

How To  
PROTECT YOURSELF  
FROM  
CRIME AND VIOLENCE

*2,410 PROVEN TIPS, TACTICS AND TRICKS  
YOU CAN USE RIGHT NOW TO  
OUTSMART KIDNAPPERS...FOIL ATTACKERS...  
FEND OFF RAPISTS...BLOCK HOME INVADERS...AND  
AVOID THE TRAGIC MISTAKES PEOPLE MAKE EVERY DAY!*

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# SECTION 1: HOME PROTECTION AND SECURITY

## ONE MURDER IS ONE TOO MANY

Every day on the TV news, you see what's left after people commit crimes: Windows shattered by bullets. Paramedics rushing victims to the hospital. Family members scared and crying.

Many scenes are too awful to describe.

While you watch these terrible scenes, news anchors tell you about people in your city who were murdered -- children who were kidnapped -- women who were raped -- police officers who were shot -- and stores that were robbed. The list seems endless. And the attackers commit new crimes and more violence, day after day -- night after night.

Crime is out of control. And rather than live in fear of crime and violence, it's wise to do everything you can to protect yourself and your family.

No question, your local police department works hard to keep your neighborhood safe. But, if your town is like most towns in America, the number of criminals in your city is much higher than the number of police officers. And, besides, we know police officers can't be everywhere.

And no matter how many criminals your police officers put in jail, every day your city gets new criminals. Some are people committing crimes for the first time. Others are career criminals who have just moved to your city, or who have come to your city just to commit a crime. Still others are convicts who were released from prison who often return to a life of crime.

Your city's police officers cannot catch all the criminals by themselves. That's why they ask you to keep your eyes open -- to report suspicious activity -- to do everything possible to protect your home and your family. Working with the police, you can help reduce crime. Working with the police, you and your neighbors outnumber the criminals.

Everywhere you look, people rely on you for help. Your police department depends on your eyes

and ears. Your neighbors depend on you to watch their property. And your family depends on you to provide a safe, happy home. Please don't let them down.

When you listen to the advice in this program, you'll discover new ways to protect yourself. When you follow these tips, you and your loved ones will sleep better at night -- and you'll live up to your responsibility as a good citizen -- thoughtful spouse -- and loving parent.

Now, may I ask a favor? Please tell your friends about this program. As long as you continue to hear crime reports on the news, you know there's more work to be done. One way you can help is to tell your relatives, friends and co-workers about to this unique educational program.

Now, here are two very important points I'd like you to understand:

First: Crimes, such as burglary and robbery, have specific legal meanings. Their definitions vary from state to state. So when we use words like burglary or robbery to describe crimes, we use them in the general sense so you understand what took place -- and not in the strict legal sense.

Second: During this program, you'll hear hundreds of suggestions about how you can protect yourself and your family from crime and violence. To complete this project, we compiled information from hundreds of police departments, as well as many state and federal agencies and other groups. On some occasions, we found that information from one police department conflicted with information from another police department. When this happened, our panel of editors chose what they believed to be the most conservative and effective approach, which I now recommend to you.

If you find that your local police department recommends that you protect yourself in ways that are different from what we suggest, please follow your local police department's suggestions. They know first-hand your city and circumstances.

And, as surprising as it sounds, you may learn that something we suggest is against the law. For example, some cities do not let you to use certain types of outdoor lighting. So, to keep you from using it, they passed a law against it. Other cities do not permit you to use double-cylinder dead bolt locks. And, to enforce their point of view, the cities passed a law saying you cannot use them. If you want to know whether something is legal in your city, contact your local police

department.

Now, here's how to protect yourself from crime and violence.

In this section I will teach you effective methods to protect your family and your home. No one method is effective all the time. And you'll never be able to keep out every criminal. But the more information you have -- and the more security measures you follow -- the safer you make your home for yourself and your family.

## HOME INVASION AND BURGLARY

When people think about how to protect their homes from crime, they usually think about burglaries that may happen when they are not home. But today, criminals often commit a much more vicious crime: the home invasion.

A home invasion occurs when dangerous criminals use force to break into your home and hold you and your family against your will, often at gunpoint. When invading a home, criminals often work in small groups. They don't care if you are home, because they burst into your living room waving handguns, shotguns -- even automatic weapons. And for added protection, they often wear bullet-proof vests.

As you can imagine, home invasions terrify the occupants. You may have read about a home invasion in your city.

Home invasions often start out as deliveries.

Tip#: 1      If a delivery person knocks at your door, and if you are not expecting any deliveries, do not open the door. Instead, ask to see identification -- or, at least, ask the person's name. Ask what company they work for. Then call the company to see if you are scheduled for a delivery and who the package is from. If you cannot find any proof that the company exists -- or if the company says you are not on their delivery schedule -- call the police.

Tip#: 2 Another source of home invasions is repairmen. The person might say he is from the gas company and needs to check for a leak inside your home. Or from the electric company and needs to come inside. In every case, ask to see the person's identification. Then call the company to verify what the person is doing at your home. If anything seems suspicious, call the police.

Here's why it's so important to pay attention to your home's security.

- Homes that are most likely to be hit by burglars are those where the intruder can make a fast and easy escape. These include homes near a major street -- homes near a park or wooded area -- and homes on a cul-de-sac that is next to an open or wooded area.
- Most burglars break into homes during daylight hours when the residents are gone.
- A high percentage of burglaries are committed by teenagers.
- Homes that don't have alarm systems are more likely to be broken into than homes with alarms. Also, the value of items taken is much less when the home has an alarm system because burglars have to get in and out fast. Make sure everyone can see the sign that says your home has an alarm. And don't broadcast your net worth. Homes that appear more expensive than other homes -- or have more expensive items inside -- are more likely to be burglarized, even when they have alarms.

Now let's define the crime of burglary. Burglary is the act of entering a home, business or other building with the intent to steal property or commit some other crime. In many states, the criminal does not have to force his way into the building, but may enter through an unlocked door or window.

Burglary is a crime of opportunity. Often an unlocked door or window provides that opportunity. Most burglars use simple methods to break in, usually brute force. They often break into your home during the day when it's more likely that you are not home.

When burglars are thinking about breaking into a home, you may see them cruising the street in your neighborhood looking for an easy target.

Today's burglar operates openly. He may drive a truck and dress like a service repairman. Or he

may show up at your door in disguises, looking for the opportunity to check out your home for valuable items he can steal.

When a burglar sees you working in the front yard, he can easily sneak through your back door -- steal your purse or valuables -- and slip away without you ever knowing he was in your home. The same is true if you're working in the back yard, which makes it easy for an intruder to come in through your front door.

How can you best prevent burglaries? Criminals in prison for burglary said they usually decided **NOT** to break into a home if

- the owner had a dog on the premises,
- the home had an alarm system, or
- someone was at home.

While it may not be possible to have someone at home at all times, it is good advice.

The prisoners also said you should install good locks and develop a Neighborhood Watch program.

As a rule, most burglaries are committed by young men between the ages of 13 to 22, who live within a few miles of their victims -- and by amateurs who select a home because it's easy to enter or because it's located in a wealthy neighborhood.

Therefore, the harder you make it for someone to break in, the more likely that the burglar will avoid your home and go somewhere else.

Burglars know that most people don't install security systems until 2 to 4 years after they move into a home. So your chances of a break-in are highest right after you move in.

Burglars want to work where no one will see them. The burglar's biggest problems are things that slow him down, things that make noise, and things that light up -- all of which attract attention.

Thieves look for homes where they won't be seen, have easy access, and can escape quickly.

They want homes that are unoccupied and unprotected.

Common sense and a few precautions can make your home less inviting to a burglar. You should also develop a protective attitude and probably change some of your habits. Here's how you can decrease your chances of becoming a victim of burglary.

## INDOOR SECURITY

A burglar is more likely to pry open a door -- or kick in a door -- than he is to pick a lock or break a window. This is because picking a lock takes too much time -- and breaking a window makes too much noise.

So let's start by looking at the doors on your home and garage.

### ► Doors

Here are tips about front, side and rear doors.

- Tip#: 3      Install solid-core hardwood doors with rugged frames that cannot be spread apart with a pry bar for all outside doors on homes and other buildings. Dead bolt locks are only as good as the door and frame in which they are installed. Any lock installed in a solid-core door is much more secure than one installed in a hollow-core door. Make sure the doors are at least 1-3/4" thick and fit snugly into their frames.
- Tip#: 4      If you prefer not to use solid-core doors, you could install steel doors, if they are at least 1-3/4" thick and fit tightly in their frames.
- Tip#: 5      Use hollow-core doors only inside your home, leading from room to room. Do not use hollow-core doors for doors that open to the outside, because they provide almost no protection against attack. Hollow-core doors are built from thin wood covering a wood frame. They usually have a hollow center or a center filled with

foam or card-board. Hollow-core doors are not heavy enough to support good locks. In addition, burglars can easily lift them off their hinges. Some burglars have gained entry through hollow-core doors in less than five seconds with one well-placed kick.

Tip#: 6 If you have weak outside doors that contain windows -- or are made from thin wood -- you should either replace the door, use plywood to reinforce the inside of the door, or replace the window with burglary resistant glass.

Tip#: 7 Equip doors that have windows with double-cylinder dead bolt locks, which require a key for both sides of the door. This keeps the intruder from breaking the glass, and then reaching in and opening your doors from the inside. Make sure you keep the key for the indoor lock on a nail near the door. Put the nail where a burglar can't easily see it, yet where family members can quickly reach it to unlock the door in case of fire. Remember, this type of lock requires a key for both sides of the door, and both cylinders use the same key.

Tip#: 8 You can further prevent access to the lock by covering glass panes with expanded metal grating or polycarbonate materials that are at least 3/16" thick.

As we move on to louvered glass doors, you should know that they provide very little protection against even an amateur burglar.

Tip#: 9 If you decide to replace part or all of a louvered glass door, your best option is to install a new solid-core door that does not have a window.

Tip#: 10 If you decide to make an existing louvered glass door more secure, cover the glass area with security bars, grillwork, or polycarbonate materials that are at least 3/16 inch thick. Or epoxy the glass panels to their frames.

Tip#: 11 Make sure you install the hinges on all doors so they are inside your home. If outside doors have hinges that are on the outside of the building, burglars can

easily remove the hinges. So make sure you install door hinges on the inside -- or replace the hinges with non-removable hinges, which are available at hardware stores.

Tip#: 12 If you cannot put the door hinges on the inside, then secure the door using this hinge pinning technique. For both the top and bottom hinge plates, do the following:

1. Remove two opposite screws, one from each side of the hinge plate.
2. Screw a long lag bolt into the frame side of the hinge leaf and saw off the head of the bolt. (You can also use a headless screw.) Leave about 2 inch of the bolt or screw sticking out.
3. Drill out an opposing hole to fit the pin when the door is closed.

After you do this, as the door closes, the pins in the door jamb will penetrate the holes in the door. Then, even if a burglar removes the hinge pins, these bolts will hold the door securely in position.

**Warning:** Do not insert the pin through the hinge itself, because that will weaken the hinges and may throw the door out of line.

Now I'll discuss **door frames**.

Strong doors and locks are worthless if the burglar can easily spread your door frame. This means the burglar simply inserts a wedge between the two door frames and the door opens. This method often works because doors and frames are usually bought as a single unit and are placed into the wall opening during construction.

Tip#: 13 You can stop a burglar from spreading the door frame by inserting solid blocks in the opening between the wall and frame. Although this opening is braced with adjustable wedges at the top and bottom, the middle sections are often left open, which allows the frame to bow or bend under pressure.

- Tip#: 14 To make the frame stronger, install 3 to 4 inch screws through the doorstop strip and frame, and into the heavier wood of the wall construction. The screws pull the door frame and doorstop strip tightly against the main wall's 2 x 4s. Also put these screws on the hinge side to further reduce the burglar's ability to spread the door and frame. If appearance is a concern, you can drill shallow holes slightly larger than the screw heads, and recess the screws. Fill the depression with patching compound, and then sand and paint it.
- Tip#: 15 Check the door by closing it firmly. When the door is closed and locked, grab the knob tightly and push it sideways, backwards and forwards. The door frame should not move. If it does, add more support. If the door handles or knobs are loose, tighten them.
- Tip#: 16 To keep the frame from splitting when the door is kicked, strengthen the door frame by installing a high security strike plate with at least No. 12 wood screws that are at least 2" long.

Now, tips about double doors, also called **French** doors.

- Tip#: 17 Secure double doors with mortise flush bolts, which are also called cane bolts. Double doors need extra security because they are easy to force open. Mortise flush bolts are bolts that are cut into the wood and hold the inactive door tightly in the closed position. They are installed at the top and bottom of the inactive door. They offer added security because an intruder cannot tamper with these bolts if both doors are locked. Use mortise flush bolts at least 2 inch in diameter and 12 inches long. Make sure they stick at least one inch into the floor and one inch into the top of the door frame. They should NOT be your only security for the double doors.
- Tip#: 18 On the double door that usually opens, install a double-cylinder dead bolt lock with a throw of at least 1-2 inches. The throw is the part of the dead bolt that comes out from the lock and goes into the door frame. A 1-½ inch throw gives you added

protection against attack.

Tip#: 19 On Dutch doors, use two dead bolt locks, one for each half of the door. Use double-cylinder dead bolt locks that are keyed on the inside and outside if glass is within 40 inches of the lock. If you prefer to use only one dead bolt lock for the Dutch door, then install a concealed slide bolt that locks together the upper and lower halves of the Dutch door.

Now I'll discuss **sliding glass** doors, which burglars and intruders know are an easy way to get into your home.

Tip#: 20 To secure a sliding glass door, lock it from the inside, like this: Close the glass door. Then drill a hole at least 1/4 inch wide at an angle pointed downward through the top and bottom corners of the inner frame, and going partway into the outer frame. Then insert a nail or pin into the drilled hole, so the nail goes through the inner frame and into the outer frame. This will hold the door in place so a burglar can't open it. To keep from losing the nail, put it on a chain or cord and attach it to the door frame. When the door is open, you can drop the nail through a screw-eye attached to the door.

Tip#: 21 Make sure that sliding glass doors that are set in a track cannot be removed. You can do this in two ways:

First, you can install No. 8 or No. 10 sheet metal screws in the underside of the overhead track about one foot apart along the entire track. Then back out these screws so the door just barely clears them. This keeps a burglar from lifting the door out of its track.

Or, second, look for strong metal bars with locking mechanisms that can withstand up to 1000 pounds of force. You can buy what is called a patio door security bar -- or Charlie Bar -- which mounts to the frame opposite the sliding door and swings down behind the door when it's closed so it won't slide open. A security bar

prevents the door from opening even if a burglar breaks or picks the lock. Ask about a patio door security bar at your local hardware store or search the internet.

Tip#: 22 Make sure sliding doors are made of shatterproof glass. If burglars can easily break the glass, they have another way into your home. Also, many people have been injured when they ran into or fell through a sliding glass door. So use shatterproof glass -- and put decals on the glass to prevent someone from walking into the doors.

Tip#: 23 If you're building a new home, install newer sliding glass doors that have locking systems built into the unit.

Tip#: 24 Install a strong solid-core door leading from outside your home into the basement so no one can break in, especially if the door is not where you or your neighbors can see it. Mount the door so the hinges are on the inside, so a burglar cannot remove the door from its hinges.

Tip#: 25 Install a strong lock on the door between the basement and the living area and keep it locked. This way, if someone gets into your basement from the outside, they won't be able to get into the living area in your home. Make sure the door's hinges are on the living-area side and not the basement side.

Here are tips about how to buy and use **steel** doors. A well built steel door is your best protection against forced entry. But not all steel doors are made the same. Some are made from heavy gauge sheet metal, while others are thin and can be peeled apart like a tin can.

Tip#: 26 Make sure your steel door is made from at least 18 gauge steel. Steel doors are made with horizontal and vertical stiffeners inside the door, which provide added strength. Also, they are usually filled with foam or some type of insulating material.

Tip#: 27 Make sure the steel door is reinforced with heavy steel plates at both the lock and

doorknob assembly.

Now a few words about **screen** doors.

Tip#: 28 Do not rely on lightweight screen doors for security. In warm weather, some people like to leave their screen doors open. They depend on the locked screen door to secure the house while they work upstairs or in the yard. All a thief has to do is quietly slit the screen. Then he reaches his arm through the hole, unlocks the lock, and walks into your home.

Tip#: 29 To help make your screen door more secure, install a “hook and eye” on the upper part of the door to help hold the door shut even if a thief tampers with the lock. But do not rely on the hook and eye for security. Screen doors are lightweight and flimsy and will not resist forced entry. They are intended only to keep insects out of your home and to provide an airspace for insulation.

Tip#: 30 Install security screen doors on all outside entrances. These are steel doors made specifically to provide added security. They contain heavy-duty screen, rather than a mesh. Plus they have one doorknob that locks, and a hole for a deadbolt lock. In addition, you install them with one-way bolts that a burglar cannot remove. If you are not skilled at installing doors, you might have a handyman install them because with one-way bolts, you must get it right the first time. Security screen doors are fairly heavy and provide one more layer of protection before the burglar gets to your wood or metal door, provided you keep them locked. You can also have them installed with double-cylinder deadbolts that are keyed to match your outside door key.

Now for **garage** doors. I’ll talk about the large door that you drive your car through, as well as the side doors and the door you use to enter your home.

Tip#: 31 If you have one large, traditional swing-up garage door, install two sliding bolts and padlocks on the outside. Put one sliding bolt and padlock on the left side of the

garage door -- and another on the right side. A single bolt and lock is not enough. Intruders simply pry up the opposite side and crawl in.

- Tip#: 32      Install a pair of cane bolts that you can operate and lock only from the inside of the garage. Cane bolts and hasps are excellent protection. Make sure both the left and right sides of the garage door are secured to prevent intruders from prying either side open.
- Tip#: 33      For garage doors that roll up or slide overhead on a track, drill a hole in the track while the door is closed. Insert a padlock or pin into the hole so the door won't move along the track. If you use a pin, make sure it is strong enough to withstand a lot of force. You should lock the track when you go on vacation and any time the garage door is not in use.
- Tip#: 34      Do not rely on an automatic door opener for security. Often, doors that have automatic openers do not close tightly enough to keep out a burglar. Also, a burglar can bring his own remote control and change it to different frequencies by turning small dials inside. When he finds your frequency, he opens your garage door and walks in.
- Tip#: 35      Occasionally check to make sure the door is adjusted so it cannot be lifted up. This stops the thief from crawling under the door.
- Tip#: 36      Keep garage doors closed and locked. An open garage door is an invitation to a burglar, especially if you keep ladders, bicycles, power mowers, and other property he can easily steal. When a burglar sees that your garage door is open and your car is gone, he assumes no one is home. In addition to what's stored in your garage, an open garage door can give a burglar quick and easy access to doors that lead to your cellar, attic or living area. Even worse, often these doors cannot be seen from the street.
- Tip#: 37      Make sure that the door leading from an attached garage into your home is a solid

core door. Keep the door locked with a high-quality, keyed door lock and dead bolt. Burglars like to enter your home through a door from an attached garage. This is because the burglar who gets into your garage has access to your tools, which he can use to open the door. Also, he has all the time he needs because no one can see or hear him when he's inside your garage.

Tip#: 38      Replace locks provided by the home builder if you don't think they are as strong as they should be.

Now, let's talk about double swinging garage doors, usually found on garages and buildings in rural areas.

Tip#: 39      Secure one of the two doors so it can't be moved. You do this by using a heavy duty steel slide or bolt mounted vertically on the inside of the door, farthest from the hinges. Then drill a 3- to 4-inch deep hole into the garage floor. Insert the bolt mounted inside the door down into this hole so no one can open the door from the outside. For the active door that is allowed to swing open, secure it to the stationary door with a case-hardened hasp and padlock. Then reinforce the hasp by bolting metal strips across the hasp on the inside of the door.

## ► Locks

Now I'll discuss how and when to use **locks**: It's always better to keep an attacker outside your home, because once he gets inside, you and your family are in great danger. Strong, reliable door locks are vital to help keep burglars from getting into your home.

Tip#: 40      Make sure you have good, safe locks on all doors. If you have one bad lock, the burglar will find it.

Tip#: 41      Lock all doors when you go out, even for just a minute. Many people have the proper locks but don't use them. Keep your doors locked at all times.

Tip#: 42      Keep doors closed and locked while you are working in the basement, garage or

yard. Burglars often watch where you're working and then enter your home through the door on the opposite side of your house.

Tip#: 43 Check door locks regularly. If you have lived in your home a long time, your locks may not work properly. Replace weak locks or add other locks to the same door. Make sure that all your entry doors have strong locks that are in good working order.

Tip#: 44 Always re-key your locks when you move to a new home or if you lose your keys. You have no way of knowing who might have keys to your door. You don't have to replace the locks themselves. Ask a locksmith to change the tumblers so the locks require different keys. This way the old keys won't work..

Tip#: 45 Install a heavy-duty strike plate so a burglar can't rip the lock out of the door frame. The strike plate is the metal plate attached to your door frame that the latch or dead bolt goes into. The screws that hold the strike plate in position should be 3 to 4 inches long so they anchor the strike plate securely into the wall stud. The screws help strengthen the door frame and reinforce the lock. A heavy duty strike plate uses four to six wood screws, where the regular strike plate can use as few as two.

Tip#: 46 Install armored door plates. These are metal plates that attach to the outside of single or double doors to cover the area where the bolt locks. They are made of hardened steel and make it hard to peel back the door jamb or use a hacksaw to cut the locking area of the door.

Now, let's discuss various types of locks.

Tip#: 47 Do not rely on chain door locks. Chain locks are for privacy, not security. They are weak and can be easily broken.

Tip#: 48 Install dead bolt locks on all exterior doors. Dead bolt locks have bolts that are

held in place when the dead bolt is in the locked position. They are much harder to force open than other locks. When burglars find dead bolt locks on your doors, they often leave your home and look for a home that is not as well protected.

Choose dead bolt locks carefully: The part of the dead bolt that comes out from the lock and goes into the door frame is called the throw.

- Tip#: 49 Make sure the dead bolt locks you buy have a throw of at least 1-1/2" because that length resists kicking and ramming.
- Tip#: 50 Make sure the throw is made of case-hardened steel or contains a hardened insert.
- Tip#: 51 Make sure the throw is solid steel -- not hollow casting or stamped metal.
- Tip#: 52 Buy dead bolt locks that have at least a five-pin tumbler system or similar locking device. When you have at least five pins, you greatly reduce a burglar's ability to pick the lock.
- Tip#: 53 Make sure the dead bolt lock does not have any screws exposed on the outside.
- Tip#: 54 Make sure the cylinder guard ring protecting the outside cylinder is tapered, round and free spinning. This makes it harder for a burglar to grip the lock with pliers, vice grips or a pipe wrench.
- Tip#: 55 Make sure the outside collar surrounding the cylinder is strong, not a thin metal that can be easily crushed or ripped open.
- Tip#: 56 Install either a single-cylinder or double-cylinder dead bolt lock on all exterior doors.

A **single-cylinder dead bolt** lock requires a key to open it from the outside, but has

a thumb-turn device on the inside. The problem is if you have a window within 40 inches of this lock, a thief can break the glass, reach in and unlock the door himself.

A **double-cylinder dead bolt** lock requires a key to unlock it from either side of the door. If an outside door contains a glass panel or is near a window, and if the burglar breaks the window and reaches in, he still cannot unlock the dead bolt without a key. What's more, if a burglar gets inside your home, he cannot open the door to remove your TV or other large items. The more trouble the burglar has getting out, the less he'll be able to carry with him.

**Here's an important note:** Double-cylinder locks, which require a key on both sides of the door, are not permitted under some building codes. Usually, this is because if the home catches fire and someone needs to get out, they can't open the lock if they don't have the key.

- Tip#: 57 Check the ordinances in your city before you install double-cylinder dead bolt locks. If double-cylinder locks are not allowed, then install a single-cylinder dead bolt lock and do not install glass within 40 inches of the lock.
- Tip#: 58 If the law does allow you to use double-cylinder locks, don't use them if you think someone in your home might have trouble getting out in an emergency. In this case, use a single-cylinder lock instead.
- Tip#: 59 If you use double-cylinder locks, for your family's personal safety, keep a key inside where family members can find it in case of an emergency, but not in plain sight, because you don't want the burglar to see it.
- Tip#: 60 Add dead bolt locks to doors that have other types of locks. A dead-bolt lock adds lots of protection, doesn't cost much, and keeps the burglar from slipping your door open with a credit card.

Tip#: 61 In addition to dead bolt locks, install flip locks on all doors where you want extra protection. Flip locks are keyless interior locks that are mounted into the door frame 6" from the floor. Mount flip locks with 3- to 4-inch long screws that anchor both the door frame and wall stud. Flip locks also work well on doors that lead from an attached garage or basement into a main living area because they provide added protection against a burglar.

**Padlocks** provide a high level of security. Here's what we recommend.

Tip#: 62 Buy high-quality laminated steel padlocks with pin-tumbler locking mechanisms because they resist pounding, twisting, prying and picking.

Tip#: 63 Buy padlocks that have steel hardened shackles or loops that resist cutting and are at least 3/8 inch in diameter.

Tip#: 64 Buy padlocks that have a double-locking shackle. This means they lock at both the toe and the heel.

Tip#: 65 For outdoor use, buy laminated brass or covered steel padlocks because they help prevent corrosion.

Tip#: 66 For added security, buy padlocks that have at least a 5-pin tumbler.

Tip#: 67 Buy padlocks with a key-retaining feature. This prevents the key from being removed when the lock is unlocked. If the key can't be removed, no one can have an extra copy made while the lock is open.

Tip#: 68 When installing a hasp on which you'll use a padlock, make sure the hasp is case-hardened steel with no screws or bolts visible to the outside.

Tip#: 69 Make sure the hasp is held in place with long case-hardened screws.

Tip#: 70 On metal doors, install the hasp with carriage bolts and heavy-duty washers.

- Tip#: 71      Never leave a padlock unlocked. A burglar can easily remove it, have a key made, and return the padlock -- and you'll never know it. Then the burglar can return later when no one is home and enter with his key.
- Tip#: 72      Record any key number that might be stamped on the bottom of the padlock, in case you need to have an extra key made. Then file off the number so a burglar can't order his own key.
- Tip#: 73      When convenient, buy padlocks that are keyed alike or have them re-keyed to one key. This allows you to use the same key to open the padlocks on your shed, gates and garage. Most door locks and dead bolts can be keyed alike.
- Tip#: 74      Don't buy cheap padlocks. Burglars with pry bars or bolt cutters can easily break open cheap padlocks. The heavier your locks, the more secure you will be.

This concludes our section on padlocks. Now I'll discuss other types of locks:

- Tip#: 75      Consider using a rim lock, either as a primary lock or to reinforce other locks on a door. A rim lock is a 1-inch dead bolt lock that you install horizontally or vertically on the inside surface of a door. A burglar cannot easily slip, pry or force it with a wrench. Like other locks, to be effective, a rim lock needs a strong mounting surface and hardware. It is less expensive than other locks, but equally as effective if you bolt it through the door.
- Tip#: 76      Install the rim lock by attaching it to the door with carriage bolts.
- Tip#: 77      Fasten the strike plate to the door jamb with #12 wood screws that are at least 2 inches long.
- Tip#: 78      Here are a few hi-tech items you can buy to keep an attacker outside your home and other private areas:
- An electronic Wi-Fi lock that operates a deadbolt

- Hi-tech door locks that allow you to give unique codes to different people
- Wi-Fi smart locks that fit over your deadbolt on the inside of your door that can be operated with a key or electronic voice
- A Key-bolt lock that works remotely from a key fob
- One item you can buy turns your smartphone into a key so you can control and monitor your doors from anywhere in the world. In addition, you can give other phones access at specific times, so people can come and go without setting off the alarm.

### ► Security Devices

Since no security device is 100% effective, the more you reinforce each method, the safer your home will be. Here are extra security measures you can take to protect your family and property:

Tip#: 79      Install two wide-angle door viewers or peepholes; one at eye level for adults and the other at a lower level for young children. Viewers allow children and adults to identify visitors without opening the door. You can see them but they can't see you.

Tip#: 80      If you want to leave the door open a few inches, but still have it secure, use an inexpensive door wedge. The wedge is held in place with two steel pins that are inserted into the floor plate. The pins prevent the wedge from slipping if an attacker applies force to the door from the outside. When in use, the door can be opened only a few inches. When not in use, it stores in a convenient holder. You can also buy wedges with a non-skid surface that don't use pins. They are useful for bedroom doors.

### ► Cameras & Surveillance Devices

- Tip#: 81 Consider buying a 360 degree high definition, motion-activated Wi-Fi security camera and posting a yard sign warning of video surveillance.
- Tip#: 82 For inside your home, you might look into a digital wall clock. It's equipped with a motion detector, video camera, and air-quality sensors. Plus its common design blends into almost any home's décor.
- Tip#: 83 Another security device you can buy is an all-in-one compact gadget. It has sensors, a video camera, and a two-way sound system so you can talk with visitors or trespassers--so it acts like an intercom. The same network can handle up to five devices so you can check your front door from five different rooms in your home.
- Tip#: 84 Another device takes a picture of your visitor and sends it to your smart phone. An app then allows you to unlock the door for someone you know. Plus, the company has operators who can unlock your door remotely in case you lock yourself out.
- Tip#: 85 A fifth device -- called a canary monitor because it senses air quality -- features a camera and microphone. In addition, it tells the temperature, humidity, and air quality. This unit texts or calls you when it detects suspicious activity.
- Tip#: 86 Next, if your budget doesn't allow for an armed guard, you can buy a security device that makes the rounds while you're away. When it discovers motion, its Wi-Fi equipped video camera begins recording and you can watch the video feed on your smartphone. You can easily control this video camera from anywhere in the world. And don't worry about the unit running out of power. Its self-docking function allows you to send it back to the charging station by clicking a button on your browser.
- Tip#: 87 You can also buy a smart doorbell, which alerts you when it detects motion or when the doorbell is pressed. Then you can see, hear, and talk with visitors through your phone, tablet or computer – even if you're not home. It has a function that allows you to view live video on-demand. This device helps capture

porch pirates who steal packages from your entry way by recording their actions on camera.

Tip#: 88 Keyless technology allows you to buy a smart lock to keep your home safe, even when you're not around. Using your smartphone, you can let guests in, check to make sure you locked the doors before you left the house, keep a record of who has entered and exited your home, and unlock your door as you approach your home after a long day's work.

Tip#: 89 You might consider a video doorbell, like caller ID for your front porch. It lets you screen and talk with visitors before you answer the door. Each time the doorbell is pressed, the system takes a photo, so even if you aren't home, you'll always know who came over while you were away.

Tip#: 90 For car security, you can buy a high definition system with three two-way audio turret cameras and three smart motion-detecting cameras with night vision, a built-in mic, siren and strobe.

Or, for a basic system, you can buy a simple 2-way car alarm system. It has a two-way LCD remote and a four-button secondary remote. You control which inputs or sensors are active. It has a range of one-quarter mile and has keyless entry and remote start features. You can start your vehicle and warm it up on cold days.

Here are a few of the high-tech items you can buy to keep intruders out of your home and protect your family from attackers.

Tip#: 91 Facial Recognition software is a fast, accurate solution that can detect faces of all races, and recognize them from a database of images. It's optimized for working in-camera with limited CPU power.

Tip#: 92 Consider Audio Analytics for Smart Cameras. You can also buy a powerful and accurate range of audio analytics that can recognize a wide variety of sounds. Most

cameras have an audio channel, and this can be used in addition to video.

For example: Biometrics

One company's state-of-the-art software incorporates biometric fusion technology that provides identification and authentication of individuals using a combination of facial, voice, and behavioral recognition. No keys, cards or codes are required.

For instance, strangers can't enter a condominium or apartment building if developers use a nearly unhackable keyless entry. It detects residents' identity through biometrics, such as scanning the iris in their eyes. It does this without slowing down the pace of the person entering the building.

## ► Keys

Controlling your keys is just as important as using strong locks. Follow these tips:

- Tip#: 93 Do not attach your name, license number or any identification to your house keys. Lost or stolen house keys that contain your name and address can be easily traced to your front door. Then, when you're not home, the burglar can let himself in.
- Tip#: 94 Know who has keys to your home. Poor key control can lead to unwanted visitors and theft. If you cannot account for all the keys to your doors, change the locks. For better control, every adult family member should have his or her own key.
- Tip#: 95 Do not hide a key outside. If you can hide it, a burglar can find it.
- Tip#: 96 If you want an extra key nearby, ask a neighbor you trust to keep a key in his home, where it's out of sight. Use a colored ribbon or key chain to identify each key. Ask your neighbor not to put your name or address with the key.
- Tip#: 97 When you leave your car with a parking lot attendant, leave only your ignition key.

If you leave other keys as well, a dishonest parking lot attendant could make copies of your house keys and sell them to burglars, along with your name and address.

Tip#: 98      When you have keys copied, don't pay the locksmith with a check that has your address on it.

## ► Windows and Shutters

Now let's discuss window security.

Tip#: 99      Protect your windows with locks, bars or bolts, depending on their style and location.

Tip#: 100     If you want to leave a window partway open, make sure the window has a sturdy lock so you can lock it in this position. The lock should be out of reach and the window opened so narrowly that no one can climb through it.

Tip#: 101     Make sure you lock certain windows because of their location. Burglars like to climb through windows that cannot be seen from the street -- and windows that are hidden behind fences.

Tip#: 102     Protect hidden windows with iron bars, grills or special burglar-resistant glass or plastic panes. Pay close attention to windows that are within 40 inches of a door lock because you don't want the burglar to break the glass, unlock your door, and walk in.

Tip#: 103     Close your curtains, blinds and shades at night so no one can see in.

Tip#: 104     If you go out, leave the window shades the way you would if you were home. A house with the shades closed during the day tells burglars that you are probably not home.

- Tip#: 105     Install a barrel bolt lock, which requires a key, in the corner of the window. When locked, the barrel bolt extends from the window frame into the lighter frame that holds the panes of glass, so the window cannot be moved. Keep the key at least 40" away from the window.
- Tip#: 106     Remove any stepping stones outside your windows. A burglar can climb on boxes, crates, concrete blocks and old furniture to reach your windows, or they can use those things to break your window glass.
- Tip#: 107     Secure windows with plumber's strapping. You can protect some windows by placing a metal strap across them and attaching the strap to the window frame with screws. Plumber's strapping is cheap and effective, and it makes it hard for a burglar to get through the window.
- Tip#: 108     Fasten air conditioners to window frames with metal straps. If you don't, burglars can open the window from the outside, remove the air conditioner and climb into your home.
- Tip#: 109     You can secure your air conditioning unit inside the home by attaching a bar to the unit that extends past both sides of the window frame so no one can remove the unit from the outside.

Now here is advice about **basement** windows.

- Tip#: 110     Pay special attention to basement windows. Burglars don't like to break windows that are visible from the street or neighboring homes. But basement windows that are out of sight are easy targets. Burglars often enter homes through basement windows. Or, they can send a child through the window, who then walks over and unlocks the door for the burglar.
- Tip#: 111     Don't waste time trying to make basement windows stronger because this doesn't do much good. In most cases, the hinges are fastened with short screws, the

frame is not anchored into the foundation wall and the glass is easy to break. As a result, basement windows offer almost no protection.

- Tip#: 112 If you have hidden basement windows that no one can see, replace them with cement blocks or bricks.
- Tip#: 113 If you want to keep the windows, install grates, grillwork, flat steel bars, plywood, or heavy wire mesh over the windows.
- Tip#: 114 For exposed windows where appearance is important, use heavy-gauge steel ornamental grills. Attach the grills with one-way screws or fasten them from the inside. Make sure the grating or bars have a quick-release feature for emergencies.

Now, tips for **casement** windows.

- Tip#: 115 Reinforce the casement window's latch because the latch provides almost no protection. Here's how: Close the latch, then drill a small hole through the latch frame and handle. Insert a metal pin through the hole to lock the window -- or, instead of a metal pin, use a small padlock.
- Tip#: 116 For added protection on casement windows, install latches that lock with keys, which you can buy from a locksmith or hardware store. Make sure the latches work properly. And always keep one key handy in case of emergency.
- Tip#: 117 Make sure the part of the window that attaches to the latch is made of steel.
- Tip#: 118 Replace the window crank if it's loose and has too much play.
- Tip#: 119 Make sure the casement window is not warped and closes properly. If you have a large gap between the window and frame, cover it with metal or wood.

Now, let's discuss **garage** windows:

Tip#: 120 If you open garage windows for ventilation, follow the same security measures that you use for other windows in your home.

Tip#: 121 Always keep garage windows locked when they are partially open.

Tip#: 122 Reinforce garage windows with metal mesh screening.

Tip#: 123 Cover garage windows with blinds or shades so a burglar cannot tell if anyone is home and so he cannot look to see what he can steal from your garage.

If you have **louvered** windows with horizontal slats, follow these suggestions:

Tip#: 124 If possible, replace louvered windows with another type of window. Louvered windows offer almost no security because burglars can easily remove the glass panes.

Tip#: 125 If you cannot replace louvered windows, then install metal grating or bars over them. Make sure the grating or bars are held in place with large bolts so they cannot be torn free from the mount.

Tip#: 126 Remove the window crank for temporary security.

Tip#: 127 Apply epoxy resin to each pane of glass so burglars would have a hard time removing them.

If you have **single-hung or double-hung** windows that close with half-moon latches, you're an easy target for burglars. You'll be glad to know you can make these windows more secure with very little work or expense.

Tip#: 128 To start, replace half-moon latches with key-operated security locks. On double-hung windows, install a key-operated plunger lock. Mount all locks with wood screws that are at least 2 inches long.

Tip#: 129 Drill holes in the window frame so you can lock the window partway open for ventilation.

Tip#: 130 Block the vertical window track with a backup lock or a block of wood nailed to the track so a burglar cannot open the window.

Now let's look at windows that **slide** horizontally. Your goal is to keep the burglar from sliding the window open or lifting it out of the track.

Tip#: 131 You protect sliding glass windows the same way you protect sliding glass doors, by installing additional locks or screws in the frame. Here's how: Start by drilling a pilot hole in the track above each corner of the window frame. Then install a screw into each hole. Adjust each screw so that its head barely clears the frame when you slide the window. This way no one can lift the window out of its track.

Tip#: 132 Also, instead of putting screws into the window track, you could install sliding windows with adjustable rollers or expanders so burglars cannot lift them out of their tracks.

Tip#: 133 Install an extra latch so the window will not move past a certain point. Most latches clamp onto the window frame behind the sliding window or clamp onto the rail to stop the window from sliding. For greater security, drill a small indentation in the window frame to give the latch screw a place to grab. Do not tighten the screw so tightly that you cannot escape if necessary. You can move the latch to any position along the rail or window frame to vary the amount of ventilation in the room. Make sure you don't open the window so wide that an attacker can climb through the opening.

Tip#: 134 Install a security bar to prevent a sliding glass window that's closed from moving. A security bar is a removable bar that you put in the window track so the window cannot slide. However, a security bar will not prevent the window from being lifted out of the track.

Burglars don't like to break glass because that attracts attention. Instead, they prefer to unlock windows. Here's what you can do to keep burglars out.

Tip#: 135 Lock all windows securely. You'd be surprised at how many residents don't.

Tip#: 136 Replace or repair weak locks. You must have strong locks on every window.

Tip#: 137 For added security, use key-operated window locks, especially when you use them as backups for regular window locks.

Tip#: 138 Key all window locks so they open with the same master key. For safety reasons, do not use keyed locks on bedroom windows.

Tip#: 139 Show children how to use all window locks.

Here is important information about **window glass**:

Tip#: 140 Learn about the types of glass available for windows: Normal window pane glass is about 1/8 inch thick. It is brittle and breaks easily. Plate glass is used for larger areas because it is thicker and stronger. Tempered glass is stronger than ordinary glass of the same thickness and will not easily cut the person who breaks it.

Several companies now make transparent polycarbonate materials that look like glass but are hard to break. However, polycarbonate material should not be used as window replacements because it bends easily and can be pushed out of its frame. Polycarbonate windows may cost two to three times as much as glass and resist scratching to varying degrees.

Ask your glass company which type of glass they recommend to protect your family.

Tip#: 141 Replace glass near all door locks with shatterproof acrylic, plastic or laminated glass. This keeps a burglar from breaking the glass, and then reaching in and

unlocking your dead bolt. This type of glass is nearly indestructible because it consists of plastic pressed between two sheets of glass.

- Tip#: 142 Install shatter-resistant window film on your windows. You can buy transparent polyester security film that you put on glass to make windows stronger and harder to break. While it does not prevent breakage, it provides the greatest resistance at the point of impact. In past years, it has been used on business display windows. Now homeowners install it on isolated windows, and on any window that is within 40 inches of a door or window lock.
- Tip#: 143 Install heavy-duty screens, grillwork or bars over windows to help keep burglars out. Use heavy-duty screens, grillwork or bars when security is more important than appearance, such as on rear windows and doors.
- Tip#: 144 Use metal grillwork on glass in entrance doors and decorative side glass to prevent burglars from breaking the glass and reaching inside to unlock and open the door.
- Tip#: 145 Cover unprotected glass with heavy duty security screens made from at least number 9 wire mesh.
- Tip#: 146 When possible, install wire mesh, bars or grillwork on the inside of the glass. When this isn't possible, then install the screen with one way screws or 3 inch lag bolts with the ends rounded off to make it harder for a burglar to remove the screen from the outside.
- Tip#: 147 Use ornamental grillwork to protect windows that burglars can reach.
- Tip#: 148 Make sure that you put hinges on screens, grillwork, bars and storm windows so you can lock and open them from the inside in case of emergency.

Now let's look at **shutters**, which can be an attractive and effective way to protect your property.

Tip#: 149 Install roll shutters -- usually made from heavy aluminum -- over the windows so no one can see through them when they are closed. Businesses often use roll-shutters to lock the entire front or rear of buildings when they're closed. Regardless of whether you use them at your home or business, make sure you can quickly release the shutters in case of fire or other emergency.

### ► Other Entry Points

Now let's discuss the small openings in your home that criminals can enter.

- Tip#: 150 Permanently lock all openings to your attic and basement by installing heavy screens, grills, grates or metal bars on the inside. You should protect skylights, ventilation shafts, air conditioning and heating ducts, and crawl spaces because they are all places burglars could enter.
- Tip#: 151 If you cannot secure these openings with a screen or grill, then protect them with your alarm system.
- Tip#: 152 Lock attic openings in attached carports or garages. Use heavy-duty padlocks to secure these points of entry. Lock outside doors to the attic or crawlspace with a hasp and strong padlock -- or cover them with a heavy-duty security grill.
- Tip#: 153 Lock cellar doors at all times with a strong dead bolt lock or padlock. Install hinges with non-removable screws.
- Tip#: 154 Lock window air conditioners in place with "through-bolts" and round bolt heads -- or use one-way screws on the outside.
- Tip#: 155 Fasten skylights securely to the roof with sheet screws. If the screws are installed from the outside, use one-way screws so they cannot be removed.
- Tip#: 156 Or, install bars or a grill inside the home at or above the ceiling level.

Tip#: 157 Put strong locks on wood boxes and log bins that open to both the outside and inside of your home.

Tip#: 158 Install metal grills, heavy screening or locks on ventilation openings and crawl holes that permit access under your home -- and on small swinging doors used by pets.

## ► Telephones

In this next section, let's discuss telephone safety. What you and your family say on the phone can increase or decrease your chances of a break-in. Here are do's and don'ts about telephone safety.

Tip#: 159 Keep emergency phone numbers for police, fire and paramedics close to each telephone and don't hesitate to call if you need help. If 9-1-1 is the number you call in your area, your telephone number and address will appear on the emergency operator's computer screen if you use a telephone that is wired into your home or business. Also, in many cases, your address will appear if you call from your cell phone. Still, this is not always true, so if you're calling from a cell phone, make sure you give your address to the emergency operator.

Tip#: 160 Turn down the ringer or bell on your telephone so no one outside can hear it ring. A ringing phone that no one answers is a sure sign to a burglar that no one is home.

Tip#: 161 Warn family members to be careful about what they say on the telephone. Burglars sometimes call to see if anyone is home -- who is home -- or when residents are expected to return. Teach children to tell callers "Mommy and Daddy are busy" rather than "Mommy and Daddy are not home."

Tip#: 162 Do not give any information to "wrong number" callers. Don't tell the caller your number. Ask what number they were dialing, then tell them they have the wrong

number. Report continued wrong numbers to the phone company.

- Tip#: 163 Do not answer questions for surveys, contests or anyone who has something to sell. Most of them are phony. If you want to take part in the survey or contest, then ask the person for references and explain that you'll call the person back after you check the references.
- Tip#: 164 Do not give any personal information over the telephone to anyone who calls you. This includes your birth date, social security number, and credit card information.
- Tip#: 165 Do not buy anything over the telephone unless you place the call and know that you are dealing with a legitimate, reputable business. If someone calls you, ask the caller for his name, phone number, supervisor, and business license number. Then check references before you decide whether to buy something.
- Tip#: 166 Do not give anyone information about your neighbors. Callers sometimes want to know who lives alone, who is ill, and who is not home.
- Tip#: 167 Do not give out too much information on your answering machine's outgoing message. Tell callers that you can't come to the phone right now, or that you screen calls before answering. Do not say anything like "We won't be home until 3 p.m. on Tuesday." Also, do not say specific names of family members.
- Tip#: 168 If you are a woman, ask a man to record the outgoing message for your answering machine.
- Tip#: 169 If you use an answering machine, screen your calls and save undesirable messages for evidence in case the police want to hear them.
- Tip#: 170 If you plan to go away for a long period, forward your calls to a neighbor's home or to your cell phone.

- Tip#: 171 Be careful when talking on a cell phone or a portable phone. Conversations on cell phones and wireless phones are carried by radio waves. Criminals often use scanners that allow them to listen to calls made on cell phones and portable phones. Realize that when you talk on a cell phone or portable phone -- even if you're inside your home -- other people might be listening.
- Tip#: 172 Do not trust your phone number to everyone you meet. Think twice before you advertise it in the newspaper, on a bulletin board, or in super markets or laundries.
- Tip#: 173 If an annoying caller continues to call you, notify the phone company and the police.
- Tip#: 174 Don't say anything after you say hello. If the caller doesn't say anything -- or if he makes a suggestive remark -- or if he sounds suspicious -- quietly hang up. An innocent comment such as "I'm the only one home" could cause serious problems.
- Tip#: 175 If you don't want to speak with the person calling, do not slam down the receiver because that lets the caller know that he succeeded in upsetting you. Clever criminals will try to persuade you to stay on the line by faking a suicide threat or by saying they are police officers trying to trace other obscene phone calls.
- Tip#: 176 Keep a police whistle near your telephone. If you receive an obscene telephone call, blow it as loudly as you can into the telephone mouthpiece. As soon as you hang up, write down the date, time and exactly what the caller said. Also write down any background noises you heard. By keeping track of the calls, you may help the police identify and arrest the caller.
- Tip#: 177 Report all suspicious telephone calls to the police, especially those that occur just before or during times when you're away from home. The callers could be burglars waiting for you to leave. If you get several wrong number calls or calls where it seems nobody is at the other end of the phone line, call the police.

- Tip#: 178 Make sure that everyone in your home knows how to handle annoying calls.
- Tip#: 179 Don't talk about annoying calls to anyone outside your home or family, not even to your best friends. In most cases, the person who makes the annoying calls knows you or a family member. If the caller hears that you are upset or concerned, they might continue calling.
- Tip#: 180 Get Caller ID because it usually tells you the name and phone number of the person calling. Caller ID has proven to be very successful in reducing complaints about annoying phone calls.
- Tip#: 181 If you know the phone number a person is using to harass you, ask your local phone company how to block calls from this number.
- Tip#: 182 If the person calling you conceals his information so it doesn't show up on Caller ID, ask your phone company about a service that blocks anonymous calls.

## HOME ACCESS BY OTHERS

Now let's discuss how criminals get into your home. In spite of your efforts to protect your family, you may give a criminal access to your home without even knowing it. Remember, burglars do not always wear a mask or carry a flashlight. Instead, they may appear to be kind, helpful, normal people. Burglars will try to gain your confidence and catch you off guard.

Before burglars steal from your home, they may try to get inside. They want the opportunity to look around, check out your valuables and study your locks, windows and other means of entry. Here are ways you can protect your home from intruders.

- Tip#: 183 When someone you're not expecting rings your doorbell, pretend to be talking to another person as you answer the door. The person who rang the bell will think someone is there with you.

- Tip#: 184 If you are a woman home alone, and if you are not expecting anyone, before you answer the door, yell "I'll get it, Bill."
- Tip#: 185 Never let a stranger into your home for any reason, even if he or she looks safe. If the person at the door asks to use your telephone or bathroom, say no.
- Tip#: 186 Never invite strangers into your home, even if they ask for help. If they say their car broke down, they had an accident, or they need a doctor, tell them to wait outside and offer to make a telephone call for them. If this doesn't satisfy them, tell them you'll call the police to help them. If they refuse to leave -- or if you feel uneasy about the person -- call 9-1-1 immediately.
- Tip#: 187 Don't automatically open your door when someone knocks or rings the doorbell. This can create a dangerous situation for your entire family.
- Tip#: 188 Likewise, don't allow a young child to run to the door and open it. Children should not be allowed to open the door until they are old enough to check the identity of the person at the door without opening it.
- Tip#: 189 If service personnel or salespeople come to your door, insist on seeing positive identification. Do not accept a uniform as positive identification. Instead, ask the person to slide their ID card under the door or hold it up to the peephole so you can see it. Most companies provide picture ID cards for service personnel or representatives.
- Tip#: 190 If you have any doubt about who the person is, call the person's supervisor at their office. Don't call the phone number the person gives you. His accomplice may be waiting for your call. Instead, call the number you find in the telephone directory. Most utility companies do not send representatives to your home without appointments.
- Tip#: 191 If someone claims to have a package that you aren't expecting, don't open the

door. Ask for the name of the delivery company and call to verify the delivery.

Tip#: 192 If you cannot hear the other person's voice through the closed door, tell the person to speak louder. Don't let the other person trick you into opening the door because you can't hear what he's saying.

Tip#: 193 If strangers call or come to your door, don't keep quiet and ignore them, hoping they'll go away. If they think no one is home, they might try to break in. Talk to them through the closed door, but don't tell them that you are alone.

Tip#: 194 When you allow a properly identified person to enter your home, stay with that person at all times. Do not leave the person alone, even for a few minutes. Service workers and salespeople can be highly skilled criminals because so many people let them in their homes and then let them work out of sight.

Tip#: 195 Train babysitters and house sitters to answer the door and telephone properly, with maximum safety. Tell them never to give personal or confidential information to anyone without your permission.

## COMMON SENSE PRECAUTIONS

Now let's discuss security inside your home:

Tip#: 196 Connect automatic timers to inside lights, radios and TVs. Set the timers so your home looks and sounds occupied whenever you are away. Burglars usually listen at the door to see if they can hear anything inside. Plug lamps into electric timers and set them so lights come on in different rooms, at different times, to give the impression that someone is home.

Tip#: 197 Prepare a safe room for an emergency, such as your master bedroom or a walk-in closet. This room can be a safe, secure shelter if an intruder breaks into your

home and you aren't able to escape. On your safe room, install a solid wood door with non-removable hinge pins and a good dead bolt lock. Equip the room with a telephone, fire extinguisher, first-aid kit and loud noisemaker, as well as food and water.

Tip#: 198 Change your routine. If you follow the same routine every day, a burglar could watch your movements and know when you're away from home. Take your trash out or pick up your newspaper at different times. Use different routes when driving to work and the store.

Tip#: 199 If you hold garage sales, stay alert. Keep all doors leading into your home locked. Arrange to have a friend or neighbor with you because garage sales usually involve a lot of activity. If you can't get anybody to help you, postpone the sale until you can.

Tip#: 200 Hold a joint garage sale with several friends and neighbors. This will cut down on theft and help you and your friends maintain security.

Tip#: 201 Always check your home before you go anywhere. Make sure you close and lock all entrances and turn on your alarm system.

Tip#: 202 Work out a buddy system with a trusted neighbor. Check on each other daily through a personal visit or a phone call.

Tip#: 203 If you have listed your home for sale, and your furniture and belongings are still inside, don't let a real estate agent show your home unless you are there. If a real estate agent asks you to leave so he can show your home, explain courteously and firmly that you want to stay in your home during the tour. Real estate agents sometimes forget to lock doors on their way out.

Tip#: 204 Do not allow any unannounced showings, and put away all valuables before the prospects arrive.

- Tip#: 205 Take extra precautions if your landlord or you are trying to sell your home. You don't want strangers inspecting your home and valuables, especially if those strangers are not well-screened by real estate people.
- Tip#: 206 Do not include your address in a classified ad.
- Tip#: 207 Do not announce plans for a party or vacation in the local newspaper.
- Tip#: 208 Don't discuss your finances with strangers. If burglars think you have money, they might try to break into your home. Tell your kids not to talk about family finances with their friends.
- Tip#: 209 Pay all your bills by check or money order. This way you won't keep large amounts of cash at home, which could be stolen during a burglary or home invasion.
- Tip#: 210 For added financial security, use passwords on computer programs that contain personal financial information. Also keep backups of computer files in a locked file cabinet or a safe deposit box at a bank.

## PROTECTING VALUABLES

Next, here's how to protect your valuables.

For a burglar, getting inside your home is like a child walking into a candy store. They find so much to steal, they hardly know where to start. Burglars like to steal

- electronics, like computers, televisions, VCRs, DVD players, CD players, and stereos,
- optical goods, such as cameras, binoculars, and telescopes,
- automotive products, such as mag wheels, hub caps and tools,
- sporting goods, like bicycles, golf clubs, fishing gear, outboard motors, rifles, shotguns and handguns, and

- expensive consumer goods, such as jewelry and silver tea services; and -- of course -- cash.

Tip#: 211 Buy insurance that will cover anything a burglar might steal. If you own a home, your homeowners' insurance should protect you against financial loss. If you rent, buy a renter's policy.

When possible, buy an insurance policy that insures your property at replacement value. This allows you to replace any lost, stolen or damaged property with brand new items. Talk with your insurance agent and read your policy carefully for any conditions or exceptions that affect your coverage.

## ► Operation Identification

Now, here are practical tips you can use to protect your property. Police departments usually call this program Operation Identification, and it's a highly effective way to reduce theft.

To take part in this program, you simply mark each item of personal property with your name and an identifying number. In the past, people have used their social security number to identify their property. But now, with the increase in identity fraud -- where people steal your identity and pretend to be you -- many police departments now suggest that you not use your social security number.

In this material, we will refer to the number you engrave onto your personal property as your identification number, or, shorter, your ID number. Unless your local police department suggests otherwise, this should be your driver's license number.

Marking your property does three things:

**First**, it makes your property hard to sell because it can be traced back to you,

**Second**, it helps convict burglars who are caught with your property in their possession, and

**Third**, it makes it easier for police officers to return your property to you if it is lost or stolen.

Most stolen property that the police department recovers cannot be returned to the owner because the police department doesn't know who owns it. This means if you don't mark your valuables, property stolen from you may be auctioned off, destroyed or even returned to the thief. Also, if you don't mark your valuables, in most cases, recovered property cannot be used as evidence against the criminal. In fact, the burglar may be released without being held responsible for the crime.

Follow these five steps to take part in Operation Identification:

Tip#: 212 Mark all of your valuables with your ID number so they can be identified as yours.

Tip#: 213 Register your name and ID number with your local police department.

Tip#: 214 Make a written list of your property, along with specific details, such as the serial number, make, model, and color -- and where the item is marked. Keep the list in a safe place outside your home, so the burglar can't steal it. A safe deposit box is a good choice. Also give a copy to your insurance agent.

Tip#: 215 Take photographs of your property.

Tip#: 216 Put decals on your windows so burglars know you take part in Operation Identification. When burglars know you have engraved your property with your ID number, they often decide not to break into your home and, instead, look for someone else's home where the property has not been engraved.

Here's how to **mark or identify** your property.

Tip#: 217 Contact your police department and ask to borrow an engraver. If they don't have one, ask where you can buy one.

Tip#: 218 Ask your police department whether they recommend that you engrave your driver's license number or some other identifying number. Most police departments recommend that you use your driver's license number. Also, make

sure you engrave your state's two-letter abbreviation that's in front of your driver's license number. This will help police officers get immediate access to your driver's license records and give them your address. As a result, when they recover property with your driver's license number on it, they can quickly trace that property back to you.

- Tip#: 219 Ask your police department where you should mark your property and how you should register your name and ID numbers. If you live in a rural area, the local sheriff's office, cooperative extension or a farm organization may be able to help you.
- Tip#: 220 When you want to protect hard objects -- such as computers, bicycles, machinery, radios, TVs, cameras, watches, sporting goods and appliances -- engrave your ID number on an easy-to-see, permanent part of the item. When a burglar sees your ID number on the object, he may decide not to steal it. Then engrave your ID number again in a less obvious place where the thief might not see it. The best places to engrave your ID number are on metal or plastic parts.
- Tip#: 221 Mark your property with your ID number, even if some items already have serial numbers. Make sure all identification marks are clearly visible because engraved property is less attractive to burglars.
- Tip#: 222 If you cannot mark objects because of their size or shape -- or if you think that marking items would reduce their value -- take several color photographs of your items or video tape them from different angles. Follow these three steps:

**First**, place the objects against a plain background and include a ruler in the picture to show their size.

**Second**, write down a detailed description of each item, including any unique characteristics, and the serial number, make and model. And

**Third**, store the photographs and tapes along with your written descriptions in a fireproof safe or

safe deposit box at a bank.

Tip#: 223 Hire a reputable appraiser to appraise valuable articles such as jewelry or antiques. Keep the appraisal in a safe deposit box and give a copy to your insurance agent.

Tip#: 224 In addition to engraving your ID number on valuables, photograph your valuables and describe each item on the back of the photograph.

Tip#: 225 Photograph or video tape each room in your home. Keep color photos and complete descriptions of jewelry, antiques, art, furniture and furnishings with your inventory lists.

Tip#: 226 Keep a permanent inventory list of your property along with the purchase receipts. Write down the serial numbers, makes and models of appliances, radios, TV sets, firearms, and so on. Include your credit card numbers on your inventory list so you can find your numbers quickly in case your credit cards are lost or stolen.

If a burglar steals from your home, the list will help you remember what you had. And the receipts will help you prove the value of your property so you can file an insurance claim. The more information you have about your possessions, the more you help your insurance company settle your claim and pay you for your loss.

Tip#: 227 Update your inventory list at least every year to make sure your list includes items you bought within the past 12 months.

Tip#: 228 For soft or porous objects that are not firm enough to engrave -- such as leather, cloth or fiberboard -- use a colored permanent-ink marker.

Tip#: 229 Mark books by placing your name and ID number on several pages throughout the book, preferably on the inside margin closest to the spine.

Tip#: 230 If you purchase property that has another person's ID number engraved on it, add

your number to the item. Do not try to remove the other person's number.

Tip#: 231 If you sell or trade your property, tell the buyer that you have marked it with your ID number and suggest that the new owner put his number below yours.

