

YOUR FAMILY'S GUIDE TO SAFETY AND HOME SECURITY



Prepared By:



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Welcome to the Moore Protection Family!

You can protect yourself and your family from crime and be prepared for emergencies. It's easy, and Moore Protection can show you how.

Moore Protection is dedicated to serving the safety and security needs of the public by providing the highest quality home security systems and protection services available.

So that you and your family can be safe and secure, we've created "Your Guide to Family Safety and Home Security." This comprehensive guide will show you step by step how to protect yourself and your family and how to be prepared for emergencies.

Review the guide today to help protect the ones you love and the possessions you've worked hard to attain.

If you have any questions, comments or are interested in any products or services that Moore Protection offers, please call us at 310-540-7229. We would be pleased to send you literature and/or schedule a free, in-home security demonstration and estimate.

Moore Protection is committed to helping protect you and your family.

Sincerely,

A handwritten signature in black ink that reads "Don Moore". The signature is written in a cursive, flowing style.

**Don Moore, CPP
President**

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HOME PROTECTION

There are many simple ways to help burglar-proof your home. You can easily minimize the risk of being burglarized at a relatively small cost. Home security is the best and least expensive insurance for you and your entire family.

Landscaping

- **KEEP SHRUBBERY TRIMMED** so it never blocks the view to or from any door or window. It will give you, your neighbors and patrolling police a view of trespassers and deny an intruder a place to hide.
- **PRUNE LARGE TREES** near your house so a limb doesn't provide easy access to a second story window.
- **KEEP YOUR LAWN WELL-KEPT** so it gives your home that "lived in" look.

Exterior Doors

- **KNOW WHO'S THERE** before opening your door. A wide-angle door viewer enables you to identify the visitor. You can see him, but he can't see you.
- If your door has a small mail slot, an **INTERIOR HOOD** will prevent anyone from looking through it into your house- but will not interfere with mail deposits.
- The metal plate attached to your door frame or jam for the purpose of receiving the latch or bolt is called a "strike". Make certain that strikes on all exterior doors are solidly in place.
- **WOODEN DOORS** are either solid throughout or have a

hollow center. All exterior wooden doors should be of solid construction for greater security.

- **OUTSIDE HINGE PINS** can make a good lock useless. An intruder could enter by removing these pins. To prevent this, replace hinges with new ones with non-removable pins.

Door Locks

It's useless to spend good money on inferior locks. They can be quickly opened by a novice burglar using simple tools. A properly constructed lock will be a "pin tumbler" lock and have at least 5 pins within the mechanism. Every door should have a deadbolt lock.

ALL DEAD BOLTS should have:

- A bolt which extends at least 1 inch when in the locked position;
- A cylinder guard ring of hardened steel; and
- A hardened steel insert or bearing in the bolt to prevent sawing of the extended bolt.

Sliding Glass Doors

A sliding glass door can be secured so it can't be opened or lifted out of its track even when the lock has been removed or broken.

- **DRILL AT LEAST ¼ -INCH-DIAMETER HOLE** (from the inside) that angles downward through the **TOP CHANNEL** and continues into the **TOP** portion of the sliding door **FRAME** when closed. By

placing a solid metal pin or bolt into the hole, the door will be held securely in place. When not in use, the pin can be attached to a cord or light chain and dropped through a screw-eye adjoining the door.

- **ADDED SECURITY** is provided by screwing two or three No.8 or No.10 sheet metal screws into the track above the sliding door. The screws should protrude so the top of the closing door just clears them. This will prevent the door from being lifted out of the lower track.
- A **LENGTH OF BROOMSTICK**, wooden dowel or metal rod, when placed in the lower track, will prevent a sliding door from opening. Make certain it fits snugly into the track when the door is closed.
- **INEXPENSIVE "PIN-TYPE" LOCKS** may be purchased and easily installed to prevent the operation of sliding glass doors.

Sliding Glass Windows

Secure by the same methods suggested for sliding glass doors

Double Hung Sash-Type Windows

These windows are usually found in older homes and apartments.

TO SECURE THESE WINDOWS, drill a hole that angles slightly downward through a **TOP CORNER** of the bottom window into the **BOTTOM** of the top window. Then place a solid pin or

HOME PROTECTION

nail into the hole to prevent the window from being opened.

KEYED LATCHES may be purchased to lock sash windows.

Louvre Windows

These windows are difficult to burglar-proof as the individual panes of glass can easily be removed.

- APPLICATION OF A TWO-PART EPOXY RESIN to panel of glass will prevent easy removal.
- USE OF GRILLES OR GRATES are recommended for Louvre windows. If installed in bedrooms, be sure they are designed to open from the inside, otherwise they can bar escape in the event of a fire.

Casement Windows (Crank type)

These windows are the easiest to secure.

- Make certain the locking latch works properly and the crank which opens and closes the window has no excessive play.
- REPLACE any worn hardware.

Miscellaneous Openings

Do not overlook ventilation openings, crawl holes that permit access under your home or small, swinging doors used by your pets. Grilles, heavy screening or locks will deter entry through these points.

Lighting

Intruders prefer darkness. The rear side and front areas of your home should be well lighted.

- LOCATE OUTSIDE FLOOD-LIGHTS just below the edge or eaves of the roof.
- WIRE COVERINGS will protect against intentional bulb breakage.
- USE A TIMER OR PHOTO-ELECTRIC CELL to automatically turn the lights on at dusk and off at dawn.

Gates and Fences

SOLIDLY BUILT GATES and properly built fences are your first line of defense against illegal or unwanted entry. Equip all gates with good locks and use them.

Garages

All garages should be kept closed and locked. Most contain not only valuables you want to protect, but tools that can be used by a burglar to break into your house.

HARDENED STEEL HASPS AND PADLOCKS are recommended to secure BOTH sides of a lifting garage door. INSTALL DEADBOLT LOCKS on walk-through doors.

IF YOU USE GARAGE WINDOWS for ventilation, install the same security items as recommended for the windows in your home. If garage windows are kept shut, use nails or screws to keep them permanently closed.

