

SOP Template: Emergency Response to Theft or Suspicious Activity

This SOP details the **emergency response to theft or suspicious activity**, outlining steps for immediate reporting, securing the area, notifying law enforcement, coordinating with internal security teams, preserving evidence, and ensuring the safety of all personnel. The procedure aims to minimize risks, prevent escalation, and facilitate swift and effective resolution of security incidents.

1. Purpose

To establish standardized procedures for responding to theft or suspicious activity, ensuring prompt action, personnel safety, and the protection of property and evidence.

2. Scope

This SOP applies to all employees, contractors, and on-site visitors who witness or become aware of theft or suspicious activity in the workplace.

3. Responsibilities

- **All Employees:** Immediately report theft or suspicious activities.
- **Supervisors/Managers:** Initiate emergency procedures and coordinate with security.
- **Security Personnel:** Secure the scene, liaise with law enforcement, and preserve evidence.

4. Procedure

1. **Immediate Response**
 - If you witness theft or suspicious activity, do not confront the individual(s) directly.
 - Remove yourself from danger if applicable and ensure your safety and the safety of others.
2. **Reporting**
 - Contact security or your supervisor immediately using the designated emergency contact numbers.
 - Provide detailed information:
 - Nature of the incident
 - Time and location
 - Description of individuals involved
 - Any items stolen or tampered with
3. **Securing the Area**
 - Do not disturb the scene. Avoid touching or moving evidence.
 - Security personnel should cordon off the affected area if necessary.
4. **Notify Law Enforcement**
 - Security or management will contact local law enforcement for incidents involving potential crime.
 - Maintain close coordination until authorities arrive.
5. **Preserve Evidence**
 - Document observations, including times, persons present, and actions taken.
 - Do not delete or alter any surveillance footage.
6. **Follow-up Actions**
 - Cooperate fully with law enforcement and internal investigators.
 - Participate in debriefings and provide statements if required.

5. Training & Review

- All employees must be trained on emergency procedures annually.
- This SOP shall be reviewed and updated at least once per year or after an incident occurs.

6. References

- Company Security Policy
- Local Law Enforcement Guidelines
- Employee Handbook