

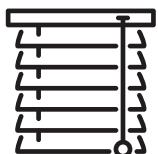


# Protect Your Business from Theft, Arson, and Vandalism

## LIGHTING



Invest in outdoor lighting for your organization. In the parking lot, around doors, motion-sensored, and inside timer lights.



## Out Of Sight

Close the blinds. Some thieves get the idea to steal only when they see something valuable. Keeping your windows shut and valuables out of sight can help discourage theft.



## LANDSCAPING

To eliminate potential hiding places, keep shrubs and trees trimmed around windows and doors. Pick up trash and other combustible materials from property, as well as tools like ladders, shovels, etc... that can be used as a weapon or to break inside.

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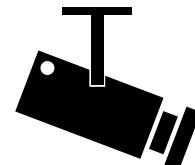
## KEY CONTROL

Keep track of keys via a signed checkout system. The keys to the building, as well as the keys to locked rooms and cabinets, should only be given to necessary staff.



## ALARM

Invest in an alarm system. Security alarm systems substantially reduce the likelihood of being burglarized.



## CAMERAS

Install surveillance cameras on the inside and outside of your building



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## DOORS

Sturdy, protective doors will prevent many burglars from causing any harm to your business.

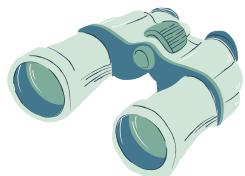


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## LAW ENFORCEMENT

Create positive relationships with local police and invite them to patrol your organization during odd hours. Familiarize police with operating times, as well as, other events so that they can be vigilant to unexpected visitors during non-business hours.



## COMMUNITY WATCH

Business owners should get to know those working in nearby buildings. By doing this, local businesses can keep an eye out for suspicious activity in the area.

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## LOCKS

High-end, heavy duty locks on doors to the outside will increase the security of any entrances.



## CLOSING SYSTEM

Institute a closing system so all employees know how to lock-up and close each night. Using a checklist can ensure nothing gets left undone.

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## RISK ASSESSMENT

Hire a professional to do a risk assessment on your business. This will illustrate the gaps and opportunities in the safety & security of your business and give you easy to understand and implement recommendations to fix all the gaps.

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