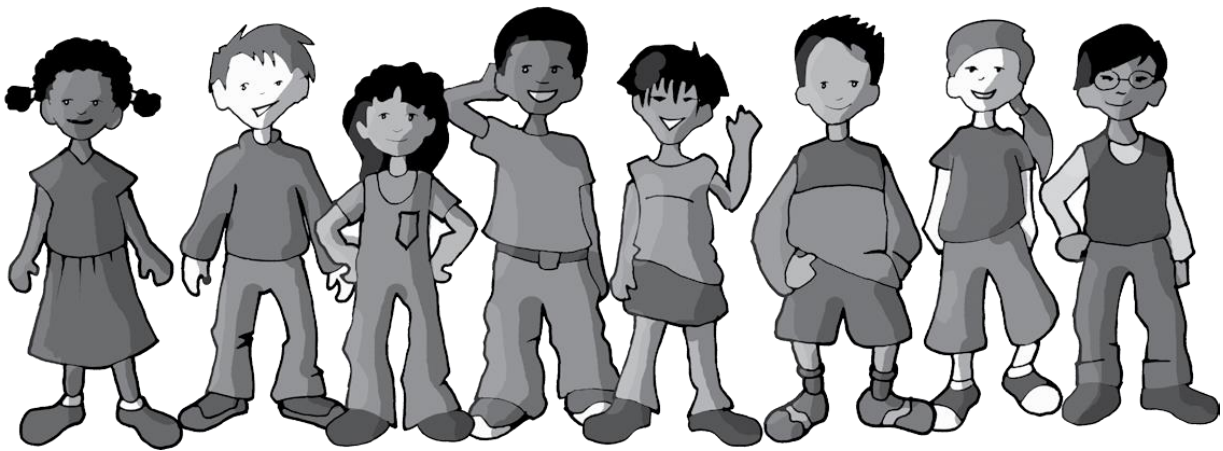


# Safe at Home Safe Alone

## Youth Guide



In Cooperation with:



Revised 2017



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# Table of Contents

## **Safe at Home/Safe Alone**

Introduction

How to Use This Material

Pre-test: What If Stories

## **Section I: Preparing to Stay Home Alone**

Chapter 1: Are You Ready?

Chapter 2: Making Family Rules

Chapter 3: Creating a Safe Home

Chapter 4: Using the Kitchen

Chapter 5: Dealing with Emotions

Chapter 6: Planning Your Time

## **Section II: Safety Suggestions**

Chapter 7: Basic Safety Rules

Chapter 8: Key Safety

Chapter 9: Telephone Rules

Chapter 10: Computer/Internet Safety

Chapter 11: Answering the Door

Chapter 12: Stranger Safety

## **Section III: Handling Emergencies**

Chapter 13: Mini-, Maxi-, or Non-Emergency

Chapter 14: Emergency – Dial 911

Chapter 15: Medical Emergency and First Aid

Chapter 16: Weather Emergencies/Disasters and Emergency Preparedness

Chapter 17: Fire Emergency and Fire Escape Plan

## **Section IV The Final Review**

Summary of the Safe at Home/Safe Alone Program

Post-test: What If Stories

# Safe at Home Safe Alone



*A 4-H and Family and Consumer Sciences Curriculum for 9 to 11 Year Olds*

## Introduction

**Safe at Home/Safe Alone** is a Virginia Cooperative Extension program designed to help families develop the life skills they need when the decision is made for a child to stay home alone.

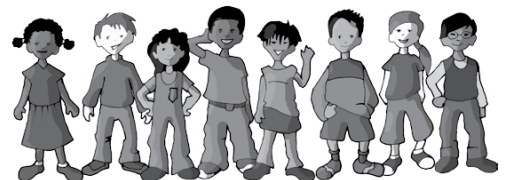
At some point, you will be able to stay home alone. You and your family will decide together when the time is right for you and for how long. It is best to start with short periods of time. For example, you would stay home alone for one hour during the day and gradually increase the length of time. When this time comes, you are considered in *self-care*. Self-care means taking care of yourself without any adults in the house. You will need to be very responsible when you are home alone, and this book will help you. It is filled with information and activities to explain the skills you need to be a competent kid who can stay home alone safely.

## How to Use This Material

**Safe at Home/Safe Alone** is a workbook created to help you get ready to stay home alone. There are four sections for you to complete: Preparing to Stay Home Alone, Safety Suggestions, Handling Emergencies, and the Final Review. You will need to spend one to two hours on each section. You can break each section down into half hour or 15-minute study sessions if you find them too long.

A parent guide (<http://www.pwcgov.org/government/dept/vce> - located under 4-H Youth Education/4-H Programs) and leader's guide are available to go along with your youth workbook. An adult will need to guide you and answer your questions. If the leader is from your school, or a community club, and not your parent, be sure to mark the information you want to discuss with your family when you get home. The answers to the pre-test and post-test are in the leader's guide, as well as answers to all activities throughout the youth workbook.

After you have completed the program, keep this book in a safe place where you can go back and read over it from time to time. It will be a great reference to keep.



## Pre-test

Please read the following “What If ... Stories” and decide which answer best describes what you **should** do if you were home alone. Circle your answer.

1. Your family decides you can stay home alone after school, but you are scared and not sure you want to. What should you do?
  - A. Talk to your family about your fears.
  - B. Go to a friend’s house every day so you don’t have to stay alone.
  - C. Stay at home and never say anything.
  - D. Talk to your friend and not your family about how you feel.
2. Your family rule is, “no friends over when you are home alone,” but you are bored. What should you do?
  - A. Keep calling your parent to ask if you can please invite a friend over.
  - B. Watch TV for the whole time.
  - C. Sneak a friend in the house and keep it a secret.
  - D. Make a daily time schedule to keep you busy when you are home alone.
3. You arrive home, but your key is not in your pocket, or you forgot your code. What should you do?
  - A. Wait outside until your family gets home from work.
  - B. Try to break a window to get into your house.
  - C. Go to a trusted neighbor or friend’s house who keeps a spare key to get it, or call someone who has your code.
  - D. Walk around the neighborhood.
4. You are home alone after school and hungry. You want a grilled cheese sandwich, but the family rule is you cannot use the stove. What should you do?
  - A. Call a parent at work and beg to use the stove this one time.
  - B. Use the stove carefully to prove you can do it safely.
  - C. Go next door and ask a trusted neighbor to fix a grilled cheese sandwich for you.
  - D. Choose another snack that does not need cooking.



5. Your phone is not working and it's an emergency. What should you do?
- A. Nothing.
  - B. Go to a trusted neighbor's house to call your parent.
  - C. Take the phone apart and try to fix it.
  - D. Just wait until your family comes home to take care of it.
6. A man calls and asks to talk to your dad. What should you do?
- A. Tell him your dad is busy and take a message from him.
  - B. Hang up.
  - C. Give him your dad's number at work.
  - D. Tell him you are home alone and your dad is at work.
7. You are on the computer chatting with your friends and someone comes online who you do not know. He wants to meet you after school tomorrow. What should you do?
- A. Give him your name and phone number instead.
  - B. Ask him for a picture so you can see what he looks like.
  - C. Shut down the computer and tell your family what happened.
  - D. Pick a place to meet him after school.
8. A woman you do not know comes to the door. She has had car trouble and wants to use the phone. What should you do?
- A. Tell her your parents are not home and you do not know what to do.
  - B. Unlock the door and let her in.
  - C. Go outside to see if you can help her with the car.
  - D. Tell her through the door to go to the next door neighbor's house.
9. You are walking home from school and notice someone is following you. What should you do?
- A. Turn around and ask the person, "Why are you following me?"
  - B. Walk quickly to catch up with a group of kids and walk with them.
  - C. Run into the woods to lose the stranger.
  - D. Throw rocks at the stranger.

10. You need to make a 911 emergency phone call. What should you do?
  - A. Say, "I am in danger, please come quick."
  - B. Say your name and address and hang up.
  - C. Say what happened, your address, your name, and your telephone number and stay on the line with the operator.
  - D. Say, "I can't find my dog, can you come here?"
  
11. Your little brother has fallen from the second floor. He is lying motionless at the bottom of the steps. What should you do?
  - A. Pick him up and carry him to a trusted neighbor.
  - B. Call 911 and give them the emergency information.
  - C. Call your mom at work.
  - D. Throw some cold water on him to wake him up.
  
12. You are watching TV and an emergency warning comes on and announces a severe thunderstorm in the area. What should you do?
  - A. Turn off the TV, stay away from the windows, and get out the flashlight.
  - B. Call a friend to talk until the storm passes because you are scared.
  - C. Go outside to see if you see the storm coming.
  - D. Take a bath.
  
13. You are doing your homework and smell smoke, but don't see any flames. What should you do?
  - A. Continue doing your homework until you see flames.
  - B. Go to your phone and call 911.
  - C. Go outside your house to call 911 (from a trusted neighbor's or on a cell phone).
  - D. Wait until your mom comes home in 15 minutes.
  
14. You are at a friend's house and they say they have something cool to show you; their dad's gun. What should you do?
  - A. Handle the gun without permission.
  - B. Play with the gun.
  - C. Watch your friend play with the gun.
  - D. Do not handle the gun and tell an adult immediately.

# *Section I: Preparing to Stay Home Alone*

## **Chapter 1: Are You Ready?**



How will you know when you are ready to stay home alone? Although your family will discuss this and make a decision that is best for you, it is important that **you** think about what it means to stay home alone.

### **Ask yourself the following questions:**

**Are you able to follow important rules?**

**Do you feel comfortable being by yourself?**

**Do you have confidence in handling an emergency situation that might arise?**

Complete the following questionnaire to start thinking about some of the issues of staying home alone. Your leader/ parent will go over this with you and answer any questions you might have.



# Chapter 1 Activity: Ask Yourself



Answer honestly. You can discuss with your leader or family areas where you feel less comfortable. Make a check mark beside the ones you want to discuss.