Tip#: 232 If you want to protect farm animals, brand or tattoo your livestock and maintain a complete record of all animals.

## ► Storage

Now, here's where to place your property for safe keeping.

Tip#: 233 For storing your valuables, build a security closet inside your home. Make sure your security closet has a solid-wood door, with a dead bolt lock and non-removable hinge pins. Then lock your valuables inside the security closet.

Tip#: 234 Keep valuables you don't often use -- such as jewelry and coin collections -- in a safe deposit box.

Tip#: 235 Keep bonds, stock certificates and other important documents in a safe deposit box at a bank.

Tip#: 236 Keep a list of the documents you put into the safe deposit box -- as well as copies of those documents -- in a safe place at home.

Tip#: 237 Ask your insurance agent to keep a copy of your document list in case you need to file a claim.

Tip#: 238 Before entertaining visitors in your home or yard, put away your cash, small valuables and intimate personal property. When visitors come over, your home is wide open to everyone because people run in and out. Never leave your valuables unprotected.

- Tip#: 239 Don't leave guests' purses and similar items where they can be seen from windows.
- Tip#: 240 Don't leave expensive items in plain view. When they're not in use, keep them out of sight.
- Tip#: 241 Don't keep large amounts of cash in your home. The best place for your money is in the bank.
- Tip#: 242 Hide valuables that you use often in an unpredictable place. You might put them under a removable floorboard, under logs in the wood box, or with cleaning supplies under the sink. You might hide items in an old coffee can and put it on the shelf next to paint cans and nails. Or you could paint the inside of an empty mayonnaise jar white and keep your valuables inside the jar, where no one can see them. Then put the jar in a kitchen cabinet.
- Tip#: 243 Hide small items in a fake wall socket or inside a book that's hollow inside. A hollow book is a better hiding place if you have other books around it.
- Tip#: 244 Take advantage of empty space. For example, you might keep a jewelry box under the insulation between ceiling joists in the attic, or behind books in a crowded bookcase.
- Tip#: 245 You can purchase fog machines that produce a thick haze that reduces visibility to as little as 4 inches while not doing any damage to a building's contents.
- Tip#: 246 And last, you can purchase a magnetic system to protect your assets. You simply fasten small magnets to valuables and the system's sensors will detect the smallest movements and alert police, while minimizing false alarms.

## ► Safes

Now I'll discuss safes -- including how you select a good one.

One of the most secure places for your valuables is inside a safe. Burglars hate safes because they take too long to open. A good safe is usually too heavy and secure to move. Still, some safes are less secure than others.

Tip#: 247 Here are various types of safes you can buy.

- Fireproof electronic keypad or combination dial lock home or office safe
- Locking security drop mailbox safe
- Wi-Fi smart 24/7 remote access wall safe
- In-floor combination dial lock safe
- Fire and Burglary rated dial lock safe or keypad lock safe
- Locking mailbox safe for letters and packages
- An electronic fingerprint gun safe
- Single or dual keypad lock drop depository safe
- Biometric fingerprint gun safe large enough to hold many rifles
- Data and Media dual key drop depository safe; and a
- 2-drawer fireproof electronic keypad jewelry safe

Tip#: 248 Before you shop for a safe, determine the size you need. Make sure all of your valuables will fit inside the safe by first putting them inside a cardboard box at your home. If your valuables fill the box, then remove the valuables and take the empty box with you so you can buy a safe that's the proper size.

Tip#: 249 Make sure the safe is fireproof. Safes are usually rated as being safe from fire for 30 minutes, one hour, or two hours. The thicker and heavier the safe, the longer it protects your property from fire.

Tip#: 250 Buy a safe with a combination lock because a combination lock is better than one

that requires a key. Write down the combination and keep it in your safe deposit box, outside your home.

Tip#: 251 Make sure the safe has a label from Underwriters Laboratories, Inc. (UL), which is an independent product-testing lab.

Now I'll explain different types of safes.

Tip#: 252 First, consider a wall safe. The advantage of a wall safe is that you can easily hide it behind a painting or other wall hanging. But wall safes have one drawback. Most walls in newer homes are thin and will not support the weight of a large safe. A small wall safe will hold only some jewelry, coins, and papers, but not much else.

Tip#: 253 Make sure the wall safe provides the level of fire protection you want.

Tip#: 254 Make sure the safe's combination lock has a device that freezes the bolt mechanism in the locked position if someone tries to drill a hole through the lock.

Tip#: 255 Install the safe using large screws to make it harder to pry out of the wall.

Tip#: 256 Locate the wall safe away from the master bedroom, which is the first place burglars look. The safest location is in the basement.

Tip#: 257 Next, consider a floor safe. Safes that stand on the floor are ideal for lots of possessions. They can hold all your jewelry, important papers and small items.

Tip#: 258 Install the floor safe by bolting it into either the floor joists, a cement floor, or a wall.

Tip#: 259 Think about installing a floor safe under the floor and camouflaging it with carpeting or another floor covering. The burglar may never realize it's there.

Tip#: 260 When you don't want the burglar to know where you keep your valuables, use a

fake security diversion. These include a hardbound book, a plug outlet wall safe, a shaving cream can safe, and many more, which you can find on the internet.

### ► **Holiday Precautions**

Another important topic is how to protect gifts in your home, especially during the holidays.

Burglars think you will have more property and gifts to steal around the holidays than at other times of the year. Plus they know you'll probably be away from home shopping or visiting, leaving your home unguarded. This makes your home an easy and attractive target.

Tip#: 261    Keep gifts out of sight until you give them to the other person.

Tip#: 262    Do not display gifts under a tree or on a table.

Tip#: 263    If you prefer to leave gifts out in the open, put them away before you leave your home unattended.

Tip#: 264    Do not hide presents in the garage. Garage locks are usually weak.

Tip#: 265    For safer storage, place gifts in a second-floor closet or in the attic.

Tip#: 266    After the holidays, when cleaning up the mess, break up boxes, especially those that contained televisions, stereos or other electronic items. Then put the boxes inside garbage bags where no one will see them. If a burglar sees a box that once contained a new TV set, when you get home, your new TV may be gone.

You should take special care about package deliveries the year round. The number of home deliveries usually increases during the holidays. Packages left on doorsteps are easier to steal than those left in cars. Thieves have been known to follow delivery trucks -- so don't make it easy for them to steal your packages. Here's how you can arrange for safe delivery.

- Tip#: 267 When possible, schedule deliveries for times when you are home.
- Tip#: 268 If you won't be home, ask the driver to deliver your parcels to a neighbor.
- Tip#: 269 If you see a delivery person in your neighborhood doing anything that looks suspicious, ask to see their identification or call the police.

## OUTDOOR SECURITY

### ► Fences

Now, here are ways to protect your home from the outside. First, I'll discuss gate and fence security.

- Tip#: 270 When you want to protect your property at the property line, install a wall or fence. A well-built fence with strong gates is often the first obstacle an intruder must overcome to get into your home. Often, the type of fence and the amount of protection it provides determine whether the intruder even tries to go any farther.
- Tip#: 271 Before you begin construction, review your town's laws about the height, type and location of fences, gates and wiring.
- Tip#: 272 If you want to add barbed wire or razor wire for extra protection, check to see whether your town will allow it -- and consider how this wire will affect the safety of neighborhood children.
- Tip#: 273 If you install a fence over 3 feet tall, make sure it's a see-through fence so neighbors and police can see if an intruder is in your yard. Fences and hedges less than 3 feet tall can be solid because police and neighbors can still see into your yard when you're not home.

- Tip#: 274 Make sure you fence in areas of your yard that are near roadways because they are the most exposed.
- Tip#: 275 Secure the bottom of a chain link fence with a tension wire or galvanized pipe. Or set the chain link fence in concrete so no one can lift it easily.
- Tip#: 276 For chain-link fencing, use medium to heavy gauge wire with 2" by 2" mesh.
- Tip#: 277 You can install wood or plastic slats in chain link fencing to discourage climbers; but remember, when you reduce visibility, you give burglars a screen they can hide behind.
- Tip#: 278 Before you buy and install a wood fence, learn about different types of fencing, so you don't install the wrong fence. Here are three common types:

An ordinary **picket** fence is a good choice because the spaces between the pickets provide visibility from the street. The spaces between each stake should be as wide as the stakes themselves, but too narrow to provide a foothold.

A **cross-rail** fence requires only a small amount of lumber, but is harder to build than other types of wood fences.

A **basket weave** fence looks the same on both sides and has great eye appeal because of its extra flair.

Here are more tips about fencing:

- Tip#: 279 Apply a heavy coat of creosote to the bottoms of wooden fence posts to protect them against wood-boring insects and rot.
- Tip#: 280 If you use wooden fence posts, space them no more than 6 feet apart. If you use metal posts, space them no more than 10 feet apart.

- Tip#: 281 Set fence posts in concrete so they cannot be pulled out of the ground.
- Tip#: 282 If you don't set them in concrete, then sink the fence posts 3 feet into the ground to give your fence a solid base.
- Tip#: 283 Equip all gates with high quality locks -- and use them.
- Tip#: 284 Mount gate latches with carriage bolts and nuts that are welded on. You can even strip the bolt threads so the nuts cannot be removed.
- Tip#: 285 Put a bell on the back of the gate so you'll know when someone enters.
- Tip#: 286 Install additional barriers around your yard at your property line, such as trees, plants and railroad ties. They will reinforce the fencing and limit access in open areas.
- Tip#: 287 Consider installing a fence and hedge combination. By itself, a low wall or hedge does not protect your yard as well as a good fence. But it will keep out trespassers because it gives people notice that it encloses private property. Your best bet is to use a hedge-fence combination.
- Tip#: 288 Grow hedges that have thorns, such as holly, bayberry, and multi flora rose bushes. Make sure the hedge is wider and thicker than it is high. Keep thorny bushes low to avoid eye injuries and to maintain good visibility.
- Tip#: 289 Place the fence outside the hedge, partly to protect children and adults who pass by, and partly to make sure anyone who climbs over the fence will have a thorny, painful landing.
- Tip#: 290 Cut tall hedges short so people can see into your yard from the street.
- Tip#: 291 Consider other options besides fencing. You might use deep drainage ditches,

posts set in concrete, and dirt mounds, each of which costs less than fencing and keeps most vehicles from getting onto your property.

## ► Outbuildings

Outbuildings and open storage areas require special attention.

Tip#: 292 Don't store things outdoors around your home. Instead, use metal sheds because they offer much better security. Buy a strong, sturdy shed built from heavy gauge metal with a wood frame, wood floor, and high-quality doors.

Tip#: 293 Reinforce utility-shed doors from the inside by covering the entire door with plywood.

Tip#: 294 Use carriage or stove bolts to fasten a case-hardened hasp to the door. Secure the hasp with a quality padlock.

Tip#: 295 Lock fuel tanks and fenced storage areas with good steel-hardened padlocks and chains.

## ► Landscaping

Now I'll explain how landscaping can keep vandals and trespassers out of your yard. Trees, bushes and borders made from stone or rock can help keep people out. Doors and windows in plain view also discourage intruders because they are forced to work in the open where someone is more likely to see them. Follow these tips:

Tip#: 296 Design your trees, bushes and fencing so you can see your yard from inside your home and from various work areas.

Tip#: 297 Keep your walkways and driveways clear so you don't give a burglar a place to hide.

- Tip#: 298 Trim ground plants so they are not taller than 3 feet. Trim hanging plants so they are not lower than 7 feet above ground level. This makes it harder for the burglar to find a place to hide.
- Tip#: 299 Trim shrubbery below all windows, and keep shrubs low around all entrance areas. This will help you, your neighbors and police officers see inside your yard in case an intruder is trying to hide.
- Tip#: 300 Prune large trees so attackers can't use tree branches to help them climb over fences and get into private areas, such as storage yards, rooftops or second stories of buildings.
- Tip#: 301 Plant thorny bushes close to your home and near basement windows because they hurt burglars who try to use them for a place to hide. Choose plants that will survive best in your area. Ask your nursery owner for advice. For example, in the desert, use plants such as cactus, and acacia bushes or trees. They provide natural security barriers when you plant them along property lines and under windows -- and, they don't need much water and don't need much maintenance once they're established. Also, chest-high thorn bushes work well along fence lines to keep out intruders.

## ► Property and Equipment

Here's how to protect property in your yard.

- Tip#: 302 Put things away. Store tools, movable items and equipment in a locked shed, garage or barn that you can see from your home.
- Tip#: 303 Do not leave ladders or tools outside, where they could help a burglar get into a second-floor window or other entry point. If you can't put ladders and other items inside, lock them securely with cable or chain locks.

- Tip#: 304 When you put bicycles, lawn mowers and other equipment inside a storage shed, lock them to the building's frame with cable or chain locks. You can also chain and lock the wheels together -- or lock the equipment to a stationary object.
- Tip#: 305 If you must leave valuable items outside, such as lawn mowers or barbecue grills, cover them with tarps and lock them with strong padlocks to stationary objects, such as fence posts or trees.
- Tip#: 306 If you must leave machinery outside, park it where you can see it from your home and neighbors can see it from their home. If that isn't possible, then park it where no one can see it from the road.
- Tip#: 307 If you have machines that you don't use often, disable them by installing a hidden power switch -- or by removing the distributor cap, rotor or battery.
- Tip#: 308 Hire a security company to lay a fiber-optic cable 12-18 inches underground that detects changes in sound. You lay this fiber around your property and if someone comes within 30 feet of it, it sends an alarm and the alarm also directs your cameras to that area. This blends heat-detection and night-vision cameras, all of which are hidden and use artificial intelligence and analytics to learn the difference between a falling leaf, a lost deer or an intruder.
- Tip#: 309 In addition, you can purchase artificial intelligence products that detect unusual sounds.
- Tip#: 310 You can even buy sensors that detect and counter rogue drones that enter your property's airspace.

## ► Outdoor Precautions

Now, here's how to protect your home and yourself when you're outside.

- Tip#: 311 Install warning signs that you think might scare off burglars. These include signs that say you have an alarm system -- signs that say you have a dangerous dog on your property -- signs that say you take part in Operation Identification and have engraved your property. Place these signs at all entrances to your property and at other places where people will see them. Make sure they're large enough to attract attention.
- Tip#: 312 Post your house address number in reflective numbers at least 4 inches tall at the front and rear of your home, on your mailbox, and beside the driveway where everyone can see them, day or night. Make sure the numbers are easy to see and easy to read. Don't rely on numbers painted on your curb or mailbox as the only means of identifying your home. After you post the numbers, don't paint over them, and trim shrubs so police can see them.
- Tip#: 313 Paint numbers on your roof that are at least four feet tall so they can be seen by the police helicopter crew. Choose a color that contrasts with your roof. Make sure these numbers do NOT reflect light.
- Tip#: 314 Put padlocks on your fuse and power boxes so an attacker cannot easily turn off your electricity.
- Tip#: 315 Put locking covers on outside roof ladders so they are completely covered and so no one can use them. Ladders, trees, fences, drain pipes and adjoining rooftops can all provide access to your roof. If a burglar gets on your roof, he can often find a vent, skylight or other opening that lets him enter your home.
- Tip#: 316 Don't leave notes outside your home saying that you'll be gone.
- Tip#: 317 Don't advertise new gifts or purchases. Break up boxes and stuff them inside garbage bags so your trash service hauls them away. Some burglars choose targets after they see discarded cartons for new TVs, VCRs, and computers.

Tip#: 318 When walking from your car to your home, stay alert and carry your house keys in your hand. If you enter the house and the door is unlocked, or you see something suspicious, leave immediately and call the police.

Tip#: 319 Lock your house door when going back and forth to the car to unload groceries or packages. This will help ensure that a burglar does not slip into your house while you're out by your car.

Now a few tips about mailboxes and telephone directories.

Tip#: 320 Don't put your name on your mailbox or door. When you display your name, you make it easier for burglars to find your number in the phone book. Install your mailbox where you and your neighbors can see it. Put only your street address on the mailbox, not your name.

Tip#: 321 If you have a good reason to put your name on your mailbox, then include more than one name. Crooks know that when they see only initials on a mailbox, it is probably a single woman who lives alone. Make up a second person's name and put it beside yours on the mailbox. This creates the impression that you do not live alone. For example, instead of using M. Smith, put Bob and Mary Smith, even if you live by yourself.

Tip#: 322 If you operate a home business, consider using a post office box. Your mail is more secure in a post office and your customers won't know your home address.

Tip#: 323 If your door has a mail slot, install an inside hood. This prevents anyone from looking through the mail slot into your home, but does not interfere with mail deposits. If you live in a single-family home, the best arrangement is a mail slot that drops the mail inside your home. This protects your mail from theft. Plus, burglars won't know when you're away from home because they won't see an outside mailbox stuffed with mail. Mail slots are inexpensive and can be easily installed by a handyman.

- Tip#: 324 If your mailbox is outside, pick up your mail as soon as it's delivered so a burglar can't steal it.
- Tip#: 325 If you are a woman and you live alone, ask the phone company not to publish your address in the telephone directory.
- Tip#: 326 If you live alone, don't work in the yard or garage at night. Work only during daylight hours, when you can see outside and when neighbors can see you.
- Tip#: 327 Keep your doors locked while working in the yard. Someone could slip inside your home when you're not looking. A burglar could clean out your home while you mow the lawn or visit with a neighbor. Lock the front door when you work in the back yard -- and lock the back door when you work in the front yard.

## APARTMENT SAFETY

This next section will help you if you live in an apartment.

- Tip#: 328 When possible, do not choose a ground-floor apartment because burglars and attackers can easily get into your apartment. Some people, if they are elderly or disabled, may need to live in a ground-floor apartment. In these cases, be extra careful.
- Tip#: 329 Make sure maintenance crews always lock stairwell doors. If necessary, talk to the building superintendent.
- Tip#: 330 Ask the superintendent to equip the doors so they can be opened only in an emergency by pushing on the panic bar.
- Tip#: 331 Make sure apartment mailboxes are in a well-lighted, public area.
- Tip#: 332 Ask to see the basement, rooftop exits and laundry area. Check to make sure they

are well lit and secure.

Tip#: 333 Keep outside security doors closed and locked. Apartments often have self-locking exit doors on the outside walls of the building. Never prop open a security door so you can easily get in or out.

Tip#: 334 Keep your balcony and patio doors locked.

Tip#: 335 Keep your doors and windows locked. Residents sometimes think it's OK to leave doors and windows unlocked because they live above the first floor. But height alone will not discourage burglars or attackers. They have been known to climb from balcony to balcony, reaching units above the 10th floor. An unlocked door or window gives a burglar an easy, quiet way to slip into your apartment -- even when you are home. This is especially true during nighttime hours.

Tip#: 336 Make sure all of your exterior windows have security locks if they are within 24 feet of ground level or if they are near balconies, fire escapes or porches.

## ► Locks and Keys

Now here are tips on apartment locks and keys.

Tip#: 337 Report any damaged or broken lock to the manager right away.

Tip#: 338 After you move in, ask the manager to have a licensed locksmith re-key all the locks on doors and windows entering your apartment.

Tip#: 339 Put extra locks on windows that open onto fire escapes -- and on doors that open onto terraces and balconies.

Tip#: 340 Keep control of your keys. Do not hide a spare key outside your apartment or building because burglars know where to look. Instead, give a spare key to a

trusted neighbor.

Tip#: 341 Do not give out copies of your building key.

Tip#: 342 Do not let anyone borrow or use your building key. It takes only a few seconds to copy a key.

### ► Landscaping and Lighting

Here are tips on apartment landscaping and lighting.

Tip#: 343 Tell the manager anytime you find overgrown bushes, hedges or trees. You don't want to give an intruder a place to hide while he prepares to attack a resident or steal from an apartment.

Tip#: 344 Make sure your apartment complex provides good lighting in stairwells, elevators, laundry rooms, clubhouses, parking lots and on outside walkways.

Tip#: 345 Ask the manager to leave lights on all night. Permanent lights and lights tripped by a motion detector can be very effective against burglars.

### ► Common Areas

Criminals often hang out in public areas such as hallways, lobbies, elevators, utility rooms, storage areas and on the grounds. Here are tips to keep you safe in your apartment's common areas. In addition to this information, listen to our tips on elevators in the section on personal safety. To begin with...

Tip#: 346 Always lock common areas. Urge neighbors to lock common areas, too.

Tip#: 347 Don't use common areas at night. If you must use common areas after dark, don't stay there long or have someone go with you.

- Tip#: 348 Stay out of dangerous areas in and around your building. Dangerous areas include stairwells, laundry rooms, and trash and storage areas.
- Tip#: 349 Before you enter deserted areas, make sure they are well lit.
- Tip#: 350 If you use the laundry room, try to do your laundry when other people are around, or take a friend with you. If you must be alone, lock yourself in.
- Tip#: 351 After dark, use caution in areas between buildings. They make great hiding places for attackers.
- Tip#: 352 If you see strangers, ask if you can help them. This tells them that you know they are there -- and criminals don't like to be seen. Also, this establishes your control over the area.
- Tip#: 353 Do not act overly friendly to a male stranger, especially if you are female. The stranger may not understand your actions and try to take advantage of you.
- Tip#: 354 Organize a tenant patrol to watch for crime in and around your building. The patrol can also provide security escort services for elderly tenants and for people who may be out at night. Also, they can sit in the lobby and watch to see who enters the building. Teenagers can be a big help in these efforts.
- Tip#: 355 Notify the manager of any suspicious activity. If you see someone hanging around your building, especially near the pool, laundry room, weight room or tennis court, report them to the apartment manager immediately.
- Tip#: 356 Call the police if you see anyone committing a crime. Never confront a person you see committing a crime.

Here are more steps you can take to protect yourself and your family.

- Tip#: 357 Make sure your apartment unit number is clearly displayed and easy to read. It is

frustrating for police officers and firefighters -- and dangerous for you -- when rescuers have trouble finding your apartment.

- Tip#: 358 If you want to use the apartment's storage lockers, make sure you first reinforce the locker. If the locker has exposed hinges, install one-way, non-removable screws -- or put the hinges on the inside. Make sure that locker doors and hasps close properly. Otherwise, someone could reach in and steal your property.
- Tip#: 359 After you reinforce the storage locker, remember that lockers and storage rooms are easy targets for burglars. They are usually located where thieves can get to them easily -- and where you cannot see them. Don't keep anything in a locker or storage room that you cannot easily and cheaply replace.
- Tip#: 360 Make sure the apartment manager makes your safety and security a high priority. After you have made your concerns known, if the manager does not provide enough security, move to a safer apartment complex. Find a local apartment guide, where complexes usually highlight important security features. Look for apartment complexes that participate in the Crime-Free Multi Housing Program.

### ► Access By Others

Now, consider these tips about letting people into your building or apartment:

- Tip#: 361 When you unlock the door so you can enter your building, do not allow a stranger to enter the building with you. Management should post signs to this effect.
- Tip#: 362 If someone you don't know is standing in the lobby fumbling for keys, don't assume they live there. They may be trying to trick you into letting them in. Wait to see if they have a key before using yours.
- Tip#: 363 Don't allow strangers to enter the building with you just because they say a resident is expecting him. Tell strangers to get access from the tenant they intend

to visit or from the manager.

- Tip#: 364 When you are in your apartment, never buzz a person into the building unless you know who is ringing the buzzer. Attackers often gain entry by ringing one apartment after another until a resident unlocks the door. Even if you are expecting someone, do not allow anyone to enter the building until you know for sure who it is.
- Tip#: 365 Check references of housekeepers, maintenance personnel, and anyone else who may work inside your apartment when you're away.
- Tip#: 366 Report suspicious persons or circumstances to the manager and police.
- Tip#: 367 Ask to see the licenses of anyone selling from door to door -- and report them to the manager. Most cities charge fees to salespeople for each area where they sell their goods. Salespeople must show their licenses to anyone who asks to see them.
- Tip#: 368 Ask neighbors if any apartments have been burglarized recently. Find out how the burglar entered and protect your apartment so he can't get in the same way.
- Tip#: 369 Find out whether building employees are bonded. Before employees can be bonded, the employer must check the worker's background. If the employees are not bonded, the employer probably won't know if they have a criminal record.
- Tip#: 370 Check local laws to see if it's legal for the landlord or building employees to enter your apartment unannounced. If necessary, have it written into your lease that no one can enter your apartment without your permission.
- Tip#: 371 When employees leave and no longer work at your apartment complex, have your door locks changed. If a building employee offers to change them, watch as he does it.

- Tip#: 372 If you don't recognize a maintenance person who wants to enter your apartment, ask the person through the door to hold his ID card up to the peephole. Make him wait outside while you phone the manager to verify that he is currently employed at the apartment complex and that he is supposed to work inside your apartment.
- Tip#: 373 If you allow maintenance workers to come in, tell a neighbor and leave your apartment door open so your neighbor can hear if you call for help.
- Tip#: 374 Give the apartment manager the name of a trusted friend who has the keys to your apartment, in case of emergency. If possible, do not give the keys to the manager. If the law requires that you provide the building manager with keys, make sure the manager keeps your keys locked up and identified by color or code, not by your name or apartment number.
- Tip#: 375 Never give your apartment key to service technicians.
- Tip#: 376 Ask a trusted neighbor to check your apartment anytime you are away. Make sure your neighbor has the address and telephone number where you can be reached.

## MOBILE AND MODULAR HOMES

Do you live in a mobile home? Some mobile homes are more difficult to protect than other types of housing. Here are a few helpful tips:

- Tip#: 377 If your mobile home has doors that swing outward -- with hinges exposed to the outside -- you can make your home safer in two ways:
1. Change the door so it swings inward and fit the door with hinges that face inside, or
  2. Pin the hinges, using the method described earlier in this section under door security.

- Tip#: 378 Reinforce or replace any outer doors that could be easy targets for burglars.
- Tip#: 379 Fit outer doors with backup deadbolt locks.
- Tip#: 380 Tighten the metal framing around the strike plate by installing screws over and under the strike plate. This will make the frame nearly tamper proof.

## RURAL AND COUNTRY HOMES

Now a few words about living in the country. Burglars often commit crimes in wide-open spaces. Rural communities, isolated houses, and outlying buildings are easy targets. Criminals can vandalize mailboxes, lawns and property -- steal valuable tools and equipment -- and burglarize households -- with little chance of anyone seeing or hearing them.

- Tip#: 381 In isolated areas, install an electronic alarm system or keep watch dogs to alert you to any intruders.
- Tip#: 382 Display your name and address on the mailbox. This is important for police officers when they answer a call at your home.
- Tip#: 383 Consider the zone approach to protect your property. The zone approach is an effective way to identify the unique security needs of country homes, ranches and farms. Each of the five zones represents an area with similar security needs.

**Zone One** is perimeter security: The perimeter or boundaries of your property serve as the first line of defense. Secure all entrances to your property with gates and locks, fencing and warning signs.

**Zone Two** is outlying security: It covers remote fields, gardens, timberland and buildings. This is the most difficult zone to protect. Your goal is to reduce exposure to any equipment in fields, and livestock in pastures, and to protect timber and storage facilities.

**Zone Three** is central work area security: Visibility and storage are the key ingredients to improve security. In this zone, protect your tools, equipment and other targets by keeping areas well-lit -- trimming trees, bushes and hedges -- marking property -- and locking tools indoors.

**Zone Four** is central storage area security: This includes all sheds, barns, silos and other buildings. Most of these buildings were built to keep out the weather, not criminals. In zone four, protect storage buildings with strong doors. Always lock doors and windows. And consider a watchdog or alarm system to alert you to intruders.

**Zone Five** is central occupancy security: This includes homes, guest houses, employees' quarters, and other areas where people live and sleep. In zone five, protect occupied areas with security doors, solid-core doors, dead bolt locks, locks on windows, fences with locked gates, outside lighting, and other things we discussed for home security.

## ► Lighting

Criminals often look for neighborhoods without lights to commit their crimes. One reason is because most criminals are amateurs looking for easy targets. Most assaults and vehicle thefts occur at night. When you and your friends light up your neighborhood, crime goes down.

Lighting adds safety, security and beauty to your yard. Burglars and vandals don't like light because they don't want anyone to see them. Most burglars will not try to enter a building that is well lit. Follow these tips to protect yourself from crime.

Tip#: 384 Light up your property. Don't depend on street lights or lights from businesses down the street. Shadows give criminals places to hide.

Tip#: 385 Make sure your lights are strong enough so you can see if anyone is in your yard. At the same time, make sure your lights are not so bright that they block your

vision.

Tip#: 386 Check your lights regularly. All a burglar needs is one hour of darkness to clean out your entire home. When a light bulb burns out or breaks, replace it immediately.

Tip#: 387 Always turn lights on in the evening, even if no one is home.

Tip#: 388 Make sure you have a light switch nearby so you can light up your entire yard if you hear noises.

Tip#: 389 Put a strong padlock on your circuit breaker box so no one can open the box and turn off your lights.

Tip#: 390 Put electrical wires that go to your security lights out of reach or inside conduit so a burglar cannot cut them.

Tip#: 391 Ask your power company about installing a yard light. Some power companies have been known to install a yard light with no up-front cost. All you pay is a small monthly charge for the electricity.

Tip#: 392 Leave your porch and yard lights on all night, even if no one is home.

For effective lighting, you must put lights in the right places. A good lighting system gives you high visibility with low glare.

Tip#: 393 Don't allow lights to shine into the eyes of passing pedestrians, vehicles, or police officers.

Tip#: 394 Make sure your lights shine on all outside doors, porches, yards, garage doors and all other entry points to your property. Make sure the lights don't shine into your neighbor's windows or blind people driving by your home.

- Tip#: 395 At all entrances, install lights that light up a broad area. Do not leave dark corners where a burglar can hide.
- Tip#: 396 Install post lights to light up possible hiding places around your house.
- Tip#: 397 At each corner of your home, under the eaves, install low-wattage floodlights that turn on and off automatically at certain times and can also be operated with a switch. Do not use ornamental lights because they are not bright enough. Make sure the lights don't shine into your neighbor's windows or blind people walking or driving past your home.
- Tip#: 398 Put outdoor lights high, out of the reach of vandals, so they cannot remove or break the bulbs.
- Tip#: 399 Protect your lights from vandals and weather with plastic or wire covers.
- Tip#: 400 Light areas around shrubs and trees where thieves could hide.
- Tip#: 401 Aim floodlights away from the house so you can see anybody who approaches.
- Tip#: 402 Make sure all changes in light from one part of your yard to another are gradual. When you leave an area with bright lights and walk into a darker area, the sudden change makes it hard for you to see. This gives an attacker the advantage. Make sure all changes in light are gradual so you can clearly see anyone in your yard.

Now I'll explain different types of lighting controls so you can choose the ones that are best for you.

**Passive infrared sensors** turn lights on automatically when they detect movement. They are excellent for enclosed backyards, sidewalks and driveways. Motion sensors work well to scare off burglars because the thief doesn't know if someone has seen him. You may not like lights with motion sensors if lots of people or animals cross their paths.

A **photocell** detects changes in light. It automatically turns lights on when it gets dark -- and turns them off when it gets light. Photocells save energy because your lights do not stay on all the time.

**Timers** turn lights on and off at whatever times you choose.

In addition to different types of controls, you can choose different types of light bulbs. In most cities, you can use bulbs that are fluorescent, sodium, metal halide and incandescent. Each works well for a different purpose. Check with your local government to see if your city has laws that regulate the type of bulbs you may use.

## ► Locks

To reduce your risk of home burglary, you need strong locks, secure windows, good outdoor lighting, and landscaping that does not provide hiding places for criminals. Another important safety measure is an alarm. No alarm system is perfect, but most systems -- when used properly -- will discourage criminals and protect your family.

In recent years, we've seen a big increase in the use of home alarms because they are cheaper and easier to use. I suggest that you install an alarm system if you

- live in an isolated area,
- are away from home for long periods of time,
- live in a high crime area,
- keep many valuables in your home, which is a practice I do NOT recommend, or
- want peace of mind so you can sleep better at night.

## ALARM SYSTEMS

Expensive, high-tech alarm systems can give you a false sense of security because an alarm system is your LAST line of defense. For example, if your alarm is an indoor alarm, by the time

your alarm goes off, the criminal is already inside your home. If the alarm startles the burglar -- and if you or your family are inside the home -- the burglar may take a hostage or even shoot someone.

Remember this: The main purpose of a burglar alarm system is to keep the burglar outside your home.

Once the burglar gets inside your home, you and your family are in danger. Make sure you do everything possible to keep the attacker outside. Home burglar alarms do not take the place of strong, locked doors and windows. But an alarm system can be a valuable addition.

Many people who buy alarm systems think the police will arrive at their home a few seconds after the alarm goes off. However, in many cities, the police response time to an alarm can be 10 or 20 minutes, which can seem like a lifetime. And if the police have received other emergency calls at the same time -- or if all police cars are at the other end of their district -- they may take even longer to reach your home. Criminals often listen to police scanners so they can break into your home when the police are busy or far away.

Tip#: 403 You can buy alarms with almost every feature you can imagine. Consider the following:

- Solar-powered wireless driveway alarm
- Motion-detecting driveway alarm system
- Motion detector barking dog alarm
- Vibration sensor door alarm
- Doorstop wedge portable alarm
- Home security camera and alarm system
- Magnetic contact door and window alarm
- Wireless window glass break alarm
- Hardened steel padlock and alarm

- Motion sensors buried on your property that trigger an alarm; and
- Fence alarms that detect motion within your property

Here are things you should consider when choosing an alarm system:

Tip#: 404 Make sure your alarm system comes with a reasonable warranty -- covering parts and labor -- from both the manufacturer and the installer -- for a period of at least one year from the date of installation.

Tip#: 405 Make sure your alarm system has tamper-resistant switches and components so burglars cannot turn off your alarm. Burglars are smart. They are always thinking of clever ways to enter homes equipped with alarms.

Often, burglars can gather information about your alarm system from the outside. They may walk around your home, even during the day, checking for alarm stickers, sensors, sirens and strobe lights.

They may trick you into letting them into your home. They may knock on your door and pretend to be stranded motorists who need to use your telephone -- or pose as electric or gas company employees, or even police officers. While inside, they learn the layout of your home and find your alarm sensors.

Burglars know that most alarm systems can't protect every inch of your home. They also know that doors, windows, and even entire rooms are often poorly protected.

Burglars may wait several weeks before they return to your home and break in. To protect your home, follow this advice:

Tip#: 406 Keep your alarm system as simple as possible. Do not buy a complicated system that requires constant upkeep to operate.

- Tip#: 407 Look for alarm systems that allow you to adjust the sensitivity levels to suit your family's lifestyle.
- Tip#: 408 Avoid systems that have complicated on and off procedures. Turning the system on or off should be simple, not much more than turning a key or pushing a few buttons on a key pad.

## ► Installation

Now let's discuss how to select a company to install your home security system.

- Tip#: 409 Start your search for an alarm company by asking for recommendations from your insurance agent, friends, family or neighbors.
- Tip#: 410 Contact burglar and fire alarm trade associations for a list of member companies in your area. Member companies usually agree to maintain a high standard of ethical conduct and provide high-quality services.
- Tip#: 411 Contact at least five local alarm companies that have been in business longer than two years. Ask them to make an appointment to meet with you.
- Tip#: 412 If possible, make the appointment when all family members can attend so everyone knows how the system works.
- Tip#: 413 When the alarm company representative visits, ask to see his or her company identification.
- Tip#: 414 Ask each alarm company representative for a written proposal that includes recommendations and costs of all components, installation and service. The contract should itemize all equipment to be installed -- and list all points of protection. Study the contract to make sure you know exactly what protection you're getting for your money. Realize that a high price is not always a guarantee

of high quality or good service.

- Tip#: 415 Ask each alarm company representative for the names and phone numbers of at least three customers. Then contact those customers and ask their opinion of the alarm system and the service the company provided. A reputable company will not hesitate to provide you with names of satisfied customers.
- Tip#: 416 Contact your city government and ask if they require that you get special licenses or register your alarm system.
- Tip#: 417 Consider whether you should lease or buy your alarm system. Your research should include the history and reputation of each company you're considering.
- Tip#: 418 Ask the Better Business Bureau and the police department's crime prevention bureau whether they have received any complaints against the alarm companies you are considering.
- Tip#: 419 Ask if each alarm company is well established and has a good track record of performance and service.
- Tip#: 420 Visit the alarm companies' local offices. If the company has only a post office box - or if the company will not allow you to visit -- that's a big warning sign. You should seriously consider not doing business with that company.
- Tip#: 421 Make sure you get information about each alarm company's employee screening process.
- Tip#: 422 Make sure each alarm company's employees are bonded.
- Tip#: 423 Ask how their employees are trained.
- Tip#: 424 Ask if the individual employees are certified by the national trade associations.

- Tip#: 425 Ask about the background and experience of each company's installation crew.
- Tip#: 426 Beware of salespeople who claim their system is 100% foolproof or 100% effective. No system works every time. All systems have weaknesses.
- Tip#: 427 When you choose an alarm system, make sure you completely understand it. Know what your alarm system will and will not do.
- Tip#: 428 Ask the alarm company representative to teach you how to use the alarm system. In addition, get written instructions covering everything that might occur.
- The biggest cause of false alarms is user error, so make sure everyone in your family knows how to use the system. If you set off too many false alarms, your neighbors and the police department may refuse to respond. In addition, your city could impose fines. Check your local ordinances that relate to alarm systems.
- Tip#: 429 Support crime prevention programs and obey all rules that your police department places on owners of alarm systems.
- Tip#: 430 Register your alarm system with your local police, if required by law.
- Tip#: 431 Make sure you tell the police department and your alarm company who to contact if you are away when your alarm sounds. This helps the police provide the greatest protection to your family and your community.
- Tip#: 432 Learn how to change your alarm system's code and password. Change the code and password any time you think the wrong people may have this information.
- Tip#: 433 Don't give burglars too much information about your alarm system. You can scare off burglars by mounting alarm stickers and signs around the house. But some stickers -- especially those that come with your alarm system -- give too much information. Sometimes they tell burglars the brand name and model of the alarm

system you purchased. You're better off using generic stickers and signs, so burglars won't know which system you have.

Tip#: 434 Always activate your alarm system when you leave home. Your alarm system can't protect you if you don't use it.

## DOGS AND SECURITY

One of the best ways to scare away a burglar is to own a dog. But if you travel a lot -- if you're allergic to dogs -- or if you don't like dogs -- you can make attackers think you have a dog by following these three tips:

Tip#: 435 Connect your doorbell to a tape of a dog barking. When the bell rings, the tape starts. This discourages the thief who is checking to see whether anyone is home.

Tip#: 436 Put up "beware of dog" signs at entrances to your property.

Tip#: 437 Buy a large plastic dog bowl and print a name like "Brutus" or "Killer" on it. Use a pair of pliers or another tool to make cuts and marks in the plastic. This creates the impression that the dog has chewed on the bowl. Leave the bowl outside the front door so a burglar can see it before he enters your property.

If you prefer a real dog, follow these tips:

Tip#: 438 Get a dog that will bark when strangers approach. Most criminals don't want any noise because it attracts attention. Also, most attackers don't want to come face to face with a dog. Your dog doesn't have to be big or ferocious. If he makes noise -- and most dogs will -- that's enough to cause a burglar to look for a quieter target.

Tip#: 439 Don't get an attack dog. Attack dogs tend to be high strung and can easily attack the wrong person. Then you'll probably get sued and your insurance company

could cancel your homeowner's insurance. A friendly dog from your local animal shelter will serve as a good alarm and discourage strangers from coming onto your property. Even little dogs that yap constantly inside your home can cause problems for prowlers and burglars.

- Tip#: 440 Don't think of your dog as your entire security system. Dogs usually act as a psychological deterrent, but they can be lured away, poisoned, killed or even stolen. The fact that you have a dog will often discourage a burglar. But don't rely on a dog instead of strong security hardware. You still need sturdy doors, strong windows, and good locks.
- Tip#: 441 If you have a pet door, make sure it is smaller than six inches across. Some burglars bring their children who climb through the pet door and unlock the door to your home. If your pet door is larger than six inches across, lock it securely, replace it or block it off. You can block it by building a frame that allows you to slide a security plate into the opening when you leave home.
- Tip#: 442 If your pet door was built for a large dog, cover the opening with a tamper-proof grill or a solid piece of wood or metal.
- Tip#: 443 Instead of an ordinary pet door, buy a security pet door that has a built-in trap or maze that prevents people from entering your home.
- Tip#: 444 Do not use adjustable pet doors beside sliding glass doors because an intruder can use them to get into your home.

## GUN PROTECTION

Now I'll discuss gun ownership.

We do not take a position on whether you should own a gun. You must know that if you decide to buy a gun, you assume full responsibility for its security. Plus you assume an extra measure of

responsibility for your family's safety.

Above all, you must protect yourself and your family from anyone who is not competent or qualified to handle the weapon. Specifically, you must lock your gun where children will not be able to get it.

If you own a gun, you must personally assume responsibility for its safe handling and use. You must know how it works and how to maintain it. You must know when you may legally use the gun for self defense. And you must know the federal, state and local laws that relate to your gun and how you use it. Many jurisdictions require permits to own or carry a gun. In addition, some jurisdictions require specific training before they will issue a permit.

You must realize that a gun is a deadly weapon. It can kill or severely injure another person. If you do not handle a gun with extreme caution, the gun could fire accidentally, possibly injuring or killing someone in your family.

Every year, accidental shootings in the United States kill hundreds of children -- and injure thousands more. Most of the shootings occur in the victim's or a friend's home. What's more, most of the shootings could have been prevented if adults had followed proper safety precautions.

Every year, criminals steal tens of thousands of handguns from people's homes. Often, these guns are stolen by drug addicts, who sell the guns to get money to buy drugs. Other criminals buy these guns and then use them to commit violent crimes. Most of these gun thefts could have been prevented if the gun owners had taken extra precautions when they stored their handguns.

## ► Precautions

Here are a few tips about guns in general.

Tip#: 445     If you decide to own a gun, get proper training in the use of the specific gun you want to keep. Also, think carefully about whether you could actually shoot the gun

if required to do so. Sometimes people think they could shoot or kill someone if they needed to, but when the circumstance arises, they find they can't actually pull the trigger. Subsequently, the burglar can then take advantage of the situation and even take the gun away from the owner...and maybe even shoot the owner! Although proper training cannot prepare an individual for every circumstance, it can help them better understand the mindset required when using a gun.

- Tip#: 446 Always treat every gun as if it's loaded.
- Tip#: 447 When you pick up a gun, check immediately to make sure the gun is not loaded.
- Tip#: 448 Do not hand a gun to another person until you verify that the gun is not loaded. Open the cylinder or action and leave it open when you hand the gun to the other person. Remember: In many pistols and rifles, after you remove the magazine, one bullet remains in the chamber and can still be fired. Make sure you remove this remaining bullet before you hand the gun to another person.
- Tip#: 449 Do not let anyone hand you a gun until you watch that person verify that the gun is not loaded. Before handing you the gun, the other person should open the cylinder or action.
- Tip#: 450 Load your gun only if and when you intend to fire it.
- Tip#: 451 Make sure that the barrel is empty before you load or fire your gun.
- Tip#: 452 If you load your gun to protect your family, make sure you keep complete control of the gun at all times. Unload your gun as soon as the threat passes.
- Tip#: 453 Always assume that your gun's safety will fail. This will cause you to be extra careful.

Tip#: 454 When handling or cleaning your gun, never leave your gun unattended. Watch your gun at all times.

Tip#: 455 Do not show your gun to anyone. And do not tell anyone that you have a gun in your home. If burglars learn that you have a gun, they could target your home for a break-in.

## ► Storage

Here's how to store your guns:

Tip#: 456 Keep your guns unloaded in a locked gun cabinet, storage box or security closet.

Tip#: 457 For greater security and safety, install key-operated trigger locks on your guns and do not give your children access to the keys.

Tip#: 458 Do not store your handgun among your valuables, such as jewelry or silver.

Tip#: 459 Do not store your handgun in a bedside table or under your mattress or pillow.

Tip#: 460 Store your guns separately from the bullets. Keep both your guns and bullets locked up.

Tip#: 461 To help identify your guns, engrave your ID number on them. If you don't want to deface your guns or reduce their value, then put your ID number on the inner part of the gun frame or under the grips.

Tip#: 462 Keep a complete list of your guns, including their serial numbers and other identifying information. This will help police identify them and return them to you if they are stolen.

Tip#: 463 For maximum safety and protection, keep your guns in a gun safe. These safes are

the size of a large wardrobe and are very heavy. They are designed to prevent theft and keep guns out of children's hands. You can also use them to store other valuables. Gun safes have sophisticated locking mechanisms and thick doors. Gun safes can weigh up to 1,000 pounds, so put it where the floor can best support its weight. Some gun safes have locks that are designed to allow you quick access to a loaded weapon. These quick-open safes can hold several guns, but they are not intended to hold other valuables.

## ► Family Safety

If you have children, here's how to teach your children about guns.

- Tip#: 464    Talk with your children about the risk of gun injury outside your home. Tell your children to stay away from guns when they are in their friends' homes.
- Tip#: 465    Ask parents of your children's friends if they keep a gun at home. If they do, urge them to store it empty and in a locked safe or cabinet.
- Tip#: 466    Explain to your young children that guns are dangerous and that children should never touch guns.
- Tip#: 467    Tell children that gun violence on TV and in the movies is not real. Explain that in real life children get hurt and killed with guns.
- Tip#: 468    From time to time, repeat your instructions to stay away from guns because children learn slowly and often forget the rules.
- Tip#: 469    Teach children and teenagers how to resolve arguments and disputes without guns or violence.
- Tip#: 470    Keep in mind that teenagers don't always follow the rules, regardless of how strict you have been with them about guns.

- Tip#: 471 Realize that teenagers are drawn to guns and see guns as symbols of power.
- Tip#: 472 Keep guns away from teenagers -- because you cannot depend on teenagers to stay away from guns.
- Tip#: 473 Go with your children any time they take part in shooting activities. Do not let them go shooting with anybody else, even another adult.

That concludes our section on guns.

## COMMUNITY INVOLVEMENT

Here's another effective way to reduce crime: Get involved with your community. When you work with your neighbors, you can help prevent crime and make your community a safer, more secure place to live. Here are ways to help in your community.

- Tip#: 474 Meet your neighbors. Watchful neighbors who look out for each other are one of your best defenses against crime. Take a few minutes to get to know your neighbors. One day, they may keep your home from being burglarized -- or keep a stranger away from your children when they play outside. When you actually know your neighbors, you are more likely to pay attention and care about what happens to them.
- Tip#: 475 Tell neighbors you trust about your family's living habits, including who comes to your home and when. Get to know your neighbors' habits, too. When you and your neighbors know regular visitors, you can quickly spot strangers in the neighborhood.
- Tip#: 476 Watch for suspicious activity on your block. If you see anything unusual or anything you don't understand, call the police immediately.
- Tip#: 477 Keep your neighbors' phone numbers available for emergencies.

- Tip#: 478     Develop a telephone network to alert neighbors to suspicious activity.
- Tip#: 479     Before leaving home, tell your neighbors where you are going and when you expect to return. Ask if they will be home -- and encourage them to follow the same procedure when they go out.
- Tip#: 480     Tell your neighbors when you'll be traveling. Exchange work and vacation schedules with a neighbor you trust so you can keep an eye on each other's homes. Volunteer to take in a neighbor's newspapers and mail when they're away -- and ask them to do the same for you.
- Tip#: 481     Ask neighbors not to tell strangers when you'll be gone. This includes salespeople and service technicians.
- Tip#: 482     Organize a neighborhood clean-up and fix-up program. Check your neighborhood for things that might contribute to crime like poor street lighting -- overgrown shrubbery along streets -- vacant lots littered with debris -- and boarded-up buildings. Report broken and burned out street lights to city hall. Well-lit areas discourage burglars by taking away shadows where they hide. On the other hand, dark alleys and littered, run-down areas attract crime.
- Tip#: 483     Organize a Neighborhood Block-Watch or Apartment Watch Program through your local police department. In most cases, when citizens get involved, crime rates go down.
- Neighborhood Block-Watch programs work when neighbors help each other. Each neighbor watches the homes around his. Your neighbor may be the first person to notice a burglar at your window or door because he knows who you are and what type of car you drive.
- Tip#: 484     To develop a Neighborhood Block-Watch program in your neighborhood, contact your local police department. They will help you develop a community plan.

*This concludes this section.*

# SECTION 2: VEHICLE PROTECTION AND SECURITY

## INTRODUCTION

In this section, I'll discuss how to prevent the theft of all kinds of vehicles, including cars, trucks, motorcycles, snowblowers, bicycles and boats.

## AUTOMOBILES

The theft of vehicles has many consequences, including higher insurance rates, property damage, possible injuries and even the loss of life from accidents. The thieves' motives can include joyriding, transportation, and profit -- either selling the vehicle or stripping the vehicle and selling the parts.

On average, over one million vehicles are stolen in the U.S. each year. In most cases, the owner of the stolen vehicle left it unlocked. And a surprising number of owners left the keys in the ignition.

Professional thieves steal thousands of cars. Even so, most vehicles are taken by amateurs. You can reduce the risk of having your car stolen by following a few simple steps.

Tip#: 485     Ask your local police department about a program whereby you can authorize the police to stop and question anyone driving your car between the hours of 1:00 a.m. and 5:00 a.m. (This program is not available in every state.)

Tip#: 486     Ask a glass shop to etch your vehicle's serial number into your car's front windshield and passenger windows. When these identification numbers are clearly visible, they not only help prevent thefts, they also help locate stolen cars. This is one of the cheapest security investments you can make.

## ► Security Devices

Tip#: 487 Buy a detachable key-locking bar that fits your steering wheel. When locked into place, the longer part of the bar extends upward at an angle toward the windshield. This keeps the thief from turning the steering wheel, even if he is able to start the engine. This bar is affordable and works best when combined with other security methods.

Tip#: 488 To discourage thieves, consider buying a detachable steering column guard that disables the steering wheel.

Tip#: 489 To further discourage thieves, consider buying an ignition column guard that fits around the steering column and over the ignition system.

Tip#: 490 Buy and install a car alarm. Shop around before you buy because car alarms cost more than other security devices. If you live in a city, don't rely solely on alarm systems because when they go off, most people ignore them, including the police. Here are three important suggestions:

1. Consider an alarm device that activates a siren, horn, lights, or all three, to frighten away a thief before he's able to steal your car. If you're not mechanically inclined, have the alarm installed by a professional.
2. Consider a portable car alarm that you can insert into a cassette deck or attach to the dashboard or windshield. Then, if you trade in your car, you can transfer your portable system to your new vehicle. Make sure you find a portable car alarm that the thief cannot dismantle.
3. Have the alarm wired so it goes off if the hood, trunk, or any door is opened -- or if the car moves.

Tip#: 491 Install an anti-theft system that disables your car when the car is turned off. In one

system, the line that carries power from the ignition to the engine is blocked. The on/off switch -- or “kill switch” -- is hidden in a secret place inside the car. Other more complicated models are controlled by a personal code.

Tip#: 492 Consider installing a key-operated switch or a hidden manual switch to interrupt the power supply from the battery to the ignition. You can also buy switches that prevent electrical current from reaching the coil or distributor.

Tip#: 493 Consider an electrical device that shuts off fuel to the engine shortly after someone starts the vehicle. You can disable the cut-off device with a special key.

Tip#: 494 You can also buy an immobilization system that includes hidden switches. It can be wired so no one can start your car with a stolen key -- and no one can jump-start your car.

Tip#: 495 Consider installing a two-way satellite communication system between your car and a service provider so you can reach an operator in case of an emergency.

Tip#: 496 Consider protecting your vehicle with a LoJack System. This includes a small radio transceiver hidden in many places in your vehicle. Each LoJack System has a unique code that corresponds with your Vehicle Identification Number (VIN). When you report the theft of your car to the police, the police crime computer alerts the police if your VIN number has a unique LoJack System code. This automatically activates the LoJack System in your car, which transmits a silent signal to police. Law enforcement authorities who have LoJack tracking units can then track and recover your vehicle.

No matter how many anti-theft devices you install on your car, the thief will be able to simply drive away if you don't protect your locks and keys. Here are tips about how you should manage your locks and keys.

## ► Keys

- Tip#: 497      Keep your car keys, house keys and other personal keys on separate rings so you control your keys. Make sure you know who has your keys.
- Tip#: 498      Never attach an identification tag or address tag to your key ring. If you attach your name or address to your keys, you tell the burglar where he can find your car and home, so he can break in when you're not there.
- Tip#: 499      Make sure your car's door key and ignition key are different. Car thieves often write down ID numbers printed on ignition keys. Then they get duplicate keys through car dealers by presenting your key number, pretending to be the car's owner. If you discover the car's door and ignition work off the same key, change one of them.
- Tip#: 500      Write down the identifying numbers from your keys. Then keep these numbers in a safe place in case you need to order duplicate keys. After you write down the numbers, ask a car dealer or locksmith to remove the identifying numbers from your keys, or cross them out so no one can read them.
- Tip#: 501      Never hide an extra key in the car because thieves know where to look for hidden keys. Don't leave an extra key under the hood, under the carpeting, under a floor mat, over a sun visor, or in a magnetic container attached under the car.
- Tip#: 502      Carry a spare door key and ignition key in your wallet.
- Tip#: 503      Always take your car keys with you. Never leave your keys in an unattended car, even while you run a quick errand.
- Tip#: 504      Never get out of your car and leave your engine running, even if you can see the car from where you're going. If you must leave your vehicle, turn off the engine, lock the doors and take the keys with you.
- Tip#: 505      When you leave your car with a parking lot attendant, leave only your ignition key.

If you leave other keys as well, a dishonest parking lot attendant could make copies of your house keys and sell them to burglars, along with your name and address.

## ► Locks

Learn the types of locks that are available for your car.

- Tip#: 506 Buy a locking gas cap because it stops a thief from stealing your gas. And it prevents vandals from putting sugar and other substances in your gas tank.
- Tip#: 507 Buy a battery lock that holds your car battery in place. This keeps anyone from stealing your battery. And, if you have an accident, it keeps the battery from tipping over or crashing into electrical or mechanical parts under the hood.
- Tip#: 508 Install a guard plate over the trunk lock using carriage bolts. This keeps anyone from breaking into your trunk.
- Tip#: 509 For added trunk security, install a heavy duty key-operated chain lock inside the trunk.
- Tip#: 510 Buy wheel locks to protect your tires and wheels from theft. Most wheel locks are specially designed metal bolts or nuts that replace one lug nut on each tire. They cannot be removed without a special tool. You can buy wheel locks from auto parts stores.
- Tip#: 511 Lock a tire cuff onto a tire and rim so no one can drive your vehicle away. These are similar to tire cuffs used by police, but are smaller, lighter, cheaper and easier to install.
- Tip#: 512 If you have specialized hub caps, such as spoked hubs, buy hub cap locks so no one can steal them.

- Tip#: 513 Buy pedal locks to lock the gas and brake pedals together.
- Tip#: 514 Use a chain and padlock to lock the brake pedal to the steering wheel. The chain should be at least 5/16" thick. The padlock should have a solid steel body with a hardened steel shackle that has ball bearing locks at both the toe and heel.
- Tip#: 515 Install a secondary hood lock so a thief cannot disable your alarm system's power source, battery or siren. The hood lock could be a key-operated bolt that you can reach only from the inside of your car. Or you could buy a hood lock that can be opened from outside.
- Tip#: 516 If your car's door locks have vertical knobs in your car's interior, install tamper-proof locks that are smooth and tapered. These discourage thieves who use coat hangers to open car doors.
- Tip#: 517 Make sure your trunk lid has a lock that closes automatically when you shut the trunk lid. If you don't have an automatic lock, then change the lock.

### ► Documents and Records

- Tip#: 518 You make your car much harder to steal and much less attractive for car thieves when you keep good records and take care of your vehicle's documents. Keep written records in your home that include the following information about your car or truck.
- The year, make, and model,
  - The vehicle identification number (VIN), which you can usually see through the windshield on a small metal plate on the driver's side of the dashboard,
  - The license plate number, and
  - The vehicle's colors, including any identifying custom designs.

- Tip#: 519 Write down your vehicle's tire size, serial number and information about any special equipment, such as telephones, radios, cassette tape players, CD players, and DVD players.
- Tip#: 520 Keep written records of anything that identifies your vehicle as being different from other vehicles, such as stickers, window decals, dents, scratches, or other damage.
- Tip#: 521 Write down the name and phone number of your insurance company and your insurance agent -- as well as your policy numbers.
- Tip#: 522 If your state law allows, don't leave the original copy of your title or registration in your vehicle. Instead, put the originals in a safe place at home. Then make sure every person who drives that vehicle carries a copy of that vehicle's registration in their wallet or purse. In most cases, the only time you need to show your registration is when you are stopped by a police officer. Before you take the original copies out of your vehicle, check with your state's motor vehicle department to see whether showing a copy of the registration to the police officer is adequate, or whether the law requires that you show the original.

### ► Plates and Identification

Car thieves often switch license plates and destroy the vehicle's identification number. This means if you can put any extra identification in or on your car, you help the police know it's your car if they recover it. Here are helpful tips:

- Tip#: 523 Take a business card or an address label and hide it in several places, such as in the trunk and down the window tracks inside the door. If you don't have a business card, use an index card on which you've written your name, address and phone number.
- Tip#: 524 Write your name, address, phone number and the vehicle ID number under the

hood and under the trunk lid, using a permanent marker.

- Tip#: 525 Use an electronic engraver to etch the vehicle ID number in hard-to-find places. Also, engrave it in other places, such as on the battery and inside the hub caps.
- Tip#: 526 Etch your ID number (such as your driver's license number including the state) into the trunk lid, hood, window corners, and anywhere that is hidden from view.
- Tip#: 527 Make sure to write down your license plate number and regularly check your license plates and your vehicle identification number to make sure they haven't been changed.
- Tip#: 528 If you keep valuables in your car, use an engraver to etch your ID number into each item.
- Tip#: 529 Buy a removable stereo cassette, CD, or DVD unit. When you park your car, remove it and put it into your trunk.

## ► Valuables

Many thieves use the "smash and grab" method to steal valuables. This is when the burglar smashes the car's window and grabs your valuables. To protect yourself from smash and grabs, follow this advice:

- Tip#: 530 Hide valuables in your car where thieves cannot see them, such as under a blanket on the floor. Put away all checkbooks, credit cards, purses, cassette players, CD players, DVD players, briefcases, sunglasses, clothing, keys, gym bags, camping gear, water skis, and anything you think a burglar might want to steal.
- Tip#: 531 Lock valuables in your trunk. You're safer when you put them into the trunk BEFORE you get to your parking space, so the thief doesn't see where you put them.

Tip#: 532 Pick up large or expensive items at the end of your shopping trip, not at the beginning. This way they aren't sitting inside your car where a thief can steal them when you go into a store.

Tip#: 533 Remove all packages from your car as soon as you return home.

### ► Useful Items

Now, here are a few useful items to keep in your car:

Tip#: 534 Always carry a cell phone with you.

Tip#: 535 If you don't carry a cell phone with you, then keep a cell phone or CB radio in your car so you can call for help in an emergency. Program 9-1-1 into the phone's one-key dialing memory.

