SECURE COMMUNITY NETWORK

FACILITY ASSESSMENT TOOL

The Secure Community Network has adapted this Facility Assessment tool from best practice examples to aid non-profits, community organizations and related facilities in identifying areas of site security concerns. By answering a series of security related practices or equipment questions, users may quickly identify potential areas of security concern. When a question is answered as a "No," this may identify an area where enhanced attention may be warranted. Please note that not all questions will be relevant to all entities.

A common sense, pragmatic approach must be taken when using the Facility Self-Assistance Survey tool.

As areas of concern are identified, leadership may elect to make physical improvements, establish or adjust an internal policy, implement training or seek additional professional guidance to explore available options to address the concern(s).

This information has been prepared to help in the assessment of the relative safety status of a facility. Please note that this information is intended as guidance only; some of the information presented may not meet the specific requirements of a particular facility, nor is it intended to take the place of a comprehensive risk assessment and gap analysis.

Notice

This document is a compilation of existing security best practices, resources and guidance intended to assist organizations with general security planning guidance and basic security considerations. It is not intended to provide comprehensive, organization-specific advice on security matters nor is it meant to replace the design and development of a comprehensive security strategy.

SCN specifically disclaims any and all responsibility for, and is not responsible for, any loss or damage arising out of the use, nonuse or misuse of this information.

The Facility Assessment Tool was created by reviewing numerous public and private security survey tools and consolidating core security information into a single document. Special thanks and credit is provided to the New Jersey Office of Homeland Security and Preparedness as well as the American Crime Prevention Institute.

1. Neighborhood

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. **Is the immediate neighborhood free of "crime generators"?** *"Crime generators" may include late-night social or retail establishments, etc.*				
2. **Can the facility be observed from surrounding facilities and streets?** *It is preferred to have clear lines of sight between a facility and its neighbors.*				
3. **Are neighborhood streets and walkways in the immediate vicinity of the facility well lighted?** *Adequate exterior lighting should allow at least 100 feet of visibility.*				
4. **Are nearby residents discouraged from using facility property for recreational purposes?** *Persons who are not members of the facility and use the property for recreation may pose a security risk or threat.*				
5. **Have potential threats or targets near the facility been identified, along with their possible impact? Are appropriate crisis plans in place?**				

2. Property Perimeter

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. **Are property boundaries of the facility easily recognizable by visual means?**				
2. **Is there a marquee or other sign visible from the adjacent roadway that identifies the presence of the facility?**				
3. **Can site entry points can be readily observed and monitored by staff and individuals in the facility in the course of their normal activities?**				
4. **Are site entry points positioned so one individual can monitor as many entries as possible?** *Nothing should block this means of visual surveillance, such as signs, trees, shrubs, or walls.*				
5. **Are entry points to the site kept to a minimum?**				

6. Are there are at least two entry points so that if one is blocked, the other can be used?				
7. Do site entries provide for the ready passage of fire trucks and other emergency vehicles?				
8. Can unsupervised site entrances be secured during low-use times for access control purposes and reinforce the idea that access and parking are for facility business only? Are gates available for closing access points when necessary?				
9. Is the perimeter of the site secured to a level that prevents unauthorized vehicles or pedestrians from entering, and does this occur as far from the facility building as possible? *Anti-ram protection may be provided by adequately strengthened bollards, street furniture, sculpture, landscaping, walls, and fences. Anti-ram protection should be able to stop the threat vehicle size/weight at the speed attainable by that vehicle at impact. If anti-ram protection cannot absorb the desired kinetic energy, consider adding speed controls such as speed bumps to limit vehicle speed. Serpentine driveways can also help slow down a vehicle's approach.*				
10. Are panic button or intercom call boxes used in parking areas, at entry points, in isolated areas, or along the building perimeter as needed? Alternatively, do individuals carry panic/pendant alarms and/or is a mobile application available for use?				
11. Can vehicle entry beyond checkpoints be controlled, permitting entry by only one vehicle at a time?				
12. Are there perimeter barriers capable of stopping vehicles?				

3. Lighting

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Are designated parking lots or parking areas well lighted? *Exterior lighting should be bright enough to read a newspaper and should allow 100 feet of visibility*				
2. Are pedestrian walkways and building entrances particularly well lighted? *A facility* may have *evening activities. To discourage inappropriate behavior and to provide members with a sense of security, parking areas, pedestrian walkways and building entrances should be well lighted.*				
3. Are all sides of the building illuminated by exterior lighting?				
4. Is motion detector-activated lighting located near doors and windows?				
5. Are exterior lights associated with the facility controlled by a photoelectric cell? *It is preferable to have exterior lighting controlled by light sensitive photoelectric cells rather than manual switches or timers.*				
6. Does someone have the responsibility for checking the operation of all exterior lighting at least once a week? *It is recommended there be a formal process for inspecting all external lighting on a regularly-scheduled basis.*				
7. Is there a reliable system or process for the timely repair of inoperative external lighting? *Inoperative exterior lighting should be repaired as soon as possible after being identified.*				
8. Is tree foliage prevented from obscuring exterior lighting fixtures? *Excessive or extensive tree foliage near external light fixtures can diminish the effectiveness of the lighting.*				
9. Are switches, breakers or electrical panels that control lighting inaccessible to the public?				
10. Are informal pathways (not formally designated) adequately lighted to prevent them from being a security risk?				
11. Are exterior lighting fixtures vandal resistant, beyond easy reach (at least 12 to 14 feet off the ground), maintainable, and				

built with break-resistant lenses or protected by cages or other means?				
12. Can exterior lighting controls be centrally accessed from the main administration area?				

