

Building Identification and Access Control

1. Is your facility visible from the street during both the day and night so that police/security patrols can conduct external security checks? <i>(A well-maintained facility projects a deterrence message to criminals.)</i>	Yes	No
2. Are entry points to your facility/business supervised? <i>(Individuals should be met, or announced, when they enter your building.)</i>	Yes	No
3. Do all of your staff, visitors, and vendors wear identification credentials while on premises? <i>(Use of visible identification allows for rapid evaluation of individuals in sensitive areas.)</i>	Yes	No
4. Are visitors allowed entry to your building by appointment only, and do they have to report to a reception area before entry?	Yes	No
5. Are visitors escorted to and from their destination? <i>(A visitor management policy helps prevent individuals from wandering around your facility gathering information that could be used later for illicit purposes.)</i>	Yes	No
6. Are visitors asked to provide proof of identification? <i>(This technique helps prevent misrepresentation of individuals claiming to be utility workers, police officers, etc. When in doubt, verify with the responsible agency.)</i>	Yes	No
7. Are visitors provided with visitor passes?	Yes	No
8. Are visitor passes designed to look different from staff identification?	Yes	No
9. Do you have external and internal signage to guide visitors? <i>(Signs direct visitors where to go and deter visitors from wandering around or getting lost.)</i>	Yes	No
10. Are visitor passes collected from visitors when they leave the building? <i>(Retrieval of visitor passes helps prevent compromise or re-use of passes for ulterior motives.)</i>	Yes	No
11. Are visitor passes printed with an expiration date?	Yes	No
12. Are visitors prevented from accessing unauthorized areas such as utility rooms and sensitive areas? <i>(Signage, observation, and locked doors should discourage visitors from accessing restricted areas.)</i>	Yes	No
13. Do your staff challenge or offer to assist people not wearing a visitor's pass or identification credential? <i>(This technique is an effective security measure. It demonstrates that the staff is aware and security conscious.)</i>	Yes	No
14. Are all incoming deliveries inspected before being delivered to the designated recipient?	Yes	No
15. Are mail and package handling procedures posted in a conspicuous location?	Yes	No

Fences and Gates

1. Does your site have perimeter fencing that is free of visual obstructions (such as brush, bushes, containers, etc.) and clearly delineates the premises boundary? <i>(A well-maintained fence is a psychological deterrent to curb criminal activity.)</i>	Yes	No
2. Are your fences constructed at a height to limit access? <i>(Six to eight foot high fences provide theft security.)</i>	Yes	No
3. Are your gates in good working order and able to be secured by a locking device?	Yes	No
4. Are your security measures on gates sufficient to prevent forced entry? <i>(Reinforced or heavy-duty gates can prevent forced entry.)</i>	Yes	No
5. Do you have the appropriate warning signs, (e.g. No Trespassing, CCTV in Use, etc.), displayed around the perimeter of the premises? <i>(Security signage provides a psychological deterrent to criminal activity.)</i>	Yes	No

Security Lighting

1. Is security lighting installed around your premises, including parking lots and pathways? <i>(Effective security lighting discourages criminals and aids in the detection of unauthorized individuals.)</i>	Yes	No
2. Does your security lighting work? <i>(Visit your facility at night and check for burned-out bulbs or damaged, misaligned fixtures, etc.)</i>	Yes	No
3. Does your security lighting provide adequate coverage? <i>(Dark areas provide concealment to intruders. Effective security lighting has minimal gaps. Security cameras may be synchronized to motion detection lighting systems.)</i>	Yes	No
4. Is the lighting power panel locked and secured? <i>(Easy access to these controls negates your security lighting plan, and provides criminals a marked advantage.)</i>	Yes	No
5. Are there interior lights activated during off hours? <i>(Interior lighting allows for security/police patrols to detect intruders inside a facility during hours of darkness.)</i>	Yes	No

