

101 Business Protection Tips¹

(For lawyers, judges and others)

by

David Zachary Kaufman

KAUFMAN LAW, A Professional Corporation

www.dzklaw.com

and

Qui Custodes, the Personal Protection Blog

at www.quicustodes.typepad.com

BEFORE A THREAT IS MADE:

Phones:

1. Re-program your cell phones to dial 911 whenever "9" is pressed. Speed-dial is wonderful, for your home as well as office lines.
2. Carry a cellphone and as you exit your office or car, have 911 or your spouse or the number of someone else you trust already dialed, so that you would only have to hit the "send" button for someone to know if you are in distress.
3. Establish a code phrase for you to use on the phone in case something happens (kidnaping, break-in, etc.) - something innocuous like, "I'm fine. Take care of yourself"
 - a. Depending on your level of paranoia, a 'code phrase' that is NOT used may be a clue. In other words, if someone is holding you and telling you to read from a script, and you can't say "I'm fine, take care of yourself" then they won't know that you're in trouble.
 - b. If, on the other hand, your code is, you always end the conversation with "Take care of yourself" and you don't use it, THEN the other party knows you're in trouble.
4. Train your staff not to give out any info over the phone to anybody without checking with you first. That includes your schedule, phone number, type of car etc. etc. You don't want people to know when you are working late, alone in the office and when the office is empty.
5. ICE--In Case of Emergency listing

¹ Plus 21 extra bonus tips

6. Speed Dial "911"
7. Caller ID
8. Screen all calls
9. Change phone #s

Car:

10. Don't program "Home" into GPS system in car
11. Check rear view mirrors to observe people following you.
12. Check under the door handle of your car before grabbing it--razor blades may be placed there.
13. Walk around car to see if it has been tampered with--look down at tires etc since a quick way to catch you is to ensure you have a flat tire
14. Get locking gas cap so gas cannot be tampered with.
15. Gas cap lock (many cars have it anyway)
16. Car alarm
17. Park in different places and most certainly in heavily populated area
18. Always look in back of car before you get in
19. Your car is good place to be attacked so look around before you turn your attention to the car
20. Get into your own car on the passenger side if a van is parked next to your car.
21. Do not fumble with the keys--have them easily accessible
22. Don't keep house keys and car keys on same ring
23. Don't stop in front of your car and stare etc.

24. People know you always return to your car so it's a primary place to find you outdoors & distracted
25. Do not roll down your window to talk
26. Think about how to register your vehicles: People can find you with the registry of deeds or registry of motor vehicles.
27. Look before you get into or out of car
28. Get an alarm system installed that will signal when car has been tampered with. They are not very expensive--may \$2-400.
29. Note conflict between pull over to obey cop & don't pull over if you are scared. How to resolve it? Try this: call 911 and report it, ask for directions, ask them to call cop car & verify that you are OK to pull over.

Routine:

30. Check in regularly with someone at the office--tell them where you are going and when you will get there.
31. Leave a schedule and destinations where they can be found
32. Password key computer documents, cell phone, PDA etc.
33. If it feels wrong, it is; listen to your instincts--millions of years went into creating them

Street:

34. Use a cart, not multiple briefcases, purses etc.
35. Keep at least 1 hand free at all times
36. Drop your stuff & run;
37. Don't wear high heels flip-flops or backless sandals--you cannot run in them
38. Do not use headsets/IPods etc.
39. Watch for abandoned packages/briefcases etc.

40. Watch for rolled up magazines
41. Walk calmly, with good balance
42. Watch behind you;
43. Don't walk between groups
44. Never get into car with attacker--do not let him/them take you away from the scene
45. Just because it looks like a cop car at night doesn't make it a cop car
46. If you are not sure demand ID, not badges--badges are cheap & easy to get
47. Carry a small flashlight
48. Elevator care on board & exit
49. Stay in well-lighted areas.
50. Walk in center of sidewalk: avoid doorways, bushes and alleys.
51. Wear clothes and shoes that give you freedom of movement.
52. Avoid areas where there are few people.
53. Keep distance from people asking for directions. Never get close to a car.
54. Walk into a store or knock on a house door if you feel you are being followed.

Weapons:

55. Kevlar body armor and/or briefcase. (Yes they make such things.)
56. Do not get a firearm unless you are willing to use it. Many people go out and get weapons with the thought that they will just waive them like magic wands to make bad people go away. It doesn't work that way. Using a weapon on something other than a target is not as easy TV and the movies make it out. If you believe you are capable, go ahead, otherwise don't do it.

- a. If you are going to get a firearm,
 - i. What about conceal carry permit w/accessories?
 - ii. Learn how to use it & practice: You have to practice with it to be good
- b. *Weapons for the person, car, home & office have different requirements and should not be the same weapon.
- c. *There are other functional weapons besides firearms.
 - i. Many require additional permits
 - ii. All require training and practice
- d. *If you get a weapon of any kind, carry it with you everywhere--no exceptions. It does you no good locked away.

57. Tear Gas etc.

- a. Pepper type sprays are excellent and also work on animals.
- b. Make sure active ingredient in spray is mixed with a nonflammable carrier.
- c. Keep spray handy.
- d. Check expiration date.
- e. Spray down wind-you don't want it blowing back in your face.
- f. Move after spraying.
- g. Tear gas is illegal in certain localities as are stun guns.

