



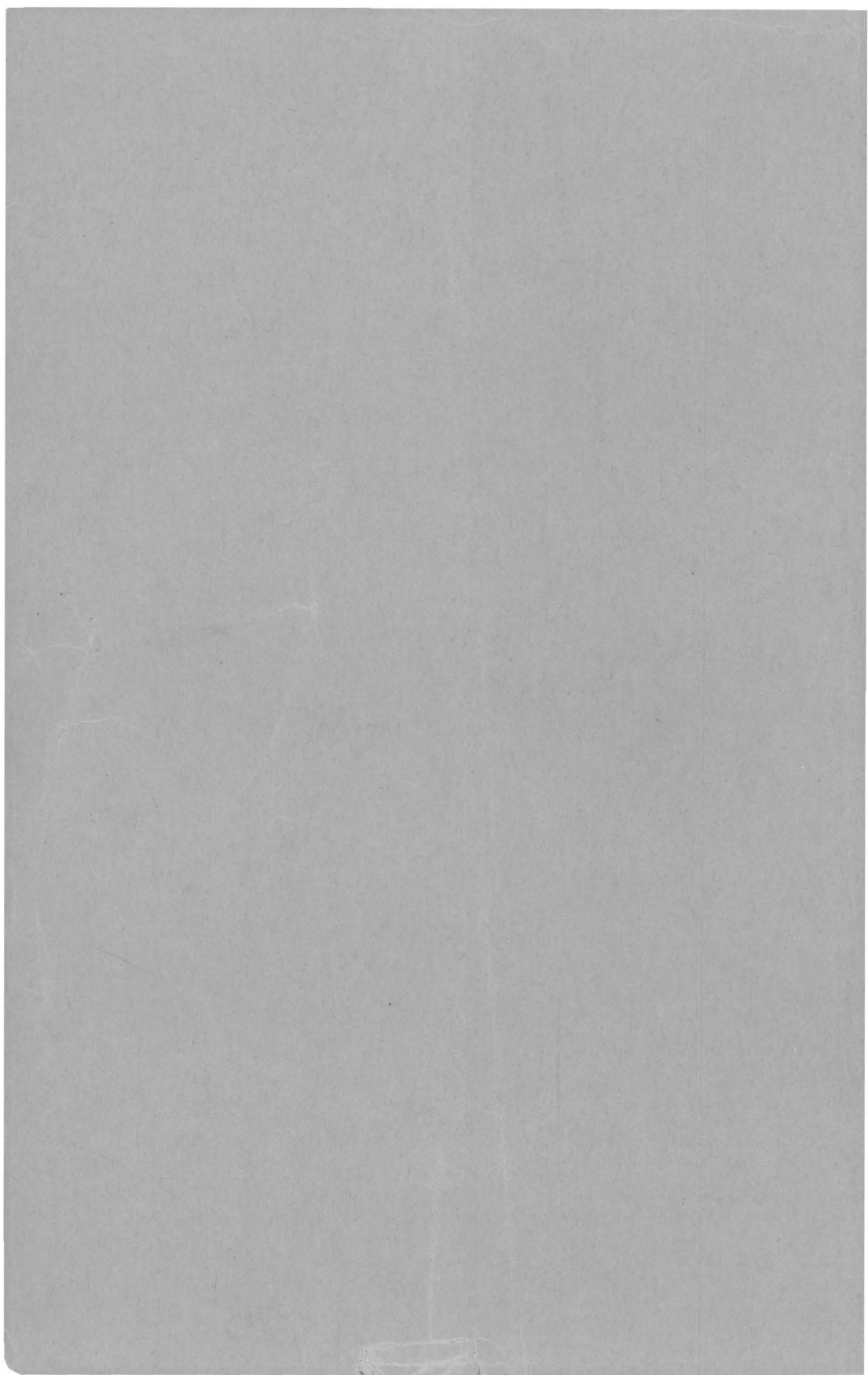
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How to Protect Yourself from Crime



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HOW TO PROTECT YOURSELF FROM CRIME

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HOW TO PROTECT YOURSELF FROM CRIME

Everything You Need to Know to
Guard Yourself, Your Family,
Your Home, Your Possessions,
and Your Business

BY IRA A. LIPMAN

With the Staff of Guardsmark, Inc.

ATHENEUM SMI New York 1975

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**FOR BARBARA, GUS, AND JOSH, AND MY PARENTS
WITH LOVE.**

ACKNOWLEDGMENTS

I wish to express my appreciation to the many people who helped to write this book; my special thanks to **Daniel J. McHugh** for compiling this book and to **Walter M. Strobl** for his technical assistance. As chairman of the board and president of Guardsmark, Inc., my name on the title page simply represents the names of the many Guardsmark people responsible for this collective effort.

Preface

All of us—the business executive, homemaker, child, senior citizen—face the possibility of becoming the target for crime and violence every moment of our lives. This is a book about protecting yourself and your loved ones from the acts of criminals.

Rates of crime are rising sharply, but so is our technology and our methodology in defending against the incidence of crime, and the criminal acts themselves. Here we have gathered for your reading and reference all the measures, resources, and procedures that have been found to be effective in securing lives and possessions in today's violent world.

The list of crimes that could conceivably threaten you is extensive: burglary, robbery, theft, various types of assault including rape, maiming, molestation, murder—and many others.

Essentially, though, you face two basic criminal threats. The first, and by far the most prevalent, is a threat against your assets. The second, and the one that causes you by far the most concern, is a threat against your person.

This book offers detailed advice about protecting yourself in both major classifications.

Our first nine chapters deal with making your home a safe place. The next five chapters stress protection for you personally, and for your property when you're not at home. The following six chapters deal with emergencies or other special situations, things that most of us will never face. Finally, we present check lists, procedural forms, and planning aids.

Our intention, quite candidly, is to nudge you into a positive pre-

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ventive approach by taking the first steps for you. Where possible, we stress **preaction** rather than reaction.

Before we begin to tell you how to protect yourself, let's clearly define some of the terms we shall repeatedly use in this book:

- **Robbery** is the taking of money and/or other valuables under the threat of physical harm, or force, with or without a weapon. An example is a holdup at gun or knife point.

- **Burglary** is breaking and entering, with no personal threat involved. So-called sneak thefts are examples of burglary.

- **Theft** is the act of stealing, in which neither illegal entry nor the threat or use of force is present. Shoplifting is an example of theft.

Each year the FBI publishes statistics dealing with seven classifications of personal crime. Three are considered crimes against property: burglary, larceny (theft of items valued at fifty dollars or more), and auto theft.

The FBI categorizes four crimes as crimes against the person: murder, forcible rape, aggravated assault, and robbery. Clearly, robbery is a crime directed at property as well as the person—but there is the threat, at least, of bodily harm.

Nearly nine of every ten crimes as defined by the FBI are crimes against property: that is, crimes during which the victim and the perpetrator do not come face-to-face. And perhaps to console you further, some of the other crimes also started out as crimes against property. An example of this would be a burglar, surprised in the act, injuring the person who surprised him. In short, in reading certain sections of this book bear in mind that you are unlikely ever to be subjected to a violent crime against your person, so there is no reason for undue alarm.

The sharp rise in many types of crime in recent years may be illustrated by these extrapolations of FBI statistics:

- In 1965 you would have had to live 20,000 years in order to be considered a probable murder victim. By 1973, your likelihood of being murdered had almost doubled—you would only have had to live 10,750 years.

- In 1965 you would have had to live 1,064 years in order to be considered a probable robbery victim. By 1973, your chance of being robbed nearly doubled—you'd have had to be around only 550 years.
- In 1965 you would have had to live 1,165 years in order to be considered a probable rape victim. These rates improved slightly—by 1973, you'd have had to live 2,050 years.
- You would have had to live 459 years in 1965 in order to be considered a probable victim of aggravated assault. Here, too, your odds improved slightly in 1973—to 500 years.
- You would have had to live 442 years in 1965 to become a probable victim of auto theft. In 1973, the chances were strong that your car would have been stolen if you lived 225 years.
- In 1965 you would have had to live 165 years in order to be considered a probable victim of larceny in excess of fifty dollars. By 1973, likelihood of suffering larceny became once in 107 years.
- You would have had to live 105 years in 1965 to be considered a probable burglary victim. By 1973 the lifespan had come down to a very realistic one—83 years.

These figures show quite clearly how our crime rate has changed—in total very much for the worse—in the past nine years. Why has there been such an increase?

First, there is the matter of demographics—specifically, the post-World War II baby boom. A large portion of the babies born between 1946 and 1950 have now reached the age group that statistics reveal is most likely to commit crimes—the under-thirty group. Moreover, the United States Department of Commerce estimates that the eighteen to twenty-four-year-old age group will increase by 13 percent between 1972 and 1980. From this point of view, therefore, it is likely that things will get worse before they get better.

A second major cause of escalating crime rates, at least to our way of thinking, is the so-called drug culture. Whatever you choose to call it, the fact has to be faced that, today, the young **become criminals** with their first use of an illegal or controlled substance. If the use of mari-

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juana can bring a prison sentence of up to one year, it is no great step for a youngster, who knows he will suffer no greater penalty for theft than for smoking pot, to “boost” a radio from a discount store to finance his next “dime-bag.” And from there it is but a short step to felony offenses—mugging an elderly lady on a dark street or stealing an auto. Indeed, many law-enforcement officials believe that the increases in property-oriented crimes reflect, more than anything else, the need of younger people to finance drug habits.

A final reason for the growth in crime is the general economy. Unemployment rates are higher than at any time in recent history, and, even among the lower-paid employed, inflationary pressures have tended recently to reduce incomes to below-subsistence levels. When a man or woman becomes hungry enough, he or she becomes capable of almost anything, so strong is the instinct for self-preservation. This instinct, incidentally, is something to which we shall refer frequently in this book and which in fact is a key to good defensive security techniques. The burglar who breaks into your home to steal a portable television set can become, if discovered, a murderer, simply by following his animal instincts in his desperation to escape. However, those selfsame instincts actually provide you with your best defense against many criminals. Their fear of being caught nags criminals whenever they are at work. Thus, the tougher you make things for them, the more likely they are to move on to easier targets.

How to slow down a potential criminal, or influence him to seek another “mark,” is probably the major lesson that this book has to offer. A second important lesson is that good security practice makes it easier to collect compensation when a loss does occur.

You will notice that we do not mention specific brand names or manufacturers when security equipment is discussed in this book. New and improved security equipment comes to the market almost daily. What today may be the best door lock, or the best alarm system, may well not be the best a year or so from now, and almost certainly **will not be** within a period of five years or so. Thus, the only way to be sure you are getting the best available equipment, if and when you purchase

security devices, is by consulting an accredited expert, and we strongly recommend that you do so.

Nevertheless, we do unhesitatingly recommend certain **types** of equipment—dead bolts, for example. This particular type of lock has been around for centuries, and probably will be for many more centuries. From time to time one or another manufacturer may come up with a seemingly superior product; but it will be, in essence, simply a dead bolt, because nothing superior in principle is really possible. But even when we recommend a certain type of equipment, we still advise that you let an expert do the selection and the installation.

One more thing we attempt to do throughout this book is to strike a balance in our recommendations, because obviously some readers will have far greater security requirements than others, and price will be a bigger determinant to some than to others. Our approach has been to try to hit somewhere in the middle range in both cases. Following our recommendations exactly would thus leave some of you under protected, some overprotected, but most adequately protected. If you have any doubts, an expert will be able to resolve them for you.

A complete solution to our crime problem is not just around the corner, and until and unless we reach that point, most of the responsibility for **your** protection **is yours**. We aren't suggesting that you arm yourself or organize the vigilante groups of a previous era. Nor are we recommending unrealistic acts of "heroism" that may in fact increase your peril and loss. No, we are mainly urging that everyone take a series of common-sense preventive measures.

It is estimated that half of all auto thefts result from keys being left in the ignition; that one-fourth of all illegal entries into homes are made through **unlocked** doors; and that more than half of apprehended shoplifters are not prosecuted. If there is a theme running through this book, it is that **we are making crime too easy for the criminal**. We are not so much victims of crime as we are accomplices.

We can't expect somebody else to take care of our security needs for us. We must handle them ourselves. **Reread this book carefully and often, and periodically review the security check lists at the back of the**

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book. Teach your family good security practices and reinforce the messages so that you and yours can respond automatically in an emergency. Add notes of your own to fit security precautions and practices to your lifestyle.

We hope you never need to put these lessons to the test, but should that unfortunate occasion arise, we believe that the suggestions in this book will enable you to protect yourself from crime.

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**PART ONE SECURITY
IN YOUR
HOME**

Chapter 1 Doors and Windows

“I came home Thursday night,” said Walter, 47, a machinist and bachelor, “and a window was all busted out. So I figured right away somebody had been inside.” He went into the little Southwest Side house he rents and found the place thrown up for grabs. His clock radio was gone. So was a tape recorder, some cash and a few other possessions.

Newspaper Article

Doors

The easiest way for someone to enter your home is simply to open an unlocked door. In fact this is the way that most homes are entered illegally. Very few families take the number one precaution of locking exterior doors at all times, whether someone is home or not. Children who are in and out of the house all day leave doors unlocked, as do wives who step next door for a cup of coffee, and husbands who are in back mowing the lawn.

Let us illustrate just how hazardous an unlocked door can be. A woman was in her house, not particularly concerned that her back door was unlocked, for she had a large dog in whose presence she felt absolutely secure. Sure enough, an intruder entered through the unlocked door and, sure enough, the dog sprang to the attack, badly mauling the intruder. Unhappily, the intruder was a two-year-old who lived next door.

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Unfortunately, locking your door in itself is really small defense against the determined criminal. Here's why:

- Doors often have small glass or light plywood panels which can be easily broken or cut with a rasp or keyhole saw. The lock can then be opened simply by reaching through the hole and disengaging it.
- When a door doesn't properly fit its frame, it can be easily opened by wedging a prying bar between the two and "spreading" the door away from the frame until the bolt moves free from the strike (the hole in the door frame that the bolt slides into when the door is locked).
- Doors that open outward can be opened simply by removing the hinges and lifting the entire door from the frame.
- Certain locks can be easily picked, removed, or destroyed.

What we're saying, in effect, is that it is virtually impossible to prevent someone from entering your home through an outside door if that person is really determined to do so, and has sufficient time and skill to accomplish the deed.

O.K., if you can't entirely eliminate the possibility of someone breaking into your home, what's the next best thing to do? Obviously it is to make that deed as difficult and as time consuming as possible. And if the burglar still succeeds, it is as well to force him to destroy the lock, or a part of the door, or in some other way leave clear evidence of illegal entry, because this will be very important when you file an insurance claim to recover your loss. If nothing else, it will at least minimize the likelihood of your claim being denied due to negligence!

Protecting Doors

Protecting doors—and these comments apply to all outside doors—is not difficult.

First, the door should be as sturdy as possible. A hollow-core metal or solid, wooden door is best for this purpose.

For esthetic purposes however, most of us prefer doors with heavy glass or wooden panels. These types of door offer considerably less pro-

tection than those mentioned above, but there is one thing in particular that we can do to make them more secure.

Double-cylinder locks should always be installed on this type of door. This kind of lock requires a key to open it from the inside as well as from the outside, and this prevents an intruder from unlatching the lock by reaching through broken glass or a hole in a wooden panel. That much delay—unless he is especially determined—will very often send an intruder on his way to easier pickings. One caution, however, double-cylinder locks, in case of fire or other emergency, can delay the occupants from getting **out** of the house. Consequently a key to the inside lock should always be kept conveniently at hand.

There may be a reason why one of the measures we've outlined here won't be practical. For example, your landlord might not want to replace an existing door, nor permit you to do so; or you, as a tenant, might not want to go to the expense of installing a really good door on someone else's property. In such a case, consider reinforcing the door with a sheet of steel or heavy plywood. It may not be a thing of beauty, but it might save a color TV.

In securing all outside doors, be particularly meticulous with those that offer an intruder cover—such as doors inside vestibules or enclosed porches where a criminal could work at leisure, safe from observation by neighbors or passersby. Be aware that, very often, these protected areas are of less sturdy construction than other parts of your home, and thus ideally should be finished off with exterior walls as sound as the rest of the house.

Every exterior door should fit its frame snugly. Most don't. Home builders short-cut on time by making the openings oversized, and even a well-fitted door can develop problems as a house settles on its foundation. The best way to remedy this is to reinforce the door frame, or to replace the door with one that fits. If you don't want to go to that much expense, at least replace existing locks with locks with bolts that slide at least $\frac{3}{4}$ inch into the frame; attach a thumb lock with a long bolt to the inside face of the door; or, better yet, attach an L-shaped metal strip to the frame which extends over and protects the crack between the door and the frame from "jimmying" with a crowbar. A flat plate attached

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to an outward-swinging door can be used to cover such an opening, but it should be attached with flat bolts or nonretractable screws so that it cannot be removed from the outside.

Chain Locks

In general, chain locks are not too effective in preventing someone from entering your home. To maximize their effectiveness, they should be well anchored with long screws or bolts, so that a good kick won't pull them free from the wall. Even then the chain itself can always be cut with a hacksaw or a bolt cutter.

One possible advantage of a chain lock is that when it is engaged it can indicate to a burglar that there is someone at home, which will generally cause him to move on. One distinct disadvantage of a chain lock is that a burglar, once inside your home, can become relatively free from being surprised on the job simply by engaging the lock.

The value of a chain lock is thus debatable but, on balance, a **good** one is worthwhile, if for no other reason than its delaying effect upon the time taken to gain entry into your home. There is also the point that if you have solid doors without peepholes, a chain lock allows you to speak to visitors without fully opening the door.

Incidentally, let us stress that a solid door should be equipped with a peephole—an optical viewing device, to be more technically precise—simply to allow you to ascertain who is outside before opening your door. Additionally, if practical, you should install a convex mirror opposite the peephole in the hallway of an apartment, so that the reflection of anyone attempting to hide beyond the vision range of the peephole can be seen.

Night Latches

The night latch commonly found in most older homes, and the lock-in-knob device found in many apartments and newer homes, **do not** offer a great deal of security. Night latches can be opened in many cases,



A dead bolt is, dollar for dollar, the best means of defense that you can enlist in securing your home.

simply by sliding a credit card or similar piece of plastic into the gap between the door and frame. Or, if this doesn't work for whatever reason, the faceplate can be pried loose and the cylinder removed to disengage the latch. The lock-in-knob type is even more easily defeated, by prying the entire assemblage loose with a crowbar.

Dead-Bolt Locks

The remedy for these problems is a dead-bolt lock. This is usually a square-faced (rather than triangular-shaped) bolt that is engaged from the inside by the second turn of a key, or is operated by a thumb knob. A newer variation on this theme, the vertical dead-bolt lock, is a most effective protective measure.

A dead bolt is, dollar for dollar, the best means of defense that you can enlist in securing your home, and we strongly recommend that you

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install one on each outside door, either in place of or supplementary to whatever locking devices you are presently using. A number of excellent dead-bolt locks are available on the market.

Other Locking Devices

There are a number of virtually pickproof locks available, but they are expensive and, except in the most extraordinary of circumstances, unnecessary for the average home owner. Few burglars are skilled at picking locks, so unless there are items of unusual value in your home installing pickproof locks generally would come under the heading of overprotection.

Pushbutton combination-type locks are also generally available, and are secure from lock pickers, but are vulnerable to the combination being “read” even from great distances. Such locks are much more effective for interior protection security than for exterior use.

One type of device favored for a high level of home security is the so-called tubular lock. Found on many vending machines, it has a circular-type key and the advantages of being both extremely difficult to pick and unforceable with a screwdriver or wrench. Similar advantages derive from a variety of other locking devices, but we need not discuss them here because they are both expensive and designed for highly specialized use. If you want more information on such devices, it is easily available from manufacturers of locking equipment.

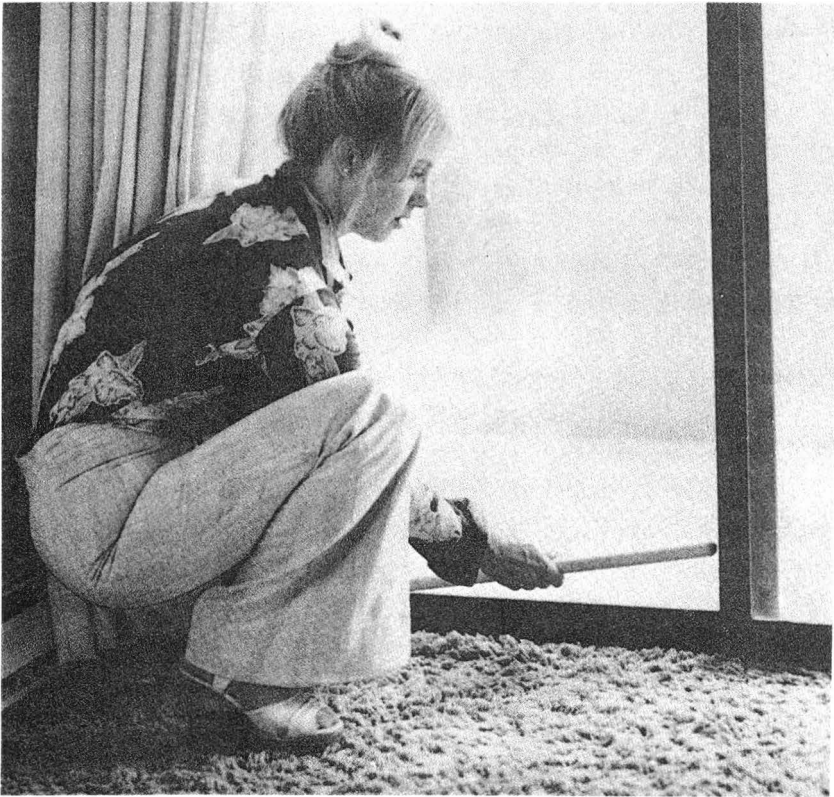
Sliding Doors

Of all the doors giving access to your home, probably the most hazardous are the patio doors—typically, of the sliding-glass type. In general, such doors are secured by none-too-effective locks at the center, and even if these hold up against an intruder, cutting a piece of glass from the doors and disengaging the locks is a simple matter.

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One safeguard is to fit locks with vertical bolts which engage in holes in the floor and ceiling and hold the door securely in place when locked. Another is to substitute panes of shatterproof glass, or other impact-resisting material, should your doors be of either plate or tempered glass.

Still another highly effective means of securing such doors is cutting a broom handle to fit the track in which the doors slide. Thus, even if the lock were forced, the door would not slide open.



A highly effective means of securing sliding-glass patio doors is by cutting a broom handle to fit the track in which the doors slide.

Windows

Double-Hung Windows

The primary rule of window precautions is to secure permanently every window not necessary for purposes of ventilation.

In loose-fitting windows of the double-hung type (two panels, one or both of which slide up and down), the usual butterfly lock can be very easily opened simply by sliding a thin piece of metal, such as a knife blade, through the crack separating the frames.

Windows become considerably more secure when a large nail or bolt is driven or drilled into the window tracks in such a way that it will prevent the window being raised high enough to admit an intruder. For maximum security, such stops should be employed on both sides of the tracks, to make removal more difficult and time consuming for a potential intruder.

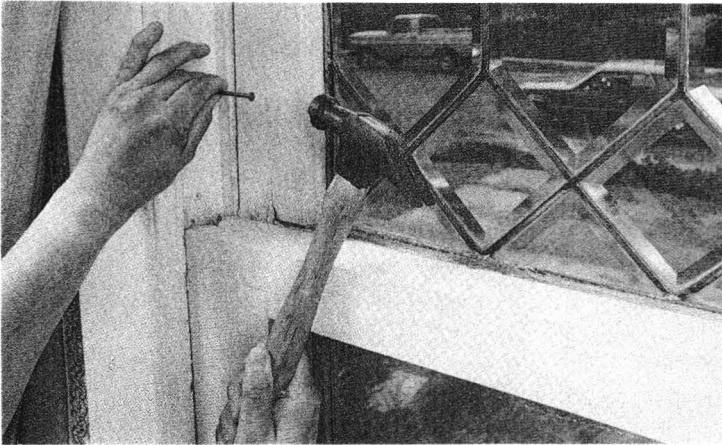
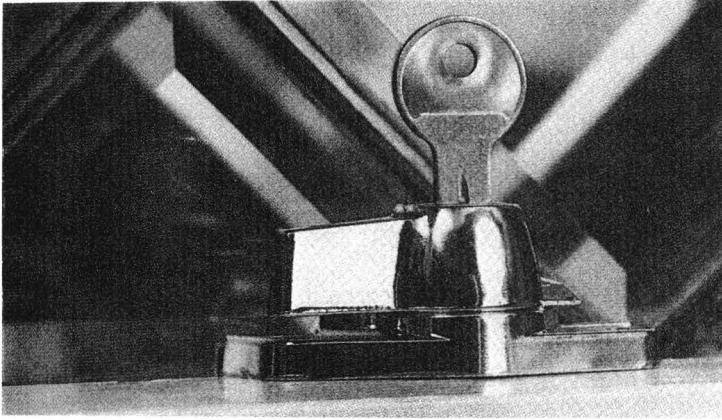
An even more simple precaution is to leave all windows not used for ventilation that have become “frozen” shut from painting, in their frozen position.

Windows used for ventilation may also be secured by installing key-operated locks, easily available at hardware stores and from locksmiths, on all your windows—especially those on the ground floor.

As a general rule an intruder will not break a window, first because the noise would be likely to attract attention, and second because the sharp edges would expose him to injury. This does not mean, however, that he will not remove a small piece of glass with a glass cutter and reach through to unlock the window. Thus the use of laminated glass, or the special impact-resistant plastics developed for schools, store windows, etc., is an excellent extra precaution—if you can afford it.

Window Guards

Metal window guards or bars are valuable in discouraging or delaying a burglar, but at the same time remember that they also prevent the



Windows become considerably more secure with the use of an effective window lock, or when a large nail is driven into the window tracks in such a way that it will prevent the window from being raised high enough to admit an intruder.

use of a window for quick emergency exit from the house. Lockable accordion-fold metal screens may be utilized to provide security and still permit you to have some windows always available for emergency exit, which is in itself a sound personal security precaution. (We will discuss other aspects of emergency home evacuation later on.)

In most homes, glass is held in windows by putty. Few people seem to take into account how severely this material deteriorates with age and exposure to the elements, making removal of panes relatively easy

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with no more than a pocketknife. Usually a contractor will replace all putty when he is painting your house, but double check and make sure that this is done.

Storm windows, in addition to being valuable savers of energy, and thus money, provide another impediment to the would-be intruder, although they can generally be removed with little more than a screwdriver. Even so, such removal takes time and can create noise, which will generally send the typical intruder on to easier targets.

In evaluating your window security, also pay very special attention to basement and storeroom windows, ventilation exhausts, access areas to crawl spaces opening into partial basements, coal chutes, storm cellars, attics, and all other spaces which give access to little-used areas **inside** the house.

Casement Windows

Casement windows are more secure than most double-hung windows in that they are opened with a geared-crank arrangement, and often are too small to allow human entry even when successfully opened. Intrusion is usually possible only after smashing or cutting the glass. There are a number of key-operated locks available for casement windows for those who want to be doubly sure.

Windows above Ground Level

Second-story windows pose less of a problem than do ground-level windows, but they still require attention in that they may be accessible from outside staircases, fire escapes, from the roofs of porches, or even from trees. You should never store ladders where they are available to a potential intruder.

In some city areas, the windows of apartments may be close enough to neighboring buildings to allow a plank to be used to bridge the gap

between the structures. Another hazard in some high-rise apartment buildings is the fact that an intruder could gain access by lowering himself from a higher floor to an unprotected or open window. Protection in these cases can best be accomplished through the same measures as we described for ground-level windows—it being a matter of personal judgment about just how much security is necessary, related to the cost of installing it.

Window-Unit Air Conditioners

A particularly vulnerable illegal-access location often overlooked by the home owner is the window-unit air conditioner. One way to thwart the potential intruder here is to ensure that units are secured by long screws to both the window and the window frame. When this is not possible, consider placing a bar across the face of the unit—again ensuring that it is very firmly secured to the window frame and/or to interior walls.

In all your door and window security precautions, remember that a very important consideration, in addition to keeping intruders out, is that there must be definite evidence of forced entry if you are to recover theft losses on your home-owner's insurance policy. In a similar vein, it is difficult to substantiate a claim for loss when filing income tax returns if there isn't indisputable evidence that the loss was sudden and unexpected.

Doors and Windows: A Check List

- 1 Exterior door should be locked at all times.
- 2 All outside doors, including enclosed porch or vestibule doors, should be protected.
- 3 Every outside door, **without exception**, should be equipped with a dead-bolt lock.

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4 Doors should be sturdy. If they are not, they should be replaced or reinforced.

5 Glass doors and glass- or wood-paneled doors should be equipped with double-cylinder locks.

6 If the walls of enclosed porches are inadequate to prevent through-the-wall entry, they should be made secure. At the least, brightly light such areas.

7 Doors should fit frames snugly, even if this means reinforcing the frame or replacing the door.

8 Locks with extra-long bolts can offer additional protection.

9 Chain locks, especially cheap dime-store versions, provide little security. Such devices should be limited to permitting the partial opening of a door to establish the identity of a visitor.

10 Peepholes—ideally with wide-angle lenses—should be installed in all solid, exterior doors.

11 Patio doors should be secured with vertical-bolt locks, and equipped with shatterproof or impact-resisting panes. A length of broom handle cut to fit the door track can provide an effective, inexpensive “lock” for such doors.

12 All windows should be locked at all times.

13 Windows should be equipped with adequate locking devices, preferably key-operated.

14 Iron window guards can offer protection, but provision must be made to allow the use of some windows for emergency evacuation of the building. Breakproof glass, or interior removable or folding guards, are recommended for this purpose.

15 Casement windows, though less hazardous than double-hung windows, nevertheless require adequate locking devices—preferably key-operated.

16 Above-ground-level windows require less protection than ground-level windows only if they are generally inaccessible. If in doubt, protect as if at ground level.

17 Windows used for ventilation purposes should be lockable in both closed and partially open positions.

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18 All openings in walls sufficiently large to admit a person should be protected.

19 Window-unit air conditioners should be adequately anchored to prevent their openings from being used for entry.

20 Putty securing window panes should be periodically checked and replaced as necessary.

Chapter 2 Interior Security

“It’s kind of embarrassing,” a police spokesman said. “We brought a couple to the station Friday on a shoplifting charge, and after they left we discovered three police payroll checks worth nearly \$1,000 missing from a partially-opened drawer.”

The police spokesman said that a woman later tried to cash the checks at a local bank, but when a teller questioned her about them she dropped the checks and ran.

Newspaper Article

There are a number of common-sense rules which will offer you a considerable amount of internal protection in your home.

Don’t Admit Strangers

First of all, don’t admit **anyone** until you know who it is. And determine who it is **before** you open the door.

If you have a peephole or glass panels in the door, or a window nearby, you can see visitors. If you have a solid door, fit a good chain lock to the door and **always** use it. As an added precaution, keep at hand a wedge-shaped rubber doorstop (available at any variety or discount



A wedge-shaped rubber doorstop will give your chain lock some useful assistance if a caller tries to crash through the door.

store) to slip beneath the door. This will give your chain lock some useful assistance if a caller tries to crash through the door, and, since he will probably recoil from his initial thrust, it will also give you a chance to slam the door shut and seek help.

