

# Holiday Retail Security Checklist

Strengthen Safety and Prevent Loss During Peak Shopping Months

The holiday season brings **more shoppers and more security risks**. Use this actionable checklist to ensure your store is ready to safeguard your staff and assets.

## Physical Security

- Inspect all doors, windows, and entry points for damage or vulnerabilities.
- Confirm all locks are functioning; rekey or upgrade if needed.
- Use anti-theft display fixtures for high-value items.
- Keep emergency exits clear and monitored.

## Access Control

- Review employee access levels; restrict sensitive areas.
- Issue temporary credentials for seasonal staff; deactivate immediately after use.
- Track visitor access and deliveries with sign-in/out logs.
- Audit keys, fobs, and other access devices.

## Surveillance & Monitoring

- Confirm cameras are operational and covering high-traffic areas.
- Establish a schedule for reviewing footage during peak times.
- Test alarms, motion sensors, and panic buttons.
- Adjust camera angles to reduce blind spots.

## Inventory & Loss Prevention

- Conduct a pre-season inventory check and spot audits.
- Train staff to recognize and report suspicious behavior.
- Position staff near high-value or high-traffic areas.
- Limit cash on hand and secure registers.

## Emergency Preparedness

- Review emergency plans for theft, intrusion, or fire.
- Train for lockdown and emergency procedures.
- Schedule refresher training for seasonal staff.
- Test communication tools for rapid alerts.