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Servants should also exercise discretion when answering the telephone. Instruct them not to give out information regarding your whereabouts or future appointments. Instead, the maid should obtain the caller's name and number so that you personally may return the call.

Insist that the servants check all access windows and doors before retiring and periodically throughout the day if visitors, tradesmen, etc., have entered the premises.

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.

Make a safety check every night before retiring to be sure all doors and windows are locked and the proper lights are "on".

Keep your house well lighted 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 venetian blinds closed. When you answer the door, do not stand in the light where you present a target for snipers.

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

Advise the police of any suspicious vehicles or persons near your residence.

In many places children should be escorted to and from school. Instruct school authorities that under no circumstances are they to be picked up by persons other than family members or specifically authorized people. In certain countries, do not permit unaccompanied children to use taxi and public transportation.

Caution teenagers against blind dates or meeting anyone whom they do not know.

Do not allow your preschool children to wander from the house or play in unprotected areas.

Caution them never to become friendly with strangers or accept gifts, including candy.

Warn your children, especially teenagers, of the possibility of being abducted if they accept a ride from a stranger.