

Construction Site Break-In Response Checklist

For Fraser Valley contractors, site supervisors, property owners, and project managers after a construction site break-in, trailer theft, copper theft, fenced-yard intrusion, or attempted entry.

Use this first

If a break-in appears active, someone may still be on site, or there is any immediate safety risk, stay back and call 911. This checklist is general planning guidance only. Follow police direction, site-specific safety procedures, and insurer or broker instructions.

Site Details

Project / Site	Address	Date / Time Discovered	Reported By
Police File #	Site Contact	Owner / Client	Insurer / Broker Contact

1. Safety First

- ☐ Do not enter if someone may still be on site
- ☐ Call 911 if the break-in appears active or there is immediate danger
- ☐ Keep workers and subcontractors away from affected areas until safe
- ☐ Do not confront anyone or search the site yourself
- ☐ Follow police direction and site safety procedures
- ☐ Identify any damaged wiring, unstable access, fire risk, or unsafe conditions

2. Preserve Useful Information

- ☐ Limit access to the affected area
- ☐ Avoid touching damaged locks, doors, windows, gates, or trailers too early
- ☐ Do not move tools, materials, containers, or equipment before photos if safe to wait
- ☐ Do not delete, overwrite, or reset camera footage
- ☐ Record who entered the affected area after discovery
- ☐ Keep damaged locks, cut chains, or broken hardware if police or insurer requests it

3. Report and Notify

- ☐ Call 911 if there is active danger or a break-in in progress
- ☐ Use local non-emergency or online reporting if discovered after the fact
- ☐ Record the police file number if provided
- ☐ Notify the project manager or site supervisor
- ☐ Notify the owner, developer, or client
- ☐ Notify affected subcontractors
- ☐ Notify insurer or broker where required
- ☐ Notify security provider if patrol, guard, or alarm response is involved
- ☐ Notify alarm, camera, or access-control vendor if systems were affected
- ☐ Notify equipment rental company if rented equipment is missing or damaged

4. Photograph Before Cleanup

- ☐ Wide photo of site entrance or affected area
- ☐ Photo of cut fence, damaged gate, or broken chain
- ☐ Photo of damaged locks, hinges, latches, or door frames
- ☐ Photo of damaged cameras, lighting, or alarm equipment
- ☐ Photo of temporary repair or final re-secured condition
- ☐ Photo of suspected entry point
- ☐ Photo of forced trailer, container, window, or door
- ☐ Photo of missing material or tool storage area
- ☐ Photo of vehicle tracks or disturbed ground if relevant
- ☐ Save all photos in the project file with date and time

5. Identify What Was Accessed

- ☐ Main gate
- ☐ Fence line
- ☐ Storage container
- ☐ Temporary office
- ☐ Copper / wire storage
- ☐ Equipment yard
- ☐ Lockbox
- ☐ Vehicle / rental equipment
- ☐ Rear gate
- ☐ Trailer
- ☐ Tool crib
- ☐ Material laydown area
- ☐ Fuel storage
- ☐ Camera / alarm location
- ☐ Key storage area
- ☐ Building interior or shell

6. Build the Loss and Damage List

- ☐ List missing tools by make, model, quantity, and serial number if known
- ☐ Record approximate value or replacement cost if available
- ☐ Attach photo references to each damaged or missing item where possible
- ☐ List missing copper, wire, fuel, materials, or equipment
- ☐ Record visible damage to gates, fences, locks, doors, trailers, or containers
- ☐ Separate confirmed missing items from items still being checked

Loss / Damage Log

Item / Area	Description	Qty	Serial / ID	Approx. Value	Photo?

7. Review Keys, Codes, Fobs, and Lockboxes

- ☐ Check whether keys were stolen or exposed
- ☐ Check whether gate codes or keypad codes were visible or shared
- ☐ Change lockbox codes if exposure is possible
- ☐ Update alarm callout and keyholder instructions
- ☐ Confirm who is authorized after hours
- ☐ Check whether a lockbox was opened, moved, or removed
- ☐ Disable missing fobs or access cards
- ☐ Change gate, trailer, and container locks if needed
- ☐ Remove access for former contractors or outdated users
- ☐ Record all access changes in the project file

8. Re-Secure the Site

- ☐ Repair or temporarily secure cut fencing
- ☐ Secure trailers and containers
- ☐ Improve temporary lighting near the affected area
- ☐ Confirm alarms are working and contacts are current
- ☐ Assign someone to confirm the site before the next night
- ☐ Replace damaged chains, padlocks, or gate hardware
- ☐ Move high-value tools or materials off site if needed
- ☐ Adjust camera angles or restore camera coverage
- ☐ Photograph the final re-secured condition
- ☐ Store repair receipts and photos with the incident file

9. Decide If Security Coverage Needs to Change

- ☐ Increase mobile patrol if the site is re-secured but needs extra checks
- ☐ Use guard presence if repeated trespassing or access attempts continue
- ☐ Request lock-up checks for weekends or holiday closures
- ☐ Update patrol instructions with affected gates, trailers, and storage areas
- ☐ Add temporary guard coverage if the site cannot be fully secured
- ☐ Review alarm response if keyholders are unavailable after hours
- ☐ Review access-control process if keys, codes, or fobs were exposed
- ☐ Create a next-night plan before crews leave

Security Decision Notes

Risk / Trigger	Action Chosen	Assigned To	Due Time / Date

10. Next-Shift Handoff

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| ☐ Tell crews which areas were affected | ☐ Identify restricted areas or unsafe access points |
| ☐ Confirm whether police reporting has been completed | ☐ Confirm what remains missing, damaged, or under review |
| ☐ Share updated locks, codes, fobs, or gate instructions with approved contacts only | ☐ Confirm whether patrol, guard, or alarm response coverage has changed |
| ☐ Confirm who handles follow-up with police, insurer, owner, and subcontractors | ☐ Save photos, loss list, reports, and security notes in the project file |

Incident Timeline

Time	Action / Observation	Person Responsible	Follow-Up Needed

Final Re-Securing Confirmation

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| ☐ Affected area photographed before cleanup | ☐ Police file number recorded if provided |
| ☐ Owner / project manager notified | ☐ Loss and damage list started |
| ☐ Keys / codes / fobs reviewed | ☐ Temporary repairs completed |
| ☐ Final re-secured photos saved | ☐ Next-shift handoff completed |
| ☐ Security coverage decision made | ☐ Incident file stored with project records |

Zentra Protection Support

Zentra Protection can support construction sites with mobile patrol, temporary guard coverage, lock-up checks, alarm response support, access observation, and documented reporting where safe and permitted. Visit zentraprotection.ca or contact Zentra Protection to discuss construction site security support in Chilliwack, Abbotsford, Hope, Langley, and the Fraser Valley.