USDA Physical Security Inspection Checklist  DRAFT

USDA Physical Security Checklist

BUILDING

1. Facility Address:


2. DOJ Level:  I, II, III, IV, V

3. Description of building:


4. Purpose of building


5. Mission of Agency


OFFICE OPERATIONS/ACCESS CONTROL

1. What are the normal working hours?

<table>
<thead>
<tr>
<th>HOURS</th>
<th>NO. OF PERSONNEL</th>
<th>NO. OF SUPERVISORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td></td>
<td></td>
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<tr>
<td>Holidays</td>
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</tbody>
</table>

C:/USDA Checklists/USDA Physical Security Checklist
USDA Physical Security Inspection Checklist

2. Days per week of operation ____________________________

YES  NO

3. Is employee ingress/egress restricted to controlled entrances and exits? ______ ______

Controlled by:
- Badge
- Pass
- Guard
- Key
- Receptionist

4. Do all employees have badges? ______ ______

5. Do employees wear I.D. badges with pictures on them? ______ ______

6. Is the egress/ingress control point used for employees the same as the one used for visitors, vendors, repairmen, etc.? ______ ______

7. Who opens in the morning? ____________________________

8. Who closes in the evening? ____________________________

EXTERIOR

Perimeter (e.g., fences and gates)
1. Is the perimeter of the facility grounds clearly defined by a fence, wall, or other type of physical barrier? ______ ______

2. Briefly describe the type of barrier and its condition…vegetation, holes, etc.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

3. Does the barrier limit or control vehicle or pedestrian access to the facility? ______ ______

Describe how:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

4. Is the fence or barrier a deterrent to entry? ______ ______
<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. If holes exist in the fence, where are they located?</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>6. Are there any places along the fence where the ground is washed away?</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>7. Are there any places where streams circumvent the fence?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. How are these areas protected?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Is there an adequate clear zone existing on both sides of the fence? 20 ft. each side.</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>10. Is the clear zone obstructed by material being stored near the fence?</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>11. Are there any poles near the fence where they can be used for entry or exit?</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>12. Are there any trees in the clear zone?</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>13. Are the trees acceptable, or should they be removed or trimmed?</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>14. Is there any shrubbery, underbrush, or high grass in the clear zone?</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>15. Is there any scheduled action taken to remove or keep growth in the clear zone cut so that it does not obstruct a clear view of the fence?</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>16. Are there any openings other than gates and doors in the fence, which are not protected?</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>17. If protected, is it adequate?</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>
18. Are there NO TRESPASSING signs posed on the outside of the fence at regular intervals? YES NO

19. Is the entire fence line within easy view of patrolling guards or CCTV? YES NO

20. Is the entire fence line in view of assigned personnel during normal working hours? YES NO

21. Is the fence inspected regularly? YES NO

22. If so, how often and by whom?

<table>
<thead>
<tr>
<th>Agency:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Telephone Number:</td>
<td></td>
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<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

23. Is immediate action taken to repair reported fence damage? YES NO

24. Are vehicles allowed to park near perimeter physical barrier? YES NO

25. Is material stacked near perimeter physical barrier that would act as a step ladder or otherwise assist either penetration or egress through the barrier? YES NO

**Gates and Doors**

List all doors and gates, designating the use of each including those not used at all. This would include doors and gates through the perimeter used for employees (if separate categories of employees use different doors or gates, designate the category for each), those use for visitors, private vehicles, delivery and shipment trucks, railroad sidings, those rarely used, and those not used at all. Each gate should be identified by number or name, the hours used, and how each is controlled.

26. How many gates are there through the perimeter? Draw a Diagram below.
27. How many doors are there through the perimeter? Draw a Diagram below.