4. Fences and Gates

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Does the site have perimeter fencing that is free of visual obstructions (such as brush, bushes, containers, etc.) and clearly delineates the premises boundary? *A well-maintained fence is a psychological deterrent to curb criminal activity.*				
2. Are the fences constructed at a height to limit access? *Six to eight feet high fences provide theft security.*				
3. Are gates in good working order and able to be secured by a locking device?				
4. Are security measures on gates sufficient to prevent forced entry? *Reinforced or heavy-duty gates can prevent forced entry.*				
5. Are exterior playgrounds enclosed by a sturdy fence?				
6. Do external playgrounds have a restricted entry point?				
7. Do perimeter fences, walls, or "hostile vegetation" provide sufficient access control, surveillance and territoriality? Fencing options, including their pros and cons, include: A solid wall or fence blocks natural surveillance and can attract graffiti.				
A stone or concrete block wall can be an effective barrier against bullets.				
A solid wall or fence can enhance privacy.				
Wire mesh fencing usually provides foot holds, making it easy to climb over.				
Wire mesh fencing is relatively easy to vandalize but often the most economical option.				
Smaller gauge wire mesh may deter climbing.				

	Powder-coated wire mesh fencing can be more aesthetically pleasing.				
	Wrought iron fencing is low maintenance, vandal resistant, without blocking surveillance or providing foot holds.				
	A short fence can establish territoriality but is of limited value for controlling access.				
	Tall, continual fencing can significantly restrict access, but may also block a pedestrian path for individuals who walk to and from facility, forcing them to take a longer route where they are more exposed to traffic, crime, or environmental hazards. A compromise may be appropriate, such as installing gates at selected locations. Open gates at least define likely entry points; lockable gates provide the facility with the ability to further secure the site but can also create an unexpected barrier for an individual's trying to escape to or from the site.				
	"Hostile vegetation" (dense, thorny groundcover or bushes) often can be used effectively to define boundaries of various kinds around and within facility property, providing it doesn't interfere with natural surveillance.				

5. Traffic Circulation

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Are all vehicle pathways, access points, and interfaces with main thoroughfares designed to avoid accidents, speeding, blind spots and traffic conflicts?				
2. Is pedestrian safety addressed by well-designed crossing areas and separation from vehicle traffic?				
3. Does emergency vehicle access around the building meet local requirements? *If emergency vehicle access lanes are required by local codes, they should be constructed as wide sidewalks or grassed, hardened surfaces. Vehicular access should be over the curb, rather than via curb cuts that could encourage unauthorized use.*				
4. Are bus, car, pedestrian and bike traffic reasonably safe from each other at entry and exit points as well as throughout the				

site, and do traffic calming strategies discourage speeding?				
5. Where there are roadways through the site, are they serpentine or otherwise indirect or do they include traffic calming features, with gates or barriers as needed? Do signs prohibit through traffic?				
6. Are designated entries, routes, and parking lots for after-hours use clearly identified and controlled within the context of the site?				
7. Are hiding places minimized or eliminated along pedestrian routes? *Hiding places can be exposed to natural surveillance by trimming landscaping, improving lighting, removing solid fencing, or installing convex mirrors.*				
8. Where applicable, can buses drop and pick up students directly from a designated, marked loading and unloading zone near a designated and supervised facility entrance, in full view of designated facility staff? Do students have to walk in front of the bus or other traffic to move between the bus and the facility?				
9. Are curb lanes adjacent to building facades marked to prohibit parking?				
10. Where applicable, are parent drop-off and pick-up zones clearly designated and separated from bus traffic?				

6. Parking

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Are parking areas within view of the main office, other staffed areas, or surveillance cameras?				
2. Do signs or posted rules clearly identify who is allowed to use parking facilities and when they may do so?				
3. Is visitor parking located near the main entrance, with clear signs directing visitors to the main office?				
4. Are parking spaces numbered and marked for designated users, to include guest parking; are unassigned parking spaces minimized?				
5. Is access to parking areas limited by curbs, fencing, gates, and a minimum number of entry points?				

6. Is handicapped parking located on the shortest route from adjacent parking via an accessible path to an accessible entrance?				

7. Dumpsters

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Are dumpsters either enclosed in a designated service area or surrounded on three sides by a high wall, preferably a see-through, climbing-resistant fence, and provided with a securable gate? *Through the use of see through fencing, wall openings, convex mirrors or motion response lighting, hiding around these enclosures is made difficult.*				
2. Are dumpsters and their enclosures positioned so that they cannot be used as ladders for gaining access to the facility roof?				
3. Are dumpster covers locked and is the trash or dumpster area well lighted?				