If possible—and particularly if you live alone—consider installing an intercom system so that you can communicate with front door callers without opening the door. If you live in an apartment equipped with a **buzzer** to admit callers at the outside door, use it discriminatively.

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Once you have determined your visitor's identity from what he tells you, **don't believe him!** Assume he's lying and make him prove his identity. Insist on two or three items of clear identification. This applies even to a person in police uniform. Remember that, even though a policeman with a warrant can forcibly break into your home if he is denied admittance in order to carry out the task described in the warrant, you are **always** entitled to see proper identification.

If a man in another kind of uniform appears—to read your gas or water meter, for example—ask him to wait while you call the utility company to determine if readings are being made in your neighborhood that day.

Beware the door-to-door salesman. Call your neighbors on either side to see if he has been to their homes. If he hasn't, he will probably be gone by the time you put down the phone.

Don't trust any casual or unexpected caller. Ask for a business card, driver's license, or other identification, and if you are still suspicious, suggest that he call for an appointment.

Many legitimate businessmen, such as insurance agents, stockbrokers, and others making direct-to-the-public sales, will call you in an attempt to set an appointment to see you at home. If you do agree to an appointment, be sure to call the person's office before the appointment to verify his or her existence.

Do Not Be Lured Away from Your Home

The ways in which burglars or confidence tricksters attempt to gain admission to homes are legion. Many of them are equally skilled at getting people **out** of their homes.

For example, a friend's purse was stolen at a restaurant. The next day she received a call from a woman who said that she had taken the purse by mistake and apologized profusely. The caller indicated that she was at work, but that if the victim would care to meet her at a convenient rendezvous, she would be happy to return the purse. Naturally,

our friend was overjoyed at the prospect of recovering her property—to the point of even buying lunch for her benefactor. When she returned home, she found that her home had been burglarized. It had been entered by the use of a key duplicated from one in her purse.

Change Locks

Whenever you mislay or otherwise lose keys, get your locks changed. Entirely new hardware is rarely necessary, usually the lock's pins can be realigned and a new key made at minimal expense.

The friend whose story we just told had a hard time recovering on her home-owner's insurance because there was no evidence of forced entry. She could have avoided the burglary simply by keeping her house keys separate from any form of personal identification. Failing that, if she had taken the trouble to have her locks changed immediately, she still might have lost her TV, stereo, silverware, and oriental rug, but at least she would have had an easier time recovering her material loss, because there would have been proof of a genuine forced entry.

Household Inventory

Another form of burglary insurance is a household inventory. Set aside a Saturday or Sunday to go through your home room by room and list every item therein, noting also the approximate value of each possession and, where possible, serial numbers. Items of extraordinary value such as jewelry, silverware, art objects, and the like should ideally be photographed. Then take the inventory to your insurance agent and discuss your existing coverage, not forgetting items that need separate scheduling for adequate insurance protection.

Keep a copy of this inventory in your safe-deposit box at the bank, or with a trusted friend or relative. **Do not** keep a copy at your office, or anywhere else where it might serve as a shopping list for a burglar. See page 201 for a sample inventory form.

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Home Safes and Security Closets

Some people take the sensible precaution of using a small safe for the protection of valuable items, especially from fire. However, most home safes can be physically removed by a skilled and determined burglar, and thus do not offer a great deal of protection from theft. There is also the problem that most such safes are not sufficiently large to offer protection of larger items such as furs.

One excellent alternative to a safe is the home security closet. This requires lining the floors, walls, ceiling, and door of a suitable space with fire-retardant or fire-resistant material, and providing adequate locks for the entry door. Usually an ordinary closet door must be rehung, because the hinges of most are exposed on the outside. Bracing or otherwise protecting the door frame will also usually be necessary, so that it cannot be removed along with the door.

Credit Cards

Some years ago a friend had the unpleasant experience of having his pocket picked, losing a case containing a number of credit cards and his driver's license. Fortunately, he kept a record of his credit card numbers for the loss-control divisions of the issuing companies. He immediately notified each of the companies of the theft by telephone, and followed the calls with confirmatory telegrams. Despite all this, charges amounting to tens of thousands of dollars were made on his stolen cards.

If you have not done so already, we strongly recommend that you make a list of your credit card numbers and the addresses to which you should report lost or stolen cards (see page 202 for a sample form).

You are liable for the first fifty dollars of illegal charges made **prior to reporting** the theft or loss of a card, so such a list could be worth several hundred dollars to you if you carry a number of credit cards.

Insurance is easily available for reimbursing losses stemming from credit card theft or loss.

Destroy unneeded duplicate cards.

Bank Services

Never carry a lot of cash with you, or keep cash around the house. Pay by check, or use charge accounts. If you have need to carry “mad money” or emergency funds, use travelers’ checks—you don’t have to be traveling to cash them.

One particularly valuable service offered by banks is a safe-deposit or lockbox. That is where you should keep any especially valuable jewelry, or stock and bond certificates, and all other valuable or important documents.

Securing Securities

Do not assume that stock certificates are not negotiable simply because they are issued in your name. Stolen stock certificates are frequently used as collateral for loans, which are then, of course, defaulted. Obtaining reissuance of a stock certificate to replace one lost or stolen is a very laborious and time-consuming process, in that the issue is generally required to post a bond to indemnify the transfer agent for any possible loss as the result of the stolen certificate being sold. There is also the distinct possibility that you might suffer a loss by not being able to sell a security while it is tied up for months in a reissuing process.

The best means of protecting securities is to leave them in your safe-deposit box or in the custody of your broker. A federally sponsored insurance program protects investors from loss, within specified limits, of securities held by brokers for their clients. This arrangement certainly is preferable to keeping certificates around the house, even though recovering from the federal insurance can embroil you in an administrative nightmare during which your assets are not liquid.

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Bearer bonds and other freely negotiable securities should be avoided in favor of registered equivalents. If, however, there is no alternative to owning bearer instruments, they should be kept in a bank safe-deposit box.

Con Men and Con Games

Always look a gift horse very hard in the mouth.

Never be rushed into any investment by a smooth-talking con man. Any investment with merit can stand thorough investigation.

One especially nefarious scheme, used principally to bilk the elderly, is the “pigeon drop.” It is usually worked after a person has made a deposit in a savings account, and has his passbook with him. A stranger will approach the “pigeon,” flash a wad of money, say that he just found it, and ask what he should do. A “passerby” who is actually a confederate will then say something to the effect that he has a friend who is an officer in a nearby bank. The second con then disappears for a time, to reappear with the information that his friend the bank officer told him that they can keep the money if no one claims it that day. However, they must make a “security deposit” to protect the bank. The “pigeon,” dazzled by his bonanza, will then be persuaded to withdraw his savings as his part of the deposit. By the time he returns to claim his deposit and his share of the bounty, his “partners” are long gone.

Identifying Your Property

One way to protect your belongings is to etch your name or social security number into them, by means of an easily available electric pen with a hard tip capable of scratching most metals. Identifying all items of value likely to be stolen, such as TV sets, stereo equipment, radios, cameras, binoculars, and so forth, makes life a lot tougher for burglars, in that marked property has considerably less resale value. It also offers

the plus that, in the event any of these items are recovered by the police, you can positively identify them.

Decals or other window stickers, indicating that property is thus identified, are often furnished with etching equipment, and should be used as a further deterrent.

Handguns

Many Americans keep handguns in their homes, primarily because this gives them a sense of security. However, unless you and every member of your household know exactly how to keep and use a firearm **safely** it is probably more hazardous to **you** than to a burglar or intruder. At the very least, all firearms in the home, including hunting rifles and shotguns, should be equipped with lockable trigger guards.

Should you be burglarized, or subjected to threat from an intruder, be cautious about using a firearm to protect yourself. Remember that the intruder will be just as nervous as you are—and probably a lot more desperate.

The Woman Living Alone

The woman living alone should **always** have a phone in her bedroom and a strong lock on her bedroom door. The bedroom-door lock should be key-operated and a duplicate key left with a friend or trusted neighbor, against the event of sudden illness necessitating quick assistance.

Alarm Systems

An alarm system does two things. It detects, and it communicates.

The alarm system which might be installed in your home would probably function both as a fire alarm and as an intrusion alarm. So-

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called “panic buttons” would add a third function, that of manually communicating the fact that some sort of assistance might be required. The system could also have other functions, such as monitoring a vital piece of equipment.

Fire Detection. You’re more likely to have a fire than an intruder, so we’ll cover that function of the alarm system first. The four ways an alarm system detects fire are by heat, rate-of-temperature-change, smoke, and ionization.

The heat detector is probably the most widely used. Generally, the detecting device is a small metal strip which will melt if the temperature reaches a certain point, thereby activating an alarm. This detector’s disadvantage is that the fire’s start must be sufficient to melt the metal before the alarm sounds. Its advantages are that it is relatively inexpensive and has a rather low incidence of false alarms.

The rate-of-change detector activates the alarm on the basis of temperature difference (or thermostat) principle. Thus the warning is given earlier than with the heat detector, but such devices are more expensive, more prone to false alarms, and still require that the fire have a head start.

A smoke detector can provide still earlier warning. A fire in the smoldering stage, before it builds great heat, will activate this type of alarm. But, while this earlier warning is a safety feature, it is also subject to more false alarms—even a burnt Sunday roast or a smoke-filled-room poker game could activate it.

The ionization-type detector provides the earliest warning, is relatively free of false alarm potential, and is reliable. It is also the most expensive. An incipient fire, as a part of the combustion process, gives off gases which have electric charges. The ionization detector measures these charges and gives its warning. If a cigarette falls on a carpet, this type of detector not only gives early enough warning to keep the fire from spreading, but might even allow you to save the carpet.

Generally, no single type of detector is used exclusively in a home. You wouldn’t use a smoke detector, for example, in a kitchen where a burning roast would set it off. The heat detector is usually used in con-

junction with a sprinkler system, and is inappropriate for most home uses.

Intrusion Detection. There are seven broad categories of intrusion-detection devices.

The first, the magnetic switch, utilizes a magnet to hold one of the contacts of a switch away from the other. When the magnet is attached to a door, and the switch to the door facing, the magnet keeps the two switch points apart. When the door is opened, the magnet no longer holds the spring-loaded contact to prevent the switch from engaging, and the alarm sounds. One problem with this type of device, however, is that it can be defeated by using another magnet to hold the switch contact, even though the door is opened.

The metallic tape device is in widespread use. You have probably seen it on store windows. An electric current flows through the tape. If the window—and the tape—are broken, the interruption of current sounds the alarm. Unfortunately, this type of sensor can be defeated by cutting the glass while leaving the tape undisturbed.

A third type of device, the pressure detector, involves something like a doormat. An individual's weight on the mat brings electrical contacts together and activates an alarm. Self-opening doors at supermarkets and discount stores employ the same principle.

A fourth type of detector, found in some photoelectric elevator doors, is activated by interruption of a beam of "light." An intruder, however, could circumvent a photoelectric sensor merely by stepping over or sliding under the beam. Thus, many interrupted-light beams utilize infrared light which is invisible to the human eye, making an advance over "visible spectrum" light sources. In each of these, a transmitter sends a ray of light (visible or invisible) to a receiver, and sounds the alarm when there is interruption in the light's passage.

Some infrared detectors utilize only a receiver, activating on a human's infrared radiation. Virtually all light-activated systems are widely subject to false alarms and, because of the diffusion of light, usually cannot cover large areas. However, one utilizing laser beams can cover much more area because of the strength of the light source.

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Mirrors may be used with these systems to bend the area of coverage around corners, permitting a single transmitter/receiver unit to protect more than one opening. On the other hand, mirrors can be also used to bypass such a system.

A fifth type of sensor uses sound waves to fill up a room. These sound waves are too high to be heard by the human ear, so the intruder is unaware of their existence. By bouncing off him, the pattern of the waves is altered, which activates the alarm. Unfortunately, some individuals—and more pets—are irritated by these ultrasonic “noises”; and these sensors are also subject to false alarm caused by the flapping of a curtain, or even a rush of air from a heater starting up. Loud noises in adjacent spaces might also activate such a system.

A very similar system utilizes electromagnetic microwaves, rather than sound waves. While this eliminates the irritation to sensitive ears, these waves will penetrate walls, rather than bounce from them like the ultrasonic waves. This means that movement in the next room could activate such a detector.

The last common type of system is the capacitance detector, in which a low-power magnetic field is set up around the object to be protected. An intruder, nearing the object, changes the magnetic field and thereby generates an alarm.

Again, a qualified professional can help determine which mixture of sensing devices is best for you.

Communicating the Alarm. Once a detector has sensed a fire or intruder, the system must be able to communicate that fact. The detectors can be set to activate a bell or siren or a radio that transmits an emergency message, or to call up someone on a telephone to deliver a prerecorded message. The greatest problem with all of these systems, however, is false alarms, which has led some localities not to permit devices which directly notify the fire station or police. Also, some radio-operated devices violate FCC regulations, and bells or sirens going off frequently cause neighbors to get to the point of ignoring the alarm—perhaps at the time when the wolf is really at the door.

For the future, the opening up of our larger cities to cable TV puts an exciting possibility for alarm systems on the horizon. Cable TV can

connect homes to the system on a two-way basis, bringing TV into the home and transmitting emergency information from home to a central station on the same cable. Not only fire and intrusion detectors, but things such as iron lungs, boiler level monitors, or virtually any type of sensor can be made part of such a system.

Unfortunately, regardless of how well planned and sophisticated your alarm system might be, there is still a problem. **You.** You are in and out of the home all day. Whatever the alarm system, it must be told when it's you "turning it on," and when it's someone or something else. This is called—

Arming an Alarm. Obviously, you don't want your alarm to "cry wolf" every time you enter the house, so you must be able to turn it on and off and enter your home without either triggering the alarm or compromising its effectiveness at detecting an intruder. Following are the three arming (or disarming) mechanisms generally used with an alarm system.

The key-armed system, as the name implies, uses a key to disarm and then rearm the system so that you can enter the house without creating an uproar. This is inconvenient, and, if your keys fall into the hands of a burglar, your entire alarm system becomes valueless.

Pushbutton systems are more convenient and secure than key systems, but, if the combination of your pushbutton lock is compromised, then the security of your system is compromised too.

Time-delay systems are perhaps the most convenient and most secure of the arming systems in that there are no keyholes or button sets for an intruder to bypass but simply a delay between the detection phase and the communication phase. This allows you to enter your home normally, and to advise the system that it is you, rather than an intruder, who has arrived home. Usually this is accomplished by activating a reset button, which should be located at some place in the home where an intruder is unlikely to find it.

The greatest false-alarm hazard lies, of course, in your failure to identify yourself to the system within the allotted time.

Panic buttons are simply ways to activate your system manually,

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should you need emergency help. For example, should you see a trespasser in your yard, and not wish to wait for him to break in before seeking help, by hitting the panic button you will present your intruder with a most unnerving scenario, flashing lights, bells, and maybe—so far as he knows—an automatic communication notifying the police. His first impulse would obviously be to take off—fast.

How to Buy an Alarm System. Begin by seeking objective alarm-system advice. Many police burglary squads and fire departments have alarm-system specialists. Your casualty insurance carrier also probably has a specialist who can not only recommend special equipment, but tell you how to lower your insurance premiums as well by installing it.

Of course, alarm manufacturers and installers will be more than happy to offer advice also. It may not be totally objective but, if it is the only advice available, it is better than nothing.

Some alarm systems are worse than none at all. You obviously cannot afford a system which delivers only false security. In selecting an alarm-system source, remember that the equipment is complex and that you must have good service available for it. Generally, this would rule out buying a system by mail, from a distant supplier, or from any firm other than one which specializes in the sale, installation, and service of such systems.

As a general rule, the longer the warranty, the better the system. But if it is issued by a “here today and gone tomorrow” firm, the warranty, regardless of terms, is suspect.

Check parts inventories. If a critical part is available only from a single manufacturer located in Yokohama (or Yonkers, for that matter), you may be asking for trouble. If your dealer doesn't have the parts on hand, your system may well be useless to you. Look inside the cabinets of proposed equipment for familiar names, such as General Electric, Texas Instruments, or Westinghouse on the components.

Finally, check with your tax accountant. Certain types of installation may effect the tax treatment you would receive when you sell your home. A through-the-wall installation, although more expensive initially, might well, for example, be the least expensive in the long run.

Caveat Emptor. Let the buyer beware! The proliferation of crime is perhaps matched only by the proliferation of opportunists preying on the near-paranoid reactions of some sectors of the public toward their safety. The use of scare tactics to sell alarm systems is deplorable. Be especially cautious about such an approach, particularly in unsolicited direct-mail advertising or from door-to-door salesmen. Don't allow yourself to be stampeded into immediate action. The best response to a now-or-never sales approach is "Never!"

Look for Underwriters Laboratories (UL) or **Good Housekeeping** endorsements. These aren't the final word, obviously, but are assurances that the equipment and/or service has been subject to rigorous, objective investigation.

Beware of installation charges. If at all possible, contract for a firm price, **installed**. Many unscrupulous operators will quote absurdly low prices (for, as a general rule, absurdly inferior equipment) plus a "nominal installation fee." **Your** definition of "nominal" may be a lot different.

Most of you will probably have to finance an alarm system. The dealer might say he can arrange financing for you, and will hint that he will carry your note. In most instances, he will carry it no farther than the discount window of the nearest bank or finance company, where he will sell it to the bank or finance company which becomes its "holder-in-due-course." The dealer is then responsible for carrying out the contract, but the holder-in-due-course is entitled to payment.

If the dealer defaults on the contract, or even skips town, you will probably still be liable to the holder-in-due-course for payment. You could very well get fleeced under such an agreement, especially if there is collusion between an unethical contractor and an equally unethical holder. Thus, we can't emphasize too much the absolute necessity of dealing with a completely reliable, ethical contractor.

Take care, too, in selecting the communication phase of an alarm's operation. If you buy a system which automatically dials the police or fire department with an emergency message, make sure your town's departments will respond to such calls. Be certain that radio-transmitted

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messages don't violate FCC regulations. Check out every angle before you sign anything.

One last word of warning: beware of service contracts. While good service from a reliable contractor is the main consideration when you purchase an alarm system, contractual prepayment for this service may be unnecessarily expensive. Be certain to investigate total costs before making your commitment.

Keep Your Security Secret

Do not advertise **everything** you do to make your home secure, because virtually every defensive action you might reasonably take can be countered, subverted, or bypassed should a would-be intruder know exactly what to expect.

This may seem a little contradictory when viewed in the light of the previous suggestion that alarm decals be used. But the fact is that many homes display such decals when, in reality, they are not protected by an intrusion alarm. Unfortunately, the professional burglar generally knows this—and, furthermore, knows how to determine, **for sure**, if such a system is installed. Should there actually be a system, he quite possibly can circumvent it, given the time and lack of disturbance required.

On the other hand, the amateur burglar who is stealing property for his personal use or to support a drug habit is generally not as well schooled in the mechanics of his trade, and thus would be more easily deterred by exterior warnings.

Your interest is obviously in avoiding a rip-off, be it administered by the old pro or the tyro. You thus need to strike a balance between deterrence and total disclosure—revealing enough to discourage the random burglar, but not so much that you make it easy for the skilled and determined pro who singles you out.

In this respect, it is important that you be guarded in what you tell people. Suppose a neighbor has a valuable collection of cut glass, which is stolen while she is out of town. Later, when police crack a burglary

ring, it is discovered that one of the members was a young man who lived in the neighborhood. In such cases it is hardly just coincidental that the neighbor should have remarked that the thieves “seemed to know exactly what they were looking for.”

Interior Security: A Check List

1 Don't admit anyone to your home unless you know the person, or he or she has properly identified himself or herself and his or her reasons for calling on you.

2 Use a chain lock and a rubber doorstop while identifying a stranger at your door.

3 Check and double check the identification offered by strangers.

4 Do not assume that a stranger in uniform is legitimate. Verify his status with his employer.

5 When a stranger phones ahead and makes an appointment to see you, verify that he is employed by the organization which he claims to represent before you admit him.

6 Beware particularly of persons claiming to be building or fire inspectors, or door-to-door salesmen. Check with their place of employment before admitting them.

7 Inventory all your belongings and keep your list up-to-date. Protect the list carefully.

8 Consider installing a security closet in your home.

9 Preplan your course of action in the event that your credit cards are lost or stolen. Destroy unneeded duplicate cards.

10 Never keep a lot of cash in your home or on your person.

11 Use a safe-deposit box for storage of valuables.

12 Thoroughly investigate all “get-rich-quick” schemes before you invest. If a scheme requires immediate action on your part, pass it up.

13 Never leave checks lying around, and lock up or hide your checkbook in the home.

14 If you surprise a burglar or robber in your home, cooperate—don't try to be a hero.

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15 Identify appropriate items of property with an etcher or similar device.

16 Beware of persons attempting to get you away from your home.

17 Equip any firearms you own with lockable trigger guards.

18 Install locks on your bedroom door, and have a telephone in the room.

19 Give serious consideration to installing alarm systems and/or panic buttons, and to providing auxiliary power sources for them.

20 Use exterior deterrent signs, consistent with not revealing all details of your security measures.

21 Avoid disclosures that indicate you own items of considerable value.

Chapter 3 Your Telephone

Every day for the past six years, Barney, 85, has dialed the same telephone number just before 9 A.M.

“Good morning Dorothy,” he says to police complaint clerk Dorothy.”

“Good morning, Barney. Have a nice day,” says Dorothy.

The daily conversation is part of a police service in this Miami suburb originally named “Reassurance Program” and later called “Operation Good Morning.”

Police say the program, started in 1968, has saved the lives of elderly persons living alone. The more than 50 persons on the other end of the line says it helps save them from loneliness.

Newspaper Article

The telephone is a marvelous invention that has been adapted to many uses, most of them benign like the one above. But the telephone is also an instrument of crime—in fact, possibly the most widely used criminal instrument.

Guard What You Say

The first lesson of telephone security is never to tell anyone anything that you don’t wish him or her to know. For example, a caller who asks

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for the man of the house should never be told that he is out of town. Far better to tell the caller that your father or husband “is expected home almost anytime,” and offer to have the call returned. It is vitally important that this lesson be taught to children, as well as ingrained as a habit in adults.

Every caller who hangs up when the phone is answered is not a burglar attempting to find out if there is anyone at home. Telephone equipment can malfunction; calls can be disconnected; callers can become flustered when an unfamiliar voice answers the phone and hang up as a reflex action. However, there is always the **possibility** that the caller is a would-be burglar, and it is a good idea to assume just that and thus to check immediately to see that all doors and windows are properly secured.

Summoning Emergency Assistance

Emergency numbers for police and fire departments should be available at every phone in the home; we include a sample of how this can be done on page 197. However, under the stress of an emergency, people sometimes lose their composure to a point where they forget how to take otherwise routine actions. Thus, as a further precaution, place a small note (a label maker is ideal) on the phone saying “Dial O.” And if you or yours are highly excitable, it isn’t a bad idea to include your own address as well!

Telephone Answering Services and Devices

A telephone answering service is a valuable security measure, especially if there is no one at home for considerable periods of time. Under no circumstances should the service tell callers that the user is out-of-town or away from home, or when he or she is expected to return. Likewise, the service should be instructed not to tell a caller that the operator is, in fact, an answering service, but rather to give the impression that she is a house guest, visitor, or a domestic employee.

Telephone answering equipment which delivers a prerecorded message and tape records a caller's message can also be used advantageously as a security device, by always indicating, in your messages to callers, that you expect to return home shortly. When you are away for an extended period, it is a good idea to check in periodically, returning the calls of strangers and leaving the impression that you are now at home.

Incidentally, don't be alarmed if you get a lot of calls in which no message is left. Many people simply object to talking to a record, and hang up as a result.

Telephone Security When Away

The telephone is one service that you should **never** have discontinued while you are away from home. A temporary disconnection message delivered by a special operator is a clear indication of one of two things: either that you haven't paid your bill or that you are out of town. You don't wish to leave either impression on callers.

Nuisance and Obscene Calls

In most localities "nuisance calls" are against the law. In Tennessee, for example, the law provides ". . . it shall be unlawful for any person or persons . . . to telephone another person repeatedly, if such calls are not for a lawful business purpose, but are made with intent to abuse, torment, threaten, harass, or embarrass one or more persons." Similarly, the law generally prohibits obscene phone calls, described in Tennessee law as any "lewd, obscene, or lascivious remarks, suggestions, or proposals, manifestly intended to embarrass, disturb, or annoy the person to whom the said remarks, suggestions or proposals are made."

If you do receive an obscene call, hang up and forget it! Most obscene calls are isolated, one-time occurrences, possibly placed by dialing numbers at random. Often these callers are adolescents, putting

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forth a display of bravado for their friends. Should the calls continue, however, notify your telephone company.

The methods which the telephone company will use to bring an end to this nuisance will vary over a wide range, depending on the particular equipment serving your home. Thus, you shouldn't feel short changed if your obscene-call problem is handled differently from your neighbor's.

Under no circumstances should you attempt to debate or get into a shouting or cussing match with your caller—unless, of course, you should be so requested by telephone security personnel, to assist in their investigation. To excite or inflame anyone, especially one demonstrating such antisocial behavior, is a sure invitation for a repeat performance by your caller.

The most effective means of avoiding a series of obscene or nuisance calls is to get an unlisted number. However, this is a most inconvenient tactic.

The Telephone “Survey”

The use of the telephone for sales purposes, often through the gimmick of a so-called “survey,” can be very annoying to some people, but unless there are serious misrepresentations, it is not illegal. There are, however, other types of surveyors who are gathering intelligence information for illegal purposes, thus it pays never to give confidential information over the phone unless you are certain about the person to whom you are speaking. Do not, for example, spontaneously answer questions concerning where you work, what you look like, your income, any items of value you may have in the home, your sexual habits, or anything else of a personal nature.

Know Your Caller

Occasionally you might get a call from a person representing himself as a peace officer or government agent making an inquiry. Unless

you are subpoenaed by a court of law, you are not required to give information. Generally, as law-abiding citizens, we do have an obligation to cooperate with law officers, but that obligation does not extend to cooperating unquestioningly with people who merely represent themselves as such.

The thing to do when you get a suspicious call of this nature is to insist that your caller visit you in person so that you can properly examine his identification, and to say something like, “May I call you back? It isn’t convenient for me to talk right now.”

Then return his call at his office, having first checked the number he gave you against the telephone directory to assure that he actually is who he claims to be. If you are unable to verify the number from the directory, call the directory number of the agency which the caller claimed to represent. If they cannot identify your caller, report the incident to the police and give them the number which your caller gave you.

A final warning: beware the caller who alleges that your name has been given as a reference. You have an obligation to your friends and neighbors not to reveal information about them indiscriminately. You should always arrange to return a call requesting such information, so that you can first verify that the caller is who he claims to be. Alternatively, you might check with the acquaintance who submitted your name as a reference; or you might agree to respond only to a written request for information.

It is, incidentally, always a good idea to advise anyone whose name you give as a reference that you have done so, so that his time will not be taken up unnecessarily in double checking a call he might receive on your behalf.

Your Telephone: A Check List

- 1 Do not reveal personal information to strangers who phone you—especially about when you will be away from home.
- 2 Impress on children the importance of not revealing such information to callers.

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3 A caller who hangs up without speaking may be attempting to determine whether the house is occupied. Use each such call as a reminder to check your security measures.

4 Never assume that a caller who phones ahead for an appointment is legitimate. Double check.

5 Keep emergency numbers available at all telephones. If you are easily excited, have your address available as well.

6 Consider a telephone answering service, or a telephone answering device.

7 Never record precise information about when you will be away from home, or when you anticipate returning, on an answering device, nor relay such information to an answering service.

8 Never cancel your telephone service when on vacation or an extended trip.

9 Report repeated nuisance or obscene telephone calls to the telephone company.

10 Do not talk to, or debate with, an obscene or nuisance caller.

11 Beware of people who contact you by telephone, seeking information about you, your associates, or your neighbors. Call back to verify that you are talking to a person having a legitimate reason for requiring such information.

12 Assure yourself that any caller representing that your name has been given as a reference is legitimate before you reveal any information about yourself, your friends, or your neighbors.

Chapter 4 Your Dog

Police Dog Patrol Officer ——— today reported the fourth burglary suspect catch in a week by his dog, Max. Officer ——— said he was cruising in the area of a burglary at the ——— Liquor Store, about 2:30 this morning, when he saw two suspects running, arms loaded with bottles. He said that, when he shouted for them to halt, one stopped but the other continued running and he sent Max after the man. Max quickly overtook the suspect and brought him down.

Newspaper Article

Along with the boulder rolled across the mouth of his cave, the dog was high on the list of man's first security measures. The dog became an ideal pet, subservient to his master, but inherently possessed of an urge to protect his master's property.

If you don't already have a dog, you should give serious consideration to owning one. Dogs have considerably better developed senses of hearing and smell than do humans, enabling them to detect the presence of would-be intruders well ahead of humans. By giving warning of the presence of an intruder, a dog allows you time to take some sort of protective or defensive measures—while at the same time letting the

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intruder know that his presence has been detected, which will usually be enough to make him move rapidly elsewhere. When an intruder does not move along, most dogs rarely hesitate to attack, whatever the odds, in defense of their master's and their own territory.

Yard Dog or House Dog?

The question of which is better from a security standpoint, a yard dog or a house dog, is moot. A yard dog is likely to be a better deterrent, but a house dog is likely to be a better defense if an intruder does ever actually gain entry to your home. There is also the consideration that yard dogs are more susceptible to being poisoned, or to being set loose, by would-be intruders.

Which breed of dog you select is largely a matter of personal preference. As a generalization, the large dog is better than the small one. Perhaps even more important than size, however, is the dog's "voice"—the louder and more persistent his bark, the better.

When you are away from home on vacation, try if at all possible to have a friend or neighbor feed your dog (and walk it, if a house dog), rather than lodge it at a boarding kennel. The dog can be extremely valuable as a deterrent around an otherwise unoccupied home.

Specially Trained Security Dogs

We have purposely avoided referring to specially trained security or "attack" dogs, because it is our feeling that, except in extraordinary circumstances, these animals are **not** suitable for the average household. They are expensive, they require periodic retraining, and they must have constant practice and handling in order not to lose their specialized skills.

A security-trained dog who gets loose and roams the neighborhood can become a menace, especially if he becomes confused by being away

from familiar territory. Lack of regular training and handling can cause such a dog to lose totally or partially some of his fail-safe restraints. Thus, in our opinion, only people who are subject to extortion or kidnapping or other very serious crimes, or who keep extremely valuable items around the home, should consider such a dog. Even then, they should be aware of the risks involved, including the very heavy liability they face if the dog attacks under the wrong circumstances.

Should you consider this type of animal, for whatever reason, be sure to investigate thoroughly before buying. The increase in crime in recent years—especially burglaries, rapes, and assaults—has given rise to a spate of charlatans who pass off ill-trained or untrained animals as trained security dogs. Such a dog can be a real hazard both to his owners and to other people, and especially to young children. So enlist the aid of a veterinarian, the head of your police-dog squad, and other qualified individuals in selecting the source of such a dog.

At the risk of offending the millions of cat owners in the world, we must state that cats do not offer much security protection, both because of their small size and their lack of bark. The dog's primary weapon is definitely his bark—and it's probably just as well if it **is** worse than his bite.

