



Greenmount East Tamaki Business Association Inc.

P : 09 273 6274
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Greenmount

GETBA BUSINESS SECURITY CHECKLIST

Compiled by Nigel Rowe, Sergeant Community Safety, NZ Police & Chris Lawton C4 Security, for the GETBA Business Neighbourhood Support Crime Reduction Strategy. 19th February 2007

NAME OF YOUR COMPANY	
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Current Security Measures

Security Equipment provider - Alarms	
Security Equipment provider - Cameras, sensors etc	
Security Equipment installed e.g. no of cameras, sensor lights, etc	
Alarm monitoring – name of provider	
Arrangement made in case of activation	
Member GETBA Street Patrol?	Yes / No
Name of Security Response Provider	
Specific arrangement with Security Response Co. E.G. 4 nightly checks etc	
Name of person responsible for end of day close up procedure	
Last date of 3 monthly check of alarm activation procedure with Provider	



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GENERAL

Has an external and internal security audit been conducted in your premises, to identify vulnerable areas?	Yes	No
Do you regularly meet with staff to discuss risk assessment concerns and ideas for improving security?	Yes	No
Have you sought advice from a locksmith or familiarised yourself with the various types of security products available, and their individual applications, such as, locks and bolts for doors and windows?	Yes	No
Do you have any contact with other business in your area to keep an eye out for each other & to share information on local crime?	Yes	No
Does your staff know who to contact there if necessary?	Yes	No
Do you belong to your local business neighbourhood support scheme organised by the Greenmount East Tamaki Business Association? (GETBA)	Yes	No
Do you keep a record of, and report suspicious activities, persons and vehicles to Police? Forms are provided by GETBA.	Yes	No

EXTERNAL ENVIRONMENT

Are there any unsecured items left outside your property that could be used for gaining entry, such as, ladders or tools?	Yes	No
Are your doors and windows in plain sight and not obscured by shrubbery or trees providing opportunities for concealment?	Yes	No
Are there places where an offender could hide (Particularly on routes from office to vehicles etc)	Yes	No

The logo for GETBA (Greenmount East Tamaki Business Association) features the letters 'GETBA' in a bold, red, serif font. The letters are partially overlaid by a green geometric design consisting of overlapping diamond shapes and lines.

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On these routes can staff see ahead of them or are sightlines interfered with by trees etc?	Yes	No
Are there any external fixtures to the building that could provide an easy climbing aid to gain access of an upper level?	Yes	No
If your business is of a type that property in the premises, could attract a ram-raid type entry, have you installed break resistant bollards or raised concrete flower beds as a deterrent?	Yes	No
Have you made any arrangements for any kind of security patrols to regularly visit your business outside office hours, and conduct patrols in the vicinity?	Yes	No
Are there any fixed visible signs in the vicinity of your business, indicating that regular security patrols are conducted?	Yes	No
Are the boundaries of your premises protected by see-through fencing, to restrict multiple access routes to your property, and control entry and exit onto the surrounding land?	Yes	No
If the roof of your building has any vents, skylights or potential access points, have they been checked to ensure that security is sufficient to deter unlawful entry?	Yes	No
Does your building have any doors or windows opening into a side or rear alley that could provide opportunities for concealment to any person attempting to gain entry?	Yes	No
If your building does have such an alley, have you taken any steps to increase the security fittings to any doors or windows, or fit a gate or fence to block unauthorised access?	Yes	No



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LIGHTING

Have you walked around your building at night to check that all areas are sufficiently illuminated by lighting, and that there are no dark spots with poor visibility? (As a general rule in risky areas you should be able to identify a face 25 metres away from you)	Yes	No
Have you considered whether there is a need to install floodlights or security lights?	Yes	No
Are your external lights regularly checked to ensure that they are in good working order?	Yes	No
Are your external lights positioned at a sufficient height that they cannot be reached and disabled by a burglar?	Yes	No
Do you keep any internal lights on after hours to discourage burglars, such as, in entrance, reception or other areas where an intruder would be visible to anyone outside?	Yes	No
Have you sought advice from a security lighting specialist, electrical contractor or supplier, or electrical supply authority, as to the most suitable type of lighting to meet your specific security needs?	Yes	No

DOORS

If your building has external doors hinged on the outside, have hinge security bolts been fitted to prevent doors being opened if the hinge pins are removed?	Yes	No
If any of your exterior doors have areas of glass near the lock, could a person breaking the glass reach through and unlock the door from the inside?	Yes	No
If your premises has a roller door or tilt door for vehicle access, is it padlocked for additional security? Can you place a forklift or similar behind it to ensure if it is rammed that the impact is not taken on the door.	Yes	No



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Are all external doors solid core?	Yes	No
If you have any external doors with large areas of glass that an intruder might target for entry, have you checked that the glass is burglar resistant?	Yes	No
Door frames can be vulnerable to jemmying, have you checked that frames on external doors are solid, firmly secured, or additionally protected, as to be resistant to jemmying?	Yes	No
If you use padlocks on external doors, have you checked with a locksmith or manufacturer that they are of a sufficient security rating for the purpose intended?	Yes	No
If your building has any external doors, such as ranch sliders, are they additionally protected by bolts or other security mechanisms?	Yes	No

