

# SAFETY PROTOCOLS

## BUILDING

- Never allow strangers into the building as you are entering or exiting. Be aware of suspicious people loitering around the entrance as they may reach for the open door.
- Stay alert when entering your apartment complex. Do not become distracted (i.e. talking on your cell phone). Criminals look for a weak target and are more likely to pass up someone who appears focused, aware, and strong.
- Never buzz anyone you do not know into the building for any reason. If someone has a legitimate excuse of being inside the complex area, arrangements would have been previously made with the owner and/or property manager.
- Get to know other people who live on your floor so you may be able to identify strangers. Good neighbours look after each other.
- Report any poor lit areas such as entranceways, hallways, etc. or any overgrown shrubbery around your complex to the property manager.
- Do not list your full name on the resident directory board/panel.

## ELEVATOR SAFETY

- Look to see who is in the elevator before entering. If someone looks suspicious, do not enter and wait for the next one to come.

- When inside the elevator, stand near the control panel so you can easily press the alarm/emergency button if necessary.
- If a suspicious person enters the elevator when you are already on, exit before the doors close.

## SUITE

- Make sure that all the locks have been changed since the last owners have moved out, as previous residents may still have copies of keys.
- If you lose your keys, immediately replace your locks.
- Suite doors should have peepholes. If you do not have one, request permission from the Board of Directors so that you may install one.
- Always lock your door even if you will only be out of your suite for a short period. It only takes seconds for a criminal to enter your suite through an unlocked door.
- Collect your newspapers and other packages on a daily basis and never let your mailbox overflow.
- Keep a broom handle or longer piece of wood in the track of sliding glass doors and windows to prevent them from being opened from the outside.
- Make a list of your valuables and keep accurate logs, including any identifying factors like serial numbers or engravings. 📝

