

# Standard Operating Procedure (SOP): Locking and Securing Back Entrances, Exits, and Windows

## Purpose:

This SOP details the procedures for **locking and securing back entrances, exits, and windows** to enhance building security and prevent unauthorized access. It covers the steps for proper locking mechanisms, verification of secured points, routine inspections, and protocols for reporting security breaches. The objective is to maintain the safety of the premises by ensuring all secondary access points are effectively secured at all times.

## Scope

This SOP applies to all personnel responsible for facility security, including security staff, facility managers, and maintenance personnel.

## Responsibilities

- **Security Staff:** Execute daily locking and verification procedures.
- **Facility Manager:** Ensure adherence to SOP and conduct regular audits.
- **All Employees:** Immediately report any suspicious activity or breaches.

## Procedures

1. **Preparation:**
  - Obtain designated keys/keycards and access lists.
  - Ensure all locking mechanisms (locks, bolts, alarms) are in working condition.
2. **Locking Process:**
  - a. **Back Entrances and Exits:**
    - Close all doors firmly; check for any obstructions.
    - Engage all locks and deadbolts.
    - If equipped, activate any connected alarms or security devices.
  - b. **Windows:**
    - Ensure windows are fully closed and latched.
    - Engage window locks or security bars as required.
3. **Verification:**
  - Perform a secondary check of all locked points.
  - Mark completion on the Security Checklist (see table below).
4. **Routine Inspections:**
  - Conduct random checks during each shift.
  - Document findings and immediately address any irregularities.
5. **Reporting Security Breaches:**
  - Immediately report any tampering or breaches to the Facility Manager and Security Supervisor.
  - Complete a Security Incident Report as per organizational policy.

## Security Checklist

Access Point	Locked	Secured	Checked By	Date/Time	Remarks
Back Entrance Door 1					
Back Exit Door 2					
Window A					

## References

- Organization Security Policy Manual
- Emergency Response Procedures

## Revision History

Version	Date	Description	Approved By
1.0	2024-06-20	Initial SOP creation	