



## Safety Tips from Carolina Foothills

- Always keep doors and windows to your apartment locked, especially when you are alone, sleeping, or the apartment is left unoccupied (even if only for a few moments).
- Keep first floor, fire escape, and other accessible windows closed and locked unless they are equipped with security gratings
- **DO NOT** leave the exterior doors of your building unlocked or propped open. When entering or exiting, make sure all doors are securely locked. If you see a door that is not secure, make sure you lock it.
- **DO NOT** allow strangers into your building or apartment. Observe visitors through your door viewer or window prior to opening the door. Have repair or service personnel show official identification and confirm their presence with the person requesting service. Deliver persons should remain outside to await the person requesting the deliver. If someone you do not know asks to use your phone, offer to make the call for them.
- Report all strangers seen wandering inside or loitering outside your house or apartment to the police.
- Question unescorted persons in your apartment or building. If you are uncomfortable doing this personally, call the police.
- **NEVER** loan anyone your key. Non-residents, even close friends, do not have the same level of concern for the security of your house. Do not leave your keys unattended in your room or apartment. Do not put your name or address on your key chain. If keys are lost or stolen, report the loss immediately to the police and have your locks changed. At night always have your keys ready before you get to the door.
- Have your local police telephone number posted near all telephones in case of emergency. Clemson Police Department (864) 656-2222
- Always keep your windows covered at night and leave lights on in two or more rooms. Never reveal to a visitor or telephone caller that you are alone. Call out in a loud voice, "I'll answer it!" when there is a visitor at the door to imply that you are not alone.
- Do not use your first name on mailboxes or in telephone directories. Use your first initial only.
- Be aware of deserted laundry rooms, common lounges, basements, parking garages, and elevators, especially late at night. Consider using or entering these areas when others are around.
- Try not to enter elevators with a stranger. Stand next to the control panel. If confronted by an assailant, push the emergency alarm and as many floor buttons as possible (do not push the stop button).
- Immediately report malfunctioning doors, windows, security gratings, lights, overgrown shrubbery, etc. to Carolina Real Estate.
- Always escort your guests in and out of the building. Remember, you are responsible for the conduct of your guests while they are present in your building. Individuals not living in your building may not feel a sense of obligation to you, your property, or other residents.
- Avoid walking alone at night, but if you must stay in well-lighted, open areas or call the Clemson Police Department for an escort.
- If there is an emergency, please call 911.

