

2010

SAFETY PROGRAM OVERVIEW & WORKBOOK



GRAND ISLAND RURAL FIRE STATION
MERIT BADGE UNIVERSITY
OVERLAND TRAILS COUNCIL

7/31/2010

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(COMPLETE BEFORE ATTENDING MBU)

WORKBOOK PART TWO

(WILL BE COMPLETED DURING CLASS)

ADDITIONAL RESOURCES

APPLICATION for MERIT BADGE

(MUST HAVE UNIT LEADER SIGNATURE PRIOR TO CLASS)



FEBRUARY 2010

Information in this booklet was accurate at the time of publishing.
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Program Overview & Workbook was reviewed by
MBU Staff/Committee.

SAFETY PROGRAM OVERVIEW

COUNSELOR: tba

C/O: Overland Trails Council
PO Box 1361
Grand Island, NE 68802-1361

LOCATION: Grand Island Rural Fire Department
3009 West Hwy 34
Grand Island, NE 68801

TRANSPORTATION: N/A

ADDITIONAL COSTS: None

CLASS SIZE: 10

BRING TO CLASS: Safety merit badge pamphlet.
Safety merit badge workbook, part one & part two.
Signed "Application for Merit Badge", found at the end of the merit badge workbook. (This will be your only record of work completed on this merit badge.) If your Council requires the official "blue card", you must bring one with you to class.

PRE-REQUISITES: Complete Part One of the workbook before class (requirements 1, 2, 3b, 4, & 6).
Complete information on the "Application for Merit Badge" including Scoutmasters signature.

CURRICULUM: Requirements 3a, 3c, 3d, 5, & 7 will be completed during class (part two of the workbook). Pre-requisites will also be reviewed during class.



Boy Scouts Requirements 2010, updates

PRE-REQUISITE REQUIREMENTS ARE PRINTED IN **ITALICS &**
MUST BE COMPLETED BEFORE CLASS.

1. **Explain what safety is and what it means to be safe. Then prepare a notebook to include:**
 - a) **Newspaper and other stories, facts, and statistics showing common types and causes of injuries in the home and in the workplace, and how these injuries could be prevented**
 - b) **Newspaper and other stories, facts, and statistics showing common types of crimes and ways to avoid being a crime victim.**
 - c) **Facts you have obtained concerning the frequency of accidents and of crimes in your local area.**
 - d) **A paragraph or more, written by you, explaining how a serious fire, accident, or crime could change your family life.**
 - e) **A list of safe practices and safety devices currently used by your family, such as safety practices used while driving or working and safety devices that prevent injuries or help in an emergency.**
2. **Do the following:**
 - a) **Using a safety checklist approved by your counselor, make an inspection of your home. Explain the hazards found and how they can be corrected.**
 - b) **Review or develop your family's plan of escape in case of fire in your home. As you develop the escape plan with family members, share with them facts about the common causes of fire in the home such as smoking, cooking, electrical appliances, and candles.**
3. Do the following:
 - a) Discuss with your counselor how you contribute to the safety of yourself, your family, and your community.
 - b) **Show your family members how to protect themselves and your home from accidents, fire, burglary, robbery, and assault.**
 - c) Discuss with your counselor the tips for online safety. Explain the steps individuals can take to help prevent identity theft.
 - d) Discuss with your counselor the three R's of Youth Protection and how to recognize child abuse.
4. **Show your family the exits you would use from different public buildings (such as a theater, municipal building, library, supermarket, shopping center, or your place of worship) in the event of an emergency. Teach your family what to do in the event that they need to take shelter in or evacuate a public place.**
5. Make an accident prevention plan for five family activities outside the home (at your place of worship, at a theater, on a picnic, at the beach, and while traveling, for example). Each plan

should include an analysis of possible hazards, proposed action to correct hazards, and reasons for the correction you proposed in each plan.

6. **Plan and complete a safety project approved by your counselor for your home, school, place of worship, place of employment, or community. Include in your plan an explanation of the U.S. Department of Homeland Security's Advisory System and appropriate actions to take for each threat level.**
7. Learn about three career opportunities in the field of safety. Pick one career and find out the education, training, and experience required for this profession. Discuss this choice with your counselor, and explain why this profession might interest you.

SAFETY WORKBOOK

PART ONE, PRE-REQUISITIES



Name _____
Unit # _____ District _____
Council _____

Part One of the workbook must be completed before class.