Doors and Windows

1. Are your door and window frames made of solid materials? <i>(Lesser quality doors and windows are quickly breached and do little to prevent an intruder from gaining access.)</i>	Yes	No
2. Are door hinges exposed and vulnerable to tampering? <i>(Exposed hinge pins can be quickly "popped" and the door breached.)</i>	Yes	No
3. Are doors and windows fitted with quality locks to restrict tampering and access?	Yes	No
4. Is door glass shatter resistant or located farther than three feet from the door lock?	Yes	No
5. Are all of the locks in good working order? <i>(Locks on doors and windows should be checked frequently for correct function. Additionally, check for signs of tampering with the function of the locks.)</i>	Yes	No
6. Does your facility have security doors? <i>(These may offer an additional level of protection an intruder must breach.)</i>	Yes	No
7. Are your windows fitted with locks capable of restricting access and locking in a partially open position? <i>(Frequently check the operation of these locks for correct function.)</i>	Yes	No
8. Do your windows have security film, laminate, wire mesh, steel shutters, security drapes or other applications that offer enhanced security and protection from debris? <i>(Glass can become a deadly shrapnel in the event of an explosive blast or severe weather. These applications may also make it harder for intruders to gain entry by breaking the glass.)</i>	Yes	No
9. Have you taken steps to restrict easy access to the roof, to include anti-climb products? <i>(The roof may be used as a point of entry.)</i>	Yes	No
10. Do you designate staff to check that all doors and windows are closed and locked at the end of the business day? <i>(Staff should physically check the status of the doors and windows, not just conduct a visual inspection.)</i>	Yes	No
11. Does your facility have a policy in place to inspect rooms such as bathrooms and supply rooms to ensure that there is no one hidden in the building before locking up? <i>(A criminal technique is "to stay behind" and wait for staff to depart.)</i>	Yes	No
12. Are ladders and other items potentially used to access the upper floors and/or rooftop of your facility secured? <i>(These items should be stored inside the facility. Walking the exterior of your building frequently could identify items left outside by staff or contractors that may be used by criminal elements to gain entry.)</i>	Yes	No
13. Are your doors periodically checked for proper operation, ensuring that locks actually latch when the door is closed? <i>(Service and maintain all doors. A comprehensive maintenance program should be in place to maintain all doors and door hardware.)</i>	Yes	No

Landscaping

1. Can people see your premises clearly from the street? <i>(This makes it easier for police patrols and passersby to detect criminal activity. Additionally, is your street/building number easily read from the street during daylight and hours of darkness?)</i>	Yes	No
2. Are shrubs and landscaping cut to the base of the windows or low enough to negate concealment or opportunity to plant destructive devices? <i>(Well-maintained landscaping prevents individuals from concealing themselves or placing destructive devices near your facility. Additionally, security patrols or local police can more effectively observe the building's exterior to detect unauthorized individuals or devices.)</i>	Yes	No
3. Has your facility experienced any incidents of vandalism or painting of graffiti? <i>(Removal of graffiti sends a message that the facility is maintained and security conscious. Additionally, the police should be contacted immediately to report graffiti or vandalism.)</i>	Yes	No
4. Are your trash/recycling/storage bins secured in or away from buildings to stop them from being used as a climbing aid, to discourage arson, or to conceal a destructive device? <i>(These containers provide ready-made climbing aids for criminals, are frequently targets of arson attacks, and ideal places to conceal a destructive device.)</i>	Yes	No

Security Alarm Systems

1. Is your facility protected by an intrusion detection system?	Yes	No
2. Is your security alarm system monitored by a central station? <i>(A non-monitored alarm is not an effective prevention tool.)</i>	Yes	No
3. Does your security alarm system have a duress function? <i>(Consider these for reception areas, sensitive areas such as classrooms, and offices of facility leadership who may be targeted.)</i>	Yes	No
4. Does your system work properly, and is it tested and serviced on a regular basis? <i>(Alarm systems require maintenance and upgrades during their life cycle.)</i>	Yes	No
5. Is your security alarm system used? <i>(In order to function, the alarm system must be turned on and employed.)</i>	Yes	No
6. Are a limited number of your staff familiar with the procedures for turning the intrusion detection (alarm) system on and off? <i>(Limiting the number of staff who know how to manipulate the alarm system helps minimize compromise of alarm codes.)</i>	Yes	No
7. Are your alarm arming and de-arming codes ever changed? <i>(On a regular basis or as staff separate, codes should be changed.)</i>	Yes	No
8. Do you have standard operating procedures for staff responding to alarm activations during operating hours and after hours? <i>(Staff could be walking into a potentially dangerous situation, and need to be aware of what actions to take.)</i>	Yes	No
9. Does your system have a cellular or back-up power supply? <i>(Criminal elements have been known to disrupt the power supply to facilities prior to attempting to gain entry. Additionally, extended power outages could impact your facilities' security.)</i>	Yes	No

Closed Circuit Television (CCTV)

