

Safety Guidelines for Residents

In cooperation with the Texas Apartment Association, we'd like to give you some important safety guidelines. The Texas Police Association and the Sheriffs' Association of Texas have approved these suggestions. Follow these guidelines and use common sense in practicing safe conduct. Inform all occupants in your dwelling, including any children you may have, about these guidelines.

PERSONAL SAFETY - WHILE INSIDE YOUR HOME

1. Lock your doors and windows - even while you're inside.
2. Use dead bolts on the doors while you're inside.
3. 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.*
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. You have a statutory right to have that done, as long as you pay for the rekeying.
7. Dial 911 for emergencies. If the 911 number does not operate in your area, keep phone numbers handy for the police, fire, and EMS. If an emergency arises, call the appropriate governmental authorities first, then call the management.
8. Check your door locks, window latches, and other devices regularly to be sure they are working properly.
9. Check your smoke detector monthly for dead batteries or malfunctions.
10. Immediately report the following to the management - in writing, dated and signed:
 - * any needed repairs of locks, latches, doors, windows, smoke detectors, and alarm systems;
 - * any malfunction of other devices outside your home, such as broken gatelocks, burned out lights in stairwells and parking lots, blocked passages, broken railings, etc.
11. Close curtains, blinds, and window shades at night.
12. Mark or engrave identification on valuable personal property.

PERSONAL SAFETY - WHILE OUTSIDE YOUR HOME

13. Lock your doors while you're gone. If you have them, lock your door handle lock, keyed dead bolt lock, sliding door handle latch, and sliding door 'Charlie bar'.
14. Leave a radio or TV playing softly while you're gone.
15. Close and latch your windows while you're gone, particularly when you're on vacation.
16. Tell your roommate or spouse where you're going and when you'll be back.

17. Don't walk alone at night. Don't allow your family to do so.
18. Don't hide a key under the doormat or a nearby flowerpot. These are the first places a burglar will look.
19. Don't give entry codes or electronic gate codes to anyone.
20. Use lamp timers when you go out in the evening or go away on vacation. They can be purchased at most hardware stores.
21. Let your friends know if you'll be gone for an extended time. Ask your neighbors to watch your home since the management cannot assume that responsibility.
22. While on vacation, have your newspaper delivery stopped - or have a friend pick up your newspaper daily.
23. While on vacation, have your mail temporarily stopped by the post office or picked up regularly 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.

PERSONAL SAFETY - WHILE USING YOUR CAR

25. Lock your car doors while driving. Lock your car doors and roll up the windows when leaving your car parked.
26. Don't leave exposed items in your car, such as cassette tapes, wrapped packages, briefcases, or purses.
27. Don't leave your keys in the car.
28. Carry your key ring in your hand while walking to your car - whether it is daylight or dark and whether you are at home, school, work, or on vacation.
29. Try to park your car in an off-street parking area rather than on the street. If you park on the street, park near a streetlight.
30. Check the backseat before getting into your car.
31. Don't stop at gas stations or automatic-teller machines at night or anytime when you suspect danger.

PERSONAL SAFETY - AWARENESS

No security is failsafe. Even the best system can't prevent crime. Always proceed 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.