8. Site Utilities

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Is access to site utilities, such as electrical transformers, generators, and meters, limited and secure, and is exposed equipment protected against vandalism and vehicular damage?				
2. Do site utilities create hiding places?				
3. Do site utilities impede access by emergency vehicles?				
4. Are exterior mechanical equipment enclosures lockable? Do doors have protected hasps, hinges, and deadbolt locks or a high security padlock? Do hasps and hinges have secure fasteners and are hinge pins nonremovable?				
5. Can exterior mechanical equipment be climbed upon and is it protected from thrown objects?				
6. Is exterior mechanical equipment reachable by vehicles protected with bollards or other devices?				
7. Do meter locations allow access for meter readers without compromising access control for secure areas of the facility?				

8. Are fire hydrants on or around the site readily visible and accessible?				
9. Are locations where gas and electric utilities enter the building secured?				
10. Are facility buildings and structures located an appropriate distance from power transmission lines? *California recommends the following minimum distances between facility facilities and power transmission lines:*				
100-110 kV line, 100 feet from easement				
220-230 kV line, 150 feet from easement				
345 kV line, 250 feet from easement				

9. Landscaping, External Signage and Security

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Are bushes, shrubbery or other plant growth trimmed in an appropriate manner so as not to serve as a hiding place? *It is recommended that plant growth within six feet of a parking facility, pedestrian walkway or building entrance be trimmed at a height of no more than two feet. The branches or foliage of trees should be no lower than seven feet above grade.*				
2. Are sightlines from the facility to parking areas, pedestrian walkways, playing areas, etc. unobstructed by landscaping and plant growth?				
3. Is there clear, well maintained signage that directs visitors to appropriate vehicle parking and building entry points?				
4. Are exterior or detached storage buildings or facilities well-constructed and secured?				
5. Have there been steps taken to prevent any exterior building recesses or alcoves from serving as hiding places for intruders? *A means to remove or reduce concealment potential may include lighting, screening, blocking, convex mirrors, etc.*				
6. Are there appropriate warning signs, (e.g. No Trespassing, CCTV in Use, etc.), displayed around the perimeter of the premises?				

10. Building Identification and Access

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Is the facility designed in such a manner that visitors have to check in at an administrative office or desk before they can access other parts of the building?				
2. Are entry points to your facility/business supervised? *Individuals should be met or announced when they enter your building.*				
3. Do all staff, visitors, and vendors wear identification credential while on premises? *Use of visible identification allows for rapid evaluation of individuals in sensitive areas.*				
4. Are visitors allowed entry to your building by appointment only, and do they have to report to a reception area before entry?				
5. Are visitors escorted to and from their destination? *A visitor management policy helps prevent individuals from wandering around your facility gathering information that could be used for later illicit purposes.*				
6. Are visitors asked to provide proof of identification? *This technique helps prevents misrepresentation of individuals claiming to be utility workers, police officers, etc. When in doubt, verify with the responsible agency.*				
7. Are visitors asked to sign in when they enter the building?				
8. Are visitors provided with visitor's passes?				
9. Are passes designed to look different from staff identification?				
10. Are there external and internal signage to guide visitors? *Signs direct visitors where to go and reduce visitors from wandering around or getting lost.*				
11. Are visitor passes collected from visitors when they leave the building? *Retrieval of visitor passes helps prevent compromise or re-use of passes for ulterior motives.*				
12. Do passes have an expiration date on them?				
13. Are visitors/customers prevented from accessing unauthorized areas such as utility				

rooms and sensitive areas? *Signage, observation, and locked doors should discourage visitors/outsiders from accessing restricted areas.*				
14. Does staff challenge or offer to assist people not wearing a visitor's pass or identification credential? *This technique is an effective security measure. It demonstrates that the staff is aware and security conscious.*				
15. Are all incoming deliveries inspected before being delivered to the designated recipient?				
16. Are mail/package handling procedures posted in a conspicuous location? *Package bombs and "white powder" letters are known techniques to injure/kill staff or disrupt facility operations.*				
17. Are separate wings, separate buildings, and standalone, portable or modular entities readily identified from a distance by colors, icons, or signage? Reflective or lighted markings are ideal. Clear identification of buildings and areas greatly aids emergency response and rescue efforts.				
18. Is access into the building(s) 100 percent controllable through designated, supervised, or locked entry points, including windows and service entries?				
19. Is entry granted by supervising staff or through the use of proximity cards, keys, coded entries, or other devices?				
20. Can portions of the facility that are not being used be readily secured? This can be accomplished by locking wing doors or accordion-style gates or other means, provided emergency egress is not blocked.				
21. Are there entry signs, in all relevant languages and with simple maps or diagrams where needed, to direct visitors to designated building entrances?				
22. Where appropriate, do signs warn in a friendly but firm way about trespassing and illicit behavior and cite applicable laws and regulations?				
23. Are panic or duress alarm buttons installed at the reception desk?				
24. Can doors be electronically locked to block visitors' entry into the building?				