<p>1. Do you have CCTV equipment installed? <i>(A camera system allows for enhanced detection of intruders, is a psychological deterrent, and is a means to document a subject's identity for police department follow-up.)</i></p>	<p style="text-align: center;">Yes No</p>
<p>2. Are your cameras actively monitored? <i>(An unmonitored CCTV only serves to document events, and does not provide increased warning or command and control during incidents.)</i></p>	<p style="text-align: center;">Yes No</p>
<p>3. Do your CCTV cameras cover the entrances and exits to your building?</p>	<p style="text-align: center;">Yes No</p>
<p>4. Do you have video surveillance of areas adjacent to your facility? <i>(Parking lots, etc. Cameras may detect pre-operational surveillance or preparation.)</i></p>	<p style="text-align: center;">Yes No</p>
<p>5. Do you have CCTV cameras covering critical areas inside of your facility, such as server rooms or cash offices? <i>(These areas may be targeted by nefarious individuals.)</i></p>	<p style="text-align: center;">Yes No</p>
<p>6. Are your CCTV images recorded, retained for future use as needed, and stored in a secure area? <i>(Camera images may be essential to solving crimes. Criminals may seek to destroy video evidence during the commission of their activity.)</i></p>	<p style="text-align: center;">Yes No</p>
<p>7. Could you positively identify an individual from the recorded images on your CCTV system? <i>(Grainy, washed out images do little to help the police identify the suspects.)</i></p>	<p style="text-align: center;">Yes No</p>
<p>8. Is your CCTV system regularly inspected and maintained? <i>(Regular maintenance and function checking of the system is essential to the system's effectiveness.)</i></p>	<p style="text-align: center;">Yes No</p>
<p>9. Do you have appropriate signs displayed to tell the public/warn offenders that they are being monitored and recorded? <i>(These signs alone may deter criminal activity.)</i></p>	<p style="text-align: center;">Yes No</p>

Cash Handling

1. Do you have established cash-handling procedures? <i>(Cash is a desired target of criminals. It is not recommended to keep large amounts of cash in your facility.)</i>	Yes	No
2. Do you have a lockable cash drawer?	Yes	No
3. Do you have irregular banking procedures? <i>(Have you set a pattern of depositing or moving cash from your facility that criminals may exploit?)</i>	Yes	No
4. Do you use an outside company to transport cash? <i>(This may be preferable and safer/more secure means of moving money versus an employee.)</i>	Yes	No
5. Is money counted away from public view? <i>(This activity should not occur in public areas or in rooms visible from the street/exterior.)</i>	Yes	No

Keys and Valuables

1. Do you maintain a key inventory, and are keys numbered rather than named? <i>(If a key is lost or misplaced a "named" key informs the finder exactly what it opens. A numbered key does not.)</i>	Yes	No
2. Do you regularly conduct key audits, and is the key audit log secured? <i>(This is essential to maintain control of your keys.)</i>	Yes	No
3. Are your spare keys secured, and are your keys to the safe adequately secured?	Yes	No
4. Are your keys, identification credentials, and uniforms collected upon employee separation?	Yes	No
5. Does your staff have a location to secure their personal items?	Yes	No
6. Does this location have restricted access?	Yes	No

Information Security

1. Do you store and lock all business documents at the close of the business day?	Yes	No
2. Do you have a clear-desk policy? <i>(Are sensitive/personal materials secured and not left in the open.)</i>	Yes	No
3. Does your organization have dedicated staff/personnel in charge of cybersecurity?	Yes	No
4. Does your organization have a cybersecurity policy? <i>(This can include requiring employees to log-off, shut down, and secure all computers at the end of the business day.)</i>	Yes	No
5. Does your organization have a cybersecurity incident response plan?	Yes	No
6. Are all your computers password protected?	Yes	No
7. Do you require computer passwords to be changed regularly?	Yes	No
8. Does your organization have two-factor authentication for logging into networks? <i>(This adds a second level of protection to prevent unwanted access to networks.)</i>	Yes	No
9. Do employees complete regular cyber awareness trainings?	Yes	No
10. Does your organization schedule routine data backups?	Yes	No
11. Does your organization have protection software on systems and devices on the network? <i>(This can include antivirus software, web-filtering, automatic patches and a firewall.)</i>	Yes	No
12. Does your organization maintain security and event logs for networks? <i>(The collection and review of event logs can to profile normal activity, detect potential cyber attacks, and assist in performing post-breach forensics and remediation.)</i>	Yes	No

Property Identification

1. Have you recorded make, model and serial numbers of your business items of significant value <i>(such as mobile phones, computers etc.)</i> ?	Yes	No
2. Is all valuable property permanently marked with a unique identifier?	Yes	No
3. Do you have an inventory and visual documentation of property and equipment? Are your property lists and photographs adequately secured? <i>(Pictures and inventories aid in the recovery of stolen property. These lists should also be kept in a secure area/container.)</i>	Yes	No

