

AUTO THEFT PROTECTION TIPS

THE "LAYERED APPROACH" TO PROTECTION

Professional thieves can steal any car, but make them work for yours. To prevent thefts, the National Insurance Crime Bureau (NICB) recommends "Layered Protection." The more layers of protection on your vehicle, the more difficult it is to steal.

The number of layers your vehicle needs varies depending on your vehicle and geographic location. Your budget and personal preferences should determine which anti-theft device is best for you.

Layer #1 – Common Sense

- Lock your car - half of all vehicles stolen are left unlocked.
- Take your keys - nearly 20% of all vehicles stolen have the keys in them.
- Park in well-lit areas - car thefts occur at night more than half the time.
- Park in attended lots - car thieves do not like witnesses.
- Do not leave your vehicle running and unattended.
- Completely close your car windows.
- Do not leave valuables in plain view .
- Do not hide a spare set of keys in the car - the pros know where to look.
- Park with your wheels turned toward the curb.
- Always use your emergency brake when parking.
- If you have a garage, use it - when you do, lock both the vehicle and the garage door.
- Register for the car watch program. (www.azwatchyourcar.com)

Layer #2 – Warning Device

Audible alarms, Steering wheel locks, Steering column locks, Brake locks, Tire locks, Watch Your Car decals, Identification markers on your vehicle, Protective window laminate, Microdots applied to various surfaces on your vehicle, which are imprinted with identification information and vehicle identification number (VIN) etching on vehicle windows.

Layer #3 – Immobilizing Device

This layer is a device which protects thieves from bypassing your ignition and hot-wiring your vehicle. Popular 3rd layer devices include: smart keys, high security locks and keys, fuse cut offs, kill switches, and starter, ignition and fuel disablers.

Layer #4 – Tracking Devices

The final layer of protection is a tracking device which emits a signal to police or monitoring station when a vehicle is reported stolen. Tracking devices are very effective in helping authorities recover stolen vehicles.

PROTECT YOUR HOME WHILE YOU'RE AWAY

BURGLARY DEFENSE TIPS

- Have a neighbor pick up your mail and newspapers if you are out of town.
- During an extended vacation, make arrangements to have someone mow your lawn or trim your bushes.
- Leave lights on automatic timers.
- Notify your local police department that you will be away.
- Ask a neighbor or friend to stop by your house periodically; have them open and close blinds, turn on different lights.
- Let your neighbors know when you are leaving and when you plan to return home and if you are expecting anybody at your house while you are away.
- Burglars want easy access to your home. Make sure all trees and shrubs are trimmed near all doors and windows where intruders might hide. Add exterior lights and consider lights that are activated by motion sensors. If you have an alarm and don't use it you don't have an alarm.
- Burglars like to work quickly, so try to slow down their path into and around the house. You can accomplish this with:
 1. deadbolt locks
 2. window locks
 3. bars placed in the tracks or track locks on all sliding glass doors and windows (if they would not impede your escape in an emergency)
 4. locks on all doors and windows
- Don't announce the fact you are gone on your telephone answering machine.
- Don't hide your keys on your property.
- A nosy neighbor is a burglar's worst enemy. Get to know your neighbors and work out an arrangement to watch each other's houses. Let them know when you will be gone and whether any deliveries are expected during your absence.
- Store jewelry and other valuables in a safe hiding place, such as a safety deposit box.
- Valuables should be video/photographed, inventoried annually, marked for identification and kept in a secure location.
- Spread the risk by moving valuables to different areas of your home and whenever possible secure important documents in a locked safe preferably mounted to wall or floor.



ACKNOWLEDGEMENTS/WEBSITE/SOURCES

Banner Good Samaritan Poison Center Phoenix, Scottsdale & Peoria Police Depts.
Arizona Automobile Theft Authority Phoenix Fire Dept.
Brotman Medical Center About.com/first aid
Basic First Aid Tips



ARIZONA BILTMORE ESTATES
VILLAGE ASSOCIATION

ABEVA EMERGENCY & INFORMATION GUIDE

Nothing is more important than the safety and security of ABEVA residents. Please keep this guide in a nearby handy location and read through it periodically. All information contained is provided as a guide only and ABEVA accepts no responsibility or liability for contents herein.

EMERGENCY HELP Call 911

Stay calm & do exactly as the 9-1-1 operator instructs
Speak Slowly & Clearly
Give your name, location & nature of the emergency
Never dial 9-1-1 for non-emergency situations

ABEVA Roving Patrol 602-369-4776
Police Non Emergency 602-262-6151
ABEVA Office 602-955-1003

UNCONSCIOUSNESS

- Do not leave an unconscious victim alone except to call 911 for medical help.
- Assess victim's state of awareness by asking if they are OK.
- Check the victim's Airway, Breathing, and Circulation (ABC's).
- If the victim's ABC's are not present, perform CPR.
- IMPORTANT: only a trained & qualified person should administer CPR.
- If ABC's are present and spinal injury is not suspected, place victim on their side with their chin toward the ground to allow for secretion drainage.
- Cover the victim with blanket to keep warm and prevent shock. If victim communicates feeling warm, remove blanket.

CHOKING

- Ask the victim, "Are you OK?"
- Do not interfere or give first aid if the victim can speak, breathe, or cough.
- If the victim cannot speak, breathe, or cough, ask for someone to call 911 and then perform the Heimlich maneuver (abdominal thrust).
- How to perform the Heimlich maneuver:
 - * Position yourself behind the victim with your arms around victim's stomach.
 - * Place the thumb-side of your fist above the victim's navel and below the lower end of the breastbone.
 - * Take hold of your fist with your free hand and pull fist upward and in, quickly and firmly.
- Continue with thrusts until the object is dislodged or help arrives.



POISON

Call Banner Poison Control Center at 1-800-1222 or 911 for immediate medical attention.



- Antidotes on labels may be wrong!! Do not follow them unless instructed by a physician.
- Never give anything by mouth (milk, water, Ipecac, etc.) until you have consulted with a medical professional.
- Keep a one ounce bottle of Ipecac on hand in case of emergency. Give only when instructed by a physician.
- If the poison is on the skin, flush skin with water for 15 minutes, then wash and rinse with soap and water.
- If poison is in the eye, flush with lukewarm water for 15 minutes. Adults can stand under the shower with eyes open.
- Always consult medical professionals after any eye injury has occurred.

CPR IN THREE SIMPLE STEPS

(PLEASE TRY TO ATTEND A CPR TRAINING COURSE)



**STEP 1
CALL 911**



**STEP 2
TILT HEAD,
LIFT CHIN,
CHECK
BREATHING**



**STEP 3
GIVE TWO
BREATHS**



**STEP 4
POSITION
HANDS IN THE
CENTER OF
THE CHEST**



**STEP 5
FIRMLY
PUSH DOWN
TWO INCHES
ON THE CHEST
30 TIMES**

**CONTINUE WITH TWO BREATHS
AND 30 PUMPS UNTIL HELP ARRIVES**

ADULT CPR: HANDS ON

- 1. Attempt to wake victim.** If the victim is not breathing (or is just gasping for breath), call 911 immediately and go to step 2. If someone else is there to help, one of you call 911 while the other moves on to step 2. *If the victim is breathing, see the Tips section at the bottom of this page for what to do.*
- 2. Begin chest compressions.** If the victim is not breathing, place the heel of your hand in the middle of his chest. Put your other hand on top of the first with your fingers interlaced. Compress the chest at least 2 inches (4-5 cm). Allow the chest to completely recoil before the next compression. Compress the chest at a rate of at least 100 pushes per minute. Perform 30 compressions at this rate (should take you about 18 seconds). *If you are not trained in CPR, continue to do chest compressions until help arrives or the victim wakes up.* It's normal to feel pops and snaps when you first begin chest compressions - **DON'T STOP!** You're not going to make the victim worse.
- 3. Begin rescue breathing.** If you have been trained in CPR, after 30 compressions, open the victim's airway using the head-tilt, chin-lift method. Pinch the victim's nose and make a seal over the victim's mouth with yours. Use a **CPR mask** if available. Give the victim a breath big enough to make the chest rise. Let the chest fall, then repeat the rescue breath once more. If the chest doesn't rise on the first breath, reposition the head and try again. Whether it works on the second try or not, go to step 4. *If you don't feel comfortable with this step, just continue to do chest compressions at a rate of at least 100/minute.*
- 4. Repeat chest compressions.** Do 30 more chest compressions just like you did the first time.
- 5. Repeat rescue breaths.** Give 2 more breaths just like you did in step 3 (unless you're skipping the rescue breaths).
- 6. Keep going.** Repeat steps 4 and 5 for about two minutes (about 5 cycles of 30 compressions and 2 rescue breaths). *If you have access to an **automated external defibrillator (AED)**, continue to do CPR until you can attach it to the victim and turn it on. If you saw the victim collapse, put the AED on right away. If not, attach it after approximately one minute of CPR (chest compressions and rescue breaths).*
- After 2 minutes of chest compressions and rescue breaths, stop compressions and recheck victim for breathing. If the victim is still not breathing, continue CPR starting with chest compressions.
- Repeat the process, checking for breathing every 2 minutes (5 cycles or so), until help arrives. If the victim wakes up, you can stop CPR.

Tips:

- Chest compressions are extremely important. If you are not comfortable giving rescue breaths, still perform chest compressions! It's called **Hands Only CPR**.
- If the victim is breathing, briskly rub your knuckles against the victim's sternum. If the victim does not wake, **CALL 911**.
- This is not a substitute for actual CPR training. Find a CPR class and get proper training.



FIRE IN YOUR HOME

Be sure you have working smoke detectors in all rooms of your home and check batteries once a year.