Storage Lockers

Many apartment houses provide storage lockers for tenants. They are generally located in carports or areas accessible to thieves.

- IF THE LOCKER HAS EXPOSED HINGES, install one-way, non-removable screws or install interior hinges.
- CHECK STORAGE LOCKER DOORS AND HASPS for proper closure. A loose hasp could allow someone to reach in and pull out valuable items.

Padlocks

Padlocks are typically used for garages, sheds and workshops. The most common assaults on padlocks are made with bolt-cutters or pry bars. Quality padlocks have the following:

- LAMINATED OR EXTRUDED CASES;
- A HARDENED STEEL SHACKLE with a minimum diameter of 9/32 inch;
- A DOUBLE LOCKING BOLT providing "heel and toe" locking;
- AT LEAST 5 PIN TUMBLERS in the cylinder; and
- A KEY_RETAINING FEATURE preventing removal of the key until the padlock cannot be removed and returned after a key has been made by an unauthorized person.

HOME PROTECTION

Security inside Your Home

SET ASIDE A SMALL CLOSET with a solid core door and non-removable hinge pins, and install a deadbolt lock for high security. Use it for storing your most valuable possessions such as furs and firearms.

Avoid keeping money, important papers and jewelry not often worn in your house, especially when you not. Get a SAFETY DEPOSIT BOX.

Property Identification

It is strongly recommended that you mark your valuables. Stolen property recovered by the police can't be returned unless the rightful owner can be identified. Marking your valuables is also a strong deterrent—burglars do not like to steal things that they can't get rid of easily.

- MAINTAIN AN UP-TO-DATE RECORD of the serial numbers of appliances, tools, radio and TV sets firearms and all other valuables. Keep these records in a safe deposit box.
- KEEP A DETAILED AND ACCURATE DESCRIPTION of all valuables which do not have serial numbers. Photograph if possible, having your driver's license visible in the picture.
- ENGRAVE OR LABEL VALUABLES with your driver's license number. You can usually borrow an engraving tool from your local police department.

- REPORT STOLEN OR LOST ITEMS to the police as soon as possible.

For More Information

For more information on home security precautions and general crime prevention, contact the crime prevention officer at your local police or sheriff's department.

For specific information on home or office security systems and/or protection services, see the last section of this booklet or call MOORE PROTECTION at (310) 540-7229.

NEIGHBORHOOD WATCH

Crime is not inevitable, and we as individuals can have an impact on crime by getting involved with our neighbors and organizing a Neighborhood Watch group. The process is simple. Here are some tips on organizing your own Neighborhood Watch group.

- Contact your local police department and talk to their crime prevention officer about organizing a Neighborhood Watch group. This officer will help you get organized and attend your first meeting.
- Talk to your neighbors and tell them that you are starting a Neighborhood Watch group and you need their participation.
- Enlist the help of another neighbor to assist you. Introduce yourselves by going door-to-door.
- Ask your neighbors which evenings and times during the week are the best for them to meet. Generally, neighborhood meetings are conducted at 7:00 or 7:30 p.m., Mondays through Thursdays.
- Also discuss the most convenient and available place to hold the meetings. Ask your neighbors if they would like to offer their home as a meeting site. Other meeting locations may be centrally located church, synagogue, school or meeting hall.
- Exchange phone numbers. Tell your neighbors that you will notify them when a meeting is scheduled.
- Take the opportunity to become acquainted on a first name basis. This is important for a successful Neighborhood Watch program.

- Contact your crime prevention officer to schedule the time and date of your first meeting. He or she will help you get the word out and encourage people to attend.
- Remind everyone a few days before the meeting, either by phone or in person, to insure a good turnout.
- Become familiar with your neighbors' routines.
- Look after your neighbors' homes when they are away and ask them to look after yours.
- Keep a trusted neighbor informed if your house will be unoccupied for an extended period of time.
- Post Neighborhood Watch signs on your street and in windows. Advertise the fact that yours is a Neighborhood Watch community.

For More Information

The crime prevention officer or community relations officer at your local police or sheriff's department can help you with Neighborhood Watch and other crime prevention issues.

We are also available to speak to groups on neighborhood security and to help you set up a Neighborhood Watch group.

FIRE PREVENTION

Every year, thousands of Americans, many of them children, die or are disfigured for life from fires in their own homes. By taking precautions, you can help prevent this tragedy from happening to you and those you love.

Smoke Detectors

- Install smoke detectors in all bedrooms and hallways of your home. Be sure all levels of your home are covered.
- In places where smoke detectors are not practical (i.e., kitchen), HEAT DETECTORS can be used. These detect rapid changes in room temperature, rather than the presence of smoke particles or gas.
- Keep your smoke detectors maintained, cleaning them periodically. Remember to change the batteries when they are low (at least once a year).
- MONITORED smoke detectors are the best, since they can send a fire signal to a central monitoring station and alert the authorities immediately.
- TEST your smoke detectors at least once a month. Repair them or replace them immediately if they are not working.

Fire Extinguishers

Locate fire extinguishers throughout your home, so that they are readily available. It's an especially good idea to have one in the kitchen, garage and anywhere else a fire is most likely to start (i.e., smoker's bedroom). There are FOUR TYPES of fire extinguishers:

- TYPE A—for wood, paper and fabric fires.
- TYPE B—to extinguish grease, oil, gasoline, petroleum and other flammable liquid fires.
- TYPE C—for extinguishing electrical fires
- TYPE ABC—for all three types of fires. This type is a little more expensive, but worth it.

Since fire extinguishers are designed to help prevent small fires from becoming big ones, DON'T RISK YOUR SAFETY trying to extinguish a large fire on your own. If you are ever faced with the choice of putting out a fire or escaping, opt for safety.

