

## Introduction

Schools are generally a very safe place. Yet, like other parts of our community, schools are not immune to crime and must remain constantly aware to ensure the safety and security of students and staff.

Our goal is to supply realistic, proactive safety techniques and keep students informed about crime in schools. We hope the information contained in this handbook is valuable to students, staff and families.

## Crime Stoppers

Crime Stoppers is a community based program, where the police, media and community come together to solve crime. It combats two major problems:

1. APATHY - By offering cash rewards
2. FEAR - By offering anonymity

Miami Valley Crime Stoppers 222-STOP (7867)

## West Carrollton Student Crime Stoppers

The West Carrollton Student Crime Stoppers helps students make their school a safer place. Benefits of the program include:

- Criminals are apprehended
- Discipline is maintained
- Weapons and stolen property are recovered
- Drugs are removed from our schools and communities
- Investigate hours are saved
- Fear of retaliation is gone and peer pressure is lowered
- **We continue to produce better citizens**

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May 2002

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## ***Suspicious Persons***

Suspicious persons should be reported to your principal or the police. Act on your intuition because, based on your information, a crime may be prevented.

### **Suspicious people are people you do not recognize that:**

- Enter rooms, offices, or labs, with no apparent business to transact.
- Solicit (includes selling materials, asking for donations, etc.).
- Sleeps on chairs, furniture or the floor.
- Carry weapons such as knives or guns.
- Tamper with locks on doors, windows, bicycles and vehicles.
- Force another person into a vehicle.
- Look in windows.
- Carry unwrapped property at unusual hours.
- Carry suspicious items such as crowbars, screwdrivers, or bolts cutters.
- Tamper with locked bicycles.
- Are more concerned with who is around them than what they are working on or looking for.
- Refuse help if you ask to assist them.
- Appear scared, nervous or anxious.

When reporting a suspicious person, provide personal descriptors, direction of travel, vehicle license plates, number of persons involved, weapon information and/or elapsed time. Do not expose yourself to any danger by approaching or following these persons.

## ***Suspicious Activities***

Suspicious activities should also be reported to the proper authority, and include:

- The sound of breaking glass
- Finding a broken window in a residence, vehicle, or office.
- Hearing screams.
- A vehicle continually driving in the same area of the school.
- Groups of people who are intoxicated, causing property damage or rioting.
- Smoke coming from buildings, vehicles, etc.
- Finding a syringe or other dangerous items.
- Observing individuals with drugs or alcohol on school grounds.
- Observing drugs or drug paraphernalia being sold.
- The sound of gunshots.
- Any activity that you feel is out of the ordinary.

# ***School Safety Tips***

## **Walking Safely**

- Be aware of your surroundings.
- Carry only essential cards and money.
- Walk close to the curb.
- Never assume a parked car is empty.
- Be particularly alert when walking by shrubbery, darkened doorways and alleys.
- At night, when possible, stay in well-lit areas and use routes that appear more heavily traveled.
- Carry change or phone card for an emergency phone call.
- Familiarize yourself with the locations of pay phones and emergency phones.
- Consider investing in a cellular phone, Emergency packages are available from most dealers.

## **Being Followed by a Pedestrian**

- Be aware of what is around you.
- Cross the street.
- Go directly to the nearest phone booth or open business and call for help.
- If followed to the phone booth, drop the receiver, and drop to the ground. Continue to talk clearly.
- Remember to phone 911 in an emergency. You don't need money to call.

## **Being Followed by a Vehicle**

- Turn and walk in the opposite direction. The driver will have to turn around and drive on the other side of the street to follow you.
- Get the license plate number and write it down.
- Seek help at a business or residence.
- Call police.

## ***Building Safety***

- Do not let strangers into any building. Remember, if you are a key holder you are responsible not only for your own safety, but also the safety of all others who either live or work in the building.
- Never prop open doors to locked buildings. If you find a door that is propped open, remove the obstruction.
- Have staff members come to the front and escort visitors back to the proper areas. Do not allow strangers to wander your halls alone.
- Check all identification from strangers wanting to enter. Remember that they are n strangers and it is up to them to establish their identity to you. In most cases a polite “May I help you?” is sufficient.
- Keep purses and wallets in locked areas. Do not leave your wallet in your coat on a coat rack. Do not leave your purse in an unlocked drawer.