Tip#: 536 Women should keep an old pair of men's basketball shoes on the front seat or on the passenger-side floor to make criminals think the car is owned by a man. Also, you might keep other props in the car that are associated with men.

Tip#: 537 Buy an emergency kit from an auto supply store, or make your own. It should contain a first aid kit -- maps -- a flashlight with spare batteries -- a spare or an inflatable tire -- a tire inflator -- a tire repair kit -- replacement belts for your alternator, power steering pump and air conditioning -- a jack and lug wrench -- flares or reflectors -- reflective tape to apply to clothing if you get out of the vehicle or a reflective vest or light-colored jacket -- gloves -- a white flag or cloth -- comfortable walking shoes -- a few dollars in cash in case you need to take a cab -- a reflective sign that says Send Help -- jumper cables -- a basic set of tools -- spare change for a pay phone -- important phone numbers -- blankets -- a water bottle that's sealed and full -- canned food and a can opener -- candles and matches -- and a metal can or cup.

- Tip#: 538 When driving in winter, make sure the emergency items in your trunk include tire chains, a traction mat, a shovel, and a bag of sand or cat litter.
- Tip#: 539 If you have an auto alarm, know how to use it as a personal safety device.
- Tip#: 540 In addition, carry another personal safety device or pocket alarm.
- Tip#: 541 Always carry a small flashlight on your person, such as on a key ring.

## VEHICLE PURCHASE OR SALE

Follow this advice when you are buying or selling a vehicle.

- Tip#: 542 When you buy a used car from an individual, be careful if the person does not have an address, a listing in the phone directory, or a job. If the seller has no address and no job, he may be a thief who stole the car and is just passing through town.
- Tip#: 543 When buying a car from anyone other than an authorized dealer, verify the license number and vehicle identification number (VIN) with the police department before you pay for the car. This way you know if the car or license plate is stolen.
- Tip#: 544 Check the vehicle identification number to see if it has been changed or replaced. It's usually etched on a metal plate that you can see through the windshield on the driver's side of the dash board. Make sure the VIN number on the plate matches the VIN number on the seller's title.
- Tip#: 545 Check the inspection sticker and license tag to make sure they are current and issued by the same state.
- Tip#: 546 Check the keys and locks. Make sure that you receive at least one set of the original manufacturer's keys, not just a duplicate set. If the seller gives you only duplicate keys for a late model car, be careful because the car may be stolen. If

you determine that the car is not stolen -- and if you buy the car -- change the locks immediately because you can't be sure who has keys.

Tip#: 547 Complete all paperwork at the time of sale. If the seller says he will get with you later to handle the paperwork, do not agree. Insist that you get the paperwork now. If the seller says he will mail you the title, say no. Titles can be counterfeited. Make sure you receive the title at the time you buy the car.

Tip#: 548 When selling a car, don't let a prospective buyer test drive your vehicle alone because he may not bring your car back. Make sure you ride with him.

## VEHICLE PARKING

How and where you park can affect your safety and security. Follow these tips when you park your car.

Tip#: 549 Whenever possible, turn the wheels sharply toward the curb because this makes it much harder for thieves to tow away your car.

Tip#: 550 Park your vehicle with the front end facing the street so you and other people are more likely to see anyone tampering with your vehicle. Before you park facing the street, check with the police department to make sure it's legal to park this way in your city. If it's not legal, then parking with the car's front end facing the street may be practical only in off-street parking lots.

Tip#: 551 Always set your emergency brake because it is one more obstacle that might prevent a thief from stealing your car.

Tip#: 552 Park in well-lighted, well-traveled areas, near sidewalks or walkways because thieves like to work in the dark. They are less likely to steal your car where people might see them.

- Tip#: 553 Do not park near dumpsters, trucks, trees, large vehicles, or anything that limits your visibility and gives a thief or attacker a place to hide. Always park where you can see around you in all directions.
- Tip#: 554 Do not park next to a van with a sliding door. A kidnapper or attacker could be waiting for you to return to your car and then can pull you into the van through the sliding door.
- Tip#: 555 Park your vehicle where everybody can see it. Don't park on the outskirts of a shopping center, motel or parking lot. Always park close to business entrances.
- Tip#: 556 If it is dark when you park -- or if it will be dark when you return to your car -- park under a light near the building's entrance. If you can't, then move your car closer to the entrance before it gets dark.

### ► Home Parking Precautions

Follow this advice when you park at home:

- Tip#: 557 When possible, park inside your garage.
- Tip#: 558 If you don't have a garage, park your car as close as possible to your home.
- Tip#: 559 If you park your car in a carport or near your house, leave your outdoor lights on all night. If you don't, a thief could steal your car at night.
- Tip#: 560 Replace the light fixture nearest to your car with a motion sensor light. Lights that are turned on by movement often scare off criminals because when they see a light come on, they often think someone has seen them. So, although this light is off at night, it will come on automatically if someone approaches your car.
- Tip#: 561 Install an automatic opener on your garage door. Unlock your car door and get

out of your vehicle only after the automatic garage door has closed behind you. Keep your garage door opener hidden in your vehicle -- or take it with you when you get out of the car -- because if it's stolen, the burglar can easily get into your garage, and maybe even your home.

- Tip#: 562 If you live in a single family home, leave your vehicle's lights on and check your surroundings while the automatic garage door closes behind you. Keep your car's headlights on and the doors locked until the garage door has closed completely. Don't turn the headlights off until you unlock your house.
- Tip#: 563 Before you get out of the car, look around the inside of the garage. An attacker could be hiding behind a large box or in a storage area. Always have your door keys ready.
- Tip#: 564 Don't leave the house door open when carrying packages from the car to the house.
- Tip#: 565 If you get out of your car in the driveway, honk the horn and yell, "Hi, Honey, I'll be right in." A criminal is far less likely to attack if he thinks someone inside is expecting you.
- Tip#: 566 If someone in a car follows you into your driveway, stay in your car with the doors locked until you identify the occupants or know what the other driver wants. If you think you're in danger, blow your horn to get your neighbor's attention or to scare off the other driver.

## ► Parking Lots and Garages

If you park in a parking lot or garage that does not have an attendant, follow these tips:

- Tip#: 567 Stay alert and be very careful when you park in an unattended parking lot or garage. A car is five times more likely to be stolen from an unattended lot than

from the street or from a lot where a person is present.

Tip#: 568 When possible, do not park in an underground garage. If you must park in one, park near the entrance or exit. If you're alone, enter only when you see a group of people enter or leave.

Tip#: 569 Do not leave your car unattended in a public parking lot for a long period of time.

Tip#: 570 When you leave your car in a parking lot, roll the windows all the way up so a burglar cannot insert tools to force the door open.

Tip#: 571 Carry a large flashlight with you if you might return to your car after dark. You can use the large flashlight as a weapon, if you need one.

Tip#: 572 Carry your car keys in your hand so you don't waste time when you get to your car.

You are safer when you have a valet park your car than when you park in an unattended lot.

Follow these tips:

Tip#: 573 Always park in a garage that has a parking attendant, even if it costs more. The valet should be wearing a uniform or have ID. Ask where he stores the car keys. A lockbox is best. Valets should not leave keys in the cars.

Tip#: 574 Take note of your odometer's mileage reading before you get out of the car.

Tip#: 575 Lock valuables in the trunk or glove compartment. If your ignition key is the same as your trunk key, and if you must leave valuables, tell the valet you left them in your trunk.

Tip#: 576 Always remove the car registration, insurance papers and anything else that shows your home address. A dishonest valet could notify a friend that you're dining out. Then the friend could burglarize your home before you return.

- Tip#: 577 Point out any dents or nicks to the valet to show that you're aware of your car's condition. When you pick up your car, check for damage on the inside and outside. If you see any new damage -- or added mileage showing that someone drove your car -- report the problem to the manager immediately. Get written proof that you filed a complaint before you leave the parking lot. Since liability laws vary, call the police and file a report in case you have to file a lawsuit in court.
- Tip#: 578 Give the valet only your ignition key. If you normally keep your ignition key on your key ring, take it off your key ring and give only that one key to the valet.
- Tip#: 579 Never tell the parking attendant how long you will be gone.
- Tip#: 580 Make sure you receive a claim check for your car.
- Tip#: 581 Have your money and keys in your hand when you come out of the building.
- Tip#: 582 Before you get into your car, look in the back seat to make sure no one's hiding there.

## ► Personal Safety

Now I'll explain what to do when YOU park your car.

- Tip#: 583 Keep your doors locked until you have looked completely around your vehicle and are ready to get out.
- Tip#: 584 Make sure you roll up the windows and close the sun roof.
- Tip#: 585 Shut vent windows tightly because thieves use them to gain access to your car. Professional car thieves have an amazing assortment of tools that help them unlock doors through a small window space.

- Tip#: 586 If you drive a two-door sedan, when you get out, push the seat backs forward so you can easily look in the back seat when you return.
- Tip#: 587 Pay close attention to where you park so you can find your car quickly when you return. This is especially important in large lots, such as shopping malls, where entrances into the mall can look the same.
- Tip#: 588 Before you get out of your car, even if you're in a hurry, look for suspicious people. If you notice someone hanging around -- or if you're concerned for any reason -- park somewhere else. Then tell security officers about the person -- or call the police.
- Tip#: 589 Take your keys with you. Most vehicles that are stolen were easy targets because the drivers left the keys inside. What's more, car thieves can sell your car for a higher price if the ignition is still intact. Don't make your car easy to steal. Always take your keys.
- Tip#: 590 When you get out of your car, lock all car doors as quickly as possible.
- Tip#: 591 If you expect to leave your car unattended for a long time, remove the coil wire from the distributor cap so no one can start it.

Follow these tips when you return to your car.

- Tip#: 592 If you are concerned about walking to your car -- or if you think something might be wrong -- walk to the parking lot with other car owners or ask a security guard to go with you to your car. Keep an eye on people around you until you are safely locked inside your vehicle.
- Tip#: 593 Walk with purpose so other people think you know exactly where you're going. Don't wander aimlessly or give anyone who sees you the impression that you can't find your car.

Hold your keys in your hand so you can open your car door quickly.

Tip#: 594 When you approach your car, stay alert and look far ahead for any suspicious activity along your path. From a distance, look to see if anyone is hiding under your vehicle. Look to see if anyone is following you to your car. Watch for people asking for money or directions -- or anyone handing out fliers. Watch closely for anyone who might be standing beside your car -- or offering to help you with your car. That person may have done something to disable your car in the first place.

Tip#: 595 Before you get into your car -- even if your car is locked -- look inside both the front and back seats to see if an attacker may be hiding in your car.

Tip#: 596 Always inspect your car for tampering. Check all door handles and locks. Check your hub caps, antenna and license plates. Check to see if both license plates are still on your vehicle. If you think someone has tampered with your car -- or if you find anything wrong -- don't get in. Go back to the safety of the building and get help.

Tip#: 597 If everything appears okay, quickly get into your car, lock the doors, start the engine and buckle your seat belt. Arrange any packages you were carrying after you have started the engine. Don't spend time looking for your favorite cassette or going through your packages or purse. If you have music playing, keep the volume low so you can hear what's going on around you. If you have a child with you, if possible, get in, lock the doors, and then secure your child.

## CARJACKING

Learn about dangerous situations you might encounter while driving. Here are a few common strategies attackers use.

Tip#: 598 Watch out for the "block." The block is when a carjacker blocks your path -- and

then runs up and steals your car. The carjacker may stop his car in front of yours, stand in your path, or place a garbage can or other barrier in your way. This can happen at an intersection or in traffic. When you stop your car, the carjacker runs up and either opens your car door and pulls you to the ground -- or gets inside with you and speeds away.

Tip#: 599 Next, watch out for the “walk-up.” This happens when you are either sitting in a stopped vehicle -- or getting into or out of your car. The carjacker quickly walks up -- draws a gun or knife, or attacks you -- and demands your car. Then he escapes, taking your car, keys and other valuables. The robber can approach you while you’re waiting for a traffic light to change -- or while you’re waiting in a drive-through for service. The walk-up can happen anywhere you come to a stop, even in your own driveway.

Tip#: 600 Next, watch out for the “bump and rob.” In this case, a car -- usually with at least two occupants -- rear-ends or bumps you in traffic. You get out of your car to check the damage and exchange information. Then, either the driver or one of the passengers, jumps into your car and drives off, leaving you stranded.

Tip#: 601 If you find yourself alone without a vehicle, look for a safe place where you see other people and a phone. Even in a bad neighborhood, you can almost always find a liquor store, diner, gas station, convenience store, or apartment complex with a guard. Any one of these can provide security and the opportunity for you to call someone for help.

## ON THE ROAD

Now I’ll explain how a little advanced planning can help you keep from becoming a crime victim on the road.

Tip#: 602 First, consider traveling with others. There is usually safety in numbers.

- Tip#: 603 Know the area in which you are traveling. Take time to learn the locations of police stations, fire stations and hospital emergency rooms.
- Tip#: 604 When you travel out of town, plan all of your trips with care. Carry maps with your routes and destinations clearly marked -- and have an alternate route in mind in case of problems.
- Tip#: 605 Consider buying a global positioning system (GPS) receiver for your vehicle so you always know exactly where you are.
- Tip#: 606 Consider buying a satellite service that connects your vehicle with a 24-hour service center. Then if you need roadside assistance or emergency services, you can get help simply by pressing buttons on a key pad.
- Tip#: 607 Write down a travel plan that includes where you're going and when you expect to arrive and return. Leave a copy with your family or friends. Make sure you call and tell them when you arrive safely -- or any time you change your plans.
- Tip#: 608 Make sure your car is in good running order. Have your car checked and serviced regularly by a qualified mechanic to make sure it is mechanically sound. Your trip will go more smoothly -- and you are less likely to become a victim of crime -- if you keep your car in good repair.
- Tip#: 609 Regularly check the survival equipment that came with your car, such as the spare tire and jack, as well as maintenance items you keep in the trunk.
- Tip#: 610 Make sure you know how to change a flat tire. When you have a flat, you can usually continue driving at a slower speed until you find a safe place to stop. If your tires were installed by a mechanic or a tire dealer, make sure the lug nuts are not too tight for you to remove.

## ► Safe Driving Habits

Here are driving habits you should adopt.

Tip#: 611 Don't drive alone. Whenever possible, ride with someone -- or invite someone to ride with you -- especially at night.

Tip#: 612 During daylight hours, drive on main roads and avoid trouble spots.

Tip#: 613 At night, drive on well-lighted, busy streets. Don't take shortcuts onto dark, isolated streets.

Tip#: 614 When driving in high crime areas, stay on freeways or busy streets.

Tip#: 615 Drive in the lane closest to the center of the road so you are far away from attackers who may be walking along the edge of the road. Driving near the center of the road makes it harder for an attacker to reach you and helps you see better. Be careful while driving in the lane closest to oncoming traffic because you risk a head-on collision unless the road is divided or unless a barricade separates you from oncoming traffic.

Tip#: 616 Don't drive next to median strips in heavy traffic because an attacker could be walking or hiding in the median.

Tip#: 617 Keep your car doors locked at all times.

Tip#: 618 Keep your car windows closed. But keep in mind that even when your windows are closed, a determined attacker can break them out.

Tip#: 619 If you need air, open the windows just an inch or two. Keep the windows rolled up enough to make it hard for someone to reach inside and take your purse, wallet or keys.

Tip#: 620 When you stop to use an ATM or get gas, choose a well-lighted, busy and highly

visible area. If at all possible, do not stop at night.

- Tip#: 621 Stay alert and drive with purpose and confidence. When you appear to know where you're going, you become a less attractive target.
- Tip#: 622 Look in the rear-view mirror often and watch around you. Drive like a fighter pilot, scanning all three mirrors constantly.
- Tip#: 623 Stay alert when stopped, giving the appearance that you are totally aware of your surroundings.
- Tip#: 624 Keep your eyes open and look around, especially when you slow down or stop, such as at garages, parking lots, intersections, gas stations, car washes, highway entry and exit ramps, and ATMs.
- Tip#: 625 Watch carefully when vehicles pull alongside your car, especially at night.
- Tip#: 626 When waiting for traffic lights to change, pay attention to people standing on the corner, crossing the street, and sitting in nearby cars.
- Tip#: 627 At a traffic light, make sure you keep your car in gear.
- Tip#: 628 At intersections, watch both sides of the street.
- Tip#: 629 Stay alert and be careful at rest areas. They're hangouts for criminals looking for easy targets. Keep an eye on your kids.
- Tip#: 630 Don't allow anyone to distract you. Often, one thief will try to distract you while a second thief gets in your vehicle to rob you or hijack your car.
- Tip#: 631 Pay close attention and stay alert if someone drives into the back of your car or if someone stops suddenly and causes you to run into them. Attackers often cause a

minor rear-end collision so you'll get out to check for damage. Then they steal your car.

If you're involved in a minor rear-end collision:

Tip#: 632 Make sure your doors are locked and your windows are rolled up so no one can get to you -- or get in your car.

Tip#: 633 Get the other car's license number immediately, in case he drives off without giving you any information.

Tip#: 634 If you are in lighted surroundings, and if you feel safe, exchange license, registration and insurance information with the other driver.

Tip#: 635 If you do not feel safe, motion to the other driver, or tell him through your closed window, to drive with you to the nearest police station. If you don't know where it is, drive to a safe place that is well lit and where other people are present. Then exchange information.

Tip#: 636 If your car cannot be driven, stay in the car and ask the other driver to go for help.

Tip#: 637 Call the local police department to see if they want to take a report.

Tip#: 638 When visiting another city, do not advertise that you're a tourist. While checking your map, pay attention to what's going on around your vehicle. Never leave a map on the seat where someone can see it from the outside because it signals that you are unfamiliar with the area and far from home, making you an attractive target.

Tip#: 639 When driving, do not wear expensive jewelry or leave valuable items in plain view. Lock valuables in the trunk -- or better yet, leave them at home.

Tip#: 640 When you stop in traffic, leave enough space between your car and the car in front

of you so you can see the other car's back tires touch the pavement. This will help prevent your car from being pushed into the vehicle in front of you if another car hits your car from behind. Also, if someone approaches your car in a threatening manner, the open space allows you to move forward or drive away.

- Tip#: 641 Do not stop directly alongside a vehicle in the next lane. Instead, stop your car so that the front end of your car is even with the driver of the other car, and keep your car in gear.
- Tip#: 642 Know how much gas your car's gas tank holds -- and keep an eye on the gas gauge. Always keep enough gas in the tank so you won't run out if you're lost in a strange neighborhood. Keep the tank at least half full at all times.
- Tip#: 643 Never assume you're safe from car thieves just because you drive an old or inexpensive car. While car thieves steal many expensive cars, they steal a lot of cheap cars, too.

### ► Helping Others

Now I'll discuss how to help people who appear to be in trouble on the road. We all want to be Good Samaritans, but you could put yourself and your family in danger if you don't follow these simple tips.

- Tip#: 644 Do not get out of your car to help strangers who appear to have car trouble. Instead, roll down your window only a couple of inches to speak with strangers. Offer to help them by calling the police or their auto club. Highway thieves often pretend to have car trouble. Don't fall for it.
- Tip#: 645 Be careful when anybody approaches your car and asks for information. If you must talk with them, keep your windows up and your doors locked. Be prepared to drive away if necessary.

Tip#: 646 Never pick up hitchhikers or other strangers.

### ► Breakdowns or Being Stranded

On occasion, you may find that your car won't start, your ride doesn't show up, or you miss your stop on mass transit. Here's how to protect yourself from these problems:

Tip#: 647 Carry with you phone numbers of a tow truck or a service station, since most breakdowns occur within three miles of the city where you live.

Tip#: 648 Join an auto club and carry its telephone number with you, along with any other numbers you might need. Many people never get around to joining, but most of them wish they had.

Tip#: 649 If you've just left a building and your car won't start, go back inside and ask or phone for help.

Tip#: 650 If your vehicle breaks down and you're with someone, stay together. Don't leave children or a spouse alone while you go for help. Two or more people together are usually safer than one.

Tip#: 651 Move your vehicle well off the roadway to safety. Check to see if anyone followed you, or if anyone seems to be hanging around the area.

Tip#: 652 Turn on your emergency flashers or hazard lights.

Tip#: 653 Double-check that all doors and windows are locked.

Tip#: 654 Call for help on your cell phone.

Tip#: 655 Put on a reflective vest or light-colored jacket, or apply reflective tape to the clothing you're wearing.

- Tip#: 656 When it's safe, get out of the car on the passenger side to set flares -- put out a "send help" sign -- open the hood -- tie a white cloth to the hood, door handle or antenna -- and place reflectors or flares 100 to 200 feet behind the vehicle. Then get back in the car, lock the doors, and wait for help.
- Tip#: 657 If you're stranded in a vehicle, stay inside and use it as a safe shelter until help arrives. Keep your seat belt fastened, the doors locked and one window partly opened for fresh air. Wait for help.
- Tip#: 658 Make sure your first priority is to keep yourself safe because some thieves cruise the highways pretending to be mechanics. Don't let a stranger change a tire or work on your car. You never know whether he's trying to fix it or sabotage it.
- Tip#: 659 If you are outside your car and another vehicle begins to stop, get back in your car and lock the doors and windows.
- Tip#: 660 If someone stops to help, open the window just enough to ask the person to call the police or call one of your emergency towing numbers for assistance. Then write down the description of both the driver who stopped to help you and his vehicle, including the license number.
- Tip#: 661 If you see a taxi cab, or a maintenance or utility truck, ask them to ask their central dispatcher to call the police or a wrecker to help you.
- Tip#: 662 Accept help only from authorized persons. Don't accept help from unidentified people who suddenly appear and offer their help because attackers often disable vehicles on purpose.
- Tip#: 663 Be careful about using a cell phone or CB radio to call for help. Criminals often have scanners to find frequencies and then listen to wireless conversations. An attacker may hear that your car is disabled and conclude that you are an easy target for crime. If you do use your cell phone or CB radio, don't get out of your

car until the arrival of a uniformed police officer or the tow truck you called.

Tip#: 664 Don't change a flat tire or fix any other problems that require professional help. Instead, call the police or a wrecker. It is too dangerous to change a tire or repair your car on a busy roadway.

## DANGEROUS SCENARIOS

If your situation turns dangerous, follow this advice:

Tip#: 665 Trust your instincts. If you feel you're in danger, it's time to act. Your personal safety is always your first priority.

Tip#: 666 If you cut someone off or make some other driving mistake, try to make eye contact and apologize.

Tip#: 667 If you are involved in a minor traffic accident and something seems suspicious, do not get out of your car to check the damage in an isolated area or on the freeway. Motion for the other driver to follow you and slowly drive to the nearest police station, fire station or open business to exchange information.

Tip#: 668 If you're arriving home and you don't recognize a person walking down the street, drive around the block and come back after the person has gone.

Tip#: 669 If you see a disturbance on the street, stay in your car and drive around the obstruction. If you can't, then turn around and go the other direction. If you can't turn around, stay in your vehicle with your doors and windows locked and wait for the police.

Tip#: 670 If the driver of an unmarked vehicle motions you to pull over to the side of the road or indicates that you have something wrong with your car, such as a flat tire, do not pull over. Instead

1. Motion that you will pull over soon -- and then write down his license plate number.
2. Drive to the nearest open business or place where other people are present.
3. Stay in your car and keep all doors and windows locked as the person approaches. Do not open your door or window until you see the person's identification. If the person does not voluntarily show you his identification, ask to see it.
4. If the person is a uniformed police officer, open your window just wide enough to slip your driver's license through. If the person is a plainclothes police officer, ask him to call for a uniformed officer and do not show your driver's license or get out of the car until the uniformed officer arrives. Every year thousands of people are victimized by people posing as police.
5. If the person is not a police officer, do not get out of your car. Ask him to go for help and send someone who can tow your vehicle to a maintenance shop.

Tip#: 671 If you think someone is following you, make a few turns down busy streets. If the other car makes the same turns, drive to the nearest police station, fire house or open business. Do not go home.

Tip#: 672 If someone falls on the ground in front of your car and acts hurt, don't jump out of your car to check on the person's condition. Wait for other people to gather around first, or call for an ambulance if you have a cell phone. Realize that this may be a trick.

Tip#: 673 If someone approaches your car carrying a stick, pipe, knife or other object that he could use as a weapon, drive away immediately.

## ► Assault and Robbery

- Tip#: 674 If another vehicle forces you over to the side of the road:
1. Put your car in reverse, and back away,
  2. Keep blowing the horn,
  3. Keep your car moving,
  4. Drive around the cars in front of you or make a U-turn to get away,
  5. Continue driving, until you get to a well-lit place where there are other people.
- Tip#: 675 If someone tries to get into your car and you cannot drive away, then honk the horn, blow a whistle, and yell to attract attention. If the person gets into your car, throw the keys out and get out immediately.
- Tip#: 676 If an attacker pulls you from your car or confronts you while in your car, don't panic, don't argue and don't try to stop the attacker.
- Tip#: 677 If a gunman demands your car or valuables, give them up. You can always replace them, but you can't replace your life. Do anything to avoid going with the gunman, as long as you don't annoy the person. One trick that often works is to fall on the ground and fake a heart attack.
- Tip#: 678 Do not get back into the vehicle with the gunman. Once you and the attacker are both inside, the attacker has total control. There is no way to predict if he will harm you.
- Tip#: 679 If you are still inside your vehicle, offer the attacker your credit card or ATM card. If he accepts it, this may give you the opportunity to get away.
- Tip#: 680 If an attacker carjacks you and your vehicle, carefully consider your choices. In these situations, the attacker has much more power than you. Whether you take action is your decision.

- Tip#: 681 If the attacker forces you to drive your own car during the kidnapping, try to attract a police officer's attention. If it's at night, turn off your headlights. You might also speed or drive as if you are under the influence of alcohol or drugs.
- Tip#: 682 If you beg for your release and nothing works, do whatever it takes to get out of the car. The carjacker may drive off rather than take time trying to force you back into the vehicle.
- Tip#: 683 Try to remember what you saw. Remember the carjacker's age, gender, race, hair color, eye color, and any special features such as scars, tattoos or facial hair. Remember what the carjacker was wearing. Pay attention to clothing colors and shoes. Remember which direction the carjacker went to make his escape. Keep a pen and notebook handy to write down descriptions of suspects for the police.
- Tip#: 684 Call the police immediately after your car is stolen. Stolen vehicles are often used to commit other crimes. Your quick action may not only help get your car back, but also may prevent someone from using your car to commit another crime.
- Tip#: 685 If your house keys are with your car keys, change your locks immediately.
- Tip#: 686 Ask yourself what you would do in situations involving crime or your personal safety. Remember that being prepared and staying alert are the best ways to protect yourself and your family. Know the location of a 24-hour gas station in your area.

## ► Road Rage

Stress affects every part of our lives. As stress builds, a driver's frustration and anger also increase -- to the point where that driver explodes into what we call road rage. Road rage that erupts into violence almost never results from one event. Instead, road rage results from personal attitudes and the buildup of stress in the driver's life.

As more cars are driven on the road, we get more traffic -- which leads to more frustration, more stress, more anger, more hostility and, ultimately, more violence.

The event that triggers road rage in the average driver is usually the lack of common courtesy. Three common causes of road rage are a driver who drives too slowly in the left lane, tailgates, or cuts someone off.

After one driver cuts off another driver, the second driver may think, "Since you did that to me, I'm going to make you pay." At that point, the result can be violence.

In general, the best way to avoid making other drivers mad is to be careful and courteous. Follow these tips to help you avoid problems of road rage:

Tip#: 687 Stay alert and know what is going on around you. Expect the unexpected.

Tip#: 688 Make driving your first and only priority. While driving, don't try to read a map, curl your hair, shave, or call a friend on your cell phone.

Tip#: 689 Cooperate with other drivers. When you cooperate, other drivers usually cooperate, too. But if you're aggressive, you trigger a natural instinct in other drivers to fight back, which only causes problems.

Tip#: 690 Do not take traffic problems personally. Assume that mistakes made by other drivers result from their not paying attention. Their mistakes are not directed at you.

Tip#: 691 Allow yourself enough time. When you're running late, you increase your stress and frustration, which leads to anger and rage.

Tip#: 692 Play relaxing music and create a comfortable environment in your car.

Tip#: 693 Stay patient, calm and cool when driving in traffic.

- Tip#: 694 If you drive slower than other drivers, keep to the right.
- Tip#: 695 Do not tailgate the vehicle in front of you. If the driver is driving too slowly, back off and create more space so either the driver or you can change lanes.
- Tip#: 696 Do not cut off another driver. When you change lanes, make sure you have more than enough room. Use your turn signal so the other driver knows that you plan to change lanes. If you accidentally cut off another driver, apologize to the other driver with a kind gesture.
- Tip#: 697 Do not block the passing lane. Some drivers think you're doing this just to slow them down. If you are traveling in the high-speed lane and another driver wants to pass you, use your turn signal and then move into the right lane when it's safe.
- Tip#: 698 Do not block the right hand turn lane.
- Tip#: 699 Change lanes only when necessary and always use your turn signal.
- Tip#: 700 Do not make gestures in response to other drivers' actions. Keep your hands on the steering wheel. Even a harmless gesture, like shaking your head, may be taken the wrong way by the other driver.
- Tip#: 701 Sound your horn only when you must.
- Tip#: 702 Keep your stereo turned down so you can hear what's going on around you.
- Tip#: 703 If you or another driver makes a mistake, signal an apology even if it's not your fault.

### ► Aggressive Drivers

If you encounter an aggressive driver, follow these tips:

- Tip#: 704 Assume every aggressive driver is dangerous.
- Tip#: 705 Assume every aggressive driver carries a gun and will shoot you.
- Tip#: 706 Get away from the aggressive driver immediately, even if you have to turn onto a different freeway or street.
- Tip#: 707 Give the aggressive driver plenty of room. You never know what the angry driver might do, so the more distance between you, the better.
- Tip#: 708 Do not make eye contact with the aggressive driver. When you look at each other, things can quickly get out of hand.
- Tip#: 709 Do not confront an angry or aggressive driver. When one driver is angry, anything is possible.
- Tip#: 710 Do not make obscene gestures. The aggressive driver may think he has to respond to your gesture, which only makes matters worse.
- Tip#: 711 If someone is chasing or following you, do not weave from lane to lane. Instead, drive with traffic. If you have your cell phone, call 9-1-1.
- Tip#: 712 If you must pull over, drive to a police station or a well-lighted business where you see other people.
- Tip#: 713 If you get angry when you drive, look at how you handle stress in your everyday life. Consider getting help from a therapist or support group, or buy books on how to reduce stress and control anger. Road rage and aggressive driving are increasing. You protect yourself and your family when you act responsibly.

## TRAILERS

Let's move on to trailers. If you have a trailer, follow these two tips:

- Tip#: 714 If you carry a vehicle on a trailer, make sure you secure it with a strong chain and padlock.
- Tip#: 715 When the trailer is not hooked onto your car, secure the trailer to a permanent object with a heavy chain and lock.

## MOTORCYCLES

Now let's talk about how to prevent motorcycle theft. Many of these tips also apply to trail bikes, motor scooters and snowmobiles.

- Tip#: 716 When buying a motorcycle, check the frame and motor numbers with the numbers on the registration papers that go with the purchase.
- Tip#: 717 Engrave or etch your ID number on your motorcycle in secret places to help recover it if it's stolen.
- Tip#: 718 File off the key number that is stamped on your motorcycle ignition switch.
- Tip#: 719 When not in use, chain your motorcycle to an immovable object. Use a heavy chain and padlock that cannot be cut by conventional steel hacksaw blades. Wrap the chain around the main body, as well as at least one wheel when locking it to a permanent object. If you keep it outdoors, consider bringing it indoors at night.
- Tip#: 720 When your motorcycle is stored and not in use, put its front wheel in your trunk or some other secure place.
- Tip#: 721 Ask your school or employer to install a motorcycle rack or build a fenced-in area where students or employees can park their motorcycles.

## SNOWBLOWERS

Each winter, snowblower theft becomes a serious problem. The number stolen is directly related to the amount of snowfall. If you or your neighbors own a snowblower, make sure you follow these five tips:

Tip#: 722 Write down your snowblower's make, model and serial number -- and keep them with your important records.

Tip#: 723 Engrave your ID number where it's hidden from view but easy for you to find.

Tip#: 724 Paint some part of the snowblower a distinguishing color so you can identify it quickly and easily.

Tip#: 725 Take extra safeguards when locking your garage.

Tip#: 726 Use your car to block the snowblower so it's hard to take from the garage.

## BICYCLES

Now let's discuss bicycles. Most bicycles that get stolen are not locked up. Here's how to protect your bike.

Tip#: 727 Never leave your bicycle unchained, unlocked or unattended, even for a short time.

Tip#: 728 Use a 3/8" case-hardened steel chain or cable to lock your bike. Many cables have a plastic covering to keep them from hurting the bicycle's finish.

Tip#: 729 Always use bike racks when available. Put the chain or cable through the bike rack, both wheels and the frame.

- Tip#: 730 When you're away from home, lock your bicycle to a permanent object so it isn't in someone else's way. Chain it to a bike rack, telephone pole, fence or stairway railing. Do not chain it to a living tree because the tree could be damaged if someone tries to steal your bike.
- Tip#: 731 Always chain both the rear and front wheels and the frame to an immovable object. If you simply chain one wheel to the other, the bicycle can be tossed into a truck and untangled later.
- Tip#: 732 If you cannot put the cable through both wheels, then make sure it goes through one wheel -- preferably the rear wheel -- and the frame. Then put the chain around a stationary object.
- Tip#: 733 If you use a chain lock, weave it through the bike to provide added security. Then secure the bike to a stationary object.
- Tip#: 734 If your bicycle has a quick release hub on the wheels, remove the front wheel and lock it along with the rear wheel and frame.
- Tip#: 735 At home, store your bicycle in a locked room, garage or basement. DO NOT store your bicycle in the yard or driveway. You greatly reduce the chance of theft when you keep your bike out of sight.
- Tip#: 736 Lock your bike at all times, even if you leave it in your yard for a few minutes. Bikes are often stolen from the owner's yard.

## ► Locks and Chains

Here are a few tips about bicycle locks and chains.

- Tip#: 737 Make sure you buy and use high quality locks on your bicycle. Do not use locks that can easily be picked, broken or cut with wire cutters.

- Tip#: 738 For maximum security, lock your bicycle frame to an immovable post or object with a steel U-bar lock. Then make sure the bike and lock cannot be lifted over the top of the post. The best locks have a 7/16 inch hardened alloy steel shackle. This type of lock has the greatest resistance to cutting and tampering. The lock should have a double locking mechanism, which means it locks at both the heel and toe.
- Tip#: 739 Do not use a combination lock because a thief can easily break it with a hammer.
- Tip#: 740 Position the lock as high off the ground as possible. This makes it hard for a thief to use bolt cutters, reduces the chance of the lock being smashed or pried off, and makes it easier to see the thief because he must stand up to reach the lock.

### ► Registration and Identification

Proper registration and identification not only discourage theft, but also make your bicycle easier to reclaim if it's stolen.

- Tip#: 741 Register your bicycle with your local police department if they offer this service. If not, contact the national bicycle registry service.
- Tip#: 742 Call your local police department and ask them what ID number they recommend. Most likely it will be your driver's license number. Then engrave it on the frame so it can't be rubbed off by a thief. A parent's driver's license number engraved on a child's bike can serve two purposes: one, to identify the bike; and two, to help emergency personnel find the parent in the event of an accident.
- Tip#: 743 Make sure your bicycle has a factory stamped serial number. Look for the serial number under the seat -- on the bottom of the pedal-crank housing -- on the seat tube -- on the left side of the rear fork -- or opposite the chain.
- Tip#: 744 Keep a description of the bike and your sales receipt in a safe place at home. It should include the serial number -- make and model -- color and description --

number of speeds -- and size of wheels.

- Tip#: 745    Keep a photograph of your bike in a safe place.
- Tip#: 746    Make sure you or your parents have some kind of insurance to cover bicycle theft.
- Tip#: 747    Never loan your bike to a stranger who asks to “try it out.” You’ll probably never see your bike again.

## BOATS

Now let’s discuss boat safety. Many people spend as much money on their boats as their cars -- sometimes even more. Here are a few suggestions to help you keep your investment safe and sound.

- Tip#: 748    Make sure you moor your boat in a marina that offers a high degree of security. Marinas are packed with watercraft of all sizes, especially during the summer months. This offers a tempting opportunity for thieves.
- Tip#: 749    Select a well-managed, well-lighted marina that offers fencing, security lighting, an alarm system and a security guard on patrol.
- Tip#: 750    Look for added security that comes from floodlights that light up the boats, moorings, locker areas and land entrances to marinas.
- Tip#: 751    Take special care when you lock up your boat and accessories. Do not hide the key on the boat.
- Tip#: 752    Select a locker carefully. Lockers at the boatyard should be secured with case-hardened, heavy-duty hasps and padlocks made of brass or another non-corrosive material. These locks resist prying, twisting and cutting. Also, you might consider a marine combination padlock. This is a padlock that has numbers enclosed in the

base of the lock so you can change the combination. You have the security advantage of a padlock, and you can call the boat yard or marina and give someone the combination in case of emergency.

Tip#: 753 Check with the marina staff to see if your boat can be moored with a chain and padlock in addition to the mooring lines.

Tip#: 754 Use a locking boat lift that raises your boat out of the water, making it harder to steal.

Tip#: 755 Don't walk away from your boat until you lock up all easy-to-carry items like motors, water skis and camping gear. Don't make it easy for a thief to steal from you.

Tip#: 756 If you have a cabin-type vessel, secure all windows, portholes, doors and hatches with case-hardened steel locks that have pick-resistant cylinders.

Tip#: 757 Lock your outboard motor to your boat with a case-hardened steel shackle padlock and case-hardened heavy duty hasp or locking bar.

Tip#: 758 Use a locking bar to conceal the motor mounting screws that secure the motor to the transom.

### ► Boating Precautions

Boats are for your enjoyment, but always be careful and alert.

Tip#: 759 If you see unauthorized persons or boats lingering around the docks and moorings, report them to marina staff and the police. These unauthorized persons may intend to commit a crime, either now or later.

Tip#: 760 If you see persons offering to sell marine equipment at less than market value,

report them to marina staff and the police.

Tip#: 761 When you approach your boat, if you think someone may be on your boat, do not board. Notify the duty patrol officer and marina office immediately.

Tip#: 762 Get to know other people who use the boat dock and agree to watch each other's boats.

## ► Theft Prevention

Now I'll discuss ways you can help prevent a thief from stealing your boat.

Tip#: 763 Buy an alarm system that includes a flashing light to help police quickly find the boat being burglarized.

Tip#: 764 Install an alarm system with a distinct sound.

Tip#: 765 Install a local alarm that protects portholes and hatches.

Tip#: 766 Install a closed circuit TV.

Tip#: 767 Equip your boat with an ignition system that uses a hidden cut-off switch so the thief cannot start the motor.

Tip#: 768 Remove the rotor from your engine's distributor.

Tip#: 769 Do not leave your registration certificate on the boat. Always take it with you.

Tip#: 770 Record the description, serial numbers and identifying marks of all portable gear, such as radios, cameras, clocks, binoculars and fishing equipment.

Tip#: 771 Put permanent identification marks on your boat's equipment and contents.

- Tip#: 772 Place an ID number on a principal timber or part of the hull so you can identify your boat if the registration numbers are removed or wiped out.
- Tip#: 773 If you discover that a burglar has taken something from your boat, notify the duty patrol officer and marina office immediately.

### ► Dry Dock Storage

Here's what to do when your boat is in dry dock.

- Tip#: 774 Remove all valuables from your boat before leaving it in dry dock. This includes all loose gear, instruments, fittings and canvas. Stow all loose gear in the cabin or another secure place.
- Tip#: 775 Draw the curtains and blinds on cabin windows so no one can see inside.
- Tip#: 776 Make sure the dry dock area has good security lighting.
- Tip#: 777 Check the dry dock area frequently.
- Tip#: 778 While storing a small boat in a dry dock or at home, make sure it's locked to something secure, such as a sunken anchor.
- Tip#: 779 Do not leave gasoline in your outboard engine and remove all portable tanks when your boat is not in use.

### ► Trailer Storage

Here are some boat trailer tips:

- Tip#: 780 If you keep the boat on a trailer, keep the trailer inside a garage or other safe place where a thief cannot easily hitch it to a car and steal it.

Tip#: 781 Remove all loose gear from your boat -- and remove or lock the motor and propeller.

Tip#: 782 Remove the trailer's wheels and block the frame.

Tip#: 783 Remove or dismantle the trailer tongue -- or use a trailer hitch lock.

Tip#: 784 Make sure that the gates to the dry storage area are locked when you leave.

This concludes this section.

# SECTION 3: PERSONAL SAFETY AND SEXUAL ASSAULT

## INTRODUCTION

Personal crime usually falls into three categories: burglary, robbery, and assault, both sexual and non-sexual assault. And while the legal definitions of these crimes vary from state to state, in general, the crimes can be described as follows:

**Burglary** is the act of entering a home, business or building with the intention of stealing something or committing a crime.

**Robbery** is when the attacker approaches you and takes something of value from you by threat, force or violence. Robbers often use guns or knives to get you to hand over your valuables.

**Assault** is a threat or an attempt to hurt you. In some states, assault also means when the other person actually hurts you.

## STREET SAFETY AND SECURITY

Over half of all robberies and muggings occur on a street or highway. Robberies often take place at shopping malls, too, particularly in parking lots.

Personal confrontations can happen to anyone. The more you know about self-protection, the fewer opportunities you give criminals. Follow these tips:

Tip#: 785      Whenever possible, walk in groups of two, three or four people. Do not walk alone on dimly lit streets in moderate to high-crime neighborhoods or in areas known for drug trafficking.

Tip#: 786      Tell someone where you are going and what time you'll return. Make sure you

call if you're going to be late.

Tip#: 787 Ask your spouse or roommate to keep the porch light on when you'll be arriving home after dark.

Tip#: 788 Carry a cell phone with you when you go out. Keep it programmed so you can call 9-1-1 by touching only one button.

Tip#: 789 Carry a small amount of money change for a bus or taxi cab. Carry change to make a phone call, if you don't have a cell phone.

Tip#: 790 After dark, use a flashlight.

### ► Precautions

Your attitude and how you carry yourself provide a great deal of personal protection. If you look like you're afraid -- or if you look like an easy target -- criminals will know this from your body language and may decide to attack you.

Tip#: 791 Trust your intuition. It's usually right.

Tip#: 792 Walk quickly and confidently -- and know where you're going. Don't look as if you're helpless or confused.

Tip#: 793 Keep your back straight and your head erect. Act assertively.

Tip#: 794 Look at people you pass in case you need to identify them later. And make brief eye contact with strangers on the street. Attackers may decide not to attack you if they think you'll make a scene or if you might be able to identify them later.

Tip#: 795 Stay alert and know what's going on around you. Don't be afraid, but realize that trouble can come from anywhere. Always know who is on the street and which

way you can run.

- Tip#: 796 Don't assume criminals are always scruffy-looking guys. They're often well-dressed, polite and well-spoken. And they may be women. Thinking that all criminals look alike may tempt you to let your guard down. Don't!
- Tip#: 797 Beware of the man who approaches you after dark as you leave a store or shopping mall. He may start a conversation by saying, "Parking lots can be dangerous places." This man hopes you'll agree with him by admitting that you, too, are concerned about parking lot safety. He hopes that you will then trust him and allow him to walk you to your car. Then he can steal your packages or purse, or attack you.
- Tip#: 798 Pay close attention to anyone who offers to help you with your packages. Do not let your guard down. When another person helps you, he could easily steal your purse, your car, or your house key. If you refuse the person's help, watch for his second attempt. He might say, "You obviously need help -- and I don't mind helping you." This is his attempt to control you. Even though you have said "no," he insists on helping you. Again, tell him no, firmly, and make sure he understands that you don't want help. Don't give up control.
- Tip#: 799 Stay alert for the person who won't take "no" for an answer. When the other person doesn't hear you say "no", or pretends not to hear you, he could be trying to take control over you. Don't lose control to another person. If you give in and accept the other person's help, you greatly increase the chance that he will commit a crime -- and you will become the victim.
- Tip#: 800 Be careful of the person who puts himself down, hoping that you will correct him and welcome his advance. He might say, "You're much too good at jogging to jog with a beginner like me." Then you politely respond, "I'm just beginning, too, so let's jog together." Or a man in a swimsuit might walk up to where you're

sunbathing and say, “If I lie down here, you’ll probably leave, won’t you?” Then you politely reply, “No, you’re welcome to lie down here.” At that point, you begin a conversation and soon you notice that your wallet, purse or keys are missing.

- Tip#: 801 Stay alert to anyone who approaches you and starts a conversation. While your discussion may be friendly and innocent, the other person may be trying to distract you so you let him enter your home or apartment building.
- Tip#: 802 Pay attention to how you dress and keep your hands free. This means keep your hands out of your pockets. Use a shopping cart to carry groceries to your car. And don’t carry many packages, books or backpacks, because they restrict your movement and your ability to defend yourself.
- Tip#: 803 Dress correctly. Don’t wear clothes that are too revealing, because they may draw unwelcome attention. Also, don’t wear clothes that are so loose they’ll hamper you if you try to run from an attacker.
- Tip#: 804 Pay close attention to your shoes. You must be able to keep them on while running and you must be able to get out of them quickly. You may also want to kick an attacker. Sandals, platform shoes and high heels are not good choices.
- Tip#: 805 Make sure your coats and skirts are not too heavy or too tight to limit your movement. You may need to get away quickly -- and run some distance.
- Tip#: 806 Make sure your jackets and blouses allow you to fully extend your arms over your head so you can stop a blow from an attacker.
- Tip#: 807 Make sure your capes, scarves and jewelry don’t restrict your ability to run. Be careful when and where you wear scarves and necklaces, because an attacker can use them to strangle you.
- Tip#: 808 Wear large rings that you can use as defensive weapons when you make a fist.

Don't show off valuables or wear anything that attracts attention.

Tip#: 809 If you want to wear good jewelry to an important event, keep it hidden in the car or under your clothing until you arrive at the function.

Tip#: 810 Carry a whistle strapped to your wrist so you can signal for help if you are attacked. If you carry it around your neck, the attacker can use it to strangle you.

Tip#: 811 If you must wear a whistle around your neck, here are two precautions:

1. If you have long hair, wear the whistle under your sweater or jacket where it can't be seen and where it's harder for the attacker to grab.
2. If you carry a knapsack, wear the whistle over one shoulder, not both. This way, no one can jerk the whistle cord from behind and knock you to the ground. If someone tries to pull the cord, drop your knapsack and run away.

Tip#: 812 If you're a woman, when you walk at night, take off your earrings and put your hair up under a baseball cap so look more like a man. Men are attacked less often than women.

Tip#: 813 Don't wear headphones while walking. They reduce your ability to hear sounds that may alert you to danger.

Tip#: 814 Be careful with your money. Don't flash your cash on the street. A mugger may see you and follow you to a location where it's easy to rob you.

Tip#: 815 Carry a fake wallet that doesn't contain your money or identification.

Tip#: 816 Never open and read a map on the street. Anyone lurking nearby will assume you're distracted, confused and an easy victim.

Tip#: 817 Look inside a store before you enter. Be careful if you notice a lack of activity,

unattended cash drawers, customers bunched together, people staring at something, and so forth. If you aren't sure what's going on in the store, don't go inside.

Tip#: 818 Don't hitchhike. Don't accept a ride from anyone you don't know.

Tip#: 819 Don't provoke a street gang. Don't associate with troublemakers.

Tip#: 820 Plan ahead. Know where you plan to walk and the usual day and evening conditions of the streets you use.

Tip#: 821 Choose a safe route. Take time to learn the neighborhood. Notice which stores are open, the location of street lights -- and where you can find a telephone in case you need help.

Tip#: 822 Choose well-lighted, busy streets. Don't walk past vacant lots, alleys or construction sites.

Tip#: 823 Don't take shortcuts through bad neighborhoods, parks, alleys or vacant lots. If it's safer, take the longer way.

Tip#: 824 Avoid dead-end streets because an attacker could box you in, leaving you no way out.

Tip#: 825 Avoid dark areas like phone booths and automatic teller machines, particularly if there isn't much foot traffic around them.

Tip#: 826 Avoid areas with bushes and parked cars where muggers could hide.

Tip#: 827 Avoid doorways and alleys where attackers could hide.

Tip#: 828 Watch for possible hiding places and use caution as you approach them.

- Tip#: 829 Don't be predictable. Change your route when you go to and from work -- to the bank -- and to shop.
- Tip#: 830 If possible, change the time you travel.
- Tip#: 831 If possible, walk during daylight hours. Morning is the safest time to walk.
- Tip#: 832 Walk facing oncoming traffic so a car can't approach you from behind.
- Tip#: 833 Walk down the center of the sidewalk -- or walk on the street near the curb, especially if you are walking on a dark, quiet street with no traffic.
- Tip#: 834 When you approach a stoplight, pay attention to your surroundings. Watch for people who look out of place or who seem to be standing around for no reason.

### ► Dangerous Situations

If you think you're being **followed**, follow this advice:

- Tip#: 835 Pretend that you see a friend. Wave and call out to that person.
- Tip#: 836 Cross the street. If a suspicious person crosses the street behind you, go into a store and call the police.
- Tip#: 837 Keep looking back so the person knows he cannot sneak up on you. When you look at him, you take away his opportunity for surprise. Turn and look the person straight in the eye. An unfriendly glance may discourage an attacker. If someone insists on talking to you, do not stop for a conversation. Acknowledge their presence with a nod, or say "No, thank you" and continue walking.
- Tip#: 838 Go to a well-lit area. Enter a store, house, residence hall, classroom or library -- anywhere there are people.

Tip#: 839 Stay as calm as possible. Think rationally and evaluate what you might do:

1. Escape,
2. Defend yourself, use pepper spray,
3. Negotiate,
4. Scream to attract attention,
5. Fake having a heart attack, or
6. Start acting crazy.

Tip#: 840 Clear your throat and spit on the ground. It's gross, but that's exactly the kind of behavior that discourages attackers. Often, attackers will pick on someone more ladylike and timid.

Tip#: 841 Beware of the man who offers to help carry your bags. He may be setting you up for an attack.

Tip#: 842 If someone in a car asks directions, keep walking and keep your distance. Stay on the sidewalk, at least 10 feet from the vehicle. If you're closer than that, the person could reach out and grab you. Don't stop to listen. Keep walking. If you can't hear the person, don't move closer. Ask him to speak up.

Tip#: 843 If a car drives past you more than once, go to a safe place and call the police.

Tip#: 844 If you are in an unfamiliar neighborhood and are being followed, go to a home and ask for help. Keep your distance from the person's front door. Explain that you are being followed and that the situation is urgent. Ask the person to call the police right away.

If you're being **harassed** or **approached**...

- Tip#: 845 Walk quickly to well-lighted areas where other people have gathered.
- Tip#: 846 If the person gets too close, run and scream. Noise is your best defense if other people are around.
- Tip#: 847 If you feel frightened by someone asking for a handout, call the police and give them the details.
- Tip#: 848 Call the police if you see someone hanging around, going from door to door, trying doorknobs, slowly cruising streets, sitting in parked cars or trying to pry open a car window. Give police the description of the person, the color and make of the car, and the time and location. If you are in doubt about anything, call the police and ask them to check out the situation.
- Tip#: 849 If you feel threatened by a motorist, run in the opposite direction of the car. Get the vehicle's license number, if you can do so safely. Then call the police.

## **SELF DEFENSE**

Now I'll discuss how you can defend yourself. Self-defense doesn't need to involve fighting or even a physical encounter. When you know how to defend yourself, you can dramatically reduce your risk of injury or death.

Before I talk about methods of self-defense, you should be aware of the legal liability you might face if you decide to protect yourself, your property, or another person.

In the United States, the court must view the action you took against another person as reasonable and necessary. If you used too much force, the District Attorney could prosecute you as a criminal, and the attacker or his family could sue you for damages. For more details, talk with a lawyer or your local police department.

### **► Self Defense Tactics**

In this section you will learn how to protect yourself against an attacker. No one can guarantee that these techniques will work every time.

When someone attacks you, your goal should not be to win the fight. Your goal should be to get away from a dangerous situation.

Self defense is what you do to defend yourself against danger, attack, or personal injury using your body as a weapon. Follow these tips.

Tip#: 850 Approach self defense with the idea that it WILL work -- because if you think it won't work, then it probably won't. Self defense relies 10% on technique and 90% on guts. If you're afraid to hurt your attacker, then you could make matters worse. You must have the will to protect yourself.

Tip#: 851 Practice your self-defense techniques over and over. Listening to a tape or reading a book will get you started. But they are only the beginning. These methods will almost never work unless you have practiced them over and over. You must become comfortable and good at using them. Practice is the key to effective self defense.

Here are some effective methods. No one method will work in every situation. That's why you should learn several methods. When you practice and learn them properly, these methods should work for both men and women, even in the event of sexual assault.

Tip#: 852 First, learn the body's unprotected points. Then you can strike a weak area on the attacker's body and start screaming at the same time.

- On the head, the weak areas include the eyes, nose, and throat.
- On the mid-body, the weak areas include the stomach and groin. And,
- On the lower body, the weak areas include the knees, shins, and ankles. The most serious and effective lower-body target is the knee.

Now here are specific methods you can use to protect yourself:

Tip#: 853 When possible, use your thumbs and try to poke out your attacker's eyes. Your attacker's eyes are the most unprotected and critical area. Plus you can cause the most damage with the least amount of force. A broken nose won't necessarily stop an attacker. But you don't need brute strength to hurt the attacker's eyes. After all, you know how much pain you feel when a speck of dust or an eyelash flies into your eye.

Tip#: 854 Next, when possible, bite the attacker's ear or anything else that comes close to your mouth.

Tip#: 855 Keeping your balance is key in self-defense. So my next tip is to balance yourself so you can throw your attacker off balance.

1. Stand with your feet apart, with one foot in front of the other. You should have space between your feet from side to side and from front to back. This is like having your heels on the opposite corners of a square.
2. Relax your joints.
3. Place your shoulders directly over your hips.
4. Then force your attacker off balance. If he's pushing you, pull him. If he's pulling you, push him.

The following moves focus on the use of your **hands and arms**.

- Tip#: 856 If a male attacker is facing you and pinning your arms against your sides:
1. Put your hands together, at the center of your body. Open your hands with your palms up directly in front of his groin.
  2. With both hands, grab deeply upward into the groin area between the attacker's legs, squeezing his scrotum as tightly as you can.
  3. Then with your hands firmly on his scrotum, drop toward the ground. This

should disable the attacker by placing the full weight of your body on his scrotum.

Tip#: 857 If the attacker is in front of you and grabs your throat:

1. Clasp your hands together, then swiftly and forcefully raise your hands and arms between his arms and force your arms apart, breaking his grip. Or, raise your hands and arms, palms facing in. Push in on the attacker's elbows, then push his body sharply away, breaking his grip.
2. Strike a forceful blow to his throat so you hit his windpipe. If possible, pull the attacker's head and neck forward with one hand, while delivering the blow with the other hand.

Tip#: 858 If someone grabs you from behind:

1. Rotate your hips to the right or left .
2. Smash him in the groin with your fist. Once the attacker is bent over in pain, then...
3. Use a double-hand strike. Fold the hands, palms together, raise the arms and strike straight downward onto the back of his neck.

Tip#: 859 If the mugger grabs your wrist, pull against the area where the fingers and thumb come together. This is the weak point.

Tip#: 860 If the attacker grabs you from behind and wraps his arms around your chest, grab one of his fingers (preferably the little finger or thumb), pull it back hard, then step away and scream.

Tip#: 861 If the attacker grabs your arms or wrists, rotate your arms back against his thumbs. They'll release, giving you time to get away.

Tip#: 862 If the mugger puts his arm around your neck:

1. Turn your head to face the bend in his elbow. This will make it easier for you to breathe and will prevent the mugger from being able to break your windpipe.
2. Bend your arm and raise it to the level of your target, perhaps the attacker's nose, mouth or Adam's apple. Keeping your elbow bent, swing it forcefully into the target area.

Tip#: 863 Another method to use if the mugger puts his arm around your neck is to:

1. Bend your arm at the elbow and pull your fist back by your side, or around your head.
2. Unleash your energy by straightening your arm and striking with your fist, fingers or nails, heel or edge of your hand, or your elbows. You can also strike the face or ribs.

Tip#: 864 Here's a third method. If the mugger puts his arm around your neck ...

1. Turn your head to face the bend in his elbow.
2. Since your hands and arms are free, grab the attacker's testicles and then squeeze and twist them.

Tip#: 865 If a man approaches you and uses a stranglehold from behind, ram the back of your head into his neck area (the larynx) and the nose.

Your **legs and feet** are also powerful weapons.

Tip#: 866 Use your legs to kick. Your best weapons are hard surfaces, such as your knees, the ball of your foot, the outside edge of the foot, and your heel.

1. Bend your knee and drive your foot downward into the attacker's knee or

ankle.

2. Kick the attacker hard.
3. If you're kicking straight ahead, bend your knee and snap your leg out and back quickly for extra power.
4. To kick backward, bend and drive your whole leg back into the target.

Tip#: 867 If the attacker grabs you from behind, use the heel of your shoe to stomp as hard as you can on the attacker's foot, preferably the ankle.

Tip#: 868 You might also force your knee into the attacker's groin.

If your attacker has a **weapon**, the chances are much greater that you could be injured or killed. Therefore, make sure you consider the risk in each situation before you take defensive action. Remember, if you don't attack with enough force to get away, you might only make the attacker mad and more likely to harm you.

Tip#: 869 If the attacker has a knife and points it at you from a distance that you think is reasonably safe, run away, screaming for help.

Tip#: 870 If the attacker comes at you with a knife at close range, if you can, turn away, run, and scream for help. If you absolutely must fight and cannot get away, try to create a distance between your body and the knife.

If the knife is in the attacker's right hand,

1. Twist to your right away from the knife,
2. Clasp your fingers together, raise your arms, and forcefully strike the attacker's right forearm to knock the knife out of his hand,
3. Kick the back of the attacker's right knee to cause him to fall,

4. Run away, scream, and try to draw the attention of anyone else in the area who might be able to help you.

If the attacker holds the knife in his left hand, reverse this procedure, twisting to the left and then striking his left forearm with both arms and kick the back of the attacker's left leg.

It is important to remember, if you are going to attempt to fight back, you must be forceful. Also, as with any type of self-defense technique, you should practice this frequently, so your response will be automatic, should an actual attack occur.

Also, I suggest you think about taking a **martial arts course**. The martial arts not only teach various forms of self-defense, but they can help you gain confidence, awareness and physical fitness. This training will also help you develop strength, balance, flexibility, coordination, stamina, speed and power.

On these tapes, I will not examine various martial arts methods. If you'd like a referral, ask people who have knowledge and experience with martial arts courses to refer you to a school. Make sure you feel comfortable with the instructors, their teaching methods, and the school's reputation before you invest time and money in this kind of training.