28. Are gates solid and not in need of repair?  ____  ____

29. Are gates locked properly?  ____  ____

30. Are gate hinges secure?  ____  ____

31. How are these gates monitored?  ____  ____

32. Do swing gates close without leaving a gap?  ____  ____

33. Are gates, which are not used or only rarely used equipped with proper locks and seals?  ____  ____

34. Are chains and locks of adequate construction used to secure gates when closed and locked?  ____  ____

35. Are alarm devices used on any gates?  ____  ____

36. Are exit alarms used on perimeter fire doors or other doors which are not available for general use?  ____  ____
37. Are exit alarms used? Do they provide a local signal, a signal at a guard office, or both?  ____  ____

38. Are there any doors or gates through the perimeter where CCTV could be used to control admittance and exist?  ____  ____

39. How many persons would use doors and gates at peak periods?

40. Would these doors or gates have to be available for use at odd hours?  ____  ____

41. Are there any gates or doors where CCTV could be used for ingress and egress of vehicles?  ____  ____

42. What are the peak periods of traffic through these gates?

<table>
<thead>
<tr>
<th>Peak Hours</th>
<th>Number of Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
### USDA Physical Security Inspection Checklist

**43. Are these gates or doors used regularly during operating periods?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**44. Are these gates or doors used normally during closed periods?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
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</table>

**45. Are gates and doors through the perimeter posted with NO TRESPASSING signs?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td></td>
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</table>

**46. Are any of the entrances-exits through the perimeter presently controlled by CCTV and/or card-key locks and turnstiles?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
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</table>

**47. Can vehicles drive up to the fence and be used as a stepladder for entry or exist?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</thead>
<tbody>
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<td></td>
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</table>

### PERIMETER LIGHTING

1. **Is the entire perimeter lighted?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td></td>
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</table>

2. **Are lights on all night?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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3. **Are light fixtures suitable for outside use (i.e., are they weather- and tamper-resistant)?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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4. **Are lights and wiring inspected regularly?**

<table>
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<tr>
<th>YES</th>
<th>NO</th>
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5. **Lights are controlled:**
   - (a) automatically
   - (b) manually

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</thead>
<tbody>
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</table>
6. Are control switches inaccessible to unauthorized persons?  

7. Do any exterior or perimeter lights have an auxiliary power source?  

<table>
<thead>
<tr>
<th>Type of Source:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Last Tested:</td>
<td></td>
<td></td>
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<tr>
<td>Automatic Switch Over:</td>
<td></td>
<td></td>
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<tr>
<td>Manual Switch Over and Who does it:</td>
<td></td>
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</tbody>
</table>

8. Excluding parking areas, describe lighting of the building grounds:  

| (a) fully illuminated |   |   |
| (b) partially illuminated |   |   |
| (c) not illuminated |   |   |

9. Is the exterior of the building (particularly entry points) sufficiently lighted to discourage unlawful entry attempts or placement of explosives against the walls?  

10. Are public areas (including parking spaces and walkways) sufficiently lighted to discourage attacks against persons or vehicles?  

11. Is lighting adequate for CCTV surveillance?  

12. Are all lights working?  

If not, where:  

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### Yes/No Section

13. Are all perimeter areas lighted during hours of darkness?  
If not, explain.  

<p>| | |</p>
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14. What type of lighting is used?  

<p>| | |</p>
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15. Are all entrance and exit gates well lighted?  

<p>| | |</p>
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16. Does perimeter lighting also cover the buildings?  

<p>| | |</p>
<table>
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17. If lights burn out, do light patterns overlap?  

<p>| | |</p>
<table>
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18. Is someone responsible for turning lights on and off?  
If so, whom?/Telephone#:  
Who is responsible for lighting maintenance?/Telephone#:  

<p>| | |</p>
<table>
<thead>
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</table>

19. Are there adequate supplies on hand for maintenance of lighting system (bulbs, fuses, etc.)  

<p>| | |</p>
<table>
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</table>

20. Are guards exposed or protected by the lighting?  

<p>| | |</p>
<table>
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</table>

21. Are gates adequately lighted?  

<p>| | |</p>
<table>
<thead>
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</table>

22. Do lights at gate illuminate interior of vehicles?  

<p>| | |</p>
<table>
<thead>
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</table>

23. Are critical and vulnerable areas well illuminated?  

<p>| | |</p>
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</table>

24. Are perimeter lights wired in series or parallel?  

<p>| | |</p>
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</table>

### Perimeter Lock System

1. What type of locks is used?  

<p>| | |</p>
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</table>

2. Name of manufacturer  

<p>| | |</p>
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3. Are cylinders removable?  

