

alarms are effective only when they are set; fire exits can be used only when they are not blocked. Local household employees can help families adjust to a strange country and provide additional security by their presence. Verify their references thoroughly. Children, household staff and baby-sitters should know the basic security procedures. Do not open a door without first knowing who is on the other side. Request identification from maintenance and utility company personnel. Do not accept unexpected parcels or unknown mail. Be discreet when discussing personal matters in public places. Avoid public conversations about work. Do not disclose personal information over the telephone. Keep travel plans, appointment books and other personal documents in a secure place. Passports and original birth certificates are attractive to thieves; keep them locked in a secure place and carry photocopies for identification and replacement purposes.

## 6. Avoid potentially dangerous situations.

*The enjoyment of discovering a new country and a different culture does not need to be curtailed if you consciously avoid placing yourself in vulnerable situations.*

Plan ahead to avoid getting lost. Know the routes you will travel; keep your vehicle in good repair and always have half a tank of gas. Stay away from dangerous areas or civil disturbances. Use open, well-lit routes and parking spaces. Keep car doors locked and windows rolled up. Avoid travelling alone. Watch for possible traps — if someone seems to need help, don't stop; call the appropriate authorities from a safe place. Follow your instincts. If you are uncomfortable with certain situations, avoid them.

### What if a burglar is in your home ?

- ▼ Do not enter. Go to neighbour's and call police.
- ▼ Do not corner or try to apprehend the burglar.
- ▼ If you are in bed, feign sleep and call police after the burglar has left.

## 7. Stay alert.

*Being aware of what is going on around you will help you detect unusual events or occurrences. Thieves are less likely to assault you if they see that you are alert and confident.*

Know your neighbourhood and learn to recognize unusual people or behaviour. Assess your surroundings before leaving the house or office. Watch for signs of being followed or assessed as a possible target for crime. If you suspect surveillance, avoid confrontation; report it immediately to your company's security officer or local authorities.

## 8. Stay informed, and inform others.

*Keeping up to date about local conditions and political events that may affect your security will enable you to plan appropriate security precautions.*

*The security of all is enhanced by sharing information. Report unusual occurrences, such as surveillance or anonymous phone calls, to your company's security officer. Maintain contact with colleagues, members of friendly embassies and local residents.*

### Are you ready ?

- ▼ Change for public phone ?
- ▼ Phone numbers handy ?
- ▼ Phrases in local language ?
- ▼ Money ?
- ▼ Where to get help ?
- ▼ What to do if... ?

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