Also, I recommend that you investigate the school's business practices. Call the local Better Business Bureau and ask about any complaints that may have been filed against the school. Regardless of which school you choose, make sure the methods it teaches are practical for the average person and can be performed in street clothes.

### ► **Biking or Jogging**

Now, self defense when you're **outdoors**. Do you enjoy riding a bicycle? Are you a jogger? You may have already found yourself in some risky situations. To reduce your risk, follow this advice:

Tip#: 871    You'll find safety in numbers, so don't go alone. Ride or jog with a partner or group. Ask around about local bicycling and running clubs. This way it's more fun

and safer, too.

- Tip#: 872 Choose routes in advance that are safe and well-populated. Don't go into isolated or dark areas, especially at night.
- Tip#: 873 Make sure you are familiar with your route. Know where you can find telephones, emergency call boxes, police stations, firehouses, hospitals, and 24-hour businesses. When possible, carry a cell phone.
- Tip#: 874 When you run, run against the direction of traffic.
- Tip#: 875 When riding a bicycle, ride with traffic. In most states, bicycles must obey all vehicle traffic laws.
- Tip#: 876 Change your route and vary the time of day you go out. The less predictable you are, the less likely you are to be the target of an attacker.
- Tip#: 877 Whenever possible, run or ride your bicycle during daylight hours. If you must run at night, wear light-reflecting and light-colored clothing. And if you ride a bicycle after dark, use a headlight and make sure your bike has reflectors.
- Tip#: 878 Stay alert. Do not wear headphones because they keep you from hearing what's going on around you. Pay attention to who is around you at all times. Listen to your instincts and change your route if you think that you are in danger.
- Tip#: 879 Carry a whistle or shriek alarm and don't be afraid to use it.
- Tip#: 880 Don't wear jewelry.
- Tip#: 881 Always carry identification, including your medic alert ID, if you have one, and names and phone numbers of persons to contact in case of emergency.

## PICKPOCKETS

You'll find pickpockets anywhere there's a crowd -- including in elevators, buses, subways and bars.

Tip#: 882 Pickpockets often work in teams. They like to create noise and disturbances in crowds so they can catch people off guard. One creates a distraction while the other one steals from you. If you notice a disturbance in a crowd, stay alert and watch out for pickpockets.

Tip#: 883 Learn to recognize a pickpocket.

- Pickpockets often carry a coat or jacket draped over their arms or shoulders so you can't see their hands.
- Pickpockets often use their hands, head or eyes to signal someone else to accidentally bump into the target victim.
- Pickpockets often stand around in crowded areas, such as baggage carousels, newsstands and restaurants.
- Pickpockets often ride escalators or elevators repeatedly in a short period of time.
- Pickpockets often change seats constantly or walk in and out of lines in waiting areas.

### ► Precautions

Tip#: 884 Watch out for the heel-in-the-elevator trick. A woman pretends she has caught her heel in the gap between the elevator and the floor. As passengers reach out to help her, a pickpocket in the crowd opens a passenger's purse and steals her wallet.

- Tip#: 885 Watch out for the revolving door trick. The first person goes into the revolving door, followed by the victim. Then the first person stops the revolving door at the right place so the second pickpocket can reach in from behind and take the victim's wallet.
- Tip#: 886 Watch out when someone walking in front of you bends down to pick up something. In most cases, you will stop to wait while the person bends over. The person walking behind you pretends not to notice what's going on, which causes him to bump into you. During the bump is when he steals your wallet.
- Tip#: 887 Watch out for the pickpocket who uses a razor blade. If he can't pick your pocket or purse, he slices a hole in your purse or coat and catches your wallet when it falls out.
- Tip#: 888 Watch out for the stranger who offers to take a family photo. This may be a trick to distract you while someone else picks your pocket.
- Tip#: 889 Stay alert during the Christmas season. A common trick involves an anxious shopper who bumps into you while you carry an armload of packages. The shopper apologizes and helps you pick up the gifts. At the same time, the shopper steals your wallet.
- Tip#: 890 Stay alert when you're around other people, such as in a department store, at a bus stop, or on public transportation. When many people gather, one can easily pick your pocket.
- Tip#: 891 Stay alert whenever someone bumps into you or distracts you for any reason. That's when another person picks your pocket.
- Tip#: 892 Carry old, soiled and plain bags when shopping. Place your new purchases in those bags to conceal the department store wrappings.

Here is special advice for the **men**:

- Tip#: 893 Carry your wallet, checkbook and other valuables in your front pants pocket -- or in an inside jacket or coat pocket. Never carry your wallet in your back pocket unless it is secured with Velcro strips sewn inside the pocket.
- Tip#: 894 If you want to carry your wallet in your back pocket, sew Velcro strips at the top of the pocket to make it harder for pickpockets to steal your wallet.
- Tip#: 895 Don't pat your jacket or pants pockets because a mugger or pickpocket will know that's where you carry your money.

Now, tips for **women**:

- Tip#: 896 Don't keep your wallet near the top of your purse where someone can easily steal it.
- Tip#: 897 Don't keep your zipper-top purse in plain sight. It's the pickpocket's number one target.
- Tip#: 898 Carry shoulder bags and other handbags close to your body, under your arm -- not by the handle.
- Tip#: 899 Carry your cash and credit cards inside a fanny-pack or a hidden money belt.
- Tip#: 900 Sew Velcro strips at the top of a purse that doesn't have a zipper or strong latch. This will make it harder for pickpockets to steal your wallet.
- Tip#: 901 Carry some cash and credit cards in a second wallet that is not in your purse or fannypack.

## ► Handling Money

One way you reduce your risk from pickpockets is to be careful when you handle money.

Tip#: 902 Use cash as little as possible -- and don't ever carry large amounts of money. Take only the amount of cash you plan to spend when shopping.

Tip#: 903 Carry just a few dollars in your purse or wallet. This way when you open your purse or wallet to get cash, anyone who might be watching you will see only a few dollars. Keep the rest of your cash hidden in a pocket.

Tip#: 904 Don't let anyone see a large sum of cash in stores or at newsstands. Handle your cash carefully, even in a bank.

Tip#: 905 Keep your bills flat in your wallet so you can count your money without taking it out of your wallet.

Tip#: 906 When possible, pay some of your bills right at the bank, such as utility and phone bills.

Tip#: 907 Pay for groceries and other items with a check or a checking account debit card. This way you won't have to carry much cash.

Tip#: 908 Have your paychecks and government checks deposited directly into your bank account. This saves you driving to the bank. Plus, by not handling a paycheck, you don't have to worry about it being lost or stolen. The money is already in your account.

Tip#: 909 If you need to withdraw a large amount of money from your savings account for a special purchase, ask the bank to put it in the form of a money order or cashier's check, rather than cash.

## **AUTOMATED TELLER MACHINES (ATMs)**

Almost everyone uses automated teller machines, known as ATMs -- and many people worry about their safety. Here are steps you can take to reduce your risk of attack or robbery.

- Tip#: 910 Make sure you use only those ATMs that are listed on a brochure from your bank. Criminals occasionally create a phony cash machine and use computer software to take information from people using cards at the fake machine. Then they use that information to steal money from bank accounts at another location.
- Tip#: 911 Choose an ATM where you can park in a clearly visible, well-lighted, well-traveled area where other motorists can see you. Indoor ATMs aren't necessarily safer than outdoor ATMs. What's important is that the machine is located in a busy, well-lit area.
- Tip#: 912 Do not use an ATM that's located at the corner of a building because the corner gives an attacker a place to hide. An ATM farther from the corner reduces the chance that a robber will surprise you -- and it gives you more time to react.
- Tip#: 913 Choose an ATM that's out in the open and easy to see. Don't use an ATM where visibility is partly blocked by bushes, landscaping, signs or dividers. These barriers provide hiding areas for attackers.
- Tip#: 914 Avoid ATMs that are next to a large parking lot that has many points of entry and exit. The easier it is for criminals to get in and out, the more attractive the ATM is as a target.
- Tip#: 915 Choose an ATM that has mirrors so you can see anyone who approaches you from behind.
- Tip#: 916 Choose an ATM that uses wide-angle cameras to record transactions -- or where video cameras photograph everything on videotape. If in doubt, ask the bank or store manager for this information.

Tip#: 917 Choose an ATM that is supervised to make sure that it meets operational and safety standards.

Tip#: 918 If you're concerned about the safety of a particular ATM, ask the police department for criminal activity statistics for that ATM and the surrounding neighborhood.

## ► Precautions

To make your trip to the ATM safer, follow these tips:

Tip#: 919 Plan ahead so you don't have to get cash at night.

Tip#: 920 Fill out paperwork for your ATM transaction before you reach the ATM. Keep a supply of deposit envelopes at home, in your car or at the office. This will reduce the amount of time you spend at the machine. Before you get out of your car, make sure you have your paperwork and your ATM card handy.

Tip#: 921 Do not take valuables or wear expensive jewelry to the ATM. Jewelry is an added temptation to an attacker.

Tip#: 922 Take someone with you to watch for suspicious people while you use the ATM.

Tip#: 923 When you use a drive-through ATM, make sure that your car doors are locked and that you allow enough space so you don't get blocked in by another car. If you see any sign of trouble, drive off immediately.

Tip#: 924 Make sure you stay alert, prepared and confident. Don't become so involved with your business that you're not aware of what's going on around you. Watch for anyone sitting in a parked car anywhere around the ATM. Follow your feelings and intuition. If you think that you might be in danger, leave the area at once.

- Tip#: 925 Don't let anyone see your ATM card. Criminals can steal your card number without actually stealing your card.
- Tip#: 926 Stand directly in front of the ATM and cover the keypad with your other hand when you enter your personal identification number. Some people watch ATMs from a distance with binoculars, so stay alert, even if you don't see anyone near you.
- Tip#: 927 Before you insert your ATM card, make sure no one is hanging around nearby.
- Tip#: 928 If you get a funny feeling about the person standing behind you in line, pretend that you forgot something, cancel the transaction and walk away.
- Tip#: 929 After you complete your business, immediately put your money in your pocket and leave. Don't stand around and count your money or read the ATM receipt. Walk away immediately. If you find that you didn't receive the correct amount of money, call your bank manager by telephone.
- Tip#: 930 Always take your bank receipt with you. Do not throw it away at the ATM site. You can't be sure who might walk over and take receipts out of the trash.
- Tip#: 931 If someone tries to rob you, don't resist. If an attacker demands your money or valuables, give them up without a fight. Don't risk your life for some cash or jewelry.
- Tip#: 932 When leaving the ATM, watch to see if anyone follows you. If someone is following you, drive to a police station, a crowded area, or a well-lit business that's open.
- Tip#: 933 Teach these tips to your family members so they know how to safely use the ATM.

► **Avoiding Fraud**

Here's how you can avoid ATM fraud:

- Tip#: 934 Take special care with your personal identification number, also known as your PIN or PIN number. Memorize it. Do not write it down. Do not keep it on a slip of paper in your wallet or purse.
- Tip#: 935 Do not give your PIN to anyone unless absolutely necessary. Some people, including friends and relatives, may not be as trustworthy as you think.
- Tip#: 936 Protect your ATM card as you would your money or other valuables. If you lose it, call your bank immediately.

## CREDIT CARD THEFT

Here are tips on how you can prevent credit card theft:

- Tip#: 937 Keep your credit cards in a safe place. Never leave them lying around the house.
- Tip#: 938 Every day, check to make sure you have all of your credit cards. If any are missing, report the loss immediately.
- Tip#: 939 Do not give credit card numbers over cell phones. Someone with a scanner can listen to your conversation and steal your credit card number. Also, don't give your credit card number to anyone over the phone, unless you initiated the call and know who you are talking to.
- Tip#: 940 Carry only one or two credit cards in your wallet. If you plan to use other credit cards, carry them separately, not in your wallet.
- Tip#: 941 Keep all your credit card receipts of your purchases.
- Tip#: 942 Destroy old credit cards, but keep a record of their numbers.

Tip#: 943 If your credit card is stolen, report the theft immediately to the police and to the company that issued the card. Your liability for charges run up by a thief are limited by law, though you may have to pay a small amount.

## PURSES AND CARRYALLS

The following tips relate to purse snatching. Most of this advice also holds true for camera bags, briefcases, and other types of carryalls.

Purse snatchers need to be able to surprise their victim. Purse snatching occurs in **every** neighborhood. It can happen in broad daylight or after dark. Most purse snatchers are male, but the number of females is increasing. Purse snatchers used to walk or run beside you. Today, they can also drive by you in their car or ride by you on bicycles. Some purse snatchers are willing to hurt you in order to get what they want.

### ► Precautions

Tip#: 944 Make sure you always look like you know where you're going. If a purse snatcher thinks you're distracted or lost, you become an easy target. Walk with confidence and determination.

Tip#: 945 When possible, don't carry a purse. Instead, put everything in your pockets. If you can get by without a wallet or compact, carry a small amount of cash, a checkbook or credit card in your jacket or sweater pocket. You might even stitch a small cloth pocket inside your coat.

Tip#: 946 Instead of a purse, wear a fanny pack around your waist with the pouch in front where you can see it.

Tip#: 947 Carry a shoulder strap purse with a short loop. A bag hanging from your shoulder is harder to steal than a purse you carry by its handle. Hold onto the strap and

keep the purse close to your body.

Tip#: 948 Carry a small purse. Big, bulky purses are easy to spot and grab -- but a robber might not even notice a small purse. Or -- he knows that a small purse will be harder to grab than a large one, so he'll look for a big purse instead.

Tip#: 949 If someone tries to lift your skirt, hang on tightly to your purse. Purse snatchers know that you might give in to modesty and try to hold down your skirt, letting go of your purse.

Tip#: 950 Stay alert to your surroundings. Know who is nearby. Be especially careful in busy stores, shopping areas, at public events, on busses and at bus stops. Thieves like crowds because the noise and confusion help them blend in so no one sees them steal.

Tip#: 951 If someone tries to take your purse, let it go. If you hang onto your purse and resist, chances are the robber will hit or kick you, or knock you down. Plus, he will get your purse anyway. Instead, give up your purse, yell for help, blow your whistle and call the police.

Tip#: 952 When someone bumps into you in a crowd, don't look for the person who bumped you. Instead, focus your attention on your purse and belongings. Bumping into you is a trick to distract you so you won't notice the second person stealing your purse. Beware of strangers who bump into you or offer to take a family photo. Bumping you or taking your photo are often tricks to distract you while someone steals your valuables.

Tip#: 953 Cut your losses. Don't carry in your purse anything more than you need.

Tip#: 954 If you must take valuables with you, you're better off carrying your valuables and keys -- especially your house keys -- in your pocket. Your valuables probably include your driver's license or something else with your address on it. If the thief

has your address and keys, he can easily get into your home.

- Tip#: 955 Carry with you only the credit cards you plan to use. If you're not driving, don't take your driver's license and registration. If you don't plan to shop, leave your credit cards at home.
- Tip#: 956 Leave personal and sentimental items at home. Everything you take with you could be stolen by a purse snatcher or thief. So think about leaving family photos, address books and important papers at home. If you lost them, your emotional loss would be greater than the financial loss. Leave at home anything that you might have trouble replacing.
- Tip#: 957 Carry checkbooks and credit cards in a separate pocket, not in your purse.
- Tip#: 958 Carry in your purse a noisemaker activated by a pull-cord. Then attach the cord to a secure belt loop or around your wrist. If someone tries to take your purse, the cord will pull the pin from the alarm and it will give off a loud, ear-piercing shriek.
- Tip#: 959 Wear your purse under your coat so it's harder for a thief to grab. Make sure the strap crosses your chest so the purse is held in place under your arm. Otherwise, the thief will be able to cut the strap and disappear before you know what happened.
- Tip#: 960 Don't wrap your purse's strap around your wrist. If a thief tries to steal your purse, he could also hurt your wrist. You're better off letting go of your purse than suffering an injury.
- Tip#: 961 If a suspicious person is following you, carry your purse in an upside-down position and hold the clasp closed with your hand. If the person tries to grab your purse, open the clasp and the contents will fall out to the ground. The thief won't get anything.

Here's how to protect your purse when you're not carrying it.

- Tip#: 962 Always keep your purse with you. Don't leave your purse in a grocery cart, on a store counter, on the floor or on an empty seat in a restaurant or movie theater.
- Tip#: 963 When you plan to carry groceries back to your apartment, ask the clerk to place your purse at the bottom of the bag and the groceries on top. Make sure you've already taken your keys out of your purse before you put it at the bottom of the bag.
- Tip#: 964 Don't leave your purse on the car seat when the passenger window is open. When you're stopped at a traffic light, a thief can easily reach in and steal it. Instead, leave your purse under your seat or in the glove compartment.
- Tip#: 965 Any time you sit down, put your purse on your lap. This is especially important in a restaurant. Don't hang your purse over the back of the chair or set it on the floor.
- Tip#: 966 When you use a public restroom, keep your purse on your lap. Don't leave it on the counter. Don't place it on the floor. Don't hang it on a door hook because a thief can easily reach over the door and steal it. Don't leave your purse anywhere a thief can grab it. Keep your purse on your lap.

## PUBLIC TRANSPORTATION

Now let's talk about public transportation, which gives criminals the opportunity for a quick hit and fast getaway. This is why so many muggers and thieves spend time in **airports, subways, bus stations** and on **train platforms**. To protect yourself and your property, follow these tips:

- Tip#: 967 Don't allow anyone to help you place your belongings in an **airport locker**. He may close the locker, switch the keys without your knowledge, and give you a key that doesn't fit. Then he'll come back later for your possessions.

- Tip#: 968 Read the bus schedule and arrive just a few minutes before the bus is scheduled to leave. The longer you wait at the bus stop, the greater your chances of being mugged.
- Tip#: 969 Don't stand in the corner of a bus shelter where you could be trapped by an attacker. Stand in an open, well-lighted area where everyone can see you.
- Tip#: 970 If you are waiting alone or feel threatened, walk to the next bus stop. Try to wait at well-lighted stops where many passengers wait or pass by.
- Tip#: 971 Stand back from the curb until the bus arrives.
- Tip#: 972 Have your fare or pass in your hand when you board.
- Tip#: 973 Hold your purse tightly between your elbow and hip. When a well-dressed woman boards a bus or subway train, and carefully hides her jewelry, the thief is not fooled. This simply tells the criminal that her purse is even more valuable than usual, giving the thief more reason to take it.
- Tip#: 974 Sit in the front of the bus near the driver. If no seats are available, ask a younger passenger to give up the seat so you can sit near the driver.
- Tip#: 975 Sit next to another woman. Women are less likely to be muggers than men.
- Tip#: 976 Don't stand near an exit door of a bus, especially if you're carrying a purse. An attacker can reach in and grab your purse or jewelry as the bus pulls away.
- Tip#: 977 Watch what's going on around you. Don't daydream or lose yourself in a magazine or book. Don't sleep or clean out your purse or pockets. Don't balance your checkbook. Watch everyone around you, especially as you leave the bus.
- Tip#: 978 Keep your belongings in your lap, not on an overhead shelf, the floor or the seat.

- Tip#: 979 If you need directions, ask the driver, not other passengers.
- Tip#: 980 If a person sitting near you bothers you, move to another seat right away. If the person continues to bother or frighten you, tell the driver.
- Tip#: 981 If someone is disturbing you, say firmly and loudly “Leave me alone.” Report the person to the driver.
- Tip#: 982 If a person scares you, don’t get off the bus. Muggers often scare passengers so they get off the bus at an isolated stop, where the person or his partner can steal their valuables. If you’re afraid of someone, don’t get off the bus. Work your way to the front of the bus and ask the driver to call the police.
- Tip#: 983 If someone provokes you into a scuffle or exchange of words, keep your cool. Do not show anger in your voice or your actions. Remain calm. If you need to attract attention, talk loudly or scream. Also, you might wait out your ride to the end of the line where police or security guards are almost always stationed. If you travel the route often, check with transit security so you’ll know the location of police or security guards.
- Tip#: 984 Before getting off in an area with few people, look for signs of trouble. Pay attention to people hanging around or sitting in parked cars. If you see anything suspicious, stay on the bus until you see a police car.
- Tip#: 985 If you notice anyone hanging around watching passengers get off the bus, stay on board and notify the driver.
- Tip#: 986 Notice who gets off the bus with you. If you sense danger, walk or run toward other people.
- Tip#: 987 Get in the habit of using bus schedules to cut down on the amount of time between transfers.

Here's special advice for **subways** and **trains**. Some of what I covered under **bus safety** also applies here.

Tip#: 988 Buy a transit pass or tokens ahead of time so you don't have to carry or handle cash. If you're a senior citizen, you may find you are eligible for a discount senior pass.

Tip#: 989 Read the schedule and arrive just a few minutes before the departure time.

Tip#: 990 After paying your fare for a subway or train, stay inside. Wait in the waiting area or in a business. Never wait alone. When possible, wait near other people so you appear to be part of a group. When you hear the sound of the train approaching, quickly walk to the train. You have a much better chance of avoiding gangs that steal from passengers on train platforms when you walk quickly and directly to your train.

Tip#: 991 Stand back from the curb until the subway or train arrives.

Tip#: 992 When boarding a subway or train, have your fare or pass in hand when you board.

Tip#: 993 Sit in the car nearest to the conductor, usually in the center, because it is the safest. This also puts you closer to the station exit when you get off. Or sit in the car near the motorman.

Tip#: 994 Don't sit in the last car on a subway train because one or two muggers can easily block the exits, making it hard for you to escape. Also, when you sit in a distant car, you expose yourself to danger because you have farther to walk along the subway platform.

Tip#: 995 Once you've boarded a subway or train, stay alert to what's going on around you.

Tip#: 996 Keep belongings on your lap, not on an overhead shelf, the floor or the seat.

- Tip#: 997 If you need directions, ask the driver or conductor, not other passengers.
- Tip#: 998 If someone sitting next to you -- or near you -- bothers you, move to another seat right away. If the person continues to bother or frighten you, tell the driver or conductor.
- Tip#: 999 If someone is harassing you, say firmly and loudly "Leave me alone." And report them to the driver or conductor.
- Tip#: 1000 If a fight breaks out, or if someone is attacked, pull the emergency cord to stop the train. This will bring the conductor to the scene and alert the police. Usually, the people involved will stop their attack, split up and move into different cars.
- Tip#: 1001 Above all, stay calm, even if you're angry.
- Tip#: 1002 When leaving a subway or train, if you notice anyone hanging around watching passengers leave, stay on board or ask the driver or conductor for help.
- Tip#: 1003 Notice who gets off with you. If you think you're in danger, walk or run toward people.
- Tip#: 1004 Get in the habit of using transit schedules to cut down on your waiting time between transfers.
- Tip#: 1005 And if you ever take taxis, ask the taxi driver to wait until you get inside the building before driving away.

Now some tips on **elevator** safety...

- Tip#: 1006 Stand away from the door and look into the elevator before you enter. An attacker could be waiting inside.
- Tip#: 1007 Don't get on the elevator if you feel uneasy about someone. Instead, pretend that

you forgot something and walk away.

- Tip#: 1008 When you get on the elevator, know the location of the emergency buttons and always stand near the controls.
- Tip#: 1009 If a suspicious person gets on the elevator, get off before the doors close or at the next floor, even if it's not the floor you want.
- Tip#: 1010 If you're attacked while on the elevator, hit the alarm and as many floor buttons as possible.
- Tip#: 1011 Before you step off the elevator, look into the hallway for any suspicious persons or activity. If you don't like what you see, stay on the elevator and get off on another floor.

## HOSPITALS

People think hospitals are safe places, but they can be dangerous. Don't let down your guard when you're in the hospital. You still could be at risk from attackers and thieves.

- Tip#: 1012 Leave cash, all jewelry and all valuables at home.
- Tip#: 1013 If you're hospitalized because of an emergency, ask a close relative or friend to put your excess money, credit cards, jewelry and rings in the hospital safe. Most hospitals provide sealed security envelopes for this purpose. Make sure a hospital representative signs for your envelope.
- Tip#: 1014 If you're waiting in the emergency room:
- Don't get involved in any arguments or disputes. Quietly move away from any problems.
  - Realize that some emergency room patients are brought in against their will by

their family or the police. These patients may not be reasonable. Stay away from them and let the hospital staff handle any problems.

- Keep in mind that emergency rooms are often full of people involved with drugs and violence.

## RECREATION PRECAUTIONS

Do you golf, swim, play tennis, or attend aerobics classes? Strangers can easily take **confidential information**, such as credit card numbers, while you're having fun. What's more, they can steal expensive recreational and sports equipment, which they can easily sell.

Tip#: 1015 Change into your sports clothes before leaving home so you won't need to use a locker.

Tip#: 1016 Be careful about what you tell other players about yourself. Don't boast about your valuables, such as your coin, stamp or gun collection. Don't freely give out the details of your daily life or a trip you're planning. Remember that attendants can sell information they overhear to burglars and swindlers.

Tip#: 1017 Report any suspicious persons or circumstances to security or the management. This won't always work because recreational thieves often blend in and look like someone in the crowd.

Tip#: 1018 When going to play a sport, take only a little cash and one credit card with you, so you'll have less to lose.

Tip#: 1019 Leave expensive watches, rings and jewelry safely hidden at home. Wear a cheap watch and costume jewelry with no sentimental value. It's also a good idea to wear a fake costume wedding band instead of your real one.

Tip#: 1020 Keep all your equipment and valuables with you or safely locked away in the

facilities provided.

## DISABILITIES AND LIMITATIONS

If you're disabled, criminals may think you cannot protect yourself. Also, disabled persons may develop regular patterns of activities that make them easy targets. Follow these tips:

Tip#: 1021 Know and be realistic about your limitations. Avoid places or situations that put you at risk.

Tip#: 1022 Decide what you can do if an attacker approaches you. Practice how to respond so you remember what to do in case of a real encounter.

Tip#: 1023 Don't follow the same routine every day. Most of us have daily patterns of activities. If you don't change your routines, you may increase your risk of crime. You should occasionally change your activities, routes and the times you come and go.

Tip#: 1024 Pay attention to your body language. Make sure you send out signals of confidence and certainty.

Tip#: 1025 If you use a knapsack, make sure you keep it securely shut.

Tip#: 1026 Make sure you have a cell phone in your vehicle.

Tip#: 1027 Get a dog. They provide valuable protection for people with handicaps and disabilities.

Tip#: 1028 Know your neighbors and decide which ones you can rely on in an emergency.

Tip#: 1029 If you have trouble speaking, have a friend record a message giving your name, address and the nature of your disability so you can use it during an emergency.

Keep the tape in a recorder next to your phone.

Tip#: 1030 Subscribe to an alarm service so you can get help with only the push of a button.

Tip#: 1031 Never let strange phone callers know you are alone or disabled.

Tip#: 1032 Have government payments and other recurring checks deposited directly into your bank account.

Tip#: 1033 Ask your police department to conduct a free home security survey and to help identify your individual needs.

Tip#: 1034 Always carry your medical information in case of an emergency.

Tip#: 1035 If you have a speech or hearing impairment, always carry a card of communications symbols.

## SENIOR CITIZENS

Seniors are also more at risk than the average adult population, so if you're a senior, you need to take special care to protect yourself.

Tip#: 1036 Whenever possible, travel with friends to stores, the bank and the doctor. Check with your police or senior citizen center about escort services.

Tip#: 1037 Use direct deposit for monthly pension and social security checks so you don't have the checks or large amounts of cash in your possession.

Tip#: 1038 Get a dog. A dog can be valuable protection for seniors who have impaired vision, limited hearing or problems moving around.

Tip#: 1039 Keep your home repaired so intruders won't have easy access. In some

communities, free or low-cost home repairs are available to low-income seniors. Check with local senior organizations.

## ► Alarms

Personal alarms, such as the loud shriek of a hand-held electronic alarm attracts attention immediately. It also temporarily puts your attacker off guard so you can run to safety. You set off the device by pulling a metal pin or pushing a switch. Pin operated alarms can often be attached to handbags.

Personal alarms are nonviolent and small enough that you can carry one in your pocket. They require no direct physical contact and cannot be used to harm the user. However, screeches from alarms may not attract much attention because these sounds are common, particularly in the city. Plus, an alarm may not be of much use in an isolated area such as an underground parking garage. Here are a few tips about personal alarms:

Tip#: 1040 Carry a personal alarm, shriek alarm, Freon horn, or whistle, especially after dark. Carry it in your hand -- or clip it to your belt -- so you can activate it quickly. Don't carry it in your purse or pocket -- or around your neck.

Tip#: 1041 Make sure you know how to use the alarm.

Tip#: 1042 Check the batteries occasionally and make sure the alarm is in working order.

Tip#: 1043 If you feel threatened, sound the alarm in repeated bursts.

## DEFENDING YOURSELF

Even if you're not a black belt in karate, you can still learn to feel confident about your personal safety.

## ► Weapons of Opportunity

Tip#: 1044 Know how to find and use a weapon of opportunity. This is a common object that normally serves some purpose other than being a weapon. They include a kitchen knife, fork, spoon -- a plate -- a pot or pan -- a bottle opener -- scissors or a nail file -- a pen, pencil, or key -- an ashtray -- a flashlight -- a toilet plunger -- an aerosol can of spray cleaner or bug killer -- a brush or comb -- powder or hair spray -- a vacuum wand -- a lamp -- a telephone -- a fire extinguisher -- an umbrella -- or even a lighted cigarette (which you can smash out on the attacker's face). The possibilities are nearly endless. Use these items to strike one of the unprotected parts of the attacker's body so you can make a fast getaway.

Tip#: 1045 Here are a few self-defense weapons you can buy to help you if you are attacked. An unbreakable walking stick umbrella. A biker whip that's lightweight and easy to conceal. A steel pen that writes and breaks glass. A carbon knife with a dual-edge blade. An expandable solid-steel baton and a keychain baton. An ordinary house or car key can also be used as a weapon.

Tip#: 1046 Put fire extinguishers near your doors and learn to use them as "intruder repellents."

### ► Mace and Other Sprays

Now, let's talk about mace and other defensive sprays.

Mace or other types of **tear gas sprays** are legal in some states but not in others. Some states require permits, while others don't. Occasionally, you'll find state-sponsored training classes. Also, you can check with a community college.

These sprays are intended to disable but not kill your attacker. An **irritant spray** can wear off within an hour. Although special training is not required, you must be ready to use one of these sprays at any time. After all, you could be injured or killed while you're fumbling around trying to find your pepper spray in your purse, pocket or glove compartment.

Also, some people are allergic to these sprays. If you are an allergic person, ask your doctor if it's safe for you to carry a defensive spray.

The sprays can include hot pepper extract, scented capsules, and foams that leave a colored dye on the attacker so police can identify him. And because pepper irritates the nose, mouth, and eyes, you have a larger target. Even so, you should know that this spray may disable an attacker only long enough for you to start running.

Sprays can be effective obstacles. Still, you must consider these disadvantages:

- The canister must be immediately available to you at all times. You must surprise your attacker for the spray to be effective.
- Wind direction is important because the spray could blow back on you.
- The effective range of the spray varies.
- Sprays may not work on all attackers. Often, they will not stop attackers who are on drugs, drunk, or mentally unbalanced. In fact, you may only anger an already unstable attacker. Also, they sometimes won't stop vicious dogs.
- Consider the shelf life of spray products. To work, your can must be fresh.
- The effectiveness of individual products varies. Check with your local police department for the most effective legal sprays and read the product labels to make sure you are getting the best defense for your money.

As with any weapon, you may be legally responsible for its use. If you use it on the wrong person, that person may file a lawsuit against you.

If you decide to purchase a spray, follow these recommendations:

Tip#: 1047 Carry it in your hand and be ready to use it.

Tip#: 1048 If attacked, spray directly into both of the attacker's eyes and on his face.

Tip#: 1049 Test the spray in a safe area at least every month. At temperatures of 10 degrees

or lower, it may freeze. And, if left in a hot car or direct sunlight, the canister may burst or leak. Seamless canisters are less likely to have this problem.

Tip#: 1050 Learn proper first aid techniques in case the product goes off accidentally. Read the manufacturer's instructions.

Tip#: 1051 Store the spray can as you would any other weapon. Keep it out of the reach of children.

## ► Stun Guns

Now I'll mention stun guns.

Stun guns and similar devices deliver a knockdown **electric shock** when they make contact with the skin or body. If possible, you want to keep your attacker several feet away, so he cannot get his hands on you. Newer devices shoot small probes that deliver an electric shock at a distance. As technology improves, the performance of these electric devices will improve, as well.

Stun guns deliver a high-voltage punch that can stun an attacker for as long as 30 minutes. When used properly, a stun gun can disable any attacker with only a very small chance of death or lasting injury.

Stun guns and similar devices are not legal in some states. Check with your local police department. If you are interested in buying the latest stunning devices, search the Internet.

Tip#: 1052 Here are a few weapons you can buy that will stop an attacker, or at least slow him down so you can get away.

- A compact shooting stun gun
- A rechargeable stun gun
- A keychain stun gun
- A mini rechargeable LED stun gun

- A rechargeable stun gun baton flashlight or walking cane
- A keychain pepper spray with marking dye to help identify the attacker
- A keychain pepper spray baton
- A pepper spray or pepper-ball-launcher flashlight
- Pepper spray in guns or devices that spray; and
- A canister of MACE

## ► Guns

Let's move on to the topic of guns. Even though I have covered gun ownership in our section on "Home Security," I will touch on it again briefly in our discussion of self-defense.

No weapon offers 100 percent protection, and even experienced police officers can freeze when confronted by an attacker.

So, should you own a gun? It depends on the weapon. Ask yourself, Are you really prepared to kill someone who breaks into your home? Or, are you more likely to lose in a gun battle with an attacker?

In a confrontation, the person with the gun will probably win. Your success will depend on how quickly you can get your gun, and how willing you are to use it. Don't even think about owning a firearm unless you have or are prepared to get extensive training. If you don't have a thorough knowledge of your weapon, you could actually increase your risk. And don't forget: The attacker could take your gun and use it to shoot you.

Here are two tips that relate to guns.

Tip#: 1053 Never get into a car with a stranger, even if the person points a gun at you. Statistics show that if you say, "No, I'm not going," and then run away, 98% of the time the person will not shoot. On the other hand, if you get into the car with the gunman, you decrease your chances of getting out alive. So if you don't go with

the attacker, you have a much better chance of living to tell about it.

Tip#: 1054 Do not try to fight or take away the person's gun unless you have been expertly trained in the proper techniques.

## THE WORKPLACE

Many people believe their office, store or workplace is not as safe as they would like it to be. Today's attacker could be a disgruntled ex-employee, a frustrated co-worker, an angry customer -- just about anyone. Often, some type of stress provokes the attack.

An employee may feel stress from mounting bills, job pressures, a poor job evaluation, personality conflicts with other employees, or personal problems, such as a divorce or death in the family.

A customer may feel angry because he can't pay his bill, because he didn't receive what he ordered, or due to other things he blames on you.

All of these pressures can cause a person to become a time bomb, which may continue to tick for hours, days, weeks -- even months or years.

Employees who work at certain types of jobs are more likely to experience workplace violence. For example, your risk of being injured or killed while you are at work increases if you

- Have contact with the general public.
- Exchange money with customers, such as in a convenience market or a retail store.
- Work where passengers or goods are delivered, such as bus stations or train depots.
- Work out of a vehicle, such as a taxicab or police car.
- Work with unstable or unpredictable people in the fields of health care, social service or criminal justice.
- Work by yourself or with a small number of other people.

- Work after dark, particularly late at night or during early morning hours.
- Work in areas with a high crime rate.
- Guard property that has a high value.

### ► Personal Protection

Now let's discuss how you can protect yourself at work. No alarms, safes or entry systems can be effective without the cooperation of the people they protect. The keys to preventing crime in the workplace are **alertness**, common-sense **precautions**, and **concern** for co-workers.

Here's how to increase your safety at work:

Tip#: 1055 Be extra careful when you use restrooms or stairways that are in isolated areas, have poor lighting, or are open to the public.

Tip#: 1056 Keep emergency numbers for security, police and fire rescuers posted near every phone, along with your work address.

Tip#: 1057 Report any lights that are broken or burned out.

Tip#: 1058 Move your car close to the business entrance before it gets dark. Or park by a street light or in a well-lit area.

Tip#: 1059 Don't take out the trash by yourself. It's much safer when you go with a co-worker.

Tip#: 1060 Establish a code word that tips off other employees that a crime is in progress without making the criminal suspicious.

Tip#: 1061 When you're opening the business:

- Have two employees meet and unlock the doors together. One should stay

outside, while the other checks inside.

- Stay alert for anyone hanging around, including people asking you to let them in.
- When you're satisfied everything is safe, both employees may enter.

Tip#: 1062 When you're closing the business, make sure no one is hiding in the building. Check all locks, doors, transoms, windows and other points of entry. Check the restrooms and closets to make certain no one is hiding inside.

Tip#: 1063 If you plan to work late or come in early, try to arrange your schedule to work with another employee.

Tip#: 1064 If you stay after hours, keep all outside doors locked.

Tip#: 1065 Don't open the door for anyone after you have closed, no matter what story the person gives you.

Tip#: 1066 If you're working late, ask a co-worker or the security guard to escort you to your car. Or leave with another employee or someone from a nearby business.

Here's what to do when you see **strangers** in the workplace:

Tip#: 1067 Never leave strangers alone in your office. Challenge people you don't know. Check the identification of any stranger who asks for confidential information, or any delivery or repair person who wants to enter a restricted area or remove equipment.

Tip#: 1068 Stay alert for people who want information about your hours of operation, number of employees or alarm system.

Tip#: 1069 If you notice any suspicious persons or vehicles, call security or the police. Be especially careful when you see a suspicious person outside of normal working

hours.

Tip#: 1070 Be careful when and where you discuss your business schedules and routines. Pay attention to anyone who might overhear your conversation.

Tip#: 1071 Never discuss your burglar alarm system or other safeguards with anyone except trusted employees.

Tip#: 1072 If you receive annoying or obscene phone calls, hang up. Write down the time of the call, what the caller said, and note any background noises you may have heard. Call the police immediately.

## ► Burglary

Follow these steps if you confront a **burglar**.

Tip#: 1073 If you go to the office and find it has been burglarized, don't go in. First, call the police. The intruder may still be inside and a trapped burglar is dangerous. If the burglary is occurring while you are on the phone with police, make sure they know the burglary is in progress. They will respond quickly.

Tip#: 1074 If you confront the burglar, don't panic. Cooperate with the burglar. If you resist, the burglar is more likely to hurt you.

Tip#: 1075 Don't do anything that puts your safety at risk.

Tip#: 1076 Assume that all guns, or threats of guns, are loaded weapons.

Tip#: 1077 Activate alarms only if you can do so without being detected.

Tip#: 1078 Try to alert co-workers only if you can do so safely.

Tip#: 1079 Follow the burglar's direction exactly, but don't volunteer anything.

Tip#: 1080 Remember the burglar's complete description. To do this:

- Compare the burglar's features, size, hair and build to your own or someone you know. This will help you remember. Police need to know the person's gender, age, race, height, weight, type and color of clothes.
- Memorize anything unusual, such as a tattoo, scar, or facial hair.
- Describe any weapon the burglar used.
- Don't trust your memory. Write down everything you can remember about the burglar.

Tip#: 1081 Watch the direction the burglar travels when escaping. If he gets into a car, remember its description and its direction of travel.

Tip#: 1082 Wait for the police to arrive. Do not discuss the crime with anyone until the police have finished talking with you.

Tip#: 1083 Don't disturb or touch anything until the police have finished their work. Keep everyone away from the burglary scene.

Tip#: 1084 Tell the police about any items the burglar may have touched.

Tip#: 1085 Give the police all the information you can about the items that were stolen. This includes:

- Manufacturers' names, serial numbers, and model numbers,
- Sizes, colors, values, and
- Any other identifying characteristics.

Tip#: 1086 Check to see if anyone saw any suspicious persons or vehicles in the area.

Tip#: 1087 Keep a written record of everything that was stolen.

Tip#: 1088 Help prosecute the criminal. Make sure the police know you are willing to

- Testify against the person or persons,
- Identify stolen property,
- Appear at a hearing and court trial,
- Speak with police officers and support the police in every way possible. Do not hesitate to press charges.

### ► Employer Responsibilities

Part of the responsibility for a safe workplace rests with your boss. If you're a manager or supervisor, here's what you can do to make the workplace safe for employees, volunteers and customers.

Tip#: 1089 Teach employees not to let customers enter just before opening the business -- or immediately after closing the business at the end of the day.

Tip#: 1090 Reduce the amount of cash employees have access to by using locked drop safes. Post signs telling customers that employees have only a small amount of cash.

Tip#: 1091 Separate retail employees from customers and the public with bullet-resistant or bullet-proof barriers, such as those often used in gas stations, convenience stores, and hospital emergency departments. The height and depth of the counter can provide added protection for employees because the counter can increase the distance between an employee and an attacker.

Tip#: 1092 Lock exits that are not often used. You can limit access to those exits by putting alarms on those doors and posting signs that say for emergency exit only -- or by restricting access to the area around the door. Make sure the steps you take

comply with your local fire code.

Tip#: 1093 Control access to restrooms and storage areas. And keep them locked at all times. This keeps criminals from hiding in wait.

Tip#: 1094 Make sure employees have an acceptable place to lock their belongings, such as purses and coats. Thieves target unlocked desk drawers because women often put their purses there.

Tip#: 1095 Increase visibility to increase safety. Keep parking and walking areas well lit. Keep areas around the building clear of debris. Remove stacks of boxes and pallets, which provide good hiding places for attackers. Install mirrors or closed circuit televisions in rooms with blind corners and in enclosed parking garages.

Tip#: 1096 Keep employees aware of safety tips and ask them to take access-control policies seriously.

### ► On the Job Precautions

Here are things you can do so you don't lose your personal items:

Tip#: 1097 Lock your office whenever you leave, even if you will be gone for only a minute.

Tip#: 1098 Keep your purse, wallet and other valuables in a secure location, such as a locked desk or locked filing cabinet. Or keep valuables locked in the trunk of your car. It takes only a few seconds for a thief to steal your property.

Tip#: 1099 Do not bring large amounts of cash to work. When you carry a lot of cash, you attract all the wrong people.

Tip#: 1100 Do not leave cash unattended or in your office, unless you lock it in a safe or vault. Unlocked desks and filing cabinets are not secure enough for cash.

Tip#: 1101 Protect your property through Operation Identification by marking your valuables with an identification number, such as your driver's license number. Call the police department to borrow an engraver -- or buy your own.

Tip#: 1102 If you lose keys, equipment or valuables, call the police immediately. You should report all crimes, no matter how minor they may seem.

Are you the person who makes **bank deposits**? Take special care and follow this advice:

Tip#: 1103 When you go to the bank, have someone go with you. Two people are much safer than one.

Tip#: 1104 Change your route from time to time. The more predictable you are, the easier it is for a criminal to plan his attack.

Tip#: 1105 Make bank deposits on a random, but frequent, basis. Keep only a small amount of cash at your business.

Tip#: 1106 Never make deposits after the bank closes because this is an easy time for hold-ups.

Tip#: 1107 Carry the deposit inside a purse or a plain bag so an attacker will not likely notice it. Do not carry money in a bank bag, which a robber will assume contains money.

Tip#: 1108 Do not approach a night deposit if someone is already there. Wait until that person leaves. If they don't leave, call the police so they can investigate.

Tip#: 1109 If you make bank deposits for a business -- or if you make frequent bank deposits at night or on weekends -- make sure you take a second person with you.

Tip#: 1110 When you arrive at the bank, check the area carefully before you get out of the vehicle. At night, look for dark shadows, walls, trees and bushes where an attacker could hide.

Tip#: 1111 Make the deposit quickly, so you don't have the cash in your possession any longer than necessary.

## ► Sexual Harassment

Now let's talk about another common problem: sexual harassment. While it often happens in the workplace, it can occur anywhere.

Tip#: 1112 If you're the victim, don't feel guilty. You didn't cause the harassment and you're not responsible for it.

Tip#: 1113 If you are sexually harassed, tell the person very firmly that you don't like the behavior and that you insist that it stop.

Tip#: 1114 If necessary, send a letter telling the person to stop. In the letter, give details about the behavior or incidents that you find offensive, your reactions to them, and what you want to happen. Keep copies of all letters for any legal investigation that may follow.

Tip#: 1115 Ask a friend to go with you when you confront the harassing person face to face. Don't worry about embarrassing the person who is annoying you. After all, your rights have been violated.

Tip#: 1116 Report the harassment in writing to your supervisor or boss. Ask the supervisor to make sure the harassment stops. If it continues, consult an attorney familiar with sexual harassment issues and employment discrimination. You may have legal recourse against the individual harasser, your employer, or both.

## ► Real Estate Professionals

All real estate professionals are at risk when they show property. Even so, attackers usually target women. The following tips, while written for female agents, will help all real estate

professionals protect themselves from crime and violence.

Tip#: 1117 Assume that every prospect wants to rape you or rob you. This will help assure that you protect yourself at every moment.

Tip#: 1118 Make sure your broker keeps a file that contains a current photograph of you and your car. Make sure your broker has a written record of your car's year, make, model, color and license number. Also, make sure your broker has the telephone number of your cell phone and pager.

Tip#: 1119 When possible, check your prospect's background before you meet in person. The more you know about your prospect, the better decision you can make about whether to meet with him -- or whether to refer him to a male agent. If a friend referred this prospect to you, call your friend and learn as much as you can.

Tip#: 1120 Do not meet a stranger or an unqualified prospect at a property. Instead, meet the prospect at your office when other people are present. Stay alert to anything the prospect says or does that tells you he might not be a qualified buyer. If you don't believe he is serious about buying or renting a property, make a phone call or have someone signal to you. Explain to your prospect that something has come up and that you will have to postpone your appointment.

Tip#: 1121 Before you leave your office, explain that for safety reasons your broker requires that you copy every prospect's drivers license. If your prospect objects, don't show him any property.

Tip#: 1122 After you copy the prospect's drivers license, if you feel unsafe or uncertain about anything, ask a male agent to go with you to the property.

Tip#: 1123 If you must meet a prospect who has not first come to your office, call and give someone the person's name, driver's license number, physical description, vehicle description and license plate number. If you can't reach anyone, leave this

information on your voice mail so it's available to your broker, family and the police.

Tip#: 1124 When driving your prospect to and from the property, stay on main roads and take the safest routes that pass homes and businesses where you could go for help.

Tip#: 1125 When you arrive at the property, park at the curb, not in the driveway. If the prospect attacks you and if you run to your car screaming, you will attract more attention if your car is on the street. Also, if you park in the driveway, someone could drive up behind you and block your escape.

Tip#: 1126 If you expect to show the home often, introduce yourself to the neighbors so they know you and your car. Ask them to call the police if they think anything unusual is going on, day or night.

Tip#: 1127 When you enter the property, leave the front door open while you and your prospect are inside. Motion for the prospect to enter ahead of you. Always stay between the front door and the prospect so he cannot block your escape.

Tip#: 1128 Do not enter small rooms where your prospect might trap you. Instead, motion for the prospect to walk in front of you. You stand outside the room by the door.

Tip#: 1129 Wear loose clothing and comfortable shoes. You might need to escape, so wear clothing that allows you to run fast.

Tip#: 1130 Always carry your cell phone and keep it turned on. Program it to dial 9-1-1 in case you need help. Remember, if you call 9-1-1 on your cell phone, you will need to give your exact address. 9-1-1 gives your address only when you call from a telephone that is wired into the property.

Tip#: 1131 Think about keeping a spare cell phone and spare set of keys hidden in your car.

- Tip#: 1132 Do not carry your purse when you show property. Instead, lock your purse in the trunk of your car before you drive to the property, so the prospect doesn't see where you put it.
- Tip#: 1133 Do not take valuables to the property. Do not wear expensive jewelry. Do not carry a lot of cash. Do not take credit cards or checks. Take only what you need and nothing more.
- Tip#: 1134 Carry a personal alarm with you at all times. You might put the alarm on the key chain with your car keys. Keep your house keys separate from your car keys, so if the thief steals your car keys, he won't have keys to your home.
- Tip#: 1135 Wear your company ID card and display your company name on your car. These will help police find you in an emergency.
- Tip#: 1136 If your prospect attacks you, sound the personal alarm -- and defend yourself with anything you have, such as a flashlight, ink pen, comb or a key on your key ring. Make every effort to run to your car, lock the car door and drive off. If you can't get to your car, then run to a home or business that looks occupied. Yell for someone to call the police.
- Tip#: 1137 If possible, do not show properties after dark.
- Tip#: 1138 If you must show real estate at night, make sure your supervisor knows where you will be and when. Ask your supervisor to call you on your cell phone every hour to check your welfare.
- Tip#: 1139 As you go through the building, turn on all the lights. Open all curtains and blinds so anyone outside can see inside.
- Tip#: 1140 If you show property after dark, carry a solid metal flashlight at all times. In an emergency, you can use the flashlight as a weapon.

## STALKERS AND HARASSMENT

Now I'll discuss what you should do if you're the victim of a stalker -- a person who repeatedly **follows** and **harasses** or **threatens** you.

Stalking is a much greater problem than most people realize. While most of the stalkers we hear about follow Hollywood celebrities, the fact is most stalking victims are ordinary people like you and your neighbors.

A survey conducted by the National Institute of Justice and the Centers for Disease Control and Prevention found that, roughly, one in every twelve women has been stalked at least once in her lifetime, usually by an ex-husband or ex-boyfriend. In addition, 4 out of 5 of the women who were stalked by a current or former husband -- or a current or former boyfriend -- were also physically assaulted by the same man.

Stalking victims report the reason they think they were stalked was because of the stalker's desire to control or scare them. While many stalkers do not attack their victims, still, victims can conclude that the stalker's actions imply a threat of violence. As a result, victims who are not physically harmed still suffer greatly through fear and anxiety, and through the way stalking disrupts their daily lives.

Stalking often results after one person tries to start a relationship with another person. Also, stalking can result after one person ends a relationship with another person.

In either case, when one person tries to let the other person down easily, the fact is this often increases the pain and the rejection.

### ► Precautions

Follow these tips to help avoid becoming a stalker's **victim**:

Tip#: 1141 If you don't want to enter into a relationship -- or if you don't want to continue a relationship -- say no immediately. The sooner you say no, the less likely the other

person is to follow you.

Tip#: 1142 Make sure your message comes through loud and clear. State clearly, “I do not want to have a relationship with you.” If the other person thinks you aren’t sure about what you’re doing, then he will likely continue to pursue you, hoping you will give in to his persistence.

Tip#: 1143 Do not give reasons or excuses when explaining that you don’t want to get involved. The other person may think when you say “not yet” that you are really in the process of changing your mind. Or if you say “give me time,” the other person may think he has a chance if he waits a week or two.

Tip#: 1144 Think about what will happen when you cut off the other person. If the person you’re dating wants to control you now, you can be sure he will want to control you even more after you stop dating.

### ► Taking Action

Here are proven tips you can follow if someone is stalking you. You may think some of these tips are extreme. You must determine whether your situation is serious enough to justify following these steps.

Tip#: 1145 Get serious right now. This person will not likely go away on his own. You must protect yourself, your family, your home and your office.

Tip#: 1146 Ask your church, bank, pharmacy, utility companies, newspaper, credit bureaus, and post office to mark your records as confidential. Insist that they not give your address or phone number to anyone.

Tip#: 1147 Call your motor vehicle department and your voter registration office because some offices rent their mailing lists to outsiders. Insist that they not release any of your information to anyone.

- Tip#: 1148 Tell your family, friends, boss and co-workers not to give out your address or phone number. Ask them to be on guard anytime someone asks about you.
- Tip#: 1149 Do not put your name on your mailbox or on the list of tenants who live in your apartment complex. Instead, use a different name that only your family and friends would know.
- Tip#: 1150 Do not give out your social security number, except when you are required to do so. And even then, ask why the person needs it. Do not print your social security number on your checks. If you believe too many people have your social security number, ask the Social Security Administration to change it and give you a new one.
- Tip#: 1151 Be careful when providing information to any government agency. If their files are public record, anyone who asks is entitled to get this information. If you must provide your address or phone number, tell the agency to keep your information confidential.
- Tip#: 1152 Put your real estate and other assets into a trust to keep your personal information out of the public record.
- Tip#: 1153 When you order products that must be shipped to a street address, have them shipped to your work address -- or have them shipped to a trusted friend. Don't open a package unless you ordered the item -- or unless you can verify who sent it and what it is.
- Tip#: 1154 Rent a private post office box to receive your mail. In some cases, the U.S. Postal Service may release your home address. But privately owned box rental companies often will not release this information. Before you rent a post office box, ask the company under what conditions it will release your home address. If possible, don't give your home address to the post office rental company.

- Tip#: 1155 Don't put your street address on your driver's license. And don't show your driver's license to anyone except those who are entitled to see it.
- Tip#: 1156 Don't print your home address or phone number on your checks or on correspondence. Use your private post office address instead. And if someone wants your phone number, give them the number where you work.
- Tip#: 1157 Get a second phone line and give your new number to everyone except the stalker. Friends often suggest that you change your number, but this doesn't work because even strangers can get unlisted numbers. But when you install a second phone line, the stalker will continue to call on your old line. And since he or she will never get a busy signal, the stalker will never know whether you're home. Even with these precautions, screen all calls on your new line with caller ID and through an answering machine.
- Tip#: 1158 Make sure that you tell the phone company that you want your new number to be both unpublished and unlisted. Otherwise, the phone company will print your number in the directory and give it to anyone who calls directory assistance.
- Tip#: 1159 Ask your local phone company to block your number so it doesn't appear on caller ID boxes. Also, you may be able to program your phone from home so you do not reveal your phone number.
- Tip#: 1160 Keep the old phone number hooked to an answering machine, so you get your caller's message on tape. This is a good way to document harassing calls if you decide to report the stalker to the police or the phone company. Plus, since you let the answering machine answer your old number, you will not make the mistake of answering when the stalker calls. To discourage calls, record a message that warns callers that you tape your calls.
- Tip#: 1161 Don't call businesses from your home phone. Many companies use electronic equipment that identifies your phone number and records it in their database

without your knowledge. When you need to call a business, call from work or from a pay phone.

Tip#: 1162 Change your e-mail address so it does not contain your name. Also, set up an e-mail account with an Internet service, many of which offer e-mail accounts for free.

Tip#: 1163 Do not give any personal information over the Internet. If you do, assume that everyone has access to it.

Tip#: 1164 Ask people for help. Show a photograph of the stalker and his vehicle to your family, friends, neighbors, co-workers, secretaries, apartment managers and anyone else who might see him. Ask them to call you if they see the stalker. And if they can't reach you, ask them to call the police.

Tip#: 1165 Change the routes that you walk and drive to reduce your chances of contact with the stalker. If you meet the stalker, ignore him and move on. Don't show him that you are scared because that's the reaction he wants.

Tip#: 1166 Carry your cell phone with you at all times, even around the house, so you can call for help if the stalker cuts your phone lines.

Tip#: 1167 Know where your family is. Walk with children to school or the bus stop.

Tip#: 1168 Put a locking cap on your car's gas tank.

Tip#: 1169 At work, have a secretary or co-worker screen all of your phone calls. Don't pick up the phone until you know who is calling and why.

Tip#: 1170 Have all visitors screened through a central reception area. Don't invite anyone back to your office until you know who they are and what they want.

- Tip#: 1171 Remove your name from your reserved parking space.
- Tip#: 1172 Pay close attention to anyone who might follow you home from work.
- Tip#: 1173 Know where you can drive for help. If the stalker follows you while you're away from home, do not drive to your home or to a friend's home. Instead, drive to the nearest police station or fire station. Honk your horn to attract attention. If you don't know where the police station is, drive to a busy shopping center. If it's at night, drive to an all-night store with good lighting. Take your cell phone with you so you can call for help without leaving your car.
- Tip#: 1174 Keep a written record of all stalking activity. If the stalker calls you, write down the person's name, time and date of the call. Write down what he said. Save answering machine tapes. Save any gifts he sends you. If you receive letters, save them so you can use them as evidence. If you receive e-mail, save the e-mail messages. If you see the stalker drive by your home, write down the date and time, and describe what he did.
- Tip#: 1175 Consider moving to a new address if the stalking continues.
- Tip#: 1176 Join a support group for stalking victims. Also, consider seeing a counselor or psychologist. They can help you understand the stalker, offer advice, and help you cope with your anxiety and fear.
- Tip#: 1177 Consider getting an order of protection. This is a court order issued by a judge prohibiting the other party from contacting you, according to the judge's instructions. Ask your local police department how to get an order of protection.
- Tip#: 1178 If you receive an actual threat -- or if you feel threatened -- contact your local police department and follow their instructions.

## RAPE AND SEXUAL ASSAULT

Now I'll discuss rape and sexual assault.

Rape is the crime of forcing another person to submit to sexual intercourse. Rape is not an act of passion; it is an act of violence. The rapist mainly wants to hurt, humiliate and degrade the other person. Rape is the attempt to control, dominate and disgrace the other person, using sex as a weapon.

While laws vary from state to state, in general, sexual assault means engaging in sexual intercourse or oral sexual contact with any person without that person's consent. To complete the assault, the attacker may use physical force -- or threats of physical force. Or, the attacker may assault a victim who is impaired and not able to give consent due to a mental defect, drugs, alcohol, sleep or other similar impairment.

The attacker can be a co-worker, classmate, delivery person, neighbor, friend or family member. The rapist can be attractive or ugly, shy or outgoing.

At least 1/3 of the rape victims who report the crime know their attacker: He might have been someone the woman dated, a steady boyfriend, or a casual friend. Rapists continue to rape until they are caught.

**Anyone** can be the victim of rape: Children, students, wives, mothers, working women, grandmothers. The victims can be rich or poor. Male or female. Most rape victims are females under the age of 30.

Most rapists plan their crimes in advance. They often attack their victim in broad daylight, often when women least expect it. What's more, rapists often attack in places their victims think are safe. Most rapes occur in the victim's own home. Other common locations include yards, garages, alleys, cars, school campuses and playgrounds, beaches, city parks, parking garages, shopping centers, Laundromats, stairwells, deserted buildings -- even streets and vacant lots.

### ► Potential Situations

The key is to recognize when you are at risk of being raped. In risky situations, keep your guard up. You should always stay alert to what goes on around you. The crime of rape usually takes place in **five stages**:

**First** is the **visual** attack: This occurs when the rapist watches or stares at his victim in a suggestive or humiliating manner. Many women tell the police, “He was undressing me with his eyes,” or “It felt as if he was looking right through me.”

The **second** stage is the **verbal** attack: This is when the rapist makes a suggestive or humiliating comment to his victim. This causes the woman to become disgusted or frightened.

The **third** stage is the **physical** attack: This is defined as any physical movement towards the victim -- or any actual contact with the victim -- from a distance of less than three feet.

The **fourth** stage is the **sexual** attack: This is when the rapist begins to have intercourse with his victim. If the rapist is beating his victim, the beating usually stops when the sexual attack begins.

The **fifth** stage is **threatening**: After intercourse, the rapist physically or verbally threatens to further dominate his victim. Often, he starts beating her again.

## ► Precautions

What can you do to avoid becoming a victim of sexual assault? Follow this advice:

Tip#: 1179 Accept the fact that you are a **potential victim** of rape. Educate yourself about rape prevention tactics. Take a course from professionals. To defeat the rapist’s plan, learn how he thinks and acts.