General Safety Tips

- Make sure fireplaces are completely screened. Keep the chimney cleaned to prevent smoking and ash build-up.
- Don't go to bed expecting a fire in the fireplace to "burn out".
- Don't leave candles burning unattended.
- Don't smoke in bed. Cigarettes cause close to one-third of all multiple-death home fires.
- Be sure all electrical appliances are UL-listed.
- Never enter an area with a lighted match or cigarette if you smell gas from a pipe, heater or stove. The smallest spark or flame could ignite gas in the air and cause an explosion.
- Keep electric blankets unplugged and stored flat when not in use.
- Don't leave a heating pad on for more than 30 minutes. Never fall asleep with it on. Set

an alarm to awaken you in 30 minutes if necessary.

- Keep down the number of plugs in one outlet. Have broken plugs or cords professionally repaired or replaced. Don't try to mask problems with electrical tape.
- Never leave a barbecue left unattended. Dispose of the cool ashes in a lidded metal container.
- Keep personal grooming appliances (i.e., hair dryers, curling irons, electric razors) away from combustibles while in use. Disconnect after use. Never fold/crimp cords or insulation may be ruined, exposing wires which can short out and spark.
- For fireplaces and wood stoves, use only dried woods (less smoke, dirt). Never use flammable liquids. Never leave a fire unattended. When burning, keep damper open, flammable materials away and glass door/screen closed.
- Avoid letting grease build up in any part of the oven. A greasy broiler can catch fire even during preheating. Too much fat on a piece of meat can also cause the grease to flare up and start a fire.
- Never heat cooking oil and leave the room. A flame can ignite spontaneously. Keep combustibles away from the stove, especially loose sleeves or scarves. Hot grease can spatter and ignite paper, cloth or wood materials nearby.
- Do not hang dish towels or pot holders on the wall above the stove. They can fall off and catch fire.

FIRE PREVENTION

- Never leave synthetic fabrics, plastics, rubber or foam in the dryer for longer than the manufacturer's recommended time. Clean lint screen before and after use. Keep area free of combustibles. Dryer must be vented to outside and plugged into its own outlet.
- If you must store newspapers, don't keep them in a damp, warm place. Newspapers generate heat and can ignite themselves. Store them in a cool, dry place at least 3 feet from any heat-generating source, such as a pilot light.
- Store flammable liquids in a cool, dry room in labeled, metal containers with tight lids. Never store them in a room with a pilot light or too close to hot light bulbs. Vapors in the air can easily ignite.
- Store unused barbecue charcoal in a cool, dry place, because damp coal can ignite itself. Use a metal pail/garbage can with a tight lid and place it in an open space if self-ignition should occur.
- Dry out oil-soaked rags by spreading them out in a well ventilated room so heat can escape, and then wash. Never put oily rags in a pile, because they can ignite themselves. Store in labeled, metal containers, sealed with a tight lid.
- During the holidays- Turn off Christmas tree lights before going to bed and when you leave the house. Keep the tree well watered and at least 3 feet from the fireplace.

Fighting Small Fires

- **COOKING FIRES**—shut off stove or oven, smother pan with lid. Use Type B extinguisher or baking soda. Smother fire in oven by keeping door closed/or throwing baking soda over the food. Never move pan—it will fan the fire or spatter grease. Never turn on the exhaust fan or use water. Fans draw the flames up. Let fat cool in oven; contact with air may make fire flare up again.
- **ELECTRICAL APPLIANCE FIRES**—Switch off appliance, pull out plug. Smother fire with a blanket or Type C extinguisher. Never try to cool with water, because water conducts electricity and can give you an electric shock.
- **GAS FIRES**—shut off gas supply. Smother with a rug, blanket or Type B extinguisher or with cool water. Ventilate the area to let gases out. Call the fire department to check that gas pipes, etc. no longer pose an immediate danger. Then call the gas company.
- **HEATING FIRES**— call the fire department if the stove pipe is red or if the fire is in the chimney. For furnaces, radiators and water heaters immediately shut off. Smother if electrical, use water or Type A extinguisher if gas fired. Drown fire in fireplace with baking soda, water or Type A extinguisher up the chimney.
- **STORAGE FIRES**—smother with blanket or rug to cut off air supply. Use type B extinguisher for rags, charcoal,

liquids or solvents, hairspray or glue and Type A extinguisher for newspapers.

Surviving a Fire

- Agree on a way everyone can **COMMUNICATE** during a fire. Use a whistle, knock on walls or just yell.
- Establish an **ESCAPE PLAN**. Have frequent family meetings to discuss escape routes from your house. Every room should have two means of escape—rope ladders for upper windows.
- **STAY CALM** so you can think clearly. Remember your escape plans as rehearsed, but be ready to try a different escape route if necessary.
- **CHECK DOORS**—from top to bottom, including the knob—for intense heat or invading smoke before opening.
- If smoke is coming in around the edge of the door, or if the door is hot, don't open it. Instead, stuff clothing or wet towels in the cracks. Try another escape route or wait for help to arrive.
- When you're sure it's safe, open the door slightly, but be ready to close it quickly if heat and smoke rush in.
- **CRAWLING** along the floor will help you breathe easier. Cover your nose and mouth with a damp cloth to minimize smoke inhalation.
- Close all doors behind you.
- Decide on a meeting place outside. **DO NOT RE-ENTER.**

Everyone needs to take fire prevention seriously. **NATIONAL**

FIRE PREVENTION

FIRE PREVENTION WEEK is October 8th-14th. But don't wait be aware and be prepared.

For More Information

If you would like more information on fire safety and prevention, contact your local fire department.

MOORE PROTECTION sells, installs and monitors security and fire systems. Call us at (310) 540-7229 for more information on a security/fire system for your home or office.

VACATION SECURITY

Vacation is a time for fun and relaxation. Don't let yours be spoiled by crime. Follow these safety and security tips for a worry-free vacation.

