

Security Checklist

It's never a bad time to review the safety of your building. Below is a basic assessment we use for initial walkthroughs to identify opportunities for improvement.



POLICY

- Is there a documented workplace security policy in place?
- Are workplace staff trained for emergency egress?
- Do you have emergency rally points for evacuations?
- Are there floor wardens assigned in the event of an emergency?
- Is the workplace staff trained on disgruntled or terminated employees?
- Is workplace staff trained for emergency active shooter situations?
- Do you have reporting procedures for calling the appropriate authorities?
- Do you have procedures for handling the media in the event of a public crisis?

EXTERIOR

- Does the building have adequate physical barriers protecting main entrances and parking areas?
- Does the property have adequate exterior and parking lot lighting?
- Are the building keys and combinations properly secured?
- Is there a key system in place to ensure accountability or prevent duplicates?
- Is there anyone who regularly completes a physical exterior walkthrough of your property?
- Is the perimeter of the facility grounds defined by a fence, wall, or other physical barrier?
- Are there "No Trespassing" signs properly posted?
- Does your facility secure cars, trucks or physical assets outside?
- Do the exterior walkways, doors and assets have adequate lighting?
- Are exterior walkways, doors, and assets properly locked and monitored by a camera system?

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INTERIOR

- Is access to the building/place restricted?
- Are all access points monitored and controlled by a person?
- How many residents/employees and guests enter the building per day?
- Do all access points have electronic locks or manual locked doors?
- Is ID based access control in place?
- Are access cards, fobs or passwords highly secure?
- Do you maintain a visitor record/register?
- Are all documents related to physical access control procedures updated and available?
- Are employees easily identifiable due badges or other visual IDs?
- Does the property have adequate interior lighting?
- Is the IT room onsite properly secured?
- If your facility has dangerous goods or hazardous substances are they properly secured?
- Do employees have lockable doors to hide behind in hostile situations?
- Are all windows and doors not in use properly locked?

SECURITY SYSTEMS

- Is there a camera system installed and up to date?
- Does the camera system record on a physical DVR or cloud based solution?
- If physical DVR, is it properly secured?
- How long does the camera system store recordings?
- Does the camera system have day/night capability?
- Does the camera system work well with your current lighting?
- Is there an alarm system installed and maintained for the property?
- Does the alarm system have a mixture of door & windows contacts and motion sensors
- Do you check access control, camera, alarm, and lighting systems regularly?
- Is testing record available to show?

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