcement agency.
- If you have trouble starting your car, be cautious about accepting help from strangers. Go to the nearest telephone and call a repair service for assistance. If you feel threatened by the presence of nearby strangers, lock yourself in your car and sound the horn to attract the attention of others.

## At your destination

- Know your destination—research the region where you'll be traveling and understand which crimes are commonly committed against tourists.
- Pickpocketing is a common crime that travelers face. Take these basic precautions to protect yourself:
  - ▶ Avoid carrying a handbag. If you must carry one, hold it under your arm.
  - ▶ Keep your wallet in a breast pocket, a side pocket, or buttoned rear pocket.
  - ▶ If your bag is snatched, let it go.
  - ▶ In any crowded situation, be aware of any pushing or jostling, even if it appears innocent. This can be a ploy by pickpockets to distract you.
  - ▶ Stay in well-lit streets and be aware of your surroundings at all times.
- If you are the victim of a crime, report the crime to local authorities immediately.
- If you are the victim of a crime while traveling internationally, report the incident to the American embassy in addition to local authorities.
- Be careful when using telephone calling cards. Fraudulent use of these cards is on the rise. Be discreet when dialing your code and when giving the card number to telephone operators.



## TRAVEL SECURELY, TRAVEL SAFELY

### Tips for Personal Security



Judicial Council of California  
Administrative Office of the Courts  
455 Golden Gate Avenue  
San Francisco, California 94102-3688  
415-865-4200  
[www.courtinfo.ca.gov](http://www.courtinfo.ca.gov)



ADMINISTRATIVE OFFICE  
OF THE COURTS  
OFFICE OF EMERGENCY  
RESPONSE AND SECURITY

Judicial branch employees travel to a variety of U.S. and international destinations. This guide provides tips and information to help ensure that you and your belongings remain safe and secure while you travel.

## BEFORE YOU GO

- When you travel on work-related business, make sure your manager is aware of your travel plans.
- Make two photocopies of each important travel document, such as your airline tickets, traveler's checks, credit cards, and—if traveling internationally—passport. Leave one copy with someone you trust at home. Take the other copy with you; when you stop for the night, store these documents in the hotel's safe deposit box or the room safe. This will make duplication easier if your luggage, purse, or wallet is lost or stolen.
- Take an extra set of passport photos with you. This will expedite replacement of your passport if it's lost or stolen.

## HOME SECURITY WHILE YOU'RE AWAY

- Make sure your house is secure. Close and lock all windows and doors, including garage and gate doors, and turn off the air conditioning and furnace.
- Arrange to have a friend or neighbor pick up your newspapers, mail, and other deliveries at your home each day.
- Install timers to automatically turn inside and outside lights on and off. Check the outside lighting and replace older light bulbs to ensure that they don't burn out while you're away.
- Contact your local police department and ask if they have a "vacation check" program for homes in their jurisdiction. If not, have a friend check your home periodically to make sure the light timers are working properly.
- Unplug all unnecessary appliances, including televisions, stereos, and personal computers.
- Mow your lawn just before leaving. Make arrangements to have it mowed again if you'll be gone for an extended period. In the winter, arrange for someone to shovel snow from your sidewalks and driveway if necessary.

- If you're taking your car, ask a neighbor to park a car in your driveway.
- Turn off the ringers on all telephones.
- Lock all jewelry, important papers, currency, and other valuables in a secure place such as a safe deposit box or a home safe.
- Make sure your personal and home insurance policies are up to date and adequate.

## PERSONAL SECURITY

### En route

- Use concealed baggage tags so that strangers don't see your address.
- Learn the locations of the emergency alarms and exits in hotels, museums, restaurants, and other buildings you visit.
- Stay awake and alert when using public transportation.
- Keep your valuables out of sight and your luggage close at hand. If you carry a handbag, keep it in front of you, closed, with the fastener toward your body.
- Do not wear excessive jewelry. Reduce the contents of your wallet and purse. Particularly, remove cards denoting personal or professional affiliations, memberships, and bank accounts.
- At airports, proceed through security checks and go to the boarding area as quickly as possible.
- If possible, ignore aggressive taxi drivers. If hailing a cab from your hotel, it is best to use one of the companies recommended by the hotel concierge.

### International travel

- Consider purchasing special clothing or accessories to hide your passport, money, and credit cards.
- Research the area where you'll be traveling ahead of time and be aware of local customs.

- Avoid carrying large amounts of cash in your wallet or handbag. When carrying cash, use a money clip. If you are robbed, you may lose the money in the clip but you'll still have your credit cards and important documents.
- When flying, pick a window seat or a middle seat in the center of the aircraft. These are the safest places to sit in the very unlikely event of a hijacking.

### In hotels and motels

- Never leave valuables unattended in your hotel room, even inside a locked suitcase. Take your tickets, passports, cash, credit cards, and other valuables with you when you leave your room, or place them in a safe deposit box or a room safe.
- Use the door chain or bolt lock whenever you are in your room.
- Use the door peephole before opening the door to visitors.
- Familiarize yourself with the escape routes for fires and other emergencies.
- If possible, select a room on the third, fourth, or fifth floor—this will generally keep you out of reach of criminal activity from the street but still within the reach of most fire-truck ladders.
- If you receive a knock on the door and someone announces he or she is from the hotel, call the front desk to confirm the person's status and open the door only if you requested the service.
- Do not entertain strangers in your hotel room.
- Be cautious when interacting with locals. Take time to establish the motivation of anyone who is overly solicitous and listen to your instincts.
- While at your hotel, do not discuss your room number in public spaces such as the lobby. Do not leave your room key on restaurant or bar tables.
- Keep your room neat so that you will notice disturbed or missing items quickly.

### While driving

- Travel with a cell phone.
- If your vehicle is new or is a rental car, familiarize yourself with the interior and exterior before driving.
- When parking, look for a spot that offers good lighting, close to foot traffic.

## INFORMATION TO CARRY WITH YOU

### EMERGENCY CONTACTS

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

*To dial the United States from abroad: 001 + area code + telephone number.*

### PERSONAL MEDICAL INFORMATION

Blood type: \_\_\_\_\_

Allergies: \_\_\_\_\_

Prescription medication: \_\_\_\_\_

Illness, medical history: \_\_\_\_\_

Emergency medical contact: \_\_\_\_\_

### PASSPORT INFORMATION

Passport number: \_\_\_\_\_

Expiration date: \_\_\_\_\_