At Home

- Have good locks installed on all doors and windows, and use them.
- Have the post office hold or forward your mail, or arrange for a neighbor to collect it.
- Leave a key with a friend or trusted neighbor. Never hide a key under the mat, in a flower pot or in the mailbox.
- Have bottled water, newspaper and other delivery services stopped. Do not leave notes—they are invitations to burglars.
- Arrange for lawn care and removal of circulars and debris.
- Ask a neighbor to check periodically to make sure everything is secure. Leave your vacation address and telephone number with them so you can be reached in an emergency.
- It's a good idea to have the neighbor change the positions of drapes and blinds. Do not keep them closed unless that is what you do when you are at home.
- Put outside and inside lights on timers or arrange for a neighbor to turn them on and off at the appropriate times of the day and night to give the house a lived-in appearance. It's also a good idea to have the television and radio on timers. At the very least, leave the radio turned on low, preferably to a talk show, to simulate conversation.
- Use a telephone answering machine or turn down the ringer on your phone so that the burglar isn't alerted to your absence by excessive ringing. Never record your message to say that you are away—only that you are unavailable to come to the phone.
- Do not keep expensive jewelry or other valuables at home if you're not. Put them in a safety deposit box. Definitely do not leave valuables where they can be seen from a window.
- If possible, keep a vehicle parked in the driveway when you are away (even if it's just the neighbor's car). It's also a good idea to keep it clean and have it moved periodically from one area to another.
- Contact your local police department (or your private patrol service, if you are contracted to one) and ask them to send a patrol car by your house periodically.
- Contact your security company. Tell them how long you will be gone, where you can be reached and who has the key to your house. And don't forget to call when you return home.
- call in case your checks or credit cards are lost or stolen.
- Be aware of your surroundings and never advertise your plans to strangers. This includes travel routes and the amount of cash you are carrying.
- Do not stop to offer help to a stranded motorist. Go to the nearest phone booth and call for assistance.
- If you suspect someone is following you, drive to the nearest service station, restaurant or business and call the police or sheriff's department. If you believe it is unsafe to get out of your car, honk your horn and flash your lights to draw attention.
- If your car breaks down, raise the hood and attach a white cloth to the car antenna. If someone stops to help, it is advisable that you stay in your locked car (with the window up) and ask them to call the police or garage. If you must abandon your car, keep all passengers together.

Car Security

- Always lock your car when entering or leaving it.
- Park in well lit, busy areas.
- Check the back seat before getting into your car.
- Engrave or mark your car radio and other removable car equipment with your driver's license number for identification.
- Always lock valuables out of sight, preferably in the trunk. Always carry wallets, checkbooks and purses with you.

On The Road

- Never carry large amounts of cash—use traveler's checks. If you must carry large sums of money, do not display it openly.
- Keep a record of traveler's check numbers and your credit card numbers in a safe place. Have the telephone numbers to

VACATION SECURITY

- Do not advertise that you are a tourist. Place maps and travel brochures in the glove compartment.

Sightseeing

Remember that planning reduces your chances of becoming the victim of a crime.

- Ask for directions at a hotel/motel on how to get to those attractions you want to visit.
- Select tour guides carefully.
- Ask if there are any areas in town you should avoid. Stick to well-lighted main streets and public areas.
- Looking lost (stopping and looking at addresses or staring at street signs) may make you look like an easy target for crime. If you do get lost, find an open business and ask for directions.
- Only carry with you the cash you will need, and only in small denominations.
- If older children go off separately, be sure they understand the importance of keeping track of time and returning promptly at appointed hours.

Hotel & Motel Security

When staying overnight at a hotel or motel, remember the following:

- Determine the most direct route to and from your room, to the fire escapes, elevators and nearest phone.
- When occupying or leaving your room, use all auxiliary

locking devices on doors and windows. You may want to purchase a portable door lock for traveling.

- Use the door viewer to identify anyone requesting entry. Open the door only if you are certain the person has a legitimate reason to enter your room. If in doubt, call the hotel/motel office.
- Consider locking any electrical appliances (i.e., blow dryer, electric shaver) in your luggage. Suitcases should always be locked so they cannot be used to carry your property out of your room.
- Never leave money, checks, credit cards or car keys in the room. Take them with you.
- Place extra cash, expensive jewelry or other valuables (i.e., furs, gems, gold) in the hotel/motel safe.
- Report any lost or stolen items to the hotel/motel management and to the police.
- Report to the management any suspicious movements in the corridors or rooms.

Returning Home

If you suspect burglary:

- Do not go in. Go to a neighbor's house and call the police immediately. Wait outside for them to arrive. Do not try to confront a burglar.
- After burglary, do not touch anything. Call the police immediately- a delay can reduce the chances of catching the criminal.

For More Information

For further information contact your local crime prevention officer, or write to:

Office of Criminal Justice Planning
1130 K Street
Sacramento, Ca 95814
(916)324-9100

Did you know that surviving an earthquake isn't just luck? You can survive an earthquake and minimize its damage simply by becoming aware of potential hazards and taking some basic earthquake preparedness measures. The facts are movement of the ground is seldom the actual cause of death and injury. Most casualties result from partial building collapse or falling objects and debris. Since earthquakes strike without warning, it is important to act now. The longer you wait, the greater the risk. The experts know that damaging earthquakes are coming, but they don't know when, so it's smart to assume that sooner rather than later. At least then, you'll be prepared.

Follow these guidelines and you will rest easier knowing that you know what to do (and what not to do) before, during and after an earthquake.

Before a Quake

Develop a family earthquake plan. Prepare yourself, your family and your home by completing the activities on this checklist.

- Decide how and where your family will reunite if separated.
- Choose an out-of-state friend or relative that separated family members can call after the quake to report their whereabouts and condition.
- Know the safe spots in each room- under sturdy tables, desks or against inside walls.
- Know the danger spots- windows, mirrors, hanging objects, fireplaces and tall, unsecured furniture.