1. Do you feel comfortable staying home alone? Yes  No
2. Do you have brothers or sisters at home alone with you? Yes  No
3. Do you have any pets you are responsible for? Yes  No
4. Do you have a phone to use at your house? Yes  No
5. Do you have a trusted neighbor close by you can call or go to? Yes  No
6. Do you have phone numbers to call in case of emergency? Yes  No
7. Can you lock and unlock the doors of your home easily? Yes  No
8. Do you answer the door when you are home alone? Yes  No
9. Do you know how to fix a snack in the kitchen? Yes  No
10. Do you have an emergency preparedness kit and know where it is kept? Yes  No
11. Do you know basic first aid and where the first aid supplies are kept? Yes  No
12. Do you know your fire escape route and family meeting place in case of a fire? Yes  No

You will learn more about all of these questions in this workbook and should know all of the answers by the time you complete the program.

## Chapter 2: Making Family Rules

### Talk about the Need for Rules

You and your family will want to **talk and talk and talk** about all the things you need to know before you are in *self-care*. It is a good idea to set up *family rules*. These are rules that are needed and apply specifically to your family. You must follow the rules and know what the consequences are if they are not followed.

### Decide on Your Family's Rules

One way to plan your family rules is to have a *family meeting*. The entire family will participate in the process. Specific rules will be decided upon for your family.

Some families write the rules down and put them up where everyone can see them. Other families use a notebook. Some families add new rules when needed. Whatever choice your family decides on, there are lots of questions to consider when making the rules.

Your family may use the rules list to make a *contract* for everyone to sign. Signing the contract is agreement to follow the rules as listed.



## Chapter 2 Activity: Got Rules?

You and your family need to plan a day and time for your family meeting. All of the rules listed here are discussed in the workbook. You may want to read over the list now and come back to fill it in after finishing the workbook.

### Our Family Rules:

List your trusted neighbor and the phone number:

---

List your out of town emergency contact person and the phone number:

---

Write down your safe place to keep the key, door code, or garage door opener:

---

### What is the Family Rule for ...?

Using the telephone: \_\_\_\_\_

Calling to confirm you are home safely: \_\_\_\_\_

Answering the door: \_\_\_\_\_

Cooking in the kitchen: \_\_\_\_\_

Using the computer: \_\_\_\_\_

Having friends over: \_\_\_\_\_

Playing outside: \_\_\_\_\_

Homework: \_\_\_\_\_

Watching TV: \_\_\_\_\_

Taking care of siblings: \_\_\_\_\_

Taking care of pets: \_\_\_\_\_

# Chapter 3: Creating a Safe Home

## Safety Risks and Lists

Safety risks are found throughout a house, so it is important for you and your family to walk around your home and be “inspectors.” It is important to make your home as safe as possible to help minimize the risk of accidents. You also need to be aware of potential hazards in your home. The safety list will help guide your search for risks. After a tour of your house is complete, discuss with your family how to correct the problems. When you are home alone, it is your responsibility to be aware of any risks that might be present.



## Chapter 3 Activity: Check It Out!

Take a tour of your home with your family using this safety list to find any hazards or safety problems. Take note of any problems to be corrected.



YES



NO



FIX

### Doors and Windows

Does your front door have a peephole or a way to see who is at the door?

Do your entrance doors have a dead bolt or chain?

Do you have a spare house key in a safe place?

Do you keep all windows locked, especially on the ground floor?

If you have sliding glass doors, do you have a secondary lock?

### Kitchen

Are sharp knives safely stored?

Are knives placed in a way to protect you from grabbing a blade?

Are dangerous cleaning products kept in a safe place?

Do you keep the cabinet doors closed when not in use?

Are matches and lighters safely stored?

Are pot holders kept close by the stove?

Are small appliance plugs away from water?

Do you have a small fire extinguisher nearby?

Are cigarettes and alcohol stored out of reach?



YES



NO



FIX

### **Bathroom**

Are razors and other sharp objects kept in a safe place?



Are all medicines labeled and kept safely out of reach?



Are hair dryers and other electrical appliances kept away from water?



Do doors have locks that can be opened from the outside in case of emergency?



Do the bottoms of the bathtubs and showers have a non-skid surface or bath mat?



Do you have a nightlight?



### **Bedrooms**

Are the closet shelves organized so things won't fall on you?



Is there a light switch within reach of the bed?



### **Basement**

Are the basement stairs free of clutter and well-lit?



Are flammable items stored safely?



Can you identify and access the fuse box and main water control easily?



Are sharp tools stored safely?



Are all windows and doors securely locked?





YES



NO



FIX

### Outside

Are the bushes near your doors and windows trimmed to prevent intruders?



Do you keep bicycles, lawn mowers, or other valuable items in a safe, locked place?



If you have an electric garage door, do all responsible family members know how to operate it?



### General Precautions

Are any electrical circuits being overloaded?



Are there any frayed electrical cords?



If you have a fireplace, does it have a safe screen to cover the opening?



Has your chimney flue been cleaned regularly?



Are rugs and runners skid proof?



Do you have functional smoke alarms and a carbon monoxide alarm?



Do you check the batteries for the alarms regularly?



If there are firearms, are they stored in a locked cabinet?



Do you know if any of your plants are poisonous?



Do you have flashlights close by and do you check the batteries regularly?



Do you only use candles under adult supervision and never when a child is home alone?



# Can You Spot the Hazards?





## Chapter 4: Using the Kitchen

The kitchen is the place to go when you are hungry. This room contains the food for the family and the tools to prepare it. Take a look around and explore how your kitchen is organized. When you are home alone, you will need to know which kitchen tools you are permitted to use and not use. You also need to know which foods you can eat and not eat.

### Here are some questions to ask your family:

- Are you allowed to use any kitchen appliances?
- If so, which ones (microwave, toaster, blender, mixer)?
- What are you allowed to eat and drink for a snack?
- What plates and silverware should you use when needed?
- What do you need to do to clean up afterward?

It is important for you to know how to fix a healthy snack and a healthy breakfast because you might have to fix yourself a snack or breakfast. You want to make food choices that give your body energy and help you to grow. The My Plate Activity will help you to determine foods that are healthy for you.



As you become older and more responsible, you could be asked to prepare dinner. Here are some suggested rules when you do cook:

- Always wash your hands before handling food.
- Pull your hair back and be careful of loose clothing that might catch on fire.
- Use oven mitts or potholders when holding hot pans.
- Always keep potholders, dish towels and cookbooks away from hot surfaces.
- Keep the handles of pots and pans turned away from the edge of the stove or counter.



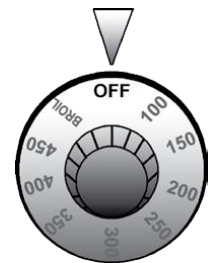
- Dry your hands before plugging cords into outlets.
- Be careful of appliance cords near the sink.



- Use a cutting board and cut away from yourself to avoid injuries.
- Always pick up knives by the handle.



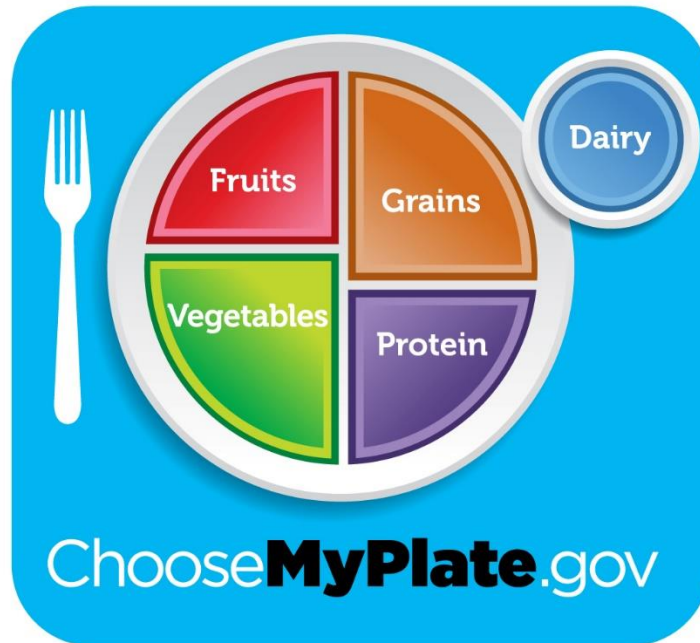
- Clean up any spills right away so you won't slip.
- Remember to turn off the stove and oven when you are finished cooking.
- Always put food items away and clean up the kitchen.



**You and your family will decide family rules for kitchen use.**

## Chapter 4 Activity: Healthy Snacks

Take a look at **My Plate** to see what kinds of foods you should be eating every day. You will want to write down some suggested snacks and locate them in the kitchen.



**Cross out the six LEAST healthy snack choices:**

Apple	Candy Bar	Cheese	Banana	Orange
Pudding	Carrots	Cookies	Potato Chips	Peanuts
Juice	Muffin	Grapes	Milk	Brownie
Yogurt	Melon	Soda	Berries	Cake

**List the remaining healthy snacks under the correct food group:**

Grains	Vegetables	Fruits	Milk	Meats and Beans

## Chapter 5: Dealing with Emotions

### How do you feel?

It is normal to have certain feelings and thoughts when you are home alone. You might feel *independent*, *confident*, and *mature* with new responsibilities. After all, you are in charge and must be responsible for what happens in the house and to you! This is why it is so important to be prepared and to feel ready.

**Sometimes you might feel AFRAID or WORRIED.** Let's take a look at the different types of fear to determine if the danger is real, possible, or imagined.

