

## COMMON SENSE SAFETY TIPS

Despite Cummings' enviable public safety record over the years, the possibility of theft and crime exists everywhere. The following "common sense" safety tips are intended to be friendly reminders to help you better provide for the safety and security of your people and property while a Cummings client. Please review this information, post it for employees, and save a copy for future reference.

- ◆ **Use Care and Be Aware of Your Surroundings:** All persons employed at or visiting Cummings locations are responsible for their own safety and the security of their property and should use care at all times. Experts remind us that general awareness of your surroundings is the foundation to personal safety. Resident firms should periodically review their individual security measures, practices and policies. ***No security services are provided by Cummings.***
- ◆ **Call 9-1-1:** Anyone observing any sort of suspicious or potentially illegal activity, fire or anyone in danger or in need of emergency assistance, or vandalism, is strongly encouraged to call 9-1-1 immediately to alert Beverly Police, Beverly Fire Department and/or other emergency services.
- ◆ **Always Throw Your Deadbolt and Change Your Locks if You Wish:** Standard Cummings entry doors are typically equipped with both a standard lock within the doorknob and a deadbolt mechanism. When the deadbolt is engaged, the doorknob lock is automatically locked too. Anytime you leave the office, even briefly, remember to throw the deadbolt! Also, a tenant may change its exterior door locks off Cummings' master key system if it so chooses. If you would like us to keep a copy of the new key at our office, you may drop one off.
- ◆ **Hide and Lock Up Valuables:** Do not leave valuables in plain view, whether in an office or a vehicle. Close window blinds and conceal or remove cell phones, laptops, etc. Additional measures include installing security software and/or using security cables or enclosures for laptops and other valuable portable devices. Always lock your office (using the deadbolt) and your vehicle. Similarly, remember to use a high-quality lock when securing a bicycle to any onsite bicycle rack.
- ◆ **Inventory Belongings:** Resident firms and individuals alike may want to consider making a list or video inventory of valuable equipment or belongings, including makes, models and serial numbers. Personal property and valuables can be permanently marked with electric engravers. Also, bicycles can be registered with the Beverly Police.
- ◆ **Consider Installing an Alarm:** Resident firms with valuable equipment may also want to consider installing a private alarm system. All client firms with alarms must establish an automatic notification system so that an independent monitoring company, a firm representative and/or local authorities are contacted if the alarm is triggered. Once the alarm is installed, do not share the code with others unnecessarily.

**Please also note the following important policies regarding safety at Cummings:**

**UNMONITORED VIDEO RECORDING:** Numerous video cameras are scattered throughout Cummings and are used regularly to record various building entryways, parking and other common areas. These cameras are *not* actively monitored and are solely for the benefit of the building owner and property management firm. The cameras should not be relied upon in any way nor construed as any undertaking by Cummings to provide security services to any other party.

**WATCHSTAFF:** Cummings watchstaff visit the buildings several times nightly solely for the purpose of locking common entry doors and surveying the buildings for incidents such as fire, water leaks and vandalism. While these attendants may serve as an occasional visual deterrent to illegal or otherwise unauthorized activity, they are not trained security personnel and are strictly instructed only to alert police if they witness suspicious activity.