

# Business Burglary Prevention Tips

The following information is designed to help you fight burglary through a risk management approach. Risk management may be defined as identifying areas of criminal vulnerability, analyzing the potential profit loss and implementing appropriate security measures at a reasonable cost to your business. An effective business burglary prevention program requires your active interest and concern. Here are some tips to help keep your business safe from burglary:

- **Consider Key Control:** Are office keys, master keys, safe keys, and vehicle keys lying around? Do you know whom your keys have been issued and entrusted to? If management cannot answer these questions, your security risk is very high.
- **Keep a Record of All Keys Issued:** Master keys and extra duplicates should be locked away for safekeeping. When a particular key is needed, everyone must sign for its use.
- **Have All Keys Stamped with the words "DO NOT DUPLICATE".**
- **Security Systems and Procedures:** Make sure to familiarize your employees with any security system your business may have and the procedure that goes with it. Efficient, alert, well-informed and understanding employees are necessary to help you protect your business.
- **Business Name and Address:** The name and address of your business should be visible from the street. Use large signs to display the business name and reflectorized numbers for the address.
- **Fencing:** If your business property is in a location that can be fenced in, fencing the entire perimeter is recommended.
- **Surveillance/Security Systems:** Electronic gates, alarms, closed circuit television, two-way radio communications and electric-eye gate openers assist in the detection and identification of intruders. Gates should have a predetermined opening and locking schedule with one employee responsible for that duty.
- **Warning Signs:** Post warning signs encouraging customers and employees to always lock their unattended vehicles and to lock valuables in the trunk because valuables in plain sight attract thieves.
- **Deny Access:** Deny burglars access to your roof by securing ladders, pallets, boxes and crates away from the building. Deny burglars a place to

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hide by keeping grass and shrubs trimmed and debris cleared away from your property.

- **Unattended Items Stored Outside:** Property belonging to your business that must be stored outside of your main building should be protected from vandalism and theft by placing the property in a locked storage shed. Alarms and regular security patrols will also help to secure property that must be stored outside.