#### ***REAL DANGER***

*If you feel afraid or worried it may be an alert to a real problem. Consider these "real" fears because you could be in some danger and need to act. When this is the case, stay calm, get out of danger, and get help.*

#### ***POSSIBLE DANGER***

*Sometimes you might be afraid something might happen. That's when you need to try to prevent that something from happening.*

#### ***NO DANGER***

*Other times, your imagination might make you fearful of something that probably won't happen. You are worrying without a good reason. This is a time that you will want to get busy and get your mind on something else. It is always good to discuss your fears with an adult who you trust.*

**It's normal to feel AFRAID or WORRIED.**

All of the feelings mentioned in this chapter are normal. The most important thing for you to remember is to express your feelings to your family. Together, you can find ways to replace negative feelings with positive ones.

**Here are some suggestions to help you from feeling AFRAID or WORRIED:**

1. Walk through your house when you first get home. Check to be sure all doors and windows are locked and that everything looks normal.
2. Look in all the places that scare you when it gets dark, like behind doors and in closets. Nothing changes just because it's dark. Everything is exactly the same as when it is light outside. If you are afraid of the dark, turn the lights on inside and outside the house. You can also close the curtains so no one can see inside the house.
3. Be aware of strange noises. Strange noises can often cause you to worry. It is a good idea to walk through your house with your family to learn the common noises. Some common noises are: the heat or air conditioner turning on, the ice maker in the refrigerator, water running, the floor creaking, the wind on the door or window, or a pet moving around. These noises sound different when you are home alone and may be scary. The more you know about these noises, the less scary they will be.
4. Don't play scary video games or watch TV shows or movies that may be scary.
5. Know who you can call when you feel afraid or worried.
6. Keep busy to take your mind off of your worries.



Make a list of things that frighten you and talk to your family about these.

---

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## Chapter 5 Activity: Real Danger or Not?

Read the situation below and determine if it is a **REAL DANGER**, **POSSIBLE DANGER**, or **NO DANGER**.

To make this more active, create three paper signs with REAL, POSSIBLE, and NO and place them on the back of three chairs. As the leader reads each situation, the students should walk to stand behind the one of their choice.



- |     |   |      |          |    |
|-----|---|------|----------|----|
| 1.  | You are inside and a snake is on your front porch.                      | REAL | POSSIBLE | NO |
| 2.  | You hear a creak from the bedroom floor.                                | REAL | POSSIBLE | NO |
| 3.  | You answer the phone and no one speaks but there is heavy breathing.    | REAL | POSSIBLE | NO |
| 4.  | A weather alert comes on TV for a tornado approaching.                  | REAL | POSSIBLE | NO |
| 5.  | It has gotten dark outside.   | REAL | POSSIBLE | NO |
| 6.  | You see someone you don't know sitting in a car in front of your house. | REAL | POSSIBLE | NO |
| 7.  | You start thinking about burglars.                                      | REAL | POSSIBLE | NO |
| 8.  | You smell and see smoke in the kitchen.                                 | REAL | POSSIBLE | NO |
| 9.  | The electricity goes out during a storm and it is dark.                 | REAL | POSSIBLE | NO |
| 10. | A stranger comes to the door and will NOT stop knocking.                | REAL | POSSIBLE | NO |

## Chapter 6: Planning Your Time

If you are home alone, it helps to make a plan for your time alone. You will become an organized person who gets many things done when you learn how to manage your time.

Some things on your schedule will be things you must do, like chores, and homework. Some will be things you choose to do for fun. Your schedule may change from day to day. You and your family will find it helpful to make this schedule together to know what is expected of you.

If you are home alone before or after school, make a plan.

### Self-Care Before School:

There are several things to think about if you are the last person to leave the house in the morning. The morning can be a busy time with the family rushing to get out of the door on time! Here are some things to consider:

- Organize your belongings in one place to take with you the night before.
- Be sure the kitchen is picked up and appliances are turned off.
- Watch the time to know when you should leave.
- Make sure all doors are shut and locked securely when leaving.



### Self-Care After School:

If you are the first person home, you are responsible for opening the door on your own.

Here are some other things to consider:

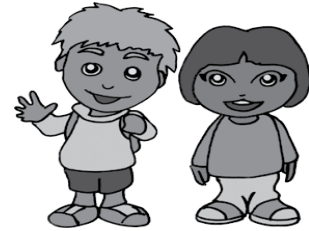
- Know how you are supposed to get home (ride the bus, ride with a friend, or walk) and have a back-up plan in case this does not happen.
- Pick a safe place to put your belongings (like your key and book bag) once inside your house.
- Call your parent to confirm you are home.



## Other Things You Might Be Responsible for:

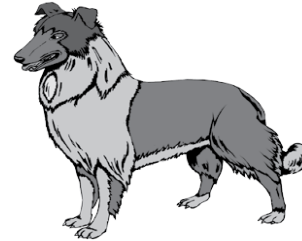
1. Do you have **younger brothers or sisters**?

Are you responsible for their care? If you are responsible, your family will need to establish these guidelines.



2. Do you have **pets**?

Are you responsible for their care? If you are responsible, you may have to take them outside or feed them. Your family will need to establish these rules.



3. Do you have **chores**?

Be sure you know what you need to do both before and after school. Doing chores unsupervised is a good way to demonstrate maturity and responsibility.

4. Do you know the **family rule** for:

- Doing homework?
- Making a snack?
- Playing outside?
- Inviting friends to your house?
- Using the computer?
- Watching TV or movies?



Be sure to include these things on your daily schedule and talk to your family.

### Sometimes you might feel **LONELY** or **BORED**.

It helps to find an activity to keep you busy and help the time to pass quickly. Can you think of activities to do during your time alone? There are many things you can learn or involve yourself in.



## Example of Self-Care Before or After School Plan

Day: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Clock Time	Things To Do	Time Needed	Check When Done
3:30-3:35	Call Mom or Dad	5 minutes	X
3:35-3:45	Change clothes	10 minutes	X
3:45-3:50	Let dog out	5 minutes	X
3:50-4:00	Get a snack	10 minutes	X
4:00-4:30	Do homework	30 minutes	X
4:30-5:15	Free time!	45 minutes	
5:15-5:20	Set the table	5 minutes	
5:20-5:30	Feed the dog	10 minutes	
5:30	Mom or Dad home		

**Phone Messages:** \_\_\_\_\_

\_\_\_\_\_

**Things to Remember:** \_\_\_\_\_

\_\_\_\_\_

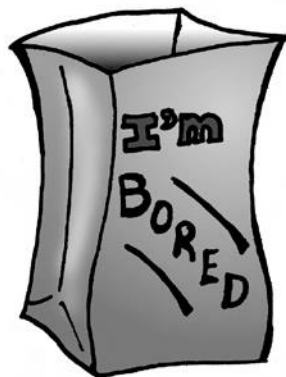
\_\_\_\_\_

**Questions to Ask:** \_\_\_\_\_

\_\_\_\_\_

**How I felt:** happy lonely angry proud upset mad bored

## Chapter 6 Activity: I'm Bored Bag



This activity requires a brown paper bag, scissors, a pencil, and markers. The purpose of the activity is for you to create a list of ideas to do when you are bored!

To get started, label your bag: I'M BORED BAG and decorate the outside as you wish.

Ideas for some fun things to do are listed below. Add your own ideas to the list. When you are finished cut the ideas out and put them inside the bag. When you're ready to say, "I'm bored," pull out an idea and have fun!

*Write a note in secret code to someone*

*Create a puzzle or a word search*

*Read a book or magazine*

*Make a funny song using a familiar tune*

*Start a scrap book with photos*

*Listen to music*

*Make a puppet from a bag, sock, or glove*

*Design a dream home from magazines*

*Do your hobby: Play an instrument, sports card collection, building models*

*Plan a birthday party!*

*Brush your pet or teach him a trick*

*Prepare a no-cook appetizer or dessert*

# *Section II:*

## *Safety Suggestions*

### **Chapter 7: Basic Safety Rules**

Here are some general safety rules to follow when you are in self-care. These should be discussed with your family and more specific rules may be added later.

**Go straight to school and home from school.**

**Always be aware when walking to and from the school bus stop.**

**If possible, walk with a group to and from home/bus stop.**

**Keep your key or garage door opener or code in a safe place.**

**Don't go in the house if anything looks unusual or suspicious.**

**Always keep your doors locked.**

**Check in with Mom or Dad when you get home.**

**Limit your phone conversations and keep them short.**

**Don't let a stranger in the house.**

**Never say you are home alone.**

**Fix easy snacks that do not require cooking in the kitchen.**

**Know what to do in case of an emergency.**

**Have a trusted neighbor to call if you cannot reach your parents.**

Many of these safety rules require that your home have a **phone** to use. A phone is the primary way to get help, whether it is an emergency or to call a parent with a concern.

The safety rules also require you to have a **trusted neighbor** nearby to contact. This is a person you know and can call on for help if needed. Your family will designate this person. It might be a next door neighbor or a friend down the street.

## Chapter 7 Activity: Safety Rules Rule!

Draw a line to match the missing word.

1. Never tell anyone “I am home \_\_\_\_\_”. list
2. Even if the person is friendly don't open the door for a \_\_\_\_\_. stranger
3. Fix yourself an easy \_\_\_\_\_ to eat in the kitchen. call
4. You should \_\_\_\_\_ your parents as soon as you get home. locked
5. Don't go in the house if the door is \_\_\_\_\_. alone
6. Check all doors to be sure they are \_\_\_\_\_. straight
7. Always go \_\_\_\_\_ to or home from school. snack
8. Keep your key or door code in a \_\_\_\_\_ place. safe
9. Put a \_\_\_\_\_ of emergency phone numbers by your phone. open
10. Do not talk to friends on the \_\_\_\_\_ for a long time. phone

Questions to ask my family: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Chapter 8: Key Safety

A person in self-care must be responsible enough to keep the house key in a safe place. With no one at home, the key provides the means of entrance. Some children may enter through a locked garage door by using a garage door opener or a designated code.

Always have a back-up plan if for some reason you cannot get the garage door device to work. The same safety rules apply for a garage door opener or a garage door code as with a key. Your family must decide which is best for you. Remember to always return your key or other device to your safe place immediately after using it. If your house has a security system, learn how to use it properly.