Tip#: 1180 Stay alert to your **natural instincts**. Your stomach usually tells you how to react to a situation long before your brain has figured it out. People who are cautious are often labeled as being afraid. Don’t pay any attention to labels -- and don’t change wise behaviors. Pay attention to both what you observe and what your stomach tells you to do.

- Tip#: 1181 Develop a **healthy mistrust**. You cannot tell the difference between the man who rapes and the man who does not. You cannot identify a rapist by his appearance, race, profession, income level, education or sexual preference.
- Tip#: 1182 Take your time getting to know people. Don't trust a new acquaintance too soon. Treat the new person as a stranger until he has earned your trust.
- Tip#: 1183 Stay alert to three things that increase your risk: Your availability, accessibility, and vulnerability.
- Tip#: 1184 Know and avoid the locations and situations where rape might occur. Always expect the unexpected.
- Tip#: 1185 Reduce the number of opportunities you create for possible attackers. Do not allow yourself to be alone with men you don't know or don't have good reason to trust.
- Tip#: 1186 Don't answer personal questions where other people might see or hear you. Ask why the other person needs this information and what will be done with it. If you don't like the other person's answers, don't give him the information. This includes when you show your driver's license -- give your address when requesting a refund -- sign a petition -- fill out an application -- complete a delivery label where the box might sit in public view -- or give delivery information to the dry cleaners or pharmacy. If you do decide to give the information, write it down rather than saying it out loud.
- Tip#: 1187 Be careful when standing in line holding a check imprinted with your name, address and telephone number. Consider putting your work phone on the checks, rather than your home phone.
- Tip#: 1188 Don't be too quick to give a store clerk your name and address for a catalog or notice of upcoming sales. Instead, write your information on a piece of paper and

hand it to the clerk.

Tip#: 1189 Don't give out information when talking with someone on a crowded bus or subway, or during a phone survey.

Tip#: 1190 Follow the color code system. Consider adopting the following **color code system** as a means to define your own state of mind and to prepare your plan of action as dangerous circumstances develop.

White is low awareness, probably at home. You may be on alcohol or prescription drugs, your alertness is reduced, your will power is also reduced.

Yellow: You are aware of your surroundings, you scan them, yet you are comfortable and not on edge. This is the level of mental alertness that should exist whenever you leave the safety of your home.

Orange: Certain cues or signals warn you of a possible threat or risk that might appear (for example, footsteps, shadow, a car following you). You begin to estimate the seriousness of the danger.

Red: You prepare a plan of action and are carrying it out. Fortunately, you can still avoid a major confrontation.

Black: You're under assault. If you have not prepared yourself mentally, you will panic or freeze. It is at this level that the benefits of both martial arts training and imagination come in handy.

Tip#: 1191 Before you're the victim of an attack, have at least one backup plan. Imagine different dangerous situations and practice your escape.

Tip#: 1192 Make sure you see peeping toms and persons exposing themselves as dangerous, since their acts might be only part of a fantasy that includes rape.

## ► Taking Action

The next section is directed toward females who could be victims of **sexual assault**. Even so, many of the tips can be used by **any** assault victim.

When facing a sexual assault, women usually experience fear, anxiety and a feeling of helplessness. Sometimes, the shock and horror make victims powerless and unable to stop the assault. The attacker expects this type of reaction and depends on it to control his victim. To carry out his assault, the attacker must overpower his victim and maintain control. This control can range from verbal threats to the use of a weapon and physical violence.

There is no one rule about how to react to an attack. No single method or response will work every time. What might frighten away one attacker could excite or anger another. Remember, your goal is to survive.

Tip#: 1193 Don't panic. Fear can actually help you because it gives you a burst of adrenaline. But panic will not help you. Panic can keep you from thinking straight, considering your choices, and acting positively. If you start to feel afraid, take a couple of deep breaths. Do not allow feelings of helplessness to keep you from making important decisions. What happens next depends on your ability to think clearly while you decide what to do.

Tip#: 1194 Consider these important factors:

- How many attackers are there?
- How strong is the attacker compared to you?
- Are you strong enough to stop your attacker?
- Does the attacker have a weapon?
- What is his mental state? Do you know him well -- or is he a complete stranger?
- Can you talk the attacker out of hurting you, or disable him?

- Are you mentally prepared to hurt him?
- Do you think you can escape or attract attention?
- Is help close by?

Tip#: 1195 Remember exactly what the attacker looks like and what he says. Try to get an accurate description of:

- The attacker's appearance, including his clothing and build,
- Any facial hair, tattoos or scars,
- His vehicle, including license plate number and state,
- What the attacker says, whether he has an accent, and
- Any weapons he uses.

Tip#: 1196 Try to leave your fingerprints on everything you can. Also try to leave some small personal item, such as a button, earring, or lipstick -- anything the police can trace to you.

Tip#: 1197 Stay calm, exert your power and survive. How you react is based on your personality, temperament and training. Your power is in your mind. Whatever you think about power is true: If you think you have power, you do. If you think you don't have power, you don't.

You might not want to defend yourself for several reasons. They include your religious convictions, your opposition to violence, or your desire not to hurt another person. This leaves three choices: You can submit to the rape, resist passively or resist actively.

**Submitting** is one option used by hundreds of thousands of rape victims each year. Submitting means you feel there is nothing else you could do because you fear for your life or are frightened in some other way. If you submit or give in to rape, do not feel guilty because of your actions.

**Passive resistance** is when you do not try to hit or physically repel the attacker.

The purpose of passive resistance is to buy time, attract attention, and confuse the attacker, but not make him angry. These methods are best suited for public places where help is readily available, such as a shopping center parking lot.

Here are ways you might prevent the rape using passive resistance:

- Tip#: 1198 Talk to the attacker calmly and sincerely as one human being to another. Hopefully, you will convince him you are a person with feelings and concerns, and not a sex object. Try to reduce his anger by building up his ego. Let him know you see him as a person and not a monster.
- Tip#: 1199 Try crying, begging or pleading. This probably won't work because this is often the reaction the rapist wants. Still, it works sometimes so it's worth a try.
- Tip#: 1200 Try to gross out your attacker. Make yourself vomit by putting your fingers down your throat when the attacker isn't looking. You could also belch, pick your nose, wet your pants, or pass gas.
- Often, police don't recommend these methods because the rapist may think he is bullying and frightening you, which he wants to do. On the other hand, your attacker might find you so repulsive that he will let you go.
- Tip#: 1201 Try to make a deal with the rapist. Offer him money or jewelry. Or promise you won't report him to police if he lets you go. This could buy you more time -- and he might release you.
- Tip#: 1202 Try to trick the rapist. He may know you're trying to trick him, but you might buy yourself some time. Tell the attacker that you're pregnant or having your period. Tell him your boyfriend or husband is waiting over there in the car. If you're home, tell the rapist that your boyfriend is coming over or that your husband or roommate will be home soon. Fall limp to the ground or faint. Eat grass. Pretend

to have a medical problem, such as a sexually transmitted disease or a sprained ankle as he tries to drag you along. Scream in pain as if you're having a heart attack or abdominal pains. Pretend that you are having a seizure, or that you're unconscious or insane.

The next step is **active resistance**. Studies show that women who fight back during a sexual attack are more likely to escape rape and injury than those who plead, cry or reason with their attackers.

Even though women are taught to be kind, gentle, and caring, when you're in a violent situation, you must respond with anger and rage. A gentle response is not suitable. Nothing gives the rapist the right to attack you. When a rapist attacks you, your only responsibility is to protect yourself.

If you decide to resist, you must be willing to injure your attacker. You must start fighting using a combination of methods -- and continue fighting until you break away. Don't be afraid to make a scene. Now is the time to scream as loudly as you can!

Don't assume anyone will help you. You must rely on yourself -- think for yourself -- act for yourself. Don't wait for other people to help you because they might not.

If you decide to actively resist, consider these general tips:

Tip#: 1203 Make it clear to your attacker that you will not let him push you around -- that you will not let him rape you -- and that if he tries, you will either hurt him or kill him in the process.

Tip#: 1204 In a loud, forceful voice, tell the attacker not to attack you.

- Shout, "No! Stop! Hands off!" Your assertiveness will work only if you apply it with confidence and you are not afraid of embarrassing the person.
- Talk in simple statements and commands. Tell him exactly what you want and what you don't want. You must be convincing.

- Tip#: 1205 Yell or scream when someone is close by. Yell “Fire!” or “Call 9-1-1.” Or use a loud shriek alarm. Yell, “This is rape! Call the police!” You may confuse your attacker so your other methods work more effectively.
- Tip#: 1206 Don’t stop fighting until you are sure your attacker is disabled -- or until he runs away.
- Tip#: 1207 If you are attacked by a gang, try to disable the leader. This may cause the gang to retreat because you have eliminated the gang mentality.
- Tip#: 1208 When the rapist grabs you, try to break his hold. When you’re free, run to a police station, a convenience market, or an open store or business where you’ll find other people. Don’t run into a blind alley or any place where you’ll be alone with the attacker if he catches you. Remember, no tactic is guaranteed to work. Only you can assess the situation and determine what the rapist’s motives are and what action you should take. Remember, your survival is most important. No one wants to be raped, but if the rapist only wants to rape you and not kill you, provoking him might make matters worse.

For detailed tips on how to defend yourself against a rapist, listen to our section on self-defense tactics.

## ► Date Rape

Now let’s talk about date rape.

Rapists aren’t always strangers. When anyone forces you to have sex -- even someone you know -- it’s still rape. The rapist could be a date, steady boyfriend, or a casual friend. Date rape is about power, control, and anger -- not romance and passion. Date rape is also called social rape, silent rape and cocktail rape. It is a sexual assault against a person by someone the victim knows and whom she may have gone out with.

Date rape can have long-lasting emotional injuries. Women from 15 to 24 years of age are the

most common victims of date rape.

Some men believe it's okay to demand sex if they buy a woman dinner or gifts. Other men believe that it's not wrong to rape a woman who has previously had sex with him or other men.

Remember this: Nothing you do, say, or wear gives a boy or man the right to rape you.

Date rape can occur anywhere. It most often occurs on a Friday or Saturday night. It usually involves alcohol or narcotics. Nearly half of all date rapes occur during the first date -- or on a casual date. You are most at risk when you are in a car, a remote area, or alone with the man.

Date rape is sexual violence directed at a woman. It happens for a number of reasons:

One is **gender typecasting**. Many people believe that men should be competitive and aggressive, and that women should be yielding and passive.

Another is **mixed messages**. Date rape can occur when a man, thinking a woman is playing hard to get, believes she really means yes when she says no. Mixed messages may be communicated through what a person says -- or through body language.

**Poor communication** is another reason. The potential for date rape exists when two people do not have a clear understanding of each other's sexual intentions and expectations.

A fourth reason is **learned violence**. Violence is often seen as an acceptable way to solve problems. Some men feel it's okay to use force to get what they want from a woman.

Tip#: 1209 Realize that the date rapist or social rapist could be anyone you know: An acquaintance, classmate, co-worker, boss, husband, ex-husband, family member, neighbor, or even your boyfriend or fiancé.

Tip#: 1210 Know your date well -- and how he behaves -- before you go out with him. Ask friends about their experience with him.

Tip#: 1211 Watch for early warning signs that your date is not trustworthy.

Tip#: 1212 Look for signs that your date is possessive. For example, watch to see if ...

- Your date treats you as if you're his property and becomes jealous easily.
- He acts as if he knows you better than he does.
- Your date calls you names you're not comfortable with.
- He idolizes you, putting you on a pedestal. When your date finds out you're not the person he thought you were, he's likely to feel let down and angry.

Tip#: 1213 Look for signs that your date is hostile. For example, watch to see if ...

- Your date becomes very angry over little things or takes things personally.
- He has a bad attitude because he thinks females play games or tease men.
- He shows signs of anger toward women.
- He tells stories about himself that include abuse by him or to him, or to animals or children.

Tip#: 1214 Ask yourself whether you should trust your date. Do you feel uncomfortable for any reason? Does your date do things that scare you? Does he act in ways you think are socially inappropriate?

Tip#: 1215 Listen to what your date says about sex and rape. For example, beware if he interprets everything in sexual terms, if he says there is no such thing as rape, if he views women as sex objects, if he thinks women are supposed to serve men's needs, if he thinks only loose women get raped.

Tip#: 1216 Watch for signs your date needs to control you. For example, watch to see if ...

- Your date imposes his wishes on you in a commanding fashion, without talking with you or without regard to your wishes.
- He decides what you do and where you go.
- Your date doesn't take your suggestions seriously.

- He ignores what you say or talks as though you're not there.
- Your date is hostile when you do not agree with him or give him his way.
- He cannot accept no for an answer.

Tip#: 1217 Stay alert when your date gets physically aggressive, such as when ...

- He invades your personal space by standing too closely and enjoying your discomfort.
- Your date gives you intimidating stares.
- He blocks your way or follows you.
- Your date wants to be alone or isolated with you before you think the time is right.
- He touches you in intimate places by accident, or
- Your date touches you even when you ask him not to.

Tip#: 1218 Be extra cautious if your date drinks heavily, uses drugs, or mixes alcohol and drugs.

Here are steps you can take to **avoid** date rape.

Tip#: 1219 Don't go to bars and clubs alone. If you do, take your own car and limit the amount of alcohol you drink, especially when you will be driving.

Tip#: 1220 Carefully select your friends and acquaintances.

Tip#: 1221 When you first meet a new friend, exchange phone numbers but not addresses. Or, consider getting his number and tell him you'll call him. This way, you don't have to give him your telephone number.

Tip#: 1222 If a man persists in asking for your phone number, and you feel he might cause trouble if you refuse, give him a fake phone number that you just made up.

Tip#: 1223 Don't hesitate to refuse a date. You don't need to let him down easily. Don't let your sense of guilt cause you to go out on a date against your will.

Tip#: 1224 Before you go out, learn about a man's attitudes toward women. Check out a first date or blind date with your friends.

Tip#: 1225 Get to know men through a club or group devoted to an activity you enjoy. This way you'll have the opportunity to learn what someone is like over a long period of time.

Tip#: 1226 Plan the date with your safety in mind:

- Double date with another couple -- or go in a group.
- Meet at public places when you're getting to know someone, such as a movie, restaurant, or campus event. And meet with friends, not alone.
- Arrange to meet your date at the place of the event so you have your own car.

Tip#: 1227 Until you trust your date completely, let someone know who you will be with -- where and when you are going -- and when you plan to return.

Tip#: 1228 Take enough money to pay your own way. Carry extra money for a taxi or other unexpected expenses.

Tip#: 1229 Take your cell phone with you.

Tip#: 1230 Practice saying "no." Don't worry about being popular or whether people will criticize you or consider you a prude.

Tip#: 1231 Once you're on a date, stay away from remote or isolated places. Don't go to a beach, park, or deserted place with someone you've just met.

Tip#: 1232 Have your own transportation. Don't rely on your date for transportation,

especially if you don't know him well. Drive your own car or use public transportation, if possible.

Tip#: 1233 Be careful about inviting someone into your home. This is where date rape commonly occurs.

Tip#: 1234 Do not be alone with a man in his room or home if you feel you might be at risk.

Tip#: 1235 Set sexual limits that you feel comfortable with.

Tip#: 1236 Develop your awareness of situations, people, and locations that are not comfortable for you. If the place -- or your date -- makes you nervous or uneasy, get out. If you feel you are being isolated or pressured into having unwanted sex, trust your instincts and leave. Stay alert for behavior that makes you feel uncomfortable. Trust your gut feelings.

Tip#: 1237 Insist on being treated with respect. Develop a manner that exudes confidence and self-respect. Speak in commands and statements that tell what you want.

Tip#: 1238 Don't be afraid to refuse a gift.

Tip#: 1239 Always keep in mind that no one has the right to touch your body without your permission.

Tip#: 1240 Never worry about social embarrassment when your safety may be at risk. Get away.

Be especially alert at **parties**:

Tip#: 1241 Limit the amount of alcohol you consume. Remember, it's much harder for you to control the situation if you're under the influence of alcohol.

Tip#: 1242 Never drink alcohol at the same time you take prescription drugs, unless you have

your doctor's permission. Also, consider possible negative effects that might keep you from being alert and in control.

Tip#: 1243 Stay alert to how much your date drinks.

Tip#: 1244 Talk with friends at parties and establish who is watching out for whom. Let your date know someone is watching over you.

Tip#: 1245 Leave social functions that get too loud, too crowded, or where too many people drink excessively.

Tip#: 1246 At the first sign of trouble, call the police for help.

Tip#: 1247 Never drive after drinking. Also, never drive with someone who has been drinking or taking drugs. This puts you at a greater risk of an assault and an accident.

Tip#: 1248 Don't leave a party, concert or bar with someone you just met, or someone you don't know well, no matter how charming he is.

If you're **male**...

Tip#: 1249 Ask yourself how sexual stereotyping affects your attitudes and your actions toward women.

Tip#: 1250 Realize that **you do not have the right** to pressure or force a woman to have sex even if ...

- You paid for her dinner or a night out;
- You've had sex with her before;
- She agrees to have sex with you and then changes her mind;
- She dresses provocatively, flirts, or "comes on" to you;
- You met her at a bar; or

- You think women enjoy being forced to have sex or want to be persuaded.

Tip#: 1251 Understand the meaning of friendship. Believe that women want men as friends and may not want a relationship with someone who only wants higher numbers on his sexual activity score card. Having a lot of sexual conquests does not mean you know anything about love or sex.

Tip#: 1252 Accept a woman's decision when she says no. Don't see it as a challenge.

Tip#: 1253 Don't assume you know what a woman wants; ask her.

Tip#: 1254 Don't cloud your judgment and understanding of what another person wants by using alcohol or other drugs.

Tip#: 1255 If you think the woman is playing games, forget her.

Tip#: 1256 Don't excuse behaviors in others that support a rape mentality. Don't engage in cat-calling, pornography, and stories or behaviors about sexual conquests.

Tip#: 1257 Don't use force. When you force a woman to have sex, you are committing rape, which is a violent crime that could land you in prison.

Tip#: 1258 Don't take part in a gang rape at parties, fraternities, bars, or after sporting events.

Tip#: 1259 Help a woman who is being attacked.

Tip#: 1260 Caution your male friends against trying to force or pressure a woman to have sex.

Tip#: 1261 Know the law. Sexual misconduct is against the law.

Tip#: 1262 If you feel angry or aggressive toward women, get counseling or join a support group to help you deal with your feelings.

I've covered what you can do before and during the attack. Here's a brief summary:

Turn your fear into anger by yelling like a crazy person. At the same time, strike a weak area on the attacker's body. On the head, the weak areas include the attacker's eyes, ears, nose, mouth, chin and throat. On the mid-body, the weak areas include the stomach and groin. On the lower body, the weak areas include the knees, shins, ankles and instep. The most serious and effective lower-body targets are the attacker's knees.

During an attack, scratch the attacker's face, gouge out his eyes, kick his knees, kick his shin, kick his groin, stomp on his foot, grab his testicles, pull his hair, bite whatever comes near your mouth, and shove both your hands into his face.

### ► **After an Attack**

Now, here are steps you should take after you have been attacked.

Tip#: 1263 Go to a safe place, and tell the first person you see that you have been attacked.

Tip#: 1264 Call the police. Reporting a rape is an important part of ending violence against women. Also, reporting it to police does not mean you have to prosecute. It means you'll get protection and access to medical treatment and counseling. Even if you later decide not to prosecute, reporting the crime may help identify the suspect who may be wanted by police for raping other women.

Tip#: 1265 Go to a hospital or doctor immediately. Don't bathe, shower, douche, or change clothes before you go. You might destroy important medical evidence. Have a gynecological exam as soon as possible. Have the doctor test for venereal diseases, and later, for pregnancy.

Tip#: 1266 If you are attacked somewhere away from home, remember as much as possible about the setting. Do not disturb or touch anything. Preserve the scene for the police. The evidence may be very important if your case goes to court.

- Tip#: 1267 When you are calm, make note about the attack and any unusual details. The police want to know: What type of weapon the attacker used. His car's license number, make, model and color. The attacker's race, approximate age, weight, height, hair color and length; eye color; and description of his clothing. Any unusual marks, scars, tattoos or jewelry. Anything unusual about how he spoke, such as a lisp or accent. Anything he said before, during or after the attack. And which direction he went.
- Tip#: 1268 Don't blame yourself for being attacked. No victim asks to be assaulted -- wants to be assaulted -- or deserves to be assaulted.
- Tip#: 1269 Watch for symptoms of **rape trauma syndrome**. Every rape victim experiences it, to some degree, even if violence were not involved. You may have flashbacks, nightmares, rapid heartbeat, physical pain, anxiety, depression, a sense of loss of control, low self-esteem, nausea, vomiting, insomnia and sweating. You may also feel disconnected, and experience indifference and lethargy as signs of delayed stress. If you experience symptoms for over a month, consult a professional.
- Tip#: 1270 Get plenty of sleep. When you don't get enough sleep, you are more likely to see symptoms of rape trauma syndrome. Also, your body has a hard time coping with the stress and trauma of your experience. Realize the seriousness of your experience. Get plenty of rest and sleep.
- Tip#: 1271 Talk with someone who has been through a similar traumatic experience. This may reduce your sense of being alone and reduce any feeling that it was your fault.
- Tip#: 1272 Seek outside help through a crisis intervention program or support group. You might get help from a rape crisis center, community mental health center, school counselor, women's clinic, legal aid agency, clergy member, or social service agency. Also, contact your local victim assistance agency. They can help you deal

with your shock, learn about victim reimbursement laws, and explain how to follow your case's progress.

Tip#: 1273 Consider asking the men in your life to get counseling, too. This includes your husband, boyfriend and father. Sometimes men are unintentionally insensitive to the severe trauma rape victims have undergone, so counseling benefits them, as well.

Tip#: 1274 If you feel the need, express your feelings to a trusted friend or family member. Realize, however, that you have the right not to discuss the event with people who inquire only because they are curious.

Tip#: 1275 Keep busy and stick to a regular schedule so you don't have time to agonize over the event.

Tip#: 1276 Put control and order back into your life since you will probably feel a loss of control.

Tip#: 1277 Once you're on the way to putting your own life back together, get involved in helping other rape victims.

### ► **Helping a Rape Victim**

Here's how to help a friend who has been raped:

Tip#: 1278 Offer shelter. See that your friend has a safe place to stay and someone to stay with.

Tip#: 1279 Believe what she tells you.

Tip#: 1280 Give the woman your emotional comfort and support.

- Tip#: 1281 Let your friend express her feelings, but don't pry into details. Don't judge her or the experience. Listen, and give her your understanding. Realize she may be dealing with fear, embarrassment, humiliation and guilt.
- Tip#: 1282 Make sure your friend knows rape is *never* the woman's fault. Don't let her blame herself if she thinks she did something to cause the attack.
- Tip#: 1283 Do not be overly protective. Encourage her to make decisions and take control of her life as soon as she can.
- Tip#: 1284 Don't let your own feelings get in the way of helping her.
- Tip#: 1285 Encourage your friend to take action -- to stand by her decision to call the police -- to contact a hotline -- and to go to the hospital.
- Tip#: 1286 Go with her to the hospital, police station, or counseling center.

### ► **Community Involvement**

Now, here are steps you can take to **prevent** rape in your community:

- Tip#: 1287 Improve your neighborhood. Crime increases in neighborhoods where it looks like no one cares. Turn the vacant lot into a community garden. Organize escort patrols. Repair a house so it can be a youth center. Make sure you have enough street lights. Make sure you clean parks, vacant lots, and alleys. Get rid of abandoned cars. Replace missing signs. Report traffic lights or street lights that don't work. Report reckless drivers to the police.
- Tip#: 1288 Make sure teens in your community have places to use their energy, such as a park or recreation area. Also, give them projects so they can help improve the area for their families.

- Tip#: 1289 Meet with your neighbors and your local police department to start a protection program like Neighborhood Block Watch or Apartment Watch. Present a workshop on how to prevent rape and violent crimes.
- Tip#: 1290 Check to see if your school or police department has a child sexual abuse prevention program. If not, help start one.
- Tip#: 1291 Get elected officials involved. Insist that they take seriously issues affecting personal safety.
- Tip#: 1292 Arrange educational programs in your community. Ask your student government or a parents group to sponsor a workshop on date rape and sexual stereotyping for middle- and high-school students. Work with a hotline or crisis center and persuade rape survivors to join the panel. Ask college and professional athletes -- and other role models -- to talk to high school students about sexual stereotyping and responsible behavior. Ask your church or civic group to invite a speaker and panel discussion on how men and women communicate with each other.
- Tip#: 1293 Monitor the newspaper, radio and television for articles and programs that reinforce sexual stereotyping. Write a letter to protest the article or program. On the other hand, make sure you publicly praise the media when they highlight the realities of date rape and other subjects of concern.
- Tip#: 1294 Volunteer at a rape crisis center or hotline.

*This concludes this section.*

# SECTION 4: DOMESTIC VIOLENCE; ACTIVE SHOOTERS

## INTRODUCTION

Now, let's talk about domestic violence.

Many victims of spouse abuse don't know where to turn for help. Some feel trapped in their situations because they feel dependent on their spouse for financial or emotional support.

Others tolerate the abuse and make excuses for their spouses such as, "He only does it when he's drunk. He promises he won't do it again. I still love him." No one ever has the right to assault another person. It is against the law and the violator is subject to jail or a fine, as well as civil liability.

As many as four million women in this country suffer some kind of violence at the hands of their husbands or boyfriends each year. Very few tell anyone. Victims of domestic violence come from all walks of life, all cultures, all income groups, all ages, all religions. They share feelings of helplessness, isolation, guilt, fear, and shame.

You are a victim of domestic violence if:

- A family or household member hurts you or tries to hurt you; or
- A family or household member, by threatening force, makes you believe he is going to hurt you.

The problem of domestic violence can't be solved by changing the victim's behavior. No battered victim has control over his or her partner's behavior. And it is foolish to expect that victims will ever "stop the violence." The problem is the offender's conduct and his belief that he is entitled to coerce, control and terrorize others.

Men and women who follow their parents' example and use violence to solve conflicts teach the same destructive behavior to their children. Domestic violence can cause people to lose their

jobs -- or slow down their careers -- because of injuries, arrests or harassment. Violence can even result in death.

## DEFINING DOMESTIC VIOLENCE

As people become more aware of domestic violence, we know that an abuser can be anyone in almost any type of relationship. Many states have laws that cover violence that occurs between married couples, older adults and family members, same-gender couples, couples who are dating, and even roommates.

### ► The Abuser

For our purposes, I will refer to the man as the abuser and the woman as the victim, because men most often abuse women. Realize, however, that a man or woman can be an abuser, and a man or woman can be a victim.

The abuser may exert power and control over his partner in many ways:

**Emotional and verbal abuse** often leave deep scars. Examples of emotional and verbal abuse include when the abuser uses put-downs, criticism and name-calling.

The abuser may

- manipulate the woman,
- make her doubt her abilities,
- play mind games or word games,
- humiliate the woman in public,
- insult her in front of her family and friends,
- make the woman feel guilty,
- refuse to take her concerns seriously,
- ridicule the woman's most valued beliefs,

- ignore her feelings,
- withhold approval, appreciation or affection,
- claim the abuse didn't happen,
- minimize the abuse,
- use God, tradition or religion to justify the abuse, or
- blame the woman for the abuse.

**Isolation** is another form of abuse. Often, the abuser is extremely jealous, insisting that the victim cannot see her friends or family members. He may keep track of the victim all the time. The abuser may be jealous of affairs that never happened. If the abuser allows her to communicate with her family and friends, he may control whom she talks to, when she talks, and what she talks about.

The abuser may not allow the victim to attend school or work. As a result, the victim may feel more isolated. Then, the victim may lose her job because she was absent from work -- or because she didn't work hard enough. This often happens to women who are victims of domestic violence.

**Threats and intimidation** are common methods of abuse. They may include threats of violence, suicide or taking away the children. The abuser may threaten to hurt the victim, children, pets or himself. He may threaten to leave the victim or to report her to the authorities. The abuser may make the victim drop legal charges against him -- or make her do things that are illegal.

The abuser may try to scare the victim with looks, actions, or gestures, such as throwing things, breaking things, displaying weapons, abusing pets, or destroying personal property or sentimental items.

Even if the threats are not followed with physical abuse, do not minimize their effect or importance. When the victim experiences emotional and verbal abuse -- such as attempts to isolate her, as well as threats and intimidation -- these may signal that physical abuse will follow.

Another common form of abuse is using power to control others. The abuser often turns

children into messengers, using visitation privileges to harass the mother, threatening to take the children away from her.

He often uses male privilege, treating the victim like a servant by

- making all the decisions,
- acting like the “king of the castle”,
- defining the man’s and woman’s roles,
- dictating what the victim wears, and
- forcing her to have sex against her will, even if she is his wife.

The abuser often resorts to physical abuse, such as hitting, slapping, shoving, punching, choking, or biting the victim or children. Also, the abuser may throw things at the victim or children.

The abuser often uses economic power to force his victim into a childlike role. He may

- prevent the victim from working,
- take her money if she does work,
- hide money from the victim,
- control the money and force the victim to account in detail for everything she spent,
- make her ask for or even beg for money to pay for household needs, or
- spend money for his own enjoyment while not paying the family’s bills, such as rent, food and utilities.

## **ABUSERS AND VICTIMS**

Here are important points you should know about abusers and their victims.

- In most cases, when a woman is attacked, the attacker is someone the woman knows.
- Many times the attacker is the woman’s husband, former husband, boyfriend or former boyfriend.

- When the woman knows the attacker, she is more likely to be injured than when she is attacked by a stranger.
- Women of all races and backgrounds are equally vulnerable to attacks by men.

Often, domestic violence begins with differences of opinion. These disputes grow into arguments, which can result in physical or emotional abuse.

Parents who argue in front of their children may not realize the harm their behavior may cause. Children often learn how to deal with problems by watching their parents. They see whether their parents work out a difference of opinion and reach a friendly compromise -- or whether the result is far more destructive.

In the heat of the moment, some parents may not have enough self-control to stop from lashing out. They may not have the insight to see how their anger affects their children. For many couples, arguing and fighting are ways of blowing off steam, or releasing inner frustration. The trouble is, children don't know that. They react to what they see and hear.

Children thrive in an atmosphere that's open, honest, and loving -- an atmosphere where family members act maturely and respect each other.

When arguments occur, parents can teach youngsters to understand differences of opinion, and encourage them to contribute to the discussion. Parents who conceal their problems and distance themselves from their children rob their children of this learning process.

### ► **Protection Through Planning**

Now, helpful advice:

If you are at home – and if you are being threatened or attacked... follow these steps.

Tip#: 1295 When the abuser and you start arguing -- or when you think trouble is brewing -- go to a room that has two exits. Choose a room in which you do not keep things the abuser could use as a weapon -- and a room where a neighbor can see or hear

you.

- Tip#: 1296 Stay away from the kitchen and garage, because these rooms usually have sharp metal objects and tools that the abuser can use to hurt you. In most cases, the safest rooms are the living room, dining room and bedrooms, where you can escape through a second door or window.
- Tip#: 1297 Do not go into a bathroom, closet or other small space because they usually have only one door and the abuser can trap you. If possible, choose a room that has a telephone and a locking door so you can lock the abuser outside while you call 9-1-1 for help.
- Tip#: 1298 Stand between the abuser and a door or window, so you can get away if necessary. Teach your children how to get out, too.
- Tip#: 1299 Do everything you can to diffuse the situation, buy time, and protect yourself and your children.
- Tip#: 1300 Teach children not to get in the middle of a fight, even if they want to help.
- Tip#: 1301 If the abuser is violent, take your children and leave the home. To stay in a violent environment is dangerous and could result in injury or even death. You may think it's hard to leave a situation like this, but you may have to leave for your own safety and your children's safety.

### ► **After the Abuse**

If you are hurt, protect yourself by following these steps:

- Tip#: 1302 Don't ignore the problem. Get help. Part of the abuser's power comes from secrecy. Victims are often ashamed to let anyone know about problems within their family.

- Tip#: 1303 Go to a hospital emergency room. Ask the staff to photograph your injuries and keep detailed medical records.
- Tip#: 1304 Call the police. They will help you determine if the abuser committed an act of domestic violence. Ask the police to take pictures and keep detailed records. The police may be able to refer you to a shelter or another place where you can get help.
- Tip#: 1305 If requested by police, sign a statement that outlines what happened. Often, the officers will arrest the abuser, if he is there. The offender will be held for bond or held until he appears before a judge. If the abuser is not there, the officers will file the appropriate paperwork with the clerk of courts and the court will issue a warrant for the abuser's arrest.
- Tip#: 1306 Ask a friend or relative to come and stay with you at your home.
- Tip#: 1307 If you or your children are in danger, leave your home immediately. Go to a battered women's shelter or stay with a friend.
- Tip#: 1308 A few days after the attack, if your injuries look worse, take more photos.
- Tip#: 1309 Contact the police, your lawyer or family court for information about a civil protection order to keep the abuser away from you.

If the abuser leaves home, protect yourself by following these steps:

- Tip#: 1310 Develop a safety plan and discuss it with your children. Review the plan often.
- Tip#: 1311 Change the locks on doors -- and install locks on your windows.
- Tip#: 1312 Make sure your children's school or day-care center knows who is authorized to pick up your children.

- Tip#: 1313 Tell your neighbors and landlord that the abuser no longer lives with you. Ask them to call the police if they see him near your home.
- Tip#: 1314 Decide on a signal that will tell your children to go to a safe place, such as a neighbor's home. Your signal might be a porch light that you turn on, a window shade that you close, or an item that you set on the front porch. Make sure neighbors know that this means you are in danger and that they should check on you or call the police.
- Tip#: 1315 Decide where you're going if the abuser returns. Perhaps to a friend's home, shelter, church, community center or library. If your children can keep a secret -- and if they can follow directions -- tell your children about your plan.
- Tip#: 1316 Make sure your car is well maintained and keep enough gas in the tank so you can leave quickly.
- Tip#: 1317 Establish a secret hiding place -- perhaps at a friend's home -- where you keep things you'll need in an emergency, such as an extra set of keys, money, important phone numbers, bank books, checkbooks, other important documents, and an extra set of clothes for you and your children.
- Tip#: 1318 Decide on code words you can use with neighbors or family members in case the abuser returns. You would simply call your neighbor and say something that sounds innocent like, "I can't go to the store with you after dinner." Your neighbor would know to come over and help calm down the situation -- or to call the police.
- Tip#: 1319 Teach your children how to call for help and how to go to a safe place, depending on their age and level of understanding.
- Tip#: 1320 Design an escape plan and practice leaving your home with your children in the dark. Also, make sure you have a backup escape plan in case you cannot follow the first plan.

- Tip#: 1321 Make sure you have spare keys, credit cards and important papers where you can grab them quickly.
- Tip#: 1322 If you're going to someone else's home -- and if you have time -- call them and tell them you're coming over so they can watch for you.
- Tip#: 1323 Before you get back into this abusive relationship, talk with a friend or counselor about alternatives.

## LIVING WITH AN ABUSER

Follow these tips **if you plan to stay** with the abuser.

- Tip#: 1324 Stand up for yourself. If the abuse is just starting, tell your partner that you will not let him abuse you. Ask his family and friends to tell him that his behavior is not acceptable.
- Tip#: 1325 If you are around a person who might hit you, learn how to defend yourself so you reduce the risk of getting hurt. You have a right to protect yourself when you are in danger. You do not deserve to be battered or threatened.

### ► Precautions

- Tip#: 1326 Identify which door, window, stairway or elevator gives you the quickest way out of the home. Then practice your escape.
- Tip#: 1327 Have a bag packed and ready. Keep it in a secret place where you can get it quickly.
- Tip#: 1328 Program your cell phone so you can make an emergency call at the touch of a button.

- Tip#: 1329 Tell neighbors about the violence and ask them to call the police if they hear a disturbance.
- Tip#: 1330 Think up a code word to use with your children, family, and friends when you need the police.
- Tip#: 1331 Decide where you will go if you have to leave, even if you don't think it will come to that.
- Tip#: 1332 Use your instincts and judgment. Consider giving the abuser what he wants if that will calm down a dangerous situation.
- Tip#: 1333 Learn how to protect your private communications. Learn how to block caller ID so no one knows where you are when you call. Use another person's credit card to make calls so the calls don't show up on your phone bill. If you can do this safely, add a **voice mailbox** that you can access only with a password, so no one else can get your messages.
- Tip#: 1334 Be careful when you talk into a cell phone or cordless phone, and within earshot of baby monitors, home intercoms and hearing aids. Various types of scanners can often pick up conversations from these wireless devices.
- Tip#: 1335 Don't let children hear information you want kept from your abuser. Children often have trouble keeping secrets, especially if your abuser pumps them for information. The best way to protect your children and safeguard your secrets is to not let them overhear your conversations with other people.
- Tip#: 1336 Hide diaries, notes, letters and other private documents in safe places. Make sure you protect the documents you might need for any future legal action.
- Tip#: 1337 Make sure you learn skills that increase your self-confidence and promote your independence. You should learn how to drive, how to make simple home repairs,

how to fix your car, and how to pay bills.

Tip#: 1338 Go back to school and improve your skills. Learn

- how to use computers,
- how to take dictation, or
- how to use other office machines.

As long as you have no job and no job skills, you are financially dependent on others. To be independent, you must have skills that businesses need. Look for resources at your local library. Attend a community college. Volunteer to work for a charity, church or hospital. This will help you learn new skills and meet new people who will keep you from becoming isolated.

Tip#: 1339 Get a part-time job to help you get back into the business world.

Tip#: 1340 Help your children get part-time jobs and teach them how to save their money.

Tip#: 1341 Think about starting a home-based business.

Tip#: 1342 Start to establish credit in your own name, separate from your spouse.

Tip#: 1343 Open separate bank accounts that your spouse doesn't know about.

Tip#: 1344 Hide a small amount of cash so you have emergency money when you need it.

Tip#: 1345 Learn to think independently. Plan for the future and set goals for yourself.

### ► Taking Action

Follow these tips **if you plan to move**.

Tip#: 1346 Consider transferring money out of joint accounts and into your own accounts, so you can control the money until the courts decide how it should be handled.

Tip#: 1347 Do not choose a big-name moving company. Instead, choose a company most people have never heard of so your move will be harder to trace.

Tip#: 1348 Move twice. First, move your possessions into a storage unit. Then, hire a different moving company to move your things to your new home or apartment.

Tip#: 1349 Tell the local post office near your OLD address NOT to release your change of address information to anyone.

Tip#: 1350 Protect your privacy in one of three ways:

1. Change your mailing address to a private post office box.
2. Use a private mailing service, or
3. Rent a post office box some distance from where you live.

Tip#: 1351 Anytime you use an address -- such as on your business cards, stationery, personal checks or e-mail -- use only your mailing address.

Tip#: 1352 Ask mailing list companies to remove your name from lists they rent or sell, especially companies that send catalogs and magazines.

Tip#: 1353 When you report your change of address to your phone company, utilities, banks and creditors, ask them to put a password on your file to control inquiries.

Tip#: 1354 Change your car's registration and your driver's license registration so they contain only your post office box address and not your street address.

Tip#: 1355 Hire a lawyer to help you put any real estate and other assets into a trust so a search of title records will not reveal your address.

Tip#: 1356 Make sure your new street address does not appear in school records.

- Tip#: 1357 Make sure the school knows not to give your address or phone number to ANYONE.
- Tip#: 1358 Teach children their address and phone number and how to say them out loud.
- Tip#: 1359 Teach your children that their address and phone number are a secret and that they should not give them to anyone except safe adults, such as the police.
- Tip#: 1360 Make sure your new phone number is unlisted and unpublished. Do not give it to anyone unless they absolutely must have it.
- Tip#: 1361 To receive phone messages, set up a phone line that goes only to a voice mailbox. Or have your calls go to an answering service.
- Tip#: 1362 If you share a phone line with a relative or roommate, add a voice mail password to your service so no one can get your messages except you.
- Tip#: 1363 Consider using one phone number that you can call-forward to another phone number at a different location.
- Tip#: 1364 Make sure your address is not listed in reverse directories that list your address and then give the phone number at that location.
- Tip#: 1365 If you get harassed on your home telephone, install a new unlisted line for your use. But do not disconnect your answering machine or voice mail from the old number. This way you may be able to record future harassing messages for the police.
- Tip#: 1366 Use caller ID and make sure you know who is calling before you answer the phone. Also, in the reverse, make sure you block caller ID on calls you make so the person answering cannot capture your telephone number.

Tip#: 1367 Ask the courts to keep your address and phone number out of court records. This may require a formal written request from you and the prosecuting attorney.

Tip#: 1368 Register for the victim-notification program so you know when your abuser is released from jail or prison. You will also be notified of hearing and sentencing dates and might be asked to testify.

Tip#: 1369 If you are eligible, sign up for a witness protection program.

Tip#: 1370 If you leave home, take these things with you:

- Money, Checkbook, Passbook, Credit Cards.
- Identification, including your driver's license, Social Security Card, Passport, Green Card, Work Permit, Public Assistance ID, and so forth.
- Order of Protection.
- Birth certificates, including both yours and your children's.
- Social security cards.
- Driver's license.
- Marriage license.
- Immigration and citizenship papers.
- Passports.
- Medical records.
- Health cards.
- Clothing.
- Keys for your safe deposit box.
- House and Car keys.
- Lease, rental agreement, house deed, mortgage information.

- Insurance papers.
- Medications.
- Jewelry/Saleable objects.
- Address Book.
- Divorce papers.
- Toys.
- School Records.
- Children's feeding bottles, clothes, shoes, coats, favorite toys and blankets.

### ► **Change Your Habits**

Moving won't help you if your abuser knows where to find you. This means, in addition to moving, you must change your habits and the places you go. For example, you should

Tip#: 1371 Attend a new church.

Tip#: 1372 Shop at different grocery stores.

Tip#: 1373 Take your clothes to a different dry cleaners.

Tip#: 1374 Eat at different restaurants.

Tip#: 1375 Watch movies at different theaters.

Tip#: 1376 Change banks.

Tip#: 1377 Work out at a different gym.

Tip#: 1378 Find a new hairdresser or barber shop.

- Tip#: 1379 Change the route you take to work or school. This means you should drive on different streets. Ride a different bus or train. Get off at different stops. Walk instead of ride.
- Tip#: 1380 Arrange for someone to escort you to your car, bus, or train.
- Tip#: 1381 When you're driving, learn to tell if someone is following you in a car. If you're on a city street, make four right turns, which takes you around the block. If you're on a freeway, drive off the highway and then drive immediately back onto the highway. If the car is still behind you, drive to the nearest police or fire station -- or to a well-lighted public place where you can get help.
- Tip#: 1382 When you're walking, learn to tell if someone is following you on foot. Walk inside a large building and then leave the building through a door on another side. If the person is still following you, go back inside and call police.
- Tip#: 1383 If you have an order of protection, keep it with you at all times.
- Tip#: 1384 Keep a written record of every time you or one of your children is abused. Write down the date, time, what happened, and who witnessed it. In your file, keep photographs of any injuries, tapes of the abuser's voice, the names and badge numbers of the responding police officers, and the police report number.
- Tip#: 1385 Tell your supervisor about your situation. Some offices have procedures for handling abuse cases and helping victims. Make sure they know not to give out your address or telephone number to anyone.
- Tip#: 1386 Give security guards and co-workers a photograph of the abuser, a description of the abuser's vehicle, and a copy of your protection order, if you have one.
- Tip#: 1387 Talk with your supervisor about changing the time and place where you work; screening your calls, mail, packages and visitors; arranging for a special or different

parking space; and having someone walk with you to and from your car, or the bus or train station.

Tip#: 1388 If you work for a large company, ask about transferring to a different office.

Tip#: 1389 If you are in school, tell your adviser and the security office about your abuser so they can help you stay safe.

Tip#: 1390 Plan what to do in various situations if the abuser confronts you.

Tip#: 1391 Look for friends and family members who will affirm your self worth, your ability to cope with abuse, and the changes you're making to free yourself from abuse. When you develop a safety partnership with friends and family, you no longer feel as isolated, powerless or anxious.

Tip#: 1392 Look to shelters and crisis lines for help. If you reach out, you'll find people who want to help you. If you don't find help at first, don't give up. Keep looking.

Tip#: 1393 Join peer support groups for victims of domestic violence, sexual assault or stalking.

Tip#: 1394 Attend individual or group therapy sessions when trauma or stress hurts your ability to function.

Tip#: 1395 If you no longer live with the abuser, limit your contact and communication with him. Any time you meet with the abuser, make sure you have witnesses present. And make sure you keep a record of all calls, messages and unwanted contacts.

Tip#: 1396 Know your hot buttons and don't let your abuser provoke you through anger or fear.

Tip#: 1397 Take a class in self defense or martial arts so you reduce your stress and feel more

confident.

- Tip#: 1398 Take good care of yourself. You have a right to be angry about your situation, but use your anger to motivate you to change your situation. Get proper nutrition, adequate sleep, regular exercise, and good health care. Make sure you use alcohol and prescription medications responsibly.
- Tip#: 1399 Relax and play. Do something for yourself. You have the right to be happy and to have fun.
- Tip#: 1400 Have faith and trust in your abilities. Face your feelings and fears. Praise yourself for what you do well. Know that now is the time for you to take control of your life.
- Tip#: 1401 Make sure everyone who takes care of your children -- including their school -- has copies of your protection order, custody order and visitation order.
- Tip#: 1402 Make sure your children know how to use the phone, including how to make collect calls and how to call 9-1-1 in an emergency.
- Tip#: 1403 Make sure your children know who to tell at school if they see the abuser.
- Tip#: 1404 Teach children that it's OK to give their address and phone number to "safe" adults, such as the police.
- Tip#: 1405 Tell children specific places outside your home where you and your children will meet if you are forced to leave. Rehearse escape plans with your children.
- Tip#: 1406 Reassure your children that you love them and that they have not done anything wrong.

## HELPING A VICTIM

- Tip#: 1407 If you see or hear evidence of domestic violence, call the police.
- Tip#: 1408 Reach out to support someone you believe is a victim of domestic violence.
- Tip#: 1409 Take action against domestic violence when a neighbor, co-worker, friend, or family member is involved or being abused.
- Tip#: 1410 Support domestic violence counseling programs and shelters.
- Tip#: 1411 Speak out publicly against domestic violence.
- Tip#: 1412 Encourage your Neighborhood Block Watch members to stay just as alert to domestic violence as they are to burglaries and other crimes.
- Tip#: 1413 Help friends learn more about domestic violence by inviting speakers to your church, clubs, Neighborhood Block Watch, organizations, civic groups and workplace.

People who know abuse victims often don't know what to say to them.

- Tip#: 1414 Be honest. Don't minimize the problem. And offer to help. You might say things like
- I'm afraid for your safety.
  - I'm afraid for the safety of your children.
  - This will only get worse.
  - We're here for you whenever you need us -- whenever you are able to leave.
  - You deserve better than this.
  - Let's figure out a plan to keep you safe.

## ADVICE FOR THE ABUSER

If you think you might be an abuser -- if you think your actions might hurt members of your family...

Tip#: 1415 Start by accepting the fact that your violent behavior will destroy your family.

Tip#: 1416 Realize that you break the law every time you physically hurt someone.

Tip#: 1417 When you feel tension building, get away from family members. Work off angry energy by taking a walk, working on a project, or playing a sport.

Tip#: 1418 Take responsibility for your actions and get help. Call a domestic violence hotline or health center and ask about counseling and support groups. Nothing is more important for you or your family than for you to get help.

## **ACTIVE SHOOTERS**

An active shooter is a person who is killing or trying to kill people in a confined or populated area by any means, usually with some type of gun. However, he could also be using a knife, vehicle or any other implement that could kill someone.

In many cases, there is no method to how he selects his victims. Most active shooter situations are unpredictable, evolve quickly and are over within minutes.

Active shooters can strike anywhere at any time. They have been known to kill people in schools, churches, offices, grocery stores, movie theaters, colleges, post offices, and factories, to name a few.

One thing you need to understand is that gunfire often sounds artificial. So you should assume that any popping sound is gunfire.

### **IF YOU ENCOUNTER AN ACTIVE SHOOTER AT SCHOOL, IN YOUR OFFICE, OR ANYWHERE ELSE...**

**► RUN...if possible.**

Tip#: 1419 Keep calm. Your state of mind is contagious. If you stay calm, others around you will remain calm. If you panic, others will panic too. So do your best to stay calm.

Tip#: 1420 If you are a far distance from the gunfire or active shooter, quickly move away from the sound of the gunfire. If the gunfire or active shooter is in your building and if it's safe to do so, run out of the building and move far away until you are in a secure place to hide.

Tip#: 1421 Have an escape route and an evacuation plan in mind.

Tip#: 1422 Leave your belongings behind.

Tip#: 1423 Raise your hands, keep them visible, and spread your fingers.

Tip#: 1424 Help others evacuate, if possible.

Tip#: 1425 Take others with you, but do not stay behind if others will not go.

Tip#: 1426 Do not try to move wounded people.

Tip#: 1427 Prevent others from entering an area where the active shooter may be.

Tip#: 1428 Call 9-1-1 when it is safe to do so. Don't assume that someone else has already called 9-1-1. Tell the dispatcher as much as you can about the situation – the number of shooters, their physical description, number and types of weapons, and location of the shooter. If you cannot speak, leave the line open and allow the dispatcher to listen.

**IF YOU CAN'T RUN, THEN...**

**► HIDE...silently, in as safe a place as possible.**

- Tip#: 1429 If the shooter is close to you and you cannot evacuate safely, hide in an area out of the shooter's view. Hide behind large items, such as cabinets, desks, and other furniture.
- Tip#: 1430 Close and lock the doors. Barricade the doors with heavy furniture, if possible.
- Tip#: 1431 Choose a hiding place with thick walls and few windows, if possible.
- Tip#: 1432 Do not hide in a boxed-in space, such as a rest room, because if the shooter goes in there, you'll be an easy target. Get out of there and go into an office or classroom and lock the door.
- Tip#: 1433 Stay hidden for a long time.
- Tip#: 1434 It's very important to stay quiet when there's an active shooter. One way to do this is to shut off your cell phone or put it on mute.
- Tip#: 1435 Turn off other electronics, such as radios and televisions.
- Tip#: 1436 Close windows, shades and blinds, and make sure no one can see you from outside the room, if possible.
- Tip#: 1437 Turn off the lights and remain very quiet.
- Tip#: 1438 If two or more people are in the same place when a shooting incident begins, spread out in the room to avoid offering the shooter an easy target. Stay on the floor, away from doors and windows. Do not peek to see what may be going on.
- Tip#: 1439 Your hiding place should be out of the shooter's view. It should provide protection

if shots are fired in your direction, and not trap or restrict your movement.

Tip#: 1440 Do not try to rescue people unless you can do so without endangering yourself or others inside your protected area.

Tip#: 1441 Remain in place until you receive an “all clear” signal from a person you can be sure is a police officer and not the shooter.

Tip#: 1442 Consider exiting ground floor windows safely and quietly.

## **IF YOU CAN'T RUN OR HIDE, THEN BE PREPARED TO...**

### **► FIGHT...in an effort to confuse or disable the shooter.**

Tip#: 1443 As a last resort, fight. If you cannot escape or hide safely – and only when your life is in immediate danger – take action.

Tip#: 1444 If you've decided to fight, give it your all, take it seriously, and don't give up.

Tip#: 1445 Try to incapacitate or disrupt the shooter's actions.

Tip#: 1446 Act as aggressively as possible toward the shooter.

Tip#: 1447 Throw items at the shooter, such as fire extinguishers and chairs.

Tip#: 1448 Yell and scream.

Tip#: 1449 Call 9-1-1 when it is safe to do so.

## **IF AN ACTIVE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM...**

Tip#: 1450 Try to remain calm.

Tip#: 1451 Try not to do anything that will provoke the active shooter.

Tip#: 1452 If you cannot escape or hide, as a last resort when your life is in immediate danger, try to negotiate with or overpower the shooter.

Tip#: 1453 Call 9-1-1, if possible, and tell the dispatcher the number of shooters, their physical description, the number and types of weapons, and location of the shooter. If you cannot speak, leave the line open and allow the dispatcher to listen.

Tip#: 1454 If the active shooter leaves the area, barricade the room or go to a safer location.

## **IF YOU AND THE ACTIVE SHOOTER ARE BOTH OUTSIDE...**

Tip#: 1455 Try to remain calm.

Tip#: 1456 Move away from the active shooter or the sounds of gunshots or explosions.

Tip#: 1457 Look for where you can find cover and protection, such as brick walls, retaining walls, large trees, parked vehicles, buildings, or any other object that may stop a bullet. When you reach a safe place, stay down, stay quiet, and do not move. Do not peek or raise your head in an effort to see what's going on.

Tip#: 1458 Drop to the ground immediately, face down, as flat as possible. If you're close to a safe place, keep your head down and run to it.

Tip#: 1459 Move or crawl away from the gunfire, trying to use any obstructions between you and the gunfire. Remember that many objects may conceal you from sight, but may not be bulletproof.

Tip#: 1460 If others are nearby, try to warn them to take immediate shelter, if possible.

Tip#: 1461 Wait and listen for directions from police officers or public safety personnel.

## **WHEN LAW ENFORCEMENT ARRIVES...**

Tip#: 1462 Remain calm and follow instructions of the police officers.

Tip#: 1463 Put down all items in your hands, such as backpacks, bags and jackets.

Tip#: 1464 Raise your hands, keep them visible, and spread your fingers.

Tip#: 1465 Don't point, yell or scream.

Tip#: 1466 Keep moving quickly and do not stop to ask officers for help or directions.

## **PREPARE YOUR FAMILY**

Prepare yourself and your family by having a plan, whether at school, work or another public place. You and your family should know how to answer these questions:

Tip#: 1467 Do you know where the exits are?

Tip#: 1468 If you get separated, where will you meet again?

Tip#: 1469 Where can you run?

Tip#: 1470 Where can you hide?

Tip#: 1471 What would you use to fight?

Tip#: 1472 What do you expect your children to do in the event of an active shooter at school?

## **SO, REMEMBER...**

if you encounter an active shooter – if you can, **RUN**. If you can't run, then **HIDE**. If you can't hide – as a last resort and if you're in immediate danger – then **FIGHT**.

*This concludes this section.*

# **SECTION 5: CHILD AND TEEN SAFETY AND SECURITY**

## **INTRODUCTION**

Safety is not a subject you discuss only once. You might find it hard to talk about because it is negative and because children may not be able to absorb it immediately. But teaching safety is an ongoing process. Each time you discuss it, you reinforce what you've said before.

Take every opportunity to teach children about safety. You will not only be providing your kids with helpful information, but they will also know you love them.

Many years ago, you could teach children a few rules that covered most situations. You could give your children the freedom to use their own judgment. But today, you must constantly develop and teach your children new guidelines.

Crimes against children can happen anywhere. The more you protect your children, the less they may be able to help themselves when they find trouble -- or when trouble finds them.

## **TEACHING SAFETY**

Don't wait until after the fact to discuss safety with your children. And don't believe your children won't be molested or robbed because you live in a nice area -- or because they attend a new school. You teach your children traffic rules to reduce the chance that they'll get hit by a car. Make sure you also teach them safety rules to reduce the chance that they'll be victims of crime.

During your safety lessons, make sure you build a high sense of self-esteem in your children. When children aren't sure what to do, they often trust an adult to tell them. But this isn't wise if the adult is a child molester.

Children need to know that they have good judgment -- and that they should use their good

judgment when dealing with everyone, including grown-ups. In other words, help them build enough self-confidence to trust their feelings.

Teach your children about “**stranger-danger**.” Explain that a stranger is anyone your children or family does not know. While you don’t want to scare your children, you do want them to know that they cannot trust some adults. Then teach them how to prevent being kidnapped. It’s best to tell them specifically what they should do in certain situations, rather than telling them scary stories where the victims are children.

Each child is unique. You see this not only during teaching sessions, but also during real-life situations. When discussing safety, keep in mind your child’s personality. Ask yourself: Is your child naturally trusting? Is your child a follower? Does your child wander? Is your child an explorer?

### ► **General Subjects**

You should discuss every safety subject with your children. Here are a few general ideas.

Tip#: 1473 Teach children the same safety tips you follow yourself. Most behaviors children learn are based on what they see you do.

Tip#: 1474 Help your children memorize important information. They should know their name, address including the city and state, and their telephone number with the area code. They should know both of their parents’ first and last names. And they should know where to go in an emergency.

Tip#: 1475 Make sure children know that dangerous situations can occur anywhere.

Tip#: 1476 Help your children learn to identify situations that can lead to trouble. Children should learn that the best way to protect themselves is to identify a potential danger and avoid it.

- Tip#: 1477 Discuss with your children the dangers of peer pressure and why they shouldn't always do what the other children are doing.
- Tip#: 1478 Teach your children that it's OK to refuse to accept adult authority if the adult wants them to do something they know they shouldn't do.
- Tip#: 1479 Teach your children to say "NO" if they feel uneasy or threatened. Make sure they understand that saying NO is enough. They don't have to explain or justify it. If they still feel uneasy or threatened, they should run away and tell their parent or another responsible adult.
- Tip#: 1480 Listen to your children's fears in a calm manner. Respect those fears because they help protect your children. Then help them overcome their fears, first by talking about them, and then by teaching them how to respond in that situation.
- Tip#: 1481 In your own behavior, display positive attitude and respect for police and the law. Children view you as a role model and will copy your behavior.
- Tip#: 1482 Discuss with your children how to resolve conflict with other children in a positive way, without fighting, name-calling or hurting the feelings of others -- without running away, and without going against their own feelings or beliefs. When children handle conflict in a positive way, they prevent violence, feel good about themselves, and learn to respect others. Here's how to resolve conflict with other children peacefully:
1. Calm down,
  2. Identify the problem,
  3. Think of solutions,
  4. Weigh ideas, and
  5. Choose a plan.

Teach your children that, in the end, both children must forgive and forget any mean things that the other child might have said or done.

Tip#: 1483 Teach your children how to deal with bullies. Often, children and teenagers become bullies because they feel hurt, lonely, angry, frustrated, unpopular, or ashamed about something. They pick on kids who look like easy victims, particularly those who appear lost, confused, sad or upset. Often, bullies like to play practical jokes, tease, steal, threaten, call names, hurl insults, and make unwanted physical contact such as shoving or kicking.

Fear and anxiety about bullies can cause children to avoid school, carry a weapon -- even commit suicide. Teach your children to deal with bullies by ...

- ignoring the bully,
- relying on humor,
- being friendly, and
- understanding why bullies behave the way they do.

Tip#: 1484 Teach your children to walk confidently and stay alert. Teach them how to bargain confidently, without being hostile. Your children should know that if the bully problem continues, they should tell a teacher, parent or another responsible adult.

Tip#: 1485 Invite your children to talk about bullying, as well as other potentially dangerous situations...perhaps when you watch TV together or play a game. Urge them to talk about themselves, their strengths and weaknesses, and how to respect others.