Bring the entire workbook (part one and part two) with you to class.

Also bring the "Application for Merit Badge" signed by your scoutmaster (included at the end of the workbook).

<input type="checkbox"/> 1. Explain what safety is and what it means to be safe. Then prepare a notebook to include:
<i>Explain what safety is and what it means to be safe:</i>

<input type="checkbox"/> a) Newspaper and other stories, facts, and statistics showing common types and causes of injuries in the home and in the workplace, and how these injuries could be prevented
<i>Statistics showing common types and causes of injuries in the home and workplace:</i>

<input type="checkbox"/> b) Newspaper and other stories, facts, and statistics showing common types of crimes and ways to avoid being a crime victim.
<i>Statistics showing common crimes and ways to avoid being a victim:</i>

Name _____

1. continued

- c) Facts you have obtained concerning the frequency of accidents and of crimes in your local area.

Facts you have obtained:

- d) A paragraph or more, written by you, explaining how a serious fire, accident, or crime could change your family life.

How a fire, accident, or crime could change your family life:

- e) A list of safe practices and safety devices currently used by your family, such as safety practices used while driving or working and safety devices that prevent injuries or help in an emergency.

List of safety practices:

Name _____

- 2. Do the following:
 - a) Using a safety checklist approved by your counselor, make an inspection of your home. Explain the hazards found and how they can be corrected.

To help you complete this requirement a "Safety Checklist" can be found at the end of this workbook.

- b) Review or develop your family's plan of escape in case of fire in your home. As you develop the escape plan with family members, share with them facts about the common causes of fire in the home such as smoking, cooking, electrical appliances, and candles.

Home fire-escape plan:

--

Facts about the common cause of fire in the home:

Name _____

- 3. Do the following:

a), c), & d) will be completed during class

- b) Show your family members how to protect themselves and your home from accidents, fire, burglary, robbery, and assault.

Show family members how to protect themselves and your home from:

<i>Accidents</i>	
<i>Fire</i>	
<i>Burglary</i>	
<i>Robbery</i>	
<i>Assault</i>	

- 4. Show your family the exits you would use from different public buildings (such as a theater, municipal building, library, supermarket, shopping center, or your place of worship) in the event of an emergency. Teach your family what to do in the event that they need to take shelter in or evacuate a public place.

Show your family the exits you would use:

Teach your family what to do, shelter or evacuate a public place:



SAFETY WORKBOOK PART TWO, CLASS CURRICULUM

Name _____
Unit # _____ District _____
Council _____

Part Two of the workbook will be completed during class.

<input type="checkbox"/> 3. Do the following:
<i>b) is a pre-requisite and needs to be completed before class</i>
<input type="checkbox"/> a) Discuss with your counselor how you contribute to the safety of yourself, your family, and your community.
<i>How you contribute to the safety of yourself:</i>
_____ _____ _____ _____
<i>Safety for your family:</i>
_____ _____ _____ _____
<i>Safety for your community:</i>
_____ _____ _____
<input type="checkbox"/> c) Discuss with your counselor the tips for online safety. Explain the steps individuals can take to help prevent identity theft.
<i>Discuss tips for online safety:</i>
_____ _____ _____ _____ _____ _____ _____

Name _____

3. continued
 d) Discuss with your counselor the three R's of Youth Protection and how to recognize child abuse.

Discuss with your counselor the three R's of Youth Protection:

How to recognize child abuse:

5. Make an accident prevention plan for five family activities outside the home (at your place of worship, at a theater, on a picnic, at the beach, and while traveling, for example). Each plan should include an analysis of possible hazards, proposed action to correct hazards, and reasons for the correction you proposed in each plan.

Family Activity #1:

Possible hazards:

--

Proposed actions:

--

Reasons for actions:

Family Activity #2:

Possible hazards:

--

Proposed actions:

--

Reasons for actions:

Name _____

5. continued
<i>Family Activity #3:</i>
<i>Possible hazards:</i>
<i>Proposed actions:</i>
<i>Reasons for actions:</i>
<i>Family Activity #4:</i>
<i>Possible hazards:</i>
<i>Proposed actions:</i>
<i>Reasons for actions:</i>
<i>Family Activity #5:</i>
<i>Possible hazards:</i>
<i>Proposed actions:</i>
<i>Reasons for actions:</i>

Name _____

- 7. Learn about three career opportunities in the field of safety. Pick one career and find out the education, training, and experience required for this profession. Discuss this choice with your counselor, and explain why this profession might interest you.