Call 911 and report location

Activate any alarm, alert others

For small kitchen fires use the extinguisher

For large fires **GET OUT**

Do not attempt to save possessions at the risk of personal injury

Do not break windows. Oxygen feeds fires

Stay low if moving through smoke. If your clothing catches on fire **STOP...DROP...ROLL**

Fire Extinguisher Instructions

P Pull safety pin from handle

A Aim nozzle at base of fire

S Squeeze the trigger handle

S Sweep the spray from side to side



If Trapped in a Room

- Place cloth material around/under door to prevent smoke from entering
- Close as many doors as possible between you and the fire
- DO NOT** open or break windows unless necessary to escape
- Be prepared to signal your location through window

If Caught in Smoke

- Drop to hands and knees and crawl; hold breath as much as possible; breathe through a filter (blouse, shirt, jacket, etc.) and breathe through your nose.

WATER SAFETY TIPS

It Only Takes a Few Seconds. Drowning is one of the leading causes of death for children under 4 in Arizona. Most often this occurs in a child's own pool. However, with alarming frequency children are drowning in buckets, toilets, bathtubs, pond and canals.



What to do if you find a child in trouble in a pool

- Yell for help & remove child from pool
- Call 9-1-1 immediately
- Begin CPR by following instructions from the Fire Dept. until they arrive

How to prevent a drowning

- Keep your pool secure. Do not prop gates open.
- Keep items which can be used for climbing (tables, chairs, ladders, firewood) away from fences.
- Don't allow children to play in pool areas without adult supervision.
- Mount floatation devices designed for lifesaving near the pool.
- Have a phone near the pool and do not leave children unattended while talking on the phone.
- Never, with a capital "N" allow children to be alone near a pool. Make sure a responsible adult is present.

14 TIPS TO AVOID IDENTITY THEFT

Identity thieves rob more than 500,000 Americans every year. Credit can be damaged, and fixing it can cost you hundreds of dollars and take hundreds of hours of your time. These steps will help you reduce your risk of identity theft.



- Guard your Social Security number. It is the key to your credit report and banking accounts and is the prime target of criminals.
- Monitor your credit report. It contains your SSN, present and prior employers, a listing of all account numbers, including those that have been closed, and your overall credit score. After applying for a loan, credit card, rental or anything else that requires a credit report, request that your SSN on the application be truncated or completely obliterated and your original credit report be shredded before your eyes or returned to you once a decision has been made. A lender or rental manager needs to retain only your name and credit score to justify a decision.
- Shred all old bank and credit statements and "junk mail" credit card offers before trashing them. Use a crosscut shredder. Crosscut shredders cost more than regular shredders but are superior.
- Remove your name from the marketing lists of the three credit reporting bureaus to reduce the number of pre-approved credit offers you receive.
- Add your name to the name-deletion lists of the Direct Marketing Association's Mail Preference Service and Telephone Preference Service used by banks and other marketers.
- Do not carry extra credit cards or other important identity documents except when needed.
- Place the contents of your wallet on a photocopy machine. Copy both sides of your license and credit cards so you have all the account numbers, expiration dates and phone numbers if your wallet or purse is stolen.
- Do not mail bill payments and checks from home. They can be stolen from your mailbox and washed clean in chemicals. Take them to the post office.
- Do not print your Social Security number on your checks.
- Order your Social Security Earnings and Benefits statement once a year to check for fraud.
- Examine the charges on your credit card statements before paying them.
- Cancel unused credit card accounts.
- Never give your credit card number or personal information over the phone unless you have initiated the call and trust that business.
- Subscribe to a credit report monitoring service that will notify you whenever someone applies for credit in your name.

ADDITIONAL IDENTITY THEFT ADVICE

- The next time you order checks have only your initials (instead of first name) and last name put on them.** If someone takes your checkbook, they will not know if you sign your checks with just your initials or your first name, but your bank will know.
- Do not sign the back of your credit cards.** Instead put "PHOTO ID REQUIRED."
- When writing checks to pay on credit card accounts, DO NOT put the complete account number on the FOR or MEMO line.** Just put the last four numbers. The credit card company knows the rest and anyone handling your check as it passes through all the check processing channels won't have access to it.
- Put your work phone number on your checks instead of your home number.** If you have a PO Box, use that instead of your home address. Never have your social security number printed on your checks.

Here is some critical information to limit the damage should you or someone you know have a purse or wallet stolen.

- File a police report immediately in the jurisdiction where your credit cards, etc. were stolen.** This proves to credit card providers that you were diligent, and it is the first step to an investigation (if there ever is one).
- Call the national credit reporting organizations (Equifax, Experian and Trans Union) immediately.** Place a fraud alert on your name and social security number. The alert means any company that checks your credit knows your information was stolen, and they have to contact you by phone to authorize new credit.

Here are the numbers you will need:

- Social Security Administration: 1-800-269-0271
- Equifax: 1-800-525-6285
- Experian: 1-888-397-3742
- Trans Union: 1-800-680-7289