Tip#: 1486 Teach children to respect police, security guards, park attendants, and other authority figures. Let them know they can approach them if they are lost or scared. Point them out during family outings.

Tip#: 1487 Teach your children to be prompt when someone expects them to arrive at a specific time. Explain that the adult will be concerned about their safety if they do

not show up on time. You should be prompt, too, so your children learn by your example.

- Tip#: 1488 Tell your child where you will pick him up and at what time. Then explain that if you aren't there on time, he is to go to a second backup location where he will be safe until you arrive. Suggest a well-lit store or inside his school. An unattended child is a child at risk. Make sure your child has a safe place to wait.
- Tip#: 1489 Teach children how to use public transportation safely.
- Tip#: 1490 Make a game out of reading license plates and describing cars and people to help children become more observant and aware.
- Tip#: 1491 Explain to them when they should and should not get out of the car.
- Tip#: 1492 Discuss with your children what they should do if they find themselves at a questionable party or in a car with someone who has been drinking.
- Tip#: 1493 Teach children how to respond to a robber. Giving up money or property is usually better than fighting over it and possibly getting hurt.
- Tip#: 1494 Teach children who sell items door-to-door how to politely turn down an offer to go inside if someone invites them into a home or business.
- Tip#: 1495 Consider having your children learn karate or simple self-defense techniques. They may help your children remain alert and feel more secure and confident. To avoid scaring the children, emphasize the child's sense of achievement and don't focus on how dangerous it is when the child is away from home.

## ► Strangers

Your children should know how to deal with strangers. Follow these steps about stranger-

danger.

Tip#: 1496 Teach your children that a stranger is anyone they don't know well. Explain that just because a person walks up to them and introduces himself or calls them by name does not mean that person is a friend. People your children see all the time -- even if they say hi to them -- are still strangers. Tell your children to ask you if they aren't sure who is a friend or stranger.

Tip#: 1497 Teach your children not to talk to strangers and not to stand close to them.

Tip#: 1498 Teach your children not to help a stranger find a lost puppy, pet or other animal, etc.

Tip#: 1499 Teach your children to yell "Stranger!" and run away if a stranger walks up to them and starts talking. Even if children are in a group, a sexual predator can easily walk up to them, grab one child, force that child into a car and drive away.

Tip#: 1500 Teach your children not to let a stranger take their picture or show them pictures.

Tip#: 1501 Teach your children not to take candy, gifts, pets, rides, or money from strangers.

Tip#: 1502 Teach your children to say no if anyone offers them a cigarette, pill, or alcoholic drink. Discuss the negative health effects and what the use of cigarettes and alcohol can lead to, as well as what drugs can do. Tell your children to tell you any time a stranger offers them cigarettes or alcohol, or any type of pill. Learn what various drugs look like and show your children so they will recognize them and avoid them.

Tip#: 1503 Teach your children to immediately give up money or anything else a mugger demands, especially if the mugger has a weapon.

Tip#: 1504 Teach your children -- and make sure they understand -- the importance of never

hitchhiking or riding with a stranger. If they find themselves without transportation, they should call you for a ride. Children should always know where to reach you. Many parents and children now carry cell phones.

Tip#: 1505 Tell your children they can go to a safe public place and call for help. Show them where to go in your neighborhood.

Tip#: 1506 Teach your children about “safe houses,” and let them know they should go there if they are being followed. Safe houses are neighborhood homes that have been designated as safe by neighborhood residents, often part of a Neighborhood Block Watch program.

Tip#: 1507 Tell your children that if they need help in a hurry -- and if they don't see anyone they know -- they should approach a woman. Since most child molesters are men, your child will usually be safer asking a woman for help.

Tip#: 1508 Tell your children to go to a stranger's home only as a last resort. If this is necessary, they should

- pick a home with toys in the yard,
- ring the bell and tell the person, “Please call the police. Someone is bothering me,” and
- stay outside and not go into the home.

Tip#: 1509 Generally, the stranger your child approaches is safer than the stranger who approaches your child.

Tip#: 1510 Encourage your children to talk with you about any problem or question. Take time to listen carefully to your children's fears about people or places that scare them or make them feel uneasy. Tell your children their feelings are important warning signs and that they should trust their feelings.

- Tip#: 1511 Encourage your children to talk with you about any experience they have had, even if it is offensive or awful, or if they think you might not approve.
- Tip#: 1512 Teach your children that they should obey you, their teachers, and police officers wearing uniforms. Explain that they should not always obey all adults. Often, the child who always obeys all adults is the easiest prey for criminals. An example of this would be when an adult tells them to do something they know is wrong.
- Tip#: 1513 Teach kids that “bad guys” can be anyone. Movies and television shows usually make bad guys look ugly and scary, like monsters. But they can also be attractive, friendly and female. Explain that a bad guy is anyone who asks your children to disobey your family’s rules. For example, a bad guy is someone who says your children don’t need your permission to go with him.
- Tip#: 1514 Teach your children that some strangers use tricks and tell lies to lure them away from safety. Strangers may say things like “Your mother was in a car accident!” or “There’s a fire at your house.” Teach your children not to believe strangers who say things like this.
- Tip#: 1515 Teach your children that police officers are here to help. Then explain that sometimes a bad stranger will use a fake badge and pretend that he is a police officer, store detective, security guard or other authority figure. A real police officer won’t mind if your children verify his identity. You should urge your children to do what they can to verify that the person is a real police officer, such as ask a nearby adult. Remember, a real police officer won’t tell them to do something they know is wrong.
- Tip#: 1516 Tell your children never to walk with a stranger or allow a stranger to walk with them. Instead, they should immediately walk away and get help from the nearest person, such as a police officer, a person working in a yard, or a person inside a home or business.

- Tip#: 1517 Teach your children not to help a stranger asking for directions. Instead, they should tell the stranger that they are not allowed to talk to strangers and to get directions from an adult, at the gas station or police department.
- Tip#: 1518 Teach your children to stay far away from a car that drives toward them. The stranger could easily pull them into the car.
- Tip#: 1519 Teach your children that if they are approached by someone in a car, they should turn and run in the opposite direction the car is driving. A child can turn around faster than a driver can turn a car around.
- Tip#: 1520 Teach your children that if a stranger puts them into the trunk of a car, they should pull hard on the wires that go to the tail lights. If the tail lights don't work, the police might stop the car and then hear the child yelling and pounding on the trunk lid.
- Tip#: 1521 Teach your children that if they are riding a bicycle and someone tries to grab them, they should NOT let go of the bike. A child and a bicycle are hard for the kidnapper to handle. But if the child lets go of the bike, the kidnapper can easily toss the child into the car and drive away. Make sure the child does not let go of the bike.
- Tip#: 1522 Teach your children to start yelling if anyone tries to hurt them or tries to make your children go with them. Teach them to yell loudly so others can hear, "Help! This man is not my father!" or "Help! I don't know this person!" Make sure your children know why they should say these words, because adults often think screaming children are simply having a tantrum.

Also, teach your children to start fighting, kicking, biting, hitting or doing whatever they must do to get away. Tell them to run to the nearest person who can help, and to remember as much as they can about what the stranger looks like.

If the stranger is in a car, tell your children to write down the license number, even if they just scratch the number in the dirt.

## PARENTS' SAFEGUARDS

As a parent, you have the chief responsibility for watching over your children. Here are things you can do:

Tip#: 1523 Listen to your feelings. Know that your feelings and instincts are reliable early warning signs.

Tip#: 1524 Write down your family's safety rules, and discipline your children if they don't follow those rules.

Tip#: 1525 Keep an identification record for each child. Make sure you update this information every six months.

- Fingerprint children for positive identification and keep the only copy of each card in a safe place. Don't ask the police to keep the card for you. Give it to the police only if something happens to your child.
- Keep current photographs of your children. For children under two years of age, take a new photo every three months. For children over two, one photo a year is usually enough.
- Keep a detailed description of your children, including their height, weight, scars or unusual markings, a lock of hair in a plastic bag, nicknames, date of birth, social security number, blood type, medical records, and the date of their latest dental x-rays and where those dental records can be found. And
- Keep a list of your children's friends, and their addresses and telephone numbers.

Tip#: 1526 Have your children carry an identification card with them at all times. It should

include their name; address, including the physical address, city, state and zip code; telephone number; and the person to contact in an emergency. Have the ID card laminated in plastic to last longer.

Tip#: 1527 Don't hang a house key around your child's neck. It's an obvious sign you won't be at home when he or she returns from school. Instead, put the key inside your child's pocket or sock. Then tell your child to keep it hidden at all times. Make sure the key works well so your child can enter the home quickly, without asking someone else for help.

Tip#: 1528 Do not put your children's name on their clothing. A stranger might trick them into thinking he is their friend by calling them by name.

Tip#: 1529 Do not buy items with your children's name on them, such as jackets, hats, backpacks, or lunch boxes. If you want to put your children's names on personal property, write their names only where they will be seen by people who know your children well.

Tip#: 1530 Don't dress your child in a way that sets him apart from other children.

Tip#: 1531 Consider giving your child a whistle to blow to attract attention if he needs help.

Tip#: 1532 Never send your child into a public restroom alone. Go with your child -- or have another trusted adult go along.

Tip#: 1533 Do not leave children alone. Not in vehicles, stores, parks, or your yard. Keep children in sight at all times.

Tip#: 1534 Don't leave your children alone until they are ready to care for themselves. They should be able to handle unexpected situations calmly and logically, without panicking.

- Tip#: 1535 Make sure you know where your children go and encourage them to play with other kids. Know their whereabouts on an hourly basis.
- Tip#: 1536 Get to know your children's friends and their families. Know where your children gather and play.
- Tip#: 1537 Ask your children what they do while playing, visiting friends, and with babysitters.
- Tip#: 1538 Know how much money your child has to spend. Always investigate when your child brings home money, unfamiliar toys or other items.
- Tip#: 1539 Work out a code so you can check on a child who is home alone. For instance, call and let the phone ring twice. Then hang up and call again. The child should answer only after the second call comes in.
- Tip#: 1540 Make sure you adequately supervise parties that your children and teens attend.
- Tip#: 1541 If your child enjoys being alone, make sure he has a safe place and time to be by himself.

### ► The Neighborhood

Before you let your children go out alone, get to know the neighborhood.

- Tip#: 1542 Take a walking tour of your neighborhood with your children and make sure they take the safest routes to and from school, stores, and friends' homes. Walk the routes together and point out places they could go for help. Make sure they follow only this route unless they get your permission to change it.
- Tip#: 1543 Make sure your children walk in pairs or groups, whenever possible.
- Tip#: 1544 If you live in an area where children mug other children, give your child some

change -- less than \$1.00 -- to satisfy the muggers. Tell your child to keep it separate from other money and give only this change to a mugger. Some parents believe children should not be taught to give up their possessions easily. But, in this case, the mugger could hurt them if they have nothing to give. The police urge you to hand over money or possessions if you think the attacker will use force, and especially if you think the attacker might have a weapon.

### ► Day Care and School

When your child is ready for day care or school, make sure you choose carefully. Some adults who have been put in charge of children are not responsible and decent. Remember, an important element in learning is a safe educational environment.

Tip#: 1545 Investigate and learn the requirements for licensing a day care center in your state. Make sure any center your children attend meets these requirements.

Tip#: 1546 Check out day care and after-school programs:

- Look at certifications, staff qualifications, rules on parent permission for field trips, reputation in the community, parent participation, and policies on parent visits.
- Make sure you have the right to visit anytime, without an appointment. Then stop by once in awhile without notice.
- Watch how the children relate to the staff. Are the children happy and involved, or do they pull away from staff members?
- Check out the school's policies on absences. Will they call you if your child doesn't show up? If not, consider starting a school callback program. When a student doesn't arrive at school as scheduled, volunteers at the school call the parents to make sure the absence is excused.

Tip#: 1547 Make sure your child's school will not accept phone calls stating the children will

be picked up by someone other than their parents. Tell the staff who is authorized to pick up your child when you cannot.

Tip#: 1548 Give your child a code word. Tell him you will give the code word to the person you send to pick him up. Only you, your child and the new person should know the word. Tell your child not to tell anyone the code word and not to ask the adult for the code word. The adult should volunteer the word to the child right away without the child having to ask. Once you have used a word, pick out a new one.

Tip#: 1549 Never give the school or day care center ongoing blanket permission to take your child off the premises. Insist on individual parent permission slips for each activity or trip.

Tip#: 1550 Stay alert for potential problems. Talk with your child regularly about how things are going. Check out potential or on-going problems. Compare notes with other parents.

Tip#: 1551 Encourage other parents to get involved at group meetings and parent conferences.

Tip#: 1552 Work with the parent/teachers' association and the police department to have the school teach crime prevention in its curriculum.

### ► At Home

Now, here's how to keep your children safe at home.

Tip#: 1553 Set a good example by keeping all doors and windows locked, even when you are at home.

Tip#: 1554 Make sure your child knows how to use the locks.

Tip#: 1555 If you have an alarm system, teach the children how to use it.

Tip#: 1556 Post important telephone numbers near the phone. Include numbers for

- your office and your spouse's office,
- a trusted neighbor,
- police and fire departments,
- the poison control center, and
- 9-1-1 for all emergencies.

Tip#: 1557 Place the telephone where children can easily reach it.

Tip#: 1558 Teach your children not to spend too much time on the phone in case you need to call. Or ask the phone company to install call waiting, so your child can answer the second call without disconnecting the first.

Tip#: 1559 Teach your child how to call 9-1-1 -- and when it is appropriate.

- Draw a large telephone key pad and make the 9 and the 1 different colors from the other numbers.
- Have your child practice pushing 9-1-1, so that he doesn't waste precious time looking for the number eleven after pressing the number nine.
- Have him say the numbers out loud as he pushes the keys.
- After the child has practiced calling 9-1-1, teach him to say out loud, "Help, there's someone in the house!" Then have him say his first and last name and if possible, the address, and directions to the house.
- Tell your child not to hang up after giving his name. Explain that it's important to stay on the line until the 9-1-1 operator has the facts he needs and tells him it's okay to hang up.

Tip#: 1560 Explain that dialing 9-1-1 on the telephone is not a game. Tell your child that if a

police car or fire truck comes to your home when you don't need it, it will not be available for someone else who needs help. Explain the types of situations that warrant an emergency call.

Tip#: 1561 Teach children to describe the situation clearly, listen carefully, and follow every instruction given by the dispatcher. Then make sure you review the procedure every 3 months.

Tip#: 1562 Install two peepholes in your front door. One should be at eye level for you, and the other at eye level for your children. Show them how to use the peephole to see who is at the door.

Tip#: 1563 Don't use babysitters you don't know.

- Check your babysitters' credentials thoroughly.
- Ask for references and then call those references.
- Tell them not to give out any information about the family, such as who is at home and who is not at home.

Tip#: 1564 Work out an escape plan in case of a fire or other emergency. Rehearse it with your children.

Tip#: 1565 Create rules for having friends over and going to a friend's house when there is no adult at home.

Tip#: 1566 Encourage your children to find fun things to do at home so they won't always need to go to shopping malls, parks or playgrounds.

## ► Latchkey Children

Now let's discuss latchkey kids.

Every day, millions of children spend some time alone at home. They're called latchkey kids. Often, their parents cannot afford child care or none is available. Latchkey kids are three times more likely to be victimized than those supervised by adults. These tips will help:

Tip#: 1567 Encourage your children to get involved in after-school programs to reduce the time they spend at home alone. Have them check out programs offered by your city's recreation department, churches, neighborhood groups, and Scouts.

Tip#: 1568 Make sure your children know the name and phone number of a neighbor they can call if they need help. Have this number, and other important numbers, written down near the telephone.

Tip#: 1569 Have your children check in with you or a neighbor as soon as they arrive home.

Tip#: 1570 Let your kids know when you'll be home and make sure you call if you'll be late.

Tip#: 1571 Work with the PTA, youth clubs, or churches to establish a number latchkey kids can call if they're scared or lonely.

## COMMUNITY INVOLVEMENT

What can you do in your neighborhood to reduce crimes against children?

Tip#: 1572 Offer your home as a McGruff House, where children can go in an emergency or when they are frightened. Or, if you can't offer your home, then volunteer to help at another safe house. You might help with the telephone tree, fundraising, or public relations.

In a McGruff House, volunteers must meet specific standards, including a law enforcement background check. The programs are set up as a partnership among law enforcement, schools, and community groups. For information, call your police department or school.

Tip#: 1573 Establish a neighborhood program such as Neighborhood Watch. It can be as simple as getting together with your neighbors and agreeing to watch out for each other's kids. Getting to know your neighbors is important because then you know who lives where and can more easily recognize when someone unfamiliar is in your neighborhood.

Tip#: 1574 Ask neighbors to call you or the police if they see anything unusual.

Tip#: 1575 Check your neighborhood for things that threaten your children's safety, such as:

- brush in wooded areas,
- overgrown shrubbery,
- abandoned buildings, vehicles and large appliances, particularly refrigerators (children like to hide in them, but then they get trapped and can't get out),
- bad lighting,
- vacant lots, and
- swimming Pools. Make sure all pools are secured by fences or gates.

Work with homeowners to take care of these dangerous areas.

Here's what you can do in your community to promote child safety.

Tip#: 1576 Conduct an educational event for parents at a library, mall, or church. Offer brochures about after-school programs, and tips on how to protect children.

Tip#: 1577 Work with community groups and other parents to offer study time, tutoring, activities, and recreation before and after school. You might look into using libraries, schools, churches and recreation centers.

Tip#: 1578 Work with local businesses to offer apprenticeship programs, take part in adopt-a-school programs, and serve as mentors to students.

- Tip#: 1579 Invite the police department's crime prevention officer to speak at a public meeting about child safety.
- Tip#: 1580 Ask your local police department about developing a youth program in which both a male and female police officer are assigned to local schools to interact with and protect students, resolve conflicts, and offer teaching and counseling. These officers are usually called School Resource Officers.
- Tip#: 1581 Encourage state and local governments to develop model school safety plans and provide funding to launch these programs.

## KIDNAPPING

Let's move on to kidnapping. Often, the people who kidnap children are divorced parents, child molesters, kidnappers for ransom, and pornographers.

Most kidnapped children are taken by the non-custodial parent. Sometimes, the child is neglected -- or is physically or sexually abused. And in almost all cases, the child suffers emotional trauma.

Victims are usually between 2 and 14 years old, and girls are kidnapped more often than boys. In most states, kidnapping is a crime. However, laws regarding kidnapping by a non-custodial parent may vary in different states.

When you first notice your child is missing,

- Tip#: 1582 Check every room in the house. Look in and under the beds. Look behind all the furniture. Look under the house and in the garage. And even though you've checked, this will usually be the first place a police officer looks. Check all other buildings on the property in case the child has crawled in, under, or on top of the building and gone to sleep. Check abandoned refrigerators, stoves, washers, and dryers.

- Tip#: 1583 Don't wait too long before calling the police. Give them the information you keep on your child.
- Tip#: 1584 Ask neighbors and older children to help search, because they know what your child looks like.
- Tip#: 1585 One parent should help with the search; the other parent should stay at home in case the child comes home or calls.
- Tip#: 1586 Check every house, building and container in the neighborhood. Check any place or person the child has said he wants to see. Small children often leave clues. Also, don't forget to check with your child's friends to see if they know where he is.
- Tip#: 1587 Call the police as soon as you find the child.

### ► Parental Abduction

Follow these tips and you will reduce the risk of having your child taken by the other parent:

- Tip#: 1588 If you think you and your spouse may separate or divorce, get legal custody of your children.
- Tip#: 1589 File a certified copy of the custody order in the county where the non-custodial parent lives and keep a copy for yourself.
- Tip#: 1590 As part of the custody order, ask the court to:
1. Limit the non-custodial parent's right to take the children from the city, county, state or country without your written permission; and
  2. Require that the non-custodial parent post a bond guaranteeing the children will not be removed.

- Tip#: 1591 Call the passport office and see if they will issue passports for your children. If so, then instruct the passport office that the child is not to leave the country without your written permission.
- Tip#: 1592 Try to keep open communication with the other parent. Don't deny visitation because of the other parent's failure to pay child support. This could prompt your ex-spouse to kidnap the child out of revenge and could be a violation of your custody court order regarding visitation.
- Tip#: 1593 Keep current information on your ex-spouse, including your ex-spouse's address, date of birth, social security number, driver's license number, bank account number, credit card numbers, past and present employment information, vehicle description and license plate number, as well as names, addresses, phone numbers, workplaces, and physical descriptions of friends and relatives.
- Tip#: 1594 Tell the school principal that you have legal custody of your children. Give the principal a written list of people you authorize to pick up your children. Ask the principal to notify you immediately if anyone not on that list tries to pick up any of your children from school.
- Tip#: 1595 Tell your child to call home if he or she discovers that they are going on an unusual or unexpected field trip.
- Tip#: 1596 If you and your spouse are not living together, make sure your children know the exact days they are supposed to be with each parent. And make sure they know they always have a right to call you from wherever they are.

## VANDALISM

Now I'll discuss vandalism. Vandalism is more than a practical joke; it's a **crime**. Vandals destroy property, undermine the community's image, and cause residents to feel threatened. Here's

how to keep your children from taking part in vandalism and to avoid becoming a victim:

Tip#: 1597 Teach by example. The example you set directly affects how your children will behave. Respect other people's rights and property. Don't break any laws, no matter how small or unimportant they may seem. Don't offer excuses for breaking the law. Show your concern when someone breaks a law. Show that vandalism is not the solution to society's problems or to a young person's anger.

Tip#: 1598 Give your children time, recognition, discipline and love. Let them know what you expect of them, firmly and respectfully. Offer advice when they need it. Encourage their efforts, recognize their successes, and help them learn from their mistakes. Care enough to know how they spend their time and who their friends are.

Tip#: 1599 Get help for your children if they have personal problems, such as trouble getting along with others, feelings of insecurity, or drug or alcohol problems. Counseling can help keep minor problems from becoming major problems.

Tip#: 1600 Protect your personal property against vandalism: Keep your gates and garage closed and locked. Light up your property. And, always remove your keys from parked cars and make sure your cars are locked.

Tip#: 1601 Report suspicious persons or activities to the police, no matter where or when you see them.

Working together, we can help prevent vandalism in our communities. We can all strive to make our lives more positive and meaningful -- and to see that everyone in society has a place and fills a need. Here's how you can help prevent vandalism.

### ► Take Action

Tip#: 1602 Reduce boredom in youngsters. Give them opportunities to use their time

constructively. Provide the jobs they need and want. Make sure there are enough recreational facilities -- such as playgrounds, parks, libraries, and theaters -- where they can spend their time creatively. Contribute your time and energy to programs that provide young people with positive, constructive alternatives to vandalism.

Tip#: 1603 Do your part to see that vandals are punished for their crimes, including your own children. Protecting your children from consequences of breaking the law gives them false expectations of what behavior is acceptable.

Tip#: 1604 Stay informed about what's happening in your community. Discuss your thoughts with local, state and national officials. Vote responsibly.

Tip#: 1605 Learn about vandalism prevention programs. Often, your police department, organizations, and local and state governments work to stop vandalism through methods such as electronic surveillance, trained guards, and security lighting in trouble spots. These methods increase protection, especially in vulnerable areas, such as schools, recreation sites, and public transportation facilities.

Tip#: 1606 Learn about new legal approaches that make the punishment fit the crime. Some require vandals to repair what they've damaged and to donate time to public service projects.

Tip#: 1607 Help the police and other concerned groups stamp out vandalism. Public education programs alert youngsters to the seriousness of vandalism, explain the consequences, and suggest remedies.

## HOLIDAY PRECAUTIONS

Next, I'll discuss holidays, which can be stressful times. Often, in our excitement, we forget to use good sense and take simple precautions. One of the most dangerous holidays is Halloween,

because we allow our children to take more liberties than usual.

## ► Halloween

You'll make this fun evening safer for children by providing them with sensible costumes.

Tip#: 1608 When making or buying costumes, make sure you use fire-resistant material. Sample and test the costume materials. Some costumes, wigs and masks are highly flammable and may even explode in flames.

Tip#: 1609 Do not use elaborate, awkward costumes for trick or treating. They may be difficult to move around in. And they may reduce your child's ability to see. Costumes should not be too long or too loose. Make sure your child can see well and move about easily when wearing a costume.

Tip#: 1610 Make sure the holes in masks are large enough for the child to easily see and breathe. Cosmetic make-up is safer than a mask.

Tip#: 1611 For a safer costume, choose one made from light-colored materials. Have children wear bright, reflective colors -- even reflectors or reflective tape -- so drivers can see them when it gets dark. Make sure children know that just because they see the cars, it doesn't mean the drivers see them.

Tip#: 1612 Pin your name and address on small children on the inside of their costume.

One of the hardest decisions at Halloween is whether to allow your children to eat candy and treats given to them by strangers. Follow these simple precautions to help protect your children.

Tip#: 1613 Tell children they are not permitted to eat any food or candy until they arrive home and you check the treats.

Tip#: 1614 Inspect candy at home under good lighting. Check the rinds of fruit and the

wrappers of commercial products for signs of tampering. Throw away unwrapped food and homemade treats the child received from strangers, because you don't know about their health and sanitary habits, or what is in the treat. Throw away any candy that is unwrapped or has a torn wrapper. Wash and cut fruit into small pieces before eating.

Tip#: 1615 Wrap homemade treats and pass them out only to those neighborhood children you know. Give wrapped, commercial treats to children you do not know.

Here are important tips for parents about Halloween:

Tip#: 1616 Stay alert to local activities on Halloween and know who is sponsoring them.

Tip#: 1617 Know who your child will be with and tell him to follow the buddy system. Go with one or more other children, not alone.

Tip#: 1618 Make sure children always have an adult or teenage escort. If the children say they are too old for an escort, then they are also too old to go trick-or-treating. If children don't want an escort, then consider hosting a Halloween party instead.

Tip#: 1619 Know the route your child will travel.

Tip#: 1620 Visit neighbors in daylight hours. After dark, carry a flashlight.

Tip#: 1621 If you are with your children, keep them in view at all times.

Tip#: 1622 Tell your child to return home by 9 p.m. at the latest. Set earlier times for young children.

Tip#: 1623 Give each child or group a flashlight. Jack-o-lanterns should be battery powered, not lit with candles. Candles with flames are dangerous. Also, tell children to avoid luminaries along pathways because their costume could touch one and catch fire.

- Tip#: 1624 Caution your children to stay away from dogs.
- Tip#: 1625 Keep trick-or-treating groups small -- numbering no more than five children -- so you can give each child the proper attention.
- Tip#: 1626 Do not drive groups into other neighborhoods to pick up additional candy.  
Remember: Your children do not know these people, and both adults and children in these neighborhoods might resent their presence. Remember also that your children are not familiar with the neighborhood grouchies or dogs.
- Tip#: 1627 If you live in a rural area, plan a party or other group activities for your children.
- Tip#: 1628 Instead of going trick-or-treating, consider hosting a Meet-N-Treat in the street. Invite neighbors onto the street Halloween night between 5 and 8 p.m. Get barricades from your police department and block out cars. Serve refreshments and use the time as an opportunity to sign-up new people to your Neighborhood Watch program. You'll show your children and community that you're interested in making the streets safer.

Before your children leave for trick or treating, make sure you have discussed the following:

- Tip#: 1629 Tell your children to avoid homes where the welcome light is not on. Sickness or other problems might make it impossible for some people to offer treats. Go only to homes that are well lighted.
- Tip#: 1630 Remind your children to obey signs on the property. Tell them not to go into yards where signs warn of potential dangers, such as "Beware of Dog."
- Tip#: 1631 Tell your children never to go into other people's houses; always to stay outside. Child molesters often take advantage of children on Halloween, and once children go inside someone's home, no one will hear them if they scream.

- Tip#: 1632 Tell your children to be courteous and to say thank you to the people who give them treats. Also, tell them not to push other children when they're waiting at the door.
- Tip#: 1633 Suggest that your children treat everyone to a smile to make them feel happy, rather than playing a trick. Explain that some people are sad because they can't afford to buy candy. Tell children to smile, wave, wish neighbors a Happy Halloween and go on to the next home.
- Tip#: 1634 Make sure children carry identification, including their name, address and phone number, either on a chain under their costume or inside their shoe.
- Tip#: 1635 Tell children to stay on the sidewalks and not to cut across someone's yard. Tell them to walk, not run.
- Tip#: 1636 Direct children to obey pedestrian laws. Tell them to cross the street only at intersections and crosswalks, obey traffic lights, and not to jaywalk.
- Tip#: 1637 Advise children to plan where they will walk so they cross the street only when necessary.
- Tip#: 1638 Tell them to trick or treat only in your own neighborhood and to follow only the route you have outlined.
- Tip#: 1639 Tell them to look for a police officer if they get lost.

### ► Pranksters

Now, what can you do to keep your home safe from pranksters?

- Tip#: 1640 Do not leave your home unattended.

- Tip#: 1641 Put away and lock up outside items, such as bicycles and lawn mowers.
- Tip#: 1642 Lock windows and doors.
- Tip#: 1643 Listen and watch for signs of vandalism. Report suspicious activity to the police immediately.
- Tip#: 1644 Turn on outdoor lights so children know they are welcome and to reduce the chance that a child will fall and get hurt.
- Tip#: 1645 If you have a dog in the front yard, move the dog inside the home or put it in the back yard. Sometimes, dogs get excited and upset on Halloween. Don't take any chances.
- Tip#: 1646 Don't invite children into your home. If you want to set up a small haunted house or another children's activity, set it up on your porch, in your carport or in your front yard.
- Tip#: 1647 Be good-natured and patient, but don't let anyone break the law. Make sure you know the difference between a harmless prank and malicious mischief or vandalism. If someone breaks the law, call the police.
- Tip#: 1648 Get neighbors to agree to stop giving out treats at 9 p.m. At that time, turn off your porch light and don't answer the door for any more trick-or-treaters.

## MOLESTATION

This next topic is not pleasant, but for your child's safety and well-being, we need to discuss it.

**Sexual molestation** can happen to **any** child. And unless you recognize this, you won't be prepared to teach your child how to keep from being molested, nor will you be prepared to handle it yourself.

Sexual molestation is any approach made to a child that is intended to sexually gratify the other person. This includes seduction, exhibitionism, unwanted intimate touching and rape, forcing a child to look at an adult's genitals, or asking the child to undress or expose him or herself in any way.

Most molesters are male and range in age from 17 to 68. However, they could be younger or older, or female.

In most cases, the molester is a person the child trusts, such as a family member, family friend or neighbor. Molesters come from all walks of life, income levels and education levels.

Molesters usually don't use physical force. Instead, they try one or more of these tactics:

- They pretend to need help;
- They use emotional control, saying something like "I'm doing this because I love you";
- They offer bribes, such as toys or food;
- They pretend they're authority figures, such as a policeman;
- They play games;
- They threaten to hurt the child;
- They use fear, saying something like "No one will believe you if you tell";
- They threaten to withdraw attention from the child by saying something like "I won't like you anymore if...";
- They depend on their position of power and trust;
- They attract the child by offering an opportunity, such as modeling;
- They ask the child to help them find a lost pet, and finally,
- They pretend there's an emergency by telling the child something like "Your sister's been hit by a car!"

## ► Precautions

The most effective step you can take is to keep the lines of communication open with your children.

Tip#: 1649 Discuss how to prevent sexual abuse with the same honesty and in the same manner as you would discuss traffic safety. Children don't usually ask about sexual abuse until after it has occurred, so bring up the subject early, before it happens. Then your child will remember that it's OK to approach you and discuss the subject.

Tip#: 1650 Always use the proper names for private body parts. Don't be shy or evasive by saying "down there" or simply pointing. This can upset children, causing them to think there's something bad about that part of their bodies.

Tip#: 1651 Tell your children: "No one except your doctor or your Mom or Dad should touch you in those private places." "Private places" are those parts of the body that are usually covered by a bathing suit. If you ever feel uncomfortable when being touched, tell your Mom or Dad.

Tip#: 1652 Teach your children that they can make decisions about their body. Tell them, "Your body belongs to you. You decide who is allowed to touch it."

Tip#: 1653 Teach your children to trust their own feelings. Tell your children if someone touches them in a way that feels strange or doesn't seem right, they can say NO. Explain that even nice people that your children may know and trust might touch them in ways that feel yucky or strange. Let your children know it's OK to say NO, even if it's Mom or Dad.

Tip#: 1654 Teach your children not to believe someone who says, "You'll get into trouble if you tell."

Tip#: 1655 Tell your children no adult should make them keep a secret about something that makes them feel uncomfortable. Assure them that it's always safest to tell.

Tip#: 1656 Listen to children when they tell you about things that have happened to them. Sometimes they imagine things, but they also may have been molested.

Tip#: 1657 Make sure your children know they can tell you anything, and that you will listen and help them. Some children will not tell adults about a touching problem because they

- are afraid no one will believe them,
- believe it's their fault and they will get into trouble,
- are frightened by threats about what will happen if they tell someone,
- don't know the right words, or they may have tried to describe the situation in a way that the adult didn't understand what they were saying. Or,
- may not know that the sexual activity was wrong.

Tip#: 1658 Discuss sexual abuse and prevention within your entire family. You might use a newspaper article or a recent event to start the conversation.

Tip#: 1659 Play learning games with your child:

- Ask what he or she would do in a given situation. For example, ask "What if someone you didn't know wanted you to ride in a car with him? What would you do?" Or, ask "What if someone you knew wanted to touch your penis? What would you do?"
- Practice saying no. Take turns asking each other favors and practicing different ways of saying no. Try role playing. It gives your child permission to say, "No, I don't like that!" Or, "No, stop it!"
- Select pictures of an adult with a child. Ask, "What is happening in this picture?"

Tip#: 1660 Consider each child's personality when you give advice about a person bothering or molesting them.

Tip#: 1661 Don't force children to kiss or hug a grown-up -- or sit on a grown-up's lap -- if they don't want to. This gives them control and teaches them they have the right to refuse.

Tip#: 1662 Notice when someone pays a lot of attention to your child -- and find out why.

### ► Suspected Child Abuse

Tip#: 1663 Watch for changes in behavior that could signal sexual abuse. They include when the child:

- suddenly has secrets;
- is reluctant to take part in activities;
- refuses to go to school or be alone;
- is hostile without explanation;
- frequently hides;
- resists removing his clothes, such as for baths, and
- when the child changes his attitude toward a favorite babysitter or relative, or shows increased tension.

Symptoms could also include:

- when the child exhibits immature behavior or creates artwork that has sexual overtones;
- displays improper, unusual or hostile behavior toward peers or toys;
- has a detailed understanding of sexual behavior that is beyond their years;
- compulsively masturbates or touches himself, and
- when the child shows excessive curiosity about sexual matters or body parts.

Sometimes sexually abused children are unusually charming with classmates, teachers, and other adults. Or they engage in extreme indecency or show more than usual concern about

homosexuality, especially in boys.

Tip#: 1664 Watch for physical signs of sexual abuse, which include bedwetting, loss of appetite, venereal disease, nightmares, complaints of pain or irritation around the genitals, and torn, stained or bloody underclothes. Also, if a young girl becomes pregnant or has a sexually transmitted disease, this could result from molestation.

Tip#: 1665 If you are not a member of the family, watch for these symptoms:

- A child's injury or disease that is uncommon in that age group;
- Recurrent injuries or diseases in a child, and
- A parent who is unable to explain the child's symptoms or keeps changing the explanation.

Tip#: 1666 Watch to see if the parent blames a third party. If the explanations don't add up -- or if you have a gut feeling that something is wrong -- report the matter to the police or child protective services.

Tip#: 1667 Think seriously about how you will react if your child is actually molested. It's best to plan and rehearse your reaction so you know how to behave when you learn of the molestation. The way you respond may have an enormous impact upon the way your child responds and processes the incident.

Tip#: 1668 Lobby for the delicate treatment of child victims.

### ► Taking Action

One of the best reasons to suspect child abuse is when a child tells someone. If you think your child has been abused, try to get him or her to talk to you.

Tip#: 1669 Encourage your children to talk with you about any situation where they were touched in a way that made them feel confused or uncomfortable.

1. Make sure they know that you will not be angry with them, even if the touching occurred while they were doing something you had told them not to do.
2. Emphasize that you will believe them when they tell you.

Tip#: 1670 Do not correct the child's story or put words into your child's mouth. Listen carefully to your child's words, even those that are babyish or family words.

Tip#: 1671 Do not change what the child is trying to say. Your ideas might confuse the truth.

Tip#: 1672 If you believe your child has been molested, stop and take a deep breath. Think about your child's needs first.

Tip#: 1673 Do not show your anger. However, if you are caught by surprise and your child can see that you're angry, tell your child that your anger is not with him or her, but for the person who did this. Do not blame your child! Remember, the shame and blame always belong to the molester.

Tip#: 1674 Tell your child that you're glad he or she had the courage to tell you. Reassure them that they did the right thing.

Tip#: 1675 Make sure your child clearly understands he or she is not to blame.

Tip#: 1676 Tell your child you will support and protect him or her.

Tip#: 1677 If you suspect the molester was a person at your child's school or day-care program, do not take your concerns to them.

Tip#: 1678 Call the police at once, in spite of your embarrassment or fear of trouble. Let the police investigate your complaint.

Tip#: 1679 Take your child for a special medical examination. Make sure you find a physician

who has the experience and training to detect and recognize sexual abuse. Ask for a physician referral from a sexual abuse treatment program or children's hospital. Also, you might look for a specialized agency that evaluates sexual abuse victims, such as a hospital, child welfare agency, or community mental health therapy group. Do not give up. Keep looking until you find a group or physician with the appropriate knowledge and experience. Many cities provide centers where police, doctors, prosecutors and child protective service representatives work together in a non-threatening environment that helps child victims feel at ease.

Tip#: 1680 Discuss with your children the difference between fact and fiction, so they understand what it means to take an oath in case they go to court.

## INTERNET SAFETY

Now let's discuss Internet safety.

Sadly, the same advances in technology that help children reach new sources of information also expose them to harm by computer-sex offenders. These individuals invest a lot of time, money and energy to find and attract children using online services and the Internet.

Some child molesters try to lower children's inhibitions by slowly introducing sex into their conversations. Others immediately engage in sexual discussions with children.

You and your children should know that a computer-sex offender can be a man or woman of any age.

### ► Danger Signs

The following advice was prepared from actual investigations involving child victims, as well as investigations where police officers posed as children.

Tip#: 1681 Watch for any of these **seven danger signs**, which could mean your child is in

trouble.

**Danger Sign #1:** Your child spends a lot of time online, especially at night and on weekends. Children usually go online to chat with friends, make new friends and pass the time. They often spend time in chat rooms where they strike up conversations with molesters and other adults who have lured them there. Children are at greatest risk during the evening hours. This is because most molesters work during the day and spend their evenings online trying to find and attract children.

**Danger Sign #2:** You find pornography on your child's computer. Adult molesters and sex offenders often send obscene photos to children. Molesters use pornography to convince the child victim that sex between children and adults is normal. Your child may save pornographic photos on diskettes that he hides from you. This is very likely if the computer is used by other family members.

**Danger Sign #3:** Your child gets phone calls from men you don't know. Or, your child makes long-distance calls to numbers you don't recognize. Most sexual predators that use the Internet are adult males. They often meet children in chat rooms and then call those children at home. They may engage in phone sex -- (such as telling your child to do certain sexual things to his body) -- and then try to set up an actual meeting for real sex. Even if your child does not give out your home phone number, the molester can easily learn your number with caller ID. What's more, sex offenders will give out their number. And, believe it or not, some child molesters have toll free 800 numbers so children can call them without their parents finding any record on the phone bill.

**Danger Sign #4:** Your child receives mail, gifts or packages from someone you don't know. Molesters often send letters, photographs and all types of gifts to children to build their trust and gain their affection. Some child molesters have even sent plane tickets so children can travel across the country to meet them.

**Danger Sign #5:** Your child quickly turns off the computer monitor -- or changes the screen -- when you come into the room. This might not be important, yet it could signal that your child does not want you to see what he's looking at on the screen.

**Danger Sign #6:** Your child starts to withdraw from the family. The sexual predator tries to drive a wedge between the child and the parents. This helps assure the predator that the child will not reveal their secret activities. Also, children may withdraw from their family after they have been sexually molested.

**Danger Sign #7:** Your child is using an online account that belongs to someone else. Even if you don't subscribe to an online service or Internet service, your child might meet a molester while online at a friend's house or at the library. Most computers purchased today contain software for Internet services. Computer sex offenders may provide children with an Internet account so they can continue to communicate with them.

### ► Taking Action

If you see any of these danger signs, follow these steps:

Tip#: 1682 Talk with your child about your concerns. Explain the dangers of the Internet. Ask your child to show you what he does on the Internet.

Tip#: 1683 Look at what's on and sitting near your child's computer. Children often print letters from friends and may also save them on the computer. Review what's on the computer's hard drive and your child's disks.

Tip#: 1684 Pay close attention to your telephone bill for long distance calls you did not make. Use caller ID to monitor incoming calls. And use caller ID block to stop calls from people who try to hide their phone number from you.

Tip#: 1685 Call the police if ...

- you think your child is sexually involved with an adult -- or in any other danger,
- anyone has sent pornography to you or your child,
- anyone has made sexual advances to your child, knowing your child is under 18, or
- anyone has sent your child pornographic photos, knowing your child is under 18.

Tip#: 1686 When you call the police, turn off the computer to save any evidence for later use. Don't delete anything from the disk. Also, don't try to copy any text or images. Ask the police what to do with the photographs or messages.

Tip#: 1687 Protect your child by writing down your family's Internet rules and posting them on your computer.

Tip#: 1688 Do not put the computer that has Internet access in your child's bedroom. Instead, put the computer in the family room or in another area where the whole family gathers. This allows you to keep an eye on what your child is doing.

Tip#: 1689 Get involved in your children's activities on the Internet and make surfing the net a family activity.

Tip#: 1690 Help your children find and bookmark healthy, positive web sites.

Tip#: 1691 Watch how your children use the computer. Make sure your children know that if you cannot see what they do on the Internet, then they are not allowed to do it. Ask your children to teach you how to use the Internet.

Tip#: 1692 Tell your child not to fill out user profiles found on many web sites. This profile information is easily available to almost everybody. Child molesters can use this information to find your child.

- Tip#: 1693 Think about using Internet controls, such as filtering software, that blocks your children's access to undesirable parts of the Internet.
- Tip#: 1694 Make sure your children understand that people in Internet chat rooms can hurt them. Explain that not all people in chat rooms are children. Some are adults who pretend to be children.
- Tip#: 1695 Make sure your children know not to give out any personal information about themselves. Do not allow them to give out their name, address, phone number, computer or Internet password, or the name or address of their school. Sexual predators use personal information to find children.
- Tip#: 1696 Make sure your children know not to give out any personal information about their families. Tell your children not to give out their parents' names, or their parents' work address or work phone number.
- Tip#: 1697 Talk with your children about how they will handle certain situations before they occur. Give them different scenarios, such as if someone scares them or threatens them over the Internet. Urge them to come to you if they read anything or see any pictures that scare them or make them feel uncomfortable.
- Tip#: 1698 Set up a master e-mail account in your name and do not give your child the password. Share an e-mail account with your child so you can review his e-mail. Some services allow you to create screen names for children, which allow you to block your child's access to certain areas.
- Tip#: 1699 Pay close attention to each e-mail and to each file attached to an e-mail. If you don't know the person sending it, delete the e-mail and the attached file without opening it. Attached files can contain pornography. Also, some attachments release computer viruses the moment you click on the attachment to open it. Some Internet providers allow you to block future e-mails from this person.

Tip#: 1700 If anyone sends your children threatening or pornographic material, call the police and report it immediately to the sender's Internet service provider.

Tip#: 1701 Teach your children these twelve Internet rules:

1. Be careful about everything you do on the internet.
2. Do not give your name, address, phone number or school name to anyone online unless your mom or dad says it is OK.
3. Do not give your parents' names, or your parents' work address or work phone number.
4. Do not send anyone a photograph of you or anyone in your family, unless your mom or dad gives you permission.
5. Take time to get to know your online friends, just as you do your school friends.
6. Do not respond to a message that is obscene, threatening, or makes you feel uncomfortable. Tell your parents about it.
7. Watch out when someone offers you a gift of money. People usually don't give money away unless they want you to give them something in return.
8. Watch out when someone wants you to meet them somewhere -- or wants to visit you at your home. Do not agree to meet anyone in person until you talk with your mom or dad. If your parent agrees to the meeting, make sure your parent goes with you. And make sure you meet the other person in a public place.
9. If you find anything on the Internet that makes you uncomfortable, report it to your mom or dad immediately.
10. Do not go into any area on the Internet that charges money for services unless

your mom or dad says it's OK.

11. Remember that people online are not always who they say they are. People can easily pretend to be someone else because you can't see the person or hear the person's voice. A person who says she is a young girl might really be an old man.
12. You must follow these Internet rules at all times, no matter where you are and no matter whose computer you're using.

## PRECAUTIONS FOR CHILDREN AND TEENS

### ► **Away From Home**

If you're a young person, follow this advice when you're away from home:

Tip#: 1702 Always tell Mom and Dad where you are.

Tip#: 1703 Always tell your parents if an adult asks you to keep a secret.

Tip#: 1704 When you enter a movie theater, let your eyes get used to the dark before you decide where to sit. If possible, sit next to the aisle so you can move quickly. If anyone touches you, move away immediately. Then tell the usher or manager. Do not sit in a corner of the theater or in the balcony.

### ► **Outdoors**

When you're playing outside or going for a walk, follow these tips:

Tip#: 1705 Walk confidently and stay alert to what's going on around you.

Tip#: 1706 Don't walk alone. Always try to walk with at least one friend.

- Tip#: 1707 Always play in groups and don't play in deserted areas. Avoid vacant buildings, alleys, playgrounds, and parks, unless you have adult supervision.
- Tip#: 1708 When walking or playing at night, stay in areas that have plenty of light and don't go on streets that are dark.
- Tip#: 1709 Do not play or hang around public restrooms. Remember: When you need to use the restroom, ask a friend or an adult to go in with you. Enter the restroom with caution. Don't speak to strangers. When you're done, leave the restroom and leave the area. Do not play or hang around public restrooms.
- Tip#: 1710 Walk on the side of the street so you're walking toward oncoming traffic. This prevents someone from following you in a car.
- Tip#: 1711 Don't go into anyone's home unless your parents say it's OK.
- Tip#: 1712 Don't show off your money and don't brag about things your family owns.
- Tip#: 1713 Don't play with guns or knives.
- Tip#: 1714 Watch out for your friends and other children. If anyone bothers them -- or if something doesn't seem right -- call an adult right away.
- Tip#: 1715 If a car slows down or stops beside you, run to your home or to the nearest safe house. Do not run and hide behind bushes. Go where there are other people and call the police.
- Tip#: 1716 If you are riding in a car with someone, and that person stops and gets out of the car, tell them you don't want to be left alone in the car. A child left alone in a car is an easy target for strangers.

## ► Group Activities

Kidnappings may occur on family and school outings. When you're with a **group**, stay alert and follow these safety rules:

Tip#: 1717 Stay with your group. Don't wander off by yourself. If you get separated from your parents in a store or shopping mall, go to a store clerk or security guard and ask for help.

Tip#: 1718 Ask your parents or group where you should meet them in case you get separated. It should be a place out in the open, where you can wait with other people so you are not alone.

Tip#: 1719 Ask your parents what emergency telephone number you should call in case you get separated.

Tip#: 1720 When you walk to or from school, walk with a friend and go the same way every day. This helps your parents or the police know where to look if you don't arrive at school or back home.

## ► At School

Tip#: 1721 Always lock your locker. Pull on the lock to make sure it's locked. Use a strong lock with a laminated case and a 3/8" shackle that resists being smashed. It's even better if you get a lock that won't release the key until the lock is locked.

Tip#: 1722 Make a class project out of making your school's lockers safer. Check with your school administration about buying good locks at a discount from a local store and then selling them to students. This is a good way to make money for your student council or club. Plus, you'll help protect your friends' valuables, and you'll support your school's crime prevention activities.

Tip#: 1723 Always go straight home after school. If you need to stay at school for any reason,

call home and let your parents know exactly where you are and when you'll be home.

### ► In The Home

Here are tips for when you're at home:

- Tip#: 1724 Do not go in if you find an open door, unlocked door, open window, broken window, ripped screen, or any other signs that someone has tried to get in. Instead, go to a neighbor's home and call the police.
- Tip#: 1725 If everything's OK when you get home, go inside, lock all doors and windows and leave them locked.
- Tip#: 1726 Next, call your mom or dad at work -- or call a neighbor -- to let them know you're home.
- Tip#: 1727 If you're home alone, don't open the door to a stranger. Speak to them through the door. Say, "Mom and Dad can't come to the door right now. Come back later."
- Tip#: 1728 Even if Mom or Dad is home, don't open the door without their permission.
- Tip#: 1729 If a stranger wants to leave a package, ask him to leave it on the porch or to come back later. Don't open the door or go outside to pick up the package until you're sure the stranger has left the area.
- Tip#: 1730 If someone tries to break in the front door, run out the back door and run to the home of a neighbor you trust. Then call the police and give them the description of the person who tried to break in.

### ► Telephone Use

Here are tips that will protect you when you use the phone.

Tip#: 1731 Know how to use both push-button and dial telephones. Also, know how to call 9-1-1 or reach the operator in an emergency.

Tip#: 1732 Don't tell strangers on the phone that Mom or Dad isn't home. Always say, "They can't come to the phone right now."

Tip#: 1733 Don't give out any personal information about your family, including your address or phone number, even during a "wrong number." Burglars like to call on the phone and say something like, "This is the dry cleaners. We're delivering your clothes tomorrow at 2:00. Will anyone be home?" Never tell anyone when someone will or will not be home.

Tip#: 1734 Don't answer the phone until you know who it is. Let the phone ring until the answering machine takes the call so you can hear who's calling. Or, if you have Caller ID, check to see if you know the caller. If so, it's OK to answer the call.

## PRECAUTIONS FOR TEENAGERS

Now, here's advice for teenagers and young adults.

Teens need to feel that they belong. They have their own talents, and those talents need to be developed and used. Have compassion for those in this age group, and do what you can to help them grow. Realize they can help improve a community with their energy and enthusiasm. For instance, high school students in some districts plan their own cleanup projects, which usually reduces school vandalism and increases student involvement in community service.

Because teens are sometimes afraid of not being "cool," they may be too embarrassed to do the wise and safe thing -- such as call for a ride in a difficult situation. As parents, make sure they know you are willing to come at any time, no matter how late it is -- and that you will not

complain about the inconvenience.

They should know that you will allow them freedom based on their ability to handle it, as shown by their past judgment. Tell them you want to see that safety is an important factor in the decisions they make, regardless of how their friends view a situation.

### ► **Away From Home**

Ask your teens to listen to this advice:

Tip#: 1735 Trust your instincts. Don't do anything you believe is wrong or that might put you in danger. Know that you're an important person and you have a right to be treated with respect.

Tip#: 1736 Learn how to resolve conflicts. If you get into an argument, don't let it grow into a fight. Cool off, talk it out, even walk away if you have to. Settle the dispute with words, not weapons or fists.

Tip#: 1737 Don't use alcohol or other drugs. They attract violent people and sometimes even encourage violence as part of their mind-altering properties.

Tip#: 1738 Don't use or wear expensive jewelry, watches or other items on the street or on public transportation.

Tip#: 1739 Don't carry a weapon. You lose whether you use it -- or whether someone uses it on you.

Tip#: 1740 Don't hang around known trouble spots -- or with kids who think violence is cool.

Tip#: 1741 Stay away from isolated spots like "lovers' lanes."

Tip#: 1742 Consider these options if you're pressured to engage in sexual activity:

- Say, “No, I don’t want to do that” or “I don’t know you well enough”;
- Go to a public area, such as a public restroom;
- Pretend you have a headache, nausea, or cramps; or
- Go to a public phone booth and call for a ride.

Tip#: 1743 Get involved in your community. Join a youth crime watch program or other volunteer group. Help improve your neighborhood. Use your energy to show you care and to encourage others your age to care. Paint murals and plant trees -- and get your friends to help. Working together, you can make your neighborhood and school the best places they can be.

## ► Babysitting

Now, here are suggestions for babysitters. Babysitting is an important responsibility. If your teenager babysits, suggest they follow these tips to protect the children and themselves from crime and violence.

Tip#: 1744 Before you start babysitting, get training. Various groups offer babysitting courses, and will certify you upon completion. Also, be sure to take a CPR course before you begin babysitting.

Tip#: 1745 Babysit only for people you or your parents know, or who have been referred by a friend. If you have not been in the home before, visit the home to meet the parents, the children, and any animals.

Tip#: 1746 Do not answer ads in the newspaper looking for babysitters. The ads could have been placed by molesters.

Tip#: 1747 Get all the facts before you decide whether to accept the job. Get the parents’ names, phone number and address. Find out the number of children, as well as their names and ages. Ask what time they want you to arrive and what time the

parents will return home.

Tip#: 1748 Ask your parents if they know of any reason you should not babysit for this family.

Tip#: 1749 If you accept the job, make arrangements with an adult to drive you or walk with you to and from the home.

Tip#: 1750 Leave the name, address and phone number where you'll be babysitting with your parents. Tell them what time the child's parents expect to return home.

Tip#: 1751 Write down important information and keep it near the phone. Write down the family's name, children's names, and the address of the home with the nearest cross street. Also write down the name, address and phone number of the restaurant, theater or home where the parents can be reached -- or their cell phone number. Make sure you have phone numbers for the police and fire departments, the poison control center, and a relative, friend or neighbor. Also, write down the name and phone number of the family doctor, and ask the parents to provide a medical release for the children's care.

Tip#: 1752 Walk through the home with the parents. Make sure all the doors and windows are locked from the inside. Check for any special or unusual locks.

Tip#: 1753 As you walk through the home, conduct a fire drill in your head. Identify at least two ways to get everyone out of the house. Ask whether the home has smoke alarms and fire extinguishers. If you are in an apartment, find out where the emergency exits are.

Tip#: 1754 If the home has a pool, check for any doggie doors or other openings that children could use to get to the pool.

Tip#: 1755 Ask which lights you should leave on if you will be there late into the evening. Pay attention for anything that might cause a problem in an emergency.

- Tip#: 1756 Make sure you know where all the phones are in the home in case of an emergency. Also, ask the location of first aid supplies.
- Tip#: 1757 If the home has an alarm system, learn how to use it. Make sure the parents tell you the password and the phone number in case you need to call the alarm company. Some alarm systems can be programmed to use alternate or temporary passwords or codes for when a babysitter is operating the system. This keeps the normal passwords or codes secret so the owner doesn't have to change them frequently.
- Tip#: 1758 Check for things that pose a danger to children, such as matches, lighter fluid, plastic bags, electrical cords, medication and hazardous chemicals. Keep them out of the reach of children.
- Tip#: 1759 Ask how the parents want you to handle incoming telephone calls. Never tell a caller that you are home alone with the children. Instead, explain to callers that the adult cannot come to the phone. Then offer to take a message and phone number.
- Tip#: 1760 Ask whether the children are allowed to watch TV or play computer games. Also, ask about their favorite toys.
- Tip#: 1761 Ask the location of diapers and baby bottles. Ask what the children are allowed to eat and drink and whether they have any food allergies. Ask whether you should prepare meals or snacks for the children.
- Tip#: 1762 Ask whether any of the children take medication. Also, ask if you should give medicine while you're babysitting. If so, write down the dosage amount and time to give it.
- Tip#: 1763 Ask what time the children should go to bed and whether you should give them anything to eat or drink before bedtime. Also, ask if there are any specific bedtime

routines, such as reading a book or saying a prayer.

- Tip#: 1764 Ask whether you should check the children's homework, and whether the children can have friends over to visit.
- Tip#: 1765 Ask where the parents keep medicines and cleaning supplies, so you can keep the children out of these areas.
- Tip#: 1766 As the parents leave, lock the doors behind them -- and, if it's dark, turn on the porch light or outside light.
- Tip#: 1767 Make sure to pick up any toys and objects in walkways and on stairs.
- Tip#: 1768 If the children are awake, know where they are at all times. If they are younger children, don't let them out of your sight.
- Tip#: 1769 If the home gets quiet, check right away to see if the children are into something.
- Tip#: 1770 If the children are asleep, check on them every 15 minutes.
- Tip#: 1771 Don't spend time on the phone with your friends. The parents may be trying to check in or tell you about a change in plans.
- Tip#: 1772 Don't invite your friends to visit. You should focus your full attention on the children.
- Tip#: 1773 Do not open the door for strangers or for anyone you don't personally know.
- Tip#: 1774 Pay close attention to strange noises and unusual phone calls.
- Tip#: 1775 If you see a prowler on the property -- or anything else suspicious -- call the police immediately. Call 9-1-1 and describe what you see. Give your name and address, plus the nearest cross street, and the phone number you're calling from. After you

call, if it's dark, turn on the outside lights. Make sure all the doors and windows are locked. Do not go outside to investigate.

- Tip#: 1776 Do not take the children outside unless the parents gave you permission. If you babysit during the day, and if you and the children are in the back yard, make sure the front door is locked. If you take the children for a walk, lock the home securely before you leave. Make sure you take the house keys with you and some change for a phone call.
- Tip#: 1777 Do not take the children to a deserted park. Do not take the children out alone after dark. Stay away from friendly strangers. If you don't feel comfortable about something, leave the area.
- Tip#: 1778 When you return home, if anything seems out of the ordinary -- like a window that's broken or a door that's open -- do not go inside. Instead, go to a neighbor's home and call the police.
- Tip#: 1779 If you smell or see smoke in the house, yell FIRE and get all the children out. Make sure no children are in the room with the fire. Then close the door to the room that's on fire. Do not try to put out the fire. Spend all your time and energy getting the children out of the house. Then go to a neighbor's house and call the fire department..
- Tip#: 1780 If the smoke is making it hard to breathe, get the children to crawl on their hands and knees because the air is less smoky closer to the floor. As you leave the house, before you open any doors, check to see if the doors are hot. If so, the fire could be burning on the other side.
- Tip#: 1781 After everyone is outside, do not go back inside the home for any reason. Take all the children to a neighbor's home and call the fire department from there. If someone needs to direct the firefighters to the fire, ask an adult friend or neighbor to show firefighters the way. You stay with the children, make sure they're OK,

and remain calm. The children are less likely to panic if you don't. Then call the parents.

Tip#: 1782 When the parents return home, alert them to any problems you faced while they were gone. Tell them about anything unusual that happened, such as a strange phone call or a person who came to the door. Give them any phone messages you took.

Tip#: 1783 If you find that your employers will arrive home late, call your parents and let them know so they don't worry.

Tip#: 1784 Make sure someone escorts you home. If your employers cannot take you home -- if they have had too much to drink -- or if you feel uncomfortable for any reason -- call your parents and ask them to pick you up. Never walk home alone at night.

Tip#: 1785 If you find that your employers are always late, often drunk, or unreliable, don't agree to babysit for them in the future.

## GANGS

Now I'll talk about **gangs**, which are a destructive social problem. Gangs create a climate of fear among adults and children alike. They are responsible for vandalism, theft, gunfire, shootings, assaults, higher insurance rates, and an overall feeling of fear by community members.