- Conduct practice drills. Physically place yourself in safe locations.
- Learn first aid and CPR (cardiopulmonary resuscitation) from your local Red Cross chapter or other community organizations.
- Keep a list of emergency phone numbers nearby.
- Learn how to shut off gas, water and electricity in case the lines are damaged. (Safety note: Do not attempt to relight the gas pilot. Call the utility company.)
- Check chimneys, roofs, walls and foundations for stability. Make sure your house is bolted to its foundation.
- Secure water heater and appliances that could move enough to rupture utility lines.
- Keep breakables and heavy objects on bottom shelves.
- Secure hanging plants and heavy pictures frames or mirrors (especially over beds.)
- Put latches on cabinet doors to keep them closed during shaking.
- Keep flammable or hazardous liquids such as plants, pest sprays or cleaning products in cabinets or secured on lower shelves.
- Maintain emergency food, water and other supplies, including a flashlight, a portable battery-operated radio, extra batteries, medicines, first aid kit and clothing.

During a Quake

- If indoors, stay there. Get under a desk or table or stand in a corner.

- If outdoors, get into an open area away from trees, building, walls and power lines.
- If in a high-rise building, stay away from windows and outside walls. Get under a table. Do not use elevators.
- If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside until the shaking is over.
- If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.

After a Quake

- Check for injuries. Apply first aid. Do not move seriously injured individuals unless they are in immediate danger.
- Do not use the telephone immediately unless there is a serious injury or fire.

Hunt for Hazards

- Check for gas and water leaks, broken electrical wiring or sewer lines. If there is damage, turn utility off at the source.
- Check building for cracks and damage, including roof, chimneys and foundation.
- Check food and water supplies. Emergency water may be obtained from water heaters, melted ice cubes, toilet tanks and canned vegetables.
- Turn on your portable radio for instructions and news reports. Cooperate fully with public safety officials.
- Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.

EARTHQUAKE PREPAREDNESS

- Be prepared for aftershocks.
- Stay calm and lend a hand to others.

For More Information on Earthquake Preparedness

Here are some agencies concerned with Earthquake Preparedness and Earthquake Relief. You can also contact your local Office of Emergency Services or the American Red Cross.

The Governor's Office of
Emergency Services
2800 Meadowview Road
Sacramento, CA 95832
(916)262-1843

Bay Area Regional Earthquake
Preparedness Project (BAREPP)
Metro Center
101- 8th Street, Suite 152
Oakland, CA 94607
(510)540-2713

As an additional public service Moore Protection sells earthquake kits. For more information or to order your 1-person, 3-day survival kit, call your local Moore Protection office at (310) 540-7229.

Don't wait!!! Be prepared!!!

POISON PREVENTION

Everyone has potentially poisonous products in their home. But, you can help keep your family safe by taking these precautions.

Kitchen

- Keep all cleaning products and medications in their original containers.
- Label dangerous substances with poison stickers.
- Always put things away immediately. Never leave cleansers or medication on countertops where children can get them.
- Do not store poisonous household products under the sink or in places where children can reach them.
- Do not keep cleansers or medication near food- store in a separate, locked cabinet.

Bathroom

- Throw out old medication- flush down the toilet.
- Buy medicines with child-resistant caps.
- Read labels before taking.
- Keep bathroom cleaners in a locked cabinet that a child can't get to.
- Don't leave perfumes, cosmetics and other toiletries in reach of children- even lipstick can be toxic to a small child.
- Don't put prescription and dangerous over-the-counter preparations in the medicine cabinet.

Laundry Room

- Keep detergents, bleaches and stain removers securely locked up.
- Periodically discard old substances in the proper manner- especially turpentine, boric acid, camphorated oil and oil of wintergreen.
- Before discarding empty bleach and liquid detergent bottles, rinse them out first.
- Don't leave diaper pails or diaper pail deodorizers within reach of small children.

Bedroom/Living Room

- Lock up liquor and be sure any alcoholic drinks are out of reach of children.
- Remove toxic plants if small children and pets are around
- Check walls for peeling paint.
- Don't leave ashtrays, matches or lighters in low, easy-to-reach places.
- Don't keep medications on your nightstand.
- Don't leave colognes, perfumes and cosmetics out where children can get to them.

Garage/Workshop/Yard

- Keep insecticides, lighter fluid, paint and paint thinners, gasoline, antifreeze, oil, etc. in original containers and store in a locked cabinet.
- Label all poisonous products with poisonous stickers.
- Don't assume plants and flowers growing on your property are safe. Learn which leaves, berries and flowers are toxic and be sure to instruct

children to stay away from them.

If you suspect a case of poisoning, take these three steps right away

1. Look for these signs of poisoning

- Dizziness, drowsiness
- Odor on breath
- Open bottle or spilled contents
- Vomiting, nausea or pain in abdomen
- Difficult or shallow breathing
- Hyperactivity, irritability

2. Check to see if victim is breathing.

- If not—call an ambulance or the police immediately.
- Remove tie, unbutton collar.
- Perform mouth-to-mouth resuscitation.

3. Take these first aid actions immediately.

- Call poison center, emergency room or doctor.
- Cover victim with blanket—loosen tight clothing.
- Clear airway, remove dentures.
- Do not give food, drink, alcohol or drugs.
- Save and give doctor the poisonous substance (i.e., left over medicine, plant leaves, household agents) as well as container and label.

POISON PREVENTION

What to Do For:

Swallowed Poisons

1. Give a small glass of water if the victim is awake and able to swallow.
2. Call poison center or doctor. Have poison container handy.
3. Do not give victim syrup of ipecac or induce vomiting unless directed to do so.

Inhaled Poisons

1. Immediately move victim to fresh air—drag or carry body if necessary.
2. If victim is not breathing, give mouth-to-mouth resuscitation and call ambulance.
3. Call poison center or doctor.

Poisons on Skin

1. Remove contaminated clothing.
2. Flood affected parts with water. Then wash gently with soap and cool water and rinse.
3. Call poison center or doctor. Have poison container available.

Poisons in the Eye

1. Flush eye with lukewarm water poured from a pitcher held four inches from the eye. Check to be sure water isn't hot.
2. Call poison center or doctor.

These substances may be poisonous. If ingested, call poison center or doctor immediately.

