

7. Make sure employees know how to use the alarm system. Any action to activate the alarm system during a robbery should be done carefully, without an action that alerts, disturbs, or otherwise angers the robber.
8. Always ensure proper testing and service of the on-site alarm system.
9. Keep cash amounts on the premises to a minimum, and make frequent deposits to the bank.
10. When making deposits, do not establish a routine, & go directly to the bank as soon as possible.
11. If large amounts of money are handled, consider the use of an armored car service.
12. Develop a training program for all personnel in the proper response to robbery situations.
13. Conduct a thorough screening check on all personnel before they are hired.



14. Use at least two employees, to open and close the business each day. Use the front entrance when opening and closing, and avoid dark areas, etc.
15. During a robbery, take no overt action which would jeopardize your safety or that of others.
16. During a robbery, attempt a prearranged signal to other employees when it is safe to do so. Carefully make good observations of the robber, and:
 - a. Look for accomplices;
 - b. Observe vehicle used;
 - c. Note type of weapon;
 - d. Exact time of robbery;
 - e. Direction of travel;
 - f. Description of money and articles taken;
 - g. Protect the crime scene, and ask witnesses to stay until police arrive at the business;
17. Maintain 'decoy' money in cash registers and safe at all times.
18. Connect alarm system to the safe, and make sure it is secure at all times.
19. Exercise good key control & key security for all your business operations.
20. Implement security policies and procedures.
21. Be security and safety conscious at all times, and plan ahead to reduce your chances of becoming a victim.

BASIC
BUSINESS SECURITY
PLANNING

Burglary & Robbery
Prevention

By
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BUSINESS SECURITY PLANNING:

Conduct an analysis of your business operations to ensure a good level of minimum security countermeasures, to reduce the opportunity for criminal activity. Practice security safeguards and make your business uninviting to a criminal. Make it difficult for a criminal to gain access to your business by ensuring proper perimeter protection at all times. Secure & protect high risk items through the use of effective anti-theft devices and secure storage. Increase the odds against the potential thief with a good working plan of security. Educate and train your personnel in the proper crime prevention techniques.

Consider the following minimum security recommendations in developing your security countermeasures. And, keep in mind that no system of security is 100% foolproof for every situation. But, through good planning and practice, you can reduce your chances of becoming a victim.

BURGLARY PREVENTION

1. Ensure that the business is well protected by solid and heavy doors, with maximum security dead-bolt locks.
2. Protect glass in doors, and windows with protective materials such as grillwork or heavy gauge screening.

3. If possible, use break-proof glass for exterior windows & doors.
4. If choosing a business location, identify low-risk and low crime areas, in a stable neighborhood.
5. Get other businesses involved in a business crime prevention program. Help each other reduce the opportunity for criminal activity.
6. Use protective grillwork for skylights, ventilators, and other openings.
7. Provide adequate external & internal security lighting & reduce possible places where a burglar could hide.
8. Keep high-risk valuables out of display windows at night. Secure them in a protected & alarmed storage area.
9. Make sure you have adequate insurance for all business operations.
10. Consider the installation of an effective alarm system.
11. Leave cash registers empty & open at the close of the day and ensure cash-handling security at all times.



12. Anchor the safe, and ensure that it is properly rated for storage of money.
13. Conduct thorough background checks on all personnel before hiring them.

ROBBERY PREVENTION

1. If you observe suspicious persons or actions around your business, call the police immediately.
2. Be alert to persons lingering on the premises with no apparent intention of buying anything.
3. Maintain visibility into the business at all times.
4. Use adequate security illumination inside and outside. Keep all entrances & exits, stairwells, loading docks, parking areas, etc., well-lighted.
5. Provide good security for cash-handling operations at all times. Install proper barriers, controls, secure locations, etc.
6. Install the proper robbery alarm system, that provides silent notification of the police.