Career opportunities in the field of safety:

1.
2.
3.

Pick one career:

<i>Career:</i>
<i>Education:</i>
<i>Training:</i>
<i>Experience:</i>

Why this profession interest's you:

ORGANIZATIONS and WEB SITES

(Whenever you go online, be sure you have your parent's permission first.)

AAA Foundation for Traffic Safety

<http://www.aaafoundation.org>

American National Standards Institute

<http://www.ansi.org>

American Red Cross

<http://www.redcross.org>

American Society of Safety Engineers

<http://www.asse.org>

ASTM International

<http://www.astm.org>

Federal Emergency management Agency

<http://www.fema.gov>

National Fire Protection Association

<http://www.nfpa.org>

National Highway Traffic Safety Administration

<http://www.nhtsa.dot.gov>

National Safety Council

<http://www.nsc.org>

National Youth Sports Safety Foundation

<http://www.nyssf.org>

Occupational Safety and Health Administration

<http://www.osha.gov>

Safe Kids Worldwide

<http://www.safekids.org>

Underwriters Laboratories Inc. (UL)

<http://www.ul.com>

U.S. Consumer Product Safety Commission

<http://www.cpsc.gov>

U.S. Department of Homeland Security

<http://www.ready.gov>

U.S. National Library of Medicine

<http://www.nlm.nih.gov>

SAFETY WORKBOOK

Notes



APPLICATION FOR MERIT BADGE

Name: _____

Address: _____

City: _____

State: _____

Is a registered _____ Boy Scout,
 _____ Varsity Scout,
 _____ Venturer,

of _____ No. _____
Troop, team, crew, ship

District: _____

Council: _____

MERIT BADGE UNIVERISTY

Merit Badge: **Safety**

Counselor: _____

Address: Overland Trails Council

PO Box 1361

2808 O'Flannagan

Grand Island, NE 68802-1361

Phone: 308-382-3717

email: mbuotc@yahoo.com

and is qualified to begin working for this merit badge and has completed the following pre-requisite requirements:

SECTION A PRE-REQUISITE REQUIREMENTS

Requirement No. and letter	Date of Approval	Counselor Initial	Requirement No. and letter	Date of Approval	Counselor Initial
1			6		
2					
3b					
4					

The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all pre-requisites requirements for the above stated merit badge and is ready to attend his assigned MBU class.

Signature of Unit Leader _____ Date _____

SECTION B APPLICANTS RECORD

Requirement No. and letter	Date of Approval	Counselor Initial	Requirement No. and letter	Date of Approval	Counselor Initial
3a					
3c					
3d					
5					
7					

The applicant has personally appeared before me and demonstrated to my satisfaction that he has completed all requirements in **SECTION B** above for the

Merit Badge: **Safety**

Name of Counselor: _____

Signature of Counselor _____ Date _____

SCOUT INSTRUCTIONS

- Complete your name, address, city, unit type & number, district, & council on the Application for Merit Badge.
- Your unit leader must sign the Application for Merit Badge before attending class.
- All other information is already printed on the Application for Merit Badge; please make sure all information is correct.
- The merit badge counselor is registered & approved for this merit badge and is on the MBU Counselor's List.
- Read the merit badge pamphlet.
- Attend the merit badge class.
- Always meet with your counselor along with a buddy (a Scout, friend, or parent)
- Have your merit badge worksheet with you when you attend class.
- **If the merit badge pre-requisites are not completed before class, you will not be able to complete the merit badge during this weekend event, you will have to follow up with your Unit's Advancement Chair when you return home**
- **PLEASE BE AWARE THAT SOME COUNSELORS WILL NOT ALLOW YOU TO ATTEND THEIR CLASS WITHOUT PRE-REQUISITES COMPLETED—CLASS CURRICULUM IS DEPENDENT ON PRE-REQUISITE WORK BEING COMPLETED!**

COUNSELOR INSTRUCTIONS

- Never meet alone with a Scout.
- Verify all information & merit badge name on Application for Merit Badge is correct.
- Sign your name on the line at the bottom of **"SECTION B APPLICANTS RECORD"**.