Aspirin
Bubble Bath
Cigarettes
Cologne
Corn and Wart Remover
Dandruff Shampoo
Dishwasher Detergent
Eye Make-up
Furniture Polish
Glue (epoxy)
Iodine
Kerosene
Lipstick
Model Cement
Nail Polish
Nail Polish Remover
Permanent Wave Solution
Shoe Polish
Silver Polish
Turpentine
Typewriter Cleaner
Window Wash Solvent

Orange, Riverside, San Bernardino, Inyo and Mono Counties

Regional Poison Control Center
UCI Medical Center
101 The City Drive, Trailer 1 Route 78
Orange, CA 92668
(800)544-4404 or (714)634-5988

For more information or to reach a Poison Center

Here are a few Regional Poison Control Centers in California.

Los Angeles, Ventura and Santa Barbara Counties
Regional Poison Control Center,
Los Angeles County Medical Association
1925 Wilshire Blvd.
Los Angeles, CA 90057
(800)777-6476 or (213)484-5151

PERSONAL PROTECTION

Every person should take safety precautions to avoid becoming the victim of a crime, assault or rape. Here are some tips to help assure your own personal safety. Above all else, remember that common sense is your best defense.

When You're Outside

Be alert to your surroundings and the people around you—especially if you are alone or it is dark.

- Whenever possible, travel with a friend.
- Stay in well-lighted areas as much as possible.
- Walk confidently, directly and at a steady pace. An attacker looks for someone who appears vulnerable.
- Walk on the side of the street facing traffic.
- Walk close to the curb. Avoid doorways, bushes and alleys where an attacker can hide.
- If you think you are being followed, walk quickly to areas where there are lights and people. If a car appears to be following you, turn and walk in the opposite direction, or walk on the other side of the street.
- If in danger—scream or run, yell fire or make a loud noise to attract attention.

At Home

Many personal assaults occur in or near the victim's home. One of the best ways to prevent this happening to you is to practice good home security. Here are the basics:

- Install effective locks on all doors and windows—and use them!!
- Install a peephole viewer in your door. Never open your door without knowing who is on the other side.
- Don't take chances when you're alone, whether home or away. Be confident, yet cautious and sensible.
- Require salespersons or repairmen to show identification.
- If strangers telephone or come to your door, don't admit that you are alone.
- Women should have their name listed in the phone directory with their first initial and last name only.
- If you live in an apartment, avoid being in the laundry room or garage by yourself, especially at night.
- If you come home and find a door or window open or signs of forced entry, don't go in. Go to the nearest phone and call the police.

Car Safety

- Always lock car doors after entering or leaving your car.
- Park in well-lighted areas.
- Have your car keys in your hands so that you don't linger before entering your car. Keys can also serve as a possible weapon against the attacker.
- Check the back seat before entering your car.
- If you think you are being followed, drive to a public place or a police station.
- If your car breaks down, open the hood and attach a white

cloth to the car antenna. If someone stops to help, stay in your locked car (windows up) and ask them to call the police or garage.

The Facts about Rape and Personal Assault

Rape is a violent crime—a violent attack—an attempt to hurt and humiliate. It is NOT the result of “uncontrolled passions.”

Rape can happen to anyone. Children, grandmothers, students, working women, wives, mothers and even males are the victims of rape.

Rape can occur anywhere and at anytime; in public or in your own home, day or night.

Rapists are not necessarily strangers. In fact, in over one-third of reported cases, the rapist is an acquaintance, neighbor, friend or relative of the victim.

Rape Prevention Tips

- Know the facts about rape. Become aware of locations and situations where rape might occur and avoid them.
- Consider your alternatives if confronted by a rapist. Practice possible responses so that you can recall them even under the stress of a real encounter.

PERSONAL PROTECTION

If You Are Attacked

- Remember your main concern must always be your safety. No one can tell you whether you should fight back, submit or resist. It depends on you and the situation. If something ever does happen, remember: There are people to help you. Don't be afraid to ask.
- Your best defense is to be prepared—know your options ahead of time.
- Stay cool and calm so that you can think. Your safety depends upon your ability to use common sense.

If You Are a Victim of Rape

- Get help quickly. Call the police, sheriff, a rape crisis center, doctor, friend or relative.
- Do not wash, douche, change clothes or clean up in any way until after talking to the police and going to the hospital. You could destroy valuable evidence.
- Remember you are the victim. You have nothing to feel guilty or ashamed about.

Regarding Weapons

- Carrying weapons for self-defense is controversial and sometimes illegal.
- Be safe—contact your local law enforcement agency for more information before you make a decision to carry a weapon.

For More Information or a Local Rape Crisis Center

Here is a list of rape hotline phone numbers in California. Additional locations can be found in your local telephone directory or by calling information.

LOS ANGELES COUNTY

L.A. Commission on Assaults against Women/L.A. Rape Crisis Hotline
(310)392-8381 (L.A. /S.F. Valley)

Rape Response Hotline
(213)626-3393 (Los Angeles Area)

Santa Monica Rape Treatment Center
(310)319-4000

Long Beach Rape Hotline
(310)597-2002

South Bay Rape Hotline
(310)545-2111 (Harbor and Beach cities)

Pasadena YMCA Rape Hotline
(818)793-3385 Pasadena & San Gabriel Valley)

Pacific Asian Rape Hotline
(213)653-4042 or (213)653-4045
(Asian Multilingual; L.A. Area)

ORANGE COUNTY

O.C. Rape Hotline
(714) 831-91120 or (714)836-7400

CHILD/PARENT SAFETY PRECAUTIONS

A child can be taught safety rules at a very young age. Follow these tips to help protect your children—and to teach them how to protect themselves.

