

BEST PRACTICE TIP

10 Tips for Better Building Security

1. Lock all exterior doors that not being used for activities.
2. Lock all interior areas containing expensive (unique) equipment.
3. Ensure all door and window locks are in good working order.
4. Challenge all unknown personnel in your building.
5. Immediately report stolen or missing school keys.
6. Keep trees and shrubs trimmed so that windows and doors are not blocked.
7. Ensure your exterior lights are working properly.
8. Secure all (allowable) exterior gates and entrances.
9. Draw and close window shades / blinds at night to prevent easy "casing" by would-be burglars.
10. Ensure that all HCS property is properly marked.

FOR ADDITIONAL BUILDING SECURITY SUGGESTIONS / ASSISTANCE OR TRAINING MATTER RELATIVE TO BUILDING SECURITY, SECURITY AND FIRE ALARM SYSTEMS, SCHOOL SECURITY ASSESSMENTS, GENERAL SCHOOL VIOLENCE, OR OTHER SCHOOL SECURITY CONCERNS, PLEASE CALL THE SECURITY SERVICES DEPARTMENT AT 623-3996.