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Newsletter

Dec 2009

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*Dear Reader,*

Please give a thought this Christmas about your own security, whether it be at home or in business. You will find enclosed our security tips for this month which may help you and your valuables remain safe over the holiday period.



**Protect Your Home While Away**

Be sure to lock before you leave, and let a neighbour have a key. When leaving your home, practice the following advice - it could pay big, big dividends.



**Going out to dinner?**

A home with a 'lived-in' appearance is a deterrent to burglars. Never leave notes that can tell a burglar your house is unoccupied. Lock all windows and doors before departing. An empty garage advertises your absence, so close the doors.

**SAFETY AT HOME!**

**Safety at Your Front Door**

- Never automatically open your front door. Make sure you know your caller's identity before admitting them.
- If the person at your door is a stranger, ask for identification. If they are unable to give you this, do not let them in.
- It is advisable to have a peep-hole in the door so that you can check a caller's identity.

**Home Safety**

- All doors in your home leading to the outside should have dead-bolt locks.
- When away at night, leave a light on.

When out at night, leave one or more interior lights on a timer.

Do not leave door keys under mats, over the doorway, or in other obvious places.

**Going on holiday?**

Cancel milk, paper, and other deliveries - do not leave notes.

Arrange for someone to maintain your lawn.

Arrange to have someone pick up your mail daily or ask the post office to forward it on.

Tell your neighbours that you are away and leave a key with them so they can check your house periodically. Ask them to vary the positions of your curtains and blinds.

Do not publicise that you will be away as burglars specialise in reading newspaper ads of people's holiday activities.

**Always remember to:**

- Lock before you leave.
- Trust a neighbour with a key.
- Be a concerned neighbour yourself.

**Burglar Proof Your Doors**

The majority of devices mentioned below cost very little. All of them will help make your house or apartment more secure.

Begin with a home 'security' check. Start with the front door and work clockwise around the entire inside of your ho with the back yard, fence, gates and garage.



- Do not leave a key over a door or under a mat.
- Use a padlock on the inside of your garage door to keep intruders out.
- Mark your valuables and keep an accurate record of all your most valuable possessions.
- When on holiday: stop all deliveries; put a light on a timer; notify the police and have a neighbour check your home periodically; have someone maintain your lawn.

### Safety for the Apartment Dweller

- Always ensure the intercom system of your apartment building is working properly.
- Never admit anyone unless you know them or are expecting them.
- Never admit anyone to the building who is there to see another tenant or to deliver something to another apartment.
- Do not admit anyone asking to come in to do work for another tenant - refer them to the building's manager.
- If you see someone in your building acting suspiciously, contact the police.

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### Locks, Bolts & Hinges

A **Dead-Latch** is an inexpensive lock set which prevents your door from being opened with a credit card.

**Auxiliary Deadbolt** - 1" dead bolt, single cylinder with hardened cylinder guard, and thumb turn - this is recommended for extra security for all exterior doors.

**The Rim Lock** is a 1" dead bolt lock which is installed on the inside surface of the door. Otherwise known as a standard Yale lock.

**Flush Bolts** - Installed at the top and bottom of the inactive door or a pair of doors. Flush bolts offer additional security as they are not accessible from the outside.

### **Burglar Proof Your Windows**

Fit locking devices, particularly to ground floor windows or those with balconies. Never leave a window open when you're out, even if this is for a short period of time.



**Casement Windows** are the simplest to secure.

**Sliding Windows** - be sure to keep the window from sliding out of or being lifted up out of the track.

Many burglars enter homes by simply breaking glass windows. A good deterrent is to have better quality glass installed at vulnerable points around the perimeter of your residence. Most burglars avoid attempting to break the following types of glass:

**Laminated Glass** is made by a vinyl or plastic interlayer sandwiched between two layers of glass and adds additional strength to your windows.

**Tempered Glass** is four to five times stronger than regular glass.

**Wired Glass** adds the benefit of a visible deterrent and extra effort is needed to break through it.

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