



TENANT ALERT

Personal Safety and Crime Prevention Tips

April 5, 2022

Hello Market Businesses,

We wanted to pass along some general tips and reminders for staying safe and handling conflict in the Market. Please familiarize yourself and your staff with Market Security's phone number, **206-682-2253** and have it posted near your business phone and programmed into your mobile phones.

When To Call for Help

Call 911 FIRST, then Market Security if:

- You see someone is causing a disturbance, threatening, or acting suspiciously with a knife, gun, or other weapon, call 9-1-1 immediately!
 - If you can, have someone else call Security, or call them next and always inform whomever you call that there is a weapon involved and stay on the line, if possible.
- You see or hear someone who might be in trouble, call (9-1-1) and then Security.

Call Market Security (206) 682-2253

- If you notice suspicious persons, avoid them and call Security. If possible, please note:
 - Appearance
 - Location
 - Suspicious activity
- Inform Market Security of any unusual activity or suspicious persons in the area and any changes in your normal business operations.
- If you see an abandoned, suspicious package, call or notify Market Security

General Safety Tips

- Always be aware of your surroundings.
- Avoid dark and less traveled routes in favor of well-lighted and more frequently traveled routes.

Market Business Safety Tips

- Advise your employees to greet and acknowledge customers entering your space.
- Discourage use of mobile devices and encourage them to keep eyes open and on the store or space.
- Be aware of scammers and diversions, such as an overly engaging customer while their friend/second shopper moves about the store or space.
- Walk your retail space regularly, so you are immediately aware of:
 - Mismarked merchandise
 - Incorrect prices on signs
 - Loose price tickets
 - Open display cases
 - Loose bags or gift boxes that are easily accessible to customers
 - Known shoplifters or suspicious persons
 - Merchandise concealed for later pick-up

Checklist for Securing Your Space

- Make sure all outside entrances and inside security doors have locks. If you use padlocks, they should be made of steel.
- Check windows locks are secured.
- Remove all expensive items from window displays at night and make sure you can see easily into your business after closing.
- Light the inside and outside of your business, especially around doors, windows, skylights, or other entry points.
- Keep your cash register in plain view from the outside of your business to be monitored by Security during the day or at night. Leave it open and empty after closing.
- If you have a safe, be sure it is fireproof and securely anchored. It should be kept in plain view. Leave it open when it's empty; use it to lock up valuables when you close. Remember to change the combination when an employee who has had access to it leaves your business.
- Let Market Security know if you have a problem-employee leave.

Questions?

Call Security **206-682-2253**