Your Dog: A Check List

- 1** A dog can be a most effective security weapon, and you should seriously consider owning one if you do not already.
- 2** The dog's principal use is to serve as a warning device and as a deterrent.
- 3** Try to leave your dog at home when you are away, by arranging to have it fed, watered, and walked by a trusted friend or neighbor.
- 4** A specially trained security dog, especially an attack dog, is **not** a good idea, except in the most extraordinary circumstances. Always investigate very thoroughly before buying such a dog.

Chapter 5 Domestic Employees, Deliverymen, and Invited Strangers

Detective Sergeant Ernest ——— today announced the arrest of four persons, including a former newspaper boy, in connection with a series of daylight burglaries in ———.

Newspaper Article

This chapter might seem at first something of an anachronism, in that the use of employees in the home isn't as widespread as it was even a few years ago. But don't pass it over simply because you don't have home help, because the fact is you **do**—in the form of newspaper boys, the milkman, the dry-cleaner route man, babysitters, the Fuller Brush man and the Avon lady, repairmen, pest-control route men, carpenters, mailmen, remodelers, decorators, painters, appliance servicemen, and so on and on.

All of these people who call on you have one thing in common—all have the opportunity to pick up a key ring or leave one of your doors or windows unlatched. Many of them will also have the opportunity to know when you will be out of town. A few of them may know where most of the items of value in your home are kept. And at least one of them, the domestic employee—whether full- or part-time—knows practically as much about your household, your habits, idiosyncrasies, income, savings, and just about all other aspects of you and your family's

life as you yourself do. One more thing that each of these persons has in common is the ability to develop a real or imaginary grievance against you, which frequently offers an even greater motive than greed for placing your person or property in jeopardy—that of revenge.

How do you protect yourself against such risks? Let's break the problem down into categories, dealing first with people who will be in your home regularly, sometimes when you yourself are not there. This group includes domestic employees such as cleaning ladies, maids, children's nurses or governesses, chauffeurs, gardeners, and babysitters.

Check References

Remember our primary rule of thumb: "Do not let anyone into your home unless you know who he or she is, and **always** check **references completely**." If a potential employee can't provide them, then do not **hire that person under any circumstances**. If your circumstances warrant it, have a background investigation conducted by a reputable investigative agency, plus a retail credit check.

If you still are left with even the slightest doubts, then it is even worth going to the trouble of requesting a records check from the police departments of localities where the applicant has previously lived. You may encounter some difficulty here, because recent right-of-privacy legislation tends to tie the hands of the police in releasing information about persons from their files. Do your best, however, because the truth of the matter is that an alarming number of applicants for such positions are actually subjects of outstanding arrest warrants!

Wherever possible, such investigations should extend also to immediate members of the applicant's family. A cleaning lady whose husband has had a number of convictions for breaking and entering is hardly an ideal employment prospect.

Polygraph Examinations

In most areas of the country, polygraph or "lie detector" examinations can be arranged at quite reasonable cost. The polygraph, although

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not foolproof, is a valuable preemployment investigative tool, in that a person with a secret will generally not submit to such a test. Another advantage of the polygraph is that, once employed, a person who knows he is subject to reexamination is confronted by a very strong deterrent.

Bonding

The bonding of domestic employees is not cheap, but the benefits should outweigh all other considerations if you are really concerned about security. Bonding also presents a valuable by-product in that it requires yet another investigation into the background of the employee, and one independent from your own.

Employment Agencies

One word of caution about domestic employment agencies: some are very good and some are not. So, if you deal with an agency, investigate it as thoroughly as you do the individuals it recommends.

Babysitters

Typically, babysitters are either neighborhood teenagers or more mature women, quite often widows whose own families have already been raised. Nice and trustworthy as they may seem to be, either can present genuine security problems.

You may have known the young woman down the street all your life, and her father may be one of your best friends. What you may not know, however, is that her latest boy friend happens to have a drug problem, and that, irrespective of any objections on your part, she will let him into your home as soon as the children are asleep, where he will remain until shortly before you are expected home.

The more mature woman, on the other hand, might pose quite different problems, but problems nevertheless. Just suppose, for instance, that she finds her social security benefits, or the small pension she receives, totally inadequate to meet her living requirements. It is

human nature to like and trust people, but it is also common sense to recognize that they have the same survival instincts that we all do.

We are not going to try here to assess which of these types of babysitter offers the lesser risk, because in the long run that always depends on the individuals involved. But there is no doubt at all that the best babysitter is the indulgent grandparent, or the favorite aunt.

Beyond that, we go right back to our basic rule of thumb, which is “Don’t let anyone in unless you know who he or she is.” In short, your best weapons are thorough investigation of whomever you chose to babysit for you, and **your own survival instincts**.

A clear understanding with the teenager’s parents, and perhaps an occasional check by them, would be a valuable measure, as would a request to a neighbor to keep an eye open on your behalf. Either or both might prevent someone from backing a truck up to your door and stripping the place.

When an Employee Leaves

When a domestic employee leaves your employ, the first thing you should do is to check your home inventory (see page 201) and the second is to change your locks (see page 19). Even if you do not have a spare door key somewhere around the house; even if you’ve never left a key lying around the house which might have been duplicated—**change the locks**.

Although you may keep most of your valuables in a safe-deposit box, over the years you will have developed special hiding places at home for those you use on a day-to-day basis. Your one-day-a-week cleaning lady will have found these caches during the time she has been with you. Undoubtedly, fearing that she would be caught, she hasn’t taken anything while working for you, but now that she is leaving she may feel she is on safer ground. Changing your hiding places will minimize that risk. But don’t simply exchange places—**change them**. Move the good silver from the dining room to a spot in the kitchen, or an upstairs bedroom; take the diamond ring from the powder box in the

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bathroom to the toe of an evening shoe in the closet. And make absolutely certain that you change the entry on your home inventory, otherwise there's a chance that you will forget the new location yourself. And be sure also when doing so to find a new and secure spot for the inventory itself, unless you want to present a burglar with a nice neat shopping list.

Deliverymen

Most advisory services, such as travel agencies, tell us that, in the event we will be away from home for more than a day or two, we should be sure to cancel the newspaper and the milk deliveries, and even maybe ask the post office to hold mail, because accumulations of all these items are dead giveaways to potential intruders. Is this good advice? Well, if you follow it you will have told five or six people your plans, including how long you will be away; and they are all likely to be people who know considerably more about **you** than you do about **them**.

It is thus in our view far, far better to let the deliveries continue and to arrange with a friend or neighbor to have them brought into the home. Obviously, if there is no one of whom you can ask this favor, then definitely cancel all deliveries, notifying *both* the route man and the office supervising him.

Repairmen and Carpenters

Irregular or semi-regular visitors to your home, such as in-home sales persons, movers, carpenters, painters, decorators, and repairmen, offer the greatest security hazard of all. Almost without exception, they are in the employ of others who are providing services to you under some form of contractual arrangement, which means that you have virtually no control over the selection or investigation of the people who will be actually entering your home. There is also the factor that the work they will be doing usually involves some degree of confusion, and probably a lot of inward and outward traffic of both people and com-

modities. Unless you can be everywhere at once, with eyes in the back of your head, you are, in short, wide open for a rip-off.

Consequently, well before the first workman shows up you need to do some careful planning. Move jewelry, furs, art objects, valuable documents, and any other portable valuable items to your lockbox, or to some other secure place such as a neighbor's home. Do the same also with liquor, wine, medication, firearms, and small appliances.

Deal only with reputable companies or individuals who can furnish ample references, and **check those references**. Make certain that someone you trust is present to check up on things and to generally look after your interests. If that happens to be the lady of the house, do not let her do the job alone—it is more than a one-person task, at best, and there is much truth in the old saying about safety in numbers.

Consider engaging a security guard or patrol service in the evening hours, especially if there are ladders lying around the yard, or windows which much remain open to allow paint to dry. You may even wish to consider hiring a house sitter, or a security guard, and moving to a hotel until the work is completed.

Once things get back to normal, make an inventory check as we outlined above, against the possibility that someone had the opportunity to duplicate a key which might have been found in your home. Consider once again changing your lock cylinders, including window locks, if you neglected to remove the emergency keys from their place near those locks. Indeed, these are ideal occasions for making a thorough check of your entire safety and security procedures.

Domestic Employees, Deliverymen, and Invited Strangers: A Check List

1 Remember that domestic employees have a great opportunity to “case” your home, and thus offer very valuable information to burglars.

2 All domestic employees—including babysitters—should be

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thoroughly investigated before being hired. When practicable, a polygraph (lie detector) examination should be used to augment this investigation.

3 If domestic employment agencies are utilized, investigate them thoroughly.

4 Consider fidelity bonding for domestics and all employees, including babysitters.

5 Do not permit babysitters to entertain visitors in your home.

6 Ask a neighbor to keep an eye on your home when it is entrusted to a babysitter.

7 When a domestic leaves your employment, inventory your valuables, change your locks, and change hiding places of valuables.

8 Do not provide route men and service personnel with information about your comings and goings.

9 When you are to be away for more than one day, arrange with a friend or neighbor to bring in your mail, milk, and newspapers. Cancel such deliveries only as a last resort, because this information can be relayed to others.

10 Workmen in your home pose a particular hazard. Deal with only the most reputable contractors and service organizations. And arrange for someone to check on the progress and activities of the workmen in your absence.

11 If workmen will be in your home for more than one day, or if more than two or three will be present, remove or lock away **all** easily movable items of value, including not only jewelry and cash, but liquor, drugs, firearms, and important documents.

12 If work done in your home seriously impairs your security measures, consider hiring a guard or a security patrol during the hours of darkness.

13 When work in your home is completed, make an inventory check, change locks, and reevaluate **all** your security and emergency measures.

Chapter 6 Lighting Your Home

Without an adequate exterior protective lighting system, all those plans already formulated for the creation of an adequate perimeter barrier and establishment of area security would be most ineffective during the hours of darkness.

Walter M. Strobl, *Security*.
Industrial Press, 1973.

In an earlier chapter of this book we averred that, given sufficient time and determination, an intruder could break into your home regardless of any security measures you might take. By not lighting your home and grounds adequately, you give a would-be burglar one of his two basic requirements—time. Theoretically, at least, he would have all night to break into a dark home in a darkened setting.

The first principle of lighting for security is that it should be sufficient at all openings in the walls (i.e., doors, windows, exhaust ducts, crawl-space accesses, etc.) to deny an intruder the cover of darkness. The second principle is that all other hazardous areas should be adequately lit.

Building Exteriors

In a few instances, two lighting elements on opposite corners of a home can be sufficient to illuminate all openings in the walls of a structure. More generally, however, some degree of lighting on all four sides

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of a home is necessary to light it adequately. In all cases, the lighting should be sufficiently intense that your neighbors could see someone trying to break in, but not so strong that it disturbs their peace and privacy.

If your street is adequately lighted, so much the better. If it is not, consider lighting your entranceway in such a manner that you can be certain not to encounter any unpleasant surprises when you pull in late at night. Lighting as much as possible of the front part of your property at night is an excellent idea, and you should encourage your neighbors to do the same. Report any burned-out street lights, and ask your neighbors to do the same.

Shadowed Areas

Trees, heavy shrubbery, bay windows, cul-de-sacs, enclosed porches, and many other natural or constructed features of a house create shadowed areas, and these should be illuminated. In many cases, adequate light can be provided simply by burning a lamp inside the house close to a window. In most instances, however, one or more windows or doors will be so situated that they are effectively screened from the street and from neighbors as well, irrespective of interior lighting. These are principal areas of vulnerability which definitely should be specially illuminated.

Alleys

Alleys servicing the rears of homes are invariably hazardous areas, in that they are usually dark, not particularly well-kept, virtually never traveled at night, and often harbor large numbers of trash containers which can afford shelter to the would-be intruder. Typically, such alleys are separated from homes by solid fences to hide the unsightliness, which prevent residents from seeing what's going on therein. Adequate

illumination of the entire area between the fence and your home is thus an essential for maximum security protection.

The placement of trash receptacles should also be given consideration, especially by the home owner who has an adjacent alley. These offer excellent hiding places from which a would-be intruder—or even a passerby acting on an impulse—could well surprise and overpower you, especially at night. Few people bother to lock the house door behind them on short trips to the garbage can, so if you are at home alone you might well wish to put off taking out trash until morning, or, alternately, call a neighbor and ask that he or she watch you while on your errand.

In any event, adequate lighting is essential, not only in alleys but adjacent to the gates of all fences around your property.

How Much Lighting Is “Adequate”?

If you can see well enough to read a wristwatch by the light around any opening in the walls of your home, or other high-hazard exterior areas, then the lighting is satisfactory from the security viewpoint. If you can't easily read your watch, or if you have any doubts, add more lighting.

Interior Lighting

Many people are in the habit of leaving a light burning in the front part of the house, and/or in a front porch, at all times during hours of darkness, but there are actually pros and cons to such practices. Certainly the front door should **always** be adequately lighted. On the other hand, a porch light left burning periodically, rather than all the time, indicates to anyone who may have been “casing” your house that you are out **but that you expect to return soon**, which might well cause a potential intruder to pass you by. Probably the best technique is to

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alternate lighting sources, as a further element of confusion for the would-be intruder.

Front-room lights raise similar pro-and-con problems. Without qualification, we recommend that lights be left on in apartments where only the light from under the door shows in the hallway. In a free-standing home, however, one look through the window into a well-lit interior can show the soon-to-be intruder that “the coast is clear.” Drawing heavy drapes helps somewhat, but the experienced burglar knows that if the room were occupied he could expect to see an occasional shadow when a person passed between the light source and the drape.

Here again it is six of one and half a dozen of the other, in that a burglar who has singled you out and spent time “casing” your home isn’t likely to be deterred by a living-room light, whereas the random burglar merely looking for some place—any place—to hit most probably would be. So once more a general rule of thumb must apply: “if in doubt, light the light.”

During your normal movements about the house, turning lights on and off as you go, you give plenty of evidence that you are at home. Burglars are shy people, with absolutely no desire to meet their unwilling benefactors face to face. So you can generally be assured that if you’re at home and awake and moving around, a burglar is going to skip you, which favors using your lights when you move about the house at night for more reasons than to avoid falling over your furniture.

Night Lights

When you retire for the evening, do not turn off all the lights—lighting, remember, is a major enemy of the burglar. But do not, either, leave the same lights on every night, because if your home is being “cased” you do not want to give your adversary the aid and comfort of being predictable.

When you have to get up during the night, make some noise and turn on some lights. It is rarely likely that a burglar will attempt to

enter your home while you are in it, especially if he isn't reasonably sure that you are asleep. When he is so assured, you in turn can be assured that he has a very quick escape route firmly in mind, no matter where he may be in your home, and that he will use it the moment he knows that you are awake and moving around. So give him all the encouragement to leave that you can by lighting lights and banging doors.

When your house is unoccupied during the hours of darkness, always leave some lights on—not the same lights every time, but enough to ensure a safe return. If you're going to be gone for more than a few hours, consider getting timers that will periodically turn lamps on and off. (When we deal later with home security while on vacation or an extended trip, we discuss some of the dangers of timers. In the present context, we refer to your being absent for only a few hours.)

If you have done a good job of lighting your home while you are away from it, it is entirely possible that on your return you might see someone inside. Your first impulse will almost certainly be fright, or a desire to protect your possessions, or both, leading to the temptation to yell or otherwise bring on a confrontation. This is not a particularly good idea, if only because you very well might be directly between the intruder and his only certain avenue of escape, in which case you become an obstacle to his survival—a very serious danger if he is armed or of a desperate or violent disposition.

A far better way of handling the situation is to go as fast and as quietly as possible to a neighbor's house and call the police. Then call a neighbor on the other side and enlist his assistance in watching your house, while awaiting the police.

Lighting for Parking Areas

When you come home at night, be sure that you park in a well-lit area; this is especially important if your routine is such that you return at the same time or a predictable time each night. If the lights illuminating your garage or parking place aren't burning—and you left

PART I: SECURITY IN YOUR HOME

them on—keep right on going and find a policeman or a neighbor to accompany you back to your home.

Lighting Your Home: A Check List

1 Provide sufficient lighting at all doors, windows, and other openings in the walls of your home to deny the cover of darkness to an intruder. Lighting is generally sufficient when you can read a wristwatch by it at night.

2 Light the front of your property, and encourage your neighbors to do the same with theirs.

3 Report non-working street lights immediately.

4 Illuminate all shadowed areas caused by trees, shrubbery, or construction features of your home, being particularly attentive to any doors or windows which can't normally be seen from the street or from neighboring homes.

5 If an alley serves your home, illuminate the entire area between the alley and your house.

6 Provide additional illumination for areas where trash containers are located, especially if adjacent to an alley.

7 Light all gates in fences surrounding your property.

8 Use lights when moving from room to room at night.

9 Leave some lights burning all night.

10 Draw your drapes at night.

11 When you get up during the night, turn on lights and make a bit of noise.

12 Return to a well-lighted house.

13 Use timers to turn lights on and off during brief absences.

14 If you believe someone is in your home when you return, go to a neighbor's and call the police. Do **not** attempt to be a hero.

15 Park only in well-lighted places.

Chapter 7 Outside Security

... high walls, dead-end driveways and heavy shrubs of foliage provide protective cover for night intruders. Such barriers should be lighted, shrubs trimmed, and areas generally opened to maximum visibility consistent with usefulness and aesthetics.

The President's Commission on Law Enforcement and Administration
Katzenbach, et al.,
Task Force Report: The Police.
U.S. Government Printing Office, 1967.

Security is certainly **not** the prime consideration in your home's outside appearance. A home surrounded by an 8- or 9-foot fence, brilliantly illuminated with high-intensity lighting, with closed-circuit television scanning a remotely operated gate, and with large, vicious dogs roaming the yard, looks not nearly so much like a home as it does a prison or a top-secret missile base.

Nevertheless, there are various ways in which to maintain good security without sacrificing aesthetics.

Perimeter Fencing

If you'd like a decorative hedge, or a neat fence surrounding your property, by all means have it. In fact, delineating your property line clearly could easily establish trespassing if a would-be intruder was

PART I: SECURITY IN YOUR HOME

apprehended on your property, but not at that time attempting to break into and enter your home.

On the other hand, you don't want a hedge or fence so high that someone on the street couldn't see an intruder attempting a break-in.

It is common sense to do whatever you reasonably can to limit access to your property. For one thing, an injury to a child taking a short cut through your property could involve you in lengthy litigation. So install, and **use**, latches with self-closing mechanisms on all gates.

Whether gates should be locked or not is debatable. If the lot is very large, they probably should be, at least after dark. But locking the gates whenever you leave the house is a giveaway to criminals. One compromise might be to lock all gates except those in front all the time, locking front gates only at night.

Don't Flaunt Valuables

If you have valuable art objects, collections, antiques, or similar treasures, place them on inside walls, away from windows, where you and your guests can enjoy them. Don't place them where they can be admired, and perhaps coveted, from the street. At night, draw your drapes.

Garage Security

Garage doors should be locked at **all** times, whether your car is in or out, especially if there is an entry from the garage into the house. If the garage is separate from the home, set up adequate lighting between the two buildings.

Automatic garage-opening devices can be valuable for your security. From your car, you can operate a key-operated opener located on a stanchion near the garage doors. This is preferable to the radio-operated type which is occasionally activated accidentally by a passing auto

transmitter or airplane. But, however you open your garage, make sure the inside is kept clear of bulky items that would provide a hiding place for an intruder.

No Names, Please

A random thief, walking down the street, sees your liquor cabinet through an undraped window. He gets your name and address from your mailbox, and calls from a nearby telephone booth. If you aren't home to answer the phone, you're likely to experience a break-in, then and there. Your name on the mailbox is all too often an invitation to a confidence man, or a would-be intruder, to fabricate a plausible enough story to "talk his way in," so don't give him ideas.

Other Structures

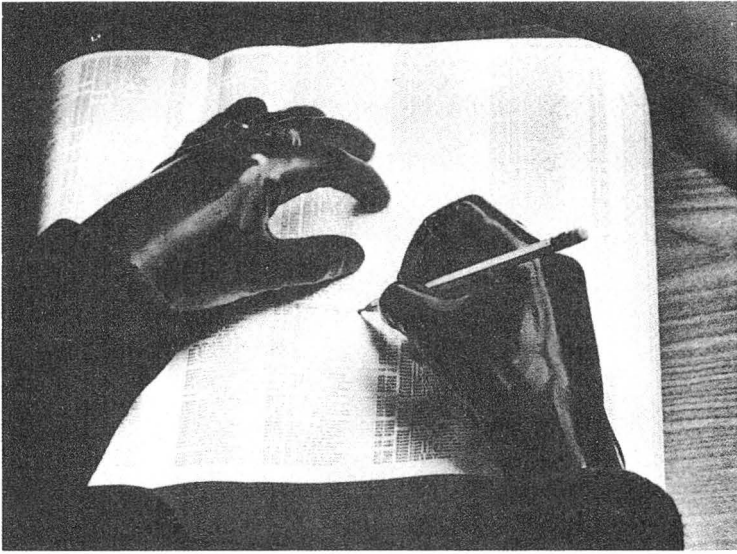
Tool sheds, garage back doors, storm cellars, greenhouses, and other appurtenant structures should be equipped with strong padlocks, securing top-quality hasps and hinges. If the hinges are exposed, weld them in place, or insert set screws through the hinges at an unexposed point.

Swimming Pools

A swimming pool presents several security problems, even when it's fenced off.

All-night lighting around the pool might discourage nocturnal swims by strangers, but would also be a signal to a thief that your home is one of some affluence, especially if yours is a neighborhood with few pools.

If your home is secure, considerable pool lighting might still be called for. A yard dog or a neighborhood patrol service might, however, be able to deter visitors sufficiently to by-pass the use of attention-drawing lighting.



A random thief gets your name from your mailbox and calls from a nearby phone booth. If you aren't home, you're likely to experience a break-in.

Strangers in the Neighborhood

One aspect of being a good neighbor is getting to know your neighbors—and knowing who **isn't** your neighbor. A stranger going through the neighborhood, perhaps driving around and around the block, could well be cause for your concern.

Don't demand every stranger's reasons for being on your street, and don't phone the police every time you encounter an unfamiliar face. But do take notice of any stranger, and let him know you are taking notice of him. If he hasn't a legitimate reason for being around, he will probably keep moving—away. If in doubt, take down his license number.

Trespassers in the Neighborhood

If you see a prowler or a trespasser in your yard or a neighbor's, turn on lights—the more the better. An outdoor light switch in your bedroom, and perhaps in some other room in which you spend considerable after-dark time, is a good idea—as is a second switch to turn on all, or many, inside lights. A sneak thief cannot sneak very well if he is bathed in light.

Should the prowler take off running, activate an alarm if you have one, and phone the police. Don't attempt to chase down a fleeing suspect, even if you do have all the help you need. It is better—and safer—to try to keep a suspect in sight than to try to apprehend him. Leave the chasing to the law officers who know what they are doing.

Security Patrol Services

Throughout this book we make references to neighborhood security patrol services. A good one is a valuable addition to your security arsenal, but it is only a supplement.

A capable burglar will see to it that he's working behind the patrol-

PART I: SECURITY IN YOUR HOME

man. There is also the fact that your dog might be as likely to sound his canine alarm at the patrolman's approach as at the burglar's.

Any service you engage should vary the starting point of the patrolman's route, and have him occasionally double back so that the times of his appearances at your place aren't predictable.

Patrol service costs vary by frequency and quality of work. But, all things considered, a good security patrol is a worthwhile investment. Be sure to investigate the company thoroughly, check references, and determine if the patrolmen are licensed or commissioned by the police.

It's not neighborly to piggyback or free-ride on a neighbor who has a security patrol service, although a patrolman showing up next door would no doubt deter a burglar from your place as well. Why not return the compliment, and engage a different patrol service, doubling the exposure of patrolmen around your property and your neighbor's?

Good Housekeeping Is Good Security

If you let the shrubs outside your house grow high enough to conceal an intruder, you are asking for trouble. The same holds for large accumulations of limbs cut from trees or other piles of rubbish. Another safety precaution is to knock down and flatten large shipping cartons or other containers before putting them out with the trash.

Many of us enjoy a wood-burning fireplace, but we should learn not to store firewood at a point adjoining the house where it might well serve as a hiding place for an intruder, as well as a stepladder up to our windows. It would be far better to store the firewood some distance from the house.

Leaving bicycles or expensive toys lying around the yard is an open invitation to a thief, as well as an indication of a careless home owner—the thief's delight.

A lawn in need of cutting is also likely to catch the burglar's eye, giving the impression that the house is unoccupied. The family may just be at work but the daylight burglar won't care. He is as capable of

entering your home and removing its valuables while you are out for a few hours as for a few days.

Outside Security: A Check List

- 1 Delineate your property line with fences and/or hedges.
- 2 Keep hedges or fences low enough for a passerby to see an intruder attempting a break-in.
- 3 Use latches and locks on all gates.
- 4 Don't display valuable possessions so that they can be seen by a passerby.
- 5 Don't display valuable possessions where they might be accessible to and removed through a window, without a burglar even being inside.
- 6 Keep garage doors locked; key-operated automatic devices are especially recommended.
- 7 Remove your name from the mailbox.
- 8 Secure tool sheds, greenhouses, and other appurtenant structures adequately.
- 9 Protect swimming pools from unauthorized use.
- 10 Don't call unnecessary attention to a pool, if they aren't common in the neighborhood.
- 11 Be aware of—but not foolhardy with—strangers in the neighborhood.
- 12 Do not attempt to apprehend a trespasser or prowler.
- 13 Augment other security measures with a neighborhood security patrol, if called for. Vary security patrol check times, and investigate security patrol services thoroughly. Use a different patrol service than your neighbor to maximize the number of patrol visits to the neighborhood.
- 14 Keep your grounds in good order: lawn mowed, walks shoveled clear of snow, etc.
- 15 Don't store firewood against the house.

Chapter 8 Home Security During Vacation

——— was arrested in connection with a burglary from the home of —— last month.
Mr. —— reported he returned from a business trip and found a number of items missing. . . .

Newspaper Article

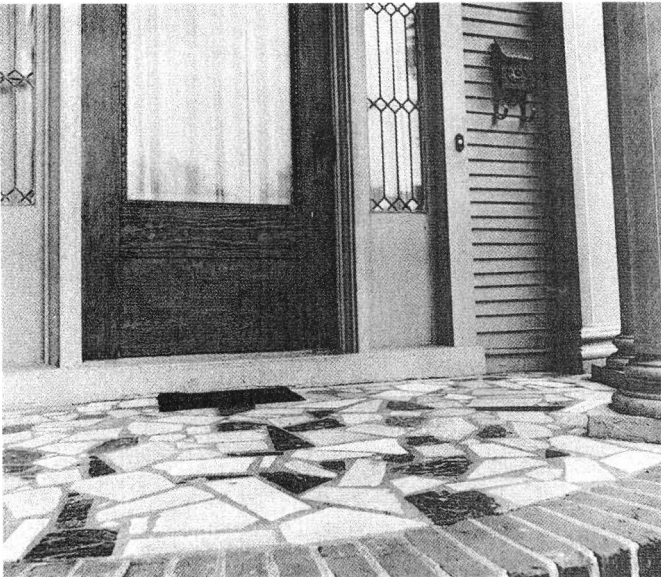
Your home is most vulnerable to an intruder when there is no one home, and a family vacation increases that risk.

Avoid Accumulating Mail and Newspapers

Make arrangements with a friend or neighbor to bring in accumulations of milk, mail, and newspapers. Only as a last resort should these deliveries be canceled. However, one means or another should be utilized to avoid giveaway accumulations.

Don't Kennel Your Dog

Don't kennel your dog while you're away—see Chapter Four about how to take care of it.



Make arrangements with a friend or neighbor to bring in accumulations of milk, mail, and newspapers. Only as a last resort should these deliveries be canceled. However, one means or another should be utilized to avoid giveaway accumulations.

PART I: SECURITY IN YOUR HOME

Avoid the Second-Car Giveaway

If you're a one-car family, and you take that car with you on vacation, there's really not much that you can do to prevent someone from noticing that there is no car in the driveway. (You're in better shape, of course, if you customarily keep your car in a closed garage.)

If you are a two-car family on a motor vacation, your second car, parked in the same spot, day after day, gives further evidence that you're away from home. Again, call on your neighbor to move it every day or so.

Lawn Care and Snow Removal

Keeping your lawn cut, or the snow shoveled, is even more important when you're away from home for a long period, and everything must appear as normal. However, unless you usually use a professional cutting service, entrust vacation mowing to a neighborhood boy. Turn to him for snow shoveling too, or at least to put footprints on your walk and driveway. Pristine snow is a certain giveaway that you're not at home.

Locking Gates

While a locked gate will deter a burglar, one locked at noon will assure him you're not at home. Ideally, your neighbor—who by this time is surely overworked in your behalf—would lock your gate in the evening, and unlock it in the morning while you're away. If this can't be arranged, you will probably have to just play the odds and lock the gate, hoping a burglar might think twice about lifting his loot over the fence, particularly in broad daylight.

Take out the Trash

It is rare for an occupied home to have no trash to be picked up for two weeks. Again, ask your neighbor to put out some trash on pickup days; if your pickup is not regularly scheduled, try to arrange for a neighbor to share his garbage with you.

Other Going-away Measures

Use your safe-deposit box for valuables, or store them with a trusted friend or relative, while you're away.

Pay your bills before you leave, or else leave checks with a friend or associate to pay them as they arrive in the mail.

If your home is equipped with an intrusion/fire alarm, have it checked before you leave, remembering that there is no need to tell the serviceman why you want it checked. Check auxiliary power supplies, too.

Inside the House

If you normally leave your drapes open all the time, don't draw them just because you are going to be away. If, on the other hand, you habitually open them during the day, and close them at night, ask your neighbor to do the same for you. If you can't arrange this, leave at least the ground-floor drapes open the entire time. You won't fool the experienced burglar, but perhaps you can introduce some element of the unknown.

A home that's dark from sundown to sunup is an invitation to a burglar. Connect timers to some of your lights. If you normally watch TV in the den, then set the timer to turn these lights on during your usual

PART I: SECURITY IN YOUR HOME

TV-watching hours. The same goes for the kitchen lights, especially if you are customarily awake in the predawn hours.

If the lights go on and off at precisely the same time every night, the experienced burglar will notice it. There are inexpensive timers which vary the on-off times continuously, including a timer that activates a lamp (or any electric appliance) each time the compression motor of a refrigerator activates.

If a timer isn't practical, and a neighbor isn't available for turning on lights for you, leave some of them **on** when you leave. They will probably go unnoticed during the daytime, but the total absence of lights would certainly be apparent at night.

Since most vacations take place in summer, air conditioners also should have timers. To conserve energy you can cut back on the cooling level, but at least arrange to have the fan motor running. Make certain that timers and associated wiring are of sufficient capacity and voltage to handle the power requirements of your air-conditioning equipment.

Almost every recommendation we've made so far in this chapter involves the assistance of a friend or neighbor as the best means for protecting your property while you're away. Unfortunately, in many, if not most, cases this becomes just too much of an imposition. So here are some other ways to try to make your house look "lived in."

