SOP: Store Closing Alarm System and Lock-up Protocols

This SOP details the **store closing alarm system and lock-up protocols**, including steps for activating security alarms, securing all entry points, performing final walkthroughs, verifying shutdown of electronic devices, and ensuring proper documentation of closing procedures. The goal is to safeguard store assets, prevent unauthorized access, and maintain a secure environment during non-business hours.

1. Purpose

To outline procedures for activating security alarms and properly locking up the store at closing to prevent unauthorized access and protect store assets.

2. Scope

Applies to all designated staff responsible for closing the store at the end of each business day.

3. Responsibilities

- Closing Supervisor/Manager: Oversees and confirms completion of all closing procedures.
- Assigned Staff: Executes tasks according to this SOP and documents completion.

4. Procedure

1. **Preparation for Closing**
   - Make closing announcement to customers and staff 15-20 minutes prior to closing time.
   - Confirm all customers have exited before proceeding.
2. **Securing Entry/Exit Points**
   - Ensure all exterior doors are locked and secure.
   - Check all windows, emergency exits, and other points of entry; confirm locked and secured.
   - Engage any additional security barriers or gates as applicable.
3. **Final Walkthrough**
   - Perform a walkthrough of all areas (sales floor, stockroom, restrooms, offices).
   - Verify no persons are left in the building.
   - Inspect for and address any safety hazards or maintenance issues.
4. **Shutdown of Electronic Devices & Equipment**
   - Turn off all non-essential lights, electronics, and equipment.
   - Secure cash registers/point-of-sale terminals as per company finance protocol.
   - Check alarm system power supply and status indicators.
5. **Activation of Security Alarm System**
   - Set alarm system according to manufacturer/store guidelines.
   - Confirm system is armed and no errors/warnings are displayed.
   - Exit the building promptly when the system arms to prevent false alarms.
6. **Documentation of Closing Procedures**
   - Complete and sign the Store Closing Checklist (see example below).
   - Document any irregularities or security incidents in the closing log.
   - Notify management of unresolved issues or system malfunctions immediately.

5. Store Closing Checklist (Example)

Task	Initials	Time Completed	Comments
All customers exited			
All entry/exit points secured			
Final walkthrough completed			
Electronics & lights powered off			

Alarm activated			
Incident(s) noted (Y/N)			

6. Emergency Procedures

- If unable to arm alarm system, contact security/vendor and inform management immediately.
- Report attempted break-ins, suspicious persons, or emergencies to law enforcement and management.

7. References

- Store Alarm System User Manual
- Company Security Policy

8. Revision History

Date	Revision	Prepared/Approved By	Comments
2024-06-14	1.0	[Name/Title]	Initial issuance