Office:

58. Always leave lights on and outside lights too (if possible)

- a. Alarm-clock switch
- b. Panic switch
- c. Remote "on" switch

59. Always have a "back door" option

60. Close blinds/draperies on windows when alone

61. Install a peephole in all the doors & use it

62. Be sure no one can hide from the peep hole view

63. Lock the inner doors, so that if someone comes into the front lobby, they can't get into the interior offices without a staff member opening them.

64. Dead bolt the doors--All the doors not just the front doors; Dead bolt should have 3" screws or better

65. Secure the windows and *all* other entries, even the attic vents
66. Have a master switch to turn on all the outside lights
67. Trim shrubbery away from doors & windows
68. Outer doors should be either metal or solid wood. If this is not possible or desirable, glass doors should be either 3/4" thick or (better) should be unbreakable synthetic (it's not that expensive).
69. Use "charley" bars on all doors & windows
70. Avoid predictable patterns. (Particularly bank drops)

Alarms etc.

71. Consider the new cheap digital cameras that will feed directly into your computer. That way, if the cameras are correctly mounted, you can check instantly when you hear something and are working late etc.
72. Get an alarm or alarm system.
73. Install a camera in the front office with a monitor in our break room, so that I can see who is in the lobby.
74. Get a motion detector alarm at Radio Shack, about 30 bucks, and set it on "chime"; when the door opens, it goes "DinG-DonG" and lets me know someone came in.
75. Get a chime at the front door which rings whenever the door is opened. It will help keep track of people coming in and going out.
76. Make sure your home alarm system has triggers on all glass in the house, even skylights.
77. Install a panic button in your home near the front door, and near the bed - most alarm companies can do this easily, with the alert going straight to their central station.
78. Teach your staff where to locate the panic buttons and how to use them.

79. All alarm systems should have a cut off code
80. All alarm systems should have a code that cuts off the system while indicating that you are being forced to cut it off.
81. Get a chime at the front door which rings whenever the door is opened. It will help keep track of people coming in and going out.
82. Install a panic button in your personal office under your desk, near the front door, and near the bed - most alarm companies can do this easily, with the alert going straight to their central station. Teach family members where to locate the panic buttons.

Home Office

83. If you have a home office never meet clients anywhere near the home
84. If you have a home office use a mail drop address so home address not known.

AFTER A THREAT IS MADE YOU HAVE MORE LIMITED OPTIONS

85. If the person threatening you is a client
 - a. Remind client of error of trying anything
 - b. Dump client
 - c. Evaluate whether or not the threat is a confidence--if it is a credible threat it is not a confidence; if it is not a credible threat what are you worried about?
 - d. Get a better class of client
86. Notify police of appropriate jurisdiction
87. Notify staff and other lawyers in office, notify building manager, etc. and call the cops immediately if he is spotted.
88. Make extra sure to be alert & armed where ever you go
89. Get out of town,

90. If the guy is still on parole or probation you could drop a dime on him for a violation.
91. Get restraining orders,
92. Notify the court officer of (reasonable) your fear, and of the restraining orders,
93. Be very careful regarding where you go
94. Be Lucky
95. Document the death threat along with your client's name, address, ss#,date of birth, phone numbers, etc. Put the documentation into an envelope, seal the envelope, and give it to an attorney you know and trust with instructions to open the envelope only upon your death.
96. See if your state has a privacy in communications act that criminalizes harassing and intimidating calls, mail, e-mail, etc.
97. Make good friends of the county attorney and see if you can have him charged for each message he left.
98. Report it & get a TRO. Make sure you keep copies of the messages for the TRO hearing. Once you get the TRO make sure the security in your building (if you have it) or other tenants have a copy along with a photo of the guy if available. That way they can report violations, even if you're not there. You can't just blow off these kinds of people.
99. File a formal complaint with the police and asking that he be arrested.
100. Notify telephone company of phone threats
101. Yell "FIRE" if attacked. Whatever you yell, Scream loudly. Break a window at a house where you think someone may be at home.

Bonus tips

1. Keep your car in good working condition and your gas tank at least half filled.
2. Drive with your car doors locked and lock your car when you leave it. (This doesn't work if you drive a convertible sports car.)
3. If your car breaks down, put up the hood, turn on your flashers, put out flares, tie a white flag to the antenna, sit in your car with the doors locked. If someone stops, roll down the window slightly and ask the person to call the police or tow service.
4. If stopped by an unmarked car, its O.K. to ask him to call for a marked car before exiting if you feel suspicious. You may also ask him to follow you to the Police Station or a gas station before you will exit
5. If possible, travel only on main streets and highways.
6. Do not stop to assist a motorist. Call the police for them.
7. Be observant of cars around you while driving.
8. Note where you parked your car, so you won't be wandering through the parking lot.
9. Try not to park next to tall, bushy shrubs or alleys.

Hotel/Travel Safety Tips:

10. Block door
11. Watch for elevator riders
12. Staircases
13. Burned out lights
14. Ride elevators w/ back to wall
15. Get travel \$ separately

16. Review your bank and credit card statements monthly
17. Use strong passwords (#s, letters & “odd” characters in combination)
18. Change passwords regularly
19. Take receipts out of bags
20. Use encryption
21. Wipe hard drives or destroy them