HOME SAFETY CHECKLIST

Stairways, Halls, and Outdoor Steps

- Stairways with three or more steps have a strong handrail and slip-resistant finish.
- Stairways and halls are kept free of boxes, toys, shoes, brooms, tools, and other tripping hazards.
- Gates at the top and bottom of stairs keep children from falling.
- The head and foot of stairs have no small or loose rugs.
- Stair carpeting or covering is securely fastened.
- Stairways and halls have adequate lights, controllable at either end.

Kitchen

- Matches are kept where children cannot get them.
- Emergency numbers are posted next to the telephone, including 911 and poison control.
- Knives and sharp instruments are kept in a special knife drawer or holder, out of children's reach.
- Can openers do not leave sharp edges on cans.
- Lye, disinfectants, and cleaning products are kept out of children's reach.
- Pan handles are turned away from stove edges.
- Spilled grease, water, or bits of food are wiped up immediately.
- Pot holders are located near the stove, within easy reach.
- A dry chemical fire extinguisher is mounted near the stove.

Bathroom

- Tub and shower are equipped with strong handholds
- Tub floor has a nonslip surface.
- Dangerous chemicals are clearly marked, sealed shut in the original container with adhesive tape, and kept out of children's reach.
- All medicines are out of children's reach and stored in childproof containers.
- All cabinets and drawers that contain medications are locked.
- No one takes medicine in the dark. Lights are turned on and labels read.

Attic and Basement

- Ladder is strong, solid, and sturdily constructed.
- Stairway is sturdy and well-lighted.
- Children keep skates and play gear in a specific place.
- Walls and beams are free from protruding nails.
- Fuses or circuit breakers are the proper size. (See the Electricity and Home Repairs merit badge pamphlets.)
- Rubbish and flammable materials are kept in covered metal cans until their disposal.
- Wastepaper is stacked neatly in a box or bag and is kept away from the furnace and stairs while awaiting disposal clear of possible basement seepage.

Living Room and dining Room

- Furniture is arranged to allow easy passage.
- Before bedtime, furniture placement is checked for orderliness to prevent collisions in the dark.
- Furniture and woodwork are solid, in good repair, and free from splinters and rough spots.
- Fireplace screen fits snugly.
- Rugs are fastened or laid on nonslip pads.
- Rugs are kept from curling at their edges.
- Wax on floors is thoroughly buffed.
- Fire in fireplace is thoroughly extinguished at bedtime.
- Candles are in stable holders. Candles are carefully extinguished after use, before bedtime, or before leaving home. Do not leave a room that has a lit candle.

Bedroom

- Smoke alarm battery has been replaced within the past 12 months or has a secure electrical connection and is tested monthly. When replacing the battery, write the date on it with a permanent marker.
- Carbon monoxide alarm has a fresh battery or secure electrical connection and is tested regularly.
- Furniture is placed to allow clear passage between bed and door to avoid collisions in the dark.
- Light switch or lamp is within easy reach from bed.
- A night-light illuminates the bedroom or hall.
- Dresser drawers are closed when not in use.
- A bar across upper bunk bed helps prevent falls.
- Children are taught not to lean against windows or window screens.
- Low-sill windows have sturdy screens to prevent children from falling out.
- Smoking in bed is prohibited.
- Gas and electric heating devices are turned off at bedtime.

Nursery

- Bars on crib are no more than 2 3/8 inches apart so baby's head cannot slip between them.
- Crib is approved by Consumer Products or a similar consumer safety group.
- Crib is free from sharp edges or corners.
- Sleeping garments and covers keep baby warm without danger of smothering or strangling.
- Pillows are kept out of bassinet or crib.
- No thin, plastic material is in or near the crib.
- No toys or objects in the crib or within reach for any child under age 3 are less than 1 inch in diameter and 2 inches long. No toys or objects have small parts such as eyes that can be removed.
- Children are taught not to give marbles, jacks, or other small toys to children younger than age 3.
- Toys are sturdy, do not come apart easily, and have no sharp edges or points. Toys should have a consumer products group's approval.
- Nontoxic paint is used on baby furniture and toys.
- All houseplants are nonpoisonous.