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</thead>
</table>
4. Are locks changed when security may be compromised? __ __

5. When were locks last changed/rotated? ____________________________

6. When were locks last inspected? _________________________________

7. What is the condition of the locks? Good Fair Poor

   If Poor, why:

   _____________________________________________________________

8. Are locks adequate?
   (1) Case hardened padlocks? __ __
   (2) Case hardened chains? __ __

9. Are all lock numbers recorded? __ __

10. Are numbers obliterated? __ __

11. Key control

   Who is responsible for key control? Name/Tele#:

   _____________________________________________________________

12. Are keys signed for? __ __

13. Are door locks and padlocks separate systems? __ __

ALARM SYSTEMS

1. Does the facility have an intrusion alarm system? __ __

2. Does the system meet Underwriters' Laboratories standards? __ __

3. Alarm Information:

   Manufacturer
   Type
   Date of installation
   Serviced by
   Date of inspection
4. What is the procedure for activating and deactivating the system?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

5. What employees are allowed to turn off the alarm system?

6. Is the system regularly tested?  

<table>
<thead>
<tr>
<th>Date Last Tested:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Who Tested:</td>
<td></td>
</tr>
<tr>
<td>Results of Test:</td>
<td></td>
</tr>
</tbody>
</table>

7. How often? ____________________________

8. Is the system covered by a service and maintenance contract?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

9. If not under contract, who provides the service and maintenance?

<table>
<thead>
<tr>
<th>Company:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>POC:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

10. Was the alarm system properly installed?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

11. Where does the alarm system terminate?

(a) sheriff's department  
(b) local law enforcement office  
(c) commercial control station  
(d) Federal Protective Service Mega Center  
(e) other (specify) ____________________________

12. Is there an emergency power source for all alarms?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

13. Does the emergency power source cut in automatically?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>
14. Are records maintained of all alarm signals (e.g., time, date, location, cause, and action taken)?

YES  NO

<table>
<thead>
<tr>
<th>Type of Record:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Do Records Show a Pattern:</th>
</tr>
</thead>
</table>

15. Who keeps these records?

16. What is the response capability (in time and manpower)?

<table>
<thead>
<tr>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-------</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Manpower:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-----------</td>
</tr>
</tbody>
</table>

17. What are the weaknesses or gaps in the existing alarm system?

18. Where is the alarm panel located?

19. Is the alarm panel secured behind locked door?

20. Are wires going to local alarm protected, ie. in conduit?

21. If a perimeter alarm detector is used, does restoring door or window to original position stop alarm?

22. Does alarm have a battery back up?

23. Is battery checked periodically for suitable charge?

24. Are duress alarms used at any point?
**GUARD SERVICE**

1. Is a guard service employed?  ____  ____

2. Contractor name and address:
   | Name:                          |
   | Address:                      |
   | Program Manager:              |
   | Telephone Number:             |
   | COTR:                         |
   | Telephone Number:             |

3. Have written instructions been issued to the guards as to their duties and assignments?  ____  ____

4. Are guards free from "extra duties" so that they are able to perform their protective duties?  ____  ____
   If not, explain.

5. Days per week guards secure facility ____________________________

6. Guard force hours:
   - (a) Day Shift  Number of Guards _____________
   - (b) Evening Shift Number of Guards _____________
   - (c) Night   Number of Guards _____________

7. Current rate paid for guard service
   - (a) Hourly wage rate for guards.___$______________
   - (b) Is there a contract in effect?  ____  ____

8. Are clock stations used?  ____  ____
   - (a) Are all clock charts reviewed daily?  ____  ____
   - (b) Who reviews them?  _______________________________
9. Are activity reports prepared by guards for each shift? YES NO
   (a) Irregularity reports
   (b) Who reviews reports?