Practice using your key to lock and unlock the door by yourself.

Keep your key in a safe and private place.

If you wear your key on a chain, keep it inside your clothing.

Never give your key to a friend or tell anyone your code to open the garage door.

Do not put your name or address on your key or on the key ring.

Know where your family keeps an extra key.

Do not leave the key in the door.

Plan ahead! If you should lose your key, what would you do?

## Chapter 9: Telephone Rules

When you are home alone, the telephone can be a good friend. It can help you communicate with people quickly and take care of your needs. In a matter of seconds, you can talk to your family, a neighbor, or an emergency contact. If you are going to stay home alone safely, it is very important to have use of either a home or cell phone.

### **The telephone is used to:**

- Call your family to check in if you are coming home after school alone
- Call your family if there is a problem or concern
- Call your family if there is a change in plans
- Call a contact person or trusted neighbor with a concern
- Call 911 in case of emergency



### **The telephone may also be used for incoming calls, such as:**

- Your family to call home to check in on you
- Your family to call with a change of plans
- Your family to call with directions or information

## Phone Facts

**Caller ID** on a phone identifies the name of a caller and the phone number. If your phone has this option, know your family rule for using this and if you may answer the call.

**Voice mail** is used with a phone to record messages left by callers. If your phone has this feature, you will need to know rules to use this, too.

It is best to keep a **list of important phone numbers** beside the phone. (A sample list is included in this booklet for you to use.) You will need to know how to locate and dial phone numbers, leave messages, and take messages if necessary.

You also need to know **how to place an emergency phone call**, if needed, for the police, ambulance, or fire department. You need to be prepared to give your name, telephone number, address, and what happened.

### REMEMBER:

X **DON'T**: Give your name when you answer the phone.

X **DON'T**: Say you are home alone.

X **DON'T**: Give a stranger your name, phone number, or address.

✓ **DO**: Know when to call a parent and the proper way to ask for them at work.

✓ **DO**: Say, “my parents are unable to come to the phone, may I take a message?”

✓ **DO**: Know your family rule for talking to friends.

✓ **DO**: Hang up on prank phone calls.

✓ **DO**: Have a plan in case your phone is not working.



**Your family will need to determine the rules for the telephone.**

## Chapter 9 Activity: What Would You Say?

This activity requires two people and two non-working phones to use as props if possible. One person (the leader) is the caller and the other person (student) is home alone and answers the phone.

The purpose is to practice calls that might happen and be able to reply in a safe manner. There are lines below each situation to write in a response.

The caller says: Hi, my name is Mrs. Jones, may I speak to your mother?

You say: \_\_\_\_\_

The caller says: Are you home alone?

You say: \_\_\_\_\_

The caller says: Hi, I need to leave a message for your dad. When will he be home?

You say: \_\_\_\_\_

The caller says: I'm a friend of your mom's and need to call her at work. Do you have her phone number?

You say: \_\_\_\_\_

The caller says: I am selling Girl Scout cookies and would like to know if you are interested?

You say: \_\_\_\_\_

The caller says: I am new to the neighborhood and I would like to ask you some questions. Can you talk?

You say: \_\_\_\_\_

**Call a parent or trusted neighbor if a call makes you uncomfortable in any way.**



# Chapter 9 Activity: Important Phone Numbers

This page is to be completely filled out with the help of your family. Place the completed list near the phone so all can clearly read it.

## Important Phone Numbers

### Emergency: Dial 911

### Poison Control: 1-800-222-1222

Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Simple Directions to our Home: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Neighbor or Contact Person: \_\_\_\_\_  
\_\_\_\_\_

Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Out of Town Contact Person: \_\_\_\_\_  
\_\_\_\_\_

Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

### Non-Emergency Numbers

Call with questions or concerns

Non-Emergency Fire Department: \_\_\_\_\_  
\_\_\_\_\_

Non-Emergency Police Department: \_\_\_\_\_  
\_\_\_\_\_

Non-Emergency Ambulance: \_\_\_\_\_  
\_\_\_\_\_

Non-Emergency Poison Control: \_\_\_\_\_  
\_\_\_\_\_

School: \_\_\_\_\_  
\_\_\_\_\_

Doctor: \_\_\_\_\_  
\_\_\_\_\_

Dentist: \_\_\_\_\_  
\_\_\_\_\_

Gas Company: \_\_\_\_\_

Electric Company: \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Create a Back-Up Plan if your phone is not working or if you do not have access to a phone.***

## Chapter 10: Computer/Internet Safety

The computer is a great resource for information and communication. Most homes now have a computer, just like a phone. And like a phone, there must be family rules about how and when you are allowed to use the computer. You will need to know the time of day you can be online, for how long, and which sites you can visit.

### Computer Rules:

**REMEMBER** – nothing on the web is completely private; be careful about what you share.

- Use the same safety rules as listed for the phone: do not share any personal information (your name, address, or phone number) and do not say you are home alone.
- Do not share your password with anyone other than your family.
- Do not share your school name or your team name.
- Never send anyone a picture of yourself, your family, or your home without permission.
- Be a good citizen and don't do anything that hurts other people.

**REMEMBER** – not everyone is as nice, funny, or cute as they sound online.

- Never agree to meet an online “friend” in person without your family’s permission.
- If someone asks to meet you, tell your family immediately.
- Do not respond to messages that are mean or you do not understand.
- Inform your parents if you experience any bullying online.
- Turn the computer off if anything happens to make you uncomfortable and tell your family.


**REMEMBER** – be careful with the computer; it can “crash”!

- Do not open e-mails with attachments from an unknown sender; they can contain destructive viruses.
- Always check with your family before downloading or installing new software.

# Chapter 10 Activity: Screen Safety

List five things you CAN and CANNOT share with someone on the computer

CAN	CANNOT
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____



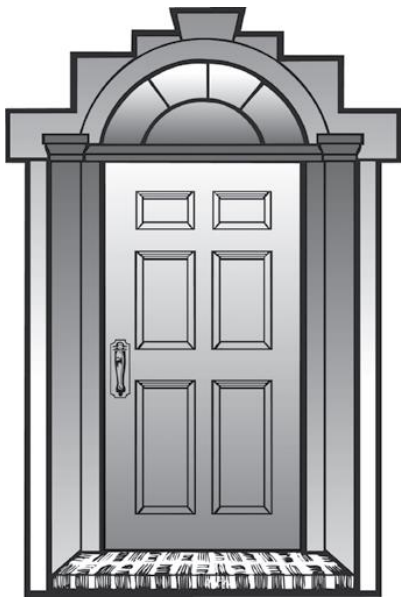
## Chapter 11: Answering the Door

You will need to know your family rule for if someone knocks on the door, or rings your doorbell, if you are at home alone. It is important to plan ahead of time what to do, so you do not feel panicked or afraid.

### Your family might say:

- Don't go to the door at all.
- Look out the window or peep hole to see who is at the door and only let in people on your family rules list.
- Ask who it is through a locked door and only let in a person listed on the family rules list.

**You should always be careful when answering the door and remember these rules:**



### Rules about door safety:

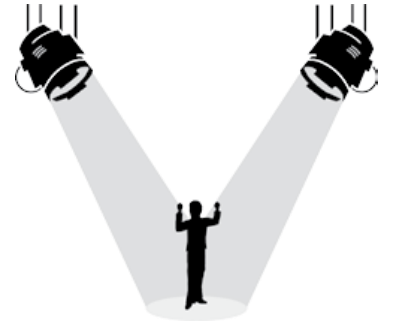
- Always keep your doors locked.
- Never say you are home alone.
- Know what you would say if someone asks for your family.
- Never let a stranger inside, even in the case of emergency.
- If a stranger is persistent and will not leave, call for help.
- Tell a delivery person to leave a package outside.
- Remember your safety comes first!

Your family may want to change these rules as you grow older and become more responsible.

## Chapter 11 Activity: Lights, Camera, Action ...

Listed below are three different scenes to act out for door safety.

Choose two students to play out the scene.



### Scene I:

*Person 1: Middle-aged woman*

*Person 2: You at home alone*

Person 1: (The middle-aged woman walks up to the door and rings the doorbell.)

Person 2: (You are home alone and with family permission go to the door and talk through the window.) “Yes,” you reply without opening the door.

Person 1: “Hello, my name is Mrs. White. I am doing a survey in the neighborhood. Is your mother home?”

Person 2: “My mother can’t come to the door right now.”

Person 1: “Well, perhaps you could fill this out, it will only take a few minutes?”

Person 2: “No, but I could have my mother call you to set up a time to do it.”

Person 1: “Well, I would really like to do this today. Could I leave it for her and come back?”

Person 2: “Please leave it under the mat and I will give it to her.”

(If Person 1 does not leave, you should walk away from the door and call your trusted neighbor or a parent.)

### Scene II:

*Person 1: Young man in a uniform*

*Person 2: You at home alone*

Person 1: (The young man in the uniform comes up to the door and knocks.)

Person 2: (You go to the door, but do not open it.) “Yes?”

Person 1: “I have a package here for delivery, could you sign?”

Person 2: “No, please leave your contact information under the mat and I will have my parents contact you.”

(If Person 1 does not leave, you should walk away from the door and call your trusted neighbor or a parent.)

### Scene III:

*Person 1: A young mom*

*Person 2: You at home alone*

Person 1: (The young mom comes quickly up to the door and bangs loudly.)

Person 2: (You go to the door, look through the window, but do not open the door.)  
“Yes?”

Person 1: “My little girl just fell off her bike and has a bad cut, could I use your phone to call for help?”

Person 2: “Please go next door to the red house and tell my neighbor.”

Person 1: “I don’t have time; she’s bleeding a lot.”

Person 2: “Wait there for just a minute and I will call for help.”

(Person 2 should call a neighbor or 911 and give the house address.)

