

# Lesson 17. Personal Safety

## Lesson Purpose

To provide tips to avoid becoming a victim of crime when out and about, or at work.

## Learning Objectives

Participants will be able to:

- Recognize threats to personal safety.
- Identify and practice specific personal safety strategies for a variety of circumstances.

## Materials

Presentation: Personal Safety

Handout(s): *“Personal Security”*

Supplement: *“Street Sense: It’s Common Sense”* and *“Vacation Security,”* from the National Crime Prevention Council. Download at [www.ncpc.org/](http://www.ncpc.org/)  
 Display newspaper or magazine articles on crimes against persons or tips for personal safety.

## Related Resources

National Crime Prevention Council, [www.ncpc.org](http://www.ncpc.org)

## Lesson Plan

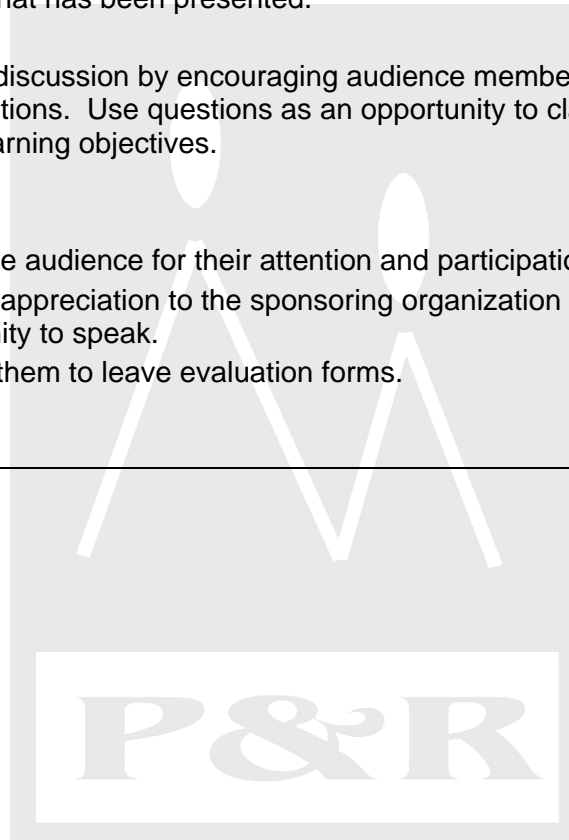
Time	Main Points	Slide
<b>Introduction</b>		
5 min.	By taking a few simple precautions, you can reduce the risk to yourself, and also discourage those who commit crime.	1 – 2
	Briefly describe a local example of crimes against persons.	
	Today, we’ll look at personal safety strategies for a variety of circumstances.	2
	Distribute handout: <i>“Personal Safety”</i>	
<b>Presentation</b>		
3 min.	<b>Be prepared</b> <ul style="list-style-type: none"> <li>▪ Always be alert and aware of the people around you.</li> <li>▪ Educate yourself concerning prevention tactics.</li> <li>▪ Be aware of locations and situations that can make you vulnerable.</li> </ul>	3

Time	Main Points	Slide
4 min.	<p><b>Street precautions</b></p> <ul style="list-style-type: none"> <li>▪ Be alert to your surroundings and the people around you.</li> <li>▪ Travel with a friend whenever possible.</li> <li>▪ Stay in well-lighted areas.</li> <li>▪ Walk close to the curb. Avoid doorways, bushes and alleys where someone could hide.</li> <li>▪ Walk confidently and at a steady pace.</li> <li>▪ Make eye contact with people when walking.</li> <li>▪ Do not respond to conversation from strangers on the street.</li> <li>▪ If you carry a purse, hold it securely between your arm and your body.</li> </ul>	4
4 min.	<p><b>Car safety</b></p> <ul style="list-style-type: none"> <li>▪ Lock car doors after entering or leaving your car.</li> <li>▪ Park in well-lighted areas.</li> <li>▪ Have your car keys in your hand.</li> <li>▪ Check the back seat before entering your car.</li> <li>▪ If you think you are being followed, drive to a public place or a police station, sheriff's office or fire station.</li> </ul>	5
	<ul style="list-style-type: none"> <li>▪ If your car breaks down: <ul style="list-style-type: none"> <li>- Open the hood and attach a white cloth to the car antenna.</li> <li>- If someone stops to help, stay in the locked car, roll down the window a little and ask him or her to call the police, sheriff or a tow-truck service.</li> </ul> </li> <li>▪ Don't stop to aid motorists stopped on the side of the road. Go to a phone and request help for them.</li> </ul>	6
4 min.	<p><b>Waiting for a bus</b></p> <ul style="list-style-type: none"> <li>▪ Avoid isolated bus stops.</li> <li>▪ Stand away from the curb until the bus arrives.</li> <li>▪ Don't open your purse or wallet while boarding the bus; have your pass or money already in your hand.</li> <li>▪ Keep gold chains out of sight; don't flash your jewelry; and turn your rings around so the stones don't show.</li> </ul>	7
	<p><b>On the bus</b></p> <ul style="list-style-type: none"> <li>▪ During off-hours, sit as close to the bus driver as possible.</li> <li>▪ Stay alert — and be aware of the people around you.</li> <li>▪ If someone bothers you, change seats and/or tell the driver.</li> <li>▪ Carry your wallet inside your coat, or in a front pocket.</li> <li>▪ Keep your handbag in front of you, and hold it close to your body.</li> <li>▪ Check your purse or wallet if someone is crowding you.</li> <li>▪ Report any suspicious activity to the driver.</li> </ul>	8

