

**State of New York
Office of Temporary and Disability Assistance
Division of Program Support and Quality Improvement
Bureau of Management Services**

Memo

To: All Employees

From: Keith N. Reichelt /s/ **KNR**

Date: March 7, 2006

Subject: Personal Safety

On a day-to-day basis most of us must walk to our parking spots, garages, train, subway, bus or ferry stops. We want to urge you to be particularly cautious and aware of your surroundings as you make your way to and from your workplace.

Experts agree that your best defenses against crime are knowledge and foresight. Be aware. Stay alert. Be assertive.

- **Be Aware.** Watch what is going on around you and be alert to particular areas of danger such as stairwells, alleyways, elevators, unlit hallways and parking lots and garages. If you leave the office late, tell someone you are leaving. If possible, walk with another employee. Walk where it is brightest, trying to avoid isolated short-cuts, shrubbery and dark corners. Try to stay away from parked cars. Have your car keys in hand, and enter your car quickly. Check your back seat for an intruder, and if all is clear, lock your doors immediately on entering the car.
- **Stay Alert.** When leaving work, try to not be distracted by other concerns. Make sure that you have your car keys, transportation passes or fare ready. Watch the people around you. Listen for unusual noises or movement.
- **Be Assertive.** Avoid sending out the message that you are an easy target. Look confident, purposeful, and organized. Keep your head up, look like you know where you are going, and limit your contact with strangers. Keep at least one hand free. We encourage you to report suspicious characters or situations near your workplace to your supervisor, a security guard or the police.

We also remind you that all incidents that occur in your workplace related to your health and safety should be reported to the Bureau of Management Services. Once any immediate emergency has been addressed, you should e-mail a Security/Incident Report Form <http://otda.state.ny.net/psqi/eforms/DSS-4503EL.doc> to BMS (Robert.Loiz@otda.state.ny.us or Jerry.Vigeant@otda.state.ny.us) or fax it to 518-473-6770, attention Robert Loz or Jerry Vigeant. BMS is located on the Mezzanine Level, 40 North Pearl Street, Albany, New York 12243.

The following are emergency numbers for each OTDA facility. Please note that these numbers should be used only in an emergency, not to report routine problems or non-emergency issues. Those should be discussed with your supervisor.

If you have questions about dealing with emergencies or health and safety issues, contact Jerry Vigeant at 518-474-4839.

EMERGENCY NUMBERS

Facility	Emergency Number
40 North Pearl Street, Albany	Mezzanine: 518-473-6263 Lobby: 518-473-4611
67 North Pearl Street, Albany	518-473-3017
One Commerce Plaza, Albany	518-462-7491
Riverview Center, Menands	518-463-0044
93 Broadway, Menands	518-474-9489
14 Boerum Place, Brooklyn	Business Hours: 718-923-2915 After Hours: 718-797-2433
22 Cortlandt Street, Manhattan	212-587-8580
330 West 34th Street, Manhattan	212-564-2570
Harlem Center, Manhattan	212-961-8181
Gertz Plaza, Jamaica, Queens	718-658-2859
50 Clinton Street, Hempstead	516-526-2605
Building 16, Glendale Technology Park, Endicott	607-741-4362
333 E Washington Street, Syracuse	315-428-4221
259 Monroe Avenue, Rochester	585-325-2356
Ellicott Square, Buffalo	716-854-0060