10. Do guards have keys to gates? Buildings? YES NO
    (a) How are the keys controlled?

11. Are guards armed? YES NO
    (a) Have they received weapons instruction?
    (b) If so, how often?
    (c) By whom? (Must be outside the company):

12. Do the guards take periodic polygraph examinations? YES NO
    (a) How often?
    (b) Who gives them?

13. Are the guard post orders specific enough, with special instructions for the guard to perform their duties? YES NO

14. What type of communication system is used? (Primary "P", Backup "B")
    Telephone
    Radio
    Pak sets
    Alarm switch

15. Have all guards passed their CPR qualifications and Physical Fitness Test? YES NO

16. Do the guards review video recordings from the CCTV? YES NO

17. How many generations are the CCTV recordings maintained? YES NO
**PARKING AREAS**

1. Is entry to and exit from parking areas controlled by:
   - (a) guard
   - (b) an electrically operated gate
   - (c) other (specify)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
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</table>

4. Are parking areas watched by closed circuit TV?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td></td>
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</table>

**Type of CCTV:**

**Age of CCTV:**

**Location of CCTV:**

**Lighting for CCTV:**

5. Are frequent inspections made of parking area and vehicles not guarded or monitored through closed-circuit TV?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
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</table>

**How Often:**

6. Is a reserved parking lot on facility grounds?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
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</table>

7. Is the reserved area closed or locked during nonbusiness hours?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
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</table>

8. Is the reserved area protected by a fence?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>
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9. Are signs posted? YES  NO

10. Do reserved parking spaces block access to the facility by fire or other emergency vehicles? YES  NO

11. Is there reserved parking for USDA personnel? YES  NO

12. Is there reserved parking for government vehicles? YES  NO

13. Is there reserved parking for handicap? YES  NO

14. Who else has reserved parking? ____________________________

15. Are parking spaces reserved by name? YES  NO

16. Are parking spaces reserved by number? YES  NO

17. Is access to the garage strictly controlled? YES  NO

18. Are there adequate communications equipment and an alarm at the guard station in the garage? Code Blue… YES  NO

KEY CONTROL

1. Is a key-control system in effect? YES  NO

2. Who is responsible for the key control system?
   Name: ____________________________
   Phone#: ____________________________
   Email Address: ____________________________

3. Are building entrance keys issued on a limited basis? YES  NO
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4. Are master keys kept securely locked and issued on a strictly controlled basis?  
   YES  NO

5. Can the key-control officer replace locks and keys at his discretion?  
   YES  NO

6. Must duplication of keys be approved by the key-control officer?  
   YES  NO

7. Is the number of entrance doors in use reduced to the minimum necessary?  
   YES  NO

8. Do USDA personnel have a private entrance to the building?  
   YES  NO

9. Are keys signed for?  
   YES  NO

10. Are all keys accounted for?  
    Conduct a small audit of key log, repository, and issuance.  
    YES  NO

    | Key #   | # Of Keys in Log Book | # Of Keys in Repository | # Of Keys Issued | Total Accounted For |
    |---------|-----------------------|-------------------------|------------------|--------------------|
    | 001A (Example) | 7                      | 5                       | 1                | 6 (1) Missing Key |

11. Are keys removed from vehicles at night and on weekends?  
    YES  NO

12. What are the procedures for return of keys when employee is terminated or transferred?
VENDOR AND VISITOR CONTROL

1. How are vendors controlled? Escorted Badge
   (1) Log (sign-in/sign-out)
   (2) Permanent (daily) vendors
   (3) Periodic vendors

