



Blarney Castle Oil Co.



Monthly Meeting - Security

SECURITY REMINDERS

1. All employees should know - Building's Security Alarm Operations
 - a. How to Arm and Disarm
 - b. Correct code(s)
 - c. Proper procedures for using building alarms
2. All employees should know - Panic Alarms
 - a. Where they are located
 - b. How to reset them
 - c. Proper procedures for using panic alarms
3. Greet all customers, be watchful of any suspicious activity in the store.
4. Keep back/side doors and delivery doors locked at all times.
5. Cash handling
 - a. Avoid counting cash in public view
 - b. Vary your drop times, don't be predictable
6. In the event of a robbery:
 - a. Handle the situation calmly and efficiently. You want them out of the store as quickly and safely as possible.
 - b. Do everything the robber demands, don't argue.
 - c. Never chase or follow the robber
 - d. Call the police, or utilize the panic button
 - e. Call your manager
 - f. Secure the premises, don't disturb evidence
 - g. Communicate with law enforcement only, no one else
 - h. Be prepared to give a descriptions of robber(s) and events of the situation.