Communication

1. Do you have written security policies and procedures?	Yes	No
2. Are your policies and procedures reviewed regularly and, if necessary, updated? <i>(Plan development should occur prior to a crisis situation occurring.)</i>	Yes	No
3. Do you regularly meet with staff and discuss security issues?	Yes	No
4. Do you encourage staff to raise their concerns about security? <i>(Your staff is the frontline "sensor" to detect and react to security breaches.)</i>	Yes	No
5. Do you interact with law enforcement and neighboring businesses/ facilities on issues of security and crime trends that might affect everyone? <i>(Relationships with the police and adjoining facilities allow for a mutual security and crime fighting effort.)</i>	Yes	No
6. Do you and your staff know the various methods of contacting authorities such as police, fire, and emergency services?	Yes	No
7. Does the organization's website provide detailed information on the location of the management team/schedules/children's activities, names, and locations? <i>(Too much information on the internet about your facility could be used for nefarious purposes.)</i>	Yes	No

Emergencies

<p>1. Are your telephones pre-programmed with emergency contact numbers?</p>	<p>Yes No</p>
<p>2. <i>Are your telephone lines protected from being compromised? (Criminals have been known to target phone lines to disable alarm systems, and hamper communication efforts.)</i></p>	<p>Yes No</p>
<p>3. Are staff trained, and have they practiced their response to handle emergencies?</p> <p style="padding-left: 40px;">Nuisance phone calls</p> <p style="padding-left: 40px;">Active shooter and lockdown shelter-in-place</p> <p style="padding-left: 40px;">Evacuation</p> <p style="padding-left: 40px;">Severe weather</p> <p style="padding-left: 40px;">Hazardous environmental conditions</p> <p style="padding-left: 40px;">Bomb threats</p> <p style="padding-left: 40px;">Suspicious bags/packages</p> <p style="padding-left: 40px;">Fire</p> <p style="padding-left: 40px;">Workplace violence</p> <p><i>(A trained and rehearsed staff is likely to perform at a higher level during crisis situations if they are trained and rehearsed prior to the stressful event taking place.)</i></p>	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p>
<p>4. <i>Are staff trained to report maintenance problems and Occupational Health and Safety concerns? (Staff should be encouraged to report security deficiencies.)</i></p>	<p>Yes No</p>
<p>5. Have local first responders toured your facility to gain a greater understanding of the physical layout? <i>(Pre-planning with local first responders increases facility security and safety.)</i></p>	<p>Yes No</p>
<p>6. Are special events held at your facility that would draw large crowds or pose iconic significance?</p>	<p>Yes No</p>
<p>7. Are local first responders aware of the increase in population due to special events and/or potential threats? <i>(Special events may draw unwanted attention from individuals who do not share your views and beliefs. Additionally, large crowds could overwhelm capabilities of local first responders unless planned for.)</i></p>	<p>Yes No</p>

Additional Resources

New Jersey Office of Homeland Security and Preparedness:

www.njhomelandsecurity.gov/resources

Active Shooter Information:

www.njhomelandsecurity.gov/active-shooter-response

Developing Emergency Plans for Houses of Worship:

www.fema.gov/media-library/assets/documents/33007

Emergency Preparation:

www.ready.gov

Federal Emergency Management Agency:

www.fema.gov

New Jersey Office of Emergency Management:

www.ready.nj.gov

Mail Handling:

about.usps.com/publications/pub166/pub166fm_003.htm

FEMA IS-906 Workplace Security Awareness Training:

www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-906

FEMA IS-921.A Implementing Critical Infrastructure Security and Resilience:

www.training.fema.gov/is/courseoverview.aspx?code=IS-921.a

New Jersey Cybersecurity and Communications Integration Cell (NJCCIC):

www.cyber.nj.gov

NJCCIC Private Sector Best Practices:

www.cyber.nj.gov/private-sector

Sourcing Information

American Red Cross, Ready Rating, Multi-Building Physical Security Checklist, United States of America

Cambridgeshire Constabulary, Home Security Self-Assessment, United Kingdom

Hertfordshire Constabulary, Business Premises Self-Assessment Checklist, United Kingdom

Howell Police Department, Business Security Survey, New Jersey

Jefferson City Police Department, Commercial or Business Security Survey, Missouri

Lakewood Police Department, Business Security Survey, New Jersey

National Crime Prevention Council, Business Watch Brochures, United States of America

Newark Police Department, Business Security Survey, New Jersey

Orange Police Department, Business Security Survey, New Jersey

San Diego Police Department, Small Retail Business Security Reference Material and Survey Form, California

Westerville Police Department, Security Survey Checklist: Business, Ohio

Windsor Police Department, Home or Business Property Self Audit, New Jersey