- Never leave a small child alone in a grocery cart or car—even for a minute.
- Be sure your child's day-care center or school will not release the youngster to anyone but you or someone you designate. Instruct the school or center to call you immediately if your child is absent. Also list your number to verify that someone else will be picking up your child.
- Warn children never to go anywhere with anyone—even a friend—without your permission.
- Teach them to avoid walking or playing alone.
- Have the child tell you when any adult asks him or her to keep a "secret" asks too many questions, wants to give a gift or takes their picture. Encourage them to tell you about any unusual occurrences or uncomfortable situations that take place when you are apart.
- Teach children to call out or to flee from anyone who bothers them.
- Establish a code word known only to you and the child, changing the word once it has been used. Instruct your child never to go with any adult who does not give that code word.
- Are you able to describe the clothing your child is wearing at all times? Take notice.
- Keep your child's fingerprints, current photographs, dental and medical records in a safe, easily accessible place.
- Teach your child how to get home by recognizing landmarks in your neighborhood.
- Should your child become separated from you, have a set plan of what the child should do to find you.
- If your child arrives home alone after school, have them contact you, a designated neighbor or a relative when they get there.
- They should never enter the house if a door is open or a window is broken.
- Whenever possible, keep doors and windows locked day and night. If windows are open for ventilation, make sure the screens are secured. Teach your children how to use all locking mechanisms.
- Demonstrate and practice how they would get out of the house quickly in case of a fire.
- Warn youngsters not to give out personal information to a stranger on the telephone, or say that they are home alone.
- Tell them not to answer the door when they are alone. Call a neighbor or police immediately if someone tries to get into the house.
- Teach a young child his or her full name, address (including city and state) and phone number (including area code). Show them how to place a long distance call (both directly to you and by dialing "0" for the operator).
- Be sure your child knows where you will be and how to reach you when you are apart. They can relay messages to you when you're out of the house. By returning the call, you can give the impression that you are home.
- Ask a neighbor to check on children periodically if left home alone for any length of time.
- Let your children know if you are not going to be home on time.
- Teach your children, as early as they can understand, about 911 and how it is used. Demonstrate and have them practice—using an unplugged phone.
- Instruct them never to go into any house but their own without your permission.

Call our Office for a free child fingerprinting kit.

SECURITY SYSTEMS

EVERY HOME—no matter how affluent the neighborhood may be—IS A POTENTIAL TARGET FOR BURGLARY. Burglars don't necessarily look for the most expensive possessions to steal, only the easiest way to steal and get rid of the merchandise without being caught. And, with a burglary occurring once every 10 seconds (according to the F.B.I.), we all are potential targets.

A Moore Protection security system will help give you that peace of mind you deserve.

CRIME has unfortunately reached a level where traditional law enforcement methods simply can not control it alone.

The other sections of this booklet described various ways that you can help secure and protect the people you love and the possessions you've worked hard to attain. This section goes one step further, to describe how home security systems can add another level of protection and peace of mind.

Professional security systems are designed to detect an attempted break-in, sound an alarm to frighten away the intruder, and—most importantly—communicate to a central monitoring station to summon help. Although there is no way to guarantee that an alarm system will prevent a break-in, statistics show that homes protected by security systems are substantially less likely to experience an attempted break-in than homes not protected.

There are two basic levels of protection when discussing home security systems: exterior or perimeter protection and interior

protection. The ideal home security system uses a combination of both: perimeter protection with an interior "trap". Moreover, the best type of protection involves "concealed" devices, which reduce the chances of the system being defeated. Here are some examples of exterior and interior protective devices.

EXTERIOR PROTECTION

Exterior or perimeter protective devices generally consist of sensing mechanisms attached to doors and windows leading into the home. These devices are wired in such away that they will sound the alarm if entry is attempted and the system is on. Here are a few of the types of perimeter protective devices commonly used on security systems.

Magnetic Contacts

The most widely used for perimeter protection, these electromechanical devices work with a simple switching mechanism. Contacts are attached to doors or windows. When opened, the magnet moves away from the switch, and alarm sounds.

Plunger contacts

Similar to magnetic contacts in operation, these concealed, recessed contact buttons are generally used on doors. They work in the same way that a hidden light switch functions on automobile and refrigerator doors.

Screens

These window screens contain inconspicuous, built-in alarm wiring. They are designed to sound an alarm when the screen material is cut, bent or disfigured in any way, or if the screen is removed from the window frame while the system is on.

Vibration or Shock detectors

These can be used on walls, doors and particularly on windows. They react to vibrations similar to those that result when an attempt is made to break the surface to which they are attached.

Even more effective are shock detectors with an audio discriminator to detect not only the sound of breakage (i.e., breaking glass). However, due to their sensitivity, proper attention to design and installation must be exercised for problem-free operation of shock detectors in the home.

INTERIOR PROTECTION

Here are a few of the more commonly used interior protective devices on home security systems. Before installation and use of any of these devices—and for the most efficient and effective use thereof—you should carefully take into account the "living environment" of the home, where people and pets require special consideration.

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Pressure Mats

Generally used under rugs or carpets, these mats are really flat “switches” that react to the pressure of being walked on. They can be used to isolate desired areas when placed in doorways, hallways, windowed areas and on staircases.

Motion Detector Systems

There are three basic types of motion detection systems: infrared, ultrasonic and microwave.

PASSIVE INFRARED SYSTEMS are used to detect the infrared body heat of an individual passing through the protected area. A **PHOTOELECTRIC BEAM** casts an invisible infrared light beam across hallways, rooms, stairwells, etc. and will sound the alarm when the beam is broken. Due to the sensitive nature of these devices, care must be taken to insure proper installation and use.

Other motion detection devices use either **ULTRA-SOUND** or **MICROWAVES** to protect a specific area. When a person enters the protected area, the pattern of the waves is changed, which sets off the alarm. Because these are extremely sensitive to any type of movement (i.e., air conditioning systems, heating units), they are more susceptible to false alarms and are therefore not as well-suited to the residential market as passive infrared systems.

Fire Protection Systems

Both **Heat** and **SMOKE DETECTORS** should be included in your home security system for fire

prevention and maximum life safety. A fire prevention system will not only help make your protection complete, but it can also mean significant cost savings in your homeowner’s insurance. (Heat and smoke detectors are also discussed in the “fire prevention” section of this booklet.

