



Robbery & Security Checklist



Commercial robbery occurs while businesses are open and employees are present. It is the act of using force or intimidation to take possessions from others. Commercial burglary occurs when nobody is present. Businesses can make themselves less vulnerable by viewing it through the eyes of a robber...What do they see? What can your employees see? What can innocent people driving/walking by see? Use this security checklist as a guide to make your business less of a target by improving any questions you answer "no" to:

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is your business located near other businesses? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your business open during "regular" business hours while passerbyes can act as "surveillance?" |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the parking lot away from major roads that could allow for a fast getaway? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is sufficient lighting around the business and in entry points and parking lots? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are doors and windows clear of posters and displays allowing for good two-way visibility? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the property been cleared of all potential blind spots? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the inside of the business been cleared of potential blind spots? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are windows, skylights, and other openings secured? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a burglar alarm system and is it set properly each night? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does a supervisor research the background of applicants and contractors who are hired? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is an action plan in place for employee response to a workplace violence incident? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do business doors only open in one direction? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are computers, cameras, cell phones, and other valuables secured? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a picture and list of valuables along with serial numbers in case they're stolen? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there at least one lockable drawer at every desk to protect personal items? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are updated records of office keys kept so you know who has/had them? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there one responsible person in charge of issuing keys? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are office keys restricted to those who actually need them? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there adequate procedures for collecting keys from terminated employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are keys marked "Do not duplicate" to prevent locksmiths from making copies? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are keys secure at all times and not left lying around? |

- Are locks immediately changed when a key is lost?
- Is sensitive information kept in a locked, secure filing cabinet?
- Are filing cabinets locked when not in use?
- Are computers locked when nobody is near them?
- Are unneeded confidential documents shredded?
- Is there video surveillance inside and outside, and if so will it capture faces?
- Is there an emergency panic alarm?
- Is there more than one employee present at all times?
- Are employees trained to observe and report "getaway" vehicles, robbers, and suspicious activity?
- Are customers greeted as they enter your business?
- Is the front door locked if someone is working alone at night?
- Is cash transferred at different times every day?
- Does more than one employee make cash transfers?
- Are cash registers in view of employees at all times?
- Is the safe or cash container difficult to access and open?
- Is the cash register out of reach of customers?
- Is the cash register close to the exit?
- Is there a list of serial numbers for large bills or a stack of "bait" money in case of a robbery?
- Is money deposited at least once a day so large sums aren't on hand?
- Are cash totals recorded regularly?
- Is the safe combination changed regularly to prevent others from memorizing it or sharing it?
- Is there an interior light on when the business is closed?
- Does the last person leaving check to assure nobody is hiding inside the business?
- If you employ a security guard, do you check every morning that s/he is doing his/her job properly?