



Going Away Checklist

BEFORE YOU LEAVE

1. Make it appear that there is always someone home.
 - a. Stop your mail delivery
 - b. Cancel all deliveries or ask a trusted friend to make daily collections.
 - c. Hide all garbage cans.
 - d. Leave shades and blinds in normal positions.
 - e. Put several timers on.
 - f. Have one of the timers on a radio tuned to a talk show station, not a music station.
 - g. If you have a pet or plants, remember to make arrangements for them.
2. Leave a key with a trusted neighbor who will keep an eye on your home.
3. Store your valuables in a safe deposit box.
4. Tell your trusted neighbor of your departure and return dates. Supply them with an itinerary and phone numbers of where you can be reached in an emergency.
5. Lock all of your windows and doors. Double-check the basement windows and garage doors.

AND YOU'RE OFF...

6. Carry a minimum amount of cash and credit cards. Use traveler's checks.
7. Keep careful tabs on your travel tickets. Carry them in an inside pocket.
8. If you are driving, plan your route carefully, travel on main roads. Have your car serviced and tires checked before leaving.
9. Do not advertise your plans to strangers.
10. Always lock your car when it is parked. Keep valuables out of sight.
11. Never pick up hitchhikers.
12. If you stop overnight, remove bags and other valuables from the car and take them inside.
13. If your car breaks down, turn on your flashers. Keep your windows rolled up and your doors locked. If you must abandon your car, keep everyone together in one group.
14. Always carry a flashlight with fresh batteries, flares, fire extinguisher, and a first aid kit.
15. Avoid traveling during the night hours if possible.

MOTELS AND HOTELS...

- 16. As soon as you arrive, locate fire exits, elevators, and the nearest telephone. Plan the best way to get out of the building in case of an emergency.
- 17. Before you open the door to your room, know who is outside.
- 18. Keep extra cash and valuables locked in the hotel safe deposit box, not in your room. Always take cash, credit cards, and keys with you.
- 19. Use all auxiliary locking devices when occupying or leaving your room.
- 20. Inventory your belongings daily.
- 21. Always be observant of your surroundings. Report anything suspicious to management.

SIGHTSEEING...

- 22. Learn about your surroundings and ask the local residents about problems areas to avoid.
- 23. Select sightseeing companies and guides carefully.
- 24. Make sure that a close family member knows the name, address, and telephone number of your hotel or motel.
- 25. Avoid “advertising” that you are a tourist by the way you dress. When in Rome...
- 26. If older children go off separately, be sure that they have watches and that they check in with you at pre-arranged times.

TAKE ACTION—TODAY!

- 27. Call the Appleton Police Department to arrange for a free home security consultation. Strengthen your home security before you go away.
- 28. List all credit card numbers, their expiration dates, and numbers to call if lost or stolen.
- 29. Have your car checked.
- 30. Remember to offer your help to your neighbors when they go away.

Special Information

Home Physician:	Insurance Company(ies):
Relative(s) or Neighbor(s):	Veterinarian:
Prescription(s):	Contact Information (cells, hotels, relatives, etc.):