**Together with your family, put together a “Safe Person” list. These are people you know who would be allowed to come in your house when they come to the door.**

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**Be sure to add this to your family rules!**

## Chapter 12: Stranger Safety

What do you think of when you hear the word "stranger"? Most people usually visualize a stranger to be scary looking. The truth is, A STRANGER IS ANYONE YOU DO NOT KNOW! A stranger can be male or female, large or small, young or old.

**A stranger is not always a bad person**, but someone you must treat with caution. You might see “strangers” on your way to and from school, outside on your school playground, in your neighborhood, or at any public place you might go. Therefore, there are a set of rules to follow when you are around strangers. Remember your safety is always first!

- Be aware of who is around you and what they are doing.
- Do not go to places alone, always have someone with you.
- Adults who need help should not be asking kids, so let them find another adult. This includes adults with pets.

### **If approached by a stranger:**

- Do not talk to strangers and never give your name or address.
- No matter what they say, do not go anywhere with a stranger.
- Do not take anything from a stranger, like candy or a toy.
- If you feel uncomfortable, walk the other way and find help.
- Always tell a parent if a stranger makes you feel uncomfortable.
- If a stranger grabs you: Run, Yell, and Tell! (kick, scream, get attention)
- If you are unable to get away from a stranger immediately, never give up trying!

## **If you think a stranger may be in your house:**

- If the door is open when you come home from school, it may mean there is a stranger inside. Do not enter the house. Call a parent or 911 from a trusted neighbor's phone.
- If you are home alone and hear someone in the house, get out if you can and call a parent or 911 from a neighbor's phone. If you cannot get out safely, dial 911 immediately and then hide in a closet or bathroom with the door locked until the police come.

## **If you see a suspicious stranger:**

- If you are home alone and see a car or person near your house that looks suspicious or makes you feel uncomfortable, you can call your parent, your trusted neighbor, or the non-emergency number for the police to come and check it out.

## *Family Code Word*

Your family may want to create a “family code word.” This is a secret word between you and your family. If someone does say they know your family, he or she must prove it by saying the family code word.



**Talk to your family about using a code word and  
add it to the family rules.**



## Chapter 12 Activity: Talking about Strangers

Read the story below and answer the questions.

*John is 11 years old and is walking home from school. He feels like he is being followed, so he turns around and sees a man walking behind him. The man looks a little familiar, but John definitely does not know him. John begins to walk more quickly and the man walks more quickly, too. John decides to run and makes a plan for what to do.*

### Help John with a plan by answering these questions:

1. Is this man a stranger?
2. Why should John be nervous about this person following him?
3. Should John be walking with a friend?
4. Should John run to his house, if no one is at home?
5. Should John look for other people?
6. Where should John go?
7. Does John know if this person is a bad person?
8. What if the person does know John and he is trying to catch up to tell him something?
9. Review the rules for what to do if a stranger approaches you.



## Chapter 12 Activity: More Talk About Strangers

Fill in the blanks with a word from the Stranger Safety Rules. Circle these words in the Word Search Puzzle. Answers might be across, up, down, or diagonal.

1. Someone you don't know is a \_\_\_\_\_.
2. If a stranger grabs you, \_\_\_\_\_.
3. Never tell a stranger that you are \_\_\_\_\_ alone.
4. You should not walk around places \_\_\_\_\_.
5. Never get into a stranger's \_\_\_\_\_.
6. If a stranger tries to talk to you just walk \_\_\_\_\_.
7. Always be \_\_\_\_\_ of who is around you and what they are doing.
8. Adults should not be asking kids for \_\_\_\_\_.
9. Never take \_\_\_\_\_ from a stranger.
10. Never open the \_\_\_\_\_ to a stranger.

P E V B S A L S E I N E  
L S D O Y I A S P N T G  
R O N L O Y D F N C U T  
T Y R O A R S O H G E E  
O D A W B W D S O E S Y  
L V A H N H A T M R C A  
E T P S A S C R E A M N  
N B S S G S U A E N K N  
J C R D S E H N L S C N  
C D A D B Q O G I F T S  
C M I R D L H E L P R D  
R K D Y A E T R L X E P

# Section III:

## Handling Emergencies

### Chapter 13: Mini-, Maxi-, or Non-Emergency

Emergencies can happen even when preventative steps are taken. When an emergency does occur, it is important to choose the best course of action. You will need to make decisions. There may be situations that are unusual, but are not emergencies, and do not require outside help.

#### **Do you need to call 911 for help?**

*Can a trusted neighbor help? Can you can handle it yourself?*

#### **A Maxi-Emergency is a DANGEROUS SITUATION**

It could be a dangerous situation inside the house like a fire or gas leak.

It could be weather related like a flood or hurricane.

It could be a serious accident like a broken bone or unconsciousness.

It could be a life-threatening illness like an asthma attack or allergic reaction.

**These emergencies require calling 911 for help immediately.**

#### **A MINI-EMERGENCY is a PROBLEM YOU CAN SOLVE.**

This might be a situation inside the house: a toilet over-flowing  
or a faucet that keeps dripping.

This might be weather related: the electricity goes off.

This might be minor first aid to a person: a scrape or insect sting.

**These are situations you can fix or call a trusted neighbor to help.**

#### **A Non-Emergency is a Routine ACTIVITY YOU CAN HANDLE.**

These are some examples: spilling your glass of milk,  
losing your homework, finding a pencil, or stubbing your toe.

## Chapter 13 Activity: MINI-, MAXI-, Non-Emergency

Read the situation below and circle MINI-, MAXI-, or NON-emergency. Think about if it is a dangerous situation, a situation you can solve, or not an emergency at all.

If you wish to make this more active, create three separate paper signs with each of the words on one and place one on the back of each of three chairs in a line. As the leader reads each situation, the students should stand behind the chair with the word they choose.

- |   |             |             |            |
|---|-------------|-------------|------------|
| 1. You cut your finger on a piece of glass and it is bleeding but under control.  | <i>MAXI</i> | <i>MINI</i> | <i>NON</i> |
| 2. You were playing with matches in the house and the trashcan caught on fire.  | <i>MAXI</i> | <i>MINI</i> | <i>NON</i> |
| 3. You cannot find your allowance money.  | <i>MAXI</i> | <i>MINI</i> | <i>NON</i> |
| 4. Your older sister went upstairs to take a bath a half hour ago. You just looked up at the ceiling and saw water dripping out of the light fixture. | <i>MAXI</i> | <i>MINI</i> | <i>NON</i> |
| 5. You came home after school and smelled gas. You checked the stove burners and they are all off.  | <i>MAXI</i> | <i>MINI</i> | <i>NON</i> |
| 6. You are watching TV and across the top of the screen is a weather message that says there is a hurricane warning for your area.                    | <i>MAXI</i> | <i>MINI</i> | <i>NON</i> |
| 7. You went out to the garage to empty the trash and now you are locked out of the house.   | <i>MAXI</i> | <i>MINI</i> | <i>NON</i> |
| 8. Your brother was eating a ham sandwich and suddenly he has trouble breathing. He is on the floor, red in the face and gasping for air.             | <i>MAXI</i> | <i>MINI</i> | <i>NON</i> |
| 9. You dropped a bag of pretzels and they fell all over the floor.  | <i>MAXI</i> | <i>MINI</i> | <i>NON</i> |
| 10. You were outside in the yard and you stepped on a bee. It is very red and your whole foot is swollen.   | <i>MAXI</i> | <i>MINI</i> | <i>NON</i> |

# Chapter 13 Activity: Be Ready for Anything!

Match the problem with the answer.



*Toilet overflows*

*Pipe breaks*



*A light bulb burns out*



*Electricity goes out*

*You smell gas*



*Broken window*

**Mini:** Find the main water valve (have your parents show you where it is), turn it to the right in the off position and call parents.

**Mini:** Put your shoes on, sweep the glass into a corner, cover the window with cardboard or a blanket and call parents.

**Maxi:** Get out of the house and call 911.

**Non:** Do not change the bulb, this has electrical danger. Turn on another light and tell your family when they get home.

**Mini:** Shut off the water to the toilet (have your parents show you where it is), try to unstop it with a plunger, turn on the water and flush. If it still is not working, turn off the water and call parents. Clean up any water with old towels.

**Mini:** Find a flashlight to use, NEVER light candles, this is a fire hazard. Call parents if phone working.

## Chapter 14: Emergency – Dial 911

If there is an emergency, you may need to make a 911 phone call. Seconds count during an emergency, so it is important to know how to get help quickly. **This is why you must always have a phone to use.** There are different types of phones, so you must be familiar with how to dial 911 on your phone. Most calls from land lines can be traced to the address, so the 911 operator automatically knows where you are calling from. If you are using a cell phone, or a call from the Internet, this may not be the case.

### Good tips to know for making a 911 call

- Remember to call from a safe location. If your house is on fire, get out and then call.
- Know your full name and address and post this near your phone.
- Remain calm and speak clearly.
- Stay on the phone with the 911 operator until they tell you to hang up. If it is a medical emergency, they will guide you through life saving directions.
- If you are calling from a cell phone it may be harder for the 911 operator to identify your location.
- Tell the 911 operator if you dial this number by mistake and it is not an emergency. If you hang up, emergency crews could be sent to your house.



### Safety tips regarding YOU in an emergency situation:

If **you** are in an emergency situation and must be taken to the hospital, it is best to have some type of identification card, particularly if you are unable to speak. The police would then know who you are and who to call. This chapter has a sample card for you to fill out and place in a safe location.

### ICE for cell phones

**ICE** stands for: **In Case of Emergency**. It is an acronym used nationwide to identify who to call for help on your cell phone. ICE is used by police and hospital personnel to know who to call if you are hurt and unable to speak. For example; “ICE” would list the phone number of your mother and could save valuable time when looking for information about you.

## Chapter 14 Activity: W A N T !

Pretend you are making an emergency phone call. You fell down in your house and have a large cut on your leg and you cannot stop the bleeding. List the following information:

**Stay Calm. Do Not Hang Up before the operator tells you.**

**W**

WHAT HAPPENED?

