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| --- | --- |
| Location: |  |
| Date: |  |
| By: |  |

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| Physical Layout | | Yes | No | NA |
| Does the property topography provide security or reduce the means of access? | |  |  |  |
| Does the landscaping offer locations to hide or means of access to rooftops or other access points? | |  |  |  |
| How many points of entry are there to the building? | Number: | | | |
| Are entrances monitored? | |  |  |  |
| Do all persons entering and exiting the building go through a security checkpoint? | |  |  |  |

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| Lighting | Yes | No | NA |
| Is there sufficient lighting to allow guards, employees, or others to see places of possible concealment or access? |  |  |  |
| Does low light obscure access points? |  |  |  |

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| Alarms – Including Fire, Intrusion, Tamper, Motion | | Yes | No | NA |
| Are doors, windows, gates, or turnstiles monitored for egress and ingress? | |  |  |  |
| Are means of ingress able to be audited to identify who accessed those areas? | |  |  |  |
| Are the premises monitored for fire or smoke? | |  |  |  |
| Does the system alert the local fire department? | |  |  |  |
| Is it monitored by a third party or staff? | |  |  |  |
| In the event of a forced entry, who does the alarm system notify? |  | | | |

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| Physical Barriers – Including Fences, Bollards, Tire Strips, Gates | Yes | No | NA |
| Are fences tall enough to reduce unauthorized access to the property? |  |  |  |
| Is the fence checked regularly by staff for holes, damage, or access points? |  |  |  |

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| Are bollards in place to prevent damage to buildings or access points by vehicles? |  |  |  |
| Are tire strips installed and able to be used to prevent unauthorized entry to sensitive areas around the property?  Parking lots, loading docks, pick-up zones. |  |  |  |
| Are gates secure and operating properly? |  |  |  |
| Is entry to the premises protected by gates, or is vehicular traffic allowed to move freely on and off the property? |  |  |  |

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| Access Points *Including Doors, Gates, Turnstiles, Windows, Docks, Elevators And Stairwells* | Yes | No | NA |
| Are doors and gates in good working order? |  |  |  |
| Do they operate properly and close on their own? |  |  |  |
| Do turnstiles operate properly and are credentials required to go through? |  |  |  |
| Are windows locked if they can be opened? |  |  |  |
| If large panes of glass are installed in the building, are they laminated with a security film to prevent forced entry? |  |  |  |
| Do docks and dock doors operate properly, and are they locked when not in use? |  |  |  |
| Are elevators and stairwells checked daily or hourly by staff? |  |  |  |

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| CCTV | Yes | No | NA |
| Are the perimeter of the building and the perimeter of the property adequately covered by cameras? |  |  |  |
| Are cameras able to switch automatically from daytime to night/low light? |  |  |  |
| Do cameras monitor the building entrances and exits? |  |  |  |
| Do cameras monitor stairwells and other access points? |  |  |  |
| Are the cameras monitored 24 hours a day or only reviewed after an incident has taken place? |  |  |  |

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| **Access Methods** *Including Locks, Proximity Cards/Swipe Cards, Code or Cipher Locks, and Other Credentialing Methods* | | Yes | No | NA |
| Are locks and locking equipment in good repair and operating properly? | |  |  |  |
| Do past employees still have keys/access cards to the building? | |  |  |  |
| Have past employees/terminated employees been removed from having access to the property? | |  |  |  |
| How often are codes changed on code or cipher locks? |  | | | |

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| **Are** Methods of Communicating Breaches Found During the Security Audit Communicated to the Persons Responsible for the Agency’s Security?  *Including – Local Alarms/Lighting, Phone, Text, Email Etc.* | Yes | No | NA |
| Does your staff know the Agency’s policies for notifying management or other key personnel in the event of a breach? |  |  |  |
| How are personnel notified of breaches in security and unauthorized access?  *Guards, local alarms, monitored alarms, phone calls* | | | |

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| Guards | | Yes | No | NA |
| Does the Agency’s property utilize a guard staff? | |  |  |  |
| Do guards verify that persons coming on the property are allowed access? | |  |  |  |
| Do the guards make rounds on the property to check places of access?  Doors, windows, elevators, stairwells, dock or bay doors, secured areas? | |  |  |  |
| Do guards complete check sheets while on duty to verify they checked as directed? | |  |  |  |
| Do guards vary their patrol patterns to reduce the chance of their routines being exploited? | |  |  |  |
| How do they verify: |  | | | |
| ID |  | | | |
| Staff members |  | | | |
| Vehicles |  | | | |
| How do they record: |  | | | |
| Names |  | | | |
| License information |  | | | |