

SOP: Lock-up and Alarm System Activation

Purpose

This SOP details the procedures for **lock-up and alarm system activation**, including securing all entry points, verifying that windows and doors are properly locked, setting the alarm system according to company protocols, and conducting a final check to ensure the premises are secure. The purpose is to protect the facility from unauthorized access, theft, and potential security breaches by ensuring all security measures are consistently and correctly applied at the close of business or end of operation hours.

Scope

This procedure applies to all personnel responsible for closing and securing the facility at the end of operational hours.

Procedure

- 1. Prepare for Lock-up**
 - a. Ensure all personnel and visitors have vacated the premises.
 - b. Check for any ongoing maintenance or after-hours activities that may prevent full lock-up.
- 2. Secure Entry Points**
 - a. Close and lock all exterior doors.
 - b. Check and securely lock all windows, including those in restrooms and storage areas.
 - c. Ensure delivery or loading docks are closed and locked.
- 3. Internal Security Checks**
 - a. Ensure all internal doors required to be locked after hours (such as offices, server rooms, storage rooms) are secured.
 - b. Check that valuables and sensitive materials are secured appropriately.
- 4. Alarm System Activation**
 - a. Verify that the alarm system panel shows no faults or active zones.
 - b. Enter the designated code and follow company protocol to arm the alarm system.
 - c. Wait for audible/visual confirmation that the system is armed.
- 5. Final Premises Check**
 - a. Walk through all areas to confirm no one remains inside.
 - b. Ensure all lights (aside from necessary security lighting) are turned off.
 - c. Double-check that all doors and windows are locked.
- 6. Exit and Secure Exterior**
 - a. Exit the building via the designated route.
 - b. Lock the exterior door behind you using the appropriate key or method.
- 7. Documentation**
 - a. Update the lock-up log or checklist with your name, date, and time.
 - b. Report any issues or anomalies to the appropriate manager or security contact.

Responsibilities

- Assigned personnel are responsible for following this SOP accurately and completely.
- Supervisors are to verify compliance and address any issues noted during lock-up.

References

- Company Security Policy Manual
- Alarm System User Guide
- Lock-up Checklist (see attached or appendix)

Revision History

Version	Date	Description	Author
1.0	2024-06-13	Initial SOP release	SOP Team