GALAXY SECURITY COMPANY INC. PPO#120873

FREE CHECKLIST · HOLIDAYS AND PEAK SEASON

BEFORE THE LONG WEEKEND

12 QUESTIONS TO SETTLE WITH YOUR TEAM



For warehouse, DC, 3PL and yard managers in LA and Orange County. Long weekends and peak weeks bring thinner crews and fuller yards. Answer these before the holiday starts. Any answer that begins with "I think" is the one to settle first.

WHEN TO USE IT Thanksgiving is Thursday, Nov 26. Settle these by Wednesday, Nov 25, and again before the year-end holidays. Tick a box only when you have a name, not a guess.

01 WHO IS ON SITE

- [ ] **Which days are you closed or on a skeleton crew, and does your security coverage follow that calendar?**
  The quiet hours move when your schedule does.
- [ ] **Who has keys, remotes and alarm codes over the break, and has anyone on that list left since the codes changed?**
- [ ] **Do the temps and seasonal hires on peak shifts know who to tell when something looks wrong?**

02 WHO APPROVES PICKUPS

- [ ] **Who can release a load while your shipping lead is off, and does the night crew know that name?**
- [ ] **If no pickups are booked on the holiday itself, does whoever is at the gate know a truck showing up is a reason to call, not to open?**
- [ ] **When a carrier asks to come early to beat the holiday, who says yes, and how does the gate hear about it?**

03 WHAT IS LIT AND LOCKED

- [ ] **When the yard fills up in peak week, where do the extra trailers end up, and is that spot lit and in someone's view?**
- [ ] **Which gate stays open for the skeleton crew, and who closes it behind the last truck?**
- [ ] **Is a dock or side door left open for cleaners, vendors or a late delivery, and who shuts it after?**

04 WHO GETS CALLED

- [ ] **If the phone rings at 2 a.m. on Black Friday, who answers, and who is the backup if they are out of town?**
- [ ] **Does your customer know who to call at your site over the break if one of their loads looks wrong?**
- [ ] **When you reopen, who checks the yard, docks and trailers against how they were left, before the first truck goes out?**

29% of cargo theft cases happen between midnight and 6am. A long weekend stacks up a lot of those hours.

Source: Overhaul Q1 2026, via CCJ

IF YOU ONLY SETTLE ONE

Who can tell a truck no at your gate over the holiday, and do they know they are allowed to?

Pass this page to whoever locks up.

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