

# PLEASE TAKE AN ACTIVE ROLE IN YOUR OWN SAFETY SAFETY IS EVERYONE'S RESPONSIBILITY

Your safety & security is important to us. Please take a moment to educate yourself on your apartment and as you are out about town with friends follow the buddy system.

Also, pre-discuss a plan on how you will be getting home.

Your apartment has a variety of building security & fire protection items in place (will vary by building and apartment) such as; building's entry door closures, carbon monoxide and smoke detectors, fire doors and fire extinguishers in common areas. These are all for your protection...please **DON'T** tamper with or remove them.

Report to your landlord immediately any doors, lighting, smoke detectors or fire extinguishers that are missing or not working properly.

## BUILDING SECURITY & PERSONAL SAFETY

With busy lives and desire for convenience, security too often takes a back seat to carelessness.

Please review these "Do's and Don'ts" with your roommates.

### DO'S

1. **Entry Doors:** Keep closed **AT ALL TIMES.**  
When coming and going, make sure you lock your apartment door. Make sure the building entry door closes and latches completely behind you.
2. **Awareness:** Look around before you leave. Report anything that appears suspicious to you.
3. **Renters Insurance:** You will need your own policy to protect your belongings in case of fire or theft.
4. **Out On The Town:** Have a game plan on what you are doing and where you are going. Share those plans with others. If plans change, let someone know. Practice the "Buddy System". When walking home, stay on well-lit, high traffic, highly visible areas.

### DON'TS

1. **Keys:** **DON'T** leave a "hidden key" outside for a friend. Don't give apartment keys to anyone else.
2. **Entry Doors:** **DON'T** disarm or tamper with entry door closures or locks. Propping doors open or tampering with door closures is counter-productive to keeping you safe.
3. **Out On The Town:** **DON'T** walk home alone, never drive under the influence. Call a friend or a cab. Stay put until they arrive.

Information Courtesy of:



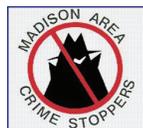
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[www.MadisonFire.org](http://www.MadisonFire.org)



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<http://www.ci.madison.wi.us/police/crimestop.html>



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[www.AppleWoodStorage.com](http://www.AppleWoodStorage.com)



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# FIRE SAFETY

After move-in, tour hallways, basement and common areas to locate exits (doors & windows). Know where fire extinguishers are, and which fire doors should be kept closed. Inside your apartment, locate smoke and carbon monoxide detectors. Make sure they are working.

## DO'S

1. **In Case of Fire:** Begin evacuation and call 911 from a safe location. If the fire is not spreading **AND** you are familiar with the proper use of fire extinguishers, you may then attempt to extinguish the fire. Know both your limits and the fire extinguisher's limits.
2. **Escape Plan:** Develop and practice a fire escape plan with roommates and know at least two ways out of each room. Select a safe place outside to meet. When at a party, night club or large-scale event, know two ways out in case of emergency.
3. **Smoke Detectors:** Test smoke detectors regularly and do not tamper with or disconnect the battery. It is **YOUR RESPONSIBILITY** to ensure the smoke alarm is in working order. Notify your landlord if it is not.
4. **Fire Extinguishers:** When using; PASS...Pull the pin, Aim low at base of the fire, Squeeze lever to discharge, Sweep nozzle from side to side. **ALWAYS** keep your back to an unobstructed exit that is free from fire.
5. **If a Cooking Fire:** Call 911 immediately. Then, if you can, slide a pan lid over flames to smother a grease or oil fire. Then turn off the heat and leave the lid on until the pan cools. Never carry the pan outside. Extinguish other food fires with baking soda. Never use water or flour on cooking fires. For oven fires, shut the oven door and turn off the stove to smother.
6. **Cooking Safely:** Unattended stoves are the #1 cause of cooking fires. Stay in the kitchen and keep an eye on your stove. Wear short or close-fitting sleeves and turn pan handles inward to prevent spills and burns. Keep cooking surfaces clean to prevent food and grease build-up. **If alarm goes off from cooking open a door or window vs. disabling a smoke detector.**
7. **Fire Doors:** Doors to basements, laundry and furnace rooms are "fire doors" that must be **CLOSED AT ALL TIMES** (never propped open).
8. **Grilling:** Cool coals with water and stir to make sure they are completely cooled down before disposing in a waste receptacle.
9. **Space Heaters:** Are to provide supplemental heat **ONLY**, not to warm bedding or dry clothing. Keep things that burn at least 3 feet away. Always turn off when you leave the room or go to sleep.
10. **Candles & Smoking Materials:** Make sure candles are in a sturdy holder and kept at least 3 feet from anything. **ALWAYS BLOW OUT** when leaving apartment or going to sleep. When smoking, be sure smoking materials are fully extinguished and disposed of in metal containers as smoking materials are the leading cause of fatal fires.
11. **Having Guests:** 40% of fatal fires involve the use of alcohol by victims, their family and friends. Ask guests not to tamper with any of the safety measures of your apartment and to drink responsibly.

## DON'TS

1. **Smoke Detectors:** **DON'T** disable smoke detectors because of nuisance alarms caused by cooking fumes or smoking cigarettes. **Instead of disarming a smoke detector, open a window to vent out the smoke.** Ask cigarette smokers to smoke outside.
2. **Hallways:** **DON'T** leave garbage bags or bikes in hallways. In event of a fire, the hallway may be best or only safe exit path to get outside.
3. **Basement Storage:** Store only in approved/ designated storage areas. **DON'T** store anything in furnace rooms, up against electrical panels, laundry rooms, or any hallway.
4. **Grilling:** **DON'T** cook on any balcony or porch. Anything with an open flame must be at least 10 feet from the building (fines up to \$101.50 for violations). Cool coals with water and stir to make sure they are completely cooled down before disposing double-bagged in a waste receptacle.