## ***Vehicle Safety***

- When you enter your vehicle lock your doors.
- Back your vehicle into your parking space so that you face out when you enter or exit.
- Have your keys in your hand before you reach your vehicle so you don’t have to search for them.
- Look in rear seat before you enter. If you have a van, install a convex mirror that allows you to see into the back.
- Park in well-lit areas.
- Lock your doors and roll up your windows every time you exit your vehicle, even if it’s just for a minute.
- If you are unfamiliar or unsure of a parking lot, drive through it first and check it out.
- Keep a pad and pencil handy, in either your glove compartment or visor.
- Do not mark your keys with your name, address and/or license plate number.
- If your car is stolen, remember that the thief has your address (registration) and garage door opener.

### **If Your Car Breaks Down**

- Raise your hood.
- Sit inside the car with the doors locked until help arrives.
- Leave the window partially down while you talk to anyone who comes near.
- Stay in your car and let any strangers that approach offering assistance go for help. If necessary, tape 35 cents to a card with the phone number of your garage/towing company.
- Remember that freeways are constantly patrolled.

## **Being Followed by Another Vehicle**

- Do not go home.
- Drive to the nearest police station or open business.
- Do not try and outrun or perform any dangerous maneuvers to get away from the other vehicle.
- Do not allow the vehicle to force you to the side of the road. Report the problem. A dented fender can be replaced, but you can't.
- Get the license plate number and write it down.

## ***Running Safety***

- Carry identification or write your name and telephone number on the inside sole or lace it to the outside of your shoe.

### *Include medical information.*

- Carry change for an emergency phone call.
- Run with a partner.
- Write down or leave word of your running route. Inform your friends and family of your favorite running route.
- Run in familiar locations. Know the locations of pay phones, open businesses and stores.
- Avoid unpopular areas, deserted streets and overgrown trails. Especially avoid unlit areas at night.
- Don't wear headphones. Use your hearing to be aware of your surroundings (car horns, other people).
- Ignore verbal harassment. Use discretion when acknowledging others.
- Run against traffic so you can observe approaching vehicles.
- Wear reflective material if you must run before dawn or after dark.
- Use your intuition about suspicious persons or areas. Consider carrying a whistle or other noisemaker.

## ***Party Safety***

Alcohol is by far the most common substance involved in sexual assaults. However, there is other less common, but available substances that have received media attention in North America for their abilities to impair individuals so they cannot adequately defend themselves. In the majority of incidents, these substances are dropped into the alcoholic beverages of unsuspected victims.

### **Rohypnol**

Rohypnol is known as the “date rape drug” and at times is administered to an unknowing person. Street names for this drug are Rophy, Circles, Mexican Valium, Rib, Roach-2, Roofies, Rope, Ropies and Ruffles. It is used by doctors in the short-term treatment of insomnia and as a sedative hypnotic and pre-anesthetic medication. This drug has physiological effects similar to Valium but is 10 times as potent. The drug’s low cost, usually below \$5.00 per tablet, has growing popularity among young people. This drug is ingested in tablet form, frequently in conjunction with alcohol or other drugs, including heroin. The drug’s effect begins within 30 minutes, peak within two hours and may persist for up to eight hours or more, depending upon the dosage. Adverse effects include decreased blood pressure, memory impairment, drowsiness, visual disturbance, dizziness, confusion, gastrointestinal disturbances, and urinary retention. Withdrawal symptoms include headache, muscle pain, extreme anxiety, tension, restlessness, confusion, and irritability. It also can cause numbness, tingling of the extremities, loss of identity, hallucinations, delirium, convulsions, shock and cardiovascular collapse can also occur. Withdrawal seizures can occur a week or more after stopping the use of this drug.

### **MDMA (Ecstasy)**

MDMA (Ecstasy) is a stimulant drug with psychoactive properties. It is a consciousness affective drug that does not interfere with the process and does not distort reality, but instead users claim it impairs a sense of peacefulness and allows people to trust one another. It is considered a psychedelic drug since it alters consciousness; however it is not hallucinogenic since it does not appear to cause visual distortions, ego loss, disassociation or mental confusion, which is characteristic of hallucinogens such as LSD or MDA.

