



Halloween business security checklist

BC 2026 | SATURDAY, OCTOBER 31

SITE / PROPERTY

REVIEWED BY

REVIEW DATE

Tick each item after reviewing it. Assign unresolved issues for follow-up. Do not record access codes, passwords or key locations.

01 Site & closing plan

- ☐ Confirm Halloween opening, closing and last-departure times.
- ☐ Assign the person responsible for the final lock-up.
- ☐ Review event activity, deliveries and contractor access.
- ☐ Brief closing staff on the contact and escalation plan.

02 Doors, gates & exits

- ☐ Check doors, windows, gates, locks and fence condition.
- ☐ Keep exit routes and emergency access clear of decorations.
- ☐ Confirm how restricted and service areas will be secured.
- ☐ Record unresolved access issues and assign follow-up.

03 Lighting, cameras & alarms

- ☐ Review entrance, parking and rear-area lighting after dusk.
- ☐ Check that decorations do not obscure camera views.
- ☐ Confirm alarm status and resolve known system faults.
- ☐ Coordinate any alarm test with the monitoring provider.

Use the requirements for your own property, event and municipality. Follow the agreed response plan. Call 911 for immediate danger or a crime in progress.



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Continue the review. A completed checklist records your review; it is not a guarantee of safety, compliance or incident prevention.

04 Keys, contacts & response

- ☐ Verify the primary and backup keyholder contact order.
- ☐ Confirm access instructions through a secure channel.
- ☐ Agree who may authorize additional attendance or repairs.
- ☐ Confirm handover arrangements if a site cannot be secured.

05 Parking, yards & materials

- ☐ Check pedestrian routes, loading areas and parking access.
- ☐ Secure exposed tools, equipment, materials and waste areas.
- ☐ Separate visitor access from operational and storage areas.
- ☐ Choose extra checks or coverage only where a gap remains.

06 Documentation & next day

- ☐ Record the final check time, checker and areas reviewed.
- ☐ Document relevant defects and photographs where appropriate.
- ☐ Confirm the incident-report recipient and escalation process.
- ☐ Assign a next-opening review and follow-up on open issues.

OPEN ISSUE / ACTION OWNER / FOLLOW-UP

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