

Burglar-Proof Your Premises

Computers, cash, and maintenance equipment are items often stolen when a burglar strikes. The cost of replacing these items can have a significant financial impact on an organization. The Insurance Institute of America provides the following controls to help you protect your agency from a burglary:

- Install and maintain fences, lighting, alarms, guards, and cleared space around your premises. Plant thorny bushes to deter trespassers.
- Use appropriate locks, safes, and exterior doors.
- Install surveillance cameras attached to offsite videotape recorders.
- Place “marked” cash and other property in safes to help trace and identify burglars.
- Eliminate places where burglars could hide.
- Train personnel to watch for potential burglars casing premises.
- Adopt building and safe opening and closing procedures that will frustrate and trap burglars.
- Develop and practice procedures for notifying and cooperating with police.
- Caution employees against sharing information about premises with others.
- Check premises for unauthorized persons just before closing and just before opening.
- Control access to combinations to safes and change combinations frequently.
- Hold employees accountable for maintaining and complying with these controls.