Ecstasy first became popular in the 70's as a designer drug or “party” drug, promoting feeling of self-assurance, sensuality and increased energy. Known as the “love drug”, Ecstasy is particularly popular with young adults because there is no strong smell associated with Ecstasy use, users do not hallucinate, and although there are serious health risks posed by using Ecstasy in combination with some prescription medications, there is a minimal risk of overdose. This particular drug is available at after hour’s clubs, also known as “Raves”. Ecstasy comes in over 40 different shapes and colors, and the pills are often very small and may have designer logos such as CK, Mercedes, Nike, and Mitsubishi. It is impossible to know what you are getting when buying ecstasy, and there may be a hybrid of different drugs which can produce a wide range of side effects.

**Ecstasy can cause:**

- Permanent chemical changes in the brain
- Brain damage
- Liver damage
- Kidney failure
- Anxiety or panic attacks
- Memory loss
- Mood swings
- Disturbed sleep patterns
- Irritability
- Paranoia
- Flashbacks
- Psychosis
- Poor concentration
- Jaw clenching and teeth grinding (pacifiers and lollipops are commonly handed out at Raves to soften these symptoms)
- Blurred vision
- Vomiting
- Increased blood pressure and heart rate

**Raves**

Raves are generally unlicensed and unregulated establishments that, on the surface, offer nothing but music and water to the young patrons who go there to dance the night away. Unlicensed Rave parties should be avoided due to high availability of illegal drugs being rampantly passed from dealer to user. Some patrons may unwittingly take the drug without knowing. Ecstasy, especially when combined with dancing, causes the body to heat up excessively. Rave organizers have been known to turn up the temperature in the building, turn off the cold water, and sell bottled water at outrageous prices. If you attend a Rave, find one that is being organized by a credible organization, be suspicious of any beverage someone gives to you and avoid all illegal drugs.

**Alcohol Poisoning**

When you consume too much alcohol too fast, it acts as a poison. Sometimes if you drink too much, you pass out. This is your body's way of protecting itself from absorbing any more alcohol. (If you've passed out, you're not drinking anymore.) But when you drink a lot really fast, you may not pass out in time, and instead can actually go into a coma and die. Alcohol poisoning is tragically common and is often associated with drinking games or buying shots or shooters for someone at a party.

**Symptoms of alcohol poisoning**

- Unconsciousness or "sleeping"; the person cannot be wakened.
- Cold, clammy, pale or bluish skin.
- Slow breathing, less than eight times per minute or irregular breathing, with 10 seconds or more between breaths.
- Vomiting while "sleeping" or passed out, and not waking up after vomiting.

**What to do:**

- Call an ambulance.
- Roll the person into the recovery position to prevent them from choking.
- Do not leave the person alone. Stay with them and monitor breathing until medical help arrives.

**Don't Leave Dave for Dead: The BACCHUS Maneuver**

If a friend is passed out and “sleeping it off” there is a danger he could vomit and choke. Placing him in the recovery position will help to ensure that this does not happen. If the person cannot be roused at all or if you are in doubt about his safety, call an ambulance, as acute alcohol poisoning may be occurring. This can be fatal if medical attention is not obtained.

Here's how to put a friend into the recovery position.

1. Raise their closest arm above his head. Prepare to roll him towards you.
2. Gently roll as a unit. Guard the head as you roll him.
3. Tilt head to maintain airway. Tuck nearest hand under cheek to help maintain head tilt.
4. Check on your friend often. If you have any concerns that your friend may be suffering acute alcohol poisoning, get medical help immediately.

**Risk Reduction Strategies**

While the debate continues into the uses and effects of “date-rape drugs” such as Rohypnol, GHB and Ketamin, it is recommended that you educate yourself about these drugs and common risk strategies.

- Be observant of your surroundings.
- Drink from tamper-proof bottles or cans. Don't drink from a punch bowl.
- Do not ask someone to watch your drink while you dance, go to the bathroom, etc.
- Watch while your beverage is prepared. Do not accept drinks from anyone if you did not see them prepare it.
- Keep your hands over your beverage when possible.
- Use a buddy system and take care of your friends.

**Please also consider the following night life tips:**

- Do not except a ride from anyone who has been drinking.
- Carry enough money for a taxi.
- Tell a staff member if you are being harassed or if there are any suspicious individuals.
- Arrange a deal with a friend to watch out for each other and to leave together in a group.