25. Do windows facilitate surveillance from the reception area, providing, on the outside, an unimpeded view of the main entry and drop-off and visitor parking areas, and, on the inside, a view of the adjoining halls and stairwells, and, preferably, the closest bathroom entries?				
26. When the main entry doors are unlocked, can securable internal doors oblige visitors to confer with the receptionist to gain entry beyond the reception area?				
27. Does the reception area include adequate protective features, including a counter or desk to serve as a protective shield, a panic or duress button to call for help, and a telephone, a radio base station if radios are used.				
28. Is the reception area protected by a bullet-resistant windows and walls or does it have a rear exit or safe haven into which the receptionist can retreat? A safe haven is a windowless room with a solid door, easily locked from the inside without requiring a key, and in which there is a telephone for calling for help.				
29. Are entries designed to mitigate explosive blast hazards? Do they contain design elements that could entrap an explosion, thus amplifying its impact? Are interior and exterior foyer doors offset from one another? Do doors and walls along the line of security screening meet requirements of UL 752, Standard for Safety: Bullet-Resisting Equipment?				
30. Are windows and their framing and anchoring systems designed and located to resist the effects of explosive blasts, gunfire, and forced entry? Windows overlooking or directly exposed to public streets or dangerous areas should be either minimized or protected.				
31. Does the facility layout require visitors to pass through at least visual screening before they can gain access to bathrooms, service spaces, stairwells, or other amenities inside the facility? Can anyone get past the reception area without being seen close enough by staff to be identified?				

11. All Hazards Preparedness

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. In areas prone to flooding, is the site located in a flood plain or is it at high risk if nearby water sources flood? Does the building design incorporate features to protect against flood damage? Can emergency vehicles access the site during high water conditions?				
2. In areas prone to earthquakes or high winds, have alternate routes into and out of the site been identified to avoid potential fallen trees, buildings, utility lines, or other hazards? 3. In areas prone to earthquakes, has the proximity and vulnerability to active geological faults been investigated? Within the context of local conditions, is the site considered safe, or have extra safety measures been built into the facility to compensate for the risk? In any case, does the facility meet all applicable building code requirements for earthquakes?				
4. In areas prone to earthquakes or high winds, are building setbacks adequate to prevent battering from falling trees or buildings?				
5. In areas prone to earthquakes, high winds, flooding, or other natural or man-made hazards, have nearby facilities been identified as safe areas of refuge or community gathering places? *The refuge area should not be located in the likely path of falling buildings or trees, nor should it be prone to flooding or adjacent to potential terrorist targets, chemical storage areas, or other high-risk facilities.*				
6. In areas prone to earthquakes and high winds, are roof tiles, parapets, cornices, balconies, signs, satellite dishes, etc., adequately secured against falling?				

12. High-Risk Issues

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. In areas of high fire risk, are fire evacuation sites at least 300 feet from at-risk buildings?				
2. Do bomb threat evacuation sites remain confidential to administrators, staff, and law enforcement?				
3. Are outdoor containers in which explosives can be hidden (such as garbage cans,				

mailboxes, and recycling or newspaper bins) kept at least 30 feet from the building and are they designed to restrict the size of objects placed inside them or to expose their contents (e.g., by using steel mesh instead of solid walls)?				
4. In areas considered susceptible to explosive attack, is the stand-off distance between buildings and the nearest parking or roadway at least 75 feet, with more distance for unreinforced masonry or wooden walls? *If this is not achievable, consider creating additional standoff protection through barriers and parking restrictions. More stand-off distance is needed for unscreened vehicles than for screened vehicles. Also consider relocating vulnerable functions within the building.*				

13. Exterior Doors

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Are exterior doors not used as designated entry points locked to prevent entry from the exterior? *Where possible, exterior handles and door trim should be removed from exterior doors designated only as exit points.*				
2. Is there a strategy to prevent exterior doors from being propped open?				
3. Are perimeter pedestrian entryways equipped with full flush metal or solid core doors at least 1¾" thick and secured with deadbolt locking devices (where life safety codes do not govern otherwise) and door hinges that do not permit the pins to be removed from the exterior?				
4. Are the locks on all building entry points functional and in a good state of repair?				
5. Is there no more than 1/8" clearance between the exterior doors and their door frames? *Exterior doors need to fit tightly in their door frames so a prying device cannot be wedged between the door and the frame.*				
6. Are exterior doors equipped with high quality cylindrical locks with a deadbolt at least 1" in length?				
7. Are exit doors equipped with push-pads rather than push-bars that may be more easily opened with a coat hanger?				
8. Do you designate staff to check that all doors and windows are closed and locked at the				

