



## Protecting commercial fleets

### Tips for managing a business shutdown

There may come times when you must shut down your operations, leaving your vehicles idle while staff are instructed to remain at home. In these instances, you will have to take measures to keep your fleet safe and secure while idle.

We have prepared a checklist of items to ensure that adequate risk control measures are in place. Please review these items and implement them if they apply to your fleet.

## Exterior storage

### Ensure visits to the property

- Ensure that someone is visiting the property daily to perform visual inspections.
- If you have security patrols, increase the frequency of visits to the property.

### Arrange vehicles safely

- Provide at least 3 metres (10 feet) spacing between each vehicle parked at the company location.
- Provide fire breaks (i.e., clear space of 15 metres (45 feet) or more) between vehicles in multiple clusters (rather than in one large group). Limit the number of the same type of vehicle to five or fewer in one cluster. For example, park five tractors in a row, and then park five pickups, then five trailers and so on.

### Keep the yard secure

- Use fences as perimeter barriers to define the physical boundaries of a facility and to deter unauthorized intrusion.
- Minimize the number of yard entrances.
- Park a blocker vehicle in front of the entrance gates to deter entry to the yard.

### Use locks and keys appropriately

- Locks are essential parts of fences and the protection they provide. Gates are usually locked by using a padlock. All padlocks you use should have a shrouded shackle to resist sawing and bolt cutters, and it should lock on both sides of the shackle (“heel-and-toe” locking). The padlock should be installed so that it cannot be easily attacked from the street side with a hammer.
- If you use a chain and padlock to secure a gate, the chain, as a minimum, should be case-hardened. If possible, the chain should be installed so that the lock is on the inside of the gate when the gate is closed. Access to the padlock keys should be strictly controlled.
- Ensure that vehicle keys are kept in locked key boxes located in a building guarded by an alarm and out of plain view, if possible.



### Ensure good visibility

- Lighting should be provided along the fence line and at all entrances to enhance visibility and deter intrusion. A protective lighting system acts as a psychological deterrent to potential criminals and can also increase the risk of an intruder being detected. As an added benefit, a protective lighting system enhances the safety of employees and visitors entering and leaving a facility during nighttime hours.






## Exterior storage (continued)





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### Ensure good visibility


-  The areas on either side of the fence should be kept clear of trees, shrubbery and tall grass that could conceal an intruder. Items such as boxes, containers, vehicles and equipment, all of which might assist an intruder in climbing over the fence, should be located away from the fence.
-  For all storage areas, use CCTV surveillance with 24/7 recording and a minimum of 14-day off-site storage. CCTV systems can be effective in deterring theft and vandalism. A camera's visible presence can cause would-be criminals to reconsider their plans, since the odds of being caught greatly increase when a CCTV system is present. If you do not have the time or budget for a new burglary alarm system, installing mock security cameras, along with signs indicating that the property is being supervised, is a proven intrusion deterrent.

### Prepare vehicles for extended storage

-  Wash vehicles thoroughly to remove tar, tree sap and bugs that can damage the paint if left on a vehicle for extended periods of time.
-  Touch up any paint chips and give the vehicle a coat of wax. This will prevent rusting on the exterior of the vehicle.
-  Grease the steering and suspension components of each vehicle. Doing so will force any moisture and dirt out of the pivots.
-  Change the oil and filter, and run the engine for a few minutes to circulate the new oil throughout the engine. Acids in used oil will attack the surfaces of engine bearings when left sitting in the engine.
-  Ensure that all tires are adequately inflated, secure all vehicle doors and ensure that windows are completely closed.



-  Top up the gas tank with diesel and fuel-system stabilizer. Having a full tank will prevent the fuel system from rusting while the vehicle is in storage. It will also push water out of the fuel lines. Fuel stabilizer is an additive that you can pour into your tank that will help preserve the fuel as it sits in storage. Follow the directions on the package; you will generally have to run the engine for a short while after pouring the stabilizer into the tank.
-  If you have a cargo trailer, remove any items in or on the trailer and secure the trailer with specialized locks.
-  Remove all cargo, equipment, tools and supplies from vehicles and trailers.
-  Keep rodents out by shoving steel wool into the exhaust pipe and any other orifices on your vehicles.

### Have a plan in place

-  Develop a business continuity plan to restore fleet operations as quickly as possible in the event of a loss of a significant portion of the fleet.

## Interior storage

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-  Ensure that fire sprinkler system valves are open, the fire pump controller is on (if you have one) and the system pressures are in the normal operational range.
-  Ensure that building heating is set no lower than 5 C and preferably much higher at 10 C (if you are planning on conserving energy) to prevent sprinkler and domestic water pipes from freezing and bursting. If heating is set too low and there is a failure in the system, it will take less time to reach freezing temperatures before a patrol can find the failing heating system.

## Interior storage (continued)

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- Ensure that someone is visiting the property daily to perform visual inspections.
- If you have security patrols, increase the frequency of visits to the property.
- Ensure that your contingency plans are up to date and include relevant phone numbers.
- Outdoor combustible storage should be kept at least 8 metres (26 feet) away from non-masonry and blank exterior walls of the building.
- Remove any overgrowth of vegetation and shrubs from the landscaping to remove hiding places for vandals.
- Access routes to the building should be kept free and clear of any obstructions so that fire departments can access your property easily, particularly if there is combustible construction.
- Remove containers or garbage cans, as well as any trash or fliers, and repair broken windows regularly. Containers might attract garbage dumping or hazardous waste, such as used motor oil or other chemicals. Vandals and arsonists are more likely to target buildings that appear noticeably vacant or idle.
- Conduct an audit of door locks to see if any need replacing. Install quality padlocks and deadbolts. Lock interior doors to increase interior compartmentalization and limit damage and access for vandals.
- Maintain burglar alarms.
- Ensure that exterior building ladders to the roof are locked shut.
- Conduct monthly roof checks to look for roof drains clogged by vegetation, bird nests or vandalism.
- Where practical to do so, block or section off most of the parking lot to prevent vehicles and pedestrians from entering the property.

If you have any questions or concerns, please do not hesitate to contact your broker. For more resources like this, visit [rsagroup.ca](https://rsagroup.ca).