House Sitters

Consider engaging a "house sitter," who will actually live in your home while you're away. A friend, relative, or domestic employee in whom you have complete trust is ideal. A professional or semiprofessional house sitter can often be engaged through college placement offices. Mature students, or even faculty members, often make themselves available for house-sitting duties; other trustworthy house sitters might be a person with whom you work or worship, or people referred by neighbors.

Avoid Pre-trip Publicity

If you are prominent in your community, and news of a trip of yours might be included in the social or business sections of your newspapers, make certain these items aren't run in the papers until after you return. If for some reason you can't delay this news, arrange for the protection of your home. If you can't get a trustworthy house sitter, arrange for an on-premises security guard.

Professional thieves and burglars read newspapers, and if they know you will be in New York for the opening of your new play, or in San Francisco for your daughter's wedding, they may well come calling. Even if you avoid publicity, professional thieves sometimes befriend milkmen or mailmen for information—they may even be paid accomplices—so be prepared to outmaneuver a thorough and professional adversary.

Always leave an itinerary with a friend, neighbor, or relative who can reach you in the event of an emergency.

Notify Police

Notify the police that you will be away, so that they can provide some additional attention to your property while you're gone. If you've arranged for a house sitter or the assistance of that friendly neighbor, give their names to the police to avoid any unpleasant incident. Provide the police with the names of any other friends or relatives who have keys to your home.

Don't Pack the Car the Night before

Don't try to get a few minutes early start on your vacation by packing the car the night before. It's not worth it when you consider the risk

PART I: SECURITY IN YOUR HOME

of awakening to find everything, car included, gone from your driveway. And even if all is intact, there may well be a burglar watching you pull away and waiting to get at all the goodies you didn't take along.

Home Security During Vacation: A Check List

1 Arrange for a friend or neighbor to bring in mail, milk, and newspapers, or cancel deliveries.

2 Arrange to have your dog fed, watered, and walked at home, rather than at a kennel.

3 If you normally keep a second car in your garage, do so, or arrange to have it moved occasionally, in your absence.

4 Arrange to have your lawn cut, or snow shoveled, as required, during your absence.

5 Lock fence gates, preferably at nighttime only, during your absence.

6 Arrange for garbage and trash to be put out for pickup, as usual.

7 Arrange for secure storage of furs, jewelry, and other valuables outside the home while you are away.

8 Pay bills which will be due in your absence, and arrange for the payment of others which may arrive while you're away.

9 Have your alarm system checked prior to your departure.

10 Leave shades and drapes in the positions that they would normally be if you were home, arranging if possible to have them raised and lowered, or opened and closed, normally.

11 Set thermostats, or utilize timers, for air conditioner operation that fits the weather conditions.

12 If you don't have a generous neighbor, use a qualified and trustworthy house sitter in your absence.

13 Avoid before-the-fact publicity about your trip.

14 Leave an itinerary with someone, so that you can be notified in case of an emergency.

CHAPTER 8: HOME SECURITY DURING VACATION

15 Consider use of a neighborhood patrol service during your absence.

16 Notify police of your absence, providing them with the names of house sitters, neighbors who will be assisting, or others who have possession of keys to your home.

17 Don't pack your car the night before departure, and pack it quickly in the morning.

18 Last thing before departure, check to see that **all** doors and windows are locked.

Chapter 9 **Special Tips for Apartment Dwellers**

A housing authority policeman shot and slightly wounded a 27-year-old man he found lurking on the roof of the Polo Grounds Towers project at 2955 Eighth Avenue. The wounded man, identified as Leonard _____ of 311 West _____ Street, was said to have had a knife in his pocket.

Newspaper Article

While many of the home-security suggestions made so far are applicable to all dwelling units, some pertain solely to a free-standing house. There are other special considerations, which are the more or less exclusive province of the apartment occupant.

An apartment's limited access may make it more secure, but it also creates some very specific problems. For example, your front and rear doors have to be better secured, since it is unlikely an intruder will be disturbed by a passerby. On the other hand, assistance in an apartment can be a few steps away, rather than many yards.

Apartment Security Features

The following is a “shopping list” of features you will want to consider before renting an apartment—or a list of services which you may want to pressure your landlord into providing.

CHAPTER 9: SPECIAL TIPS FOR APARTMENT DWELLERS

A secure apartment should have:

- 1 A round-the-clock doorman or security guard who announces all guests and requires proper identification of all visitors and callers.
- 2 Attended elevators.
- 3 Fire stairs equipped with one-way doors, that operate only from inside the fire well on the ground floor and roof, and only from outside the fire well on all other floors.
- 4 Garages equipped either with self-closing outside doors or a guard, or both.

Few apartment complexes have the manpower to supply maximum security. But even a small, limited-budget building can follow good security measures, which must include:

- 1 Door-opening systems, equipped with an intercom system or closed-circuit television, with every tenant using the system cautiously.
- 2 Self-service elevators with small mirrors permitting a view of the entire interior of the car prior to boarding.
- 3 Entrance into attached or basement garages controlled by key or magnetic card, and automatic closure of these doors.
- 4 Fire stairs equipped with one-way doors.
- 5 Adequate lighting throughout the non-apartment spaces of the building.
- 6 Lighting fixtures located or protected so that an intruder can't get at them.
- 7 Roof doors operable only from the inside.
- 8 Alcoves, or other blind spots in corridors, well lighted, with mirrors to prevent them from being used as hiding places.

Security of Keys

Your building superintendent may insist on having a key to your apartment, in which case try pointing out that a burglar breaking into **his** apartment would then have access to every apartment in the building.

PART I: SECURITY IN YOUR HOME

If fire codes require the superintendent to have a key, give it to him in a sealed envelope with your name signed across the flap. It would be much better, if possible, to leave the key with a friend and notify the superintendent where the key could be found.

Don't hide a key near the door.

Once your keys are protected, your apartment is probably more secure than the typical free-standing home. But there are other things you can do to increase your protection.

Doors and Windows

Review Chapter One for basic precautions.

Outside doors should be locked at all times, whether you're in or not.

Doorplates and mailboxes should not indicate the sex of the occupant. "M. Jones," for example, is much preferable to "Ms. Mary Jones."

Don't leave notes on doors indicating when you'll return to your apartment, or that you'll be returning alone. "We will return soon" is much better than "I will be back at 6:30 P.M."

If a fire escape adjoins one of your windows, try using a folding accordion-type screen on the inside—it will prevent entry through the window, while also allowing exit from it. If this violates building codes, breakproof glass would serve the same purpose.

Building Security Practices

The most important security measure for any apartment is a sense of neighborliness and cooperation on the part of all the tenants—a keen desire to make the communal home more secure.

So know your neighbors, and involve yourself with them. Report anything not operating properly: door closers, burned-out lights, inoperative locks, rotted fire hoses, etc. Report also any unusual or apparently illegal incidents to the landlord or superintendent, and to the

police. Don't open the exterior door to anyone unless you know who he is and what he wants.

Elevators and Other Special Hazards

Elevators can be a potential hazard to the apartment dweller. Don't ride an elevator with a stranger. If a suspicious character gets on an elevator with you, get off. If you feel menaced on an elevator, press the alarm button.

Basement laundries and apartment mailboxes are also vulnerable locations for assaults.

Remember, there is some safety in numbers. It is far safer, and much more sociable as well, to go to the mailbox or the basement laundry room with a neighbor.

If you must go alone, keep going if you don't like what you see.

Special Tips for Apartment Dwellers: A Check List

1 When moving into an apartment, look for these security-oriented features:

- a)** Doormen or security guards who screen visitors.
- b)** Attended elevators.
- c)** Properly secured interior fire wells.
- d)** Properly secured garages.
- e)** Remotely operated door-opening systems, with intercom systems or closed-circuit television.
- f)** Interior-view mirrors in self-service elevators.
- g)** Adequate lighting.
- h)** Protection against alcoves or other blind spots being used as hiding places.
- i)** Roof doors operable only from inside.

2 On moving into an apartment, change locks.

PART I: SECURITY IN YOUR HOME

- 3** Protect “spare” or emergency keys.
- 4** Equip outside doors with chain locks and peepholes.
- 5** If female, do not indicate sex on mailbox or doorplates.
- 6** Don’t leave notes on doors indicating anticipated time of return, or using “I” instead of “we.”
- 7** Protect windows, remembering that those adjoining fire escapes should prevent illegal entry, but not prohibit emergency exit.
- 8** Know your neighbors, and work with them for your mutual security.
- 9** Report anything out of order—faulty equipment or an unusual incident.
- 10** Do not admit anyone to the building with your remote door opener unless you know who he is and why he is there.
- 11** Seek company on trips to a laundry room, mailbox, etc.
- 12** Don’t ride self-service elevators with suspicious strangers.
- 13** Use emergency button if threatened or menaced in an elevator.
- 14** Do not ride an elevator if the roof escape hatch is ajar.
- 15** Warn management of building, the police, and your neighbors of unauthorized persons in your building.

PART TWO SECURITY
AWAY
FROM
YOUR
HOME

Chapter 10 Security in Your Car

On-the-Job Survey: More than 4,000 Chicago taxi drivers, tailors and dry cleaners begin polling customers' opinions on handgun restrictions. The hack drivers alone hope to question 600,000 customers. One driver started badly; the same day the survey was announced, he was robbed at gunpoint and his taxi stolen.

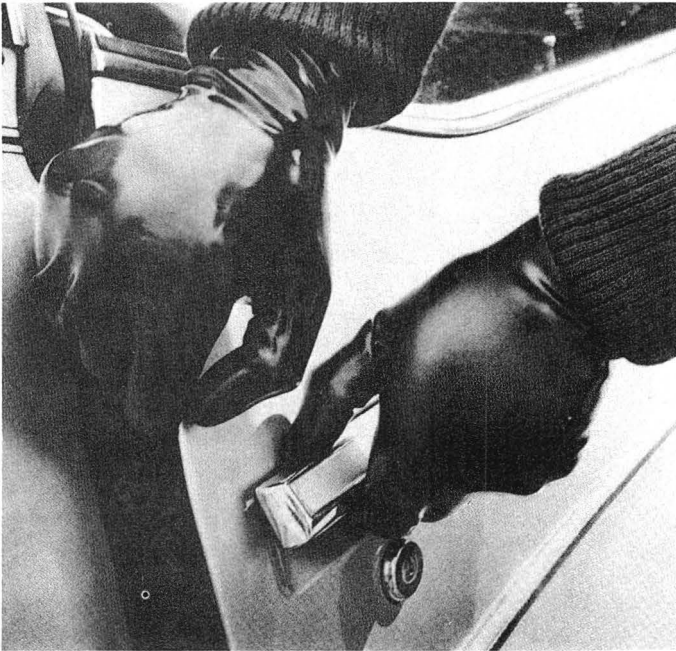
Newspaper Article

You are not nearly as safe and secure in your car as you are in your home. No automobile, with the possible exception of a specially modified, specially equipped car, offers protection against breaking and entering, for example. Thus a car is **not** satisfactory for protection of valuables, and it may hold attractions of its own for a thief.

If you have a tape player or a citizen's band radio installed in your car, you are displaying desirable goods to a thief.

If you've ever changed a car tire, you know how easy it would be for a thief to steal tires and rims with no equipment other than a jack and a tire iron.

Those little magnetic holders with spare ignition and door keys, attached to the car's frame, are an open invitation to a thief to steal your car.



A car is not satisfactory protection for valuables, and it may hold attractions of its own for a thief.

Before Entering Your Car

Before you get into your car, make it a habit to check it on all sides for flat tires, obstructions in front of the wheels, and for illegal entry. If you think your car has been broken into, don't disturb fingerprints or any other evidence which can assist the police.

Next, look in the window and check the inside of your car. Do this even if the car has been in an attended garage, or if it is delivered to you by a parking attendant. Again, you may discover evidence that you won't wish to disturb. You might also discover someone crouching on the floor.

If all appears in order, unlock the door. If the door isn't locked and

you're reasonably certain that you locked it when you left, be cautious. Check to see if your radio and tape player are still there, and if the glove compartment is in order, before you get into the car.

After Entering the Car

Once in the car, lock all the doors, fasten your seat belt and shoulder harness, and start the car. But what if it won't start?

If it is daylight and the car is parked in your driveway or in front of the house, the problem is almost certainly a mechanical malfunction. If it is late at night and you are parked in an unfamiliar or high-crime neighborhood, the car's disability could have been caused deliberately. Look around, and if you see nothing suspicious, get out of the car, lock the door, and get assistance. The best place to go is probably the place you just left. Even if you're qualified to make repairs yourself, you would be well advised to have someone you know with you for company.

If, however, you feel robbery or assault looks likely, and if you aren't on a brightly lighted, heavily traveled thoroughfare, then get away. Return for your car in the light of day, with assistance of your own choosing.

Whatever you do, do not accept a stranger's offer of assistance. He may be the person who disabled your car. If he seems interested in helping you, ask him to call a friend, a relative, or the police. Don't let him call a service station for you; he may have an accomplice standing by. If he insists on helping you, and attempts to get you to unlock the door, then blow the horn and keep blowing it until your "friend" leaves, or until someone in the neighborhood gets so disturbed that he calls the police.

Security While Driving

Don't stop your car merely because someone asks you to, especially in a remote location. If someone appears to need assistance, don't be

PART II: SECURITY AWAY FROM YOUR HOME

reckless or foolhardy. You might stop, roll down the window slightly, and ask if you can **send** help. Don't allow yourself to be talked into giving assistance. Go for help.

If someone other than a uniformed policeman in a squad car attempts to force you to the curb, don't do it, even if it means a collision. Sound the horn and drive to a service station, a lighted home, or anywhere else you might reasonably expect to find assistance, and there report the matter to the police.

If someone attempts to enter your car at a stop sign or a stop light, drive away. Run the light. Risk a collision if you must, but drive on. If you turn to the right, you will be heading in the same direction as the closest oncoming traffic. This will tend to minimize the damage of any resulting collision. Since someone attempting to force his way into your car will most likely approach you from the curb side, the movement of your car to the right will tend to force the intruder back away from you. Keep your horn sounding and attract as much attention as possible. To report the accident, if there is one, drive to a service station. You aren't leaving the scene, but merely going to the nearest phone to report an accident.

Several years ago, in a major city, there was a rapist with an unusual **modus operandi**. He would deliberately involve a lone female driver in an accident. When she got out of the car to survey the damage, she was assaulted. The lesson here is to stay in your car at all costs.

Parking Your Car

Park where the passerby, either walking or driving, will serve as a deterrent to someone who might steal, or steal from, your car. If it's daylight, ask yourself if it will still be light when you return. If so, park near the street or near a store entrance or anywhere there is activity.

If it's dark when you park, or if it will be dark when you return, park near a light, a store front which will be brightly lit, on a main thoroughfare, under a street lamp, or somewhere you anticipate heavy

traffic (either vehicle or pedestrian). Avoid lonely, remote, unlit areas. Once parked, **always lock your car.**

Being Followed?

Do you think someone is following you by car? Ask yourself if you have given anyone a reason to do so. Did you flash a roll of money in a store? Did you just cash a check? If you think it is likely that someone is following you, stop at a service station and make a call. Have a relative, friend, or police patrol car accompany you home. If you can't arrange an escort, park and lock your car and go home in a taxi. The cab driver will wait until you're safely in the door.

Alarms and Other Security Devices

If you must carry items of value in your car, an alarm device would likely be a good investment. However, any such system is subject to false alarms, and the system can be circumvented. Only extraordinary circumstances call for car alarms, and, even then, you are tipping your hand to the thief that there are valuables to be found inside.

A mobile telephone, on the other hand, is an excellent security measure. If you can easily afford one, you probably should have one. Not only is a car phone an excellent way of summoning assistance if you need it, but it is also very convenient. A person we know who manages real estate must collect rents in low-income neighborhoods. He swears that the presence of his mobile telephone antenna has saved him from an unpleasant incident on more than one occasion.

Asking for Trouble

If you're in your car at a time when the motor isn't running—while at a drive-in movie, for example—lock yourself in. Roll the windows up, leaving only a slight crack to accommodate a car speaker. In a drive-

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in restaurant, if at all isolated, place the food in the car; don't leave the window open for a tray table.

If you are parked in a completely isolated area, head your car outward and keep the doors locked and the windows up. And keep your eyes open. Lovers' lanes are favorite haunts of robbers, rapists, and sexual deviates, as well as young lovers.

Car Key Security

Leave only your ignition key at an attended garage.

We heard of one enterprising parking attendant who had considerable success as part of a burglary ring. When parking a car, particularly an expensive one, he would search for identification of the driver. A phone call to the house would determine if anyone was home. If not, an accomplice in a truck nearby would duplicate the house key on a portable key cutter and be quickly on his way to strip the place. Even when the victim returned for his car and left the garage, the attendant had ample time to telephone the victim's home and warn the inside man that it was time to leave.

Security in Your Car: A Check List

- 1** Check your car on all sides before approaching the door.
- 2** Check inside of car before unlocking it.
- 3** Unlock the door and enter the car; lock door; check inside; fasten seat belt and shoulder harness.
- 4** If your car won't start, either get assistance or get away. Your car may have been disabled deliberately.
- 5** Do not accept unsolicited offers of assistance.
- 6** Do not unlock the door to admit a stranger.
- 7** Sound your horn and continue to do so if a stranger remains around your locked car and appears a menace.

CHAPTER 10: SECURITY IN YOUR CAR

8 Lock your car if you must abandon it to go for assistance, and exercise prudence when walking.

9 Do not, as a general rule, stop when driving.

10 If someone appears to need assistance, drive to a phone and **send** assistance: do not stop.

11 If someone attempts to force you to stop, do not do so—even if it means a collision. Sound the horn and drive toward lights, or where you may find assistance.

12 Take evasive action if being followed, and drive in the center lane. If your follower persists, drive to some occupied location and phone for assistance.

13 If someone attempts to enter your car at a stop light or a stop sign, drive away, sounding your horn, even if it means running a red light. Generally, turn to the right when driving away.

14 Don't get out of your car in a dark, remote location even if involved in an accident. Drive to a service station and report the accident to the police.

15 Park only in lighted, populous locations.

16 Once parked, lock your car, even if you will be away for only a few minutes.

17 Use auto alarms only if you carry items of unusual value in your car; a mobile telephone is preferable.

18 Exercise caution when parked in areas like drive-ins or lovers' lanes. Be ready to leave on short notice.

19 If parking at an attended lot, leave only your ignition key behind.

20 When leaving your car, roll up all windows and lock all doors.

Chapter 11 Security on the Streets

The police were seeking an assailant who shot and killed Willie ———, 38, of ——— West 120th Street, as he stood on a street corner at 124th Street and Seventh Avenue.

Newspaper Article

More crimes against a person are committed on the streets than in any other place. A few precautions, however, will greatly reduce your chances of being victimized.

Don't Carry a Great Deal of Money

The first rule is to limit your losses. Don't carry more than you can easily afford to lose.

One famous lady was once quoted as saying that she never carried more than twenty-five dollars with her at any time. She said she carried that amount because she knew it was the going rate for a heroin "fix" at that time. Many street robberies are committed solely to finance narcotic addictions. If you carry little enough cash, the robber's take won't "break" you, but hopefully will be big enough to satisfy him. Otherwise, he may give vent to his rage by a physical assault, especially if he is "strung out" on drugs.

Surrender Your Valuables

The second rule is simple. Surrender your valuables, and **do so quickly**. A friend was robbed on the streets of a large city he was visiting. He surrendered his cash but claimed that he was unable to remove a ring from his finger. His assailant offered to remove it, finger and all, with the switchblade knife he was carrying.

Try to avoid letting your attacker move you into an alley, doorway, or other place of seclusion. Assure him there's no need to do that, that you are perfectly willing to cooperate. But don't let your eagerness to cooperate lead you into making any sudden moves. Tell your assailant that you're reaching for your wallet, then do it without upsetting him. You may be risking twenty dollars (the average robbery yield is fifteen dollars), but he's risking a minimum of ten years. He will thus be a lot more nervous than you are.

Regardless of how accommodating you are, there is still the distinct possibility that you will be attacked. A robber may have emotional needs that can only be served by inflicting a sadistic beating on someone, meaning that all the money in the world won't satisfy him. In this case, you have little choice but to defend yourself. Your best defenses are screaming for help and running away, **not** fighting. Chances are he is better equipped in hand-to-hand combat than you are—that's one of his criteria in the selection of his victims.

Walk Securely

A third protective rule is this—walk facing oncoming traffic. This virtually eliminates the possibility of someone sneaking up behind you in an auto. In the event you should be accosted, there is the likelihood that an oncoming motorist might witness this and send assistance.

Purse Snatching

The most frequent type of street robbery is probably the snatching of a briefcase or a purse. Your best defense against the purse snatcher is

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to walk near the building side of the sidewalk, with your purse or case in the hand away from the street.

A purse should be carried with the strap over one shoulder, and the bag suspended between your arm and body. If you are carrying a handbag with a strap too short to carry this way, push your arm through the strap and cradle the purse in your arm like a halfback carrying a football. A strapless bag should also be carried like a football.

Many women carry shoulder strap bags crossed over their bodies. This can increase chances of serious injury, in that the purse snatcher's usual method of attack is to yank a purse hard enough to break the strap, at the same time shoving the victim the other way.

Another defensive tactic you might try is to flatten yourself against the side of a building when you hear rapidly approaching footsteps behind you. If you are the intended victim, this might prevent your purse from being taken. If you aren't, it may prevent you from being trampled in the onrushing stampede. But try to avoid flattening yourself against a plate-glass window because, if it is the older type of plate glass, you could suffer severe cuts if the assailant gives you the customary shove.

Being Followed?

If you are being followed, walk as fast as you can to the nearest policeman or telephone and report it. Look ahead for other people or a mailbox. The presence of other people will deter a purse snatcher. A mailbox is a relatively safe place for depositing your purse or wallet to avoid its theft. Technically, you are in violation of the law by placing something other than mail in a postal box, but this is something that postal authorities are accustomed to handling.

If you're being followed, don't run straight for home, especially if there is no one there to assist you. You are safer on the street than you would be inside your home or in an elevator alone with your assailant. If your "shadow" is after you, rather than your property, running straight home tells him where you can be found later, at his convenience.



A purse should be carried with the strap over one shoulder and the bag suspended between your arm and body. A strapless bag, or a handbag with a strap that is too short, should be carried like a football.

Defensive Weapons and Procedures

Many so-called weapons—small handguns, tear-gas guns, mace—aren't much help. They may well be grabbed and used against you, or, more likely, will still be in your purse as it is removed from you.

A whistle with a piercing sound, like a traffic policeman's, worn strapped to the wrist not used to carry the purse, is one good weapon. The whistle on a bracket slipped over the fingers, such as football officials carry, is also useful if it is worn rather than carried in the purse. But never wear a whistle on a chain around your neck; in an effort to discourage you from sounding it, the robber may well strangle you with your own chain.

Other ways to cut a potential loss fall under the heading of spreading the wealth. For years, women who had to carry money have been hiding it in their lingerie, and old-fashioned money belts are also recommended.

If at all possible, don't carry keys in your purse along with identification. You might lose your purse, and then find that your home has been stripped before you have finished filing the police report.

Only carry credit cards that you think there is a likelihood you will need.

If you have to make frequent bank deposits in connection with your work, don't carry them in your own bag along with your personal valuables. Use a deposit bag which can be slipped over the wrist. The use of armored car services is recommended for large deposits.

Walking at Night

If you must walk at night, avoid the curb, whether vehicles are parked on the street or not. Someone could hide and ambush you from between two parked cars, or, driving by, could reach through the car window and snatch your purse or attache case.

Don't walk too far from the curb, either. Be especially guarded

about doorways or shrubbery abutting the sidewalk, either of which would afford excellent ambush points.

If the route to your destination is filled with both parked cars and doorways or shrubbery adjacent to the sidewalk, then walk in the street (obviously keeping a sharp eye out for traffic.)

If your late night walks are regular and predictable, vary your route, particularly on paydays, social security check days, or at other times when you might be suspected of carrying more than your usual amounts of cash.

Subways, Buses, Streetcars—even Cable Cars

It is a good idea to have a companion when using mass transportation, if at all possible. Naturally, this isn't always possible. An alternative is to sit near the driver or conductor. An even better alternative, of course, is to take a taxicab.

If, however, you must use public transportation, adherence to a few commonsense rules will make your trip considerably less hazardous. "Don't sleep in a subway, darling," is more than a once-popular song title—it's excellent security advice. The alternative could be a literal "rude awakening."

Don't sit near the door. A purse snatcher could grab your belongings and be away before you could get out of your seat. Similarly, if you are seated next to an open window, consider the possibility of someone reaching through the window to steal your purse. And keep your arms inside. Thieves can snatch a wristwatch right off your arm, particularly one held by an expansion band.

If you suspect you're being followed, don't get off at a lonely stop. Ride on to a busy one and take a taxi, or call for help.

Excitement in the Streets

Another possible—if uncommon—street hazard is being an innocent victim of a crime not directed at you, or of a riot or demonstration

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or some similar chance mishap. More than one innocent bystander has been killed as a desperado shot it out with the law; more than one bystander has been run in by police along with a student group demonstrating against an unpopular college administrator or government action.

If you find yourself at such a scene, seek a vantage point removed as far as possible from the action, and one which offers maximum cover between you and the activity.

If you're a witness to a crime on the streets, don't be of help by getting immediately involved personally—**send** help by calling the police or ambulance. Only then should you offer your personal assistance, and, even then, do so only if you're **positive** that there is no danger to you personally.

Security on the Streets: A Check List

- 1 Don't carry more money or valuables than you can afford to lose.
- 2 If approached by a robber, cooperate—surrender your valuables.
- 3 Try to avoid being taken to an alley or other remote location, but, if your assailant insists, don't fight it.
- 4 Don't make any sudden moves—your attacker is probably more nervous than you are.
- 5 Defend yourself if physically attacked.
- 6 Walk on the side of the street facing oncoming traffic.
- 7 On a busy street, carry your purse or briefcase on the side of you farthest from the curb, and stay close to buildings.
- 8 Carry a shoulder-strap purse so that it hangs straight down from your shoulder, suspended between your arm and body, rather than crossed over your body.
- 9 Carry handbags with short straps as you would a football, with your arm placed through the strap.

10 Flatten yourself against a building if you hear rapidly approaching footsteps behind you.

11 If you are being followed on a well-traveled street, slow down, speed up, reverse directions—in other words, indicate to your pursuer that you are aware of him. Then go straight for help.

12 Don't play games if followed on a deserted street. Walk briskly either to other people or to a mailbox, preparing to place your billfold therein to prevent it from being stolen.

13 If followed, don't run straight for home unless there is help there.

14 Running, screaming, or use of a loud whistle are recommended defensive weapons. Whistles, however, should not be kept in a purse.

15 If you must carry large amounts of money, don't carry it all in one place. Money belts or certain items of women's lingerie are good alternative places for carrying cash.

16 Don't carry keys in the same place as identification which would tell a robber where to find the door the key fits.

17 Only carry credit cards if there is some likelihood that you will be using them.

18 If you make frequent bank deposits in conjunction with your work, don't carry them in a purse with your own valuables. Use armored car services for large deposits.

19 Avoid walking the streets alone after dark. Utilize taxicabs whenever practical.

20 If you must walk alone at night, do not walk near cars parked at the curb, or close to doorways or shrubbery which could conceal an ambush.

21 If necessary, do not hesitate to walk **in** the street.

22 If you must walk streets at night regularly, vary your route to minimize the possibility of someone lying in wait to assault you.

23 When using public transportation, sit near a companion, the motorman, or a conductor, taking care, however, to avoid the seat nearest an exit door.

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24 If seated near an open window, protect your purse or other belongings against being stolen through the window.

25 If you are walking the street and encounter an arrest, riot, fire, brawl, or other incident, resist the impulse to be a spectator and shield yourself from the action.

26 If you witness a crime or accident while walking, **send** for help, don't **be** of help. Only if qualified help is on the way, and if you are positive there is no personal danger to you, should you attempt to be of assistance personally.

Chapter 12 Security While Shopping

A customer in a Brooklyn bodega was fatally shot by a thief who smashed a glass door to make his escape with \$500 in food stamps. The dead man was identified as Luis ———, 31 years old, of ———.

Newspaper Article

Many of the suggestions in Chapters Ten and Eleven will enable you to be more secure while shopping, but there are other factors to keep in mind during that everyday activity where you are an especially attractive target because you're likely to be carrying money.

When you shop, you obviously have to pay for your purchases. However, the most secure method of doing so is to charge them, **not** by use of a credit card but through the use of an old-fashioned charge account. Next most secure is payment by check, followed by credit-card payment. Payment with cash, except for very small purchases, should be avoided.

Don't wear your best jewelry when shopping, and don't wear extravagant clothing—like, for example, your mink coat. And if you do for some reason have to carry a large amount of cash, take care to dress in a modest, inexpensive outfit that will call minimum attention to you.

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Protecting Your Purchases

If at all possible, arrange to have your parcels delivered. That will prevent your being assaulted on the streets by someone trying to snatch your shopping bag. It will also prevent a small package from being pilfered out of your shopping bag while you walk down the street or ride on an elevator or subway.

When you do carry packages home, have a small table right inside the door on which to place your parcels. Then close and lock the door. This may help to avoid the possibility of someone following you right into the house—and doing so undetected while you're carrying your purchases into the kitchen.

If your shopping jaunt will take you to more than one store, and it is necessary for you to carry your parcels home yourself, store them in the trunk of your car, **not** on the back seat. Remember, though, that while the trunk of your car is considerably more secure than the passenger section, it is by no means impregnable. So arrange your shopping itinerary so that the most expensive items are acquired last.

It is certainly more pleasant to shop with a friend than alone. It is also more secure.

Parking While Shopping

There is little chance of being assaulted physically in a busy store or shop, but there is sometimes danger if you are parked in a remote, out-of-the-way location. So choose your parking place with care. In a downtown area, for example, try to use an attended parking garage; but remember to remove any personal identification materials from the car, and to leave only your ignition key with the attendant. If you're parking in a shopping-center lot, select a spot near the main stream of traffic: the end of a row is ideal. If your shopping excursion is likely to extend through sundown, be sure to park near a light source.

Follow the regular locking and checking procedures when you park your car and when you return to it. One particularly vicious rapist in a large city preyed exclusively on women at shopping centers. His method of operation was exceedingly simple. He would follow a potential victim, inevitably a lone woman, to her car. Once she was in the car, he would enter through an unlocked passenger door, menace her with a knife, and direct her to a lonely spot.

If all shoppers took the less-than-one-second required to lock all doors when leaving and entering a car, a great deal of heartache could be avoided.

The Supermarket

Supermarkets, the most frequent shopping destinations, are often high-crime locations. We know five or six women who have had purses stolen, or, more frequently, had wallets stolen from purses in supermarkets.

Never set your purse on a shopping cart—keep it on your arm. Many a shopper has had her wallet “pinched” while she was engrossed in pinching tomatoes. Many another has had a purse snatched by a juvenile running past her cart, and right out an open door or emergency exit.

If you do lose a purse or wallet in a supermarket, report it at once and demand that store personnel help you to try to find it. A supermarket robber, to avoid keeping incriminating evidence on his person, will remove the cash and perhaps the credit cards and then discard the wallet, so it is worth looking for.

If your purse is nabbed, and it contains keys to your house *and* identification, change the locks on your home and car.