<b>Time</b>	<b>Main Points</b>	<b>Slide</b>
2 min.	<b>Office security</b> <ul style="list-style-type: none"> <li>▪ Never leave your purse or billfold in plain view, or in the pocket of a jacket hanging on a door.</li> <li>▪ Personal property should be marked.</li> <li>▪ Don't leave cash or valuables at the office.</li> <li>▪ If you work alone or before/after normal business hours, keep the office door locked.</li> <li>▪ If you work late, try to find another worker or a security guard to walk out with you.</li> <li>▪ If you are in the elevator with another person, stand near the control panel. If you are attacked, press the alarm and as many of the control buttons as possible.</li> </ul>	9
	<ul style="list-style-type: none"> <li>▪ Be alert for pickpockets on crowded elevators.</li> <li>▪ Report all suspicious people and activities to the proper authorities: office manager, building security, law enforcement.</li> <li>▪ Be aware of escape routes for emergencies, and post the phone numbers of the police and fire departments near telephones. Call 9-1-1 if the situation is life-threatening.</li> </ul>	10
1 min.	<b>If a crime occurs – report it!</b> <ul style="list-style-type: none"> <li>• Everyone should consider it his/her responsibility to report crime.</li> <li>• If you don't report crime, criminals can continue to operate without interference.</li> </ul>	11
2 min.	<b>Summarizing</b> (briefly highlight each area) <ul style="list-style-type: none"> <li>▪ Street precautions.</li> <li>▪ Traveling – car, bus.</li> <li>▪ Office safety.</li> </ul>	12
<b>Practice/feedback</b>		
10 min.	<p>Have participants review the list of personal safety strategies in their handout. Ask them to place a checkmark (√) beside the things they now do and to place an asterisk (*) beside the things that they need to begin to do.</p> <p>Give participants 5 to 7 minutes to complete this review. The instructor should circulate among the participants during this time. Conclude the activity by asking 2 or 3 volunteer participants to share what they learned from the review. The instructor should reinforce prevention strategies and key learning points.</p>	13

<b>Time</b>	<b>Main Points</b>	<b>Slide</b>
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Time	Main Points	Slide
<b>Evaluation</b>		
10 min.	<p><b>Set-up</b></p> <p>We have a few minutes for questions and additional discussion. While we're doing that, we have a brief evaluation form we'd like for you to complete and leave with us. Your name is not required, but your feedback is very important. It will help us improve our presentation and program.</p> <p>Distribute evaluation forms and ask for questions or additional comments on what has been presented.</p> <p>Promote group discussion by encouraging audience members to help respond to questions. Use questions as an opportunity to clarify and reinforce key learning objectives.</p> <p><b>Wrap-up</b></p> <ul style="list-style-type: none"> <li>▪ Thank the audience for their attention and participation.</li> <li>▪ Express appreciation to the sponsoring organization for the opportunity to speak.</li> <li>▪ Remind them to leave evaluation forms.</li> </ul>	14



## 17. Personal Safety

Please tell us what you think about this lesson by circling the numbers that most closely reflect your opinions.

<b>After this lesson . . .</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
a) I am better able to identify threats to personal safety.	1	2	3	4
b) I know more personal safety strategies to use when on the street.	1	2	3	4
c) I know more personal safety strategies to use when traveling by bus and car.	1	2	3	4
d) I am more likely to use personal safety strategies while out.	1	2	3	4
<b>About this lesson . . .</b>				
e) The information presented was valuable.	1	2	3	4
f) The lesson was presented in a clear and understandable manner.	1	2	3	4
g) Lesson activities and discussion were helpful.	1	2	3	4
h) I would recommend this lesson to others.	1	2	3	4

**What was the most valuable thing you learned?**

**Please give one example of how you plan to use the information presented in this lesson.**

**How could this lesson be improved?**

