Use this as a guide as check your business for safety measures. Boxes marked “no” indicate areas where you could take action to improve your business’s security. These are just some of the steps you can take to decrease the likelihood that you or your business is targeted.

**Exterior Doors**

All doors are locked when the business is closed or unoccupied even if it’s just for a few minutes.

Yes  No

Doors are solid hardwood or metal-clad.

Yes  No

Applicable doors feature wide-angle peepholes at heights everyone can use.

Yes  No

If there are glass panels in or near our doors, they are reinforced in some way so that they cannot be shattered.

Yes  No

Entryways have a working, keyed entry lock and a sturdy deadbolt lock installed into the frame of the door.

Yes  No

Spare keys are kept with a trusted employee/manager, not under a doormat or planter, on a ledge or in the mailbox.

Yes  No

**Garage and Service Bay Security**

The door leading from any garages to the business are solid hardwood or metal-clad and protected with a quality keyed door lock and deadbolt.

Yes  No

Any overhead garage doors have locks so that you do not rely solely on the automatic door opener to provide security.

Yes  No

Garage and Service Bay doors are locked when leaving the business.

Yes  No

Any sliding glass doors have an anti-slide lock or a snug-fitting dowel in the track.

* Key locks not recommended as they may prevent exit in the event of a fire.

Yes  No

A dowel or pin to secure a glass door has been installed to prevent the door from being shoved aside or lifted off the track.

Yes  No

Any sliding doors are locked every night and each time leaving the business.

Yes  No

**Protecting Windows**

Every window in the business has an anti-slide lock or is securely pinned.

* Key locks not recommended as they may prevent exit in the event of a fire.

Yes  No

Windows are always locked, even when they are opened a few inches for ventilation.

Yes  No
### Outdoor Security

<table>
<thead>
<tr>
<th>Yes</th>
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<tr>
<td>![Yes]</td>
<td>![No]</td>
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- Shrubs and bushes are trimmed so there is no place for someone to hide. (Recommended 3-4’ tall for shrubs/bushes; 6-7’ limbed up for trees.)

  ![Yes] | ![No] |

- There are no dark areas around the building, garage, or parking lot at night that would hide prowlers.

  ![Yes] | ![No] |

- Outside doors have bright, working lights to illuminate clients/visitors.

  ![Yes] | ![No] |

- Floodlights are used appropriately to ensure effective illumination.

  ![Yes] | ![No] |

- Outdoor lights are on in the evening—whether someone is in the building or not, or a motion sensor or photocell lighting system has been installed.

  ![Yes] | ![No] |

- Building number is clearly displayed so police and other emergency vehicles can find your business quickly.

  ![Yes] | ![No] |

- Camera systems are installed.

  *If camera systems are installed, ensure that they are in good working order. Make sure they can be accessed in case of an emergency or police situation.

### Security When Closed

<table>
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<td>![Yes]</td>
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- Light timers have been set to turn lights on and off in a logical sequence when closed for an extended time period.

  ![Yes] | ![No] |

- The motion detector or other alarm system (if you have one) has been activated when leaving your business/building.

  *Alarm/security systems should be in good working order. Systems should be tested every 6 months or per alarm company policy

  ![Yes] | ![No] |

- You have contacted Shoreline Police to complete an E911 Emergency Business Notification Card.

  ![Yes] | ![No] |

### Outdoor Items and Property

<table>
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<tr>
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- Any items of value left outside your business are locked or preferably stored inside when your business is closed.

  ![Yes] | ![No] |

- Bicycles (employee or For Sale) are locked.

  *Shoreline Police has a bicycle registration program.

  ![Yes] | ![No] |

- Inventory is up-to-date (make, model, serial numbers, description) and accessible.

  ![Yes] | ![No] |