

**SECURITY CONSIDERATIONS**

|                       |  |             |  |                          |  |
|-----------------------|--|-------------|--|--------------------------|--|
| <b>PREPARED BY:</b>   |  |             |  |                          |  |
| <b>FACILITY NAME:</b> |  |             |  |                          |  |
| <b>ADDRESS:</b>       |  |             |  | <b>CITY, ZIP, STATE:</b> |  |
| <b>PHONE:</b>         |  | <b>FAX:</b> |  | <b>E-MAIL:</b>           |  |

| <b>II. SECURITY CONSIDERATIONS</b>   |                          |                          |                          |       |
|--|--------------------------|--------------------------|--------------------------|-------|
| <b>Security Considerations: All facilities should be maintained in consideration of the following points:</b>  |                          |                          |                          |       |
| 1. All employees are continuously reminded to always consider the security of the facility when making decisions impacting operations  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. A high regard for security is promoted, and staff members are advised to question the purpose of all unknown parties within a building in a polite yet firm manner                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. Staff members are required to immediately report any suspicious or criminal activity to facility administration or law enforcement if required  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. A supervisory/security presence is provided for all activities requiring additional security measures, especially when activities involve visitors not typically associated with the facility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. All interior and exterior doors and associated hardware are periodically inspected to ensure that they properly close and lock in accordance with designated function and design              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. All windows and associated hardware are periodically inspected to ensure that they properly close and lock in accordance with designated function and design                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |



**SECURITY CONSIDERATIONS**

**III. SECURITY CONSIDERATIONS (CONTINUED)**

**Security Considerations: All facilities should be maintained in consideration of the following points:**

|  |                          |                          |                          |       |
|--|--------------------------|--------------------------|--------------------------|-------|
| 7. The exterior of all buildings is periodically checked for signs of forced entry or potentially unprotected access points to the interior of the building (screens, louvers, air intake grill, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8. All unnecessary ground clutter/refuse (large rocks, bricks, tree limbs, etc.) that may be used to damage a building by vandals is eliminated  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 9. All elements of the property are continuously checked for signs of graffiti/vandalism and immediately removed/repared upon identification   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 10. If security alarm system is present, ensure that it is properly utilized at all times  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 11. If access control system is present, ensure that it is properly utilized at all times  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 12. If security surveillance camera system is present, ensure that it is properly utilized at all times  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 13. All interior and exterior lighting is continuously evaluated, and broken, dead or missing bulbs are replaced as soon as identified   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 14. All interior and exterior lighting arrangements are periodically checked for dark corners or shadows and provide appropriate illumination to eliminate potential hiding places                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 15. The exterior of the building is equipped with appropriate security lighting  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |



**SECURITY CONSIDERATIONS**

**III. SECURITY CONSIDERATIONS (CONTINUED)**

**Security Considerations: All facilities should be maintained in consideration of the following points:**

|  |                          |                          |                          |       |
|--|--------------------------|--------------------------|--------------------------|-------|
| 16. All bushes and shrubs are maintained in a condition where they cannot be used as potential hiding places                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 17. All trees are maintained in a condition where they cannot be used to climb onto roofs or as access to upper floor windows        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 18. Gutters or other similar elements of building construction cannot be used to climb onto roof or as access to upper floor windows | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 19. The facility's visitor sign-in policy/program is properly utilized at all times  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 20. The facility's visitor badge policy/program is properly utilized at all times  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 21. Staff members properly wear and display identification badges  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 22. A single controlled access point into buildings is maintained for visitors   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 23. Building occupants do not prop open exterior doors for convenience purposes  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 24. Receiving doors and docks are properly secured when not in use; do not leave receiving doors unlocked for delivery services      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 25. All security fences on the property are periodically checked for breaches and damage   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |



**SECURITY CONSIDERATIONS**

**SECURITY CONSIDERATIONS** (CONTINUED)

**Security Considerations: All facilities should be maintained in consideration of the following points:**

|  |                          |                          |                          |       |
|--|--------------------------|--------------------------|--------------------------|-------|
| 26. Access doors to administrative offices and areas containing confidential documents/sensitive information are kept locked when not in use | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 27. Access doors to areas in the building containing high value items like computers are kept locked when not in use                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 28. Access doors to areas in the building containing potentially hazardous materials (labs, workshops, etc.) are kept locked when not in use | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 29. All closets, storage rooms, mechanical rooms, electrical rooms, etc. are locked when not in use  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 30. All publicly accessible electrical boxes and similar control panels are locked when not in use to avoid tampering                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 31. An inventory list and schedule of all equipment is maintained and updated regularly  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 32. Photographs of high value furniture, equipment, unique items, etc. are taken and maintained on file                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 33. All property is marked regardless of dollar value, associating the property to the facility  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 34. Cash supplies within the building are secured in an appropriate location   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |



**SECURITY CONSIDERATIONS**

**III. SECURITY CONSIDERATIONS (CONTINUED)**

**Security Considerations: All facilities should be maintained in consideration of the following points:**

|   |                          |                          |                          |       |
|---|--------------------------|--------------------------|--------------------------|-------|
| 35. Teams responsible for counting cash (donations, revenue, fees, etc.) are periodically rotated | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 36. Bank deposit times and travel routes are rotated and varied to eliminate predictability       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 37. An accountability system exists to track all keys distributed for the facility                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 38. Locks are changed when security concerns warrant  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |



**SECURITY CONSIDERATIONS**

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