

HOLIDAY SECURITY CHECKLIST



✓ Pre-holiday preparations

- Inspect security systems: Review alarms, cameras, and motion sensors for maintenance or upgrades.
- Update emergency contact information: Ensure local law enforcement and alarm monitoring contacts are current and accessible to key staff.

✓ In-business security measures

- Business layout changes: Rearrange for clear lines of sight; avoid blind spots.
- Enhance CCTV coverage: Increase camera monitoring in high-risk areas like exits and cash registers.

✓ Employee preparedness

- Conduct security training: Train staff on handling incidents and identifying suspicious behaviour.
- Establish communication channels: Implement radios or instant messaging for quick communication among staff.

✓ Customer safety

- Create a welcoming environment: Ensure clear aisles, sturdy displays, and well-lit walkways.
- Eliminate hazards: Regularly inspect for loose wires, wet floors, or unstable shelving.

✓ Post-holiday review

- Evaluate security performance: Review incident reports, employee feedback, and CCTV footage.
- Identify areas for improvement: Update procedures and consider additional resources for future seasons.

✓ Final tips

- Plan early and review your security measures before the holiday rush.
- Involve staff in the process with clear guidelines and regular training.
- Use the downloadable checklist to stay organised.