

PROTECTING YOURSELF AT HOME

1. If you live alone, don't use your marital status or first name on your telephone listing or mailbox.
2. Don't keep large sums of money in your home.
3. Don't leave expensive equipment or items in plain view through your window.
4. Close your drapes during evening and night hours.
5. Don't undress in front of open windows.
6. Don't answer personal questions on telephone surveys.
7. When recording your answering machine message, don't use your name or telephone number and don't say you're not at home.
8. Install security devices and use them once they're installed.
9. Keep police and fire department telephone numbers near your phone.
10. Mark your valuables and keep an accurate record of your possessions (click here to print a copy of our Personal Inventory List).
11. Get to know your neighbors.
12. Be a concerned neighbor. Call the police if you see a suspicious person, car or situation.

SAFETY FOR APARTMENT DWELLERS

1. Never admit anyone unless you are know him or are expecting him.
2. If you live in an apartment with a front-door intercom system, make sure the landlord keeps it operational. Never admit anyone who is there to see another tenant or to deliver something to another apartment.
3. If you see someone who looks out of place or is acting suspiciously, contact the police.

WHEN SOMEONE COMES CALLING:

1. Make sure you know the person's identity before opening your door when someone knocks.
2. A wide-angle viewer (peep hole) installed in the door is recommended so you can check a person's identity without unlocking the door.
3. If the person is a stranger, don't be afraid to ask for identification. If he or she is unable to do this, don't open the door or admit him or her.
4. Don't admit utility "service reps" unless you have an appointment or can verify their identity.
5. Don't let strangers in to "use your phone."
6. Don't leave notes on your door.

WHEN YOU GO OUT:

1. Don't hide a key.
2. Leave lights burning inside and out while you're away at night.
3. Carry only absolute necessities in your purse.
4. Always be observant of your surroundings.
5. Park your car in well-lighted areas. Always lock the doors and take the keys.
6. When returning home or to your car, have your keys in your hand so you can let yourself in without delay.
7. If you think you're being followed, don't go home. Drive to an open business and call police from there or drive to the nearest police department.
8. Click on our "Vacation Checklist" for tips to help safeguard your home while you're away on business or vacation.
9. If you see any signs that someone may have entered your home while you were away—open door, broken window, slit screen—DON'T enter your house. Go to a neighbor's house and call police from there.

ELEVATOR SAFETY

1. Observe the elevator interior before entering. Wait until the next elevator if you are uncertain of any occupant.
2. Females riding the elevator alone should stand near the control panel. If accosted, press **ALL** buttons.
3. If a suspicious person enters the elevator, exit before the door closes.
4. Observe the corridor for suspicious activity before exiting from the elevator.