SELF AUDIT INSTRUCTIONS

The instructions, located on the inside of this pamphlet, will assist you in completing a security self-audit of your business.

At the end of the self-audit you may assess your risk status by focusing on the "No" answers indicated on your completed form. Please consider making changes to the areas of concern on your self-audit. This guide does not guarantee you will not be the victim of crime, however, the greater attention you pay to the security of your business, the better your security environment will be.

Six simple steps to conduct the security self-audit:

- Have two people complete the form together. Two different perspectives will provide beneficial information.
- Begin by going to the end of your block and then walk towards your business.
- Answer the questions to describe the Landscape Design of your business.
- Answer the questions to describe the <u>Exterior Elements</u> of your business.
- Answer the questions to describe the <u>Interior Elements</u> of your business.
- Conduct the self-audit during day time hours and night time hours.

A careful inspection can indicate features which would make entry either easy or difficult for a prospective criminal. Chances are good that your business security can be improved. Your focus should be on the safety of your staff and customers, entry points to your business and determining what steps can reduce vulnerability.

A variety of security modifications can be simple, inexpensive and very effective.

SECURITY TIPS

If a robbery occurs:

- Your safety comes first.
- Avoid confronting suspects and cooperate with their requests.
- Discretely try to make as many observations as you can regarding vehicles, weapons and suspects (e.g. clothing, accents, facial hair, tattoos...).
- Once you are safe, lock your doors and call 911 immediately.
- Avoid disturbing evidence. Maintain the scene until an officer arrives, if no immediate danger.
- Write down your observations so you do not forget potentially important details.
- Create a secret code word used to alert staff about potentially dangerous situations.
- Create a suspicious activity log to record suspicious persons, vehicles or objects.
- Install height strips at entrances/exits.

For valuable information on how to avoid common scams and protect your personal information, visit our Fraud Prevention webpage:

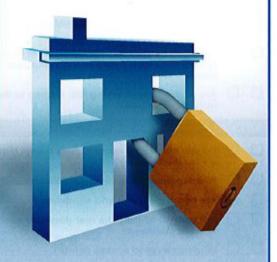
www.wrps.on.ca/stay-safe/your-personalsafety/fraud-prevention





WATERLOO REGIONAL POLICE SERVICE

BUSINESS SECURITY SELF-AUDIT



A BUSINESS OWNER'S GUIDE





Waterloo Regional Police Service - Business Security Self Audit



These suggestions and observations will draw your attention to areas that, if corrected, may lower your chances of being a victim of crime.

LIGHTING		DOORS & LOCKS		PARKING		
YES NO		YES NO		YES	NO	
	Have you considered vandal/damage proof light coverings?		Do you have metal clad exit doors?			Is your parking well lit in all areas?
	Have you made sure that lighting timers are		Do all doors have deadbolts/sidebolts? Do all doors have strike plates?			Are there convex mirrors for easy visibility around corners?
	set for the appropriate season/time of day?		Do strike plates have minimum 3" screws?			Are exit doors clearly marked and visible?
	Are there motion activated interior/exterior lights?		Do glass doors have protection film and/or			Are panic alarms installed and clearly marked?
	Is there adequate illumination to prevent		are they shatter proof?			Are stairwells lit and with good sight lines?
Service Services	hiding near windows and doors?		Are garage doors made of solid metal or well			Do you encourage individuals to lock their
	Are building number/directional signs clearly visible?	OFOUE	maintained wood?			vehicles and not leave valuables (phone, GPS, ipod) clearly visible?
	Have you considered energy efficient lighting applications which also assist in suspect identification?	SECURITY MEASURES				Do you monitor time delay for large overhead
			Alarms - how are they monitored?			garage doors?
	Are all walkways/parking lots leading to the		Are they in good working order?	П		Is the nearest emergency phone clearly identified?
	building clearly lit?		Do you ensure key holder information is updated with alarm companies and police?	MIS	CE	LLANEOUS
ACCESS			How is your CCTV, Closed Circuit Television			Do you keep cash registers empty and open?
	Do you know how many access points there		monitored?		П	
	are for the building?		Is your CCTV updated and in good working order?		H	Do you secure valuable items?
	Which points are to be guarded/monitored?		Are your cameras in an optimal position?			Do you keep computers out of sight - away from windows/doors?
	Are doors clearly lit and numbered?		Is your recording system time stamped			Do you consider a "Business Watch" program
	Is it easy to identify the rear doors for each		correctly and checked regularly?			and inform your neighbours when you are away?
	specific business?		Are your employees trained to access and operate your recording system?			Do you update inventory of office supplies and
	☐ ☐ Who has keys to access points?		☐ ☐ Is there signage advising visitors they are		_	equipment?
WINDOWS			being recorded?			Are emergency numbers easily available?
	Do ground level windows have protective films/screens?		Is the system recording correctly and at its highest quality?			Do you have visible and clear directional signage?
	Are windows routinely cleared and maintained?		Do you ensure staff do not release personal			Are panic alarms clearly marked and visible?
00	Are there good sight lines - no distractions -		information?			Do you ensure exit doors are not propped
	posters - landscaping?		Do you record serial numbers of floats or bait money?			open (i.e. chairs or rocks)?
	Are the locking mechanisms in good		Do you vary your bank deposit times?	Ц	Ц	Do you Know your Neighbours?
	working order?		Is your valuable property marked with traceable			Is Graffiti promptly removed and is your property maintained?
	Are the windows secured when the building is unoccupied?		numbers?			Are there clear views through exterior windows
	Do only non-emergency exit windows have metal grills?		Have you considered "pay-in-advance service", especially for gasoline purchases?	J	_	and down isles for cashiers and other employees?
						Do you have a clear policy for safe money handling and depositing?