



Neighborhood Risk Management
C O R P O R A T I O N
NWOs working to insure safer communities

October 2014

Halloween Safety Tips for Property Owners and Property Managers

At NRMC, safety for our members and their residents is of paramount importance. Now that fall is here and Halloween is around the corner, we wanted to offer the following tips to keep your properties and their residents. This year Halloween will be on Friday, October 31, 2014.

Property Safety - Set your Rules in Advance

Time: Block out a specific time frame for the trick-or-treating hours at your property.

Security/Access: Consider the security situation at your properties.

- Will Trick-or-Treaters need to be "buzzed in" by a resident? Will there be any screening or patrolling in the lobby? Will trick-or-treaters be permitted throughout the building? Elevators? Stairwells? Will there be "off limits" areas?
- Consider limiting trick-or-treating to the lobby, and even a set time block. In advance of Halloween, post "trick-or-treat hours" in the lobby and other communal areas, to avoid "late night" or unexpected visitors and possible intruders.
- If your property has multiple entrances, limit trick-or-treaters to one designated entry, and mark that entry.
- Children (under 12) should be escorted by an adult.

Resident Sign-Up List: If your property will allow door-to-door trick-or-treaters:

- Post a sign-up sheet in the lobby in advance of October 31 for people who want trick-or-treaters to stop by their apartments.
- Place a tag on those doors that welcome trick-or-treaters.

Access / Pathway: Clear a path to your property's entry.

- Check walkways, paths and yard for trip hazards or anything that could possibly cause someone to get hurt or trip.
- Make sure all pathways and entries are well lit.
- Consider whether your property is conducive for people to congregate and congest the entry.

Lighting: Make sure there is plenty of light at and throughout your property. Costumes can be dangerous. Masks cut down on visibility. Long or dragging costumes can create trip hazards. Remember that little children will be excited about the candy and not focusing on safety. Even adults are distracted by the costumes and cuteness of the children.

Decorations: Make sure that decorations are well placed and do not block access or public spaces.

- Hanging decorations should be placed as high as is safely possible.
- Avoid decorations that require plug-in electricity. Electrical cords should be avoided. Use battery-operated decorations.

Consider limiting your candy distribution to the lobby or an area outside the building.

- You can bypass many of the risks by setting up a trick-or-treat welcome station outside your property - near your driveway or walkway - or in the lobby.

Post the Rules in advance of Halloween and don't rely on residents to enforce them.

Happy and Safe Halloween!



Battery-operated candle Jack-o-Lantern

For Further Information and Tips contact Deborah Aschheim of Neighborhood Risk Management Corporation, 212.509.6762 daschheim@neighborhoodrisk.org