

## **SECURITY INFORMATION WITHOUT ROCKET SCIENCE SECURITY REQUIRES AN HOLISTIC APPROACH**

Unless your core business is catching thieves in-the-act and making arrests – CCTV and most electronic security measures will be wasted if you cannot keep intruders, vandals, looters and thieves out of the premises. Alarms will announce that an intrusion is taking place, and the intrusion can be watched on mobile devices or CCTV, which may furnish useful evidence after the fact – but cannot stop intrusion or theft. Only good basic physical security measures can do this!

Stopping theft or dishonesty requires a holistic approach – fitting locks to main doors or access control to the odd door, or a camera in an obvious place, is not enough, particularly when it is a known fact that staff are most likely to be involved in losses. They will KNOW where and what the cameras cannot see, may know the weak spots in your security better than Management do, and they will know how to exploit these blind-spots!

The following general principles apply to ALL doors, whether or not you are using CCTV, high security keys, guards, armed response, dogs, bars, lights, finger or face biometrics, keypads, tags, or any other electronic devices as additional tools to manage security:

**Start by physically securing all doors properly and appropriately** – so that you are building your security on a secure foundation.

- Ensure that all doors and door frames are hung and working correctly so that they do not become the ‘weak links’. Lack of maintenance, paint or varnish can cause otherwise good timber doors to crack or warp, which will stop them from closing or opening properly, and may prevent escape in an emergency!

Good hinges are important – particularly where crow-bar resistance is required. Make sure that all screw-holes have the right screws, and that they are heavy enough and well tightened.



- Lock off those doors that neither the public nor staff need access to – and put them under a ‘Management only’ key (as long as they are NOT designated Emergency Exits or Fire Escapes).
- Padlocks and surface-mounted locks **should not be used** on external doors if at all possible.
  - Padlocks or their hasps can be cut.
  - Padlocks can be substituted during working hours – leaving management under the impression that the keys are in the right hands, when in fact management’s padlock may not even be the one on the door at all!



- Surface mounted locks (like the night latch at right) are easier to tamper with because they are on the surface and can often be ‘bumped’ off the door, or have their screws loosened from the inside. This does NOT usually apply to the steel bodied surface mounted gate locks and electric locks (as illustrated at bottom right), which, although surface mounted, are usually more securely fixed.



- **Use Morticed locks wherever possible in preference to padlocks or surface mounted locks.**

The strength of a mortice lock is largely in the fact that it sits **INSIDE the door** and is protected from the weather by the timber or aluminium of the door itself. Mortice mounting also makes it harder to reach or to tamper with the lock (shown at right in a timber door).



- **CYLINDER Mortice Locks are generally better than lever locks.**

The keys for most lever locks can be bought over the counter by number. (This does not apply to some of the more expensive 5 & 6 lever locks). Better quality double-throw cylinder locks (such as the CISA one at right) can generally be expected to have many thousands of unique different keys. However, you will only get the quality and security that you pay for!



- Cylinders can be removed and replaced whenever a key is lost or stolen, using only a valid key and a screwdriver (this can only be done while the door is unlocked and in the open position).
- Cylinders are available with key operation from both sides, or with a thumbturn on the inside, as well as half-cylinders (for cupboards, ducts etc.)



**Double Cylinder**  
Key both sides



**Thumb-turn Cylinder**  
Key outside, thumbturn inside



**Half Cylinder**  
Key outside only

- Cylinders can be keyed-alike (same key for all), or master-keyed (different key for each lock plus a Master-key to fit all), to suit the needs of Management.

**High Security cylinders** with registered and properly regulated keys requiring an **authorised signature** for every key made, such as **CISA ASTRAL TEKNO S01** or **C3000 T06**, will put Management in control of key proliferation.