A gang is a group of people who get together for a common purpose and who engage in violent, unlawful, anti-social or criminal activity. Usually gang members are teenagers, but some may be as young as nine or ten, and others may be adults. They can include White Supremacist groups; Hispanic, Asian and Black groups; Motorcycle gangs and others.

Why do children join gangs? For a number of reasons:

- To gain wealth. Sometimes, much of a gang's money comes from drug sales.

- To gain recognition or excitement -- or because of peer pressure.
- To protect themselves from other gangs.
- To feel like they belong to a group and to feel important.
- To be with friends. And, sometimes,
- To carry on a family tradition.

Gangs are made up of various people:

- The violent leader, who knows how the legal system works;
- Members who try to build a reputation in the group, based on their own violent acts;
- Unimportant members who wear the clothing and use the language as they try to work their way up the ladder of the gang.
- Associates or “wannabees.” These may not be actual members of the gang, but they hang around with gang members.

How can you decrease gang activity?

Tip#: 1786 Know about the gangs in your area. Gangs leave signs of their presence, often colors or graffiti. Members usually identify themselves with hand signals and how they dress. Gang members show their involvement with gangs in many ways:

- They wear a specific color of clothing, either in a discrete or obvious manner;
- They might wear a particular brand of sportswear, hats or shoes; they might wear specific bandannas, jewelry or haircuts.
- They may wear bandannas on their arms or legs -- or on their forehead or hanging from a pocket.
- Caps may be pointed to a certain side; the gang name might be written on the underside of the brim. They may wear gloves on the right or left hand;
- They may exhibit extreme hair styles;
- They may use or overuse makeup;

- The gang language may contain uncommon words, names, phrases, slogans and chants; and
- Their graffiti may include unusual signs, symbols, alphabets, and nicknames on notebooks, papers, clothing or walls. Graffiti marks turf and challenges rival gangs;
- They may have symbols or names tattooed on their arms, chest, or somewhere else;
- They may use hand signs or special handshakes; and
- They may shave gang insignias into their scalps.

### ► Taking Action

Here are a few tips to help you deal with gangs:

Tip#: 1787 Learn the local colors, insignias and other forms of identification. It will help you notice gang activity in your neighborhood and possibly in your family.

As a parent, you're always learning new communication and parenting skills. You can use these with your children to teach them about the consequences of being involved in gangs. Learn how to build high self-esteem in your child so he won't need to go elsewhere to feel important.

Remember these things when talking with your child:

Tip#: 1788 Develop an anti-gang environment in your home. Talk about gangs, preferably, before you see signs of gang activities in your home or neighborhood.

Tip#: 1789 Tell your children at an early age --clearly and often --that you do not approve of gang activity or any family members joining a gang.

Tip#: 1790 Tell each child that he or she is special, that you want to help them with problems, that you want to protect him or her, and that you and other parents are working

together against gangs.

- Tip#: 1791 Talk with your children about your values. Tell them that gang membership is dangerous and not a sign of good values because of
- the constant threat of violence, either to gang members or to innocent people,
  - the hatred of other groups of people for no reason,
  - ongoing drug use; and
  - the chance of arrest.
- Tip#: 1792 Develop good communication with your children, in a positive, supportive environment. When you communicate with children well, they feel free to come to you to discuss any question or problem. Good communication means listening to your children -- and telling them often that you love them.
- Tip#: 1793 Make sure your children know that they are an important part of the family.
- Tip#: 1794 Set limits for your children. At an early age, make sure your children know what behavior is acceptable and what is not acceptable.
- Tip#: 1795 Teach children constructive ways to solve problems.

## ► Supervision

As parents, you must always supervise your children. Watch them closely and follow these tips:

- Tip#: 1796 Watch your children for unexplainable bruises, wounds or injuries that might have been inflicted during a gang initiation.
- Tip#: 1797 Watch your children and notice any change in behavior, poor grades, new and secretive friendships, and meetings they attend. Find out what's happening.

Tip#: 1798 Be alert to the use of symbols and gang insignias. Examples are:

- Jewelry may bear the 5- or 6-pointed star. Gold is popular.
- Tattoos may reflect gang symbols.
- Buttons may show gang insignias.

Tip#: 1799 Beware of dramatic changes in behavior.

Tip#: 1800 Meet your children's friends. Find out who they are, what influence they have on your children and how the group spends its free time. If most of your children's friends are in gangs, your children are probably involved or will soon become involved in gangs, too.

Tip#: 1801 Supervise your children's activities. Make sure a reliable adult is present at all functions.

Tip#: 1802 Do not permit your children to sponsor or attend unsupervised parties.

Tip#: 1803 Do not allow your children to stay out late or spend a lot of unsupervised time in the streets.

Tip#: 1804 Do not allow your children to have access to weapons.

Tip#: 1805 If your child has trouble dealing with problems, seek help from community agencies. All children have problems as they grow up. Ask a school counselor or social worker where to go for help.

## ► Precautions

Tip#: 1806 Watch for common pre-gang behavior. Involvement with gangs can take time, but they can begin as early as elementary school age. Watch for these signs:

- Poor progress or achievement in school;
- Not going to school;
- Associating with new friends or undesirable people;
- Staying out later than usual;
- Needing too much privacy;
- Changes in behavior and less interest in family and school;
- Starting to drink or use drugs;
- Receiving money or articles without your permission or awareness;
- Unusual moods or behavior patterns;
- Lack of hobbies or anything to do during leisure time;
- Frequent negative contact with police, including arrest or detention.

While these behaviors are typical of gang involvement, you should know that some young people who join gangs do not dress in the gang's clothes and may not engage in obvious gang behavior.

**Tip#: 1807** If you notice any of these warning signs, contact the gang unit of your police department. They may be able to help you find counseling and tell you how to help your child.

**Tip#: 1808** Do not buy and do not allow your children to wear gang-style clothing. If they do, they're expressing an interest in gangs and will attract the gang's attention. Support school dress codes and ensure your children dress accordingly.

**Tip#: 1809** Do not allow your children to write or practice writing gang names, symbols or any other gang graffiti on their books, papers, clothes, bodies, walls, or any other place. Teach them respect for other people's property.

**Tip#: 1810** Teach your children how to avoid becoming the victim of a gang crime by following these steps:

- Stay away from areas with graffiti that may define gang territories.
- If you see gang members, don't stare or draw attention to yourself. Go around the block, return the way you came or go into a business and call an adult for a ride.
- If gang members approach you, the best response is to walk away.
- Warn children not to make gestures toward gang members, and not to mimic their gestures. Gangs are very protective of their signs, and the response could be violent.

In addition to showing your children your dislike for gangs, help your children stay out of gangs by encouraging them to get involved in healthful, fun activities that don't hurt anyone.

Tip#: 1811 Plan activities the whole family can enjoy. Spend time alone with your children. Expose them to different places outside of your neighborhood, such as parks, museums, the beach, the mountains and camping trips.

Tip#: 1812 Help your children get involved in athletics or other positive, supervised group activities. These include anti-violence campaigns with poster contests, anti-drug rallies, and peer counseling programs.

Tip#: 1813 Keep your kids busy with responsibilities at home.

Tip#: 1814 Get your kids involved in after-school sports, recreation programs, dance, the arts and other activities. Ask the school, local clubs, and other parents to help organize these activities and ask the kids themselves to help. Your children need to feel they belong.

Tip#: 1815 Help your kids identify positive role models and heroes -- especially people right in your community.

Tip#: 1816 Praise them for doing well and encourage them to always do their best -- to

stretch their skills as far as they can go.

Tip#: 1817 Put a high value on education and help your child do his or her best in school. Do everything possible to prevent your child from dropping out of school.

Tip#: 1818 Stay alert and informed. Citizens armed with basic knowledge are better prepared to recognize early warning signs, report gang-related activity, and avoid becoming victims.

Tip#: 1819 Set a good example for your children.

### ► **Community Involvement**

Tip#: 1820 Learn about local gangs and their signs. Attend information meetings and read articles about gang activity.

Tip#: 1821 As a parent, sharpen your skills and use them. Many gang members report they joined a gang because the gang offered them support, caring and a sense of order -- all the things most parents try to give their kids. The more you can offer your children, the less need they will have for gangs.

Tip#: 1822 Learn about local gang and drug activity. Call your local police department for information. Arrange for a speaker to address parents and other groups about gang activity in your community.

Tip#: 1823 Besides speaking with the police, talk with other parents and people in the community about gang activity. You might ask

- your minister, priest or rabbi,
- a family counselor,
- a community association,

- your Neighborhood Watch Group or association,
- the school principal, or a school counselor,
- an athletic coach,
- the Boys and Girls Club,
- the YM or YWCA,
- scouting organizations,
- drug abuse prevention groups,
- agencies that serve youth, and
- community centers.

You can help instill pride in your children by making them proud to be a part of your community. Do what you can to make your neighborhood a safe place to live, work and play.

Tip#: 1824 Clean up the area. Replace broken street lights. Clean up parks. And, most important, remove graffiti. This tells gang members that the neighbors control the neighborhood and care about it. It also interferes with gang communications. Contact your police department to learn if you have a local anti-graffiti program.

Tip#: 1825 Stay visible. Criminals often avoid neighborhoods where people work and play in their yards, walk the dog, pick up litter, and make their presence felt.

Tip#: 1826 Report all crimes and the first sign of any gang activity. Call your local police department's emergency number for emergencies, crimes or gang activity in progress. To discuss an ongoing problem or growing problem, call your police department's non-emergency number. The police rely on your reports. Incomplete reporting slows down the police department's efforts.

Tip#: 1827 Get involved with young people.

- Volunteer your time through parks, schools, churches, and service

organizations for young people's activities.

- Provide youth with an alternative to hanging out and gang activity.
- Spend time with kids to teach values and to emphasize that adults care.

Tip#: 1828 Work with other parents. Talk with them about teen activities in the neighborhood. Organize neighborhood citizen patrols.

Tip#: 1829 Join local community groups so you can help develop community priorities and influence legislation. Contact your police department for more information.

## COLLEGES AND UNIVERSITIES

Now I'll discuss how to protect yourself when you're on a college or university campus.

College campuses are not free from crime. But whether you're a student -- or a member of the faculty or staff -- you can make your community safer by taking common sense precautions, being aware, and caring about others.

Most campus crimes are crimes of opportunity. If you can reduce or deny the opportunity, then you reduce or deny the potential for crime.

### ► General Safety

Tip#: 1830 Work for change concerning situations on your campus that might encourage crime, such as poor lighting in parking lots, shoddy locks in residence halls, and not enough emergency phones.

Tip#: 1831 Know the locations of building staff offices, phones, and other safe areas.

Tip#: 1832 Act out potentially dangerous situations with your friends and discuss how you would respond. For example, what would you do if you found a stranger in your

room? Or were threatened, either verbally or physically, at a bus stop?

Tip#: 1833 Work with university officials to offer courses to teachers on how to handle disagreements. Help school officials develop programs and classes to prevent violence.

Tip#: 1834 Ask campus police to start a course in victim survival to teach men and women what to do if they are assaulted.

### ► Living on Campus

For students, while you're on campus, your dorm is your home and community. Therefore, you should work hard to keep your room and building just as safe as you would your home and neighborhood.

Tip#: 1835 Establish a good relationship with your roommate so you can keep track of each other. Tell him or her where you'll be at what time, which route you walk and when he or she should start worrying if you don't return.

Tip#: 1836 Ask other students who live in your building to look out for each other on your dorm floor and in the building in general. People who look out for each other are generally safer than those who don't. Whether you live on or off campus, get to know your neighbors and watch out for each other's safety.

Tip#: 1837 Install an alarm in your dorm room.

Tip#: 1838 Keep curtains closed at night and when you're not completely dressed.

Tip#: 1839 Always hang onto your keys. Don't give anyone the opportunity to copy them.

Tip#: 1840 Report any broken windows or lights to maintenance and security staff.

- Tip#: 1841 Keep all doors and windows locked all the time, even when you're in the room. Use your deadbolt lock, especially when you're sleeping.
- Tip#: 1842 Remember that a locked door can provide a false sense of security, so follow other safety precautions as well.
- Tip#: 1843 Don't prop open outside doors or fire doors in your residence hall. These doors are locked for your safety. You might accidentally let in an attacker.
- Tip#: 1844 Make sure all students make a habit of locking entry doors and windows.
- Tip#: 1845 Never leave your door unlocked for a friend.
- Tip#: 1846 Use security devices on windows so a criminal cannot lift, slide or remove your windows. Some of these devices allow you to leave the window partway open for fresh air. Be especially careful on the ground floors. You can get these security devices from hardware stores and locksmiths.

### ► Access By Others

Follow these tips about letting someone into your room.

- Tip#: 1847 Use the peephole in the door to see who is outside your door.
- Tip#: 1848 When a stranger knocks, do not open the door or let him or her know you're alone. Make sure you know who is at the door before you decide whether to open it.
- Tip#: 1849 Check the identity of anyone wanting access to your residence for maintenance or repairs. Ask for identification. If you're in doubt, immediately call the agency involved for verification.

Tip#: 1850 Be extra careful about bringing friends you have just met into your room.

Tip#: 1851 Women, don't invite one or more men into your room if you're alone.

Tip#: 1852 Never lend or give your key to anyone.

Tip#: 1853 Immediately report suspicious persons or activity to the building staff or campus police.

### ► **Valuables**

Here's how to take care of your valuables.

Tip#: 1854 Don't bring valuables such as jewelry to campus. Leave them at home where they are safe.

Tip#: 1855 Keep as few credit cards as possible.

Tip#: 1856 Don't keep large sums of money in your dorm room.

Tip#: 1857 Don't leave valuables in open view. Keep cash and small valuables out of sight.

Tip#: 1858 Mark easily stolen items, such as TVs and stereos, with an identification number, such as your driver's license number. Ask the campus police department which number they prefer. If you use your driver's license number, be sure to also list your state.

Tip#: 1859 Keep a record of information that can identify your possessions, such as serial numbers, model numbers, and descriptions of valuables in your room. Also, photograph or videotape your valuables.

### ► **Taking Action**

- Tip#: 1860 If you see unusual activity or a crime in progress -- such as a burglary, assault, or vandalism -- report it to the campus or local police. Their primary responsibility is to protect you.
- Tip#: 1861 Ask campus police about special security procedures during holidays and vacations.
- Tip#: 1862 If you are a victim of a crime, call campus police immediately. They can help you protect yourself and your legal rights.
- Tip#: 1863 Even when you're inside a building, you must stay alert.
- Tip#: 1864 When working late, make sure your doors are locked.
- Tip#: 1865 Keep your purse, fanny pack or other valuables in a locked cabinet or drawer. Never leave them under a desk.
- Tip#: 1866 Don't use stairs in remote areas of a building unless you absolutely have to.
- Tip#: 1867 Do not hold the door open for strangers after normal business hours.

### ► Outside Precautions

- Tip#: 1868 When you're outside walking around campus, face reality. Bad things happen. College is not a protected environment, and dishonest individuals can always find victims.
- Tip#: 1869 Walk purposefully and look confident.
- Tip#: 1870 Watch where you're going and stay alert to your surroundings and all the people around you.

- Tip#: 1871 Don't go to isolated areas by yourself. If you must go to far-off corners of the library late at night, or to laboratories after class hours, make sure you work with a friend, let someone know where you are, and stay alert.
- Tip#: 1872 Don't take shortcuts through abandoned or wooded areas. Stay near street lights. Stay away from places that are dark or secluded, such as alleys, parks and parking lots.
- Tip#: 1873 Know the location of buildings where you could run and escape if you are attacked.
- Tip#: 1874 Dress sensibly. Make sure you can run fast in the clothes you wear. Clogs and high heels make a quick getaway difficult.
- Tip#: 1875 Whenever possible, walk with another person. Stay with other people outdoors and in buildings. Go out with a friend rather than alone, especially if you're headed for a late-night snack or study break. If you must walk on campus alone at night, call the escort service and ask for someone to accompany you.
- Tip#: 1876 Accept rides only from persons you know and trust. Never hitchhike or ride with a stranger.
- Tip#: 1877 If you are harassed from a car, walk quickly or run in the opposite direction to safety. If you're frightened, scream for help, and call campus security or the local police.
- Tip#: 1878 Know that your well-being is worth fighting for. Your survival depends on high self-esteem, your ability to fight and your knowledge of others' weaknesses and vulnerable spots. Don't be afraid. Get angry. Then you can protect yourself.
- Tip#: 1879 Immediately report all suspicious activity to the police.
- Tip#: 1880 Don't flash expensive jewelry.

Tip#: 1881 Protect your valuables. Hold your purse or briefcase tightly, close to your body. Don't carry a purse or backpack hanging from your shoulder. Put your wallet in a front pocket, which is safer than a back pocket.

Tip#: 1882 Carry only small amounts of cash.

Tip#: 1883 Carry your residence hall key or access card at all times, and do not lend them to anyone.

Tip#: 1884 Never leave valuables lying around. These include your wallet, purse, fannypack, backpack, books, calculator or laptop computer.

### ► Driving On Campus

Tip#: 1885 When driving on campus, practice the same habits you would on the open road. Remember, it's much easier to prevent a crime than it is to recover from a crime.

Tip#: 1886 Always keep your car's gas tank at least half full.

Tip#: 1887 Never put your name, address, or phone number on your key ring.

Tip#: 1888 Keep car keys separate from other keys.

Tip#: 1889 Never pick up hitchhikers.

Tip#: 1890 Never drive after you have been drinking.

Tip#: 1891 Know the locations of emergency and public telephones, and always keep change in your pocket for a phone call.

Tip#: 1892 If your car breaks down in an isolated area, raise the hood, stay inside the car, and keep your doors locked and windows up. If someone stops to help you, ask them

to call the police. If you feel threatened, sound your horn continuously.

Tip#: 1893 Take advantage of campus auto theft prevention programs.

Tip#: 1894 Park in well-lighted areas and try not to walk alone in parking areas at night.

Tip#: 1895 Store valuables out of sight and lock them in the trunk when the car is parked.

Tip#: 1896 Lock all doors and close all windows when leaving your car, whether for a few minutes or several hours. Set the car alarm, if you have one.

Tip#: 1897 Remove your cell phone and antenna when you leave your car.

Tip#: 1898 Take your car keys with you. Never leave your keys in your car.

Tip#: 1899 When you come back to your car, have your keys or door opener ready to open the door.

Tip#: 1900 Look inside the car for an attacker before you get in. Make sure you check both the front and back seats. If no one's in the car, open the door, get in quickly, lock the door and start your engine. This way you can drive off if someone is following you.

If you ride a bicycle on campus, please listen to our section on bicycle safety under the general heading of vehicle safety.

This concludes this section.

# SECTION 6: TRAVEL AND VACATION SECURITY

## INTRODUCTION

What is a burglar's favorite month? August, because so many people are on vacation. Thieves often cruise neighborhoods looking for empty garages, uncollected newspapers and mail. These things tell them that no one is home.

Travel and vacation security include not only protecting yourself and your family during your travels, but also making sure your home is protected while you're away.

## PREVENTIVE MEASURES

Here's how to reduce the risk that your home will become a target.

- Tip#: 1901 Have a trusted friend or relative live in your home while you're on vacation. The best protection when you're out of town is a house sitter. The fact that your home is occupied discourages most burglars.
- Tip#: 1902 If you can't get a house sitter, ask neighbors to park their cars in your driveway and occasionally move them around so the house appears occupied.
- Tip#: 1903 Ask a neighbor to use your garbage cans because an empty can is a sign that you're away. Or hide garbage cans out of sight in the garage or a storage shed. Some trash collectors work for burglars and tell them when a house is not occupied.
- Tip#: 1904 Ask a neighbor or trusted friend to reset your timer-controlled lights every few days so they come on and turn off at different times while you're gone. Some automatic timers do this for you. Make sure your neighbor knows how to work

your outdoor security lighting system.

Tip#: 1905 Make copies of your passport and tickets. Give one copy to someone you trust. Carry the other copies with you.

Tip#: 1906 Leave your trip plans and an emergency phone number with trusted neighbors or friends. In case of a break-in, your neighbor should know where you are on your trip and how to reach you and your insurance agent.

Also, your neighbor should give this information to the police when reporting a possible burglary.

Tip#: 1907 If you will be gone for more than a few days, arrange for a trusted neighbor or friend to check the inside of your home, to make sure nothing has been disturbed. Ask the neighbor or friend to regularly check your home, inside and out, for anything unusual.

Tip#: 1908 If it snows while you're gone, ask someone to leave tracks in the snow going to and from your door to make your house look occupied.

Tip#: 1909 Do not leave notes for other people about where you're going or your travel arrangements. This advertises that you won't be home. Instead, give them instructions by phone or in person before you leave.

Tip#: 1910 While you're away, make sure your home looks occupied. Have someone mow your lawn, rake your leaves, and maintain your yard. In winter, also ask them to shovel the snow off your walkway.

Tip#: 1911 Don't forget to notify police that you'll be gone. Tell them where you can be reached and the length of time you'll be gone so they can drive by and check your home. Many police departments offer a dark-house or vacation-watch service.

## ► Services and Deliveries

Now, here's information about businesses and people who perform services for you.

Tip#: 1912 Either stop all deliveries -- or have someone pick up deliveries every day. Here's an example: If you call the newspaper and ask them to stop delivering the paper until you return from vacation, then strangers know you'll be out of town. Instead, you're safer to cancel the paper and start a new subscription when you return.

Likewise, if you ask the post office to hold your mail, everyone at the post office will know you're on vacation. Instead, ask a trusted neighbor to pick up circulars -- and to collect and hold your mail. If you'll be gone for an extended period, your neighbor can forward your mail to you.

Tip#: 1913 Ask a friend or neighbor to pick up laundry or dry cleaning. Or ask the cleaners to keep your laundry and dry cleaning until you return. Don't have them deliver the clothing.

## LUGGAGE AND CARRY-ONS

What should you take with you? Here is general advice about luggage:

Tip#: 1914 Keep a list of the contents of your luggage separate from your luggage and carry-on items. This list could help identify your bags or file an insurance claim if they are lost.

Tip#: 1915 Travel lightly. The less you have with you, the less you can lose.

Tip#: 1916 Use a bag you can carry on the plane. The bag you carry with you won't get lost as easily as other luggage.

Tip#: 1917 Use hard-construction suitcases so they can't be cut open. In addition, suitcases

should have solid, secured handles and good locks.

Tip#: 1918 Know which suitcases thieves like to steal. Your luggage attracts attention if it looks expensive, has stickers from fancy hotels, or has your title on a business card.

Tip#: 1919 Keep important papers in your carry-on luggage. Make sure you pack

- names and phone numbers of people to contact in an emergency,
- a valid copy of your birth certificate in case you're traveling overseas and need to replace your passport, and
- the policy number card of your health insurance agency.

Tip#: 1920 Control all your bags and personal items at all times.

Tip#: 1921 Do not accept items to carry onboard a flight from anyone you don't know.

Tip#: 1922 If you see any suitcases, backpacks or packages unattended in the airport or on an aircraft, report them to the airline or security personnel.

Tip#: 1923 Buy a wallet that hangs around your neck so you don't keep your money in your hip pocket. They work well for carrying cash, passports, medication and important documents. You can usually get them at a luggage store.

Tip#: 1924 Pack an extra flashlight in your suitcase as a backup in case the power goes out in your motel room.

Tip#: 1925 If you're packing hobby tools that include scissors or a knife, put them in your checked luggage so they won't be removed from your carry-on bags at a security check-point.

Tip#: 1926 Do not pack anything that is battery powered and either ticks or vibrates, such as an electric toothbrush. If it turns on during luggage handling, security personnel

may think it's a bomb.

Tip#: 1927 Do not pack valuables, especially fragile items, in luggage that you check. Thieves watch for baggage marked Fragile.

### ► Personal Information

Pay close attention to the information you put on luggage tags. They can reveal too much.

Tip#: 1928 Use only your initials and your business address. Don't include your company name -- and don't use your business card. You don't want thieves to know your executive status or the address of your empty home.

Tip#: 1929 Place tags on the outside and inside of your luggage. If you and your bags are separated, airport and ground transportation employees will be better able to recover and forward them to you.

Tip#: 1930 Use baggage tags that must be unsnapped to be read.

Tip#: 1931 Remove old airline destination tags that might confuse baggage handlers.

Tip#: 1932 You may be tempted to tell others of your exciting travel plans, but don't talk about your trip with anyone other than trusted friends.

Tip#: 1933 Never discuss your travel plans in public or with strangers.

Tip#: 1934 When you can choose among different airports or airlines, ask your travel agent about the airports' or airlines' safety records.

Tip#: 1935 Arrange for non-stop flights when possible because the time of take-off and landing are the most dangerous times of a flight.

Tip#: 1936 Don't give information about your vacation to your local newspapers. You can tell them about it when you return. Some burglars watch for newspaper articles about people who are planning to travel.

Tip#: 1937 Ask neighbors not to tell strangers such as salespeople or service personnel that you'll be gone.

## WHILE YOU'RE AWAY

### ► Protecting Your Home

Here's how to make your home look lived-in.

Tip#: 1938 Don't close blinds, pull shades down, or do other things that advertise that your home is empty. Leave them in the normal position. Don't close them unless that's what you do when you're at home.

Tip#: 1939 Put a sign on your door that says "Day Sleeper" or "Beware of Dog." You can buy them at a hardware store.

Tip#: 1940 Use timers for radios. Often, noise inside the home discourages burglars.

Tip#: 1941 Do not leave your porch light on. An outside light left on during the day tells a burglar no one is home to turn it off.

Tip#: 1942 Don't have your telephone temporarily disconnected. The "temporary disconnect" message is a dead giveaway that you're gone.

Tip#: 1943 If your phone has a modular jack, disconnect the phone line from the wall -- or from the phone -- so the phone won't ring. If you have an older phone that is wired into the wall, then turn the bell or ringer to "low." A loud, constantly

ringing, unanswered phone is a sure sign no one is home.

Tip#: 1944 Buy a telephone answering machine that allows you to check your messages while you're away.

Tip#: 1945 On your outgoing message, don't tell anyone that you're out of town.

Tip#: 1946 Never leave a message on someone else's answering machine saying that you will be away from home. You don't know who may be listening when the other person plays the message back.

Tip#: 1947 Forward your calls to a friend's home so callers won't know that you're not at home. Burglars often call first to check to see if someone answers. If not, they try to break into the home.

Tip#: 1948 Engrave your valuables with an identification number (such as your driver's license number) and the state where you live. This helps prevent theft if the burglars see that you have engraved your valuables. And if they steal them anyway, the identification number will help get them back to you if they are recovered.

Tip#: 1949 Keep a list of your small appliances and valuables, including serial numbers and other identifying characteristics.

## ► **Outdoors**

Here are steps you can take to secure your property outside your home.

Tip#: 1950 Lock storage sheds, entrances to your attic, and gates.

Tip#: 1951 Put things away. A burglar can easily steal anything you leave outside. Lock up your power mowers, hoses, lawn chairs, bicycles and other things in your yard.

- Tip#: 1952 Unplug the automatic door opener when you go on vacation. This helps prevent the garage door being opened by an intruder.
- Tip#: 1953 Scatter a few cheap toys in the front yard so burglars won't think you have anything worth stealing.
- Tip#: 1954 Park a car outside. If you have a second car, leave it in the driveway while you're away. This not only creates the appearance that your home is occupied, but it also keeps burglars from backing a van into your driveway and filling it with your possessions.
- Tip#: 1955 Never leave your house key hidden under a doormat, in a flower pot, or on the ledge over the door when you're gone. Burglars know exactly where to look.

## TRIP PLANNING

Spontaneous trips may be fun, but if you don't plan carefully, you might expose yourself and your family to crime. Here are steps you can take to protect your family.

- Tip#: 1956 Think in advance about problems you might encounter. Take into account things such as bad weather, no places to stay, exhaustion, and the lack of food or fuel. Then plan accordingly.
- Tip#: 1957 Make sure you have enough money with you, either cash, travelers checks or credit cards. Check your remaining credit limit on all credit cards. People have - been arrested in some countries for going over their credit limits.
- Tip#: 1958 Take with you the telephone numbers of your credit card companies in case your cards are lost or stolen.
- Tip#: 1959 Take a good road atlas or ask your travel club's routing service to plan your trip. Getting lost may be fun, but if you don't have a road map, you might wind up in a

dangerous area.

Tip#: 1960 Avoid unfamiliar shortcuts. When you aren't familiar with the streets, you could easily find yourself in a bad neighborhood. If you decide to leave the interstate highway, make sure you follow established roadways, such as a scenic route.

Tip#: 1961 Join an automobile club. In addition to roadside service, you can get trip planning, maps, travel guides, travelers' checks and other services. Some clubs also allow you to cash personal checks.

## HOTELS AND MOTELS

Where do thieves steal most travelers' possessions? In hotel and motel rooms.

What do thieves take? First, money. Purses and wallets account for nearly one-third of all hotel and motel burglaries. Second is clothing, followed by jewelry, cameras, luggage and passports.

Wise travelers know that hotel security begins before they leave home. Here's how to help ensure that you have a safe, crime-free trip:

### ► Security

Tip#: 1962 Before you leave home, call the hotel and ask about security. Usually the larger hotels have better security. Consider the following before you decide where to stay:

- What kind of hallways do the rooms open onto? You don't want your room on a hallway that opens onto a balcony passageway, a parking area, or a pool area, because strangers can see you coming and going from your room.
- How safe is the hotel parking area? Valet parking is safest. Next is a well-lighted, fenced, guarded parking area alongside the hotel. The least safe -- the places you are more likely to be attacked -- are in an underground or high-rise

parking garage. Also ask if the hotel offers an escort service you can call when you want someone to walk with you to your car.

- How safe are the hotel rooms? The safest rooms are those that operate with an electronic key system, have a dead bolt lock or security bar on the door, and have a peephole in the door so you can look into the hallway when the door is closed.
- Does a hotel employee stay at the front desk around the clock? Someone should be available to handle emergencies and to keep a watchful eye on the front doors. All other doors should be locked at night.
- Does the hotel pay attention to landscaping, cleanliness and outside lighting? This usually shows the hotel's attitude toward security.
- Look for features that can help make your hotel stay safe. These include smoke detectors -- bars on sliding glass doors -- secure windows -- good lighting systems -- short, well-lit corridors -- dead bolt locks -- latches and chains -- side or rear doors that allow exit, but not entry without a key -- and a room telephone with a complete list of emergency numbers.

Also, ask about whether the hotel has keycards that they reprogram for each new guest -- or metal keys without numbers on them. Consider that small hotels may be safer than large hotels because they have fewer guests to keep track of -- and fewer entrances to protect.

**Tip#: 1963** If the hotel will let you, reserve your room and register under the names of two people, such as John and Mary Smith -- even if Mary is staying by herself. Or, another option is to register using only your first initial and last name. The problem is, attackers often know that a single initial and last name probably mean the occupant is a woman. Women should never register using Mrs., Miss or Ms.

**Tip#: 1964** Request a safe hotel room that is not on the ground floor. Rooms on the first floor are extremely exposed, while those near elevators or places where people gather provide safety in numbers. Ask for a room between the 2<sup>nd</sup> and 7<sup>th</sup> floors above

ground level so it won't be easy for anyone to get into your room from the outside, yet your room is low enough for fire equipment to reach you in an emergency. You might also consider asking for a floor that has a concierge or staff member who is available to help with guests' needs and safety.

Tip#: 1965 When you arrive at the hotel and see the room, remember that you can always cancel your reservation if you are not comfortable with the hotel's security.

## COMPUTERS

More and more people now travel with their computers. Because of the value and cost of high tech equipment, you are wise to take extra steps to ensure that you arrive home with your equipment in tact.

Tip#: 1966 Back up the information you are taking with you AND the information on your hard drive at home. This way, if either your home computer or your laptop is stolen, you'll have a recent and complete backup.

Tip#: 1967 Take extra floppies with you to back up work you do on the road.

Tip#: 1968 Make sure your laptop warranty is current. Your computer could be damaged if a criminal tries to steal it. Take a copy of the warranty with you on your trip because it could help repairs go more smoothly.

Tip#: 1969 Write down your computer's serial number -- and carry it with you at all times -- so you can easily identify your computer in case of theft.

Tip#: 1970 Make sure you engrave your state of residence and an identification number on your laptop.

Tip#: 1971 Tape one of your business cards inside the laptop so you can more easily identify it later.

- Tip#: 1972 Buy a security cable so you can lock your computer to a table or desk.
- Tip#: 1973 Pack your computer in something that does not look like a computer carrying case. Make sure you pad it well, especially on the side facing the screen.
- Tip#: 1974 Rather than taking your computer with you, consider using a local secretarial service. Also, consider making reservations at a hotel that offers a business center, where you can use their fax machines, copiers and printers.
- Tip#: 1975 If you travel by airplane, carry your laptop with you. Most airlines allow one carry-on bag, such as a laptop -- and a personal carry-on, such as a purse or brief case. Also, try to get a seat at the back of the plane if your airline boards rear seats first. This helps ensure that you have plenty of room for your carry-on luggage.
- Tip#: 1976 If you don't have a way to back up your work, e-mail copies of your files to yourself back at the office. Consider e-mailing every file twice. The first will be a personal file you can continue to use and edit. The second one should not be touched until you return home.
- Tip#: 1977 If your computer contains sensitive or proprietary information, encrypt it or use a password for protection. Make sure these functions work before you begin your trip.
- Tip#: 1978 Buy and install software that is designed to catch the thief who steals your computer. For example, one program turns off the modem's speaker and dials a toll-free number once a week. If your computer has been stolen, the police will be notified with a line trace several seconds later.
- Tip#: 1979 Install a motion-sensitive alarm on the computer. This way, if someone tries to run off with your computer, the alarm sends out an ear-piercing noise.

## ON THE ROAD

### ► Vehicle Safety

For safety when you're on the road, you must know that your vehicle is in good shape and well serviced.

Tip#: 1980 At regular intervals, check the oil, water, antifreeze, battery, brake fluid, transmission fluid, power steering fluid, belts, hoses and tires.

Tip#: 1981 For added safety, keep these items in the car: oil, water, antifreeze, brake fluid, transmission fluid, jumper cables, water hoses, fuses, a spare tire, and wrenches for quick repairs.

Tip#: 1982 Make sure your car is in good repair. Women whose cars have broken down along the road are easy targets for attackers.

Tip#: 1983 Install on your vehicle a locking gas cap.

Tip#: 1984 Periodically check your license plates, to make sure they are correct and attached properly.

Tip#: 1985 Mark your car radio, CD player and other removable car equipment with an identification number.

### ► Precautions

Tip#: 1986 When packing your car to leave, load your car inside the attached garage so you don't advertise to onlookers that you're leaving.

Tip#: 1987 Never pack your car, camper or trailer the night before you leave if you have to

leave it in your driveway overnight. A loaded car or trailer is tempting to thieves. Plus, it advertises that you'll be away.

Tip#: 1988 In addition to keeping your car in good condition, stay alert to your surroundings. Whether you're in the city -- or cruising the open road -- you can still travel safely. Just stay alert and exercise the precautions you would use at home. This will help you relax -- and appreciate the places you're visiting.

Tip#: 1989 Do not let people see that you're a visitor. Put your maps, travel brochures and valuables out of sight, either in your car's glove compartment or trunk.

Tip#: 1990 Don't ask strangers on the street for directions. Instead, ask service providers, hotel desk staff, telephone or power company employees, or police officers.

Tip#: 1991 If you need to use the phone, look around and above you before entering your phone card number. Thieves use video cameras and binoculars to read numbers. Place your hand over the keypad or use the magnetic card swipe.

Tip#: 1992 Plan your route carefully. Use maps to help you travel on main roads, when possible.

Tip#: 1993 Always try to learn your street location or address before you place a call for emergency assistance.

Tip#: 1994 Don't drive late at night, especially in unfamiliar areas.

Tip#: 1995 If you have a cell phone, take it with you in your car. They come in handy if you're stranded or threatened on the road. The cost of a cell phone is lower than ever before.

Tip#: 1996 If you don't have a cell phone, rent a car that has a cell phone. Some rental companies provide them for little or no fee, charging you only for the calls you

make. Check with car rental companies about rates per minute, charges for emergency calls, daily phone rental fees, per day minute minimums or maximums, the cost to replace the phone if you lose it, and whether the telephone is portable or built-in.

Tip#: 1997 When you reach your destination, call yourself from another telephone number to make sure your cell phone works.

### ► Public Transportation

Driving a rental car -- and driving in a big city -- both make you an easy target for carjackers. Here's how can you avoid becoming a victim.

Tip#: 1998 In strange cities, consider using public transportation and taxis. The driver can find locations and avoid bad neighborhoods more easily than you can. When leaving a taxi cab, ask the driver to wait until you get inside.

Tip#: 1999 If you must rent a car, cover the car rental agency's name or logo with a piece of masking tape. Many carjackers target rental vehicles because they are often driven by tourists who may be carrying large amounts of money. What's more, carjackers also believe that if they are caught, tourists will not return from their home state to testify against them in court.

Tip#: 2000 When possible, rent a car with a built-in Global Positioning System and electronic mapping computer. You simply key in where you're going, and the system will show you and verbally tell you the best directions.

### ► Restaurants

Now I'll discuss how to minimize your risk of crime in restaurants.

Tip#: 2001 When you check your coat in an unattended checkroom, turn a sleeve inside out

or put the hook of the hanger through the clothes hanging strap. This will keep someone from picking it up by mistake.

Tip#: 2002 Never leave your keys in an outer coat pocket.

Tip#: 2003 Keep your purse on your lap, NOT on the floor or hanging over your chair.

Tip#: 2004 Drink only in safe settings. Alcohol reduces your alertness, impairs your judgment, and makes you an easier target for criminals.

### ► Air Travel

Tip#: 2005 If you're traveling by airplane, don't leave your car at the airport. Instead, take public transportation, a cab or airport limousine, or have someone drop you off. Then you can reserve a car for your return.

Leaving your car in an airport parking lot is risky. First, it may be physically unsafe for you. Second, a criminal could vandalize your car or steal it while you're out of town. That can be a problem in the middle of the night, especially if you're in a remote lot and have to wait by yourself for police officers to come and take a report. Third, if you will be gone several days, the thieves could have a head start of several days, before you return and realize your car has been stolen.

If you want to drive your own car, then park in a public, off-airport lot. Their van drivers will carry your luggage and drive you to the airport curbside check-in. Plus they will pick you up when you return. Off-airport lots are usually well protected with high fences, strong gates and lights. The cashier is there 24 hours a day. Plus, van drivers travel through the lot many times each hour.

Tip#: 2006 When you board the plane, put carry-on luggage directly under your seat or over your head in the compartment. If you put your bags near an exit so you won't have to carry them so far, you may discover they are gone when you go to pick

them up. Keep your bags as close to you as possible, preferably where you can see them.

- Tip#: 2007 Claim your luggage immediately when you land. Baggage thieves wait around carousels to see which bags are not claimed right away. The longer you wait, the more likely the airline will say they are not responsible for your luggage.
- Tip#: 2008 If you see someone take your suitcase -- or think a person might be taking it -- loudly say, "Excuse me, you have my bag." Of course, you might be mistaken. But a thief will probably drop the bag and run.
- Tip#: 2009 If your luggage is missing, report the loss immediately to police. Then save the police report number, which you'll need for the insurance claim.
- Tip#: 2010 Always watch your luggage. When standing in a line or crowd at the airport, if you see an argument or disturbance, immediately check your luggage. The commotion may be a trick to distract you while someone else steals your luggage.
- Tip#: 2011 On escalators, keep your luggage in front of you. Crooks love to work crowds around escalators. Don't take your eyes off your luggage.
- Tip#: 2012 If you check your luggage at the curb, watch your bags until they go into the terminal. After you check your bags, the skycap puts them on a luggage cart with other bags. Then he turns away and helps other passengers. If you don't watch your luggage, a thief could steal your bags off the cart and you'd never know it.
- Tip#: 2013 If you check your luggage at the ticket counter, keep your bags directly in front of you. Crooks working together often create a distraction, such as cutting in line, while another one steals your bags. Don't get distracted. Keep your bags in sight at all times.
- Tip#: 2014 Make sure the correct destination tags are put on your luggage. Don't hesitate to

ask the baggage clerk to explain the airport codes.

- Tip#: 2015 If you must leave your luggage unattended when you go to the restroom -- or while you wait for a ride -- lock it with a bicycle chain and padlock to a post, bench, or under the sink in the restroom. Never ask a stranger to watch it for you.
- Tip#: 2016 In the women's restroom at the airport, hang your purse around your neck or keep it on the floor securely between your feet. Thieves can easily reach over and grab your purse off the hook on the back of the stall door. Or they can grab it off the floor beside the toilet from inside the next stall.
- Tip#: 2017 When you place your bags on the conveyor belt at the airport screening stations, watch your bags as closely as possible until you've picked them up again. Someone may reverse the belt, or someone may jump in front of you after you place your luggage on the belt.

## ► Sightseeing

Sightseeing trips can be fun -- and dangerous, if you don't plan in advance. Invest the time necessary to plan your trips and you'll become more aware of dangerous activities and areas.

- Tip#: 2018 Plan your route in advance. Planning reduces your chance of becoming the victim of a crime. Ask the concierge or someone at the front desk how to get to the attractions you want to visit. Or look at maps indoors before you leave your hotel room.
- Tip#: 2019 Select sightseeing companies and tour guides carefully. Make sure they're licensed and reliable. Ask the hotel staff for recommendations.
- Tip#: 2020 Before you leave, locate places on your route where you can go for help.
- Tip#: 2021 Plan your transportation so you won't be stranded without a ride.

Here are general tips on sightseeing. First: How to handle money and valuables.

Tip#: 2022 Make copies of your passport and other important documents.

Tip#: 2023 Keep a record of your traveler's check numbers and keep those numbers in a safe place.

Tip#: 2024 On sightseeing trips, take along the telephone numbers to call in case your checks, travelers checks or credit cards are lost or stolen. If they are lost or stolen, call the numbers and notify the police at once.

Tip#: 2025 Never carry large amounts of cash. Instead, use traveler's checks, credit cards and debit cards.

Tip#: 2026 Be careful and alert when cashing traveler's checks or using a cash machine. Never let anyone see how much money you have in your wallet or where you keep your money.

Tip#: 2027 Always carry your purse, wallet or checkbook with you.

Tip#: 2028 Don't wear an expensive watch and jewelry when you're sightseeing. If you must wear your watch or jewelry, wear it inside your clothing.

Tip#: 2029 Do not carry your passport with you because it will be hard to replace if you lose it. Put your passport in the hotel's safe deposit box.

Tip#: 2030 If you're driving while sightseeing, do not leave valuables lying on the seat next to you. Store them out of sight. Pack luggage and other valuables in the trunk. Your out-of-state license plates are a dead giveaway that your car is full of everything from clothes to cameras.

Tip#: 2031 When sightseeing or shopping on foot, travel with another person or a group,

particularly at night. You greatly reduce your chances of being attacked if you walk with another person. Always stay with your group when visiting unfamiliar parts of the city. Sticking together promotes safety on the street.

Tip#: 2032 If you're lost, try not to look lost. If you stop and look at addresses, stare at street signs, or start fumbling with a map, you may become a target for crime. If you do get lost, find an open business and ask for directions. The key is to always know where you are, or at least look as if you do.

Looking at maps and guidebooks on the street shows that you are an outsider. Try to be discreet by ducking into a store or restaurant when using maps. When you appear lost, wear novelty clothes, gawk at attractions, carry your camera around your neck, and show off cash or jewelry, you label yourself as a tourist. This increases the chances that you'll get mugged because criminals know out-of-towners are easy prey.

Tip#: 2033 Avoid deserted streets, alleys, parking lots and areas with unsafe reputations. Ask the hotel clerk to point out the parts of town you should avoid.

Tip#: 2034 Don't volunteer personal information to people you do not know well, even fellow travelers. Stay alert for strangers who ask a lot of questions about you and your vacation plans.

Tip#: 2035 When sightseeing or socializing, do not give out the room number of your hotel or motel.

Tip#: 2036 Don't leave your hotel key lying around in public, such as on a table in a restaurant or at the swimming pool. Your hotel key labels you as a tourist and an easy mark for criminals. Plus, one burglar can create a distraction while a second burglar walks by your table and steals your key. Then the burglars clean out your hotel room before you realize your key is missing.

- Tip#: 2037 If you go out in public after a conference session, remove your name badge.
- Tip#: 2038 Learn how to avoid pickpockets. Listen to our section on pickpockets under the heading of personal safety.
- Tip#: 2039 Never let your guard down while traveling, especially overseas. Criminals use methods you would never dream of. For example, in Europe, children carry big sheets of cardboard to jostle you, distract you and provide cover while their friends pick your pockets. At South American beaches, thieves kick sand in your face while they steal your valuables. And in many countries, thieves ride motorbikes along side you and snatch your purse.

## HOTEL SAFETY

Follow this advice when you arrive at and leave your hotel.

- Tip#: 2040 Lock your car when checking in and out. Automobile break-ins often occur while you're in the hotel lobby, when your car contains all your possessions.
- Tip#: 2041 Closely watch your luggage when checking in and out.
- Tip#: 2042 Ask about the hotel's policy on key control. If you don't think the hotel keeps tight enough control over keys or key cards, stay at a different hotel.
- Tip#: 2043 Ask to see the hotel identification badge. Remember it so when someone comes to your room, you can check their ID.
- Tip#: 2044 Pay attention to all safety notices the hotel posts. They could alert you to past problems.
- Tip#: 2045 Request a safe deposit box for your valuables. They are usually free to guests.

- Tip#: 2046 Ask the clerk not to repeat your room number out loud, including when he calls the bellman. Instead, ask the clerk to write down your room number and hand you the piece of paper. If anyone says your room number out loud, ask for a different room.
- Tip#: 2047 Always leave the idea with the desk clerk that you are expecting someone soon.
- Tip#: 2048 When checking in, ask the bellman to escort you to your room and inspect it.
- Tip#: 2049 When you first enter your room, observe your surroundings and close the door behind you.
- Tip#: 2050 While the bellman is unloading your luggage, check to make sure no one is hiding in your room.
- Tip#: 2051 If your room has a door to a connecting room, make sure it's locked, and check the windows and sliding doors, even in a high-rise building.
- Tip#: 2052 If the door doesn't close securely, jam a doorstop underneath it after you've closed it. Call the front desk and ask them to repair it immediately. Heavy carpeting can keep the door to your room from swinging and locking shut.
- Tip#: 2053 Make sure the telephone in your room works. Read the telephone instructions about how to call for help in an emergency and how to call the operator, manager, security, or 9-1-1. Keep important emergency numbers by the phone.
- Tip#: 2054 Unpack and arrange your belongings so when you return to your room, you'll know if anything is missing. Place your belongings in the closet and dresser. Sweep all the hotel advertising into a drawer so when you leave you'll know that everything on the desk and dresser is yours.
- Tip#: 2055 Determine the most direct route to and from your room, the fire escapes,

elevators and nearest phone.

- Tip#: 2056 Once you have settled in, tell the front desk manager about any unusual occurrences. This includes people hanging around your room or repeated wrong-number calls. Burglars may be trying to learn which guests are not in their rooms. Remember, the only way to stop crime is to get involved in crime prevention.
- Tip#: 2057 Report any lost or stolen items to the hotel management and the police.
- Tip#: 2058 Ask to see identification before allowing anyone claiming to be a hotel employee into your room. If you aren't sure the person works at the hotel, call the front desk. If room service knocks, and if you did not order room service, do not open the door. Verify all requests for entry into your room with the front desk. Here's a common scam: Someone claiming to be from the maintenance department calls and says a repair person is coming up to check your bathroom because there's water leaking into the room below yours. Once you open the door, you're an easy target for crime.
- Tip#: 2059 Do not bring unregistered guests into your hotel room unless they are family, close friends or business associates. Do not allow new acquaintances or someone you've just met into your room.
- Tip#: 2060 Do not leave valuables in plain view, especially when you have visitors coming into your room, such as during meetings. Always -- always -- take your keys with you. Also take valuables with you or place them in a sealed envelope in the hotel's safe. Always leave furs and gems in the hotel's safe. For maximum safety, assume your room is always unlocked, because service people may forget to lock it.
- Tip#: 2061 Don't leave the door to your room open for any length of time. Do not leave the door standing open while you run down the hall for ice or a cold drink. Do not sit in the room with the door propped open.

- Tip#: 2062 Make safe arrangements for the delivery of anything you order. If you want to have something delivered to your room, ask the delivery person to slip the bill under your door so you can verify the order before you open the door. Or, you can meet and pay the delivery person in the lobby. This way he never learns your room number.
- Tip#: 2063 If you have collected convention literature and brochures, mail them to your home. Likewise, if you have too many articles to carry, mail them to your home so you won't be weighted down with heavy luggage on your return trip.
- Tip#: 2064 When you go to bed, prop a chair against the door with the back under the doorknob. This helps prevent anyone from entering your room -- and, if they do get in, the chair will make noise.

### ► **Avoiding Theft**

When you leave your hotel or motel room, follow these tips:

- Tip#: 2065 Lock any electrical appliances, such as blow dryers and electric shavers, in your luggage.
- Tip#: 2066 Lock your suitcases so a burglar cannot use them to carry your property out of the room.
- Tip#: 2067 Turn on a light -- and the radio or television -- before you leave.
- Tip#: 2068 Put the "Do Not Disturb" sign on the door if the maid has already cleaned your room.
- Tip#: 2069 Don't put out a sign requesting maid service because this usually means you are gone. Instead, ask for maid service at the front desk.

Tip#: 2070 When you leave, do not tell the desk clerk and do not leave your keys at the front desk.

Tip#: 2071 Keep your room number private. Do not sign restaurant or bar checks with your room number.

Tip#: 2072 Make your room a fortress by taking special care with locks and keys.

Tip#: 2073 Find out how your door lock works and make sure it works properly. Hotel burglars sometimes block the door's locking device with tape. Also, the door may have shifted -- or it may be broken due to constant use -- which may allow easy access. Call the maintenance staff immediately to report broken door locks or hardware. If they can't fix it right away, ask for another room.

Tip#: 2074 Keep track of all room keys. If you lose a key, ask for a different room or ask for someone to change the locks.

Tip#: 2075 Always use all backup locking devices on the doors and windows.

Tip#: 2076 When you return to your room, make sure you have your room key in your hand, ready to unlock the door. Don't give a criminal a few extra seconds to walk up behind you while you're fumbling in your pocket or purse.

Tip#: 2077 Return your key to the front desk when you check out. If you leave it in your room, someone could go into your room and copy it.

## ► Personal Protection

At night, take extra effort to protect yourself.

Tip#: 2078 Look around carefully before you enter a parking lot.

- Tip#: 2079 Park in a well-lit area as close to the hotel entrance as possible.
- Tip#: 2080 Make sure that the person asking for your car keys is really the hotel valet.
- Tip#: 2081 When you return to your hotel room late at night, use the hotel's main entrance. Don't enter through remote corners, such as meeting or workout rooms. You never know when an attacker might be waiting for his next victim.

## CAMPING AND RECREATIONAL VEHICLES

Next, I'll discuss camping and recreational vehicles.

- Tip#: 2082 Get the best door and window locks possible for your vehicle.
- Tip#: 2083 Inside the vehicle, permanently install a small security chest or safe.
- Tip#: 2084 Paint a name on your recreational vehicle in large letters, so you can recognize it quickly. Also, for added security, paint a large identification number or letter combination on the roof so it can be identified from the air.
- Tip#: 2085 Do not keep the vehicle packed and ready to go when it's at your home, even if it's only for overnight. A vehicle that is packed and ready to go can be a big temptation for a car thief.
- Tip#: 2086 Keep the vehicle's registration and any other identifying information in your wallet or purse, not in the vehicle.

Now a few tips about parking your recreational vehicle.

- Tip#: 2087 If you're building a new home, add a garage for your vehicle for added security against theft or vandalism.

Tip#: 2088 Don't park along isolated roads. Instead, for added security, park near other recreational vehicles.

Tip#: 2089 Keep valuables in compartments, out of sight.

Tip#: 2090 When parked, keep the curtains closed.

Tip#: 2091 Do not stroll off the campsite and leave your vehicle unlocked.

Tip#: 2092 When possible, chain your recreational vehicle to a tree.

As you can see, the best advice for travelers is to stay alert. Don't be so apprehensive that you can't enjoy your trip. Advanced planning and constant awareness go a long way toward preventing a disaster and ensuring that you enjoy a wonderful trip. Have fun!

## TRAVELING ABROAD

Now, I'll discuss how to enjoy a safe trip when you travel in a foreign country.

### ► What To Take

First, I'll explain how to decide what to take:

Tip#: 2093 To avoid being a target, dress conservatively. A flashy wardrobe or one that is too casual can mark you as a tourist. As much as possible, avoid the appearance of affluence.

Tip#: 2094 Always try to travel light. If you do, you can move more quickly and will be more likely to have a free hand. You will also be less tired and less likely to set your luggage down, leaving it unattended.

Tip#: 2095 Carry the minimum amount of valuables necessary for your trip and plan a place or

places to conceal them. Your passport, cash and credit cards are most secure when locked in a hotel safe. When you have to carry them on your person, you may wish to conceal them in several places rather than putting them all in one wallet or pouch.

Tip#: 2096 Avoid hand bags, fanny packs and outside pockets which are easy targets for thieves. Inside pockets and a sturdy shoulder bag with the strap worn across your chest are safer. One of the safest places to carry valuables is in a pouch or money belt worn under your clothing.

Tip#: 2097 If you wear glasses or contact lenses, pack an extra pair. Bring them and any medicines you need in your carry-on luggage.

Tip#: 2098 To avoid problems when passing through Customs, keep medicines in their original, labeled containers. Bring a copy of your prescriptions and the generic names for the drugs. If a medication is unusual or contains narcotics, carry a letter from your doctor attesting to your need to take the drug. If you have any doubt about the legality of carrying a certain drug into a country, consult the embassy or consulate of that country first.

Tip#: 2099 Bring traveler's checks and one or two major credit cards instead of cash.

Pack an extra set of passport photos along with a photocopy of your passport information page to make replacement of your passport easier in the event it is lost or stolen. Also, pack an extra certified copy of your birth certificate.

Tip#: 2100 Put your name, address and telephone numbers inside and outside of each piece of luggage. Use covered luggage tags to avoid casual observation of your identity or nationality and if possible, lock your luggage.

Tip#: 2101 Consider getting a telephone calling card. It is a convenient way of keeping in touch. If you have one, verify that you can use it from your overseas location(s).

Access numbers to U.S. operators are published in many international newspapers. Find out your access number before you go.

Tip#: 2102 Don't bring anything you would hate to lose. Leave at home valuable or expensive-looking jewelry, irreplaceable family objects, and all unnecessary credit cards.

Tip#: 2103 Leave a copy of your itinerary with family or friends at home in case they need to contact you in an emergency.

Tip#: 2104 Don't take anything that won't get through airport security. This includes guns, knives, weapons, pocket knives, scissors, box cutters, mace, pepper spray, corkscrews or screwdrivers. Check the web site of the Federal Aviation Agency for a complete list of items not allowed.

Tip#: 2105 Make two photocopies of your passport identification page, airline tickets, driver's license and the credit cards that you plan to take with you. Leave one photocopy of this information with family or friends at home; pack the other in a place separate from where you carry your valuables.

Tip#: 2106 Leave a copy of the serial numbers of your traveler's checks with a friend or relative at home. Carry your copy with you in a separate place from your checks, and then, as you cash the checks, cross them off the list.

## ► Security Information

Now, here's what to learn about before you go.

The Department of State's Consular Information Sheets are available for every country of the world. They describe unusual entry, currency regulations or unusual health conditions, the crime and security situation, political disturbances, areas of instability, special information about driving, road conditions, and drug penalties. They also provide addresses and emergency telephone numbers for U.S. embassies and consulates. In general, the sheets do not give advice.

Instead, they describe conditions, so travelers can make informed decisions about their trips.

In some dangerous situations, however, the Department of State recommends that Americans not travel to a specific country. In such a case, a Travel Warning is issued for the country, in addition to its Consular Information Sheet.

Public Announcements are a means to disseminate information about terrorist threats and other relatively short-term and/or trans-national conditions posing significant risks to the security of American travelers. They are issued when there is a perceived threat, usually involving Americans as a particular target group. In the past, Public Announcements have been issued to deal with short-term coups, pre-election disturbances, violence by terrorists, and anniversary dates of specific terrorist events.

Consular Information Sheets, Travel Warnings and Public Announcements are available on the Internet.

### ► **Local Laws and Customs**

When you leave the United States, you are subject to the laws of the country where you go. Therefore, before you go, learn as much as you can about the local laws and customs of the places you plan to visit. Good resources are your library, your travel agent, and the embassies, consulates or tourist bureaus of the countries you will visit. In addition, keep track of what is being reported in the media about recent developments in those countries.

### ► **Prior Arrangements and Precautions**

Tip#: 2107    Leave current legal documents with your family or a friend. You will feel more secure about traveling and be prepared for any emergency when you leave a current will, insurance documents, and power of attorney with your family or a friend. If you have minor children, consider making guardianship arrangements for them.

Tip#: 2108 Make a note of the credit limit on each credit card that you bring. Make certain not to charge over that amount on your trip. In some countries, Americans have been arrested for innocently exceeding their credit limit. Ask your credit card company how to report the loss of your card from abroad. 800 numbers do not work from abroad, but your company should have a number that you can call while you are overseas.

### ► Insurance

Tip#: 2109 Find out if your personal property insurance covers you for loss or theft abroad. More importantly, check if your health insurance covers you abroad. Medicare and Medicaid do not provide payment for medical care outside the U.S. Even if your health insurance will reimburse you for medical care that you pay for abroad, normal health insurance does not pay for medical evacuation from a remote area or from a country where medical facilities are inadequate.

Tip#: 2110 Consider buying short-term health and emergency assistance policies designed for travelers. Also, make sure that the plan you buy includes medical evacuation in the event of an accident or serious illness.

### ► Personal Safety

Now, here's how to protect yourself while traveling in a foreign country. Also, listen to the section of this program about personal security.

First, I'll discuss safety on the street:

Tip#: 2111 Learn a few phrases in the local language so you can signal your need for help, the police, or a doctor.

Tip#: 2112 Make a note of emergency telephone numbers you may need: police, fire, your hotel, and the nearest U.S. embassy or consulate.

Tip#: 2113 If you are confronted, don't fight back. Give up your valuables. Your money and passport can be replaced, but you cannot.

## ► Public Transportation

Next, safety on public transportation in foreign countries.

Tip#: 2114 If a country has a pattern of tourists being targeted by criminals on public transport, that information is mentioned in the Consular Information Sheets under the "Crime Information" section.

Tip#: 2115 Taxis. Only take taxis clearly identified with official markings. Beware of unmarked cabs.

Tip#: 2116 Trains. Well organized, systematic robbery of passengers on trains along popular tourist routes is a serious problem. It is more common at night and especially on overnight trains. If you see your way being blocked by a stranger and another person is very close to you from behind, move away. This can happen in the corridor of the train or on the platform or station.