## ***Avoiding Theft***

### **At Home**

- Lock your doors/windows whenever you leave your room or residence.
- If you live in an apartment, do not allow unescorted strangers inside.
- Be suspicious of unknown persons loitering in the area of your residence.
- Never leave an exterior door propped open.
- Keep a record of your valuables.

### **At Work**

- Lock your office door if the office is left unattended, even for short periods.
- Do not bring large sums of cash with you to work.
- If you must leave your purse or wallet in your work area, lock it in a locker or desk.

### **At the Library**

- Do not leave personal property unattended, even for a minute.
- Keep personal property in view at all times.
- Do not bring valuables with you to the library.

### **At the Gym**

- Secure all personal property in a locker. Invest in a good quality lock.
- Avoid carrying large sums of money or valuables with you.
- Keep your locker locked whenever it is unattended.

### **From Your Vehicle**

- Lock your vehicle every time you leave it.
- Don't leave your windows rolled down, not even a crack.
- Don't leave vital information in your vehicle.
- Park in well-lit areas.
- Don't leave valuables in view for a thief. Store them in the trunk or under the seat.
- Affix your parking permit to your window.
- Consider investing in a car alarm.

## **Bicycle Security**

Bike security is an important issue on school grounds. Unfortunately, a high percentage of people are unaware of how to properly secure their bike. There are many stories of bikes secured with inadequate, cheap locks, usually attached to a cable that were cut simply with small bolt cutters, or, in some cases, a simple pair of wire cutters or pliers. Cable locks (with the exception of a very few) are not good deterrent against theft and can be easily defeated by most thieves. Bike thieves are opportunists and will usually not take the time or effort to defeat a properly secured bike utilizing a U-lock. To properly lock a bike, it is desirable to back your bike into the rack provided, and remove the front wheel (if it is a quick release wheel). Place the front wheel and back wheel together, “sandwiching” the rack bar between the two. A good quality U-lock should then be placed through the front wheel, back wheel, and the frame of the bike itself, while all being connected to the rack. It is important to remove any options such as seats, bags, bike computers, or lights from the bike after you secure it. Components are also highly-valued among bike thieves. It is not a good idea to leave your bike in an unlit or low-traffic area.

## ***Harassment***

Generally, harassment is defined as conduct or comments which are intimidating, threatening, demeaning, and may be accompanied by direct or implied threats to a person’s grades, status or job. Although harassment can be directed at personal characteristics like a person’s race, color or religious beliefs, the most common form of harassment is sexual harassment.

Sexual harassment is unwanted sexual attention, which makes a person uncomfortable and has the impact of creating a work or study environment that is hostile and limits individuals in the pursuit of education, research or work goals. The concern is with the negative impact of the harassing behavior, not with whether the actions are intended to harass. Both men and women can be targets of sexual harassment.

## **How can you deal with harassment?**

Most people being harassed just want the behavior to stop. Getting the harassing behavior to stop requires some action but, as is natural, the circumstances create discomfort. It can be especially uncomfortable when the two people work together or are in the same school program. The likelihood of continued interaction with each other makes finding a workable resolution all the more important. Here are some options which people have found helpful:

- Tell the harasser the negative impact of the behavior and ask that it stop. For example, “when you make suggestive comments, I feel so uncomfortable that I can’t concentrate on my work. I don’t like these comments. Stop saying these things to me.” Some people choose to convey this message by talking to the harasser; some people choose to write a letter.

- Keep a written, chronological account of all incidents of harassing behavior. Note what occurred, when, and names of any others who may have witnessed the incident. Keep any inappropriate letters, jokes, pictures or objects that the harasser gives you.

- Talk to someone. Seek the assistance of a School Resource Officer or Counselor.

Many people who experience harassment feel uncertain or embarrassed; however, ignoring or minimizing the problem won't make it go away. Ask for help.

**Harassment can include:**

- Sexist or racist jokes.
- Display of offensive material.
- Persistent and unwelcome requests for "dates".
- Unwanted touching, patting or pinching.
- Verbal threats or abuse.

