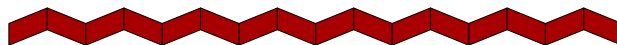


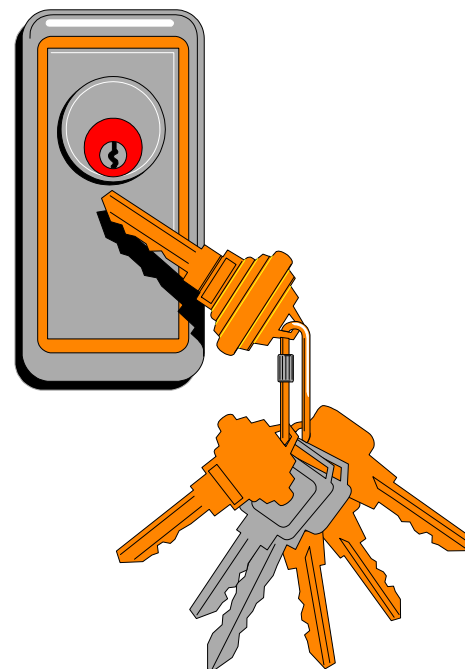


# 10 TIPS FOR BETTER BUILDING SECURITY



## Safety & Security Fact Sheet

1. Lock all exterior doors that are not being used for activities.
2. Lock all interior areas containing expensive equipment such as computers.
3. Make sure that all door locks and window latches are in good working order.
4. If you see someone in your building you do not know, determine who they are and why they are in your building.
5. Report stolen or missing keys immediately.
6. Keep trees and shrubs trimmed so that windows and doors are not blocked.
7. Check your exterior lighting to make sure everything is working properly.
8. Secure all exterior gates and entrances.
9. Draw and close window shades at night to prevent easy "casing" by would-be burglars.
10. Make sure that all FCPS property is clearly marked with the school name and location code.



If you need additional information about how to improve the security of your building, call the Office of Safety and Security at 703-764-2400. Training sessions are available on building security, the security and fire alarm system (SAFAS), security assessments, or specific security concerns at your facility.

For more information, visit our web site, [www.fcps.edu/fts/safety-security/factsheets/sec-2.pdf](http://www.fcps.edu/fts/safety-security/factsheets/sec-2.pdf).  
If you need assistance, call the security section at 703-764-2400.