

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:

1. Have two people complete the form together. Two different perspectives will provide beneficial information.
2. Begin by going to the end of your block and then walk towards your business.
3. Answer the questions to describe the ***Landscape Design*** of your business.
4. Answer the questions to describe the ***Exterior Elements*** of your business.
5. Answer the questions to describe the ***Interior Elements*** of your business.
6. 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.

If a robbery occurs:

-  Your safety comes first.
-  Avoid confronting suspects and cooperate with their requests.
-  Discreetly 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-personal-safety/fraud-prevention



www.wrps.on.ca



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