

ARE YOU PREPARED?



BURGLARY PREVENTION TIPS FOR BUSINESSES



Check your locks.

Make sure all outside entrances and inside security doors have proper working locks; if it has a lock use and test it.



Keep your Safe Secure.

Be sure the safe is fireproof and securely anchored. Leave it open when it is empty, use it to lock up valuables when you close.



Check Doors and Windows.

Check all doors and windows prior to opening the store to make sure illegal access to the location or an attempted break-in did not occur.



Safe Closing Procedures.

Two people should verify the safe is locked & secure at closing. Don't leave money out in plain view, and if possible, make a bank drop/deposit before closing.



Two-Person Closing.

Use a two-person approach to closing the store and verify doors are closed and secured.



Change Safe Combination.

Remember to change the safe combination when an employee who has had access to it leaves your business.



Prevent Door Removal.

Have outside or security doors metal-lined and pin all exposed hinges to prevent removal.



Invest in a Security System.

Motion sensors, as well as door and window sensors should be installed. Routinely test the alarm system.



Secure Windows.

Secure and lock all windows and consider lining them with shatterproof film to prevent unauthorized easy and quick access.



Communicate with Alarm Company.

Your alarm company should be kept up to date with contact information, and the person responsible for responding to the business if the alarm is activated.



Check Line of Sight.

Remove all expensive items from window displays at night and make sure your business has an open line of sight after closing.



Invest in Surveillance System.

Have cameras both inside and outside the business. Make sure they are tested and the times and date are kept current.



Lighting.

Light the inside & outside of your business, especially around doors, windows, skylights, or other entry points. Consider installing covers over exterior lights/power sources to deter tampering.



Use Overt & Covert Cameras.

Have the system accessible by a manager or contact from off sight location. Utilize both overt and covert surveillance cameras concurrently.



Parking Lot Safety.

Check the parking lot for good lighting and unobstructed views.



Hide On-Site Video Storage.

Keep on site video storage devices hidden and secured to prevent intruders from being able to disable the system. If possible, go to cloud-based.



Empty Registers.

Keep cash registers open and empty after closing. Possibly place signs indicating the registers are empty at night.



Pay Attention to Detail

If you see something that does not look right, report it to local law enforcement.