

**Site Security Survey Checklist**  
**c/o www.DrSteveAlbrecht.com**

Perimeter Security Review

1	Walk the exterior of the building, including the parking lots.
2	Graffiti, trash, homeless, potentially problematic businesses (liquor stores, homeless shelters, teen centers, halfway houses, bus stations) nearby?
3	Landscaping needs? Hazards?
4	Area crime rates? Neighborhood “spillover” issues? Check the county’s online Megan’s Law database for registered sex offenders in the zip code.
5	Exterior building lights? Parking lot lights? Lighting for stairwells and elevators?
6	Doors close and lock tightly? Hardware, lock, hinge, gate problems?
7	Utility panels and shutoffs secured?
8	Barriers, proper signage, fencing, bollards in front of the doors to prevent cars from coming too close

Facility Security Review

9	Access control devices in place?
10	Multiple tenants? Shared-use facility? Landlord?
11	Exterior door controls – key card readers, mechanical keypads, or hard keys?
12	Unsecured or secured Lobby? Staffed or empty?
13	Do employees come and go through the same doors as visitors?
14	Exterior or interior cameras?
15	Loading docks and warehouse doors?
16	Roof access?

17	Burglar or panic alarms?
18	Fire suppression?
19	Knox boxes with keys for the fire department inside?
20	Are all locations that could attract a child secured? (Break rooms or kitchens, cleaning supply closets, utility closets, adult restrooms, and basement doors.)
21.	Floor plans/building plans-(hard copy or digital) a. Location

### Security, Emergency, Evacuation Policy & Procedure Review

22	Termination procedures, keys or key card and badge collections, network log offs.
23	Access control, vendor escorts, alarm codes, employees working after hours.
24	Emergency and evacuation floor plans or maps posted, floor warden. Are employees aware of procedures for fire, bomb threats, earthquake, weather, and active shooter lockdown evacuations?

### Information Security Review

25	Meet with the city or county IT representatives about access control for server rooms, utility closets, mail rooms, and copy rooms, use of asset tags for laptops, PCs, projectors, TVs, flat screens, tablets, or other theft-sensitive electronic items.
26	Discuss offsite backup procedures, emergency power, and prevention of network intrusion, hacking, and related cyber threats.
27	Discuss updated PA system announcements through the phone system.

## Vendor Management Procedures

28	Is there a “Redbook” for Reception Desk employees, with all emergency numbers, call trees, building plans, evacuation procedures?
29	Review all vendor access and visitor escort procedures.
30	Discuss trespass policies.
31	Review where vendors work or wait.
32	Verify vendor key control and access: janitorial, landscaping, package deliveries, soda or water, copier repair, building maintenance.

## Internal / External Theft Controls

33	What are the most theft-sensitive items in the facility? PCs, projectors, laptops, tablets, projectors? Recyclable metals? Printer, toner, and office supplies? Software? Postage? Warehouse equipment?
34	Are certain items caged or stored under key?
35	Discuss all past internal or external theft incidents.

## Facility First-Aid Procedures

36	Review the locations of all first-aid kits, AED devices, and needles/sharps boxes.
37	Review all first-aid training materials for AED, CPR, and minor injury responses.
38	Remind all employees if they need to dial 9-1-1 or 9-9-1-1.

## Fiduciary Instrument Controls

39	Review the locations of all drop boxes, cash drawers, registers, safes, or vaults.
40	Review all policies related to cash, check, and fiduciary instrument handling, blank checks, credit card machines, bank deposit procedures, petty cash disbursement, or the use of armored car services.
41	Discuss internal audit procedures.

## Security Guards

42	In-house or proprietary?
43	Powers of arrest?
44	Review all posted orders for each guard position.
45	Do guards serve a reception function? Panic, burglar alarm, or open-door responses?
46	How do they respond to a violent patron?

## Law Enforcement and Fire Department Interactions

47	Verify the dispatch numbers for all local law enforcement (police and sheriff) and fire and EMS responders. Ask employees to put those numbers in their cell phones.
48	Make sure building addresses are large and visible.

## Workplace Violence Response

49	Review all workplace violence prevention policies: TROs, DV at work, and new weapons possessions laws for patrons with concealed weapons permits.
50	Review all workplace violence training materials for employee orientations or in-service programs.
51	Discuss the formation of a Threat Assessment Team.
52	Discuss active shooter training, using the Run-Hide-Fight model. (DHS/ City of Houston, TX YouTube video)
53	Identify potential safe room / shelter-in-place locations and make changes to door hardware and windows to make these areas secure in a lockdown / shelter in place.