



**ALMAS**  
INDUSTRIES

# Business Lockdown Guidance



## Exterior Checks

✓ or ✗

Is there sufficient CCTV all areas of the building (blind spots checked etc?)	
Can you view the CCTV footage remotely?	
Do you have sensors attached to CCTV cameras?	
Are these sensors currently set to operate as specific times?	
Do the times need to be reviewed given revised opening hours or shutdown?	
Are exterior gates secured and equipped with a video intercom?	
Have you checked exterior lights to ensure they are operable?	
Are all lights in, above, or near all entrances working?	
Are all fences/exterior walls in good repair?	
Are shrubs and bushes near entrances and around the parking lot trimmed to eliminate hiding places?	
Are fences around outdoor patios, terraces and garden areas secured and in good repair?	
Is the furniture in outdoor areas secured or has it been brought inside the building?	
Is the car park well lit?	
Do all entrance doors have all installed locks engaged?	
Are all door/window locks in good repair?	
Is there an intruder alarm?	
When did you/ or your alarm company last test it? <ul style="list-style-type: none"> <li>If it has not been tested in the last three months, we suggest you check it, make sure you forewarn your alarm monitoring centre if it's monitored!</li> </ul>	(mark x if more than 3 months)
Does it include sensors and alarms for all external doors and windows and high stock/ equipment storage areas?	
Does the alarm notify a member of management or an alarm monitoring centre in the event of an unauthorised intrusion?	
When did you last change your alarm code? <ul style="list-style-type: none"> <li>Consider changing it now to ensure only you and authorised people during shutdown have access.</li> </ul>	
Are all fire exits self-closing and hinged on the outside?	
Are employee entrances and other non-public entrances closed securely and locked to prevent entry of intruders?	
Does your system report exactly who has accessed the premises and when?	
Are all windows that can be opened, closed and locked?	
Are window coverings drawn so people cannot see inside the premises?	
If not possible, have you removed all high value or easily removed items from visibility?	

# Interior Areas

✓ or ✗

Is the internal CCTV in good working order and regularly serviced?	
Is CCTV positioned strategically in long corridors so the field of vision includes the entire length?	
Have you reviewed your access control method recently?	
<ul style="list-style-type: none"> <li>If no, do it now – change the pin code or temporarily suspend cards/ fobs etc for any employee that should not be accessing the building while in lockdown.</li> </ul>	
Have employees removed all valuable items prior to shutdown?	
<ul style="list-style-type: none"> <li>If no, have these all been locked away securely?</li> </ul>	
Is there any timed access control in secure locations?	
<ul style="list-style-type: none"> <li>If yes, Is this still appropriate during lockdown?</li> </ul>	

Risk factor:



32 ✗s

32 ✓s

How robust is your security system? If you'd like us to conduct a free security audit, post Covid-19, please feel free to get in touch.  
E: [enquiries@almas-industries.com](mailto:enquiries@almas-industries.com)



# General Advice Regarding Opening and Closing Your Business

✓ or ✗

Is there a security checklist to be used for opening and closing, how is this currently managed?	
Are there policies for registering employees who open and close the facility?	
Is a manager present for opening and closing?	
Are employees trained in opening and closing procedures?	
Do employees work in teams to open and close?	
Do opening employees inspect the exterior of the building of signs of a burglary or vandalism before entering?	
Do employees check for suspicious persons before unlocking and entering the business?	
Do employees lock the door behind them and keep it locked until it's time to open for business?	
Are employees told to allow only scheduled employees to enter the business before opening hours?	
Do employees make a complete inspection of the facility before closing to confirm no one is hiding inside? Including the restrooms?	
Are employees told not to let anyone in after closing?	
Are all doors locked promptly at closing and kept locked while employees are in the business?	



# Cash Management Procedures

✓ or ✗

Is there enough CCTV in areas of cash transaction?	
Is access to sensitive areas limited to certain employees through an access control system?	
Are there employee policies for handling money and receipts?	
Are employees who handle cash transactions registered and logged?	
Are there policies in place to monitor and record anomalies in cash register entries?	
Are areas of vulnerability kept closed and locked between transactions?	
Is money counted only behind a closed, locked door with minimal staff access?	
Is your safe equipped with a secure one-way drop slot for deposits?	
If the safe is in a manager's office, is the office locked with access control when the manager is not inside?	