Many supermarkets will cash checks for the amount of purchase only. The checks must be cashed at a special cashier’s window, with the customer returning to the check-out station to exchange the cash for the groceries. If you shop and pay by check at such a store, don’t depend

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on check-out personnel to guard your groceries while you cash your check. Examine exposed items in your bag before going to cash your check. If any are missing on your return, insist on a recheck before you pay for them.

Also be sure to protect your money while transporting it from the cashier's station to the check-out station, by wadding it up in your clenched fist. This will prevent someone from snatching it from your fingers.

Restroom Rip-offs

Just recently, in Memphis, a pair of robbers devised an unusual method for committing their crimes—they simply stationed themselves inside a public restroom and robbed each person who entered. When the crowd of victims reached an unmanageable size, they forced the victims to undress at gunpoint, and left the room. By the time the victims had recovered their clothes and their composure, the criminals had fled.

It is difficult to see how anyone could have guarded against this bizarre rip-off, but if any of these victims had been shopping with a friend, it is at least possible that the friend, concerned that it was taking too long for the co-shopper to return, might have sounded an alarm.

A much more frequent restroom theft involves women's purses. A thief will wait until she sees a purse on the floor inside a cubicle, then reach underneath the partial wall, snatch the purse, and flee. This can be avoided by simply keeping your purse off the floor. Hang it on the clothes hook.

Credit Card Security

Make sure that the clerk validates only **your** charges with your card. It isn't uncommon for a sales clerk to validate two or more charge

tickets, trace your signature through one of the very thin copies of the document set, and fill in some additional items later. This is a particular hazard in a service station where you might remain in your car while the attendant takes your card inside to complete the charge ticket. Try always to stay with your card, and thereby avoid the effort to prove forgery.

Organized crime rings steal and sell credit cards. There is usually a time lag of several weeks before the numbers of stolen credit cards are distributed widely, giving the credit-card criminal considerable time to use a stolen card.

When the card gets listed as missing, however, the thief may try to switch cards with you, exchanging his “hot” card for your clean one. So get into the habit of checking the name on your card each time it is returned to you. If you are victimized by a switch, and you discover it immediately, take it up with the manager, not with the salesperson or waiter involved. The clerk or waiter would simply claim an error, and hurry to retrieve your card.

Nighttime Shopping

Today, more than one-third of the work force is female, and for many the most convenient shopping time is after work, at night.

Self-service laundries, or for that matter self-service anythings, are especially dangerous at night—so dangerous that we’ll state flatly: **never go to such places alone at night.** If you can’t arrange to have someone accompany you, don’t go.

Perhaps even more hazardous are the computer-operated twenty-four-hour banking establishments proliferating throughout the country. You can protect yourself to some extent if you feel you may be menaced while operating this banking device by entering an incorrect number three times in succession. Then not only will the machine fail to deliver money to you, but it will also keep your card, which might avert a robbery. Better protection still, however, is to do your banking during the day.

PART II: SECURITY AWAY FROM YOUR HOME

Security While Shopping: A Check List

- 1** Don't carry cash while shopping if it can be avoided.
- 2** Use a charge account, followed by, in order of preference, check and credit card.
- 3** Don't overdress when shopping.
- 4** Arrange for delivery of parcels, if possible.
- 5** Locate a small table near the front door of your home to place parcels on while locking the door.
- 6** Use the car trunk, not the passenger compartment, for storing parcels.
- 7** Arrange to purchase expensive items last, to minimize the time you will be required to safeguard them.
- 8** Shop with a friend whenever possible.
- 9** Select a secure parking spot, especially if your shopping is likely to extend through sundown.
- 10** Leave only your ignition key with the attendant at a garage.
- 11** Do not leave personal identification in your car.
- 12** Do not leave a purse on a supermarket cart.
- 13** Search for a purse or billfold lost in a store. Thieves usually discard all but money and, in some instances, credit cards.
- 14** If your stolen purse contains keys and identification, change your locks.
- 15** If you must transport money from a supermarket cashier's cage to a check-out station, protect it.
- 16** Keep your purse off the floor when using public restroom facilities.
- 17** Assure that only your own credit-card charge is validated.
- 18** Beware the switch of a stolen credit card for your own.
- 19** Take extra precautions when shopping after dark.
- 20** Do not go to self-service, unattended merchandise or service outlets alone at night.

CHAPTER 12: SECURITY WHILE SHOPPING

21 Take care when using twenty-four-hour banking equipment. If suspicious or concerned, enter improper code number so that machine will not vend cash and will retain your card. If robbery is attempted at such a depository, surrender valuables—don't be a hero.

Chapter 13 Security in the Office

... the average company thief is a married man, has two or three children, lives in a fairly good community, plays bridge with his neighbors, goes to church regularly, is well thought of by his boss. He is highly trusted and a good worker, one of the best in the plant. That's why he can steal so much over such long periods and why it's so hard to discover his identity.

Mark Lipman, *Stealing*.
Harper's Magazine Press, 1973, p. 160.

Most of us spend about one-third of our time on the job, not counting the time it takes us to get there and back, so it's worth taking some steps to protect yourself during what is really the bulk of your waking hours.

Every company has some sort of security program, ranging from the one-man shop with a special hiding place for accumulations of cash to the giant defense contractor with a security department numbering thousands of employees.

Your Company's Security Practices

Don't view company security policies as an expression of your firm's lack of trust in you, but rather as a protective shield for you and

your job. It has been estimated that 15 per cent of all business failures in a recent year were directly attributable to employee dishonesty. So company security really can mean protection of your job as well as your person.

Statistics reveal that half of all the nation's workers steal from their employers. About one-sixth steal in economically significant quantities and use the products or supplies for their own benefit, or give them to friends and relatives. About one-twentieth steal, again in economically significant quantities, and then resell the stolen items for gain and profit.

Statistically speaking, six homes on your block * will be burglarized this year. Well, **thirteen** of the working people on your block will steal significantly from their employers and four of them will resell the stolen merchandise. So you are more likely to live next to a thief than to be victimized by one.

Security on the Job

Don't leave billfolds or keys in your jacket or coat at work. Place your purse in a desk drawer and lock it. Take nothing for granted. One friend, a third-grade teacher, had her purse stolen from a desk drawer in her classroom. The thief was never caught. She had only a few dollars and no credit cards with her that day, and a relative was able to bring her a spare set of keys, so she was inconvenienced very little. Because she was cautious, she limited the size of her potential loss. Still, after changing locks in her home and car, replacing her lost purse, wallet, glasses, driver's license, and other documents, the theft cost her well over two hundred dollars. She never recovered from her insurance carrier, nor was she able to establish the loss with the Internal Revenue Service, simply because the desk drawer was not locked.

A purse is not all you might lose at the office. Other favorite targets

* We assume there are twenty homes on your block, ten on each side of the street. We further assume that there are seventy-eight persons living on your block. Our assumptions are functions of per capita figures of reported crimes.

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are cash, small calculators, typewriters, clothing, pen and pencil sets, cameras, radios, and television sets. If you work in a building with many tenants who are strangers to each other, you are much more likely to suffer a loss than if you work in a place where everyone knows everyone else, at least by sight.

When leaving your office, put calculators or other small valuable items in your desk, and lock it. Few desks have adequate locks, but you might at least prevent random pilferage this way.

If you encounter strangers passing through, a friendly "May I help you, please?" is an excellent deterrent. If the stranger is in need of assistance, he will be grateful. If not, he will probably go away. Of course, this could backfire. We know of one instance where a department buyer in a major Midwestern department store asked that question of a man in coveralls holding an appliance dolly. "Yes, sir, I'm supposed to pick up that television set for the window display at the so-and-so suburban store," came the reply. The buyer not only let him take the set, he even helped him load it into a truck. No one saw the driver or TV set again.

Often more critical than the protection of a company's property is protection of its information. If a switchboard operator should say, "I'm sorry, Mr. Smith is out of the country and won't return until the twenty-seventh," she might be responsible for a burglary at the Smith residence. She might even be responsible for the kidnapping of the Smith children, or an assault on Mrs. Smith, without ever realizing it.

An engineer might make a remark like, "If we don't get that boron in, we'll never have the new condensers ready for the 1977 models"—and thereby place millions of dollars worth of research and development expenditures at the disposal of a competitor.

A secretary might be careless in disposing of an unnecessary carbon copy (or sheet of carbon paper, for that matter) used on a highly confidential memo and cost her company millions.

A casual remark by a lawyer's or physician's clerk-typist could cause him to lose everything in an invasion-of-privacy suit.

The list of things that can go wrong through the inadvertent release

of confidential or personal information is endless. So lock up all important reports and memos when you leave the office, even if only for a few minutes. And don't be in such a hurry at quitting time that you fail to lock filing cabinets.

In short, leave a clean, orderly desk when you go home, and don't talk about your job when you're away from it. The people who aren't bored to tears by your recital might possibly use the information against your company, and thus indirectly, against you.

Protection against Common Business Crimes

Here are just a few of the things which you, as an employee, can do to protect yourself and your company against the most common types of crimes committed against business.

Bad checks probably account for between 10 and 15 per cent of crime-related business losses. If your work involves handling checks, you must guard against this type of loss. Follow your company's full procedures and insist on adequate identification before cashing a check. If there is any doubt in your mind, or if the person offering the check cannot offer satisfactory identification, don't cash it.

If you handle cash on the job, you may well come into contact with counterfeit money. The government will not reimburse a businessman who accepts a counterfeit bill. If a businessman accepts a counterfeit, and attempts to pass it on, knowing it to be a bogus bill, he might well find himself in violation of federal laws.

The easiest way to spot a counterfeit is to look at it and feel it. The paper on which legitimate bills are printed is of a special manufacture, available only to the government. It has a distinctive enough feel for a side-by-side touch comparison to enable you to determine the difference. The authentic paper is made from fibers, and its red and blue fibers are visible even to the naked eye. The engraving reproduction quality of a bogus bill will be noticeably inferior to an authentic bill. The background behind the pictures on bills is composed of many small dots or

PART II: SECURITY AWAY FROM YOUR HOME

finely etched lines. Even if the counterfeiters use a photographic process in their reproduction, these backgrounds will tend to “close in” and be considerably darker than on a legitimate bill. The same is true of the fine web-like filigree work around the borders of bills.

The differences between most counterfeit bills and the genuine article are so striking that there is really no excuse for accepting one. Simply make a side-by-side comparison, and refuse to accept a questionable bill. The person offering it will be outraged, but by holding your ground you can avoid loss to your company.

Forgeries, especially forged checks, are another problem you may encounter. If you can't adequately identify an endorser, and he can't adequately identify himself, don't cash his check.

Don't assume that a check is good just because it is drawn on the federal, state, or local government. If you cash such a check, and the signature of the rightful recipient has been forged by someone who stole it from a mailbox, you, and your firm, will suffer the loss. This is especially hazardous in the late spring or early summer when income tax refund checks are so abundant, and at those times when welfare, social security, or other assistance checks are in the mails.

Shoplifting

If you work in a place where you may be victimized by a shoplifter, keep your eyes open, and don't forget the magic question, “May I help you?”

The last thing a shoplifter wants is a lot of attention. Usually he will try to distract you by sending for additional merchandise, or dropping items on the floor. Keep an eye out for people wearing bulky coats, carrying large shopping bags, or just loitering.

Follow your company's policies for the apprehension and detention of shoplifters. Be alert and concerned, but play it by the book. No matter how well-intentioned it may be, an overzealous reaction on your part could result in losses to you personally, and to your company, in the event of false arrest.

Employee Theft

Employee theft is a more serious threat to business than shoplifting, burglary, or bookkeeping errors combined.

The best way that you, personally, can help to fight it is to abide by and respect company rules. The most dedicated scofflaw might well be the one who is stealing—while attempting to make you an unwitting accomplice by undermining employee respect for anti-theft rules. Such rules are necessary because some of your co-workers are undeserving of trust, and it is your obligation to do whatever you can to get rid of them.

Discovering that a co-worker is stealing is a tough problem, bringing us back to the question of how many pencils one must steal before it becomes serious. Knowing of an obviously serious theft might place you in actual physical danger. Yet, failure to do anything about it would make you a moral, if not legally culpable, accessory. Your obligation to your employer should outweigh any obligations you might have to a thief who also happens to have been a friend.

If your place of business is robbed, again follow established company policies to the letter. In the absence of any policies, cooperate. Don't be a hero, but try and give an accurate description of the criminals to the investigating officials.

Security in the Office: A Check List

- 1** Comply with and support your company's safety and security program and regulations, and insist that others do the same.
- 2** Protect billfolds, keys, purses, and other personal valuables on the job.
- 3** Challenge strangers in restricted areas.
- 4** Do not discuss company affairs off the job.

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5 When leaving the office, even for a short period of time, clean up and secure your work space, especially confidential documents, and also provide for the protection of company equipment assigned to you.

6 If you handle money as part of your job, insist on positive identification before cashing checks, and refuse obviously counterfeit or questionable currency.

7 If you work in a retail establishment, guard against shoplifting within the framework of the law.

Chapter 14 Vacations and Business Trips

Police shot a man to death in the midst of Mardi Gras celebrations Tuesday and a 13-year-old boy was fatally crushed under the wheels of a float.

Newspaper Article

Currency Problems

Away from home, you must first deal with the matter of money. Far removed from the neighborhood drugstore where you customarily cash checks, you are faced with the prospect of carrying more cash than you feel comfortable with.

The obvious, and best, solution is not to do it. Stick with your twenty-five dollar cash limit. Travelers' checks are considerably more secure than cash, and are acceptable as legal tender throughout the world. Certain bank credit cards, such as BankAmericard or Master Charge, can be used for cash advances against your credit limits, which can be arranged through any bank sponsoring these services throughout the world. Other credit cards often have similar arrangements.

Language Problems

Language problems can come up without crossing a national border. But the farther you go from home, the more pronounced language

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differences become. It thus pays to learn at least enough of any local language to report a crime, or to ask for assistance, and to ask if English is spoken.

Another problem you could encounter is being unable to recognize a law officer when you see one. Uniforms vary widely, even within a single community. Going to a hotel doorman for help—which happens every day all over the world—can be a waste of valuable time in an emergency.

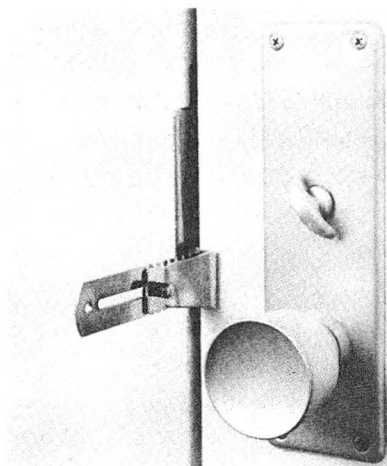
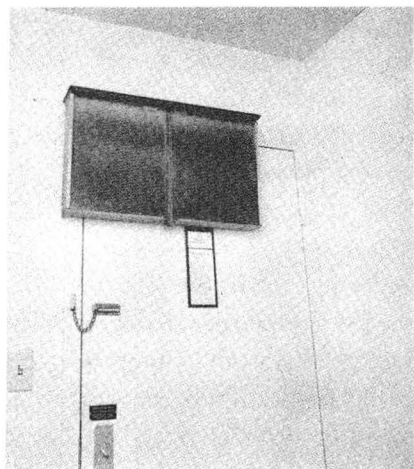
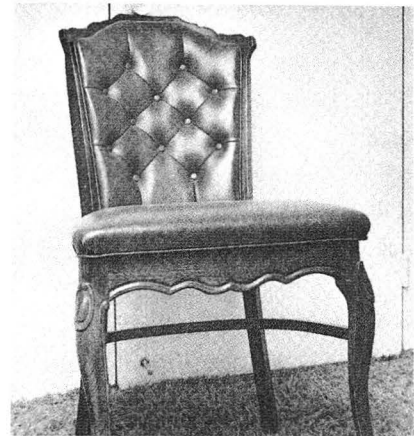
The Stranger

You are considerably more likely to encounter crimes against your person, especially assault and robbery, when you're away from home. Particularly on the increase are thefts in which the robber is reasonably certain the crime will never be reported. A classic example of this is the underage juvenile who robs homosexuals. There is no measure of how widespread this crime is, for it is almost never reported. But both parties are, at the same time, both offender and victim.

A variation on this theme involves a prostitute and her accomplice. She lures her victim to a hotel room, where he is rewarded not with rapture, but with robbery. Rarely will the visiting "john" report the crime, even if he has no wife or family at home, simply because he does not wish to return to the city to testify at a trial. He may chalk it up to experience, even though he will probably have suffered a greater-than-average loss.

Security in Your Hotel Room

Perhaps you have concluded that the best way to avoid being victimized in the big, strange city is to avoid the cruel, hostile environment of the outside by retreating to the safety and security of your hotel room. But the key you are given when you check in isn't, unfortunately,



A chair back wedged under a doorknob can be an effective additional lock, as can a furniture barricade. Placing an empty dresser drawer on the top door molding can be an effective intrusion alarm. A simple rubber wedge will prevent the door from being opened. Carry your own portable travel lock with you.

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the only one which will open your door. Even if it were, many hotel room doors can be easily opened by slipping a plastic card or flexible metal spatula into the crack between the door and frame. Most hotel rooms provide some back-up service to the night latch, however, in the form of door chains, dead bolts operated by a turn knob, by the additional turn of a key, or by a button which, when pushed, “excludes all keys.”

Because there is usually a way that all of these added features may be defeated, you should consider improvising certain protective measures of your own. For example, a chair back wedged under a door knob can be an effective additional “lock,” as can a furniture barricade. Placing an empty dresser drawer on the top door molding so that it will fall if the door is opened can be an effective intrusion alarm. Inserting a simple rubber wedge in the crack between the door and floor will always prevent the door from being opened. And, as a last resort, you might even want to consider carrying your own lock with you.

Motor Vacation Problems

If you are traveling by automobile, make special efforts to travel securely. The trunk of your car is more secure than the passenger compartment, but is still no formidable obstacle to a burglar. If you are stopping for the night, take all your bags and packages into your room with you. They are then much more likely to be there when you look for them the next morning.

Consult a service such as the American Automobile Association, or a travel agency, for travel advice about such things as speed traps or other hazards, things to do, things not to do, recommended motels, and so forth. Remember, your out-of-state (or country) license plates brand you as a stranger, and hence as a potential easy victim.

Souvenir Shopping

Shopping is almost invariably a part of any travel. It is unlikely that you will be shopping in a place where you have a charge account,

and little more likely that you would be able to pay by check. However, travelers' checks are almost always a suitable substitute for cash.

Only the most exclusive shops are likely to be willing to deliver your packages, so you can anticipate walking the streets with them. Carry your purse or briefcase in the same hand as your parcels, with the purse or case closer to your body.

Public Transportation

If you're traveling by air or other public carrier, don't pack luggage too full, and be sure to lock it. An overpacked bag will often pop open if dropped. Dishonest baggage handlers may drop bags deliberately and rifle their contents, or open unlocked bags. Of course, even a locked bag can be broken into with little effort, so cash, jewelry, and other expensive items should always be packed in carry-on luggage. Be careful, though. A new breed of thief haunts security screening checkpoints, looking for purses or briefcases to steal. Keep yours in sight.

Be careful about safeguarding your airline ticket. Not only are unused tickets redeemable for cash, but organized rings of thieves are in business to steal and resell valid tickets. Some particularly brazen thieves have even been known to approach passengers seated in waiting areas and ask to see their tickets, taking the valid ticket from the passenger's flight coupon book, and handing him a boarding pass picked out of a trash container.

If you have a number of packages or pieces of luggage, and if you have a long layover in an air terminal, use one of the coin-operated lockers, preferably near your departure gate, to store your belongings. Once you've retrieved all your packages, be extremely careful about accepting offers of assistance with them from anyone other than air carrier station personnel or sky caps.

Try to establish taxi fares from the airport to your destination in advance. This is particularly important in foreign travel, where you may experience a language handicap. Check with your air carrier ticket personnel if you have trouble communicating.

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Camping or Wilderness Vacationing

If you are taking a vacation trip using a camper or motor home, be sure all the doors and windows are locked while you're on the road. It is relatively easy for you to avoid a hitchhiker, and it is in your best interests also to avoid a stowaway.

Maybe your vacation is going to involve a return to nature. You're going to backpack through the high country, and commune with the earth and the sky. Fine—but watch yourself. A bear rummaging through your garbage isn't the only hazard you might encounter. A far more serious threat to your safety and security is your fellow camper. Every year there are many reports of rapes, assaults, robberies, and other crimes reported in isolated camping areas. You can best protect yourself by checking in with ranger stations, or park police, and by camping at sites which they've suggested. At least let them know where you plan to be. Take the time to find out how to reach help on foot, just in the unlikely event that you might need to. And introduce yourself to any campers near you; you **could** need their assistance.

If you are threatened, and your car is nearby, your horn will carry a long distance in still mountain air.

Resort Areas

Your tastes in vacation spots may run more to the bright lights and activity of the resort than the comfortable isolation of the campsite. Marauding bears may be a rarity on the beach, but not human wolves and jackals. Pimps, hustlers, deviates, robbers, strong-arms, organized criminals, con men, addicts, shake-down artists, pickpockets and all types of plain and fancy hoodlums haunt these areas.

Ask yourself why any stranger is going out of his way to be friendly and accommodating. If you can't come up with a good answer, beware.

If you are going to devote an evening to a round of night-clubbing,



It is usually the lone, lost sheep that falls victim to the wolf pack.

or day to a shopping trip, take the suggestions of the hotel manager or desk clerk, rather than a taxi driver or the cocktail waitress in a topless bar.

If at all possible, go places with a crowd of your choosing. It is usually the lone, lost sheep that falls victim to the wolf pack. Stay on the beaten path, especially at night. See the quaint, out-of-the-way places during the day when the light is better, and preferably in the company of a reliable guide.

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Vacations and Business Trips: A Check List

1 Utilize travelers' checks or credit cards, rather than carrying large amounts of cash.

2 Be familiar with the exchange rates and physical appearance of any foreign currencies you are likely to encounter.

3 Pre-plan for any language barriers. Try to know some of the language commonly spoken wherever you're traveling.

4 Learn to recognize the uniforms of local law officers.

5 Attempt to dress inconspicuously.

6 Avoid meeting strangers in unknown, isolated places.

7 Don't depend on the door of your hotel room to protect you and your valuables, whether you're in the room or not. For extra protection use a chair, a drawer, a rubber wedge, or a portable travel lock.

8 In an auto, use your trunk for carrying luggage.

9 Bring all your luggage into the hotel room with you at night.

10 Use AAA, travel agencies, or other reliable sources for information about where you're going, and what you should do, or avoid, while there.

11 Exercise caution when shopping, since you probably won't have the conveniences of charge accounts, check cashing, or package delivery that you might have at home. Carry the most valuable package nearest your body.

12 Lock your luggage and don't overpack it when using public transportation.

13 Guard your transportation tickets.

14 Store luggage in a coin-operated locker during a layover.

15 Use only sky caps or other baggage-handling personnel for assistance with your luggage.

16 Determine taxi fares before you use taxi service.

17 Lock camper or motor home doors, even while driving.

18 Notify rangers, park police, or nearby campers of your camping location.

CHAPTER 14: VACATIONS AND BUSINESS TRIPS

- 19** Use your auto horn as an emergency alarm.
- 20** Be especially dubious of unwarranted attentions or offers of friendship from strangers in resort areas.
- 21** Take precautions against pickpockets in a crowd.
- 22** Go sightseeing in a group of your own choosing, and be cautious of the source of recommendations of places to see and things to do.

PART **SOME**
THREE **SPECIAL**
 SECURITY
 PROBLEMS

Chapter 15 Preplanning for an Emergency

A snow and sleet storm crippled a broad area from Wyoming to the Great Lakes and spun off a tornado in the Texas Panhandle that leveled 150 buildings in one town. The blizzard was the second to hit the upper Midwest this week.

Newspaper Article

No one knows how he or she will react in an emergency, but giving some advance thought to different possible situations can help many of us to cope better with the unexpected.

Natural Disaster

Sophisticated early-warning systems and advanced communications systems have taken much of the danger out of many natural disasters. For example, hurricanes take fewer lives now because residents of danger areas have days of advance warning to prepare to evacuate the area before a big storm hits.

Tornadoes, though much more random and harder to track than hurricanes, also pose less of a threat than they once did, simply because

PART III: SOME SPECIAL SECURITY PROBLEMS

we have become better at recognizing conditions which might lead to them and can rely on extensive media communications to pass the word if conditions become serious.

If you live in a hurricane- or tornado-prone area, you should have on hand the necessary emergency supplies. These include a battery-operated radio, spare batteries, flashlight, candles and matches, a clock or watch, and some drinking water.

Where should you go if threatening conditions are sighted? If you have a basement, that is an excellent retreat. Otherwise, go to any interior room on the lower floor of your house, apartment or office building. About fifteen years ago, thousands of fall-out shelters were built in this country. Many survive to this day as storm cellars, and they are ideal protection.

If possible, get under a heavy piece of furniture which would afford some protection against falling objects. If you're in your house or other building, open some windows to equalize air pressure.

Blackouts, Brownouts

To be properly equipped during a power brownout or blackout, always have at least two working flashlights in the home, plus your trusted battery radio. Don't open refrigerators or freezers—in fact, tape or tie the doors closed with ropes to avoid accidental opening and thereby prevent possible spoiling of the contents.

The criminal element is likely to be out in full force during any extended blackout, so exercise care in establishing your personal security at such times. Remember, the police won't be able to offer you as much protection as under normal circumstances, in that they will be tied up directing traffic through intersections stymied by inoperative traffic lights, and in keeping other vital services functioning.

First Aid

Everyone should have at least a rudimentary knowledge of first aid. If you've never had a first-aid course, take one. For now, let's confine

ourselves to basics, touching only on those procedures which will enable you to save a life.

1 Stop bleeding: If bleeding isn't severe, it poses little immediate problem. The most serious concern is arterial bleeding, characterized by bright red blood escaping in a pulsating, pumping manner. Steadily flowing blood is not arterial bleeding, and often its treatment can wait.

Apply pressure directly over an arterial wound. Use the cleanest available cloth—possibly your shirt. Do not apply a tourniquet unless you are absolutely unable to stem the flow, and unable to get qualified medical help within a very short period. If you must apply a tourniquet, tie a handkerchief around the affected part of the body between the wound and the heart. Tighten the knot, using a stick stuck through the handkerchief like a faucet handle, until the flow of blood stops. Loosen every fifteen minutes, and re-tighten if flow of blood restarts unabated.

2 Start breathing: The most effective way to start breathing is so-called mouth-to-mouth resuscitation. It isn't difficult to do. Simply tilt the victim's head back, pull his jaw open, pinch his nostrils closed, and breathe air into his lungs. Wait three or four seconds (two or three for a child) and breathe in air again. Wait again. Breathe in air again. Keep this up until victim begins respiration on his own, or someone relieves you.

3 Stop choking: Don't put anything else in the victim's mouth for him to choke on—not water, food, or your hands (you might well lose a finger). Let him cough it up. If this fails, turn him on his stomach and whack him on the back to loosen the obstruction. Once the obstruction clears, administer mouth-to-mouth resuscitation if breathing has stopped.

4 Treat poisoning: Try to find out what has been ingested. If the container is at hand, follow its instructions, in case of misuse. Alert the nearest hospital or police/fire station or contact a physician for instructions by phone. Give the victim as much liquid as he can hold to dilute the poison. Try to induce vomiting, except in cases of poisoning by acids, alkalis, or petroleum products. Vomiting may be induced by giving the victim a half glass of water in which a tablespoon of salt has been dissolved. If this isn't effective, a finger forced deep into the throat will

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activate a “gag” reflex, and probably bring on vomiting. Treat for shock after vomiting subsides.

If you can't determine what the poison is, make an educated guess. If there are burns and blisters around the victim's mouth, it is likely that a corrosive liquid caused the poisoning, and vomiting should **not** be induced. If you smell an odor like lighter fluid, motor oil, gasoline, or a basically “oily” smell, vomiting also should **not** be induced.

5 Treat burns: If a burn is caused by exposure to heat or flame, cover the victim with a thick layer of clothing or blankets to isolate him from further injury, and await proper medical attention. If the burn is caused by exposure to some corrosive chemical, flush with water and cover with dressing to prevent contamination. Treat for shock if the burns are severe.

6 Treat shock: Shock is a natural defense mechanism which enables the human to avoid excruciating pain by lapsing into an unconscious or comatose state. Some animals who “play dead” when injured or in danger of death are actually in a state of shock. Shock is characterized by unconsciousness, pallor, loss of body heat, and extremely shallow (sometimes indiscernable) respiration. Severe shock can be mistaken for death—no discernable breathing; a deathly pallor; a deep state of unconsciousness in which the victim might not react to stimuli; and a cold, clammy feel to the skin.

To treat shock, elevate the victim's feet to let gravity assist in the blood circulation process and bring oxygen-carrying blood to the brain. Cover the victim lightly to conserve body heat, but don't let him become overheated. If he is breathing, even in shallow fashion, fine. Otherwise, resuscitate. It is better not to attempt to restore consciousness until some color and warmth return. Wrists and ankles should be rubbed to stimulate blood circulation.

Household Emergency Preplanning

Preplanning for many household emergencies can be achieved by keeping lists near all your telephones with the numbers for police, fire

department, ambulance service, key physicians, poison-control center, and any other emergency phone numbers which might be relevant to your family or your area.

Know the location of the hospital emergency room nearest you, and the closest all-night pharmacy. Carry the name of your hospitalization insurance carrier with you.

Other Emergency Preplanning

List all the possible catastrophies and emergencies that you might encounter, then sit down and talk over with your family what all of you should do in each situation. Put your plans in writing, and make contingency plans. For example, if both mother and father are at work, and the children are at school, would each member of the family know where to go and what to do? What if public transportation facilities aren't operating? If your home is damaged severely by natural disaster, would every member of the family know where to meet?

Knowing what to do is 90 per cent of the battle when an emergency does present itself.

Preplanning for an Emergency: A Check List

- 1 Plan for natural disasters.
- 2 Have a first-aid kit.
- 3 Have a battery radio.
- 4 Select a place to ride out a storm or other calamity.
- 5 Provide drinking water.
- 6 Have flashlights, candles, etc., on hand in the event of power failure.
- 7 Post a list of emergency telephone numbers by every phone.
- 8 Locate emergency room entrance of nearest hospital.
- 9 Carry policy number and name of hospitalization insurance carrier with you.

PART III: SOME SPECIAL SECURITY PROBLEMS

10 Locate nearest all-night pharmacy.

11 Know some basic first aid.

12 Make a list of all emergency situations into which you might be thrust. Plan your actions in the event of each such emergency. Use the sample planning worksheets at the end of this book as guides in preparing these plans.

Chapter 16 Security in a Crisis Situation

Four Children Perish in Fire

Newspaper Headline

A crisis calls for prompt and proper reaction, so we will keep our recommendations brief and to the point. If faced with any crisis situation:

1 Take a second to gain your composure. Say a very, very short prayer, if you're so accustomed.

2 Consider your emergency plan. In the last chapter we gave some suggestions for emergency preplanning.

3 Act on your plan. Move and perform in a logical, sensible manner.

Fire Crisis: Early Stages

If you're awakened at night, or smell smoke but don't see the fire, pause to collect yourself, consider your plan, and then act on it by:

- 1** Locating the fire.
- 2** Getting everyone out.
- 3** Calling the fire department.

