

Shutdown Checklist

Carry out a risk assessment of your site to identify any potential risks.

Test security systems to check alarms and cameras are in full working order.

Have you notified your monitoring station of any changes to arm and disarm times or procedures?

Create an amended list of available on-call staff to deal with any activations.

Check perimeter of site is fully secure and external storage and garages are securely locked.

Make sure wheelie bins etc at site are stored away so they can't be used to climb to areas for easier access.

Don't leave items of value visible from your fence-line.

Try to ensure there are no unnecessary vehicles left on site.

Test fire alarms are fully functional.

Where possible ensure all non-critical electrical items are switched off.

Ensure the minimal amount of combustible materials will be left outdoors and away from any perimeter fences.

Conduct a final sweep of the building ensuring all doors and windows are locked.