**Bullying**

Bullying is when someone keeps doing things or saying things to have power over another person. This can be done by calling people names, saying or writing nasty things about them, threatening them, and making them feel uncomfortable or scared. If pressed, bullies will assault their victims, take or damage other people's things or simply make others do things they don't want to do.

Some people bully because they may see it as a way of being popular. Bullies may feel their behavior makes them look tough and appear to be in charge. Others bully people for attention, because they are jealous, or they simply want people to be afraid of them. Some bullies might even be bullied themselves or not even understand how wrong their behavior is and how it makes people being bullied feel.

If you see someone else being bullied, try to stop it. Make it clear to the bully that this type of behavior is not acceptable. Help the person being bullied in advising a trusted adult situation. You should never encourage the person being the bully. This will only promote inappropriate behavior. Remember, it's always best to treat others the way you would want to be treated.

If you find yourself being bullied, spend time with friends. Bullies hardly ever pick on people if they are with others. Try ignoring the bully, tells the bully to stop or walk away whenever the bully starts. If these things don't work, you should always tell a trusted adult about what is going on. This could be a School Resource Officer, school counselor, teacher, principal, parent, or adult you deem appropriate.

Coping with a bully can be difficult but what you need to remember most is "you are not the problem, the bully is". All of us have the right to feel safe and secure and nobody has that right to take that away. Bullying is not something any of us would like to have

happen to us. Nor should we ever be associated with people who bully. “Nobody likes a bully!”

## **Abusive/Obscene Calls**

What to do when an abusive/obscene phone call is received:

- Most often the caller is looking for a reaction to the call. Don't react.
- Don't ask questions to the caller, (such as, Who is this?) As this is what they want you to do.
- Hang up the receiver promptly and gently.
- Never blow a whistle or yell into the phone. The caller will know you are angry and will probably call back.
- As well, you may face possible lawsuits.
- Never talk to anyone that you don't know.
- Notify police of any calls that you have received. If the calls happen regularly, make a log of the dates and times of the calls as well as what was said.
- Consider subscribing to call display so you can see the number of the caller.

## ***Sexual Assault***

Sexual assault is the legal term used to refer to any form of sexual contact without voluntary consent. Kissing, fondling, sexual intercourse, anal intercourse and oral sex are all examples of sexual assault if they are done without voluntary consent. Consent obtained through pressure, coercion, force, or threats of force is not voluntary consent.

## **Consent**

“Consent is defined as a voluntary agreement of the complainant to engage in the sexual activity in question”.

### **Consent is not given if:**

- It is given by someone else.
- The person is unconscious, drunk, stoned or sleeping.
- It is an abuse of power, trust or authority.
- The person does not say yes, says no, or through words or behavior implies no.
- The person changes her/his mind.

## **Myths About Sexual Assault**

There are many attitudes and beliefs about sexual assault that are prevalent in our society. Some of these attitudes can affect and sometimes be harmful to survivors in both their recovery and the reporting of their experiences. Below are some of these common myths:

*Most sexual assaults are committed by men who jump from bushes and wear masks.*  
Most assaults are perpetrated by someone the survivor knows.

- According to statistics all sexual assaults are perpetrated by someone who the survivor knows.
- Approximately 95% of clients know their perpetrator.

*Why do we like to believe that strangers perpetrate sexual assaults?*

- It's easier to believe that a stranger, and not someone you love and trust, could hurt you this way.
- Stranger sexual assault is reported the most by the media, therefore perpetrating the idea that this type of assault happens more often.

*Men should always be able to protect themselves from being sexually assaulted.*

- Unfortunately, there are times when men are unable to protect themselves from sexual assault for various reasons. Some of these times include childhood, orientation rituals in fraternal organizations or on sports teams and gay bashing. Men can also be assaulted by acquaintances or within a relationship.
- At some time during their lives, one in three males will be victims of one or more unwanted sexual acts.

*Some women "ask for it" by wearing provocative clothing or walking alone at night.*

- Most sexual assaults take place in the home, places that are familiar and considered safe by the survivor.
- The supported survivors ranging from three months to 87 years. Sexual assault is about power not sex. Sex is the weapon used to gain power or another person.
- No matter what someone is wearing, or where someone is walking, no one asks to be sexually assaulted.