PART III: SOME SPECIAL SECURITY PROBLEMS

In locating the fire, feel a door before you open it. If it's hot, you have located the fire, so go the other direction.

If you are alerted by smoke rather than by flame, you may discover a small fire, one you feel you can handle. Resist this do-it-yourself impulse, first call for help, and start counting to twenty as you then try to fight the fire. Once you reach twenty, look for a way out. A fire can spread very quickly, and you will want to have a safe evacuation route available to you if you need it. Don't get so involved in saving your possessions that you lose your life.

Fire Crisis: Advanced Stages

If you see flames in your home:

- 1** Get everyone out.
- 2** Call the fire department.
- 3** Do not return, unless you can save a life.

You should have previously arranged—and practiced—two separate ways out of the house from any room. Normally these evacuation routes will involve one door exit and one window exit.

Upstairs bedrooms should all be equipped with rope or chain ladders, to allow for an alternate emergency escape if the main staircase is blocked by the fire.

An outside staircase is even better than a rope or chain ladder, especially if there are very young or elderly persons in the house. (But, as such devices would also provide second-story access to a burglar, the affected door or window must be fully protected.)

If you don't have an outside staircase or a ladder for emergency escape, improvise. Tie rolled (for strength) sheets, blankets, drapes, and bed spreads together to form a rope, tie one end to a piece of furniture large enough not to be pulled through the window, and lower yourself down through the window. Put the bed sheets on the end of your escape rope nearest the ground, because they are the most likely to tear under

the weight of your body, and the nearer they are to the ground, the shorter the distance you will fall.

As for phoning the fire department, use a neighbor's phone—or, better yet, get the neighbor to call. You may be so distraught that you will not be able to remember your address. Move your car well away from the house, so that it won't interfere with emergency vehicles, and have one member of the family stand by to direct the firemen to the nearest fire hydrant, if necessary.

If a pet has been left in the house, don't go back to attempt to save it, but break out a window on either side of the fire and call the animal.

Remember that smoke, heat, and combustion gases rise. It is thus better to crawl than walk, since the air will generally be more breathable the closer to the floor you can get.

Car Fire Crisis

If your car catches fire:

- 1 Get out of the car.
- 2 Touch, then open the hood.
- 3 Rip burning wires loose.
- 4 Extinguish flames, if possible.

Your first impulse should be to get out and, if the fire is at all advanced, to get away. On leaving, unlatch any interior hood lock, but touch the hood carefully before opening it, not only to prevent burning your hands, but to avoid an outward swelling of flame if the fire is burning beneath the hood.

If there is no great flame but wiring is burning, pry it or rip it loose with a handkerchief protecting your hands.

If possible, smother flames. A CO₂ or dry chemical extinguisher (marked for use on Class B or C fires) is ideal and should be carried in

PART III: SOME SPECIAL SECURITY PROBLEMS

the car, but dirt, an old blanket, or even your shirt, can be used. If you are unable to make any headway and the fire gains on you, retreat to a safe distance and call for help.

Stalled Car Crisis

If your car stalls on an expressway:

- 1** Get the car completely off the roadway.
- 2** Get the passengers out of the car and away from the road.
- 3** Signal for assistance.
- 4** Attempt repairs if you are qualified, but well away from the road.

A more or less universal signal that you need assistance on the road is to display a square piece of cardboard or a flag that can be seen from a passing auto. Leave lights on at night, utilizing blinkers or turn indicators to warn oncoming traffic. A raised hood will also signify that caution is in order and assistance is needed.

Two very common causes of a car stall are vapor lock and loss of battery power. With a vapor lock, the starter will attempt to turn the engine and will make noise, but the engine won't start. A little time will generally cure this ailment.

If no power, or insufficient power, is being made available from the battery, you won't hear the starter motor when the starter switch is engaged. Shut off the radio, heater, air conditioner, and lights, and try the starter again. You may hear no sound, or you may hear a metallic "click." Either indicates a lack of battery power, for which the remedy is a battery charge or a new battery. There is one thing, however, which you might try. Often a fully charged battery cannot deliver power because accumulations of corrosion block the passage of current from the battery. Gently rapping the bolts securing the cable attached to the positive battery terminal (usually marked "pos" or "+") with a hammer, or even the heel of a shoe, will move the cable slightly. In many in-

CHAPTER 16: SECURITY IN A CRISIS SITUATION

stances, this will dislodge sufficient corrosion to permit passage of current.

If you are alone, especially a female alone, and it is dark, your instructions for handling a disabled vehicle are somewhat different:

- 1 Get the car off the road.
- 2 Lock the doors and signal for assistance.
- 3 Wait in the car for assistance.

Exercise some common sense concerning the assistance you may be offered. Don't unlock your doors for anyone other than an emergency service vehicle or a law officer. Decline any other offers of assistance, but add that you would appreciate the highway patrol being notified.

If You See a Highway Accident

What if you see a highway accident?

- 1 Assure the victims that qualified assistance is on the way.
- 2 If so, and you're positive that there is no peril to you personally, offer assistance.
- 3 Signal oncoming traffic by activating light blinkers.
- 4 Discourage smoking if gasoline is spilled.
- 5 Don't move any victims unless they are in danger.
- 6 Don't attempt to render first aid unless you're qualified to do so, except to save a life.

If you are a compassionate human being, you will want to extend a helping hand to a fellow human in distress. Unscrupulous criminals are known to have staged accidents to lure unwary "good Samaritans" to a spot where a robbery or assault might be perpetrated. So, regardless of the extent of your compassion, remember that you can best serve your fellow human in distress by getting qualified medical and/or other emergency assistance to him as soon as possible.

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Water Accident Crisis

In the case of a water accident, or a drowning:

- 1** Don't attempt a swimming rescue of a bather in trouble.
- 2** Use a spare tire, log, long stick, or other buoyant item to rescue the victim, even if you must swim it into position.
- 3** Once the victim is on land, attempt to clear water from his lungs by placing him on his stomach, elevating his waist, and gently tapping his back. If breathing has ceased, start mouth-to-mouth resuscitation immediately, and keep it up until you are relieved or until respiration begins again.

Your own principal hazard lies in the rescue attempt. Don't try swimming to the victim and attempting to pull him to land. In his panic, he may restrict or disable you and place you in danger. Use something that floats; don't try a rescue without such an item. If at all possible, send for help before you jump in. If you can't swim, throw a tire or life preserver to the victim and go for help.

Electric Shock Crisis

In the case of electric shock:

- 1** Protect yourself.
- 2** Break the electric contact by shutting off the switch, or by using a dry stick to move the electric contact away from the victim.
- 3** Resuscitate if necessary to restore breathing.

Your first obligation is your own safety, so at all costs avoid contact with the source of electric power in working to save the victim—you can be of no assistance if you are knocked unconscious. Watch where you step, then break the contact, preferably with an on-off switch if you can find it; if not, with a long, dry stick. Don't use anything metal, nor anything so short that you risk contact with the power source. Move the victim away from any area of danger if additional shock is a possibility. Then, if necessary, begin your efforts to start the victim's breathing.

Security in a Crisis Situation: A Check List

- 1 In **every** crisis situation:
 - a) Take time to compose yourself.
 - b) Consider your emergency plan.
 - c) Act on your plan.
- 2 In a **fire** crisis:
 - a) Locate the fire.
 - b) Get everyone out.
 - c) Call the fire department.
- 3 In a **car fire** crisis:
 - a) Get out of car.
 - b) Touch, then open hood.
 - c) Rip burning wires loose.
 - d) Extinguish flames, if possible.
- 4 In a **car stalling** crisis:
 - a) Get completely off roadway.
 - b) Get passengers out of car and away from road.
 - c) Signal for assistance.
 - d) Attempt repairs, if qualified, but do so well away from road.
- 5 In a **car stalling** crisis, alone and at night:
 - a) Get car off roadway.
 - b) Lock doors and signal for assistance.
 - c) Wait in car for assistance.
- 6 In a **car accident** crisis:
 - a) Assure qualified assistance is on the way.
 - b) Offer direct assistance if aid is coming and if there is no peril to you.
 - c) Activate light blinkers to warn other motorists.
 - d) Discourage smoking if gasoline is spilled.
 - e) Don't move victims unless absolutely necessary.
 - f) Only use first aid to save a life, for instance, to stop bleeding or reactivate breathing.

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- 7** In a **water accident** crisis:
 - a)** Don't attempt a swimming rescue.
 - b)** Use a buoyant item for rescue, even if you must swim it into position.
 - c)** When victim is on land, clear breathing passages and resuscitate if necessary.
- 8** In an **electric shock** crisis:
 - a)** Protect yourself.
 - b)** Break electric contact, consistent with self protection.
 - c)** Resuscitate if necessary.

Chapter 17 **Kidnap/Extortion and Other Executive Problems**

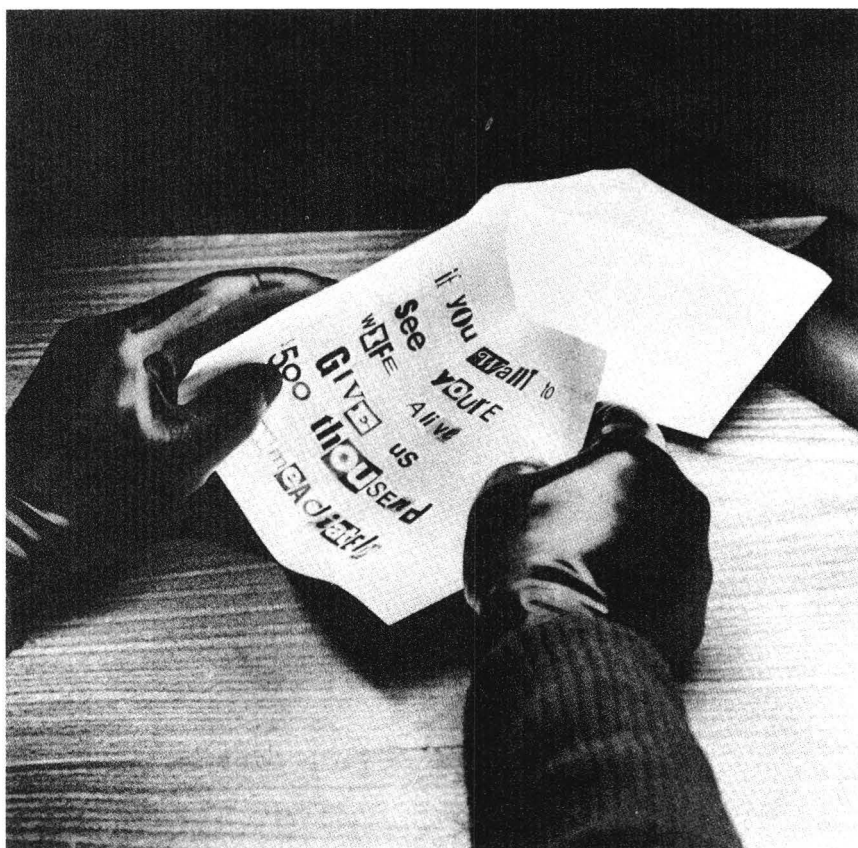
The kidnapers of Gianni ———, an heir to a jewelry fortune, have demanded a record \$16-million ransom for his release, police sources said Saturday.

The request came through a note written by ——— to his family and delivered by the kidnapers to a friend, the source said. They refused to disclose the name of the woman or how she received the message.

Newspaper Article

Corporate executives, bankers, the well-to-do, and members of their families have been prime targets of extremists, kidnapers, and extortionists in Europe and Latin America for many years. Now that these crimes are also occurring more frequently in the United States, we feel that basic information on how to prevent and deal with them should be included in such a book as this.

Even if you aren't particularly well-to-do, we advise that you do not skip this chapter, because you—or more particularly your family—may be the victims of a kidnapping for reasons other than financial. Rapists, child molesters, and other sex criminals frequently abduct their victims



Even if you aren't particularly well-to-do, you or more particularly your family may be the victims of a kidnapping.

and, as an afterthought, sometimes add extortion to the offense. Kidnapping might also be politically motivated, with the extortionist attempting to gain some non-monetary kind of ransom.

The Extortion Call or Letter

If you receive a phone message that one or more members of your family has been taken hostage:

1 Stay as calm as possible. The caller will be extremely nervous and should not be pushed into rash action.

2 Take detailed notes of the entire conversation or, better yet, make a tape recording. Recordings are extremely valuable to investigators so, even if only an office dictating unit is available, keep it close to your phone at all times. If you can't make a recording, make note of the exact time of the call, the exact words of the caller, any characteristics such as a regional or foreign accent, and any background noises or music.

3 If at the office, notify your secretary while the call is in progress and have her attempt to trace it. Ask your local telephone company, in advance, for recommendations regarding immediate tracing of calls.

4 Indicate complete willingness to cooperate with the caller.

5 Note each instruction in detail and, even if you are recording the conversation, repeat instructions back to the caller to assure they are clearly understood.

6 Keep the caller on the line as long as possible. This will help the phone company in tracing the call. Ask any plausible question to prolong the conversation: Who is calling? Is this a serious call or just a joke? How do I know it's not a joke? Why have you picked on me in particular? When will I get more instructions?

7 If the caller says he is holding a hostage, ask further questions: What is he or she wearing? Is he or she all right? Can I speak to him or her? What exactly do you want? If money is demanded, ask what denominations should the bills be? Where should the money be delivered? When? If the money is to be dropped off, ask how to get to the drop-off point even if you know the route. If money is to be given to someone, ask how you recognize that person.

8 If a hostage is being held, try to arrange the simultaneous ex-

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change of money and hostage on the first phone call. If the caller insists on a drop-off point, tactfully try to arrange a person-to-person payoff. Point out the risk of a third person intercepting a drop off. Any ransom money paid should include a minimum of 5 to 10 per cent "bait money." The safest type of "bait money" is probably bills the serial numbers of which have been recorded.

9 After the call is completed, notify the Federal Bureau of Investigation and the local police department.

10 Maintain absolute secrecy and do not permit any of the facts regarding the kidnapping, or demands for ransom, to be known to anyone outside the immediate family, except the investigating officers.

11 Don't handle letters or communications demanding the payment of ransom. Turn these over to law officers as soon as possible.

12 Don't touch or disturb anything at the scene of the crime; if you do, minute particles of evidence which are invisible to the naked eye may be destroyed.

13 Be calm and strive to maintain as normal a routine around the home and office as possible.

14 Place full confidence in the law-enforcement officers who are investigating the kidnapping. In addition to obtaining photographs and a complete description of the victim, these officers must have all facts relating to the personal habits, characteristics, and peculiarities of the victim. (See page 200)

15 Remember that when kidnappings occur, the first concern of the FBI and other law-enforcement agencies is always the safe return of the victim.

Anti-kidnap Strategies in the Office

As a basic company policy, instruct secretaries and business associates not to provide information concerning you or your family to strangers. Avoid giving unnecessary personal details in response to inquiries from information collectors for use in such publications as business directories, social registers, or community directories.

Review your organization's security plans to determine their effec-

tiveness, and make certain all employees are aware of these plans. Establish simple, effective signal systems, such as the “red file” we mentioned.

Vary your daily routines to avoid habitual patterns which kidnapers look for. Change the times and routes you travel to and from the office. Refuse to meet with strangers at secluded or unknown locations. Always advise a business associate or family member of your destination and what time you intend to return when leaving the office or home, but insist that this information never be revealed except to someone with a legitimate need to know.

Protection of Children at Home

Make sure that outside doors, windows, and screens are securely locked before retiring at night. Be particularly certain that the child's room is not readily accessible from the outside. If your home has an intercom system, leave the transmitter in a child's room open at night, or keep the door to the room open so that any unusual noises may be heard. Since leaving the door open removes some fire protection, an intercom is preferable.

Never leave young children at home alone or unattended, and be certain they are left in the care of responsible, trustworthy people. Children should learn early to keep the doors and windows locked and never to let in strangers. Teach children how to call the police if strangers or prowlers hang around the house or attempt to get in.

If you do leave the children at home for a short time, keep the house well lighted and the garage doors closed. Instruct household employees not to let in strangers or accept packages unless they are positive of the source. If you are expecting a package, alert household help to that fact.

Kidnappers frequently have their victims under surveillance for several days prior to the abduction, to acquaint themselves with the family's habits. Try to discourage your children from discussing family finances or routines, and remind yourself not to permit advance publicity

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for business trips or other times you will be away from your home and family.

Protection of Children at School

Arrange for your children to be escorted to school, and, if you feel especially susceptible to kidnaping, do not let them take taxis or public transportation.

Your prime consideration in selecting a school for your children will be scholastic, but the FBI does suggest a few security policies to check out prior to enrollment. If your child's school doesn't have such policies, bring pressure to bear for their adoption through parent groups, the school administration, or trustees. The FBI suggests that before releasing a child to anyone except his or her parents during the regular school day, a teacher or administrative official should telephone one of the child's parents or guardians for approval.

When a parent requests by phone that a child be released early from school, the caller's identity should be confirmed before the child is permitted to leave. If the parent is calling from home, the school should check the request by a return telephone call, with the child identifying the parent's voice. If the call is not being made from the child's residence, the caller should be asked questions about such things as the child's date of birth, the courses he is studying, names of his teachers and classmates. If there is any doubt, the child should not be released.

Teachers should be alert to suspicious persons who loiter in or nearby the school. If there is no logical explanation for their presence, the police should be notified immediately.

Additional Anti-kidnap Strategies

Employers can be of tremendous assistance to police investigating kidnapings by keeping confidential files of personal information about each executive. Such files should be available to designated company officers, including the security officer, at all times, including weekends and holidays. (See page 200)

Information in the file should include:

- 1 Name of the executive (and nickname if applicable).
- 2 Home address and telephone numbers.
- 3 Wife's and children's names and nicknames.
- 4 Addresses and phone numbers of children's schools.
- 5 Name, address, telephone number of wife's employer.
- 6 Names, addresses, and telephone numbers of nearest neighbors on all sides.
- 7 Family cars—year, make, color, license numbers, name of person who usually drives each car.
- 8 Domestic employees—names, addresses, telephone numbers, hours of employment.
- 9 Regular social activities of each family member—with name, location, telephone, and number of any person who could give information about such activities.
- 10 Current color photo of each member of the family.
- 11 Description of clothing usually worn.
- 12 Medication required regularly by members of the family.

Dealing with the Press

After a kidnapping occurs, the press will no doubt be seeking information as soon as the police are notified. While being as cooperative as possible, be sure not to release information that could jeopardize hostages or witnesses or hamper the police investigation.

Only you, or a specifically designated alternate, should speak to the press, who should be asked firmly but politely to protect the identities of any witnesses.

The press should not be permitted to enter the home or office, or examine the scene of the crime.

Appropriate information to release might include: Name, age, and relationship of the victim; time and method of the kidnapping; if police concur, a description of the kidnapers; valuables or other items stolen



If you yourself are kidnapped, you can best see that justice is served by providing detailed information for the police upon your release.

in conjunction with the kidnapping; victim's illnesses or required medication.

Don't say a word about the names and addresses of witnesses; serial numbers or denominations of any ransom money; cash or other valuables overlooked by the kidnappers; or details of any security procedures which the kidnappers overcame, whether or not it was in use at the time.

Strategies for the Kidnap Victim

If you yourself are kidnapped, there are a number of things you can do which may save your life. Remember our previous instructions on crisis situations—take a moment to compose yourself; consider your plan; act on your plan.

Above all, stay calm. Don't threaten anybody. Kidnappers may well be mentally unbalanced, perhaps dangerous psychotics, so don't push them into anything rash. Never fight physically with your abductors—they have probably planned your abduction carefully and will have sufficient manpower to handle you.

Cooperate with your abductors as well as you can, but do not tell them what actions might be taken by your family or employer. Assume that you will get out of this situation alive and that everyone connected with your abduction—family, police, and the FBI—is, first and foremost, working with that objective in mind. Recovery of ransoms or apprehension of offenders is a secondary consideration until the victim is returned safe and sound.

You can best see that justice is served by providing detailed information to the police, upon your release. So try to determine where you are, and to remember everything you can about your abductors.

Special Anti-kidnap Strategies for Bankers

A kidnapping or extortion plot involving a banker requires special handling.

If hostages are taken and the banker is brought to the bank by a criminal, **do not** trip the alarm. Instead, a prearranged signal—indicating that an extortion is in progress—should be given to another employee. This signal should be well rehearsed and so disguised that the criminal will not be able to intercept it.

The employee recognizing the extortion signal should immediately contact police and/or the FBI and give them the address of the hostage employee's family. If this cannot be reported safely while the criminal is in the bank, it should be done immediately after the criminal and hostage leave.

All employees aware of the extortion signal should follow bank-robbery procedures regarding observation, preservation of fingerprints, etc.

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The hostage should be given the ransom money as directed by the criminal, making certain that decoy money is included. After ransom money is paid, a much higher amount should be publicized in that this will often provoke dissension among gang members.

Kidnap/Extortion and Other Executive Problems: A Check List

- 1** If an extortion call is received:
 - a)** Stay calm.
 - b)** Tape or take notes of the conversation.
 - c)** Attempt to have the call traced.
 - d)** Cooperate with the caller.
 - e)** Have all instructions repeated, even if you understand them. Double check, and be certain you understand.
 - f)** Repeat instructions back.
 - g)** Keep caller on line as long as possible.
 - h)** Ask pertinent questions to assure hostage is, in fact, being held.
 - i)** Speak to hostage, if possible.
 - j)** Determine what, how much, and to whom payoff is to be made.
 - k)** If possible, arrange simultaneous exchange of ransom and hostage.
- 2** After the call is received:
 - a)** Notify the police and the FBI, regardless of caller's instructions to the contrary.
 - b)** Keep all the details of the call secret, except from family and police authorities.
 - c)** If a letter, rather than a phone call, was the means of demand, do not handle unnecessarily.
 - d)** Do not disturb the scene of abduction.
 - e)** Maintain normal routines insofar as possible.
 - f)** Trust the law-enforcement officers involved, and cooperate completely. Their primary concern is the safety of the victim.

- 3** Have a form handy to help you to obtain as much information as possible from the extortion call.
- 4** Arrange signals to advise that an extortion call is in progress.
- 5** Guard against the release of personal information.
- 6** Be alert to strangers.
- 7** Always advise someone when you are to be expected, but not in such manner that this information might be compromised.
- 8** Vary your daily routines, so that you do not establish regular behavioral patterns.
- 9** Refuse to meet strangers at remote or unknown locations.
- 10** Do not leave children alone in the home, but in the care of trustworthy people.
- 11** Teach children good security habits.
- 12** Avoid obvious indications that children may be at home alone.
- 13** Be careful about children en route to and from school.
- 14** Work for secure practices at your childrens' schools.
- 15** Maintain personal information files.
- 16** Don't release information to the press until the kidnapping victim is returned. If this is impractical, release only information approved by the police.
- 17** If you are a kidnap victim, cooperate, remain calm, give your abductors no information, but gather any information which might assist in their apprehension, and recovery of any ransom, after your release.
- 18** In kidnap/extortion threats involving bankers:
 - a)** Don't trip the alarm if there are hostages.
 - b)** Signal so that the police and FBI can be notified.
 - c)** Don't disturb evidence.
 - d)** Include "bait" money with the ransom.

Chapter 18 Children, Teenagers, and the Elderly

A 16-year-old boy was shot to death at 5:30 P.M. yesterday after an argument near his home, and a 15-year-old neighbor was arrested and charged with the death, police said.

Newspaper Article

Our young children, our teenagers, and our old people are special individuals with special problems which must be faced.

The very youngest are the most helpless. Weak in body, without adequate judgment, and totally without guile, they are both victims of and accomplices to many safety and security incidents. But they are far more apt to be the victim of an accident than a crime, so let's direct our attention in that direction first.

Safety for Toddlers

You must start at the bottom. Go through every room in your house—on your hands and knees, if necessary—and look for potentially hazardous things that little fingers can reach. Here is a room-by-room listing of some of the hazards you may want to look for.

In dens, living rooms, and family rooms, move delicate china ashtrays and other ornaments off low coffee tables; use metal, heavy glass,

or other materials which don't break easily into small cutting fragments. Place straight-back chairs or rockers near walls to avoid dumping when children climb on them. Avoid placing brightly colored, irresistible items where they might be reached by children using a chair as a stepladder. Get cord shorteners for lamp cords.

Protection from Electric Shock

There are childproof closures available for unused electric outlets that cost only a few cents each—and they should be a “must” in every home.

The grounding-plugs on electrical appliances are also there for a good reason. If you don't have grounded receptacles in your home, use the adaptors, and use them properly. Perhaps a healthy adult can withstand the shock from a “shorted” electrical appliance, but that doesn't mean that a child can.

Be careful about locating ungrounded appliances—particularly radios, stereos, and TVs—near to gas or water pipes, commodes, sinks, tubs, basins, radiators, floor furnaces, or other natural “grounding” items in your home. A short circuit in an appliance can deliver a fatal shock through the body, particularly if the person is “grounded.”

The Kitchen

Your kitchen is probably the most hazardous room in your home. There are knives that cut and stoves and heaters that burn—and probably enough chemicals under the sink to kill or injure a whole neighborhood. For example, most oven cleaners are made of lye, which can cause severe burns. Ammonia or ammonia-based cleaners emit fumes which can damage eyes and nasal passages. Ammonia mixed with chlorinated scouring powder can release poisonous chlorine gas. So read the labels on cleaning materials, and provide locked storage for insecticides, herbicides, swimming pool chemicals and other common household poisons.

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Heavy cans should be stored low down, where they have a shorter distance to fall.

Bathrooms

Bathrooms also have their share of hazards. Place non-slip materials in tubs and showers. Hide or lock up all medicines. Throw away unused portions of prescription drugs. Don't give children adult-strength pain relievers, cough medicines, or other strong medication. Be extremely wary about the use of bathroom electrical appliances; provide for safe disposal of razor blades, and keep razors where children can't get at them.

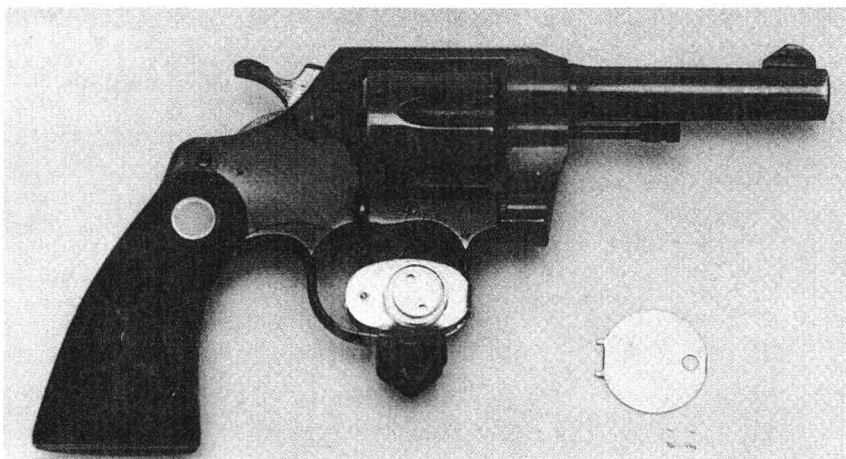
Bedrooms and Other Hazards

Bedrooms are best secured by minimizing the child's access to things which are easily broken, by avoiding wires he might trip over, and by protecting unused electrical outlets.

When you furnish a child's room, make absolutely certain that safe, non-lead paint is used, especially on a baby bed. If in doubt, strip it to the bare wood and repaint it yourself with lead-free paint. Furniture used in children's rooms should also have rounded corners. Use wall-to-wall carpeting, which doesn't have loose edges to trip little feet, and which also provides for a soft, cushioned landing.

So much for the room-by-room warnings. Now we'll list some general danger zones throughout the house.

Bookcases, some buffets, or any items of furniture with plate-glass doors, can be very hazardous to little people. Perhaps such pieces can be placed out of the way, or a chair or some other piece of furniture placed in front of the glass to prevent a youngster's falling or running into it.



Use a trigger lock to make a weapon secure against accidental discharge.

All firearms in the home should be made secure against accidental discharge. Use a trigger lock if a weapon is part of a collection. If it is used for decorative purposes, remove the firing pin altogether.

If there are stairs in the home, equip them with handrails. To protect toddlers from a fall, use expanding accordion-type gates with spring latches at the top of staircases.

Finally, if you have a swimming pool, make sure it is fenced against youngsters wandering into your area by accident or design. Even when your pool is properly enclosed, bear in mind that its presence is a twenty-four-hour hazard for all children too young to swim.

Security Education for Children

Children should be taught certain things early in life, such as avoiding unnecessary contact with strangers, and withholding all personal information from the same. They should learn to use the telephone to call for assistance, which neighbor to go to if they are threatened, and to be extra careful in opening doors to anyone they don't know. By age five, a child should be able to use a telephone and know how to dial the

PART III: SOME SPECIAL SECURITY PROBLEMS

operator for assistance. He or she should also know his or her name, address, and telephone number, and where his or her parents work.

In addition, the FBI makes these suggestions for the self-protection of children:

- 1** Travel in groups or pairs.
- 2** Walk along heavily traveled streets and avoid isolated areas where possible.
- 3** Refuse automobile rides from strangers and refuse to accompany strangers anywhere on foot.
- 4** Use city-approved play areas where recreational activities are supervised by responsible adults, and where police protection is readily available.
- 5** Immediately report anyone who molests or annoys you to the nearest person of authority.
- 6** Never leave home without telling parents where you will be and who will accompany you.

School-age Children

By the time children go to school, they spend increasingly more time away from the security of the home. Their greater exposure to the outside world increases their need for protection, but this depends on their own habits and resourcefulness.

Children can do the same things as adults to increase their safety on the streets. They can travel in groups of friends. They have legs to run with and voices to scream with when danger threatens.

Encourage your children to tell you everything. If the child won't tell the parents about being picked on, robbed, or otherwise abused, then there's little a parent can do. Report every instance of crime against your children to school authorities, other parents, and—if sufficiently serious or repeated—to the police. If you are advised of your child

bullying or robbing others, crack down **hard**. If a child gets away with stealing bubble gum, it may be but a short step and a few years before he or she is ready to steal an automobile.

It is sometimes a good idea for a child to learn jujitsu, karate, or some other form of self-defense, especially if the child expresses an interest in these martial arts. Even if he doesn't become accomplished enough to really defend himself, he will at least become self-confident, perhaps sufficiently so to hurt a bully just once, which will generally be sufficient to gain immunity from further attack.

Some Adult Crimes against Children

The most serious—and, fortunately, least frequent—peril the child might encounter is victimization by an adult. Most adult crimes against children are crimes against property. Adults may steal a child's bicycle, usually because the child didn't take steps to protect it when he wasn't riding it. Strong-arm robberies of expensive bicycles are definitely on the increase. A good lock, a good chain, and a lamppost offer the best protection for an unattended ten-speed bicycle.

Perhaps the most despicable crimes are personal crimes against children by adults. The saddest of all may be child beating, because it is usually inflicted by a person the child loves most—one of his parents. If you can't cope, or if you suspect your spouse can't, bring it out in the open. The child-beating parent needs help. It is something that can't be ignored in hopes it will just go away. Failure to act could be tragic.

