



# GUARD-ALERT GAZETTE

Guard-Alert Group Newsletter

Total Security Solutions

December 2015

Volume 5, Issue 9

## *Wishing you a Secure Christmas*

***Guard-Alert Security wishes you a Merry Christmas and a happy new year. As you shut down your offices and take a well deserved break, please do remember that Guard-Alert Security is at your service 24 hours a day, 7 days a week. We are not taking a break so that you can have peace of mind during the coming holidays.***

***Making your office safe is of fundamental importance while you are away. It is important to secure your premises and take into account the points below, to prevent unnecessary loss for your business during the annual shutdown.***

- Lock up- Lock away all valuables, for example laptops, printers- items which are easily portable should there be a break in
- Data backup-Ensure that all data is backed up in case of data loss due to theft or damage of computer equipment during storms
- Cash-If your business handles cash, make arrangements for Armsec, the Guard-Alert armed guards division, to collect your cash at set times and store it in their vaults, so as to avoid storage of huge amounts of cash on your premises
- Keyholders- Ensure that there are designated



keyholders/ staff that are responsible in case of emergency. These should also be decision makers so that they are decisive when the occasion calls for it

- Power- turn off all unnecessary power points- this will reduce fire hazard in case of any electrical faults, and will also save you on the power bill as there will be no unnecessary power usage
- Emergency contact- ensure that emergency contact numbers are up-to-date and readily available in case of emergency
- Risk analysis- if unsure of your holiday security needs, contact Guard-Alert Security for a risk analysis so that you can prepare adequately for your security needs.

***Call us on 754 291-5 or email [guardall@zol.co.zw](mailto:guardall@zol.co.zw) for more information  
Guard-Alert Security: Total Security Solutions***