

## **Tenant communication tips:**

1. Reassure your tenants with a written notice that you are undertaking an in-depth review of the security for the building. You will want to do this both as a matter of public relations and enhanced security awareness. Remember that security is everyone's business. The more people you have looking out for potential criminal activity, the more secure you will be.
2. Tell your tenants that you are part of a nation wide communications network through the Building Owners and Managers Association and you are on the alert for any information that would help secure their buildings

Don't forget that BOMA has a revised Security and Emergency Planning Guidebook updated at the end of last year with check lists and background information to help you secure your buildings. It may be ordered directly from <http://www.boma.org/pubs/epg.htm>. The title of the publication is "Are our Tenants Safe"? There are other Safety and Emergency Planning publications there as well.