end of the business day? *Staff should physically check the status of the doors and windows, not just a visual inspection.*				
9. **Are doors periodically checked for proper operation ensuring that locks actually latch when the door is closed?** *Service and maintain all doors.* *A comprehensive maintenance program should be in place to maintain all doors and door hardware.*				
10. **Are the number of exterior doors minimized? Can they be?**				
11. **Are all exterior doors designed to prevent unauthorized access into the building?**				
Exterior doors should have as little exposed hardware as possible.				
Exterior doors should be equipped with hinges with non-removable pins.				
Exterior exit-only doors do not need handles and locks protruding on the outside. *However, it should be possible to open the doors from outside during an emergency in some manner, such as with a proximity card.*				
Exterior doors should be constructed of steel, aluminum alloy, or solid-core hardwood.				
Exterior door frames should be installed without excess flexibility to deter vandals from prying them open.				
Exterior glass doors should be fully framed and equipped with breakage-resistant tempered glass.				
Exterior door locks used as the primary means of security should be mounted flush to the surface of the door.				
Exterior doors should not rely on key-in-knob or other protruding locking devices.				
Exterior swinging doors should have a minimum 1- inch deadbolt lock with a 1-inch throw bolt and hardened steel insert, a free-turning brass or steel tapered guard, and, if glass is located within 40 inches of the locking mechanism, double cylinder locks.				
Panic bar latches on exterior doors should be protected by pick plates to prevent tools and plastic cards from releasing the bolt.				
Exterior doors with panic push-bars should be equipped with tamper-proof deadbolt				

locks to prevent easy exit after facility hours by criminals or vandals. They should also be equipped with an astragal (metal plate) covering the gap between the doors.				
The armored strike plate on exterior doors should be securely fastened to the door frame in direct alignment to receive the latch easily.				
Key-controlled exterior doors can be equipped with contacts so they can be tied into a central monitoring and control system.				
Exterior double doors should be equipped with heavy-duty, multiple-point, long flush bolts.				
Doors that are vulnerable to unauthorized use, when individuals open them from inside the building, can be made more secure by installing door alarms, delayed opening devices, or sensors or cameras monitoring doors from the central office.				
12. Do exterior doors have narrow windows, sidelights, fish-eye viewers, or cameras to permit seeing who is on the exterior side?				
13. Are windows and sidelights sized and located so that if they are broken, vandals cannot reach through and open a door from the inside?				
14. Are exterior doors designed and certified to resist thrown or wind-blown objects?				

14. Windows

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Are all exterior windows easily locked?				
2. Is there a clear procedure and person designated for unlocking and locking the facility each day?				
3. Is the glass in a door, or within 3 feet from the door lock, resistant to breaking?				
4. Do windows have security film, laminate, wire mesh, steel shutters, security drapes or other application that offer enhanced protection from debris, and enhanced security? *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 in windows or picture windows.*				
5. Are window hardware and frames in good condition, and are transom windows or other window configurations that have clear				

security weaknesses either permanently closed (provided they are not to be used as a means of emergency egress) or reinforced with slide bolts or other security devices?				
6. **Are windows designed to serve as a secondary means of escape blocked by screens, security grills, louvers, awnings, or other devices, and are they readily opened from the inside?** *In Florida, security grills or louvers may be used if they open in one operation with the secondary means of egress.*				
7. **Are second-floor windows inaccessible or protected against entry?**				
8. **Does tempered and wired glass meet the building code and Consumer Product Safety Commission's requirements when used in doors, sidelights, locations near the floor, and other "hazardous" locations?** *The 2003 edition of the International Building Code no longer permits wired glass to be used in K-12 facilities, but newer fire-rated glass products may be used in its place.*				
9. **In high risk areas, are windows and their framing and anchoring systems designed and located to resist the effects of explosive blasts, gunfire, and forced entry?** *Windows overlooking or directly exposed to public streets or dangerous areas should be either minimized or protected. The greatest risk to occupants from an explosive blast originating near the facility or even blocks away is injury from flying glass shards, so window glazing should be laminated or protected with an anti-shatter film. Glass-clad polycarbonate and laminated polycarbonate are two types of alternative glazing material. Bullet resistant glazing should meet the requirements of UL 752. Security glazing should meet the requirements of ASTM F1233 or UL 972. Window assemblies containing forced-entry-resistant glazing should meet the requirements of ASTM F588.*				

15. Roof

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. **Have steps been taken to restrict easy access to the roof, to include anti-climb products?** *The roof may be used as a point of entry.*				
2. **Are ladders and other items that could be used to access the upper floors and/or**				

rooftop of the facility secured? *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.*				
3. **Is built-in roof access from inside the building only? Is the access point locked and located inside a secure room?** *Some facilities apply slippery finishes or coatings to exterior pipes and columns to block unauthorized access to the roof. (In new buildings, the use of permanent exterior roof access ladders or exterior building materials and architectural elements that allow climbing to obtain roof access should be avoided.)*				
4. **Are mechanical equipment enclosures on the roof protected from unauthorized access or vandalism?**				
5. **Is access into the facility through skylights blocked by security grilles or other devices?**				

