



Downtown Inc

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## Retail and Office Safety Tips

Crime prevention involves everyone. Take the steps below to do your part.

- Use high-security locks and alarm systems.
- Make sure all outside doors have deadbolt locks.
- Windows should have secure locks.
- Light the outside *and inside* of your business.
- Ensure that any parking areas are well-lit.
  
- Keep up-to-date records on inventory.
- Permanently mark equipment.
- Invest in quality surveillance cameras.
- Keep window displays simple and uncluttered.
- Avoid tinting windows.
- Keep the store neat and orderly.
- Use mirrors to eliminate blind spots.
- Keep expensive merchandise aware from exits.
  
- Greet every person that comes in; personal contact can discourage a criminal.
- Place cash registers in the front of the store.
- Keep only small amounts of cash in the register.
- Cash registers should be kept locked and inaccessible to customers.
- Keep dressing rooms locked and limit the number of items taken in.
  
- Make bank deposits during business hours.
- Avoid time-of-day patterns when making deposits.
- Keep emergency numbers posted near every phone.
- Keep keys, purses, wallets and other valuables locked in a drawer or closet.
- Provide training for employees so they are familiar with security procedures. (Use the checklist on the back of this sheet).

# Emergency Action Plan

Business Name: \_\_\_\_\_

## Building Alarm System

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Notes: \_\_\_\_\_

**Fire: 911**

**Police: 911**

**Ambulance: 911**

\*Note here if you must first dial a "9" to get an outside line

Location of fire extinguisher: \_\_\_\_\_

## Evacuation

Designated rallying points:

Primary Location: \_\_\_\_\_

Secondary Location: \_\_\_\_\_

All employees are responsible for immediately reporting to their supervisor.

## Employee Training

Employee training is provided when: (a) the plan is initiated; (b) when the employee's required responsibilities change; (c) there are any changes to the plan; (d) initially for new employees; (e) annual refresher training.

- Items to review:
- Emergency escape procedures
- Escape route assignments
- Fire extinguisher locations and training
- Procedures to account for employees
- Major workplace fire hazards
- Employee training programs
- Fire prevention practices
- Emergency reporting practices
- Alarm systems
- Hazardous weather procedures