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as a tennis game at the same time and place weekly. Be alert to workers nearby whose actions appear out of the ordinary.

Have a security or background check done of all household staff. Do not discuss personal information within hearing distance of them. Instruct domestic staff and members of the household not to give out information to strangers inquiring about your activities and whereabouts of yourself and your family.

Instruct all household members not to accept packages or other items unless you have informed them previously of their delivery. If there is any reason for doubt, one should refuse to accept the parcel.

Access windows and doors should be checked periodically throughout the day and before retiring.

Secure upper story windows accessible by trees, low roofs, balconies and sliding glass or French doors.

Keep your house well-lit, both inside and outside. Floodlights placed in strategic points make it difficult for would-be assailants to hide in shadows.

After dark, keep drapes or window coverings closed. Only open the door if you know the person on the other side. Do not stand in the light where you may become a target for snipers.

Every home should have fire and safety equipment and responsible members of the family should know how to use it.

Light and radio timers, pick up of daily mail and newspaper cancellation will avoid advertising an empty residence.

Emergency numbers should be attached to every telephone in your residence and all occupants should carry these numbers in their wallets. Give each member of your family his/her own key. Never leave a key under the mat or in the mailbox. Should a key be lost, you should have all lock cylinders replaced.

Make certain that all guests attending a function at your residence are positively identified before being admitted. The same care should be taken with extra staff engaged for the occasion.

Advise the proper authorities or the Mission Security Officer of any suspicious vehicles or persons near your residence.

#### **Residential Safety Tips**

- Keep doors locked even when at home.
- Never open a door automatically. Use the peephole or video intercom and open the door with the chain lock attached.
- Preauthorize visits from repairmen and other service personnel. Request identification prior to admitting into your home.
- If a stranger asks to use the phone, offer to make the call for him. Do not invite him inside.
- Leave some lights or the radio or TV on timers whenever you leave your residence for extended periods of time. During such absences, make arrangements with a CB colleague to check your residence periodically.