SOP Template: Securing Store Entrances and Alarm Activation

This SOP details the procedures for **securing store entrances and alarm activation**, including protocols for locking doors, verifying security systems, activating alarms, and conducting final security checks. It aims to prevent unauthorized access, reduce theft risk, and ensure the safety of store assets during closing hours by establishing standardized measures for securing the premises effectively.

1. Scope

This procedure applies to all employees responsible for closing the store and securing entrances and alarm systems at the end of business hours.

2. Responsibilities

- **Store Manager:** Ensures staff are trained and SOP is followed.
- **Closing Staff:** Executes all steps outlined in this SOP before leaving the premises.
- **Security Personnel (if applicable):** Verifies security measures and alarms.

3. Procedure

1. **Pre-Closing Preparations**
   - Announce store closing to customers 15 minutes before closing time.
   - Ensure all customers have exited the premises.
   - Check all public access areas and restrooms for lingering individuals.
2. **Locking Entrances**
   - Secure all main entrances and exits with designated locks.
   - Double-check that all secondary doors (stockroom, emergency exits) are properly closed and locked.
   - Verify windows and other potential access points are secured.
3. **Verifying Security Systems**
   - Inspect security cameras for proper operation and coverage.
   - Ensure all security devices (e.g., motion detectors) are functioning.
4. **Alarm Activation**
   - Set the security alarm according to established procedures.
   - Wait for confirmation that the alarm is armed successfully (audio/visual indicator).
   - Log the alarm activation time and any relevant notes in the security logbook.
5. **Final Security Check**
   - Conduct a walkthrough of the entire store to verify all systems are enabled and entrances are secured.
   - Turn off non-essential lights and equipment.
   - Lock the final exit door upon leaving.

4. Documentation

- Complete the **End-of-Day Security Checklist** (see sample table below) and log all actions.
- Report any irregularities, malfunctions, or security concerns to the Store Manager immediately.

Step	Completed By	Time	Remarks
Verify all customers exited			
Entrances/Exits locked			
Alarm armed			
Final walkthrough			

5. Safety & Emergency Procedures

- In case of alarm malfunction or security breach, contact the alarm service provider and local authorities immediately.

- Never confront suspicious individuals; prioritize personal safety and follow company emergency protocols.

6. Review and Updates

- This SOP should be reviewed annually or following any security incident.
- All updates or changes must be communicated to relevant staff and documented accordingly.

Note: Non-compliance with this SOP may result in disciplinary action, as well as increased risk to store assets and personnel.