

# SAFETY CHECKLIST FOR BUSINESSES



For businesses whose operations are closed during this time, here is a safety checklist provided by Ottawa police that you may want to consider ensuring businesses, shops or restaurants remain secure:

- Street front businesses should cancel their newspaper subscriptions.
- Keep the lights on.
- Remove ALL cash and receipts.
- Do not leave any valuables clearly visible or accessible.
- All safes and tills should be emptied and moved off-site for safe storage.
- Keep all cash drawers open to show that nothing is in the drawers.
- All ATMs should be emptied and moved off-site for safe storage.
- All alcohol products removed from the bar and put in secured storage areas (no alcohol left visible from outside).
- Consider posting “NO CASH or Valuables on Premises” signage.
- Deactivate all scheduled FOB (Free on Board) door openings (i.e., cleaners, deliveries, etc.).
- Disconnect all kitchen gas lines from their gas source.
- Make regular site visits to monitor your shop/business and to manage inventory and storage conditions (consider scattering the times this is done not to establish a pattern).

Further, here are three important concepts:

1. **Natural Surveillance:** Check for obstructions around entrances – removal of newspapers, flyers, etc., if you will be away. Check for areas where there is a possibility of concealment of someone hiding behind, etc.
2. **Natural Access Control:** To decrease crime opportunity, identify what changes could be done to create a more secure public access and deter potential vandals from creating negative or criminal activity. Keep unused doors locked.
3. **Lighting:** Lighting is one of the key concepts to keep unwanted people from loitering or committing a criminal act simply by adding or intensifying existing lighting. A good example is having adequate lighting outside your establishment to deter and reduce the risk of negative activity.

**Please note that the TANDEM project (downtown patrolling with Codiac RCMP and By-Law Enforcement) is still operating and have added extended hours. That said, they have advised that the members might have to adapt their patrols to protect the public and themselves.**