



ADDENDUM H SAFETY GUIDELINES FOR RESIDENTS



SAFETY GUIDELINES. In cooperation with the Missouri Apartment Association, we'd like to give you some important safety guidelines. Follow these guidelines and use common sense in practicing safe conduct. Inform all other occupants in your dwelling, including any children you may have, about these guidelines.

PERSONAL SAFETY -- WHILE INSIDE YOUR APARTMENT

1. Lock your doors and windows -- even while you're inside.
2. When answering the door, see who is there by looking through a window or peephole. If you don't know the person, first talk with him or her without opening the door. *Don't open the door if you have any doubts.*
3. If children (who are old enough to take care of themselves) are left alone in your apartment, tell them to keep the door locked and refuse to let anyone inside while you are gone -- regardless of whether the person is a stranger or apartment maintenance or management employee.
4. Be careful in giving out keys, gate cards, or lock combinations.
5. Don't put your name, address, or phone number on your key ring.
6. If you're concerned because you've lost your key or because someone you distrust has a key, ask the management to rekey the locks (at your expense).
7. Dial 911 for emergencies. If the 911 number does not operate in your area, keep phone numbers handy for the police, fire, and emergency medical services. If an emergency arises, call the appropriate governmental authorities first, then call the management.
8. Check your smoke detector monthly to make sure it is working properly and the batteries are still okay.
9. Check your door locks, window latches, and other security devices regularly to make sure they are working properly.
10. If your doors or windows are unsecured or you have a break-in, malfunctioning lock, or latches, talk with friends or neighbors until the problem is fixed.
11. Immediately report the following to the management -- in writing, dated and signed:
 - Any needed repairs of locks, latches, doors, window latches, smoke detectors, and alarm systems.
 - Any malfunction of other safety devices outside your apartment, such as broken gate locks, unlit exit lights in stairwells and parking lots, blocked passageways, broken fire extinguishers, etc.
12. Close curtains, shades, and window shades at night.
13. Mark or engrave your driver's license number or other identification on valuable personal property.
14. Lock your doors while you're gone. If you have them, lock your door handle locks, keyed deadbolt lock, sliding door pin lock, sliding door handle latch, and sliding door security bar.
15. Leave on a radio or TV playing softly while you're gone.
16. Close and latch your windows while you're gone, particularly when you're on vacation.
17. Tell your roommate or spouse where you are going and when you'll be back.
18. Don't walk alone at night. Don't allow your family to do so.
19. Don't hide a key under the doormat or a nearby flowerpot. These are the first places a burglar will look.
20. Don't give entry keys, codes or electronic gate cards to anyone.
21. Use lamp timers when you go out in the evening or go away on vacation. They can be purchased at most hardware stores.
22. Let the manager and your friends know if you'll be gone for any extended time. Ask your neighbors to watch your apartment since the management cannot assume that responsibility.
23. While on vacation, temporarily stop your newspaper, mail delivery, or have your mail and newspaper picked up daily by a friend.
24. Carry your door key in your hand, whether it is daylight or dark, when walking to your entry door. You are more vulnerable when looking for your keys at the door.
25. Lock your car doors while driving. Lock your car door and roll up the windows when leaving your car parked.
26. Don't leave exposed items in your car such as tapes, CDs, wrapped packages, briefcases, or purses.
27. Don't leave your keys in the car.
28. Carry your key ring in your hand whenever you are walking to your car -- whether it is daylight or dark and whether you are at home, school, work, or on vacation.
29. Always park in a well lighted area. If possible, try to park your car in an off-street parking area instead of the street.
30. Check the back seat before getting into your car.
31. Be careful when stopping at gas stations or automatic teller machines at night, or anytime when you suspect danger.

PERSONAL SAFETY AWARENESS

No security system is failsafe. Even the best system can't prevent crime. Always act as if security systems don't exist since they are subject to malfunction, tampering, and human error. We disclaim any express or implied warranties of security. The best safety measures are the ones you perform as a matter of common sense and habit.

Date _____ Resident _____ Address _____