16. Courtyards

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. **Are lines of sight across courtyards unobstructed so one person can supervise the entire area?**				
2. **Are entries into courtyards from the exterior of the facility controlled and lockable?**				
3. **Are courtyard entries next to administration or staff spaces, with windows permitting visual surveillance?**				
4. **Are courtyards configured to eliminate unauthorized after-hours access?**				
5. **Do windows in occupied areas of the building overlook courtyards?**				
6. **Are courtyard entry doors wide enough to prevent congestion? Avoid using swinging doors that must be held open.**				
7. **Are outer courtyard walls climbable and are outside seating, planters, and landscaping features far enough from courtyard enclosures to eliminate climbing opportunities?**				

17. Electronic Intrusion Detection System

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. **Does the facility have an electronic intrusion detection system ("burglar alarm")?**				
2. **Does the alarm system cover all exterior entry points?**				
3. **Is the intrusion detection system armed (activated) every night?**				
4. **Are there clear signs and/or decals posted on the exterior of the building (doors and windows) indicating the facility is equipped with an intrusion detection system?** *The primary goal of an alarm system should be to deter an illegal entry attempt by its presence.*				
5. **Is the intrusion detection system centrally monitored?** *It is recommended that an electronic intrusion detection system be equipped with both a loud local annunciator and be monitored by an alarm monitoring center.*				
6. **Are appropriate house of worship members and staff formally trained on alarm system arming and disarming procedures?** *Many false alarms are generated because of inappropriate arming and disarming procedures or practices.*				
7. **Is there a preventive maintenance program for the intrusion detection alarm system?** *Intrusion detection systems should be inspected and serviced at least annually by a trained and certified technician.*				
8. **Is there a process or procedure for the periodic replacement or upgrading of the intrusion detection system?** *With extended age, intrusion detection equipment can deteriorate or become technologically obsolete.*				
9. **Are the arm/disarm codes for an intrusion detection system changed and reissued at least annually?**				
10. **Are the names and call numbers of persons on the central station call list reviewed and updated at least annually?**				
11. **Are there panic buttons with audible alarms?**				

18. Electronic Access Control System

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. **Are primary exterior doors controlled by a functioning electronic access control system (magnetic swipe or proximity device)?**				
2. **Are there interior areas or doors controlled by an electronic access control system?**				
3. **Is there a preventive maintenance program for the electronic access control system?**				
4. **Is the database of cardholders for the electronic access control system periodically audited to deactivate users who no longer need access to the facility?**				
5. **Are all mechanical and electronic locks in proper working order?**				

19. Video Surveillance System

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. **Do you have CCTV equipment installed?** *A camera system allows for enhanced detection of intruders, a psychological deterrent, and a means to document a subject's identity for police department follow-up.*				
2. **Are the cameras actively monitored?** *An unmonitored CCTV only serves to document events and does not provide increased warning or command and control during incidents.*				
3. **Do the CCTV cameras cover the entrances and exits to your building?**				
4. **Is there video surveillance of areas adjacent to the facility?** *Parking lots, etc. Cameras may detect pre-operational surveillance or preparation.*				
5. **Do you have CCTV cameras covering critical areas in your business, such as server rooms or cash offices?** *These areas may be targeted by nefarious individuals.*				
6. **Are CCTV images recorded, retained for future use as needed, and stored in a secure area?** *Camera images may be essential to solving crimes. Criminals may seek to destroy video evidence during the commission of their activity.*				

7. If the facility has a video surveillance system, is a preventive maintenance program in place?				
8. Are all of the cameras and recording devices in proper working order?				

20. Internal Building Areas

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Are all interior hallways and rooms well lighted?				
2. Are there doors or other means to secure sections of the facility when the section is not in use?				
3. Are areas under stairwells enclosed or otherwise inaccessible?				
4. Are building restrooms located to maximize visual surveillance, such as near classrooms or staffed areas?				
5. Are interior lights within restrooms controlled by means other than by wall switches? *It is recommended that restroom lighting not be controlled by wall switches. Restroom lighting should either be controlled by motion detectors or be on continuously anytime the house of worship is occupied.*				
6. Is the lockable door hardware of interior doors routinely tested to ensure doors close and lock properly and that the door hardware is in a good state of repair?				
7. Are there locks on mechanical room doors? *Only designated facility staff should have access to building mechanical rooms.*				
8. Are dropped or removable ceilings sealed in some way to indicate when they have been disturbed? *Dropped ceilings can provide unauthorized access to rooms when walls do not extend from the floor to the ceiling.*				
9. Is there a reinforced and alarmed storage room or closet for the secure storage of portable equipment of significant value?				
10. Are corridor sight lines maximized for natural surveillance and safety?				
11. Are corridor lighting controls protected from unauthorized use?				
12. Are recesses, niches, or blind corners visually exposed with windows, convex mirrors, chamfered (angled) corners, or surveillance cameras? Are they shallow enough in depth				