WINDOWS

Are all exterior windows fitted with quality locks, locking pins or bolts, applicable to the type of window?	Yes	No
Are you aware of the type of glass in external ground floor windows?	Yes	No
Are you aware of the various levels of security protection afforded by different types of glass, such as, standard plate, tempered glass, wired glass, laminated safety glass, burglar resistant glass, polyester film protection, acrylic and polycarbonate materials?	Yes	No
Have you sought advice from a glazier as to what type of material might best suit your security needs?	Yes	No
As an option to strengthening glass in external windows, have you considered security bars, grilles, metal shutters, mesh or wire screening over ground floor windows?	Yes	No



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Leaving valuable or attractive items in full view, within easy reach of external windows, can attract smash-and-grab offending; does your business have window displays which could be vulnerable? EG snack boxes, cell phones on desks	Yes	No
Do you have a policy in place that a designated staff member is responsible for checking that all windows are closed and secured, and doors locked, when the premises are closed at the end of the day?	Yes	No

ALARMS

Is your premises protected by a burglar alarm?	Yes	No
If there is an alarm, is it monitored for a security response to be provided?	Yes	No
Is the alarm tested on a regular basis to ensure it is working properly?	Yes	No
If the alarm was installed prior to your business moving into the building, are the sensors installed in appropriate positions to protect your property?	Yes	No
If you have an alarm, are there clearly visible alarm warning signs on the exterior of the property, as a deterrent to burglary?	Yes	No
Are external sirens fitted at a position and height to restrict access by an intruder seeking to disable the system?	Yes	No
Are internal sirens fitted to discourage any intruder from remaining on the property?	Yes	No



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VIDEO SURVEILLANCE

<p>If you have been unfortunate to have experienced a number of burglaries over a short period of time, have you considered the application of C.C.T.V, for the purpose of identifying intruders?</p>	<p>Yes No</p>
<p>If you have thought about installing a C.C.T.V. security system, are you aware that not all equipment is capable of providing high grade images, of a quality required for identification purposes?</p>	<p>Yes No</p>
<p>If you intend to utilise C.C.T.V., have you considered a proper selection process, of choosing a professional consultant with access to the latest most cost effective technology?</p>	<p>Yes No</p>
<p>Have you checked the images available from your CCTV system? Is the camera position suitable to give a clear image (many cameras are too high and fail to give Police a clear image if the offender's face) Or not positioned to gain a clear image of vehicle registration plate</p>	<p>Yes No</p>

CARPARK

<p>If there is a staff or customer car park, do staff have natural surveillance over it from windows in your building?</p>	<p>Yes No</p>
<p>If you are aware of any problems of thefts of or from cars in the car park, do you advise customers not to leave valuable property in their vehicles either by use of signs or verbally?</p>	<p>Yes No</p>
<p>If you have a customer car park, is it well illuminated at night where necessary?</p>	<p>Yes No</p>



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BUSINESS EQUIPMENT

Have you photographed any important items for ease of recognition and identification if they are stolen?	Yes	No
Have you recorded a list of important items including their make, model and serial numbers?	Yes	No
Have you permanently made identifying marks on equipment without serial numbers?	Yes	No
Do you have a duplicate inventory of equipment, and identifying numbers, retained off site? Is this list regularly updated?	Yes	No
Do you have visible signs on the exterior of your building, that all property has been marked for identification?	Yes	No
Are secure worktop fittings provided for items such as desk top computers?	Yes	No
Are laptop computers taken home for security by employees at the close of the working day?	Yes	No
Are laptop computers secured in strong boxes when left in unattended vehicles?	Yes	No
If you have a type of business where easily carried high value property is present, do you have a strong room or secure cabinet for securing the property after hours?	Yes	No
If you have any tools in your workplace that a burglar could use to force cupboards or internal doors, are the tools secured after hours?	Yes	No
Do you have a safe at your premises for securing valuable documents, such as cheques?	Yes	No
If you do not have a safe, are valuable documents locked away when the premises are unoccupied?	Yes	No



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Are keys to internal doors securely locked away?	Yes	No
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CASH

Do you follow good security practices by keeping to the minimum, the amount of cash left on the premises both during and outside of office hours?	Yes	No
If you do need to retain a small amount of cash for when the premises opens, is the cash secured away out of sight?	Yes	No
If you have a significant amount of cash that needs to be kept on the premises, because of the nature of the business, is it secured in a safe of a sufficient security rating standard?	Yes	No
If you have cash registers on the premises, are they left open and empty of cash, to avoid damage by forced entry?	Yes	No
Do you have visible signage on the exterior of your building, advising that no cash is kept on the premises?	Yes	No

STAFF

Do your staff enter or leave the premises individually	Yes	No
If staff are in difficulty how would they alert someone to assist them?	Yes	No
Are staff escorted to their vehicles by a security patrol?	Yes	No
How difficult would it be for staff to escape to safety if confronted by an offender?	Yes	No
Is there a secure place for staff to keep their valuables during the work day EG Handbag, wallet, cell phone etc	Yes	No



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