Rape, child molestation, and kidnapping are constant parental concerns, but fortunately are so infrequent that our wariness isn't statistically justifiable. Statistics, however, have little meaning to a victim or his loved ones. Each of us must thus take the necessary steps to swing the already long odds even more heavily in our favor. Securing the home and car, taking care in the street and in stores, and teaching children caution with strangers and how to report trouble are strong deterrents to being hurt by such crimes.

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Missing Children

Most missing children are returned safe, sound, and unscathed, having been so engrossed in what they were doing that they simply lost track of the time. Thus, if a child is missing, or unduly late returning home, there is seldom reason for panic.

Notify the police; they have the resources to find a lost child. They may also **have** the lost child, and be trying to locate the child's parents.

Then, enlist the assistance of neighbors and the child's associates. If this effort locates the missing youngster, or if he or she turns up, remember to notify the authorities so that the police search may be terminated.

Teenagers

Children are probably never so troublesome as when in their teens. As many as 90 per cent of all young people, male and female, have committed at least one offense for which they could have been brought to juvenile court, although few are. Only one in nine (one in six if you consider males only) is referred to juvenile court for non-traffic offenses prior to the eighteenth birthday.

Under-eighteens still accounted for more than half of the arrests for larcenies, burglaries, and auto thefts committed in the United States during a recent year. Another fourth of such crimes involved the eighteen- to twenty-four-year-old group. Arrest rates were higher for the fifteen- to seventeen-year-old group than for any other group, and this group also had the highest incidence of arrest for "property" crimes—larceny, burglary, and vehicle theft. The eighteen- to twenty-year-old group led all others in being arrested for the personal crimes of murder, rape, robbery, and aggravated assault.

The eleven- to seventeen-year-old group accounted for:

CHAPTER 18: CHILDREN, TEENAGERS, AND THE ELDERLY

- one of every twelve homicide arrests.
- one of every five rape arrests.
- one of every three and one-half robbery arrests.
- one of every seven aggravated-assault arrests.
- one of every two burglary arrests.
- one of every two larceny arrests.
- one of every one and one-quarter auto-theft arrests.

The eighteen- to twenty-four-year-old group accounted for:

- one of every four homicide arrests.
- one of every two rape arrests.
- one of every two and one-half robbery arrests.
- one of every four aggravated-assault arrests.
- one of every three and one-half burglary arrests.
- one of every five larceny arrests.
- one of every four auto-theft arrests.

Only for the crimes of murder and aggravated assault is the twenty-five-and-older group more likely to be arrested than the young.

There is a commonly held, but not well-substantiated, belief that a good half of all non-traffic crimes are due to drug abuse. Property-oriented crime is increasing, however, and drug users seem to be a significant factor in this increase. It can also be demonstrated that the relatively high incidence of drug abuse among the young is a significant factor in juvenile crime.

All this leads to our first, and most important, recommendation when it comes to protecting your teenager from crime, either as victim or criminal: **know where your children are, what they are doing, and with whom.**

Your child is just as likely to **be** bad company as to be **with** bad company, and if you are too quick to spring to your offspring's defense, you may be an unwitting accomplice. Admit that your child could run afoul of the law, and plan for this possibility with your teenager.

Take him some evening to see a jail, if this can be arranged. Let

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him see what goes on inside. If you are willing to admit this possibility, and you prepare him for it, perhaps he will be deterred. At least, keep the lines of communication open—it may help to head off teenage problems before they get too serious.

Teenage crime is often spawned in an atmosphere of poverty, drunkenness, squalor, frustration, adult crime, and idleness. It is a function of nobody-giving-a-damn, especially parents; of school absenteeism and dropping out; and of peer-group pressure. Juvenile delinquency, however, is not the exclusive province of the ghetto. The greatest crime growth rate is found in the suburbs. Rates of increase in the commission of serious crime are much greater for females than for males, and especially for juvenile females.

Of the ingredients for spawning crime, only poverty seems to be an exclusive characteristic of the ghetto. The suburban juvenile delinquent is less deterred by possible consequences, because he or she is much more likely to get off scot-free, or at least draw a suspended sentence, than is the ghetto offender. Idleness is a problem as common to youth in suburbia as in the central city. A part-time job is excellent for handling idleness, and for building self-confidence.

Open lines of communication between parents and children are wonderful, and, although the teenage years are probably too late to start to establish these, you have nothing to lose and much to gain by trying. You need to make a teenager belong because, if he doesn't feel he belongs at home, he will surely look for places and groups where he feels he does.

Recognizing a Teenager with a Drug Problem

Many of you readers, unfortunately, will have to come to grips with this possibility. If you have a teenager with a drug problem, you need help. Your family physician, even the child's pediatrician, can provide guidance once it is determined that a problem exists. But how do you determine this?

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First of all, drug use usually produces noticeable physical changes in a user. Among these are sleeplessness, diarrhea, dilated pupils, vomiting, involuntary muscular movements (twitching), runny eyes or noses, loss of appetite, a lethargy or torpor not unlike intoxication, and, of course, the telltale needle “tracks,” not only on arms, but on the legs, abdomen, and other parts of the body.

Drug use may also manifest itself in emotional or personality changes. A volatility of temperament, ranging from riant happiness to blackest depression may well signal drug use; so, too, would uncharacteristic anger, radical changes in activity patterns or choice of associates, a sudden deterioration in physical appearance, sloppiness in dress or inattention to personal hygiene.

A third warning signal might be found in the use of some of the “buzz” words commonly used in the drug subculture. Terms such as **M, H, Smack, Bennies, Dexies, Speed, Meth, Coke, Downers, Yellow Jackets, Blue Birds, Red Birds, Tea, Pot, Grass, Weed, Hash, Acid, Cactus** are all words which have been used to describe various types of drugs. Other terms which have been used to describe individuals, activities, equipment, etc., are **Head, Brick, Bummer, Clean, Come Down, Drop, Dime Bag, Freak, Hit, Junkie, Narc, O.D., Roach, Strung Out, Trip, and Turn On.**

The language, though, is constantly changing, so any list such as those above is, if not obsolete, at least obsolescent. As the peer group words become accepted by the establishment, substitute words evolve.

Senior Citizens

Perhaps there is a senior citizen—a parent or aunt—in your household. Your older house guest may feel that she is imposing, no matter how welcome she may be, and thus be reluctant to mention things she considers hazards or perils, “because she doesn’t want to be a bother.” (The use of the feminine pronoun here is deliberate, in that there are many more widows than widowers.)

PART III: SOME SPECIAL SECURITY PROBLEMS

So look around your home and see what there might be that could hurt an elderly person. Falls are the greatest source of accidental injury among the elderly, so avoid things that might trip them. Be sure also that handrails are provided for staircases, and for getting out of bathtubs.

If your senior citizen has a history of coronary or other health problems, make certain that all members of the household know how to handle the particular medical emergency to which he or she is subject. Know where special medications or other items that might be required are kept.

Children, Teenagers, and the Elderly: A Check List

- 1** Make the home as accident proof for children as possible.
- 2** Start at the floor of each room and look for hazardous situations; place breakable items high and out of reach.
- 3** Check for child hazards such as easily broken glass, easily dumped chairs, lamp cords, unguarded electric outlets, short circuits in ungrounded electrical items, structural grounding items in near proximity to electrical items, knives, scissors, stoves, heaters, cleansing chemicals, insecticides, herbicides, other poisons, bathtubs, showers, medicines, razors, razor blades, sharp-edged furniture, rugs that can slip or trip, lead-based paint on baby beds, plate-glass doors, firearms, staircases, and so on.
- 4** Teach children security lessons as early in life as is possible.
- 5** Teach school-age children to defend themselves.
- 6** Report serious bullying, robbery, or extortions to the parents of offending children, to school authorities, and if serious to law authorities.
- 7** Teach children proper methods for protecting their property, especially bicycles.
- 8** Teach children to avoid involvement with strangers, to avoid walking or playing in unsupervised areas, to run and yell if threatened, and how to contact police and neighbors in event of an emergency.

CHAPTER 18: CHILDREN, TEENAGERS, AND THE ELDERLY

9 Instruct teenagers to let parents know where they are, what they're doing, and with whom.

10 Recognize that teenagers get in trouble, and plan for it in advance with your child.

11 Impress on teenagers the importance of respect for the law.

12 Encourage teenagers to participate in activities or to hold jobs.

13 Encourage open communications with your teenagers.

14 Try to correct places in the home where senior citizens could fall or otherwise injure themselves.

15 Preplan your reactions if your senior citizen experiences a medical emergency. Know where medicines are to be found.

Chapter 19 Defenses against Rape

A Criminal Court jury last night found two men guilty of raping a woman inside the —— Church and sentenced them to 99-year prison terms.

The jury also convicted the defendants of robbing the woman of \$5 at the point of a long pair of scissors.

The prosecutor, in his final argument, emphasized that the victim was raped on her wedding anniversary . . .

Newspaper Article

Each chapter in this book has special suggestions for women, but this chapter is devoted to a crime suffered primarily by women: rape.

There isn't much research material available on rape, and most of what is available is a lot more sociological and emotional than practical. The women's liberation movement has been turning its attention more to the subject recently, but the literature is still scanty.

One important fact that emerged from our research and discussions is that men have a considerably different view of rape than women. Typical comments—easily identifiable by gender—ranged from “A woman can run faster with her pants up than a man can with his down,” to “Castration should be a mandatory penalty for any rape conviction.”

We will deal here exclusively with so-called forcible rape, which is defined: “to carnally know and ravish a woman against her will,” simply mentioning that statutory rape consists of a man having sexual relations

with a female under the legal age of consent (sixteen years in most jurisdictions), even with her consent. In the statistics we will use, only forcible man-attacks-woman crimes are considered. Other types of forcible sexual assaults (woman-attacks-man; man-attacks-man; or woman-attacks-woman) are labeled as something other than rape in crime reporting.

Rape Is Not a Racial Crime

Perhaps we should clear up a few misconceptions first. Rape is **not** a crime of the black man attacking the white woman. In a study conducted in the District of Columbia, the victim and the assailant were of the same race in seven out of every eight assaults. A similar study in Philadelphia indicated that nine out of ten rapes involved the same race. A report in Memphis revealed that five out of six rapes involved persons of the same race.

Not All Rapists Are Strangers

Selected statistics on the relationship of victim to offender show broad discrepancies. Estimates range from a low of 20 per cent in which the assailant was a stranger to a high of nearly 75 per cent. A third study indicates that two-thirds of the victims were acquainted with their assailants; a fourth indicates 40 per cent. The most likely reason for this wide variation, however, is a semantical distinction between “stranger” and “casual acquaintance.” Rather than get embroiled in a verbal controversy, we will take the approach that a considerable number of rapes involve relatives or close friends of the victim.

According to one study, rape is most likely to occur on a Saturday, followed in order by Sunday, Monday, Thursday, Tuesday, Wednesday, and Friday.

More rapes occur in July than any other month, followed by June,

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August, December, September, October, May, April, November, February, March, and January.

Most rapes take place in the late evening and early morning hours. The afternoon hours are also dangerous times, particularly after schools are out. One study shows 49 per cent of rapes taking place between the hours of 11 P.M. and 7 A.M. Thirty-eight per cent took place between 3 P.M. and 11 P.M., and the remaining 13 per cent occurred between 7 A.M. and 3 P.M.

The most frequently attacked age group was the sixteen- to twenty-year-old group, followed by twenty-one to thirty, eleven to fifteen, thirty-one to forty, six to ten, one to five, sixty-one to seventy, fifty-one to sixty, and seventy-one to eighty.

The same study indicates that about 55 per cent of the victims whose occupations were known were students. Another 22 per cent were unemployed, 6 per cent were waitresses, and 2 per cent were prostitutes. Of the remaining 15 per cent, the largest group was children below school age, followed by nurses, housewives, and salespersons. However, more than half of the victims in this study did not list an occupation, so some of these categories might be considerably rearranged if all of the "unknowns" were properly categorized.

Twenty per cent of the rapists in this study used guns, 16 per cent used knives, and 7 per cent used sticks or other weapons—leaving 57 per cent who used no weapon other than the threat of death, bodily harm, or harm against a child or other member of the victim's family.

Various studies indicate that from 15 per cent to 43 per cent of all rapes involved more than one assailant. These gang rapes were characterized by excessive brutality, humiliation, and repeated assault.

More rapes were committed in the victim's home than in any other place. Almost half took place in either the victim's home or the assailant's, followed by open spaces (approximately one-fourth), automobiles (one-fifth), and other indoor locations (about one-twelfth).

These statistics may not be especially reliable, however, since they deal only with reported rapes, and no one knows how many rapes are not reported. There are estimates which indicate that as many as 90 per cent of all rapes are **not** reported. Reasons for not reporting them

are many: fear of publicity, fear of reprisal, distrust of law officers, not wishing to upset husbands or parents, or even a feeling on the part of a victim that it isn't worth the effort, since most rape arrests do not result in conviction.

Enough of statistics. Suffice it to say that if only one rape is attempted in this coming year, and if the hints in this book help foil that assault, or prevent physical injury or emotional trauma as a result of the attack, then this chapter will have been worthwhile.

The most frequent rape is the assault of a school-age female, by a man of the same race, during the hours of 11 P.M. to 7 A.M., on a Saturday in July. The assailant is alone, has no weapon, and is probably known to the victim, at least by sight.

Perhaps this tells us that the typical rape victim is a little too young, a little too trusting, and a little too inexperienced to take proper safeguards. Obviously, then, we should start our protection with the school-age females in your home.

Protection from Rape

In the preceding chapter, we suggested that you should always know where your children are, what they're doing, and with whom. This could be very important in protecting a teenage girl from sexual assault.

She should never entertain her male friends at home without supervision, and, hopefully, early in life she will have learned the importance of not admitting strangers into the home.

She must be taught that there is safety in numbers, but with the caveat that she is safest in the company of a number of other girls. Remember, from 15 to 43 per cent of all rapes are gang rapes.

She should be home by the time that most people in the community are asleep. Once she is home, she should utilize all the protective measures available.

She should exercise particular caution when she might be at home alone during daylight hours, such as after school. She should take special care to see that after-school activities avoid one-to-one relationships, or a situation in which she might be the only female in a group.

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She should exercise extreme caution in accepting dates. Getting picked up by a stranger is ill-advised, at very best. Parents should insist on *always* meeting the dates of schoolgirls living at home.

If Attacked

To whatever extent she is temperamentally and emotionally capable, every woman should be prepared to defend herself physically.

If she isn't serious, or simply is not capable of inflicting pain or physical harm on her assailant, she shouldn't attempt it. If she **is** determined to defend herself, she should remember that her best defense is escape. Remember, in terms of personal security that legs are to run with, and voices are to scream with. High-heeled shoes can be loosened and kicked **at** an assailant. His natural reaction will be to duck, and his being off-balance may give the victim the chance to run.

Scream as you run, and if your voice fails you, remember that whistle we suggested strapping to your wrist. It will make noise when your voice might not work. Some people have suggested that screaming "Fire!" rather than "Help!" might bring assistance more quickly.

If you are trapped and have little chance of escape, should you fight or not? A woman will tell you to fight, a man will tell you not to. Available statistics indicate that you will be attacked physically—to the point of having an arm twisted all the way up to suffering a brutal beating. We suggest, therefore, that the best policy is never to attack an assailant armed with a knife or gun, but that if his only weapon is superior strength, the chance of avoiding being raped through resistance is worth taking.

Defensive Weapons and Tactics

If you have a weapon, you may even swing the odds in your favor. We have already suggested avoiding weapons like handguns, knives,



An umbrella, keys, or a plastic squeeze container of lemon juice are weapons that may be effective in avoiding rape.

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tear gas, or mace. Concealing such a weapon could be a violation of the law, and it might also be taken from you and used against you.

There are other items which pose little chance of being classified as concealed weapons, but which might be even more effective because they can be carried in a hand or in a coat pocket rather than a handbag. These include hat pins, a pen or pencil, a corkscrew, a shakerful of red pepper, a plastic squeeze container of lemon juice, or even a key ring clenched in the fist with keys protruding from between the fingers. An umbrella can be a good weapon if used like a spear or sword, rather than like a club.

However, you should be warned—many men have some boxing or other self-defense training, and your assailant may be able to parry your thrusts and block your swings. Even so, his reversal from offensive to defensive tactics may give you a chance to flee, and, if you're lucky, you'll at least discourage him from his initial objective. But, remember, if you **do** attack, be prepared to keep it up.

Some authorities will tell you to attack the assailant in the groin area, his most vulnerable spot. While this is probably his Achilles heel, he is also likely to protect this area, both through instinct and from a lifetime of training. So go for the pit of the stomach, the throat, the eyes, the temples, or even the kneecap. However, if he should make an embracing type of attack from the front, then a knee to the groin might be in order. If you are grabbed from the rear, an elbow to the stomach can be effective in securing your release. Stomping on the attacker's foot, especially with high-heeled shoes, can easily break his foot—try to hit about halfway between the ankle and toe. The pain of this might well discourage any further attack. Even if it doesn't, it might make it easier to break free and run.

If, however, you are trapped and so threatened that you cannot escape, you may still be able to avoid attack by doing nothing more than crying, which shouldn't be too difficult under the circumstances. Psychological studies show no particular variations in personality among rapists compared with non-rapists, so perhaps you can sob your way out of an attack. You might also try establishing some sort of conversation.

Even if you can't talk your way out of rape, you may be able to lessen the physical, verbal, or emotional abuse which might be loosed upon you. One theory of a rapist's motivation is that he has not achieved as much in life as he thinks he should. By building up his ego, his feelings of self-importance, you may give him the gratification he seeks, and might—just might—prevent him from taking further gratification at your expense.

Your assailant may subject you to, or force you to submit to, perverse or humiliating acts. Such a man is more likely to be dangerously psychotic than the run-of-the-mill rapist, and should always be considered extremely dangerous in that here is an individual not interested nearly as much in sexual gratification as in total subjugation of another person. Chances are that such a sick individual would not hesitate to beat, maim, or even murder. He would also probably welcome resistance in that, in his distorted judgment, it might be ample justification to release his full fury.

Under these circumstances, your chances of suffering emotional trauma are increased, whether or not you actually submit to or commit such acts. You have no assurance that you will be spared further attack if you do. Resist if you must; resist if you can.

There may be circumstances under which you may not be able to resist. If, for example, he threatens not you but your child, you may feel that there is no alternative but to accede to his demands. Regardless of how degrading or debasing such activities might be, attempt to look for the silver lining. You may be spared two of the most serious post-incident traumas, pregnancy and venereal disease.

After the Incident

Once any rape is over, report it! To fail to prosecute is to encourage the rapist to try again. Perhaps you will be subjected to more abuse and more humiliation. Perhaps you will even see the rapist walk out of the court with no penalty whatever. Perhaps in the course of the trial you will be painted as a woman of casual morals, or worse.

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The defense attorney has three primary weapons at his disposal to gain freedom for his client: (1) that there was no sexual assault; (2) that you have mistakenly identified his client; or (3) that there was no rape but rather sexual relations occasioned by your free and willing consent.

Rape must be reported. Even though it may cause you further emotional stress to discuss the details of the crime with officials, reporting the rape will assist the police to apprehend the assailant, and thus you will help protect other women from him.

If there is a rape-crisis hotline in your community, by all means utilize it. If you don't know about such a service, ask the telephone operator.

If there is no crisis hotline available, write down or tape record everything you can remember about the incident while it is fresh in your mind. In time your memory will, mercifully, "blank out" some of the more traumatic incidents, but don't wish for this memory lapse until **after** you've given your testimony. Regardless of how soiled you might feel, don't bathe, douche, or change clothes. You may be destroying the evidence necessary for conviction.

On reporting a rape, you will be taken to a hospital for a searching physical examination. Perhaps you will also wish to have your own gynecologist examine you, as his examination might be considerably more complete than the one given at a public facility. Your garments, whether torn or not, will probably be required for evidence, so take a change of clothes.

After giving evidence, you can have the bath and the rest you need. Then try to resume your normal routine as quickly as possible.

You will probably be spending some time with physicians after the ordeal. There is "morning-after" medication which is somewhat effective in preventing pregnancy. However, its side-effects may put you to bed for several days.

You should have an examination for venereal disease. Gonorrhea will usually require two examinations, for it is not easily identified in a female. Also have a comprehensive urogenital examination and, if necessary, psychiatric counseling.

A Day in Court

With any luck, a suspect will be apprehended. Identifying him will be the start of your post-rape trauma.

You will be called upon to provide information to the prosecuting attorney's office and to testify against your assailant, most likely before a jury. You will encounter what will seem to be a gross injustice. The defendant is protected by the law to the extent that past crimes for which he has been charged will not be admissible as evidence against him, except under unusual circumstances. On the other hand, you will be fair game. You may well be questioned about past activities of a sexual nature, and anything else which might tend to discredit or impeach your testimony. This practice is coming under fire in some states and changing slowly, but be prepared for the worst.

Because you are not on trial, you do not have the same protections as a man charged with a crime. In America, the accused is innocent until proven guilty of the particular crime for which he is standing trial. If the defense counsel can raise reasonable doubt in the mind of one juror that the defendant is not guilty in every particular of the charges, he has an excellent chance of gaining acquittal for his client.

Even after you have suffered through the assault, and the ordeal of the judicial process, the criminal may be set free. The odds are about even that there will never be a trial, and if there is a trial, half of the defendants will either be acquitted or dismissed. Of those who are convicted, two out of five will be convicted of lesser offenses. This low conviction rate among those brought to trial is often attributed to the fact that the penalties are so severe that juries are reluctant to bring a conviction.

Your chances of being a rape victim are remote. We hope the foregoing suggestions will make the chances even more so.

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Defenses against Rape: A Check List

1 Practice all personal and home-security procedures mentioned throughout this book.

2 Teach school-age females—the most often victimized—proper safeguards, particularly in regard to relationships with strangers, and the value of locks and other physical security measures.

3 Know where your children are, what they're doing, and with whom.

4 Ensure caution and supervision in a school-age female's entertaining of male friends.

5 Urge your daughter to travel in groups.

6 Enforce reasonable times for being home.

7 Exercise care in after-school-hours activities.

8 Learn some rudiments of self-defense.

9 Use feet to run with, voice to scream with.

10 Don't physically resist or attack an armed assailant. An unarmed assailant might be vulnerable to physical attack sufficient to allow a break for freedom.

11 Carry everyday items for use as defensive weapons: a pen or pencil, red pepper, lemon juice in a squeeze bottle, a key ring, or an umbrella.

12 Attack an assailant at his throat, stomach, temples, eyes, or kneecaps.

13 Use a knee to the groin if the assailant makes an embracing attack from the front.

14 Make a sharp blow to the stomach with an elbow if attacked from the rear.

15 Stomp on the foot, at the instep, as a defensive measure.

16 Try an emotional appeal if escape or resistance is impossible or impractical. Crying, or a reasonable attempt at conversation, may thwart an attack, or lessen its severity.

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17 Building up the rapist's ego may give him the emotional gratification he seeks, deterring him from seeking physical gratification.

18 Resistance is the lesser of evils, but might not be practical in every instance. When it comes to perverse, sadistic, or humiliating acts, submission to these acts might prevent pregnancy or exposure to venereal disease.

19 Once the incident is over, report it and **prosecute**.

20 Know the number of the rape-crisis hotline, if one is available in your community.

21 Do not bathe, change clothes, douche, or otherwise clean up after an attack. You may be destroying evidence. Take a change of clothing with you when you go to file the report, as the clothing you were wearing might be required for evidence.

22 Write down or tape record all incidents while they are fresh in your mind.

23 Undergo the required physician's examination and consider another from your own gynecologist.

Chapter 20 **Special Occasions Mean Special Risks**

A 50-year-old Bronx man was shot to death when he apparently attempted to stab one of four armed men who robbed him and seven other men playing poker in an apartment in the South Bronx. The robbers, who held up the same players a week ago, fled with about \$200 and some jewelry. . . .

Newspaper Article

The special occasions in our lives can also be the source of some rather special security problems. One type of special risk are the occasions which are covered in the local newspapers.

Weddings, Funerals

A death in the family, for example, will result in an obituary in the press, listing the time and place of funeral services. It is expected that every member of the deceased's household will attend these services, and burglars know it. So arrange for a friend, a neighbor, or a contract security guard to house sit while you are attending funeral services.

A wedding is one of the most important days of one's life, and is also a momentous occasion for the father of the bride. Make certain that your bliss is not destroyed by a daylight burglary during the ceremony. A wedding notice in the newspaper is not the burglar's only tip-off. Perhaps he has been alerted by banns of marriage being published at your church. Perhaps an employee of your caterer, florist, jeweler, or someone else providing service or goods, doubles as a "bird dog" for a burglary ring. Even a passerby seeing you in a morning coat, with a daughter in a bridal gown, leaving the house can inform a burglar of the perhaps thousands of dollars worth of wedding gifts on display inside. Protect them with a house sitter or guard.

Everyday Special Occasions

Occasions don't need to be too special to offer a burglar the chance he needs to rifle your house. If he sees you leave the house with your golf clubs, a burglar knows he will have hours to work undisturbed. He has only to ring the bell to determine if there is anyone left at home. While it isn't practical to get a house sitter every time you play nine holes of golf, you can arrange with a neighbor to keep an eye peeled for any unusual occurrences. Security-wise, a nosy neighbor is a jewel. Of course, you should be ready to reciprocate when he leaves with his bowling ball or tennis racket in hand.

Fire in the Neighborhood

Is your family among the first on the scene, rubbernecking, whenever a fire engine is called to the neighborhood? Mine is. However, I am the last one out—**and I lock the door when I leave.**

If you are forced to evacuate your apartment or hotel room in case of a fire or other emergency, lock the door and take the key with you. Don't worry about impeding the progress of the fire-fighters: that's why

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they carry those axes. Furthermore, a closed door may inhibit the spread of the fire to your apartment, and it will surely cut down on the likelihood of your property being looted.

Having a Party

If you're having a big party at home, take some precautions, especially if you don't know all your guests well. Resist the impulse to show off your collection of gold coins. There is nothing wrong with the host and hostess enjoying their own party as much as any of the guests, but your party planning should include some common-sense security planning. Check out any help you hire, and take the precaution of safeguarding small, easily-portable valuables. You might count the silver, too, after everyone has left.

A Friendly Game of Chance

At what point does your friendly Friday night poker game become a professional gambling operation?

More than a few such games will be invaded by robbers this year, and some will be raided by the police, as well. High-stakes poker games are gambling, and therefore are an attraction to robbers. The trouble potential increases if one member of the poker crowd has gotten in over his head, and might be capable of non-sporting means of getting even.

Thus it is generally best to avoid high-stakes games, and, if you'd rather not avoid them, at least to take some precautions like using chips rather than currency and settling at the end of the game by check instead of cash.

Think Security

We've barely touched the surface of the many special occasions that might require special security measures. The main point is to realize

that your security hazard increases any time you're out of your home, or whenever anyone else is in it. Some situations, of course, are more hazardous than others, and only you can properly match resources against risks. If, however, you train yourself to think in terms of potential risk in advance, you will probably take the appropriate protective steps.

Special Occasions Mean Special Risks: A Check List

1 Assume your security needs increase whenever you're out of the house, or whenever someone else is in it, and take adequate protective steps.

2 Arrange for a house sitter when you and your family will be absent to attend a funeral, wedding, or other event which may have been the subject of newspaper or other publicity.

3 Establish relationships with your neighbors to keep an eye open on your behalf whenever you're away from your home. And, of course, be ready to reciprocate.

4 Lock your doors if you leave your home to witness a fire or other neighborhood emergency, or if you must vacate your apartment or hotel room as a result of a fire or other threat.

5 Guard against pilferage of small valuable items if a group of strangers or near-strangers are invited to your home. Investigate any part-time help engaged for such occasions.

6 Don't carry large amounts of money to a high-stakes poker game or similar activity. Use chips while playing, and settle debts by check at the end of the game.

Check Lists and Other Gentle Reminders

Here we combine all of our previous recommendations into several survey check lists. On these check lists a preponderance of “yes” answers indicates a better-than-average degree of security. But any “no” answer indicates a security deficiency and need for improvement.

We also include here some procedural check lists—step-by-step methods for preplanning and coping with crises and emergencies.

Finally, we offer some step-by-step procedures for a periodic re-evaluation and updating of your own personal security policy.