Stoves, Furnaces, and Heaters

- Stoves are located away from windows to avoid setting fire to curtains.
- Stove and furnace pipes and flues are inspected and cleaned annually.
- Gas burners are properly adjusted and free from leaks.
- Water heater and all small gas or oil room heaters are equipped with vent pipes or flues to carry combustion gases outside the house.
- Water heater or boiler has a safety valve and is checked annually.
- Water heater temperature is set below 120 degrees Fahrenheit to reduce the risk of serious burns.
- Flames of gas burners are protected from drafts.
- An insulating shield protects woodwork within 18 inches of any furnace, stove, or heater.
- Burnable materials are kept well away from stoves, furnaces, and heaters.
- An appropriate-size crescent wrench is stored near the shutoff valve of the outside gas line.
- The flue is opened before using the fireplace.

Porch, Yard, and Garage

- Railings and banisters are sturdy and inspected periodically.
- Steps and walkways are kept free from ice and snow.
- Yard and play space are free of holes, stones, broken glass, nail-studded boards, tools, and other litter.
- Tools and other dangerous articles are kept out of children's reach.
- Dangerous products and chemicals such as antifreeze, insecticides, cleaning fluid, and lubricants are kept in the original container, locked in storage areas, and used according to the manufacturer's instructions on the container.
- Wires and low fences are brightly painted or marked with cloth strips to make them clearly visible.
- Wells, cisterns, and pits are kept securely covered.
- Disposable materials are not burned outside.
- An area is marked off in the garage for bicycles, wagons, and other small vehicles.
- Lawn mower is equipped with proper safeguards.

Workshop and Power Tools

- Safety goggles (or face shield), hearing protection, and appropriate clothing, including shoes, are worn when working with or around power tools. Appropriate eyewash is available.
- Good ventilation exists, especially when sanding or painting. Dust masks or respirators are worn when suggested by the tool or product manufacturer.
- Baking soda is kept handy to neutralize acid burns.
- All electrical tools are either grounded with three-wire plugs or clearly marked as double-insulated.
- Work area is free of clutter, including lumber scraps and oily rags.
- Lighting over work area is adequate.
- All tools and accessories have a place. Tools and accessories are kept in their place except when being used on a project.
- Guards are in place on all power tools.
- A "push stick" is used with table saws. All saw guards and shields are kept in place.
- Tools are unplugged when not in use and before changing blades, servicing, and repairing.

Electrical Devices and fixtures

- Electrical fixtures and appliances are located and used beyond arms length of sink, stove, tub, shower, or other grounded metal objects unless the outlet is protected by a ground-fault circuit interrupter. Ground-fault protected outlets are tested regularly.
- No one touches electrical fixtures or appliances with wet hands or while standing on a wet floor.
- Seldom-used electrical appliances are disconnected when not in use.
- Household appliances are disconnected before repairs or adjustments.
- Light bulbs are installed in all lamp sockets
- Frayed and worn electrical cords are promptly replaced.
- Long trailing cords are not visible.
- Cords are kept out from under rugs, doors, and movable furniture.
- Extension cords are UL-approved and the4 proper wire size for the load.
- Children are taught never to touch electrical sockets or fixtures.
- Fuses are adequate for the load and are not bypassed.
- Circuit breakers are labeled and are not overloaded.

General

- Home has a smoke and carbon monoxide alarm system, with at least one alarm in each bedroom and additional alarms in the living room, basement, and garage.
- Everything has a place and is kept there when not in use.
- A strong, rigid stepladder is kept in good repair and stored out of the way.
- Window screens and storm windows are securely fastened.
- Guns are stored unloaded and in locked cases.
- Guns and ammunition are stored separately.
- Children are permitted to use only blunt-end scissors.
- Clothing worn for housework is free from drooping sleeves, sashes, or frills
- Shoes worn for housework and home repairs have low heels and are in good repair.
- Kerosene, gasoline, paint thinners, and other volatile materials are stored outside in special, clearly marked metal containers.
- Oil mops, dust rags, painting equipment, and other greasy materials are stored in open metal containers.
- Everyone turns on a light before entering a dark room.
- Matches are extinguished before they are discarded.
- Children are never permitted to play with matches.
- Fire extinguishers are readily available and in good working order.
- The house is free of rodents, spiders, and other pests.
- Unwanted paint, chemical, or aerosol containers are promptly discarded in a safe and environmentally sound manner.