**A**

ADDRESS

**N**

NAME

**T**

TELEPHONE NUMBER

### EMERGENCY CONTACT INFORMATION

*Fill in the following information and keep this card in a safe place in your backpack.*

**Parent's/Guardian's Name** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Trusted Neighbor Name:** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**School Phone:** \_\_\_\_\_

**CALL 911 for EMERGENCIES!!**

## Chapter 14 Activity: Set the Scene

Read the 911 stories below and role play the situation. The leader and student should change roles as the 911 operator and the caller.

**Setting 1:** *You are home with your little brother. You made hot dogs to eat and now your little brother is choking and cannot breathe.*

*Caller:* (CALL 911!) HELP, HELP, my brother is choking!

*Operator:* Stay calm and tell me what happened.

*Caller:* My brother and I were eating hot dogs and now he can't breathe!

*Operator:* What is your Address?

*Caller:* 1200 Pennsylvania Avenue.

*Operator:* What is your Name?

*Caller:* Ummm, my name is Anna and my last name is White.

*Operator:* What is your Telephone number?

*Caller:* My house phone number is 703-555-2001.

*Operator:* How old is your brother? Is he conscious or not?

*Caller:* He is five and he is not moving and his eyes are closed.

*Operator:* I am sending a rescue unit to your house. Stay on the phone with me and I will tell you what you can do to help your brother.

*Caller:* I am scared and do not know what to do!

*Operator:* Stay calm and I will stay on the phone with you until the rescue unit arrives.



**Setting 2:** *You are walking home from school and as you get close to your house, you see the front door is open. You were the last one to leave this morning and know you locked the door. You are not expecting your family home until 7:00 p.m.*

*Caller:* (Go to the neighbor's house and CALL 911) There is a stranger in my house!

*Operator:* Stay calm and tell me "What happened to make you think this?"

*Caller:* The front door is open and I locked it this morning.

*Operator:* What is your Address?

*Caller:* 1616 Cardinal Drive, but I am at my neighbor's house across the street.

*Operator:* What is your Name?

*Caller:* My name is Skip but my real name is Scott Green.

*Operator:* What is your Telephone number?

*Caller:* My house phone number is 703-555-1002.

*Operator:* Did anyone plan to come home early today?

*Caller:* No, my parents are at work and my brother is at college.

*Operator:* Who was the last person to leave the house this morning?

*Caller:* I left last at 8:00 this morning to get on the bus.

*Operator:* Do you have any pets in the house?

*Caller:* I have a dog that stays inside and a hamster in my room.

*Operator:* I am sending a police car now to check it out. Please stay where you are until they get there.

# Chapter 15: Medical Emergency and First Aid

If you are in self-care, you must be prepared in basic first aid and ready to cope with a medical emergency. This lesson goes over when it is necessary to call 911 and gives you an overview of basic first aid procedures. It might be scary to read about these situations and they may never happen, but you will feel much more confident about staying home alone if you are prepared for anything. You may also want to take a first aid course at your local hospital or through the American Red Cross.

If you feel sick, always check with your parent before taking any medication. It is important to read the labels and know exactly what you are taking, how much, and to write down the time you take it. You and your family will decide the best place to keep medications and Band-Aids that you might need.

**Medical Emergencies: Call 911 for a Medical Emergency in any of these situations:**

- A person is bleeding heavily
- A person is not breathing
- A person is unconscious
- A person is badly burned
- A person has a broken bone
- A person has a great pain in some part of the body



**Remember to STAY CALM and follow directions from the 911 operator.**

**These emergency directions might include:**

- To try to move the person or not
- To loosen clothing
- To cover a person with a blanket
- To apply pressure on an injury or not



**Important to Know When Helping Someone**

- Wash your hands with soap and water immediately before and after giving care.
- Avoid contact with body fluids, such as blood, whenever possible.
- Wear medical gloves if possible.
- Do not eat, drink, or touch your mouth, nose, or eyes when giving first aid.
- Try not to touch objects soiled with blood, mucus, or other body substances.



## First Aid Rules and What to Do

Every home should have a first aid kit filled with the basic medical supplies. When a medical need arises, you will be ready! Your family may want to assemble a kit or purchase one. Always keep the kit in one location where those in charge can easily locate it.



*Suppose you are doing your homework and the paper cuts your finger.*

### Small Cuts – What do I do?

1. Press down on the cut with a clean cloth if it is bleeding for several minutes. (If the bleeding does not stop in 5 minutes, call for help.)
2. Wash wound with soap and water, gently removing any dirt.
3. Let the cut dry, apply antiseptic ointment or cream, and cover it with a Band-Aid to keep it clean.



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*While closing the door, your arm scrapes a sharp place on the handle.*

### Large Cuts – What do I do?



1. Press down on the cut with a clean cloth to stop the bleeding. (If it *does* stop bleeding, follow the above instructions for a small cut.)
2. If it does *not* stop bleeding and the blood soaks through: place another clean cloth on the cut, continue applying pressure and *do not* remove the cloth. Lie down if possible and raise the injured part up.
3. Call 9-1-1

Stitches are needed if: the edges of the cut skin do not fall together, the cut is on the face, or the wound is over one half inch long.

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*You run into the pantry door and hit your nose, it immediately starts to bleed.*

### **Nosebleed – What do I do?**

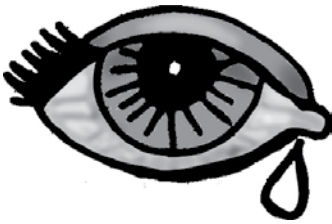
1. Find some tissues or a towel to hold under your nose and sit down in a chair, leaning the head slightly forward. It is best if you can go to the kitchen or bathroom. Do *not* lie down.
2. Press the bleeding nostril to the center of the nose. Apply this pressure for 10 minutes. If the bleeding does not stop, press in for another 5 minutes.
3. Call for help if still bleeding after 15 minutes.



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*You are washing dishes and the soap squirts up in your eye.*

### **Something in the eye – What do I do?**



1. If a liquid chemical is in the eye, quickly rinse the eye with water for 15 minutes. The easiest way to do this is to fill the bathtub with cool or lukewarm water and sit in it while rinsing your eye.
2. Call for help.
3. If dust or dirt gets in the eye, blink a couple of times to try and remove it. DO NOT rub your eye! If something is in the eye, rubbing can scratch it.
4. Call for help if the eye is still irritated.

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*When you run out to get the mail, a strange dog appears and bites you on the leg.*

### **Animal Bites – What do I do?**

1. Treat it the same way as a small or large cut.
2. Call for help immediately to locate the animal. It is important to know from the owner if the animal has had the necessary shots for certain diseases.



*While eating an apple, you notice your tooth came out.*

### **Tooth Comes out – What do I do?**

1. If a baby tooth comes out by itself, clean it off with water and put it in a safe place. Gently rinse out your mouth with water in the bathroom.
2. If a permanent tooth gets knocked out by accident, put the tooth in a bowl of milk and call for help. Immediate dental care is required to save the tooth.



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*A bee has gotten in the house and you accidentally step on it and it stings you.*

### **Bug Bites and Stings – What do I do?**

1. In most cases, the sting will feel hot, may itch, and have a red bump on the area.
2. If the stinger is there, remove it by gently scraping it with your finger. Do *not* squeeze. Do *not* pull it out.
3. Wash with a clean cloth and soap and water.
4. Soothe the pain with an ice pack.
5. Call for help if the pain continues OR to remove the stinger.

**Some people are allergic to stings from insects. Symptoms include: lots of red bumps that sting and itch (called hives), nausea, feeling dizzy, and tightness in your throat that makes it difficult to breathe. If any of these occur, call 911!**

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*After changing clothes in your room, you miss a step going back downstairs and fall, hurting your leg and you are crying in pain.*

### **A Broken Bone – What do I do?**

1. If you think a bone is broken, it is best not to move it.
2. Call 911! The only way to tell if there is a broken bone is to x-ray it.



*You tried using your sister's curling iron and put your hand down on the metal part.*

## **Burns – What do I do?**

**There are 3 degrees of burns:** 1st degree – skin is red; 2nd degree – skin is red with blisters; 3rd degree – skin is burned away

1. For a **1st or 2nd degree burn:** place the burned area under cold, running water for several minutes. Cover the burn loosely with sterile dressing. Do not break open blisters.
2. For a **3rd degree burn:** call 911! *Do not* put it in cool water. The burn could become infected



**A chemical burn comes from any type of chemical substance that might come in contact with the skin and turns it red. Always flush the burned area with cold water. Remove any clothes and jewelry that might still have the chemical on it.**

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*You are playing a game and stop to sit down because you have a funny feeling.*

## **Feeling Faint – What do I do?**

1. The symptoms of fainting include feeling dizzy or light headed and may occur for no particular reason.
2. Lie down for 15 minutes and rest OR sit in a chair with your head bent over at knee level for several minutes.
3. If a person does faint, call 911 and if you faint, call 911 when you awaken.



*You are at home alone with your little brother and you find him in the garage crying with an empty bottle beside him.*

## **Someone eats or Drinks Poison – What do I do?**

Call the Poison Control Emergency Number (1-800-222-1222) immediately! This should be posted on your Emergency Number List by the phone.

1. Try to find the box or bottle containing the poison to read the label. Tell them exactly what was swallowed and how much.
2. Follow the directions and call 911 if necessary!



**There are many items in a household that can be poisonous, such as laundry detergents, pesticides, perfume, medications, and some plants.**

*You are eating popcorn by throwing it up in the air to catch in your mouth and suddenly it is stuck in your throat.*

## **Choking – What do I do?**

If you are truly choking, you cannot talk and will have trouble breathing. Something is stuck in the airway. There is a first aid procedure that involves abdominal thrusts and back blows called the “Heimlich Maneuver.” This can be taught to you by a certified instructor. You can learn to do this on yourself or on another person.

