

Safety Tips for NEA Board Members

At the NEA Headquarters:

- **Use your badge to enter the NEA Headquarters building.** DO NOT allow others to enter without using their badge—even if you know them. Piggybacking into a building is the number one way that intruders enter a building.
- **If you forget your badge, stop at the guard desk for assistance.**

Out and About

- **Remove name badges.** These are signs that you are from out of town and may make you an easy target.
- **Be observant of your environment.** Use well-lit streets and areas that feel safe. Select the shortest route between the host hotel and your destination, but avoid deserted areas. When using an automatic teller machine, avoid using it at night. If you must, use one in a well-lit, populated area, preferably in the company of others.
- **Walk with confidence.** To avoid being a target, communicate that you are confident and calm, know where you are going, and know your surroundings.
- **Safety in numbers.** Travel in groups and avoid traveling by yourself. Make sure to check on each other periodically and agree on departure times.
- **Avoid carrying all your cash with you.** Always leave enough cash in your hotel room safe to get you through the conference should your money be lost or stolen. Do not display large amounts of cash or other valuable items to avoid making yourself a target.
- **Pay Attention.** Looking down and concentrating on a mobile device while texting or listening to music through earbuds can be hazardous. Doing so while attempting to cross a street, get on and off an escalator, walk in a crowd, or make your way through an exhibit area can all be harmful to your safety and the safety of others.
- **Moderation.** Avoid excessive consumption of alcohol. Alcohol reduces inhibitions and impairs the capacity to reason, a perfect formula to make you a target.
- **Be aware of who is listening.** Be mindful when having dinner or drinks with colleagues that others may be listening and recording you. Be aware of who may be listening to your conversation as well as someone who engages you in a conversation and tries to get you to talk about your job, your colleagues, or your union.
- **Encountering a protest that you did not intend to participate.** Do not engage with protesters. Most of the time, they are looking for a reaction; keep walking, and if you feel threatened, report it to the authorities.

At the hotel

- Contact hotel security and management to take the necessary actions. Report any incidents to Sabrina Tines, Senior Director, NEA Center for Governance.
satines@nea.org
- Familiarize yourself with your hotel's evacuation plan and the closest exits from your room. All hotels have evacuation plans posted on the back of the hotel room doors.
- Use the hotel safe in your guestroom for valuables.
- Use security locks when in your hotel room.
- Never open your hotel room door to a stranger. Verify a visit by hotel personnel with the front desk.
- Be cautious in sharing your hotel room keys.
- Never give a stranger your room number.

ICE

- NEA has established protocols for when authorities request to enter NEA HQ and has reviewed them with the Guards to ensure that the Chief of Operations and General Counsel are notified prior to entry.
- Red Card info: All people in the United States, regardless of immigration status, have certain rights and protections under the U.S. Constitution. The ILRC's Red Cards help people assert their rights and defend themselves in many situations, such as when ICE agents go to a home.
 - o [Red Cards / Tarjetas Rojas | Immigrant Legal Resource Center | ILRC](#)