For Emergency

- Know the 911 emergency number. (Dial 0 if the 911 emergency system is not available in your area.)
- Know the location of water, gas, and electric shutoffs, and be sure each shutoff is checked at least once a year.
- Have a first-aid kit, approved by your doctor or the American Red Cross, and replenish supplies as needed.
- Know basic first-aid procedures.
- Have a fire escape plan from your home.
- Have emergency water supplies stored in your home in case the primary water supply fails.
- Have handheld flashlights readily available for emergency use.
- Know how to get emergency help for any member of your family.

Name _____

Home Security Survey Quiz

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Do you keep a list of all valuable property? Is this list made in duplicate, with at least one copy kept in a place outside your home? <i>(In case of fire or burglary, the list will provide information necessary for insurance claims and police reports.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have a list of credit card numbers and the serial Numbers of your valuable property (cameras, computers, TV's, stereo equipment)? Is the list in a secure location? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have a description and a photograph of all valuables that do not have an identifying number? Is this list kept in a a safe deposit box? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you avoid unnecessary displays of, or publicity about, your valuables? <i>(For example, a newspaper story about your valuable coin collection could also catch a thief's eye.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you keep excess cash and other valuables in a bank? <i>(Renting a safe-deposit box is a small investment compared with the potential loss from theft or fire.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you have a security closet with a solid-core door, pinned or nonremovable hinges, and a deadbolt lock? <i>(Use a security closet to store things of value.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you plan so that you do not need to hide a house key under the doormat or in a similar location? <i>(It is safer to leave your house key with a close friend or reliable neighbor so that a burglar nosing around will not find it.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Do your family members know what to do if they discover a burglar breaking in or already in your house? <i>(If you return to your home and find signs that it has been entered, do not go inside. Phone the police or sheriff from a neighbor's home. If you enter your home and find a burglar inside, expect the intruder to be frightened—and dangerous. Never struggle with a burglar unless you are in danger of serious physical harm and you are forced to defend yourself. Scream and kick—use your hands, feet, and teeth to fight off your attacker. Target painful points, including eyes, throat, temple, nose, chin, groin, knees, shins, and insteps. Make a weapon of keys, pens, pencils, or anything sharp.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | Yes | No |
|---|--------------------------|--------------------------|
| 9. If they discover that a burglary has been committed, do family members know to leave everything undisturbed and call the sheriff or police? <i>(It is important that evidence not be moved or otherwise disturbed until police have checked it.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are your trees and shrubs trimmed to eliminate hiding places? <i>(Remember that shrubbery that provides privacy also gives a burglar a place to hide.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have you made it difficult for burglars to enter an upper floor of your home by locking up ladders and eliminating trellises and drainpipes that could be used as ladders? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is the outside of your home well lit, including a porch light with at least a 60-watt bulb? <i>(Light yards, windows, and each exterior doorway to eliminate dark hiding places. Burn porch lights from dusk until dawn with a 60-watt bulb. Consider installing photoelectric on-off or motion-sensor devices. In rural areas that have no streetlights, electric companies often will give group discounts to customers who want to install security lighting.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is your house number easily visible from the street at any hour? <i>(Drivers of emergency vehicles prefer numbers painted on the curb.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Do you have emergency telephone numbers listed on every phone? <i>(In most areas of the country, the 911 phone number will connect you with emergency services. Often, a computer immediately displays your address to the dispatcher who answers your call.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Do you use good telephone security procedures? <i>(Never give personal information such as your name, age, or address to a stranger over the telephone. Never let strangers on the phone know when you will or will not be home. Never tell a stranger on the phone that you are home alone. Instead, tell the caller, "My mom can't come to the phone right now. May I take a message?")</i> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | Yes | No |
|---|--------------------------|--------------------------|
| 16. Are your exterior doors made of solid-core construction?
<i>(A hollow-core door is fragile. Two blows with a hammer and a burglar could break through a hollow door, reach in, and unlock the door from inside. Replace hollow-core exterior doors with solid doors whenever possible.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Do your entry doors have wide-angle viewers called peep-holes? <i>(A peephole lets you see the visitor before deciding whether to open the door.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Are the locks on your doors secure from being opened if a burglar breaks out a pane of glass or a panel of lightweight wood? <i>(This situation calls for a lock that can be opened only from the inside with a key. Some communities do not permit this type of lock because it can prevent escape from a fire if the key is not in place. If you use this type of lock, be sure to leave the key in the lock when anyone is at home. Remove the key only when the home is empty.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Do exterior doors have cylinder-type deadbolt locks with at least a 1-inch throw and a beveled cylinder guard? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Do doors without cylinder locks have a heavy bolt or some similar security device that can be operated from the inside only? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Can all of your doors (basement, porch, sliding, French, balcony) be securely locked? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Do your basement doors have locks that allow you to isolate that part of your home? <i>(Basement windows are among the easiest for a burglar to enter undetected. If your basement is securely locked from the rest of your home, a burglar's activities might remain limited to that area.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Are all of your locks in good repair? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Are door strike plates installed with 3-inch screws?
<i>(Three-inch screws will reach the stud inside the wall.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | Yes | No |
|--|--------------------------|--------------------------|
| 25. Do you know everyone who has a key to your home?
<i>(Do not carry house keys on the same ring as car keys. It is very easy to leave the keys together when the car is in a garage for repairs or left in a commercial parking lot where an attendant parks cars. Anyone who handles your house keys can easily have duplicates made.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Do all out-swinging doors in your home have the hinges pinned or have nonremovable pins? <i>(If they do not have nonremovable pins, you can easily pin a door so that it cannot be opened even if the hinge pins are removed. See the illustration of the pinned hinge.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Are entry areas free of shrubbery and decorations that limit visibility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Do sliding doors have a lock that locks both the door panels together or locks the active side to the frame? <i>(You can place a wooden dowel or broomstick in the floor track to prevent a sliding door from opening.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Is the garage door secured with a padlock, hasp, or other good lock? <i>(Even garage doors with electric openers need separate locks. In a double-car garage with a single long door, it is important to place a lock on each side of the door to keep a burglar from pulling out one side and crawling through.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Do you lock your garage door and the door between your house and garage at night? Do all family members know how to unlock these doors in case of emergency? | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Do you lock your garage door and the door between your house and garage when you leave home? | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Do you lock your car and remove the keys even when it is parked in your garage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Are all windows in your home equipped with key locks or pinned? <i>(You can secure a sliding window with a rod in the same way as a sliding door.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Are window locks properly and securely mounted? | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Do you keep your windows locked when they are shut? | <input type="checkbox"/> | <input type="checkbox"/> |

