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Safety Tips for Office Safety and Theft Prevention

Building Security

Ensure that all doors and windows have security locks and secure the perimeters of your business site.

Make sure all doors and windows are locked before leaving each day.

Deter intruders from roof access by strategically placed anti-climb paints or other anti-scale barriers.

Consider internal doors fitted with “keyless” lock systems. Studies find that 30% of business thefts and burglaries are accomplished using a duplicate key. (Unauthorized key duplicates can be made at most retail stores.)

All telephone lines should enter the building underground to protect the integrity of the monitored alarm system.

Install proper lighting: Keep building and parking area well lit at night to deter intruders and ensure employee safety.

Consider installing motion sensor lighting.

Join or start a business watch group with neighboring businesses. This is a great way to stay informed on risks in your local area and prevent crime through awareness

Gate Keeping

Have a single monitored entrance to the office or monitored alarm system, utilize a visitor sign-in registry and make sure visitors are approved by management.

Keep an accurate key-control log and recover keys from employees who no longer need them.

Have a hardcopy plan of an emergency policy and accountability plan at the front desk.

Employee Preparedness

Have a designated emergency coordinator and full involvement from management.

Know building evacuation plan and all exits.

Notify authorities of suspicious behavior.

Label computer equipment with contact information.

Consider bolting valuable electronic items to desks.

Lock valuable items left unintended and leave personal valuables at home.

Be cautious about isolated areas, especially after normal business hours.