1. If choking, try to cough it out first.
2. If you are home alone, call 911!
3. If someone else is with you, use the universal sign of choking if you cannot talk or breathe easily. This sign is holding your hands up around your throat.

### **To prevent choking:**

1. Cut food into small pieces
2. Do not run with food or candy in your mouth
3. Do not eat or chew gum while lying down
4. Do not put jewelry, pen caps or small objects in your mouth





## Chapter 15 Activity: Making a First Aid Kit

In this activity, you will be making your own first aid kit. It will be your responsibility to pick a place to keep it. Set all of the items up in an “assembly line” so each person picks one of each to put in their kit. Place the Ziploc bag first in the line to use to put the other items in it. (You may add other items to it at home.) Write “My First Aid Bag” on the bag with a marker or use a pre-made label.

### Items needed:

- Small Ziploc Bag – to use as the container
- Sanitizer Hand Gel or Wipes – to use when there is no soap and water to wash hands
- Disposable Medical Gloves – to be worn to protect you from other diseases
- Sterile Cotton – to clean wounds or apply antiseptics
- Antiseptics – to clean and disinfect cuts and scratches
- Adhesive Bandages – different sizes and shapes
- Sterile Gauze Pads – various sizes and shapes to cover large cuts
- Adhesive Tape – to hold gauze pads in place

### You may also want to include:

- Tweezers – to remove splinters
- Thermometer – to take your temperature
- Ice Bag – to use to soothe pain
- Blunt Scissors – to cut bandages





# Chapter 16: Weather Emergencies/Disasters and Emergency Preparedness

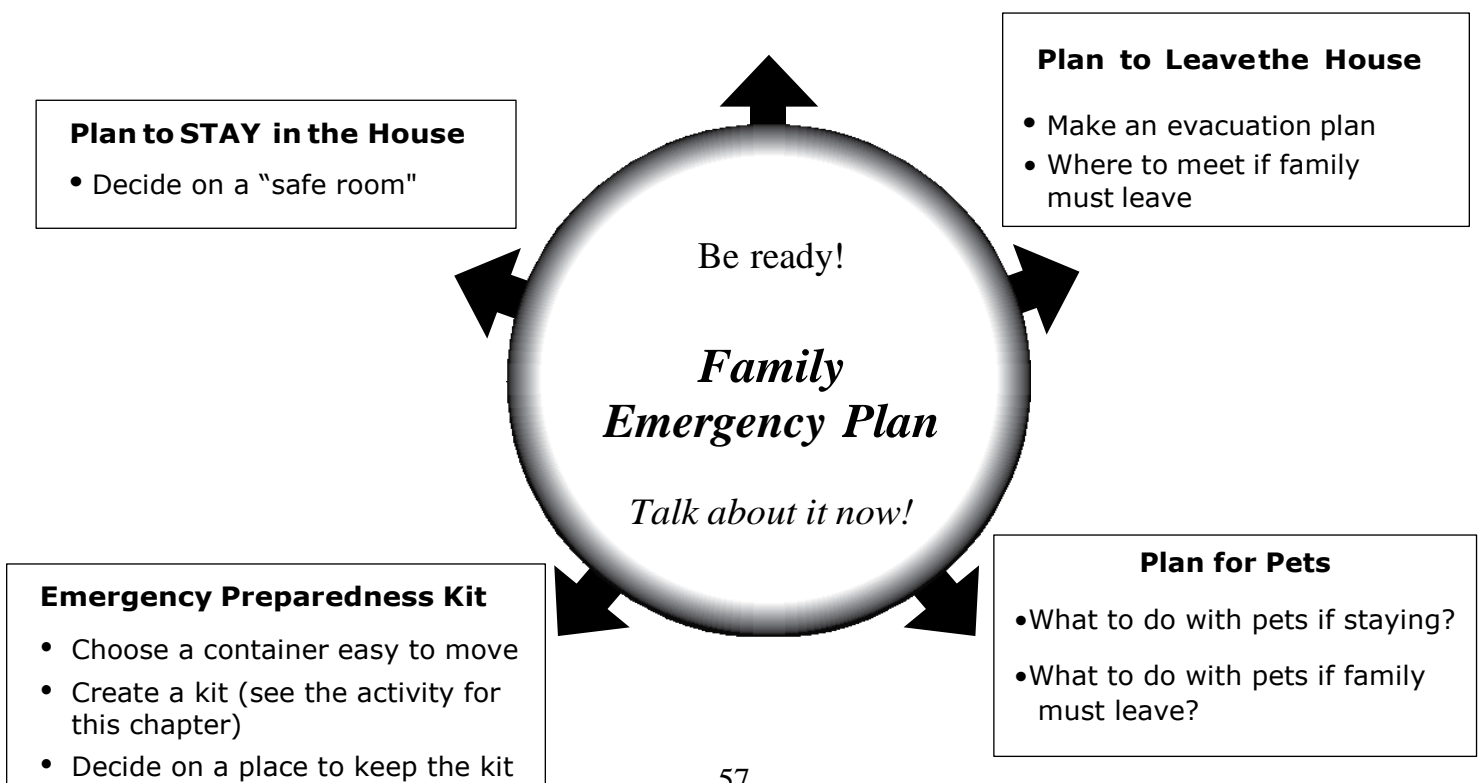
Consider what you would do if you were home alone and a special report on the TV announced a tornado was headed toward your town. It is possible to have a *weather emergency*: a tornado with high winds, an earthquake, which causes things to fall over or worse, a thunderstorm with lightning and flooding, or a winter storm with ice or snow.

*Terrorism* could be another type of emergency. Terrorism occurs when there is a threat or act of violence to scare governments into changing their policies. A terrorist can be one person or a group involved in an organization. The attacks on the World Trade Center and the Pentagon on September 11, 2001, are examples of acts of terrorism.

Any of these could cause the electricity to go off and for phones not to work. This lesson will prepare you to make an *emergency preparedness plan* and know what to do if any of these emergencies should happen.

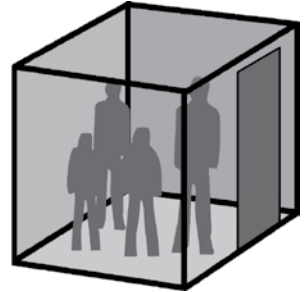
## Plan for Communication

- How to communicate if the phone is not working.
- List a trusted neighbor and phone number.
- List an out-of-town contact person and phone number.

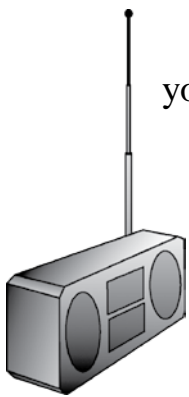
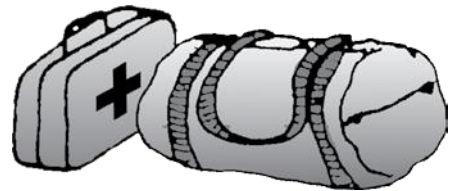


## Tips to remember if you remain in the house:

- **Keep away from things that use electricity** and from things that are metal that lightning may strike.
- **Stay away from water.** Do not take a bath or shower if a storm is coming.
- If there is danger of a tornado or hurricane with high winds, **go to the basement if you have one, or a “safe place,”** like an interior bathroom, closet or hallway. This is to keep you safe from broken glass, flying objects, or things that may fall on you. If you need to go to this safe place, gather pets quickly to take with you.



- **Put on your shoes** in case you need to exit the house and in case there is broken glass.
- **Get your emergency kit and keep it with you.** This kit has everything you need including food, water, flashlights and a battery powered radio. Your family will want to create this kit and the activity following this page will give you directions.



- If the threat is not immediate, check the TV for an updated alert and call your family.
- If you have gone to a safe place, use the battery powered radio to determine where the storm is and if it is going to come near your house.
- Remain in the house in a safe place until the radio or TV has reported there is no longer a threat or until a parent comes home.

## Chapter 16 Activity: Making an Emergency Preparedness Kit

This is a kit containing items you will need in case you lose power or if there is some type of emergency. Your family will put this together in a container that is durable and can be easily moved, like a small rolling suitcase or plastic box. Next, you will decide on a place to store the kit for quick access, perhaps in a hall closet or a kitchen cabinet. Here are some suggestions of items to put in the kit.

### Match the item with its use:

Flashlight	In case you forget what to do
Battery powered radio	If you should lose your key
Extra batteries	For the flashlight and radio
List of emergency numbers	To listen to weather and news
List of emergency procedures	To eat
Extra door key	To write down information
Can opener	In case of injury
Paper, pen and pencil	For canned food
First aid kit	To drink
Whistle	To call for help
Bottled water*	To signal for help
Food that needs no refrigeration**	In case lights go out

\*Water – one gallon per person per day for drinking and sanitation is recommended.

\*\*Food – pack a three-day supply

### Here are some other items to consider for your kit.

Blankets	Scissors	Cash	Duct tape
Face mask or bandana	Premoistened wipes	Compass	Pet supplies
Plastic sheeting	One change of clothing	Playing cards	

*Your family should also customize the kit to meet specific needs, such as medications, infant formula and diapers or eyeglasses.*



# Chapter 17: Fire Emergency and Fire Escape Plan

Fire is an emergency that will probably never happen when you are home alone, but it is best to be prepared just in case. Fires are dangerous and must be taken seriously. The first section here will talk about precautions to prevent a fire and fire escape rules. The second section will cover what to do if there is a fire. It is important to talk with your family about a fire escape plan for your home.