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|---|--------------------------|--------------------------|
| 36. Do you use locks that let you lock a window left partly open? | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Have you replaced or secured louvered windows? <i>(Consider replacing louvered windows; burglars find them easy to enter. If you cannot replace a louvered window, use epoxy glue to secure the louver to its frame.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. If you live in an area with a high burglary rate, do you use window bars or ornamental grilles? <i>(Take care that bars or grilles do not create an escape hazard in the event of a fire. They must have an inside quick-release mechanism that allows those inside to swing the grilles out in a n emergency.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. Do you have secure locks on garage windows? | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. Do you cover garage windows with curtains? <i>(Curtains on garage windows keep burglars from "window shopping" the items in your garage.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. Are you as careful to secure basement and second-story windows as you are to secure windows on the first floor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. Do you arrange for friends or neighbors to pick up newspapers, mail, and other deliveries each day? | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. Do you notify a neighbor that you will be gone? <i>(Leave a key with a friend or neighbor, and ask that your home be checked every so often.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. Do you notify your police or sheriff that you will be gone? | <input type="checkbox"/> | <input type="checkbox"/> |
| 45. Do you arrange to make your home look lived-in while you are away? <i>(Leave some window shades up or curtains open so that your home does not look deserted. Have someone periodically open and close drapes and turn different lights on and off, or use timers to operate lights, so that the house appears occupied. Consider asking friends or relatives to live in your home while you are away. Leave a car in the driveway, or ask neighbors to park in your driveway. Ask a neighbor to put some trash in your trash cans. Arrange to keep your lawn mowed.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

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| 46. When you are planning a trip, do you secure your telephone?
<i>(Notify the telephone company at least two weeks before you leave and arrangements can be made for a recording to answer your phone each time it rings to state that your phone is temporarily out of order. Alternatively, use call forwarding if this service is available in your area.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. Do you store your valuables in a secure place while you are gone, such as a safe-deposit box in a bank? | <input type="checkbox"/> | <input type="checkbox"/> |