

# How to keep safe at home

## How to keep your home safe

- Keep your front door, yard and back door well lighted—energy efficient fluorescent bulbs of less than 10 watts will give off illumination of conventional 60 watt bulbs--
- consider a motion sensor light for front and back yard
- Always close your front gate, garage door, driveway gate.
- Keep front and back doors locked at all times. If you open the windows, keep them on the catch or install window locks that allow you to open windows a few inches. Remember to close and lock them if you go out.
- Dead bolts are excellent for all doors ---use a keyed rather than thumb latch model and keep the key close but not in the lock. Use this deadbolt each time you close your door.
- If you have a storm or screen door, make sure the locking device is working. Lock this door each time you use it.
- Put a Sticker (proclaiming you use a security system—even if you don't) on you front door and back door-
- Before you open the door—look through the peep hole---call out to the person to identify themselves
- Put a door chain on before opening the front door. If you don't have one, ask the caller to hold their ID card up for you to view thru door window –Use the telephone book to find number of company to verify
- **DO NOT BE AFRAID TO TELL SOMEONE YOU REFUSE TO OPEN THE DOOR**
- Put door and window keys somewhere safe—Now easily visible and not obvious to potential burglars. Remember not to store your additional keys in a place easily viewed from doors or windows. But You need to be able to find them quickly if you need to get out.
- Do not keep large amounts of money at home.
- Keep money and all important things away from windows. If there is a safe in your home, keep money and all important things in the

safe.---Make sure the safe is fireproof—consider taking pictures of all your valuables and the layout of each room for insurance purposes--

- When you go out at night, keep a light or a radio on, and close the curtains. This makes it look like someone is at home.

When people you don't know call at your door

- always--Keep your front and back doors locked. Use deadbolts!
- Look to see who is at your front door, through the window or peep-hole. An ID or identity card is with the caller's picture, name and the name of the company where the caller works should always be available to view when requested
- Keep the chain on the door. Check the caller's identity. Check that they are who they say they are.
- The callers might say they have come to check your electricity, water or gas meters. The callers might say they are from the city. Phone (do not accept a phone number from the person at the door—look it up instead) the company the caller works for. Find the number of the company in the phone book. Do not use the number on the ID card.
- If you are not sure about the caller, ask them to make an appointment to come back when a friend or family member can be with you.
- If you are not sure, keep them out!
- Don't become panicky at the amount of time this might take---YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR