



Safety Precautions for Residents

PERSONAL SAFETY WHILE INSIDE YOUR HOME

- **Dial 911 for emergencies.**
- Become acquainted with your neighbors. The better you know them, the better able you are to detect suspicious activity. Instruct children and babysitters to withhold information about who is home, who is out, or for how long someone will be away from home.
- Lock your doors and windows and use deadbolt locks – even while you are inside.
- Close curtains, blinds, and window shades at night.
- When answering the door, see who is there by looking through a window or peephole. If you do not know the person, first talk with him or her without opening the door. Do not open the door if you have any doubts.
- Never allow a stranger to access your home to use the phone – even if they claim it is an emergency. Speak to them through your locked door and offer to make the call for them.
- Always check the ID of all trades people, sales representatives, police officers, or other professionals who wish to come inside your home.
- Be careful to whom you give duplicate keys.
- Do not put your name, address, or phone number on your key ring.
- If you lose your key or if someone you distrust has a key to your apartment, ask management to re-key the locks. It is your responsibility to pay for re-keying, but management will gladly provide you with this service.
- Each month, check your smoke detector for dead batteries or malfunctions.
- Check your door locks, window latches, and other security devices regularly to confirm they are working properly. Immediately report the following conditions to management:
 - Any needed repairs of locks, latches, doors, windows, smoke detectors, or alarm systems.
 - Any malfunction of other safety devices outside your dwelling, such as non-working lights in stairwells and parking lots, blocked passages, etc.
- Mark or engrave your identification on valuable personal property.
- Report unusual, suspicious, or obscene phone calls to the police.

PERSONAL SAFETY WHILE OUTSIDE YOUR HOME

- Use caution when utilizing electronic devices such as cellphones and iPods. Always remain aware of your surroundings.
- Carry your door key in your hand, whether it is daylight or dark, when walking to your entry door. You should not be looking for your keys outside your door.
- Secure all locks when leaving your apartment.
- Leave a radio or TV playing softly while not at home.
- Always tell your roommate or spouse where you are going and when you will return.
- Do not walk alone at night, and do not allow your family or guests to do so.
- Do not hide a key under the doormat or in a nearby flowerpot. These are places that can be searched by strangers.
- Do not lend or give pedestrian gate codes, entry gate cards, or remotes to anyone.
- Set lamp timers when you go out in the evening or go away on vacation.
- Before leaving your apartment for an extended period of time for vacation or other trips:
 - Inform management, family and friends.
 - Ask your neighbors or local law enforcement to watch your apartment.



- Stop your newspaper and mail delivery, or have a friend or family member pick up your newspaper and mail daily.
- If you suspect your apartment has been broken into, immediately call 911 from a neighbor's phone. Do not go inside and risk confronting the burglar or destroying evidence.

PERSONAL SAFETY WHILE USING YOUR CAR

- Lock your doors and keep windows rolled up at all times.
- Do not leave exposed items in your car, such as GPS devices, CDs, wrapped packages, briefcases or purses.
- Do not keep valuables in glove boxes and trunks. They are not appropriate hiding places.
- Do not leave your keys in the car.
- Carry your key ring in your hand while walking to your car, whether it is daylight or dark.
- At night, park under a light and as close to the building as possible.
- If you expect to return to your vehicle after dark, plan ahead and park in a lighted area.
- Do not stop at gas stations or automatic teller machines at night or anytime when you suspect danger.
- Approach your vehicle from behind on the passenger side while conveying the impression that you are just passing by. As you walk past the passenger side, look into the vehicle. If it is safe, proceed to the driver's door, get in, and lock all doors.
- If a person is in your vehicle or loitering around your vehicle, go to a phone and call the police. Do not attempt to confront the stranger.

As you can certainly appreciate, no one can guarantee your personal safety. The best safety measures are the ones you perform as a matter of common sense and habit.

WHAT IS SUSPICIOUS ACTIVITY?

You should report any suspicious activity to the police. But what is suspicious activity? Realistically, there are a great many people, things and situations that might be considered suspicious. A suspicious activity occurs when a person's conduct or action does not fit the norm of your neighborhood. Follow your intuition. If you think or feel that something is wrong or suspicious, it probably is. **CALL 911!**

You should consider the following activities as suspicious:

- Person or vehicle stays in the same place for an unusual length of time.
- Person behaves strangely or exhibits unusual movements.
- Vehicle drives around your block frequently, slowing down and/or speeding up.
- Person conceals an object.
- Person looks into parked vehicles and/or tries door handles.
- Vehicle leaves or arrives from a certain location, without lights, at night.
- Person runs at night for no apparent reason, as if fleeing.
- Person sells items or conducts business out of his car, van, truck or other vehicle.
- Vehicle parked with the engine running.
- Person transports an unusual or valuable object during the night.

If you call the police about suspicious activity and, after investigation, you were wrong about your suspicion, you will not be held accountable or punished in any way. The police understand that citizens are not always right about what they think is suspicious activity. Your role as a concerned citizen is to report whatever you think is wrong or suspicious, and let the police investigate the situation.



For the best report to the police, write down the tag number, color and make of any vehicle involved in the activity and the direction of travel. Also write down a brief description of the suspicious person, including gender, race, hair color, height, build, age, and any other noticeable characteristics.

WHEN IN DOUBT, CALL 911 AND LET POLICE INVESTIGATE. IF YOU DO NOT CALL THE POLICE WITHIN MINUTES OF WITNESSING SUSPICIOUS ACTIVITY, THE SUSPICIOUS PERSON WILL PROBABLY GET AWAY.