Tip#: 2117 Do not accept food or drink from strangers. Criminals have been known to drug food or drink offered to passengers. Criminals may also spray sleeping gas in train compartments. Where possible, lock your compartment. If it cannot be locked securely, take turns sleeping in shifts with your traveling companions. If that is not possible, stay awake. If you must sleep unprotected, tie down your luggage, strap your valuables to you and sleep on top of them as much as possible.

Tip#: 2118 Do not be afraid to alert authorities if you feel threatened in any way. Extra police are often assigned to ride trains on routes where crime is a serious problem.

Tip#: 2119 Buses. The same type of criminal activity found on trains can be found on public buses on popular tourist routes. For example, tourists have been drugged and

robbed while sleeping on buses or in bus stations. In some countries whole bus loads of passengers have been held up and robbed by gangs of bandits.

### ► Safety When You Drive

- Tip#: 2120 When you rent a car, don't go for the exotic; choose a type commonly available locally.
- Tip#: 2121 Where possible, ask that markings that identify it as a rental car be removed.
- Tip#: 2122 Make certain it is in good repair.
- Tip#: 2123 Request a car with universal door locks and power windows, features that give the driver better control of access to the car.
- Tip#: 2124 An air conditioner, when available, is also a safety feature, allowing you to drive with windows closed. Thieves can and do snatch purses through open windows of moving cars.
- Tip#: 2125 Keep car doors locked at all times.
- Tip#: 2126 Wear seat belts.
- Tip#: 2127 As much as possible, avoid driving at night.
- Tip#: 2128 Don't leave valuables in the car. If you must carry things with you, keep them out of sight, locked in the trunk.
- Tip#: 2129 Don't park your car on the street overnight. If the hotel or municipality does not have a parking garage or other secure area, select a well-lit area.
- Tip#: 2130 Never pick up hitchhikers.

Tip#: 2131 Don't get out of the car if there are suspicious looking individuals nearby. Drive away.

Now, I'll discuss patterns of crime against motorists.

In many places frequented by tourists, including areas of southern Europe, victimizing motorists has been refined to an art.

Tip#: 2132 Ask personnel at the U.S. embassy about local crime against Americans and any current dangers.

Tip#: 2133 Ask your rental car agency for advice on avoiding robbery while visiting tourist destinations.

Tip#: 2134 Stay alert and be suspicious of anyone who hails you or tries to get your attention when you are in or near your car. Carjackers and thieves operate at gas stations, parking lots, in city traffic and along the highway.

Criminals use ingenious ploys. They may masquerade as good Samaritans, offering help for tires that they claim are flat or that they have made flat. Or they may flag you down, ask for help, and then steal your luggage or car. Usually these criminals work in groups, one person acting as the person who needs help while the others rob you.

Other criminals get your attention with abuse, either trying to drive you off the road, or causing an "accident" by rear-ending you or creating a "fender bender."

Tip#: 2135 Stay alert for thieves who smash car windows at traffic lights. In some urban areas, criminals don't waste time pretending to need your help. Instead, they simply smash car windows at traffic lights, grab your valuables -- or steal your car -- and get away. In cities around the world, "defensive driving" means more than avoiding auto accidents. It means keeping an eye out for pedestrians, cyclists and scooter riders who will try to rob you.

## ► Handling Money

Tip#: 2136 To avoid carrying large amounts of cash, change your traveler's checks only as you need currency.

Tip#: 2137 Countersign traveler's checks only in front of the person who will cash them.

Tip#: 2138 Do not flash large amounts of money when paying a bill. Make sure your credit card is returned to you after each transaction.

Tip#: 2139 Deal only with authorized agents when you exchange money, buy airline tickets or purchase souvenirs. Do not change money on the black market.

Tip#: 2140 If your possessions are lost or stolen, report the loss immediately to the local police. Keep a copy of the police report for insurance claims and for anyone else who needs to know. After reporting missing items to the police, report the loss or theft of

- traveler's checks to the nearest agent of the issuing company,
- credit cards to the issuing company,
- airline tickets to the airline or travel agent, and
- your passport to the nearest U.S. embassy or consulate.

## ► Avoiding Legal Difficulties

When you are in a foreign country, you are subject to its laws and are under its jurisdiction. The U.S. Constitution will not protect you.

Tip#: 2141 Make sure you learn what is considered criminal conduct in countries you plan to visit. In some countries, you can be arrested for actions that could be either legal or considered only minor infractions in the United States. The most common

offenses for which U.S. citizens get arrested include:

- Drug violations, involving both illegal and prescription drugs. Some prescription drugs you can legally get in the U.S. are illegal in certain foreign countries. Some U.S. citizens have been arrested for buying prescription drugs abroad in quantities that local authorities suspected were for commercial use.
- Possession of Firearms. The countries where U.S. citizens most often get into trouble for illegal possession of firearms are in Mexico, Canada and the Caribbean. Check with the country of destination to learn about its firearms laws before you leave on your trip. Also, check with U.S. Customs to learn what you must do so you can legally bring your firearms back into the U.S.
- Photography. In many countries you can be harassed or detained for photographing police and military installations, government buildings, border areas and transportation facilities. If you are in doubt, ask permission before taking photographs.
- Antiques. Americans have been arrested for buying souvenirs that were, or looked like, antiques -- but which local customs authorities believed were national treasures. This is especially true in Turkey, Egypt and Mexico. In countries where antiques are important, document your purchases as reproductions if that is the case, or if they are authentic, secure the necessary export permit, usually from the national museum.

Tip#: 2142 If you don't know and understand foreign laws relating to criminal conduct -- or if you have questions -- ask local authorities or the nearest U.S. embassy or consulate.

## TERRORISM IN FOREIGN COUNTRIES

Terrorist acts occur at random and unpredictably, making it nearly impossible to completely protect oneself.

Tip#: 2143 The first and best protection against terrorism is to avoid travel to unsafe areas where there has been a persistent record of terrorist attacks or kidnapping. Most terrorist attacks are the result of long and careful planning. Just as a car thief will first be attracted to an unlocked car with the key in the ignition, terrorists are looking for defenseless, easily accessible targets who follow predictable patterns. The chances that a tourist, traveling with an unpublished program or itinerary, would be the victim of terrorism are slight.

Nevertheless, the following pointers may help you avoid becoming a target of opportunity. These precautions may provide some degree of protection, and can serve as practical and psychological deterrents to would-be terrorists.

Tip#: 2144 Schedule direct flights if possible and avoid stops in high-risk airports or areas.

Tip#: 2145 Consider other options for travel, such as trains.

Tip#: 2146 Be aware of what you discuss with strangers and what may be overheard by others.

Tip#: 2147 Minimize the time spent in the public area of an airport, which is less protected than at the gates.

Tip#: 2148 After you arrive at the airport for a departing flight, move quickly through security checkpoints to more secured areas.

Tip#: 2149 After you land at the airport on an arriving flight, leave the airport as soon as possible.

Tip#: 2150 Whenever possible, avoid luggage tags, clothing and actions that may identify you as an American.

Tip#: 2151 Stay alert for suspicious abandoned packages and briefcases. Report them to

airport security or other authorities. Then leave the area promptly.

Tip#: 2152 Avoid obvious terrorist targets such as places where Americans and Westerners are known to gather.

### ► Travel To High-Risk Areas

If you must travel in an area with a history of terrorist attacks or kidnapping, follow these tips:

Tip#: 2153 Discuss with your family what to do in the event of an emergency. Make sure your affairs are in order before leaving home.

Tip#: 2154 Register with the U.S. embassy or consulate when you arrive.

Tip#: 2155 Remain friendly -- but be careful not to discuss personal matters, your itinerary or program where anyone else might hear.

Tip#: 2156 Do not leave personal or business papers in your hotel room.

Tip#: 2157 Watch for people following you and for “loiterers” who are watching your comings and goings.

Tip#: 2158 Keep a mental note of safe havens where you could go in an emergency, such as police stations, hotels and hospitals.

Tip#: 2159 Tell someone else your travel plans -- and keep them informed if you change your plans.

Tip#: 2160 Do not come and go at the same time -- and do not use the same routes.

Tip#: 2161 Report any suspicious activity to local police -- and to the nearest U.S. embassy or consulate.

- Tip#: 2162 Select your own taxi cabs at random. Do not take a vehicle that is not clearly identified as a taxi. Compare the face of the taxi driver with the photograph on his or her license.
- Tip#: 2163 If possible, travel with other people. You usually find safety in numbers.
- Tip#: 2164 Do not open your hotel door until you know the identity of the person knocking.
- Tip#: 2165 Do not meet strangers at unknown or remote locations.
- Tip#: 2166 Do not accept packages you are not expecting.
- Tip#: 2167 Design a plan of action of the steps you'll take if a bomb explodes or if you hear gunfire nearby.
- Tip#: 2168 Check for loose wires or other suspicious activity near your car.
- Tip#: 2169 Make sure your vehicle is in good running order in case you need to drive at high speeds or get away from an attacker.
- Tip#: 2170 Keep your car windows closed when you drive on crowded streets. An open window is an invitation for someone to throw a bomb into your vehicle.
- Tip#: 2171 If somebody starts shooting, drop to the floor or get down as low as you can. If possible, get behind or under something solid. If you must move, crawl on your stomach. Don't move until you are sure the danger has passed. Do not try to help rescuers because they could be the terrorists trying to trick you -- and do not pick up a weapon.

## ► Hijacking and Hostage Situations

Now I'll discuss Hijacking and Hostage Situations

Every hostage situation is different. Fortunately, your chance of becoming a hostage is very small. Even so, someone could hijack your airplane -- and you could become a hostage.

Usually, the most dangerous phases of a hijacking or hostage situation are the beginning -- and, if there is a rescue attempt, the end. At the outset, the terrorists are typically tense, high-strung and may behave irrationally. If you become a hostage, follow these tips:

Tip#: 2172 Make sure you remain calm and alert -- and manage your own behavior. This is extremely important.

Tip#: 2173 Don't resist -- and avoid sudden or threatening movements. Do not struggle or try to escape unless you know you will succeed.

Tip#: 2174 Try hard to relax. Breathe deeply and prepare yourself mentally, physically and emotionally for what may become a long ordeal.

Tip#: 2175 Try to blend in with everyone else. Avoid direct eye contact and the appearance that you're watching the hijackers' actions.

Tip#: 2176 Do not drink alcoholic beverages. Do not eat or drink more than a little food or beverage.

Tip#: 2177 Adopt an attitude of passive cooperation. Talk normally. Do not argue or complain. Follow all orders and instructions.

Tip#: 2178 If someone asks you a question, keep your answer short. Do not volunteer information or make unnecessary explanations.

Tip#: 2179 Don't try to be a hero. This only endangers yourself and others.

Tip#: 2180 Maintain your sense of personal dignity and slowly increase your requests for personal comforts. Make these requests in a reasonable low-key manner, and only as necessary.

- Tip#: 2181 If your situation turns into a long, drawn-out ordeal, try to establish a rapport with your captors. Avoid discussions about politics and other hot topics.
- Tip#: 2182 If you're detained for an extended amount of time, start a daily program of mental and physical activity. Don't be afraid to ask for anything you need or want, such as medicines, books, pencils and paper.
- Tip#: 2183 Eat what the hijackers give you, even if it does not look or taste good. Your loss of appetite and weight are normal.
- Tip#: 2184 Think positively and don't lose hope. Rely on your inner resources. Remember, you are valuable to your captors only if you are alive and well.

### ► General Precautions

If you will be traveling abroad --

- Tip#: 2185 Contact the Consular Section of the nearest U.S. embassy or consulate -- or check the Internet -- to get the latest information about security in a particular country.
- Tip#: 2186 If you become ill or injured while abroad, contact the nearest U.S. embassy or consulate for a list of local physicians and medical facilities. If your illness is serious, consular officers can help you get medical treatment and, at your request, will tell your family or friends. Payment for medical expenses is your responsibility. If you run out of money and have no other options, consular officers can help you get in touch with your family, friends, bank or employer and explain how to wire funds to you.
- Tip#: 2187 Register at the Consular Section of the nearest U.S. embassy or consulate if you plan to stay more than two weeks in one place -- and if you are in an area experiencing civil unrest or a natural disaster -- or if you are planning travel to a remote area. This will make it easier if someone at home needs to locate you

quickly -- or if you need to be evacuated in an emergency. Registering will also make it easier for you to get a new passport if yours is lost or stolen.

Tip#: 2188 If you have a legal problem, contact a consular officer immediately. He or she can provide you names of local attorneys who speak English and who may have had experience representing U.S. citizens. If you are arrested, consular officials will visit you, advise you of your rights under local laws and make sure that you are held under humane conditions and treated fairly. Also, at your request, a consular officer will contact your family or friends.

If you are held in custody, under international agreements and practice, you have the right to talk to the U.S. consul. If you are denied this right, be persistent. Try to have someone get in touch with the U.S. consul for you.

*This concludes this section.*

# SECTION 7: TERRORISM AND IDENTITY THEFT

## INTRODUCTION

Now, here are tips about other kinds of violence, including bombs and terrorism.

## TERRORISM

Most steps to prevent terrorism must be taken by the government. These include tightening airport security, protecting hazardous materials, securing biological weapons, and detecting when terrorists have weapons or materials that could be used against us. Even so, you can help prevent acts of terrorism -- and avoid injury to yourself and your family -- by following these tips.

Tip#: 2189 Pay close attention to people and objects near you when you are in major airports, large cities, famous resorts, or near high-profile landmarks. This is because terrorists look for highly visible targets where police will not notice them before or after a terrorist act. Also, by the nature of terrorism, you may have little or no warning when a terrorist explodes a bomb or hijacks an airplane.

Tip#: 2190 Learn about the weapons and methods terrorists use, such as explosives, kidnappings, hijackings, arson and shootings.

### ► Alert Authorities

Tip#: 2191 Call the police if you know of anyone using cameras, maps, or binoculars near key facilities, such as government, military or other high-profile sites; utilities and power plants; airports; and other places where large numbers of people gather.

Tip#: 2192 Call the police if you know of anyone trying to gather information -- in person or by

phone, mail or e-mail -- about key facilities or their employees.

- Tip#: 2193 Call the police if you know of anyone trying to penetrate or test security procedures at key facilities.
- Tip#: 2194 Call the police if you know of anyone trying to improperly acquire explosives, weapons, ammunition, dangerous chemicals, uniforms, badges, flight manuals, access cards or identification for key facilities.
- Tip#: 2195 Call the police if you know of anyone trying to legally acquire items that could be used in a terrorist attack.
- Tip#: 2196 Call the police if you know of anyone who does not appear to belong in the workplace, neighborhood, business establishment or near a key facility.
- Tip#: 2197 Call the police if you know of anyone who appears to be planning or practicing for a terrorist activity, such as mapping out routes, playing out scenarios with other people, monitoring key facilities, timing traffic lights or traffic flow, or any other suspicious activity.
- Tip#: 2198 Call the police if you know of anyone abandoning vehicles, stockpiling suspicious materials, or deploying persons near a key facility.
- Tip#: 2199 Call the police if you see any conspicuous or unusual behavior.

### ► Precautions

- Tip#: 2200 Learn the locations of staircases and emergency exits. For a moment, stop and think about how you would quickly get out of a building, subway or congested public area.
- Tip#: 2201 Do not accept packages from strangers.

Tip#: 2202 Do not leave your luggage unattended.

Tip#: 2203 Pay close attention to your immediate surroundings, especially to heavy or breakable objects that could move, fall or break during an explosion.

### ► **Building Explosions**

Tip#: 2204 When terrorists use explosives, the result could be collapsed buildings and fires. If you live or work in a multi-level building, follow this advice:

Tip#: 2205 Review emergency evacuation procedures. Know the location of all exits.

Tip#: 2206 Keep fire extinguishers in working order. Know their location and how to use them.

Tip#: 2207 Learn first aid. Contact your local police or fire department, or a local hospital, to learn about classes in your community.

Tip#: 2208 Keep the following items in a designated place on each floor of the building: A portable, battery-operated radio and extra batteries. Several flashlights and extra batteries. A first aid kit and manual. Several hard hats. Fluorescent tape to rope off dangerous areas.

### ► **Bomb Threats**

If you receive a bomb threat,

Tip#: 2209 Get as much information as possible from the caller.

Tip#: 2210 Keep the caller on the line and record everything he says.

Tip#: 2211 Notify the police and the building management.

After you've been notified of a bomb threat,

Tip#: 2212 Do not touch any suspicious packages.

Tip#: 2213 Clear the area around the suspicious package.

Tip#: 2214 Notify the police immediately.

When evacuating the building,

Tip#: 2215 Do not stand in front of windows, doors or in other potentially hazardous areas.

Tip#: 2216 Do not block traffic-ways, such as sidewalks or streets, so they can be used by emergency crews.

## ► Explosions and Fires

If a bomb explodes,

Tip#: 2217 Get out of the building as quickly and calmly as possible.

Tip#: 2218 If you can't get out and items start to fall off bookshelves or from the ceiling, get under a sturdy table or desk.

If there is a fire,

Tip#: 2219 Stay close to the floor where the air is clean and exit the building as quickly as possible.

Tip#: 2220 Cover your nose and mouth with a wet cloth.

Tip#: 2221 When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle and upper parts of the door. If it is not hot, brace yourself

against the door and open it slowly. If it is hot to the touch, do not open the door. Look for another escape route.

Tip#: 2222 Stay below the smoke at all times. Heavy smoke and poisonous gases collect first along the ceiling.

After an explosion, if you are trapped in debris,

Tip#: 2223 Stay where you are so you don't kick up dust.

Tip#: 2224 Cover your mouth with a handkerchief or clothing and breathe through the material.

Tip#: 2225 Use a flashlight so rescuers can see where you are.

Tip#: 2226 Tap on a pipe or wall so rescuers can hear where you are. Use a whistle if you have one. Shout only as a last resort because shouting can cause you to inhale dangerous amounts of dust.

Tip#: 2227 If you are outside, do not try to rescue people who are inside a collapsed building unless you have special training. Instead, wait for emergency crews to arrive.

## ► Chemicals and Biological Agents

Tip#: 2228 In the event of a chemical attack -- or the release of a chemical agent -- follow the instructions of authorities to either seek shelter where you are and seal the premises, or evacuate immediately. Do not leave the shelter to rescue or help other victims. Exposure to poisonous chemicals could kill you.

Tip#: 2229 In case of an attack using biological agents, follow the instructions of government officials. Biological agents can cause illnesses in people, livestock and crops. Since biological agents may take time to grow, it is nearly impossible to know when a

biological attack occurs. Government officials may be the first to know and will tell you to either seek shelter where you are and seal the premises or evacuate immediately.

## IDENTITY THEFT

We use checkbooks and credit cards every day. We buy things so often -- and handle our private, personal information so much -- that we don't even think about it. We write a check for groceries. Charge gasoline to a credit card. Pay for dinner with a debit card. Call home on a cell phone. Order new checks. Apply for new credit cards. Buy things and pay bills over the Internet. And we do all these things without giving them a second thought.

But what most people don't realize is that, often, other people are watching you.

We call them identity thieves and they steal your personal information so they can steal money using your name. They start by learning your name, address and phone numbers. Then they get your bank account and credit card numbers. Along the way, they steal your social security number. And before you know it, they have stolen your identity, set up new credit card accounts, opened new bank accounts, bought a new car, and run up any number of bills -- all using your name. Then, the identity thief can even file for bankruptcy in your name so he doesn't have to pay these bills.

What they can do is truly amazing. And the best way to prevent problems is to protect your personal information and identity.

Skilled identity thieves use both **low-tech and high-tech methods** to collect your personal information. For example:

- They steal wallets and purses, which contain your identification, as well as credit and bank cards.
- They steal your mail, including your bank and credit card statements, pre-approved credit offers, telephone calling cards and tax information.

- They fill out a “change of address form” so the post office will send your mail to a new location.
- They go through your trash -- and the trash of businesses -- to get personal information. This activity is called “dumpster diving.”
- They get your credit report by pretending to be a landlord, employer or someone else who may have a legitimate need for -- and a legal right to -- the information.
- They get your business or personnel records at work.
- They find personal information in your home.
- They use personal information you share on the Internet.
- They buy your personal information from an inside source. For example, the identity thief may pay a store employee to get information from a credit application.

After they have your personal information, here’s how they use it:

- They call your credit card issuer and, pretending to be you, ask to change the mailing address on your credit card account. The imposter then runs up charges on your account. Because your bills are being sent to the new address, it may take some time before you realize there’s a problem.
- They open a new credit card account, using your name, date of birth and social security number. When they use the credit card and don’t pay the bills, the delinquent account is reported on your credit report.
- They establish phone or wireless service in your name.
- They open a bank account in your name and write bad checks on that account.
- They file for bankruptcy under your name to avoid paying debts they’ve incurred under your name, or to avoid eviction.
- They make counterfeit checks or debit cards so they can drain your bank account.
- They buy cars by taking out auto loans in your name.
- They may get identification such as a driver’s license issued with their picture, in your

name.

- They may get a job or file fraudulent tax returns in your name.
- They may give your name to the police during an arrest. If they don't show up for their court date, a warrant for arrest is issued in your name.

## ► General Precautions

While no one can completely prevent identity theft, you can reduce your risk that someone will steal your identity. Follow these steps:

Tip#: 2230 Do not give out any personally identifying information until you know how it will be used and whether other people have access to it. Ask if you have a choice how your information is used. Ask if you can choose to have your information kept confidential.

Tip#: 2231 Watch your mail and make sure you receive your bills on time. Call creditors if your bills don't arrive when you expect them. If your credit card bill doesn't arrive on schedule, an identity thief might have taken over your credit card account and changed your billing address to cover his tracks.

Tip#: 2232 Protect your mail from theft. Mail your outgoing mail only in post office collection boxes or at your local post office. Remove your mail from your street mailbox as soon as your mail arrives.

Tip#: 2233 Assign passwords to your credit card, bank and phone accounts. Don't use typical passwords like your mother's maiden name, your birthday, or the last four digits in your social security number.

Tip#: 2234 Contact your state department of motor vehicles to see who has access to the information on your driver's license. Most motor vehicle departments make your driver's license information available to police officers, private investigators, and

insurance underwriters. Some departments also rent mailing lists to companies that want to sell you something. You may have the right to choose how and when the motor vehicle department releases your name or personal information.

Tip#: 2235 Do not carry more credit cards than you actually need.

Tip#: 2236 Do not give out personal information over the phone unless you placed the call or know who you're dealing with. Identity thieves may pose as representatives of banks, Internet service providers and even government agencies to get you to reveal your social security number, mother's maiden name, financial account numbers and other identifying information. Legitimate organizations you deal with have the information they need and will not ask you for it.

Tip#: 2237 When you order new checks, have them sent directly to the bank and pick them up at the bank. Do not have them sent to your home mailbox.

Tip#: 2238 Do not throw anything into the trash that contains your personal information. Instead, tear, shred or burn credit card receipts, copies of credit applications, insurance forms, checks and bank statements. Also destroy expired credit cards and credit offers you get in the mail.

Tip#: 2239 Do not throw a junk mail envelope into the trash at the post office if it contains a credit card offer. If your credit has been pre-screened or pre-approved, identity thieves may get this envelope out of the trash and then apply for the card in your name.

Tip#: 2240 Stay alert and be careful when responding to promotions. Identity thieves may create phony promotional offers to get you to give them your personal information.

Tip#: 2241 Do not leave personal papers lying around your home. While you may think your home is private, most people invite a number of outsiders into their home, without

even thinking about it. They may include friends, neighbors, a housekeeper, an exterminator, a carpet cleaning crew, and others.

Tip#: 2242 Keep your purse or wallet in a safe place at work. Do the same with copies of administrative forms that contain your personal information.

Tip#: 2243 Find out who has access to your personal information at work and make sure that your records are kept in a secure location.

Tip#: 2244 Do not give out your social security number unless you absolutely must. If someone asks for your social security number, ask questions before you give it out. First, ask if some other form of identification would be acceptable. If not, ask why they need your social security number. Ask how they will use the number. Ask what law requires that you give them your social security number. Ask what will happen if you decide not to give them your social security number.

Tip#: 2245 Do not carry your social security card. Leave it in a secure place, such as a safe or a safety deposit box.

Tip#: 2246 Whenever you use a credit card at a retail store, restaurant or grocery store, pay close attention to your surroundings. Watch for people standing near you who have a cell phone in hand. With a camera cell phone, identity thieves can now take a picture of your credit card, which gives them your name, card number, and expiration date. Identity theft is one of the fastest growing crimes today. And in the same way you and I benefit from the latest technology, criminals benefit as well. When using a credit card in a public place, stay alert to your surroundings.

Tip#: 2247 Think twice before you set up a wireless network between two or more computers. In many cases, your first concern is interference from other wireless devices, such as cell phones, remote controls and garage door openers. But don't forget that identity thieves using scanning devices can intercept data you transmit from your computer. Once they capture your data in their receiver, they can

download it into their computer. In fairness, manufacturers go to great lengths to protect your wireless transmissions from being intercepted. Even so, no system is foolproof. Before you install a wireless network, think carefully about the information you plan to transmit between computers. If the data includes social security numbers, credit card numbers, passwords or other sensitive information, consider using a hard-wired system instead.

**Tip#: 2248** Be careful when you use any type of wireless e-mail transmitter or receiver. While these devices are convenient and very popular, you cannot be too careful when it comes to safeguarding your personal information. Manufacturers work hard to protect your wireless transmissions through encryption and other means. Still, you're wise to assume that any e-mail you transmit will be intercepted by identity thieves. This will remind you to keep sensitive or personal information out of your e-mails.

**Tip#: 2249** Order a copy of your credit report every year from each of the three major credit reporting agencies. Make sure the credit reports are accurate and include only those activities that you have authorized. Your credit report should include where you live and work, the credit accounts you have opened in your name, and information about how you pay your bills. If you find mistakes -- or think someone may have stolen your identity -- follow instructions from the credit reporting agencies or contact the federal trade commission on the Internet.

### ► **Computer Precautions**

If you store personal information, financial records, and bank account numbers on computer, an identity thief may not need to come into your home to steal your identity. Here's how to keep your personal information safe if it's on your computer.

**Tip#: 2250** Make sure you regularly update your virus protection software -- and install patches for your operating system and other software. This will protect your

computer against intrusions and infections that can compromise your computer files and passwords. Ideally, your virus protection software should be set to automatically update each week. Also, you can set newer operating systems to automatically check for patches and download them to your computer.

- Tip#: 2251 Do not open files sent to you by strangers. Also, do not click on hyperlinks or download programs from people you don't know. And be careful about using file-sharing programs. Opening a file could expose your system to a computer virus or a program known as spyware, which could steal your passwords and any other information as you type it into your keyboard.
- Tip#: 2252 Install and use a firewall program, especially if you use a high-speed Internet connection -- like cable, DSL or T-1 -- that leaves your computer connected to the Internet 24 hours a day. The firewall program is designed to stop uninvited access to your computer. Without it, hackers can take over your computer and access your personal information -- or use it to commit other crimes.
- Tip#: 2253 To guard your online transactions, use a secure browser that encrypts or scrambles information you send over the Internet. Be sure your browser has the most up-to-date encryption capabilities by using the latest version available from the manufacturer. You also can download some browsers for free over the Internet. When submitting information, look for the "lock" icon on the browser's status bar to be sure your information is secure during transmission.
- Tip#: 2254 Do not store financial information on your laptop or notebook unless absolutely necessary. If you must put this information on your laptop or notebook, use a strong password -- a combination of upper- and lower-case letters, as well as numbers and symbols. Don't use an automatic log-in feature that saves your user name and password, and always log off when you're finished. That way, if your laptop or notebook is stolen, it's harder for the thief to access your personal information.

- Tip#: 2255 Before you dispose of a computer, delete all personal information stored on it. Deleting files using the keyboard or mouse commands or reformatting your hard drive may not be enough because the files may stay on the computer's hard drive, where they may be retrieved easily. Use a "wipe" utility program to overwrite the entire hard drive. If you need help, contact a computer consultant who can erase your hard drive for you.
- Tip#: 2256 Look for website privacy policies. They should answer questions about maintaining accuracy, access, security, and control of personal information collected by the site, how the information will be used, and whether it will be provided to third parties. If you don't see a privacy policy -- or if you can't understand it -- think about doing business with a different company.

### ► Taking Action

If you discover that someone has stolen your identity -- or taken any of your personal information to commit theft -- take these steps immediately.

- Tip#: 2257 Keep a record of your conversations and correspondence. Exactly which steps you should take to protect yourself depends on your circumstances and how your identity has been misused.
- Tip#: 2258 Contact the fraud departments of each of the three major credit bureaus. You can get their names and current phone numbers on the Internet. Tell them that you have discovered that someone has stolen your identity. Ask them to place a fraud alert in your file, as well as a statement from you asking all creditors to call you before opening any new accounts or changing anything on your existing accounts. This can help prevent an identity thief from opening additional accounts in your name.
- Tip#: 2259 Order copies of your credit reports from the credit bureaus. According to the

Federal Trade Commission, credit bureaus must give you a free copy of your credit report if your report is inaccurate because of fraud and if you request the report in writing.

Tip#: 2260 Look over your credit report carefully to make sure no other fraudulent accounts have been opened in your name -- and no unauthorized changes have been made to your existing accounts.

Tip#: 2261 Contact the creditors for any accounts that have been opened fraudulently or tampered with. These creditors could include credit card companies, phone companies and other utilities, as well as banks and other lenders. For each creditor, speak with someone in the security or fraud department. Then follow up with a letter, sent by Certified or Registered mail. You must notify credit card companies in writing because the law requires a letter to correct credit card billing statements.

Tip#: 2262 Immediately close accounts that have been tampered with and open new ones with new Personal Identification Numbers (PIN numbers) and new passwords. Do not use common passwords, like your mother's maiden name or your birth date because that information is easy for identity thieves to get.

Tip#: 2263 File a report with your local police department or the police agency where the identity theft took place. Get a copy of the police report in case the bank, credit card company or anyone else needs proof of the crime. Even if the police don't catch the person who stole your identity, having a copy of the police report can help you work with creditors.

### ► After The Identity Theft

Depending on what the identity thief stole, you should follow these steps.

Tip#: 2264 If an identity thief stole your mail to get new credit cards, bank and credit card

statements, pre-screened credit offers or tax information -- or if the identity thief falsified change-of-address forms -- then file a report with your local postal inspector. You can find your local postal inspector by calling your post office or going to the Postal Service's Internet web site. If your information has been misused, file a report about the theft with the police, and file a complaint with the Federal Trade Commission, as well. And if another crime was committed -- for example, if the thief stole your purse or wallet, or if your car was broken into -- report this to the police immediately.

Tip#: 2265 If you discover that an identity thief has changed the billing address on an existing credit card account, close that account. When you open a new account, ask that the credit card company require a caller to give a password before any inquiries or changes can be made to the account. Do not use common passwords, such as your mother's maiden name or your birth date. Do not use the same information when you create a PIN number.

Tip#: 2266 If you think an identity thief has tampered with your bank accounts, checks or ATM card, close those accounts immediately. When you open new accounts, insist that anyone calling about the accounts must first give a password. This reduces the chances that an identity thief can get into those accounts.

Tip#: 2267 If you think an identity thief has stolen or misused your checks, put a stop payment on those checks. Ask your bank to notify the check verification service it uses to tell retailers not to accept these checks. Or you can notify the major check verification services, which you can find on the Internet.

Tip#: 2268 If you have lost your ATM card -- or if you think it has been stolen or otherwise misused, cancel the card immediately by calling your bank. Request a new card with a new PIN.

Tip#: 2269 If you think your Social Security number has been stolen, call the toll-free number

of any of the three nationwide consumer reporting companies -- Equifax, Experian or TransUnion -- and place an initial fraud alert on your credit reports. An alert can help stop someone from opening new credit accounts in your name.

Tip#: 2270 If you believe an identity thief has tampered with your securities investments or your brokerage account, report it immediately to your broker or account manager and to the Securities and Exchange Commission.

Tip#: 2271 If you've lost your passport, or if you believe someone stole it or is using it fraudulently, contact the U.S. Department of State through their website, or call a local U.S. Department of State field office. Local field offices are listed in the Blue Pages of your telephone directory.

Tip#: 2272 If someone has taken out a student loan in your name, contact the school or program that opened the student loan to close the loan. At the same time, report the fraudulent loan to the Office of Inspector General, U.S. Department of Education, through their website.

Tip#: 2273 If an identity thief has set up new phone service in your name -- is making unauthorized calls that are billed to your cellular phone -- or is using your calling card and PIN, contact your phone service provider immediately and cancel the account or calling card. Then open new accounts and choose new PIN numbers.

Tip#: 2274 If you think someone is using your social security number to work or apply for a job, that person is committing a crime. Call the Social Security Administration's fraud hotline. You can find the current number on the Internet. Also, call the Social Security Administration to verify the accuracy of the earnings reported on your social security number and to request a copy of your social security statement. Follow up your calls with letters.

Tip#: 2275 If someone has stolen your driver's license or other government-issued identification, contact the agency that issued the license or other identification

document. Follow the agency's procedures to cancel the document and get a replacement. Ask the agency to flag your file so no one else can get a license or other identification document in your name.

Tip#: 2276 If you believe an identity thief has used your name or social security number to get a driver's license or a non-driver's ID card, contact your state's motor vehicle department. If your state uses your social security number as your driver's license number -- or if your social security number appears on your driver's license -- ask the motor vehicle department to use another number.

Tip#: 2277 If you think someone has filed for bankruptcy using your name, write to the U.S. Bankruptcy Trustee in the region where the bankruptcy was filed. You can find trustees listed on the Internet or in the telephone book under U.S. Government listings. In your letter, describe the situation and provide proof of your identity. If appropriate, the U.S. Trustee will make a referral to criminal law enforcement authorities. Also, you may file a complaint with the U.S. Attorney or the FBI in the city where the bankruptcy was filed.

Tip#: 2278 If an identity thief has given your name when he was arrested, he may actually create a criminal record under your name. If this happens, you may need to hire a lawyer to help resolve the problem.

Tip#: 2279 If you continue to have problems with identity theft, you may apply for a new social security number. But be careful. A new social security number may not solve your problems and may actually create new problems. Credit bureaus may combine the credit records from your old social security number and your new one. And even if the old information is not associated with your new number, the lack of any credit history under your new number may make it harder for you to get credit. Also, your new social security number may be stolen by an identity thief.

Tip#: 2280 Make sure you file a complaint with the Federal Trade Commission (FTC) because it collects complaints about identity theft from consumers. The FTC will refer your complaint to other government agencies and private organizations for further action. You can contact the FTC through its web site.

### ► **Staying Alert**

Once a case of identity theft is resolved, it usually stays resolved. But occasionally, some victims have recurring problems. To help stay on top of your situation...

Tip#: 2281 Monitor your credit reports and read your financial account statements promptly and carefully.

Tip#: 2282 Review your credit reports once every three months during the first year after the identity theft, and once a year after that.

Tip#: 2283 Stay alert for other signs of identity theft, like...

- receiving credit cards that you didn't apply for;
- being denied credit, or being offered less favorable credit terms, like a high interest rate, for no apparent reason;
- getting calls or letters from debt collectors or businesses about merchandise or services you didn't buy; or
- failing to receive bills or other mail. Follow up with creditors if your bills don't arrive on time. A missing bill could mean an identity thief has taken over your account and changed your billing address to cover his tracks.

### ► **What To Do Today**

Tip#: 2284 Place passwords on your credit card, bank, and phone accounts. Do not use easily available information like your mother's maiden name, your birth date, the last

four digits of your social security number, or a series of consecutive numbers.

When opening new accounts, you may find that many businesses still have a line on their applications for your mother's maiden name. Ask if you can use a password instead.

Tip#: 2285 Secure your personal information in your home, especially if you have roommates, if you employ outside help, or if you are having work done in your home.

Tip#: 2286 Ask how your personal information will be protected in your workplace or at businesses, doctor's offices or other institutions that collect your personal information. Find out who has access to your personal information and verify that it is handled securely. Ask when and how they will dispose of your records. Find out if your information will be shared with anyone else. If so, ask how your information can be kept confidential.

*This concludes this section.*

# SECTION 8: WHAT YOU CAN AND SHOULD DO

## INTRODUCTION

Next, I'll discuss what to do if you are the victim of a burglary.

Every day, thousands of people become victims of crime. And one day, that victim could be you. Becoming a crime victim is bad enough, but it's even more frightening when the burglar steals your property from your home.

## A BURGLAR IN YOUR HOME

You can help reduce the danger to yourself and your family by preparing for the unexpected. Here is what you can do if you think a burglar might be in your home:

Tip#: 2287 Don't go looking for a fight. If you see an open door or window -- or if you have some other reason to think a stranger may be in your home -- don't go in. Also, don't ask a neighbor to go inside and check the home with you. Instead, go to a neighbor's home and call the police. Then wait at your neighbor's home for the police to arrive.

Tip#: 2288 If you live in an apartment and see a suspicious person as you walk toward your apartment, don't go into your apartment. Instead, go to a neighbor's apartment on the same floor and ring the bell. Act as if you're a visitor to the building and stay away from your apartment until the stranger has gone or until you are satisfied that his intentions are good. Call the police whenever you see a suspicious person in your building.

Tip#: 2289 If you do find yourself face to face with a burglar, expect him to be frightened,

perhaps even desperate. Remember these points: Don't resist, especially if he is armed and wants only your valuables. Don't scream because you might cause him to attack. Don't struggle with the burglar unless you're in danger of physical harm or unless it's clearly your last and only course of action.

Tip#: 2290 Stay calm. Let him know you will do what he wants and will not argue with him. If you're not sure what he's telling you to do, ask. Calmly say to him, "Tell me what you want and I will give it to you." Follow his instructions. If you must reach for something or move in any way, tell him what to expect. If someone is in another room or will be back soon, tell him.

Tip#: 2291 Don't attack an armed burglar. Don't use weapons. Don't chase him. You might make matters worse. Plus, the police could shoot you by accident, mistaking you for one of the burglars.

Tip#: 2292 Give the burglar what he wants -- because you can usually replace your possessions. If you tell the burglar you have no money, that may backfire. Instead, you'll be safer if you give him a few dollars. Keep some dollar bills on hand, separate from your other money, for this purpose.

Tip#: 2293 If you think the burglar wants more than your property -- and if you have the option to resist -- then get mad! If you get scared, you may not feel strong enough to defend yourself. So don't get scared, get MAD! If you are forced to defend yourself, go all out by following these steps:

- Shout NO, STOP, FIRE, or CALL THE POLICE.
- Scream, kick, gouge and use your hands, feet and teeth to inflict as much pain as possible.
- Grab a nearby object and use it like a club to beat the burglar. Continue screaming to attract attention. This is where your knowledge and the time you spent practicing how to resist come in handy.

- Run to safety as soon as possible and call the police. Listen to the section on Personal Safety for much more detail.

Tip#: 2294 Give the burglar what he wants -- because you can usually replace your possessions. If you tell the burglar you have no money, that may backfire. Instead, you'll be safer if you give him a few dollars. Keep some dollar bills on hand, separate from your other money, for this purpose.

Tip#: 2295 If you wake up at night and discover an intruder in your home, stay in bed, be quiet and pretend to be asleep. It's better to let the burglar take some of your possessions than to put your family in danger. When the burglar leaves, call the police.

### ► After a Burglary

After the burglar leaves your home -- or if you discover that a burglar has been in your home -- follow these guidelines:

Tip#: 2296 Don't touch anything. Leave the crime scene exactly as you find it. Call the police at once. Don't try to investigate. Let the police handle it.

Tip#: 2297 Make sure you file a police report, especially if the burglar took your purse or wallet.

Tip#: 2298 Give police all the information you have. This should include a complete description of the missing items -- and everything you can remember about the burglar. Tell the police the burglar's gender and race, approximate age, weight, height, build, hair color and length, and eye color. Describe the burglar's clothing and any unusual marks, scars, tattoos, facial hair or jewelry. Describe how the burglar spoke and any accent he had. Describe any weapon he used, and his direction of escape. Also, if you have noticed any strange cars in your neighborhood, give their descriptions and license numbers.

Tip#: 2299 If your car or accessories are stolen, give the police the information they need to identify the car and stolen items. This information should include the car's make, model, color, year, license number, and vehicle identification number; tire size, brand and serial numbers; description, make and serial numbers of any equipment stolen; and any identifying marks on the vehicle, such as dents, scratches or other accidental damage.

### ► **Confronting an Intruder**

Tip#: 2300 Even after you take safety precautions, someday you or family members may come face to face with a burglar. Here's how to educate your family and help protect them from injury.

Tip#: 2301 Think about dangerous situations that might arise in your home and how you would resolve them safely.

Tip#: 2302 Rehearse a few situations with your family. Remember, your goal is to avoid encounters with a burglar. For example:

**Situation # 1:** Suppose you come home and find a screen cut open or a window broken. Don't go into your home. Walk to a neighbor's house or a public phone and call the police.

**Situation # 2:** Suppose you wake up and find someone in your room going through your jewelry. Pretend to be asleep until the intruder has left. Then call the police.

**Situation #3:** Suppose you hear an unusual noise -- like breaking glass -- in the middle of the night. Lock your bedroom door, then call the police and wait for them to arrive.

Teach everyone in your family not to investigate strange noises themselves, but to quietly tell you or call the police.

You and your family might run into a variety of suspicious situations. While some situations might be completely safe and normal, you should call the police and ask them to investigate rather than wait until it's too late. Your call might save someone's life, prevent an injury or stop a crime in progress.

## CRIME CATEGORIES

Here's a brief description of the common crimes. You should realize that the precise legal definitions of crimes often vary from state to state. We offer these general descriptions simply to help you understand the basic crime categories:

**Burglary** is when a person enters a building illegally intending to commit a serious crime, such as stealing something or hurting someone.

**Robbery** is when one person approaches another person and takes his property either by force or the threat of force. Robbery requires a personal encounter with the robber.

**Theft**, also called larceny, is when a person steals something that belongs to someone else without using force. Theft includes stealing an unoccupied car, bicycle or lawnmower.

**Vandalism** is when a person destroys or defaces property.

**Assault** is when one person hurts or tries to hurt another person.

**Sexual assault** is when one person uses force or threats of force to have sexual intercourse or oral sexual contact without the other person's consent.

## CALLING THE POLICE

Now I'll discuss when to call the police.

Tip#: 2303 Call the police the moment you see anything that could mean someone is committing a crime. If no one's life is in danger, you might first call a neighbor to

verify what you see. But if you think the matter could be serious, call the police first, then call your neighbor.

- Tip#: 2304 Call the police if you see these warning signs of dangerous or illegal activity. Although no one may be committing a crime, the activity is definitely suspicious and should be checked by the police. Don't exaggerate the details. Simply provide an accurate account of what you see. Remember, if the person isn't doing something wrong, they usually don't mind being checked by the police.
- Tip#: 2305 Call the police if you see an intruder trying to force his way into someone's home, especially through a side door or back door.
- Tip#: 2306 Call the police if you see a beam from a flashlight or another suspicious light in a neighbor's home.
- Tip#: 2307 Call the police if you see someone going door-to-door in a residential area, especially if one person stays in the front yard while another person goes into a back or side yard.
- Tip#: 2308 Call the police if you see someone just hanging around or waiting in front of a house or business, particularly if the owners are not there or if the business is closed. This might be a lookout for a burglary going on inside.
- Tip#: 2309 Call the police if you see strangers asking questions about your neighbors and where they are.
- Tip#: 2310 Call the police if you see a stranger taking a shortcut through your neighbor's back yard.
- Tip#: 2311 Call the police if you see a number of people going to and from a residence on a regular basis. A criminal could be selling stolen property or drugs.

- Tip#: 2312 Call the police if you see open or broken doors or windows, either at a business that is closed -- or at a home when the owners are gone.
- Tip#: 2313 Call the police if you see movement inside a home that you know should be empty.
- Tip#: 2314 Call the police if you see an ongoing repair operation at a residential location. This could mean stolen property is being stripped, repainted or otherwise altered.
- Tip#: 2315 Call the police if you see someone carrying valuable items from a neighbor's home, especially if the person is running.
- Tip#: 2316 Call the police if you see someone who appears to be moving household items late at night.
- Tip#: 2317 Call the police if you see persons entering or leaving a business after hours. They could be burglars.
- Tip#: 2318 And, finally, call the police or tell the store security person if you see anyone in a store hiding merchandise. They are probably shoplifting.

## VEHICLES AND THEFT

Stolen vehicles are often used to commit another crime. If someone steals your car -- and if you act quickly -- you may help in two ways: First, you may help recover your vehicle, and, second, you may prevent your vehicle from being used to commit another crime. Watch for these warning signs of possible illegal activity involving vehicles:

## REPORTING ACTIVITIES

### ► Suspicious Vehicles

- Tip#: 2319 Call the police if you see property being loaded into a vehicle at an unusual hour from a closed business or unoccupied home. Be suspicious even if the vehicle looks legitimate. Professional thieves often customize their vehicles so they look like service or repair trucks. This allows them to move about more freely -- during day or evening hours -- without interference from the neighbors or police.
- Tip#: 2320 Call the police if you see property in vehicles that is not normally found in vehicles, such as TV sets, stereos or auto parts, especially if it's late at night.
- Tip#: 2321 Call the police if you see a vehicle that contains weapons.
- Tip#: 2322 Call the police if you see someone who is throwing objects from a vehicle. The criminal could be getting rid of stolen property, drugs, or other evidence from a crime.
- Tip#: 2323 Call the police if you see strange vehicles at your neighbor's home when your neighbor is not at home.
- Tip#: 2324 Call the police if you see a strange car parked on your street with the engine running.
- Tip#: 2325 Call the police if you see an abandoned vehicle parked in the same place for several days. It may be a stolen car.
- Tip#: 2326 Call the police if you see parked, occupied vehicles that contain one or more persons, especially at an unusual hour. They could be lookouts for a burglary in progress, even if the occupants appear to be lovers.

### ► Suspicious Persons

- Tip#: 2327 Call the police if you see anything suspicious involving moving vehicles.

- Tip#: 2328 Call the police if you see a vehicle that drives by the same place many times -- or constantly drives through back alleys.
- Tip#: 2329 Call the police if you see a slow-moving vehicle without any lights on.
- Tip#: 2330 Call the police if you see a vehicle driving around without any apparent purpose. The occupants could be burglars, drug pushers, or sex offenders.
- Tip#: 2331 Call the police if you see people acting suspiciously in or around vehicles.
- Tip#: 2332 Call the police if you see people loitering around cars or looking inside cars, especially in parking lots or on streets. They could be looking for a car to steal, or looking for property they can steal from a car.
- Tip#: 2333 Call the police if you see anyone tampering with a car.
- Tip#: 2334 Call the police if you see anyone removing accessories, license plates or mechanical parts from a car.
- Tip#: 2335 Call the police if you see anyone arrive in one car and drive off in another.
- Tip#: 2336 Call the police if you see anyone try to forcibly enter a locked vehicle, especially in a parking lot.
- Tip#: 2337 Call the police if you see people in vehicles who appear to be conducting a business transaction, especially around schools or parks. They could be selling stolen property or drugs.
- Tip#: 2338 Call the police if you see someone sitting in a parked car who flashes its lights or blows the horn as you pass by.
- Tip#: 2339 Call the police if you see a car containing one or more men who seem to be

following a lone female driver.

Tip#: 2340 Call the police if you see any injured person, such as someone with a flesh wound or someone who appears to be in shock.

Tip#: 2341 Call the police if you see anyone who is being forced into a vehicle, especially a woman, teenage girl or child.

Tip#: 2342 Call the police if you see people acting strangely -- or doing something inappropriate or dangerous.

Tip#: 2343 Call the police if you see a person who exhibits unusual mental or physical symptoms. The person may be injured, under the influence of drugs, or may need other medical or psychiatric attention.

### ► **Property and Valuables**

Tip#: 2344 Call the police if you see possible crimes involving property.

Tip#: 2345 Call the police if you see items offered for sale at a very low price. They could be stolen.

Tip#: 2346 Call the police if you see a person carrying a valuable item that is unwrapped. This is even more suspicious at an unusual hour or place.

Tip#: 2347 Call the police if you hear the sound of breaking glass or other loud explosive noises. They could result from a car accident, or from vandals or burglars breaking into a home.

Tip#: 2348 Call the police if you hear gunshots, screaming or the sounds of people fighting.

Tip#: 2349 Watch for signs that your children may have been involved in a crime. Are they

acting strangely? Are they coming home with new possessions? Ask them where they got the items.

## DRUG ACTIVITY

Now let's talk about how to eliminate drug trafficking in your neighborhood.

Are you concerned about drug activity in your neighborhood? Many communities have unpopular residents. But peculiar behavior or a different lifestyle doesn't necessarily mean the person is a drug dealer.

If you're sure people are selling drugs, you must get involved to eliminate it. In addition to the harmful effects drugs have on the human mind and body, many drug users commit crimes to get money to buy drugs. These can include burglary, robbery, and selling stolen property.

### ► Drug Trafficking Prevention

Here is how to eliminate drug trafficking in your neighborhood.

Tip#: 2350 Be prepared. Think in advance about what action you can take.

Tip#: 2351 Remain calm and don't take risks. Your job is to report illegal activity to the police, not to stop it yourself.

Tip#: 2352 Stay away from where you see drug dealers selling drugs.

Tip#: 2353 Call the police any time you see suspicious activities that may involve drugs.

Tip#: 2354 Call the police if a house or apartment has many visitors at all hours who don't live in the neighborhood or don't look like they belong. For example, call the police if you see visitors wearing expensive clothing and jewelry or driving expensive cars in a low-income neighborhood.

- Tip#: 2355 Call the police if many of the visitors stay for only a few minutes at a time. This includes visitors in vehicles or on foot who stop by the home or apartment day and night. The visitors may pound on doors or shout to be let in. Or, they may not go inside at all; instead, someone may come out to meet them.
- Tip#: 2356 Call the police if you see anyone serving as lookouts in front of or behind homes or apartment buildings.
- Tip#: 2357 Call the police if residents appear to be renting out their apartment to other people for short periods of time.
- Tip#: 2358 Call the police if people ask you for drugs or offer to sell them to you. Often, drug pushers and drug buyers accidentally go to the wrong house on the block where they know a drug house operates.
- Tip#: 2359 Call the police if you see strangers hanging around in your neighborhood, such as near schools or parks.
- Tip#: 2360 Call the police if you see people coming out of a house carrying small plastic packets.
- Tip#: 2361 Call the police if you see one person give money to another person, in exchange for small vials or packets.
- Tip#: 2362 Call the police if you see business transactions being conducted in a vehicle.
- Tip#: 2363 Call the police if you see items exchanged for money, or overhear conversations about drugs.
- Tip#: 2364 Watch for cars speeding up and down the street, honking their horn or squealing their tires as they speed away.

- Tip#: 2365 Watch for prostitution in or around the neighborhood.
- Tip#: 2366 Watch for specific signals, such as someone turning on a porch light, when they conduct business or when suspicious activity increases.
- Tip#: 2367 Watch for someone who appears to be guarding a house, or where occupants take extreme security measures to keep the police from entering.
- Tip#: 2368 Watch for someone constantly closing the shades or blinds, even though the house is occupied.
- Tip#: 2369 Watch for drugs or drug paraphernalia, such as syringes and pipes. Also watch for an increase in litter, such as trash, bottles, plastic bags, used condoms, stacks of used matches and graffiti.
- Tip#: 2370 Watch for people carrying merchandise into a house under unusual circumstances, such as late at night or more often than you would expect.
- Tip#: 2371 Watch for unusual odors coming from or around the building, such as musty smells or chemical odors.
- Tip#: 2372 Watch for homes where you don't see an owner or primary renter, and where you don't see home activities, such as yard work, painting and maintenance.
- Tip#: 2373 Watch for an increase in crimes like car theft, home burglaries, robbery, vandalism and assault.
- Tip#: 2374 Contact your local police department to see if they offer drug recognition training. If so, invite them to present their program to your Neighborhood Watch Group.

## ► Reporting Activities

Watching criminals sell drugs is often easier than finding the courage to report it. But until everyone gets serious about cleaning up the neighborhood, the problem will not go away -- and may even become worse.

What can you do if you suspect someone is selling drugs in your area?

Tip#: 2375 Report suspected drug dealing to the police. Give the police clear, accurate descriptions. Don't assume the police already know about the problem. Don't assume that a neighbor will call. Don't assume one report is all that the police need. If the activity keeps occurring, keep reporting it. If the pattern changes, report that change. Everyone affected by the drug activity should report it.

Tip#: 2376 Write down information that will help the police. This includes license plate numbers, descriptions of the vehicles and drug dealers, and the dates and times of the drug activities.

### ► **Community Involvement**

Tip#: 2377 Have a problem-solving meeting with neighbors and get them to help. Ask them about their concerns. Get their suggestions for strategies and solutions, and ask what they are willing to do. If your neighborhood isn't involved in a Neighborhood Block Watch group, consider starting one. When neighbors work together, individual citizens aren't as easily identified and victimized.

Tip#: 2378 Make homes in your neighborhood available from which the police can watch the activity at the drug house.

Tip#: 2379 Call or write to landlords about the criminal activity and drug dealing taking place on their property.

Tip#: 2380 When drug dealers are evicted, work with landlords to get responsible tenants. In some cases, neighbors help landlords by doing reference checks on prospective

tenants.

Tip#: 2381 Identify and correct any conditions that contribute to the drug problem at a specific location. For example, replace poor lighting with good lighting. Trim overgrown brush and trees for better visibility. Contact the owner of an old, abandoned house that is boarded up. Get him to either tear it down -- or fix it up and then rent it or sell it.

## PROACTIVE CRIME PREVENTION

The police need your help because they depend on you and your neighbors to report suspicious activity and crime. So stay alert wherever you are and learn to recognize crime.

Tip#: 2382 When you see or hear something suspicious -- or when you think someone may be committing a crime -- call the police. In most cases, you can reach the police by calling 9-1-1. If the police department is not part of a 9-1-1 system, then call the police department's direct number -- or the operator. However, if the crime is not in progress, or if it is not an emergency, DON'T call 9-1-1. Instead, call the police department's non-emergency number.

Tip#: 2383 If you don't want to give your name, advise the police you want to remain anonymous. Some police agencies have specific programs, such as CrimeStoppers or Silent Witness, including phone numbers you can call anonymously.

Tip#: 2384 Do your best to remain calm and control your emotions. Anger and fear are normal reactions to a crisis, so breathe deeply and try to stay calm, so you can provide the police with accurate information.

Tip#: 2385 Speak clearly. The dispatcher must be able to understand you. Do not talk too quickly or too loudly.

Tip#: 2386 Let the police dispatcher control the conversation. He or she will ask the questions they need to have answered.

Tip#: 2387 Don't argue or get excited. Dispatchers must get specific information so they can determine the priority of your call. The lives of many persons depend on how well they do their jobs.

Tip#: 2388 If you think you are not getting the help you need, ask to speak with a supervisor.

Tip#: 2389 Give accurate information. Don't try to make the situation sound more serious than it really is because someone could get hurt. Speak plainly and use words everyone understands.

Tip#: 2390 Don't give the police dispatcher the history of the problem unless it is pertinent to the current situation. You can discuss what has happened in the past after the police arrive.

Tip#: 2391 When you call the police, be prepared to answer the following questions:

- What did happen -- or what is happening right now?
- Is it still happening -- or have the persons left?
- Is anyone armed with a weapon? If so, what type of weapon?
- How many persons are involved?
- How did they escape? On foot, by car?
- Which way did they go?
- When did this occur?
- Where did it occur?
- Is anyone injured?
- What was the vehicle's license number?

- What do the suspects and vehicles look like?

Tip#: 2392 Be patient and answer all questions. Remember that with modern technology, the dispatcher can be typing information into a computer and transmitting it to a patrol officer while still getting information over the telephone. So don't be in a hurry to hang up. Stay on the line until all of the police dispatcher's questions have been answered, unless you're in personal danger. The dispatcher will tell you when it's OK to hang up. Your ability to provide up-to-date and accurate information could help police officers avoid injury and reach the scene more quickly. With your help, the police can do a better job protecting you and your family.

## AFTER-THE-FACT PROTECTION

If you have been the victim of a crime, take these steps:

Tip#: 2393 Call other members of your Neighborhood Block Watch group immediately. You need to keep them up to date on what's going on in your neighborhood.

Tip#: 2394 If you've lost your checkbook or ATM cards, notify your bank immediately.

Tip#: 2395 If you've lost credit cards, notify credit card companies, including department stores.

As soon as possible after the crime...

Tip#: 2396 Replace your driver's license and social security card.

Tip#: 2397 Make a list of the property that was stolen for your insurance company and for the police. This will also help you determine if you are missing any other property that you might have overlooked.

Tip#: 2398 If the crime was committed without forced entry, consider changing your locks because the perpetrator might have gotten one of your keys.

### ► Precautions

After you've become a crime victim, here are things to watch out for:

Tip#: 2399 If you receive a phone call from someone who claims to be a police officer or bank official and wants to talk to you about the theft of your purse or wallet, do not give them any information. Instead, get the name and telephone number of the caller and tell them you will call them back. Then call the investigating police officer.

Tip#: 2400 If you discover a charge on your credit cards -- or cancelled checks for purchases you did not make -- notify the business at once. The business will then contact the police to coordinate efforts to locate the person responsible. Also notify the original agency that took the police report.

Tip#: 2401 If you recover any of your stolen property, including credit cards or checks, notify your bank and the police, so they can remove the information from their computers. Otherwise, you might get stopped for legitimately using your own credit cards or checks. Also, you need to determine if the credit cards were cancelled.

### ► Helping A Crime Victim

Next, I'll discuss how you can help a crime victim. I hope you will never be the victim of a crime. But you may know someone who is. Here are steps you can take to help your family member or friend:

Tip#: 2402 Don't blame the victim, comfort him. Don't scold the victim for being upset, angry or afraid. Let them know you are sorry about what happened. Stay with the victim if he or she is upset or afraid. Be a good listener and let them talk about the crime

if they want to. Some victims find it helpful to talk about what happened.

Tip#: 2403 If the crime victim hasn't yet notified the police, offer to help with the police report. Go with the victim to the police station, hospital or court.

Tip#: 2404 Offer to help repair damage, such as replacing a window, installing a new lock, or replacing important papers.

Tip#: 2405 Help with the crime victim's everyday needs, like transportation, babysitting and cooking.

Tip#: 2406 Assure the crime victim that you are available to help them if they have any further needs. Be supportive. Think about how you would feel if you were the victim.

## **SUPPORT YOUR LOCAL POLICE**

You can help reduce crime by supporting your local police and community. Here are some things you can do:

Tip#: 2407 Show your concern for the law and those who are hired to enforce it.

Tip#: 2408 Insist that your community has a well-trained, well-paid police force.

Tip#: 2409 Work to ensure your city or county has a well-run judicial system, operating equally for all who are accused of crimes and who are victims of crimes.

Tip#: 2410 Urge your church or civic group to take on a crime control project and volunteer your services.

Remember, the key to preventing crime is involvement: YOURS!

*This concludes this section.*