*Women often give mixed messages and then decide later that they didn't want to have sex, and charge the guy with sexual assault.*

- According to the FBI, only two to three percent of sexual assaults reported to the police are false accusations. This is no higher than false accusations that occur for other crimes such as robbery or break and enter.
- Considering that one in 10 sexual assaults is reported to the police, and in only one in 10 of those is there a charge laid, and one in 20 of those is there a guilty conviction, the chance that a false allegation could make it through the justice system is almost impossible.

## **What to do if someone has been sexually assaulted**

Sexual assault is an act of violation and can therefore be traumatic. Disclosing the event is like reliving the sexual assault itself all over again. For this reason, the reactions of those who the survivor chooses to disclose to can be crucial to the survivor's recovery.

Listening to a disclosure of sexual assault can feel overwhelming, but there three things you can do to ensure a positive experience for yourself and the survivor.

- LISTEN- Letting the survivor get their story out, and listening attentively can be very validating and helpful to them. You can show you are listening by making eye contact, maintaining open body posture, and limiting your questions. It can be difficult for survivors to share their story, therefore allowing silence within their disclosure is helpful.

- BELIEVE- Many survivors do not disclose their experience because of their fear of not being believed, or of being blamed for the sexual assault. If someone chooses to disclose to you they are trusting that you will not blame them, and that you will believe what they are sharing with you.

- PROVIDE OPTIONS- During a sexual assault, all control has been taken away from the survivor. As a supporter you can help them regain a sense of control by letting the survivor make her/his own decisions with regard to their recovery. Some of the options you may want to consider providing include:

- Doing nothing. The survivor may need time to process what has happened and talk to make decisions that are in her/his best interest.

- Providing a 24-hour crisis line number, in case the survivor needs someone to talk to in the middle of the night.

- Seeking medical attention. This can be important for receiving testing for sexually transmitted diseases or pregnancy, or for receiving care for any other injuries they may have.

- Reporting the incident to the police.

- Long term counseling.

Please keep in mind that a survivor has the right to choose only those options that she/he feels comfortable with.

## ***Abusive Relationships***

Abuse or violence in a relationship is a pattern of behavior that people use against others to intimidate them and to get them to do what they want. It comes in forms such as:

### **Emotional Abuse**

This is when you are put down, ignored or called names. The abuser may want you to stop spending time with your friends and questions you on every detail on what you've done without him/her. Your partner may use jealousy or anger to intimidate you or to control your behavior, or he/she might deliberately humiliate you in front of others. Your partner might try to manipulate you and make you feel wrong, inadequate or like you're crazy. Another form of emotional abuse is when your partner threatens to hurt him/herself or other people if you break up with him/her. Emotional abuse can be just as damaging as physical abuse.

## **Physical Abuse**

This involves acts such as hitting, slapping, pushing, kicking, pulling hair, choking or threatening to harm you in any way. It could involve using a weapon or an object to threaten or hurt you, smashing things or driving a car dangerously to threaten you. Hurting someone physically or threatening to hurt them in a criminal offence.

## **What can you do?**

- Talk to someone you trust.
- Break off your relationship if your partner becomes abusive. Make a 'safety plan'.
- Consider calling a shelter or Sexual Assault Center.

## **Relationship Warning Signs**

If you answer "Yes" to any of the questions below, you could be in an abusive relationship, or your relationship could become abusive.

- Do you feel nervous around your partner?
- Do you have to be careful to control your behavior to avoid your partner's anger?
- Do you feel pressured by your partner when it comes to sex?
- Are you scared of disagreeing with your partner?
- Does your partner criticize or humiliate you in front of other people?
- Is your partner always checking up on you or questioning you about what you do without him/her?
- Does your partner repeatedly and wrongly accuse you of seeing other people?
- Does your partner tell you that if you change he/she wouldn't abuse you?
- Does your partner's jealousy stop you from seeing your family and friends?
- Does your partner make you feel like you're wrong, stupid and inadequate?
- Has your partner ever scared you with violence or threatening behavior?
- Do you often do things to please your partner, rather than to please yourself?
- Does your partner prevent you from going out or doing things you want to do?
- Do you feel that, with your partner, nothing you do is enough?
- Does your partner say that he/she will kill or hurt themselves if you break up with them?
- Does your partner make excuses for his/her abusive behavior by saying that it's because of alcohol or drugs or because he/she can't control his/her temper, or that he/she was just joking?