

# Personal Security Checklist

By John F. Smith

- Personal Security
  - Trust your instincts.
  - Vary your times and routes to and from work.
  - Alternate days and times for shopping, errands and personal needs.
  - Maintain a low personal profile by not doing anything that draws attention to yourself.
  - Use well-lit walkways, walk with someone.
  - Be aware of diversions and certain roadblocks.
  - Be alert to what is going on around you.
  - Your colleagues and family should be aware of your daily plans and know how to reach you.
  - Have alternate forms of communication should the cell network be unavailable.
  - Do not leave keys, purse, backpack etc unattended.
  - Do not meet strangers alone.
  - Stay away from dark, lonely, or other areas where other people cannot be seen.
  - Always tell someone where you are going.
  - Mark personal belongings such as books, clothing, etc.
- Security in a Car
  - Always lock car and trunk.
  - Store valuables out of sight in trunk.
  - Do not leave keys in car or hide a spare key.
  - Check the interior and exterior of your vehicle prior to getting into your vehicle.
  - Always keep the gas tank of your car at least half way full.
  - In traffic, always leave yourself an exit.
- Security of Your Properties
  - Keep a list of valuable property.
  - Mark your valuable property with your drivers license number.
  - Have a list of serial numbers on your television, cameras, stereos, etc.

- Have a description, photos, or VCR tapes of other property that cannot be engraved.
- Avoid unnecessary display of your property by keeping your garage door closed or valuables away from open windows.
- Keep excess cash and other valuables in a bank.
- Be organized so that you do not need to hide a key under the doormat or similar vicinity.
- Make sure your family know what to do if they discover a burglar breaking in or already in the house.
- Tell your family to leave the house undisturbed and call the police if they discover a burglary has been committed.
- Have a security closet with a solid core door, pinned hinges, and deadbolt lock.
- Have emergency phone numbers listed on your phone.
- Keep your door locked at all times, even when you are in the house.