- Consider all the doors that staff need to use and restrict them accordingly (a cleaner working only in wing A does not need access to wing B, etc).
- Look at doors departmentally and equip them so that staff/guests have access only to their own area / accommodation, plus the necessary doors in common areas.
- Fit a second lock (usually a deadlock – as illustrated at right) fitted 500 mm above or below the main lock, to lock-off doors after hours or for extra security against outside attack.
- **Lock off the doors that are not needed or used, provided they are not fire exits.**



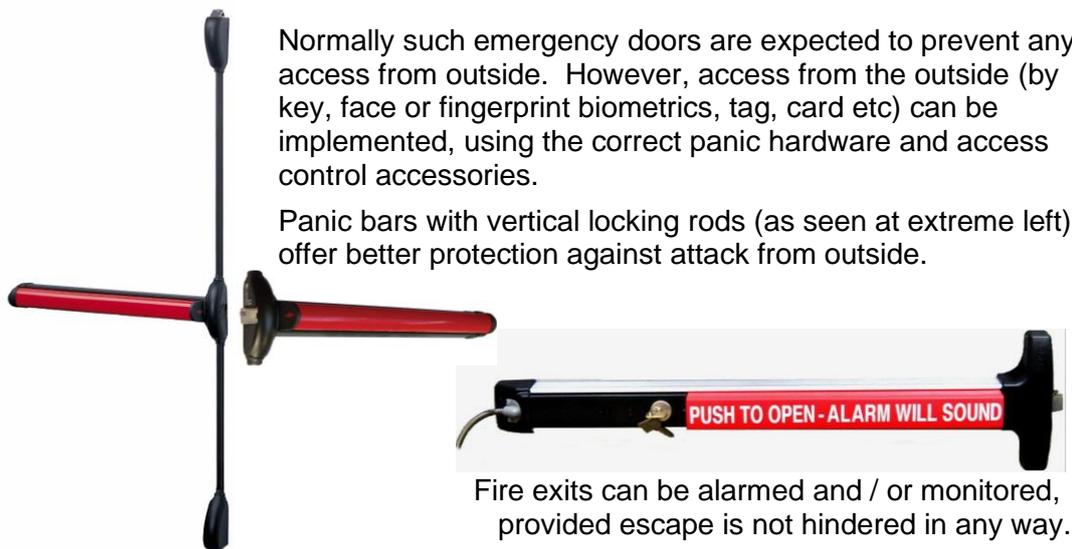
- **Door closers** are extremely important on all hinged emergency or access-controlled doors. The visible overhead type is generally best for access control because the better brands are dual-action, having separate closing speed and finer latching speed adjustments, to ensure engagement of the deadlock, latch, or panic bolt. Better brands are also usually Fire-Rated.



- **FIRE ESCAPES:** Identify and **be careful NOT to lock Fire Escapes** against escape from INSIDE! They must **always be manually openable from the INSIDE**, by anyone, in dark or smoky conditions, without assistance, tools, keys or special knowledge. This is **NOT an option** but a legal and moral, socially responsible requirement!

**On fire doors** – door closers ensure proper closing, to prevent the ingress of fresh air –which would fan a fire and create / circulate smoke. Automatic door closing will also prevent intruders and vandalism, after escape has taken place

- Keys in break-glass boxes, and break-glass tubes are NOT permitted on fire exits at all. A handle or a thumbturn may be permitted in **smaller** occupancies where no hazardous materials are used or stored.
- As a general rule, a Fire-Rated panic bar will always be acceptable on any hinged door.



#### NOTES:

There are many useful and desirable accessories for filtering people and allowing authorised access, using facial recognition, finger-biometrics, cards, tags, keypads, GSM, and Bluetooth mobile phone technology – and these should all be recognised as valuable & sophisticated **switches** - that examine certain criteria before allowing operation of the lock or striker at the door. However, if the doors or gates are not properly made, properly hung with good hinges, or not fitted with the correct locks and door closers, the money spent on electronics can never provide the desired level of protection against looting, vandalism, theft, intrusion, or terrorism.

**CCTV is NOT a substitute** for good basic security—but a good additional measure. CCTV Cameras can be a deterrent and are a valuable source of evidence during an event if monitored constantly, and after the event - if a vehicle, number plate or face of a burglar or attacker is visible. They will not necessarily deter a determined masked or hooded miscreant from opening your doors – particularly if the criminal knows where the cameras are.

**Saving money in the short-term by buying poor quality doors, hinges, locks, and door closers will prove more expensive even in the medium term, and will significantly lower the level of security.**

**The above information is of a very general nature and should be used only with expert and site-specific advice. For further information or to arrange a consultation contact:**

**DAVID MILLER Phone +27 (0)21-555-1720**

**lockman@lockshop.co.za**