SMOKE DETECTORS should be located in or near all bedrooms and hallways—on all levels of the house. They detect the presence of smoke particles.

HEAT DETECTORS, which detect rapid changes in temperature rather than the presence of smoke, are best suited for locations such as the kitchen, garage and attic.

Again, in addition to a loud alarm alerting any of the home’s occupants as well as the neighbors, a **MONITORED FIRE SYSTEM** will communicate a fire signal to a central monitoring station, so that help is quickly dispatched.

Emergency Systems

As another important part of your home protection system, emergency systems are available to assist you in the face of virtually any life-threatening situation. Even if your alarm system is not on at all times, your system can be equipped with a 24-hour emergency response feature.

A **MEDICAL** button on your system can be activated at any time to communicate to a central monitoring center and send help in response to a medical emergency. The monitoring station can even keep important medical information

and contacts on file to assist in any crisis situation.

A **PANIC** button—either on your system or as a hand-held remote device—can summon help immediately when activated. It can be programmed to communicate a specific message or summon a specific contact (i.e., the family doctor) in an emergency.

A **DURESS** feature on your alarm system or on a hand-held device would function to transmit a silent distress signal. If an intruder ever tried to force you to turn off your system, this feature would still allow you to summon for help.

An **EMERGENCY** button on your system could function to summon assistance to virtually any emergency—even when the system is turned off. If your system has a one-way or two-way talk-in feature, this could assist you in communicating your specific emergency situation to the monitoring station for more rapid response.

Central Control Unit

The **CONTROL PANEL** is the “brains” of the alarm system. When a detection device of any kind is activated on the alarm system, the signal is transmitted to the control panel. The control panel activates the alarm bells or sirens, and—when the system is monitored by a central monitoring station—operates the automatic dialer that calls the monitoring center. The control panel also turns the system on and off via remote arming stations, or “keypads”. Lastly, the

SECURITY SYSTEMS

control panel includes the system's power supply and back-up battery.

Why Off-Premises Monitoring?

In addition to having a home security system that will sound a loud horn, (hopefully) scare off an intruder and alert the neighbors, it is also important to have an off-site monitoring center to receive the alarm signal and dispatch the necessary assistance. Such off-site premises alert means that help will be on its way quickly in an emergency, whether it is the local authorities or the security company's own trained employees.

Monitored security systems generally transmit their signals to the central monitoring station through the telephone lines, with the help of an automatic telephone dialer. This dialer seizes the telephone line, dials the monitoring center, and delivers a coded signal that identifies the type of alarm that has been activated so that the central station operator can notify the proper authorities.

Most central monitoring stations have expertly trained personnel whose ONLY function is to remain alert for alarm signals and act upon them. This usually involves dispatching either security company personnel or local police or fire officials to the scene at once. Having your system connected to a central monitoring center means 24-hour protection, rapid response and professional assistance.

Choosing a Security Company—Questions to Ask

To maximize life safety and property protection, it is critical to choose a reputable security company and one that installs quality equipment, has professional monitoring facilities, and (preferably) provides its own highly trained security response team to supplement the authorities. These qualities will help assure that you are getting the best protection available.

Here are some important questions to ask of security companies before investing in a security system and trusting your monitoring to them.

The Company

1. How long have they been in business? More importantly, do you believe that they will still be there tomorrow and in the future, when you need them?
2. How many employees do they have, how are they screened, and what kind of training do they receive?
3. Where are their corporate offices, monitoring centers and branch offices located? Would they be willing to give you a personal tour?
4. Are all branch offices and in-home employees licensed by the Department of Consumer Affairs and Investigative services—as well as any other local regulatory agencies?

5. Can the company provide a valid certificate of liability insurance?

The Security System

1. Is the security system exclusively designed for homes?
2. Can the system be customized to meet your family's specific needs?
3. Is the system flexible so that it can be expanded to accommodate additional protection if needed?
4. Does it have an Outside Access Terminal to check the status of the system before entering the house?
5. Does the system have home management and voice guidance capabilities? Does it represent the latest in home security technology? Is it also user-friendly?
6. Does it have continuous, self-diagnostic program to help identify system problems and prevent false alarms?
7. Does the company provide 24-hour, 7-day-a-week service on its systems?
8. Does the system come with a manufacture's warranty to cover replacement of parts for at least one year?
9. Is there an extended warranty or additional protection plan available for the system?

SECURITY SYSTEMS

The Monitoring Service

1. Will the system be monitored locally by a company-owned and operated, computerized communications center?
2. In case of emergency, does the communications center have back-up power? Is it backed up by other local centers?
3. What type of training do the monitoring center personnel receive? Are they trained to handle each call as if it were life-threatening?
4. What kind of services do they get for your monthly fee? Do these services include: Random patrols? Vacation watches? Mail and paper pick-ups? Special escort services?
5. Does the company work with neighborhood homeowners' associations?
6. Do they care about your neighborhood? Do they assist in setting up neighborhood watch programs?
7. What is their relationship with local law enforcement?

Armed Response Service

1. Does the company employ its own armed response officers?
2. How well are they screened? Trained? Supervised? Evaluated on an ongoing basis?
3. What type of relationship and reputation does the company and its officers have with local law enforcement?
4. Does the company set standards for conduct and performance?

Patrol Services

1. Does the company offer neighborhood patrol services?
2. Are the officers company-employed or subcontracted?
3. What kind of training and supervision do they receive?

Save as much as 30% on your homeowner's insurance

Most insurance companies give substantial discounts to homeowners for installing an effective security system—especially a system that is connected to a central monitoring station and is monitored 24 hours a day for both burglary and fire.

You will want to check with your insurance company to find out how much you can save by installing a home security system. The other safety and security precautions mentioned throughout this booklet (i.e., dead bolt locks, fire extinguishers) may also contribute to a lower insurance rate.

For More Information

For more information on a home security system for your home or office, contact Moore Protection.