

Business Safety

Businesses comprise a major part of the City of Stafford. Theft, burglary and other crimes affecting our business community is a concern for the Stafford Police Department. We hope by furnishing these safety tips to our business community we are providing them with the tools necessary to protect their employees and facilities. By request, a close patrol program is offered that increases security at your business for varied time periods or special circumstances.

Whether at home, on the road, or at work everyone should take the proper precautions to protect themselves and their property. The Stafford Police Department hopes by providing these and other safety tips to our residential and business communities we can make safety everyone's business.



To receive citizen's alerts, advisories, safety tips, and community information through email, text, or by web go to www.nixle.com



You can also follow the Stafford Police Department at www.twitter.com.



Crime Mapping Program that allows users to view maps detailing crime in our city.



Created by D. Hardin—Stafford Police Department



Stafford Police Department

Making Safety Everyone's Business

Business Safety Tips



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Safety at Work

Preventing Office Crime

Keep purses, wallets, and other valuables with you or locked up during business hours.

Check the identity of visitors, including service or utility workers:

- ◆ Identify the visitors.
- ◆ Ask who they are visiting and confirm this with the employee.
- ◆ **DO NOT** allow unidentified visitors to be alone in the office.
- ◆ Provide an escort.

Install high security controlled door locks for emergencies in the reception area.

Equip the reception area with a video surveillance system.

Restrooms, mailrooms, and other interior office spaces should be accessible to employees only.

Report any lost or stolen employee badges, office keys or codes to your employer immediately.



Preventing Burglaries

Check all doors and locks before exiting:

- ◆ Install high security locks or deadbolts on all exterior doors.
- ◆ Install solid doors, doorframes and hinges to prevent doors from being pried or forced open.
- ◆ When using padlocks, use a hardened steel body to prevent access by drills and other tools.

Secure all windows before exiting.

Provide adequate interior and exterior lighting:

- ◆ Leave some interior lights on at all times.
- ◆ Add lighting to the exterior of the building and in parking lots.
- ◆ Maintain exterior and interior lighting to increase safety of the business property and employees.

To increase visibility keep shrubs and other landscaping trimmed.

Immediately report damage to doors, windows or locks to your employer.

Install a quality burglar alarm system:

- ◆ Register the alarm with your local police department and keep all emergency contacts up to date.

Install a quality video surveillance system to monitor the interior and exterior areas of your business.

Fire Safety

Keep all pathways clear, allowing unimpeded exit by occupants and access by fire personnel.

Clearly mark the location of fire extinguishers and emergency exits.

Develop an Emergency Response Plan:

- ◆ Designate a meeting location outside to determine that all employees are out of the building and accounted for.

Install proper electrical outlets for everyday use:

- ◆ Extension cords are for temporary use only and should not be connected to reach an outlet.

Keep space heaters away from combustible items and materials and **NEVER** leave them unattended.

Locked back doors or exits must be kept functional during business hours. **DO NOT** block exits and install panic hardware or “crash bars” to allow for rapid exit by occupants.

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