

PROTECTING YOUR FAMILY
OR
YOUR BUSINESS

EVERYDAY SECURITY TIPS

- Be 'clueless'! Don't leave clues that you're not home. (Clues: overflowing mail, un-shoveled snow, overgrown grass, no lights, etc.)
- Mark all valuables for identification. Insure them. Securely store them.
- Pay the same attention to security when you go out for breakfast as you would when you go on vacation.
- Know at least two or three of your neighbors and their phone numbers.
- Hold a 'family meeting' three times a year to discuss good security habits.
- Never leave ladders, step stools, etc. out in the open. They can be used to assist a break-in, so they should be locked away.
- Install motion lights in your front and back yards.
- Place at least one interior light on a timer so that it automatically turns on and off at a certain time daily.
- It takes more electricity to turn a radio on and off than it does to leave it playing. Leave a radio playing all the time that you're not at home.
- Take the time to complete a photo and video inventory of all of your valuables. Store these in a safety deposit box.
- Install a 'viewer' on any doors without windows.
- When moving into a new home or office, change all the locks.
- Is there a working flashlight in your bedroom and in your office? There should be one in each.
- When working, or playing, in your yard, make sure all of the doors are locked.

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- Every household should contain at least 2 fire extinguisher and every family member should know where they are and how to use them.
- Every business should contain multiple fire extinguishers and every staff member should know where they are and how to use them.
- Bicycles not in use should be chain-locked or stored in a locked garage.
- Leaving the empty boxes from new televisions, stereos, computers, etc., out in the open with the recycling / garbage is both an advertisement and invitation to intruders. Don't advertise recent purchases.
- Engage in a 'disc exchange' partnership with a family member, friend or fellow business person. Once a month, back-up your computer's information onto a disc. Keep the disc at your 'partner's' location.
- Leave spare keys with a trusted neighbour. These could come in handy whether you lock yourself out of your house or car, or in an emergency when you're not around.
- When leaving your car for servicing at the garage, leave only your ignition key.
- Where is your purse or wallet while you are sleeping? Rather than leaving it near the door, handy for the next morning -- or an intruder -- develop the habit of putting it in a safe place in your bedroom and going there for it before leaving in the mornings.
- Always report suspicious persons or vehicles to your nearest police station. If the police are out patrolling anyways, they can do so more effectively if they know where and what to look for.
- When reviewing the security of your home or business, check with the experts. A 'bargain-priced' lock may not be such a bargain, if it doesn't work effectively.

Effective security is a combination of many things. As well as good locks, you may need to reinforce your door and frames. If there is glass within reach of the locks, you should have security laminates protecting that glass. If you are having a security alarm system installed, there are many variables you will want to consider. The most economical combination is the one that works for your situation.

- The last employee to leave the office, and the last family member to retire for the evening, should complete a 'walk through' of the office or home. You cannot double check enough when it comes to security!