

Retail Store Doors and Alarm Opening Protocol

1. Purpose

This protocol provides step-by-step instructions for employees to properly open the retail store doors and manage the alarm system at the beginning of each business day.

2. Scope

This protocol applies to all employees responsible for opening the store premises.

3. Steps for Opening the Store

1. Arrive at the store at the scheduled opening time.
2. Verify surroundings for any suspicious activity before unlocking the door.
3. Insert the store key into the main entrance door lock.
4. Unlock the door and enter quickly.
5. Close the door securely behind you.
6. Proceed immediately to the alarm panel.
7. Disarm the alarm system by entering your assigned code.
8. Wait for confirmation that the alarm is disarmed.
9. Switch on necessary lights and begin store opening procedures.

4. If Alarm Sounds

1. Remain calm.
2. Immediately enter your code to attempt to disarm the alarm.
3. If unsuccessful, contact the monitoring company using the information provided at the alarm panel.
4. Follow instructions given by the monitoring company.

5. Safety Considerations

- Never allow unknown persons to enter with you while opening.
- Report any suspicious activity to store management and security authorities.

6. Documentation

Record the opening time and your name in the store opening log.