not to serve as hiding areas or sealed off against illicit use?				
13. Are lockers, vending machines, trash containers, fire extinguishers, display cases, cabinets, and water coolers mounted flush with walls to avoid injury and allow natural surveillance, or do they have a low enough profile not to provide hiding places?				
14. Do otherwise hidden corridors and stairwells receive visual surveillance through the placement of windowed administrative offices or other spaces occupied by adults or through the use of video surveillance equipment?				
15. Are decorative materials, streamers, and fabrics flame resistant?				
16. Is wall space used well, with interior glazing to improve surveillance? Are walls (but not interior windows) covered with or made of materials that make it easy to display artwork and posters? *Note that Section 14.7.3.3 of NFPA 101, Life Safety Code, 2003, prohibits teaching materials and artwork from covering more than 20 percent of the wall area.*				
17. Are corridors wide enough to prevent crowding and provide adequate room for maneuvering wheelchairs?				
18. Are exit signs well maintained, easily seen, and pointing in the right direction?				
19. Are clear and precise emergency evacuation maps posted at critical locations? Are they customized or posted to match their positions in the building and protected from vandalism or removal?				
20. Do water fountains impede traffic flow or lead to overcrowding or conflicts? Options include:				
Fountains placed in gathering areas that are typically monitored, or in an area of natural surveillance.				
Fountains placed in recessed areas that can be closed off by a roll-down security grill.				
21. Are small water fountains integrated into sinks in classrooms? *This keeps students from leaving the classroom for water and reduces the avoidable expense of supplying paper cups adjacent to sinks.*				

21. Interior Door

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. **Is the lockable door hardware of interior doors routinely tested to ensure doors close and lock properly and that the door hardware is in a good state of repair?**				
2. **Are there locks on mechanical room doors?** *Only designated facility staff should have access to building mechanical rooms.*				
3. **Does door hardware allow staff to quickly lock rooms from the inside without having to step into the hallway?** *Dual cylinder, ANSI F88 locksets are recommended for all classroom doors. They allow doors to be locked from either side to prevent entry into the classroom from the corridor side, but they cannot be locked (in accordance with building and fire code requirements) to prevent egress from the classroom. The capability to quickly lock the door from either side is the fastest solution for "lockdown" situations. Additionally, F88 locksets meet all ADA requirements. Installation costs are a few hundred dollars per door.*				
4. **Do door access devices such as master keys or proximity cards allow staff to gain quick entry to any room where individuals have secured themselves?**				
5. **Does door hardware permit criminals or vandals to lock or chain corridor doors as a way of significantly slowing down security officers in pursuit?**				
6. **Can classroom doors always be opened from the inside for emergency egress purposes?**				
7. **Are recessed door entries angled or chamfered?** *Chamfered door entry recesses are inset at 45 rather than 90 degrees to reduce opportunities for concealment and to minimize pedestrian collisions and conflicts.*				
8. **Do recessed doors project more than 7 inches into the corridor?** *Section 1005.2 of the International Building Code does not permit a fully opened door to project into a corridor (a path of egress) by more than 7 inches.*				
9. **Are doors sized and arranged to reduce congestion and avoid crowding?**				

22. Lockers

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Are lockers locked with facility-owned padlocks or electronic pass cards?				
2. Are lockers checked regularly and/or required to be opened and left empty nightly?				

23. Exitways

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Is every passageway from corridors and stairs to the street clear of obstructions or impediments? *Examples of violations are empty cardboard boxes, boxes of used fluorescent light tubes, carts, lawnmowers, steel racks, ball racks, stored equipment, and tripping hazards such as electric cords, tools, lumber, and hoses.*				
2. Are exit doors free of locks, chains, or fastenings that would prevent escape from inside the building?				
3. Do exit doors open in the direction of egress travel from areas meant to be occupied by more than 50 people?				
4. Are all exits and the routes to them clearly visible, conspicuously indicated and reliably illuminated, with signs in appropriate languages, so everyone readily knows the direction of escape from any point? Are exit signs distinctive in color and easily distinguished from decorations, finishes, and other signs. Is "EXIT" lettering at least 6 inches high with principal strokes not less than 3/4-inch wide?				
5. Do decorations or other materials obstruct the view of, or access through, any element of a means of egress? *This is prohibited by all building and fire codes.*				
6. Are exit signs well maintained, easily seen, and pointing in the right direction?				

24. Key Management and Control as well as all Valuables

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Is there a single person responsible for key issuance and record keeping?				
2. Is there an accurate record of who has been issued keys to the facility?				

3. Is key duplication prohibited, except for authorized personnel?				
4. Are keys stored in a locked cabinet with limited access?				
5. Are keys stored in a locked cabinet with limited access?				
6. Are affected locks replaced or rekeyed whenever a key is lost or stolen?				
7. Are keys, identification credentials and uniforms collected upon employee separation?				
8. Does staff have a location to secure their personal items?				
9. Does this location have restricted access?				

25. Property Inventory

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Is the responsibility for house of worship property inventory assigned to a specific staff member?				
2. Is valuable property engraved with an owner-applied number in a manner that permits easy identification?				
3. Is there a written (preferably computerized) inventory of all property and equipment of value?				
4. Are there written policies for personal use of equipment or property?				
5. Are assets, equipment and items of value inventoried annually?				

