

During the long holiday break, burglary and fire outbreak tend to increase. Most premises will be shut down for at least 1 week and during this time, burglars have plenty of time to plan their activities. SECOM offers you the following security tips:

- **Keep your premises lighted up - especially the perimeter**
- **Keep all gates, doors, windows securely locked**
- **Do not keep cash or valuables - even if kept in safe the risk is high**
- **All laptops must be kept hidden and locked in a safe place**
- **Sensitive files and documents to be kept in a secured place**
- **Security guard is deployed for high risk customers**
- **To arm the alarm system (if you have one)**
- **To ensure the CCTV system is switched on with proper recording to last the period. Recording device should ideally be kept in a safe location**
- **To update CMS station on key holders names and contact numbers**
- **Do not keep valuable items outside the factory/warehouse**
- **Assign security patrolling from security provider**
- **Inform the police of the shutdown (however, they will not guarantee protection or patrolling)**
- **Ensure you have renewed your burglary and fire insurance**

*By, General Manager
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