

Security checklist for museums & galleries over the Christmas period

- Discreetly display information about closure times over the Christmas/New Year break as opportunistic thieves may act on this information.
- Conduct a thorough check of the museum before leaving for the break to ensure – as a minimum ensure that all doors, windows, skylights are locked & secured.
- Night lighting is operational, including external sensor lights. Consider use of timers to switch chosen lighting on and off
- Ensure fences/gates are secure and locked (where applicable)
- Use window screens and secure (where installed)
- Check out buildings/garages/storage areas not part of the main building to ensure they are secure
- Notify the local Police of closure, they may pay more attention to the building/area
- Remove and secure away any higher value/flashy items
- Check the mounts, frames and security fixings of displayed items that cannot be removed/secured
- Check display case locks and hinges
- Ensure display cases are secured and where electronic security systems are employed, test
- Consider engaging a security company to conduct regular mobile patrols if budgets allow
- Have the museum team/staff drive by the location when moving between places
- A daily walk around the premises by museum team – be seen by the public
- If checking the premises at night or during periods of low visibility, ensure someone knows where you. Carry a mobile phone with you
- Engaging security alarm system – test to ensure it is operational (where installed)
- Where CCTV cameras are installed, ensure the system is operational and providing you with the correct areas of surveillance. Consider temporarily changing viewing angles during the break to afford better observations of would be intruders. Include signage across your boundary/fence area to inform visitors that security cameras are in place.
- If your alarm system is monitored notify the security monitoring company of the museums closure and update your key holder details
- Ensure fire protection and sensing devices are operational (where installed), change batteries for standalone smoke detectors
- Ensure hand held fire extinguishers are charged and ready for use in case needed – in their place
- If a gaseous fire extinguisher system is used, check to ensure it is gassed up and operable
- Ensure all taps are fully turned off and that drains, toilets etc are not blocked
- Check for possible water egress under external doors, around windows – install simple barriers as needed
- Secure keys held on site to collection areas/storage rooms/displays cases etc in safes on site or remove from site entirely
- Turn off unnecessary electrical items. Check cords for compromise that may cause a fire
- Consider replacing locks (padlocks) if you believe locks or keys have been compromised
- Ensure adequate rodent and other pest control devices and material is set
- Remove all food and perishable items not secured on site

- Ensure your team are aware of any scheduled or unscheduled visits to the premises during the break. If contractors are required on site, a staff member should be present to observe and control entry to site. Maintain a log book to record all entries made
- Remove any items in vicinity of roof lines that maybe used as an aid to climb onto roofs (scaffolding, ladders etc)
- Remove any material from around the property that could be used as a fire starter/accelerant (rubbish piles, old building materials etc)
- Ensure that curtains, drapes, shutters etc are open as would normally be the case
- Trim/cut back any foliage that may obstruct clear views from the road to the building/windows/doors
- Remove any items from around the building that could be used to either damage the building break windows – such as loose lying rocks, bricks, roof tiles, wood etc