26. Children and Youth Security

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Is there a written, up-to-date child and student safety and protection policy?				
2. Is there a child and youth security training program for employees and volunteers?				
3. Is there a policy that requires a background check of staff and volunteers?				
4. Are fingerprints taken of all facility employees?				
5. Is there a policy that requires volunteers to be a member of the facility or active in facility activities for at least six months before they can be directly involved in children and youth activities?				

6. Are doors to classrooms and youth activity areas equipped with windows that provide unobstructed visibility into the areas?				
7. Is there a policy that requires that two or more adults be present during facility-sponsored programs involving children and youth?				
8. Is there a policy that requires an adult to announce to another adult when assisting a child in a bathroom or changing a diaper?				
9. Is there a child-tag system or other child check-in and drop-off procedure?				

27. Financial Security

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Is there a written, up-to-date accounting procedure manual that identifies how money and financial resources are handled, counted, deposited, reported and audited?				
2. For the counting of offerings, is there a policy that requires at least three people to be present and that these people are rotated on a regular basis?				
3. Is there a policy that no one person has the authority to approve purchases, issue funds and sign checks?				
4. Are bank statements reconciled by someone who does not have the authority to issue or sign checks?				
5. Is there a policy that requires all checks issued by the facility to have at least two signatures?				
6. Does a certified public accountant or other qualified outsider conduct an annual financial audit?				
7. Does the facility have a UL Listed money safe on-site for the storage of cash funds?				

28. Information Security

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Do you lock away all business documents at the close of the business day?				
2. Do you have a clear-desk policy for non-working hours? *Are sensitive/personal materials secured and not left in the open.*				
3. Do you have a policy requiring employees to log-off, shut down and secure all computers at the end of the business day?				

4. Are all your computers password protected?				
5. Are computer passwords changed regularly?				

29. Communication

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Do you have a written security policy?				
2. Is the policy regularly reviewed and if necessary updated? *Planning and plan development should occur prior to a crisis situation occurring.*				
3. Do you regularly meet with staff and discuss security issues?				
4. Do you encourage staff to raise their concerns about security? *Your staff is the frontline "sensors" to detect and react to security breaches.*				
5. Do you interact with law enforcement and neighboring businesses/facilities on issues of security and crime trends that might affect all? *Relationships with the police and adjoining facilities allow for a mutual security and crime fighting effort.*				
6. Do you and your staff know the various methods of contacting authorities like 911, 311 applications for your smart phone, etc.?				
7. Does the organization's website provide detailed information on the location of the management team/schedules/children's activities, names, and locations? *Too much information on the internet about your facility could* be *used for nefarious* purposes.				

30. Emergencies

Indicate the answer that best applies.	YES	NO	N/A	FURTHER STUDY
1. Are your telephones pre-programmed with emergency contact numbers?				
2. Are your telephone lines protected from being compromised? *Criminal elements have been known* to *target phone lines* to *disable alarm systems, and hamper communication efforts.*				
3. Are staff trained and have they practiced their response to handle emergencies?				
Nuisance phone calls				
Active Threat				
Shelter in Place/Lockdown/Lockout				

Evacuation				
Severe Weather				
Hazardous Environmental Conditions				
Bomb Threats				
Suspicious bags/packages				
Fire				
Workplace Violence				
Vehicle-Borne Improvised Explosive Device (VBIED)				
4. **Are staff trained to report maintenance problems and Occupational Health and Safety concerns?** *Staff should be encouraged to report security deficiencies.*				
5. **Have local 1st Responders toured the facility to gain a greater understanding of the physical layout?** *Pre-planning with local 1st Responders increases facility security and safety.*				
6. **Are special/significant events held at the facility?**				
7. **Are local 1st Responders aware of the increase in population and/or potential threats?** *Special events may draw unwanted attention from individuals who do not share your views and beliefs. Additionally, large crowds could overwhelm capabilities of local 1st Responders unless planned for.*				

Additional Resources

Active Shooter Information:
http://www.dhs.gov/active-shooter-preparedness

Developing Emergency Plans:
https://www.fema.gov/media-library/assets/documents/33007

Emergency Preparation:
http://www.ready.gov/

Federal Emergency Management Agency:
http://www.fema.gov/

NJ Office of Emergency Management:
http://www.state.nj.us/njoem/

New Jersey Office of Homeland Security and Preparedness
http://www.njhomelandsecurity.gov/resources

FEMA IS-906 Workplace Security Awareness Training (free training):
http://*www.t*raining.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-906

FEMA IS-921.A Implementing Critical Infrastructure Security and Resilience:
http://www.training.fema.gov/is/courseoverview.aspx?code=IS-921.a

Source 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
- American Crime Prevention Institute, House of Worship Safety and Security Assessment, United States of America
- New Jersey Office of Homeland Security and Preparedness, Facility Self-Assistance: Building Identification and Access, New Jersey