SECURITY IN YOUR HOME

DOORS AND WINDOWS (SEE CHAPTER ONE)

| | Yes | No |
|--|-----|-----|
| 1 Are doors sturdy? | ___ | ___ |
| 2 Are doors with glass or light wood panels equipped with double-cylinder locks? | ___ | ___ |
| 3 Are all outside doors, including those leading from enclosed porches or vestibules, adequately protected? | ___ | ___ |
| 4 Are enclosed porch walls sufficiently strong to prevent entry? | ___ | ___ |
| 5 Do doors fit frames snugly? | ___ | ___ |
| 6 Is there little or no "play" when you try to force door bolt out of strike by prying door away from frame? | ___ | ___ |
| 7 Do bolts extend at least $\frac{3}{4}$ inch into the strike? | ___ | ___ |
| 8 Are adequate chain locks installed on outside doors? | ___ | ___ |
| 9 Are solid exterior doors equipped with peepholes or other optical-viewing devices? | ___ | ___ |
| 10 Are all exterior doors equipped with dead-bolt locks? | ___ | ___ |
| 11 Are patio doors equipped with adequate locks? | ___ | ___ |
| 12 Are patio doors equipped with impact-resisting glass? | ___ | ___ |
| 13 Are all doors generally kept locked? | ___ | ___ |
| 14 Are windows equipped with suitable locking devices? | ___ | ___ |
| 15 If iron window guards are used, is there other provision for emergency exit from all parts of the house? | ___ | ___ |
| 16 Do casement windows have key-operated locking devices? | ___ | ___ |
| 17 Are all above-ground-level windows that are easily accessible from outside protected as adequately as ground-level windows? | ___ | ___ |
| 18 Can windows used for ventilation be locked in closed and partially open position? | ___ | ___ |
| 19 Is putty securing window panes in frames adequate? | ___ | ___ |

CHECK LISTS AND OTHER GENTLE REMINDERS

| | | Yes | No |
|-----------|---|------------|-----------|
| 20 | Are window-unit air conditioners adequately anchored to prevent their openings from being used for illegal entry? | ___ | ___ |
| 21 | Are all other exterior wall openings adequately secured against illegal entry? | ___ | ___ |
| 22 | Are windows generally locked at all times? | ___ | ___ |

INTERIOR SECURITY (SEE CHAPTER TWO)

| | Yes | No |
|--|------------|-----------|
| 1 Are visitors denied admittance until their identity and reasons for being at the home are determined? | ___ | ___ |
| 2 Are chain locks and/or rubber door wedges utilized in visitor control? | ___ | ___ |
| 3 Is visitor identification checked and double checked? | ___ | ___ |
| 4 Is the legitimacy of every at-home appointment verified? | ___ | ___ |
| 5 Are unsolicited callers checked and verified before admittance? | ___ | ___ |
| 6 Is an inventory of valuables in the home maintained? | ___ | ___ |
| 7 Is this list adequately protected from burglary? | ___ | ___ |
| 8 Is a safe and/or security closet used to protect valuables from fire and theft? | ___ | ___ |
| 9 Are adequate records of phone numbers and addresses for reporting loss of credit cards maintained? | ___ | ___ |
| 10 Are unnecessary duplicate credit cards destroyed? | ___ | ___ |
| 11 Are only minimal amounts of cash regularly kept in the home? | ___ | ___ |
| 12 Is a bank safe-deposit box used for safekeeping of valuables? | ___ | ___ |
| 13 Are incoming checks deposited immediately, rather than left lying around? | ___ | ___ |
| 14 Are outgoing checks mailed immediately, rather than left lying around? | ___ | ___ |
| 15 Are checkbooks adequately protected from theft? | ___ | ___ |
| 16 Are there adequate plans in the event that a burglar is surprised in the home? | ___ | ___ |
| 17 Are there adequate plans to avoid being lured away from the home, so that a burglar might attack it? | ___ | ___ |
| 18 Are all firearms in the home equipped with lockable trigger guards? | ___ | ___ |

CHECK LISTS AND OTHER GENTLE REMINDERS

| | Yes | No |
|--|------------|-----------|
| 19 Are alarm systems and panic buttons installed in the home? | ___ | ___ |
| 20 Is auxiliary power available for such systems? | ___ | ___ |
| 21 Is there a bedroom telephone? | ___ | ___ |
| 22 Are bedroom doors equipped with adequate locking devices? | ___ | ___ |
| 23 Are the details of home-security systems and measures protected from disclosure? | ___ | ___ |
| 24 Is the presence of items of unusual value in the home protected from disclosure? | ___ | ___ |

YOUR TELEPHONE (SEE CHAPTER THREE)

| | Yes | No |
|--|------------|-----------|
| 1 Is it a policy never to reveal information concerning finances, personal data, or absences from the home to a telephone caller? | ___ | ___ |
| 2 Is this policy impressed upon children in the home? | ___ | ___ |
| 3 Is a telephone answering service or answering device utilized? | ___ | ___ |
| 4 Is it a policy not to provide an answering service with specific information about absences from the home, nor to record such information on answering devices? | ___ | ___ |
| 5 Is telephone service maintained even when you are away on an extended trip? | ___ | ___ |
| 6 Are there adequate procedures for handling nuisance or obscene calls? | ___ | ___ |
| 7 Are there adequate procedures for preventing unnecessary or unwarranted release of information concerning friends or neighbors? | ___ | ___ |

YOUR DOG (SEE CHAPTER FOUR)

- | | Yes | No |
|--|------------|-----------|
| 1 Is there a watchdog in the home? | ___ | ___ |
| 2 Is this dog a deterrent as well as a possible warning? | ___ | ___ |
| 3 Is the dog left as protection when you're away from home? (The following three questions apply only if you use a specially trained security or attack dog to protect the home.) | ___ | ___ |
| 4 Is there sufficiently large loss potential to justify such an animal? | ___ | ___ |
| 5 Was there adequate reference checking and investigation prior to its selection? | ___ | ___ |
| 6 Are there adequate measures to prevent your name from being used as a reference by the trainer? | ___ | ___ |

DOMESTIC EMPLOYEES, DELIVERYMEN AND INVITED STRANGERS (SEE CHAPTER FIVE)

| | Yes | No |
|--|------------|-----------|
| 1 Are domestic employees, babysitters, etc., adequately investigated before hiring? | ___ | ___ |
| 2 Is a polygraph examination utilized? | ___ | ___ |
| 3 Is bonding considered? | ___ | ___ |
| 4 Are domestic employment agencies investigated? | ___ | ___ |
| 5 Are babysitters prohibited from having guests while on duty? | ___ | ___ |
| 6 Is a neighbor's assistance enlisted as a fail-safe measure to look after the home when a babysitter is on duty? | ___ | ___ |
| 7 Are security measures double checked before leaving the house to drive a babysitter home? | ___ | ___ |
| 8 Are locks changed and valuables inventoried when a domestic employee leaves your employ? | ___ | ___ |
| 9 Are you guarded in revealing information concerning absences from home, or other sensitive data, to deliverymen, paper boys, etc. | ___ | ___ |
| 10 Is a neighbor prepared to gather your mail, newspapers, or other deliveries while you're away from the home? | ___ | ___ |
| 11 Are home service contractors investigated? | ___ | ___ |
| 12 Are liquor, firearms, jewelry, cash, and other valuables adequately protected when workmen are present in the home? | ___ | ___ |
| 13 Is some supervision provided for workmen in the home? | ___ | ___ |
| 14 Is company arranged for the lady of the house if she will be supervising workmen? | ___ | ___ |
| 15 Are alternate security measures utilized if work in the home seriously impairs existing measures? | ___ | ___ |
| 16 Are inventory checks of valuables conducted before and after workmen are present in the home? | ___ | ___ |

LIGHTING YOUR HOME (SEE CHAPTER SIX)

| | Yes | No |
|---|------------|-----------|
| 1 Is there lighting sufficient to read a wristwatch by all doors, windows, or other openings in the walls of the house? | ___ | ___ |
| 2 Is the front of the property lighted at night? | ___ | ___ |
| 3 Are neighbors encouraged to light their front property lines? | ___ | ___ |
| 4 Are inoperative street lights reported immediately? | ___ | ___ |
| 5 Is the area between any adjoining alleys and the home illuminated? | ___ | ___ |
| 6 Are trash-collection areas adequately lighted? | ___ | ___ |
| 7 Is adequate lighting provided for garages or other parking areas? | ___ | ___ |
| 8 Are all gates in perimeter fencing illuminated? | ___ | ___ |
| 9 Are lights used when moving from room to room at night? | ___ | ___ |
| 10 Are some lights left burning all night? | ___ | ___ |
| 11 Are drapes drawn at night? | ___ | ___ |
| 12 Do you turn on lights and make noise if you arise during the night? | ___ | ___ |
| 13 Are automatic timers utilized during your absence from home? | ___ | ___ |
| 14 Do you return to a well-lighted home after being away? | ___ | ___ |

OUTSIDE SECURITY (SEE CHAPTER SEVEN)

| | Yes | No |
|--|------------|-----------|
| 1 If your property line is delineated by fences or hedges, are these sufficiently low to permit observation from outside your property line? | ___ | ___ |
| 2 Are gates equipped with latches? | ___ | ___ |
| 3 Are gates locked at night, or whenever circumstances might warrant it? | ___ | ___ |
| 4 Do you avoid displaying valuables where they might be seen from the street? | ___ | ___ |
| 5 Do you avoid placing valuables where they might be removed through a window without entering the home? | ___ | ___ |
| 6 Are garage doors locked at all times? | ___ | ___ |
| 7 Are automatic (preferably key-operated) garage door openers utilized? | ___ | ___ |
| 8 Do you avoid display of your name on your mailbox? | ___ | ___ |
| 9 Are trees trimmed to prevent their use for access to above-ground-level windows, or, alternatively, are such windows adequately secured? | ___ | ___ |
| 10 Are garages, tool sheds, greenhouses or other appurtenant structures adequately secured? | ___ | ___ |
| 11 Are swimming pools protected from unauthorized or accidental entry? | ___ | ___ |
| 12 Are precautions taken to avoid calling attention to a swimming pool on your property, especially if they are rare in the neighborhood? | ___ | ___ |
| 13 Would you generally not attempt to apprehend a trespasser or prowler? | ___ | ___ |
| 14 Are you using a neighborhood security patrol service? | ___ | ___ |
| 15 Are the patrol's check times varied? | ___ | ___ |
| 16 Did you thoroughly investigate such a patrol service? | ___ | ___ |
| 17 Is yours a different patrol service than your neighbor's, so that more patrols of the neighborhood will be made? | ___ | ___ |

CHECK LISTS AND OTHER GENTLE REMINDERS

| | | Yes | No |
|-----------|--|------------|-----------|
| 18 | Are good-housekeeping principles practiced in your property maintenance? | — | — |
| 19 | Do you avoid storing firewood directly up against the house? | — | — |
| 20 | Do you mow lawns when required? | — | — |
| 21 | Do you shovel snow when required? | — | — |

**HOME SECURITY DURING VACATION
(SEE CHAPTER EIGHT)**

| | Yes | No |
|---|------------|-----------|
| 1 Do you arrange for a friend to bring in papers, mail, and other deliveries? | ___ | ___ |
| 2 Do you cancel such deliveries if the above isn't practical? | ___ | ___ |
| 3 Do you arrange for your dog to be fed and watered at home, so that it remains there for protective purposes? | ___ | ___ |
| 4 Do you arrange to have autos moved from place to place to avoid their appearing not to be used for an extended period? | ___ | ___ |
| 5 Are lawn-mowing or snow-shoveling services arranged, as required, during your absence? | ___ | ___ |
| 6 Are gates locked, preferably at night only, during your absence? | ___ | ___ |
| 7 Are garbage and trash put out, as usual, in your absence, even if it means sharing a neighbor's rubbish? | ___ | ___ |
| 8 Are valuables in special secure storage, off premises, in your absence? | ___ | ___ |
| 9 Are bills which will become due in your absence prepaid? | ___ | ___ |
| 10 Is the alarm system checked prior to your departure? | ___ | ___ |
| 11 Are dust covers on furniture avoided? | ___ | ___ |
| 12 Are shades and draperies left in "normal" positions while you are away? | ___ | ___ |
| 13 Is air conditioning adjusted so it will function in extremely warm weather, even if you are away? | ___ | ___ |
| 14 Is a reliable house sitter employed in your absence? | ___ | ___ |
| 15 Is a "blind-box" used for replies if you advertise for a house sitter, and do you avoid indiscriminate revelation of your address to respondents? | ___ | ___ |
| 16 Is before-the-fact publicity on your trip permitted? | ___ | ___ |
| 17 Is an itinerary left with a trusted friend or relative? | ___ | ___ |
| 18 Are police notified of your anticipated absence? | ___ | ___ |

CHECK LISTS AND OTHER GENTLE REMINDERS

- | | | Yes | No |
|-----------|--|------------|-----------|
| 19 | Are police provided with the names of house sitters or others with keys to your home, to avoid embarrassing incidents? | — | — |
| 20 | Do you avoid packing your car the night before starting a motor vacation? | — | — |
| 21 | Is your car packing done quickly and without fanfare? | — | — |
| 22 | Do you check to see that all doors and windows are locked immediately prior to departure? | — | — |

SPECIAL TIPS FOR APARTMENT DWELLERS
(SEE CHAPTER NINE)

(Complete other check lists, in addition to the one below, that are particularly pertinent to apartment security.)

| | Yes | No |
|--|------------|-----------|
| 1 Does your apartment have: | | |
| a) doormen and/or security guards? | ___ | ___ |
| b) visitor screening by doorman/guard? | ___ | ___ |
| c) attended elevators? | ___ | ___ |
| d) interior fire wells properly secured against improper entry? | ___ | ___ |
| e) attached or basement garages properly secured against improper entry? | ___ | ___ |
| f) remotely operated door-opening systems used in conjunction with intercoms or closed-circuit TV? | ___ | ___ |
| g) interior-view mirrors in self-service elevators? | ___ | ___ |
| h) adequate interior and exterior lighting? | ___ | ___ |
| i) measures to prevent corridor corners, alcoves, or other blind spots from being used as hiding places? | ___ | ___ |
| j) roof and ground-level doors operable only from the inside? | ___ | ___ |
| 2 Are locks changed when you move into the apartment? | ___ | ___ |
| 3 Are spare or emergency door keys protected? | ___ | ___ |
| 4 Is your apartment door equipped with a chain lock? | ___ | ___ |
| 5 Is your solid apartment door equipped with a peephole or other optical-viewing device? | ___ | ___ |
| 6 Is your gender unmentioned on the mailbox if you are a woman living alone? | ___ | ___ |
| 7 Are apartment windows adequately protected? | ___ | ___ |
| 8 Are windows adjoining fire escapes protected from illegal entry, while still allowing for emergency exit? | ___ | ___ |
| 9 Do you know your neighbors? | ___ | ___ |

CHECK LISTS AND OTHER GENTLE REMINDERS

| | Yes | No |
|---|------------|-----------|
| 10 Is anything out of order reported immediately? | — | — |
| 11 Do you avoid admitting anyone into the building unless you know who it is, and what his purpose is for desiring admittance? | — | — |
| 12 Are solo trips to the laundry room or mailbox avoided? | — | — |
| 13 Do you avoid riding self-service elevators with suspicious strangers? | — | — |
| 14 Do you utilize the emergency button if menaced or threatened in an elevator? | — | — |
| 15 Are elevator cars with open roof escape hatches avoided? | — | — |
| 16 Are the superintendent or landlord and neighbors warned of unauthorized strangers in your building? | — | — |

SECURITY AWAY FROM YOUR HOME
SECURITY IN YOUR CAR (SEE CHAPTER TEN)

| | Yes | No |
|---|------------|-----------|
| 1 Is car checked on all sides before approaching door? | ___ | ___ |
| 2 Is inside of car checked before unlocking it? | ___ | ___ |
| 3 When you enter your car, do you first lock the door, and then check the inside and attach your seat belt and shoulder harness? | ___ | ___ |
| 4 If your car won't start, do you either get assistance or get away, having considered that your car may have been disabled deliberately? | ___ | ___ |
| 5 Are unsolicited offers of assistance refused? | ___ | ___ |
| 6 Are car doors never unlocked to admit a stranger? | ___ | ___ |
| 7 Is your car horn used as a danger alarm if you are menaced? | ___ | ___ |
| 8 Is unnecessary stopping while driving avoided? | ___ | ___ |
| 9 If you encounter a road situation that might require assistance, do you send help rather than stopping to offer it? | ___ | ___ |
| 10 If someone attempts to force you to stop, will you continue—even at the risk of a collision? | ___ | ___ |
| 11 If you are being followed, do you drive in the center-most lane, to make forcing you to the curb more difficult? | ___ | ___ |
| 12 If being followed, will you take evasive action to let your follower know that you are aware of being followed? | ___ | ___ |
| 13 If your follower persists, do you drive to an occupied location and phone for assistance? | ___ | ___ |
| 14 If assistance is not available, will you take a taxi to your destination? | ___ | ___ |
| 15 If someone attempts to enter your car, stopped at a traffic signal, are you prepared to turn to the right, even if it means running the red light? | ___ | ___ |
| 16 If you are involved in an accident, especially in a dark and remote location, will you remain locked in your car, | | |

CHECK LISTS AND OTHER GENTLE REMINDERS

| | Yes | No |
|---|------------|-----------|
| and be prepared to drive it to the nearest phone in order to report the accident? | ___ | ___ |
| 17 Are your parking spots only in unisolated, well-lighted locations? | ___ | ___ |
| 18 Are windows rolled up and the car locked whenever you leave it, even if only for a few minutes? | ___ | ___ |
| 19 If you customarily carry items of unusual value, is your car equipped with an alarm system? | ___ | ___ |
| 20 Is a mobile telephone installed in your car? | ___ | ___ |
| 21 Is caution exercised when parked in remote isolated locations? | ___ | ___ |
| 22 Is only your ignition key left at an attended parking lot? | ___ | ___ |

SECURITY ON THE STREETS (SEE CHAPTER ELEVEN)

| | Yes | No |
|---|-----|-----|
| 1 Do you refrain from carrying more money or valuables than you can afford to lose? | ___ | ___ |
| 2 Would you cooperate with a robber, and surrender your valuables? | ___ | ___ |
| 3 Would you try to avoid being taken to an alley or remote location by immediately surrendering your valuables? | ___ | ___ |
| 4 Would you avoid sudden moves, on the assumption your attacker is more nervous than you are? | ___ | ___ |
| 5 Are running away and screaming to attract attention your best defense? | ___ | ___ |
| 6 Is your purse or briefcase usually carried on the side of you farthest from the curb, and do you stay close to the buildings on busy streets? | ___ | ___ |
| 7 Do you carry your purse properly, and most securely, between your arm and body, utilizing the strap? | ___ | ___ |
| 8 Would you flatten yourself against a building upon hearing rapidly approaching footsteps behind you? | ___ | ___ |
| 9 Would you take recommended evasive measures if followed? | ___ | ___ |
| 10 Would you place your billfold in a mailbox to prevent its being stolen? | ___ | ___ |
| 11 Would you avoid running home, if there is no assistance to be found there? | ___ | ___ |
| 12 Do you avoid carrying guns, knives, or other such weapons? | ___ | ___ |
| 13 Is there a whistle attached to wrist or fingers when you walk on the streets? | ___ | ___ |
| 14 Are large but essential amounts of money or other valuables carried in a number of different spots to try not to lose all in a robbery? | ___ | ___ |
| 15 Do you avoid carrying keys and identification in the same place? | ___ | ___ |

CHECK LISTS AND OTHER GENTLE REMINDERS

| | | Yes | No |
|-----------|--|------------|-----------|
| 16 | Do you carry credit cards only when it is likely you will need them? | ___ | ___ |
| 17 | If your job involves making bank deposits, do you avoid carrying the deposit in your purse, or otherwise mingled with your own valuables? | ___ | ___ |
| 18 | Do you avoid the streets at night, and use taxis as an alternative? | ___ | ___ |
| 19 | If you walk at night, do you avoid walking near parked cars when on the streets? | ___ | ___ |
| 20 | Are hedges, doorways, or other places of possible concealment avoided when walking on the streets at night? | ___ | ___ |
| 21 | Would you walk in the roadway, if necessary, to avoid these other hazards? | ___ | ___ |
| 22 | Are your walking routes varied? | ___ | ___ |
| 23 | Would you avoid, or at least seek a safe vantage point, if you encountered a riot, fire, brawl, or other unusual circumstance while walking on the street? | ___ | ___ |
| 24 | If you encounter a fire, crime, or accident would you call for assistance, rather than offering it personally? | ___ | ___ |

SECURITY WHILE SHOPPING (SEE CHAPTER TWELVE)

| | Yes | No |
|---|-----|-----|
| 1 Is a minimum of cash carried while shopping? | ___ | ___ |
| 2 Are charge accounts used whenever possible? | ___ | ___ |
| 3 Do you dress simply while shopping? | ___ | ___ |
| 4 Do you try to arrange for delivery of parcels? | ___ | ___ |
| 5 Is there a small "parcel table" near the front door of your home? | ___ | ___ |
| 6 Are valuables stored in your car trunk, rather than in the passenger compartment? | ___ | ___ |
| 7 On a shopping trip, will you buy more expensive items last? | ___ | ___ |
| 8 Do you usually shop with a friend? | ___ | ___ |
| 9 Is a parking spot selected with security in mind? | ___ | ___ |
| 10 Is only your ignition key left with a parking lot attendant? | ___ | ___ |
| 11 Do you avoid leaving personal identification in a parked car? | ___ | ___ |
| 12 Is your auto always locked when parking? | ___ | ___ |
| 13 Is your purse on your arm, rather than in a shopping cart or basket? | ___ | ___ |
| 14 If your purse or wallet is taken, along with keys, would you take the proper steps to protect your home from burglary? | ___ | ___ |
| 15 Do you keep your purse or briefcase off the floor in public restroom cubicles? | ___ | ___ |
| 16 Is only your own charge ticket validated with your credit card? | ___ | ___ |
| 17 Is it always your own credit card which is returned to you? | ___ | ___ |
| 18 Are unattended business locations avoided after dark? | ___ | ___ |
| 19 Do you know how to avoid robbery if menaced at a twenty-four-hour automatic banking facility? | ___ | ___ |
| 20 Do you avoid night depositories with large amounts of cash? | ___ | ___ |

SECURITY IN THE OFFICE (SEE CHAPTER THIRTEEN)

| | Yes | No |
|---|------------|-----------|
| 1 Do you support and comply with your company's security program and regulations? | ___ | ___ |
| 2 Are trips to and from the office made by car pools or public transportation? | ___ | ___ |
| 3 Is proper vigilance used on busy streets or elevators? | ___ | ___ |
| 4 Are your billfold, keys, purse, and other valuables protected while on the job? | ___ | ___ |
| 5 Are strangers in restricted areas on the job challenged? | ___ | ___ |
| 6 Do you destroy or provide adequate protection for confidential material or other items of a proprietary nature which you use in your work? | ___ | ___ |
| 7 Do you safeguard company equipment as if it were your own? | ___ | ___ |
| 8 If you must handle money as part of your job, do you: | | |
| a) insist on proper identification before cashing checks? | ___ | ___ |
| b) insist on proper identification of check endorsers? | ___ | ___ |
| c) know how to recognize counterfeit currency, and what to do if you spot such? | ___ | ___ |
| 9 If you are a retail salesperson, do you know how to discourage shoplifting, and what to do if you observe a shoplifter? | ___ | ___ |
| 10 Would you report a fellow employee whom you observed stealing? | ___ | ___ |
| 11 Do you know your company's policy on what to do if your place of business is robbed? Or, if no policy is established, would you cooperate and avoid any heroic impulse? | ___ | ___ |

**VACATION AND BUSINESS TRIPS
(SEE CHAPTER FOURTEEN)**

| | Yes | No |
|--|------------|-----------|
| 1 Do you use travelers' checks, as opposed to cash, to whatever extent practical while traveling? | ___ | ___ |
| 2 Are you familiar with the value and appearance of any foreign currencies you might encounter? | ___ | ___ |
| 3 Can you ask for assistance in any foreign language you are likely to encounter? | ___ | ___ |
| 4 Can you recognize the uniforms of law officers wherever you are? | ___ | ___ |
| 5 Do you try to avoid conspicuousness or flamboyance in dress? | | |
| 6 If you must meet with strangers, would you choose the place? | ___ | ___ |
| 7 Are you prepared to augment the locks protecting you and your valuables in a hotel room? | ___ | ___ |
| 8 Is your car trunk, not the passenger compartment, used to store valuables? | ___ | ___ |
| 9 Do you bring your luggage into your hotel room, rather than leave it in your car trunk, even for just an overnight stay? | ___ | ___ |
| 10 Do you seek advance information on areas into which you are traveling? | ___ | ___ |
| 11 Do you avoid overpacking luggage? | ___ | ___ |
| 12 Do you lock your luggage? | ___ | ___ |
| 13 If you must change planes or trains, do you carry essentials in carry-on luggage? | ___ | ___ |
| 14 Do you avoid carrying weapons of any kind aboard public transportation? | ___ | ___ |
| 15 Do you guard plane or train tickets? | ___ | ___ |
| 16 Do you utilize coin-operated lockers during a layover? | ___ | ___ |
| 17 Do you use red caps, sky caps, and similar personnel exclusively for assistance with your baggage? | ___ | ___ |

CHECK LISTS AND OTHER GENTLE REMINDERS

- | | Yes | No |
|---|------------|-----------|
| 18 Do you usually predetermine taxi fares? | ___ | ___ |
| 19 Do you lock camper or motor home doors, even while on the road? | ___ | ___ |
| 20 Do you notify rangers, park police, etc., of your camp location, for your protection, or if they should need to find you in an emergency? | ___ | ___ |
| 21 Would you use your auto horn as an emergency alarm? | ___ | ___ |
| 22 Are you wary of the attentions of strangers in populated resort areas? | ___ | ___ |
| 23 Do you take proper precautions against pickpockets? | ___ | ___ |
| 24 Do you generally shop and see the sights in groups? | ___ | ___ |

EMERGENCY PHONE NUMBER LISTING

YOUR ADDRESS: _____

Fire: _____

Police: _____

Physician: Home: _____ **Office:** _____

FBI: _____

Poison-Control Crisis Hotline: _____

Friend or Relatives for Babysitting _____

or House sitting: _____

Other Information: _____

**Address of Nearest Hospital
Emergency Room:** _____

**Location of Nearest
Fire Hydrant:** _____

Hospitalization Insurance Co. _____

Insurance Policy No.: _____

**Address of Nearest All-night
Pharmacy:** _____

Phone Number of All-night Pharmacy: _____

Taxi (for delivery of medicines) Phone No.: _____

Medication Required by Family Members: _____

**NATURAL DISASTER CHECK LIST
(SEE CHAPTER SIXTEEN)**

1 Where is your shelter area at home?

cellar____ fall-out shelter____ interior hallway____ other____

2 The following items should be available for emergency. List where usually located in your home.

a) first-aid kit?____ where?_____

b) battery-operated radio?____ where?_____

c) flashlight?____ where?_____

d) spare radio and flashlight batteries?____ where?_____

e) drinking water?____ where?_____

f) candles and matches?____ where?_____

g) clock, wristwatch?____ where?_____

3 Designated civil defense radio-station call sign?____
dial location?_____

4 Nearest public fall-out shelter?_____

5 If accompanied by a loss of electrical power, use tape or rope to secure freezer and/or refrigerator doors to avoid accidental opening. Location of tape or ropes is_____

6 If home is not habitable, where should family assemble? _____

7 Alternate location for assembly? _____

**DESCRIPTION CHECK LIST (FOR DESCRIBING
SUSPECTS TO POLICE, ETC.)**

- 1** Name _____
(if known)
- 2** Race _____
Cauc. Neg. Orient.
- 3** Sex _____
M F
- 4** Age _____
- 5** Height _____
- 6** Weight _____
- 7** Hair Color _____
- 8** Hair Style _____
- 9** Color of Eyes _____
- 10** Glasses _____
- 11** Complexion _____
- 12** Build _____
Thin, Med., Hvy., Ath., etc.
- 13** Scars _____
Where, and describe
- 14** Tattoos _____
Where, and describe
- 15** Other Physical
Characteristics _____
- 16** Clothing (head to foot)
 - a** hat _____
 - b** coat _____
 - c** shirt/tie _____
 - d** trousers _____
 - e** socks _____
 - f** shoes _____

KIDNAP/EXTORTION INFORMATION CHECK LIST

a Name of individual (and nicknames, if appropriate):

b Home address, telephone number:

c Wife's, children's names, nicknames:

d Address, telephone number of children's schools:

e Name, address, telephone number of wife's employer:

f Names, addresses, telephone numbers of nearest neighbors on all sides:

g Family cars—year, make, color, license numbers, name of person who usually drives each car:

h Household help—names, addresses, telephone numbers, hours of employment:

i Regular social activities of each family member—name, location of telephone, and person who could give information:

j Current color photo of each member of the family:

k Description of clothing usually worn:

l Medication required regularly by individuals and members of their families:

ROOM-INVENTORY SHEETS (Be certain to include cars and items, such as lawn mowers, etc., not normally kept inside the home. Cover attics, basements, garages, etc. Prepare supplemental lists for contents of lockboxes.)

Room: _____ Date: _____

Emergency evacuation from room: _____

| ITEM | SERIAL # | DATE PURCHASED | COST | APPROX. VALUE | COMMENTS |
|------|----------|-------------------|------|------------------|----------|
| | | | | | |

CREDIT-CARD INVENTORY SHEET

| ISSUER | CARD NUMBER | EXPIRES (DATE) | FOR NOTIFICATION OF LOST CARDS PHONE NO. (INCLUDE AREA CODE) | ADDRESS |
|--------|-------------|----------------|---|---------|
|--------|-------------|----------------|---|---------|

IRA A. LIPMAN

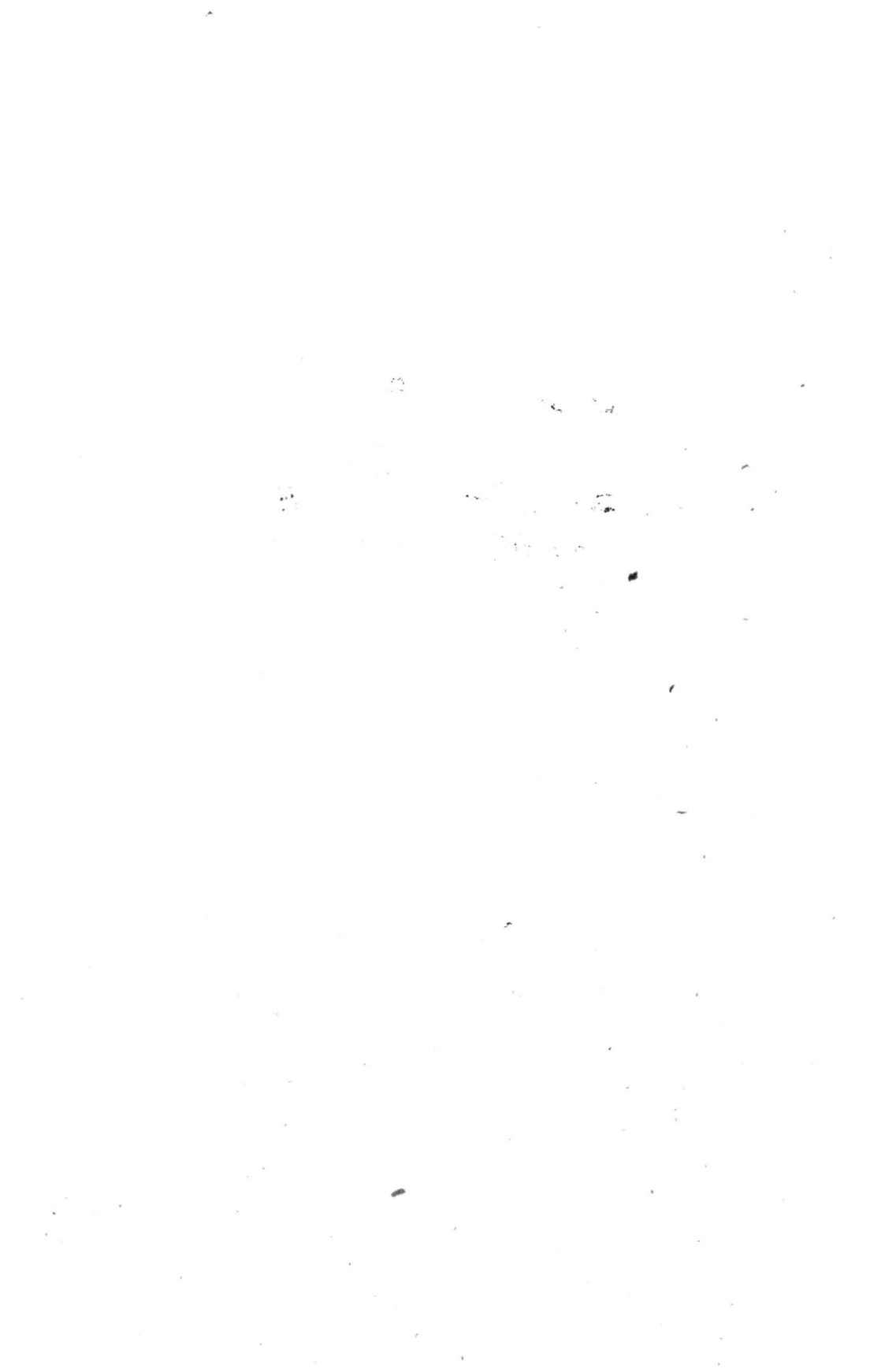
Ira A. Lipman is the chairman and president of one of America's fastest growing security protection companies, Guardsmark, Inc., which serves many of the nation's leading corporations and institutions.

"Determined to be a leader in his field" is the phrase *Business Week* used to describe him and his highly analytical and modern approach to reshaping the industry, adding that he "has combined his personal style . . . with a talent for attracting top names in the security field to his executive team."

Mr. Lipman, who divides his time between residences in New York and Memphis, has discussed crime and protection on national television and radio, and is the author of many articles on the subject.

In 1970, Mr. Lipman was appointed by the president as a chairman of the National Alliance of Businessmen and he is a director of the National Council on Crime and Delinquency. He was a principal force in the formation of the Committee of National Security Companies and is a member of various advisory boards.

He and his wife, Barbara, have two sons—
Gustave and Joshua.



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Lipman, Ira A.

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