## Fire Prevention Rules:

- **Use safe cooking practices.** Be aware of anything that could catch fire and keep it away from the stove burners. This could be your clothes, your hair, a potholder, or a towel.
- **Do not overload electrical outlets** or extension cords.
- **Replace electrical cords** that become frayed or worn.
- **Do not play with matches or lighters.**
- **Install a smoke detector** on each floor, check it regularly, and replace batteries yearly.
- **Keep a fire extinguisher** in your home and know how to use it.
- **Be prepared.**

## Fire Escape Rules:

- **Make a fire escape plan** with two ways out of every room.
- **Practice your fire escape plan** with a fire drill.
- Keep a **collapsible fire escape ladder** upstairs.
- **Identify a specific place outside to meet.** This should be in front where firefighters can see you but a safe distance from the house and not in the driveway.
- Include a **plan for pets.**

## Fire! What to Do

- **GET OUT** immediately if there is a fire and **GET HELP!** Use your escape plan.
- **Call 911** from outside or from a trusted neighbor's house.
- **Call your family** from outside or from a trusted neighbor's house.

## If you are trapped inside by fire:

- Get down and **crawl if there is smoke.**
- **Feel closed doors with the back of your hand** to see if they are hot. If hot, fire is on the other side of the door, so choose another way out. If not hot, open the door slowly.
- If you are trapped in a room, **stuff a towel or clothing under the door** to keep the smoke from coming in. Open the window and shout for help!
- **Do not hide** under a bed or in a closet. Stay where rescue workers will find you.
- **Firefighters are your friends** and will come to help you in case of a fire.
- If your clothes do catch on fire, **Stop, Drop, Cover Your Face, and Roll** and smother the flames by wrapping up in a blanket or clothes.

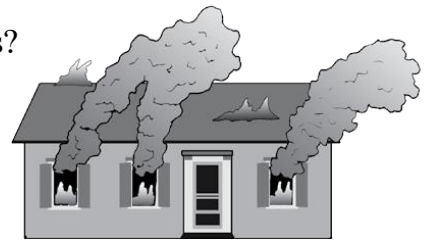


## Chapter 17 Activity: Talking about Fire Safety

Read the story below and answer the questions.

*Jim has just returned home from baseball practice after school. He is really hungry and decides to make toast. He goes to watch TV and smells smoke. Flames are shooting out of the toaster! He begins to panic. Help Jim with a plan by answering the questions:*

1. Should Jim look for a fire extinguisher *or* call for help?
2. Should Jim use the phone in his house *or* go to his neighbor's?
3. Should Jim call 911 *or* his parents first?
4. Should Jim wait inside *or* outside for the firemen?
5. Should Jim wait in the driveway *or* in his front yard?
6. Should Jim tell the firefighters there are pets inside *or* go in after them?



*Tina got home from school as usual. She was alone and went upstairs to look at the candle she bought for her Mom's birthday. Tina wondered how it would look lit. She sat the candle on the bed, got some matches (even though she had been told not to use matches) and lit the candle. Just then the phone rang! She answered the phone and when she turned around, the room was full of smoke! Help Tina with a plan by answering the questions:*

1. Should Tina call for help from the window *or* try to get to the door to exit?
2. Should Tina call 911 from the upstairs phone *or* go to a neighbor's house?
3. Should Tina run through the smoke *or* crawl to the door?
4. Should Tina go to her bedroom and hide *or* try to get outside?
5. Should Tina go to the basement to get her rabbit *or* go outside?

**Talk to your family about having a fire escape plan and put it in your family rules.**

# Chapter 17 Activity: Fire Escape Plan

Think about your home and how it is laid out. Use the squares below for each floor you may have in your home. Draw the rooms and halls on each floor and include where the windows and doors are. Decide with your family the best way to escape from each room in your home in case of fire.

## Meeting Spot

It is very important for everyone in your family to know where the **meeting spot** will be outside if there is a fire. It should be in the front of the house where firefighters can see you. Firefighters will ask if everyone is out of the house when they arrive.

First Floor Fire Escape Route

Our family meeting spot will be:



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Second Floor Fire Escape Route

Basement Floor Fire Escape Route

# *Section IV: The Final Review*

## **Safe at Home/Safe Alone Program Summary**

You have come to the end of the Safe at Home / Safe Alone program. Read the list of topics covered in the program and check off the many things you have learned.

### **What Have You Learned?**

- \_\_\_\_\_ How to have a family meeting and make family rules
- \_\_\_\_\_ How to inspect your house to be sure it is safe
- \_\_\_\_\_ How to use the kitchen and choose healthy snacks
- \_\_\_\_\_ How to cope with fears, worries, loneliness, and boredom
- \_\_\_\_\_ How to plan your time when you are home alone
- \_\_\_\_\_ What your responsibility is for siblings, pets, or chores
- \_\_\_\_\_ What the basic rules are for staying home alone
- \_\_\_\_\_ What the rules are for key safety
- \_\_\_\_\_ What the rules are for using the telephone
- \_\_\_\_\_ What the rules are for how to answer the telephone
- \_\_\_\_\_ What important phone numbers to have close by
- \_\_\_\_\_ What the rules are for computer safety
- \_\_\_\_\_ What the rules are for answering the door
- \_\_\_\_\_ What a stranger is and what the rules are for stranger safety



\_\_\_\_\_ How to identify an emergency

\_\_\_\_\_ How to dial 911 and what to say

\_\_\_\_\_ How to handle a medical emergency

\_\_\_\_\_ How to use basic first aid

\_\_\_\_\_ How to handle a weather emergency or disaster

\_\_\_\_\_ How to make an emergency preparedness kit

\_\_\_\_\_ How to make a fire escape plan and what fire prevention rules are

\_\_\_\_\_ How to handle a fire inside the house and what to do

When your family decides you can stay home alone, it is best to start with short periods of time. For example, you would stay home alone for one hour during the day and gradually increase the length of time. Be sure to discuss with your family any concerns or feelings you have when you are home alone so you can feel comfortable and prepared.

## Post-Test

1. Your family decides you can stay home alone after school, but you are scared and not sure you want to. What should you do?
  - A. Talk to your family about your fears.
  - B. Go to a friend's house every day so you don't have to stay alone.
  - C. Stay at home and never say anything.
  - D. Talk to your friend and not your family about how you feel.
2. Your family rule is, "no friends over when you are home alone," but you are bored. What should you do?
  - A. Keep calling your parent to ask if you can please invite a friend over.
  - B. Watch TV for the whole time.
  - C. Sneak a friend in the house and keep it a secret.
  - D. Make a daily time schedule to keep you busy when you are home alone.
3. You arrive home, but your key is not in your pocket, or you forgot your code. What should you do?
  - A. Wait outside until your family gets home from work.
  - B. Try to break a window to get into your house.
  - C. Go to a trusted neighbor or friend's house who keeps a spare key to get it, or call someone who has your code.
  - D. Walk around the neighborhood.
4. You are home alone after school and hungry. You want a grilled cheese sandwich, but the family rule is you cannot use the stove. What should you do?
  - A. Call a parent at work and beg to use the stove this one time.
  - B. Use the stove carefully to prove you can do it safely.
  - C. Go next door and ask a trusted neighbor to fix a grilled cheese sandwich for you.
  - D. Choose another snack food that does not need cooking.

5. Your phone is not working and it's an emergency. What should you do?
  - A. Nothing.
  - B. Go to a trusted neighbor's house to call your parent.
  - C. Take the phone apart and try to fix it.
  - D. Just wait until your family comes home to take care of it.
  
6. A man calls and asks to talk to your dad. What should you do?
  - A. Tell him your dad is busy and take a message from him.
  - B. Hang up.
  - C. Give him your dad's number at work.
  - D. Tell him you are home alone and your dad is at work.
  
7. You are on the computer chatting with your friends and someone comes online who you do not know. He wants to meet you after school tomorrow. What should you do?
  - A. Give him your name and phone number instead.
  - B. Ask him for a picture so you can see what he looks like.
  - C. Shut down the computer and tell your family what happened.
  - D. Pick a place to meet him after school.
  
8. A woman you do not know comes to the door. She has had car trouble and wants to use the phone. What should you do?
  - A. Tell her your parents are not home and you do not know what to do.
  - B. Unlock the door and let her in.
  - C. Go outside to see if you can help her with the car.
  - D. Tell her through the door to go to the next door neighbor's house.
  
9. You are walking home from school and notice someone is following you. What should you do?
  - A. Turn around and ask the person, "Why are you following me?"
  - B. Walk quickly to catch up with a group of kids and walk with them.
  - C. Run into the woods to lose the stranger.
  - D. Throw rocks at the stranger.

10. You need to make a 911 emergency phone call. What should you do?
- A. Say, "I am in danger, please come quick."
  - B. Say your name and address and hang up.
  - C. Say what happened, your address, your name, and your telephone number and stay on the line with the operator.
  - D. Say, "I can't find my dog, can you come here?"
11. Your little brother has fallen from the second floor. He is lying motionless at the bottom of the steps. What should you do?
- A. Pick him up and carry him to a trusted neighbor.
  - B. Call 911 and give them the emergency information.
  - C. Call your mom at work.
  - D. Throw some cold water on him to wake him up.
12. You are watching TV and an emergency warning comes on and announces a severe thunderstorm in the area. What should you do?
- A. Turn off the TV, stay away from the windows, and get out the flashlight.
  - B. Call a friend to talk until the storm passes because you are scared.
  - C. Go outside to see if you see the storm coming.
  - D. Take a bath.
13. You are doing your homework and smell smoke, but don't see any flames. What should you do?
- A. Continue doing your homework until you see flames.
  - B. Go to your phone and call 911.
  - C. Go outside your house to call 911 (from a trusted neighbor's or on a cell phone).
  - D. Wait until your mom comes home in 15 minutes.
14. You are at a friend's house and they say they have something cool to show you; their dad's gun. What should you do?
- A. Handle the gun without permission.
  - B. Play with the gun.
  - C. Watch your friend play with the gun.
  - D. Do not handle the gun and tell an adult immediately.







**Congratulations!**  
**You have completed**  
**SAFE AT HOME/SAFE ALONE**  
**4-H Program**

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Student Name

Instructor's Name

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Date