2. How are visitors controlled?
   (a) Escorted
   (b) Badge
   (c) Log

3. Are vehicles inspected? _____ _____

4. Is a single egress/ingress control point used for all visitors, including vendors, repairmen, etc? _____ _____

5. Is a property pass system used for property removal? _____ _____

CONTRACT PERSONNEL

1. Janitorial service
   (a) Contractor ___________________________________________________
      Supervisor’s name and address ______________________________________
      ________________________________________________________________
   (b) How long has service been supplied? _____________________________
   (c) Work period _________________________________________________
      Number of personnel __________________________________________

2. Contractors working in the facility (not guard, alarm, janitorial)
   Name & Address: ________________________________________________
   Type of Work: ___________________________________________________

3. Do contractor personnel have to sign register when entering or leaving facility? _____ _____
USDA Physical Security Inspection Checklist

4. Is there an up-to-date list of names and addresses of all contractor personnel? ____ ____

5. Do vehicles of contractor employees which enter the facility have an identifying decal? ____ ____

6. Are the vehicles of contractors inspected? ____ ____

7. Is there an identification system for contractors? ____ ____

8. Do contractors that have access to sensitive areas undergo a background investigation (SF85 Suitability)? ____ ____

DISPOSAL

1. Trash removal
   (a) Name and address of trash removal service ______________________
   (b) Is trash periodically inspected? ____ ____
   (c) How often is trash removed? ________________________________

2. Is trash removed from facility under supervision? ____ ____

Explain:

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<tr>
<th>Explain:</th>
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<td>____________________________</td>
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</table>

EMERGENCY PLANS

1. Does the facility have emergency plans? ____ ____

   Bomb Threat _______ _______
   Fire _______ _______
   Tornado _______ _______
   Hurricane _______ _______
   Flood _______ _______
   Earthquake _______ _______
   Explosion _______ _______
   Loss of utility service _______ _______
   Civil disorder _______ _______
2. When was the last time the plans were tested?
Date: ________________________________

3. Was an after-action report drafted depicting the deficiencies in the plan after a test run?
   ____ ____

4. Who is the Safety supervisor?
   ________________________________

5. Are safety plans posted?
   ____ ____
   (1) Up-to-date?
   ____ ____
   (2) Clear and concise
   ____ ____

**MAIL HANDLING**

1. Who handles mail?
   (1) Incoming ________________________________
   (2) Outgoing ________________________________
   (3) Is all mail opened?
   ____ ____

2. Are all package distributed?
   ____ ____

3. Has the individual been instructed about letter bombs and procedures for handling?
   ____ ____

4. Is mail screened using an X-Ray?
   ____ ____

5. Are classified packages mailed out? If so, does the mail clerk have a security clearance?
   ____ ____

**FIRE PROTECTION**

1. Is the building equipped with a sprinkler system?
   ____ ____

2. Is the entire building so protected?
   ____ ____

3. If not, what areas are protected or unprotected, whichever is greater?
   ____ ____

4. If the entire building has a built-in sprinkler system, is there any type of fire detection used?
   ____ ____

5. Describe the fire-protection system, and indicate those parts of the building which have no automatic protection.
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<thead>
<tr>
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<th>USDA Physical Security Inspection Checklist</th>
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<tbody>
<tr>
<td>6.</td>
<td>How many risers feed the sprinkler systems?</td>
<td>YES NO</td>
</tr>
<tr>
<td>7.</td>
<td>Are the risers equipped with waterflow alarms?</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Are alarms local, proprietary, or central station and/or connected to the fire station?</td>
<td></td>
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<tr>
<td>9.</td>
<td>Is the building equipped with an audible local alarm system to alert tenants?</td>
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<td>10.</td>
<td>Is this a coded system to designate which floor the alarm came from?</td>
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<td>11.</td>
<td>Are the alarms loud enough and so located to alert all tenants in the building?</td>
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<td>12.</td>
<td>Is the first alarm silent except to building management employees, who in turn must sound the general alarm manually if required?</td>
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<tr>
<td>13.</td>
<td>Are there manual fire-alarm pullboxes located strategically on each floor of the building?</td>
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<td>14.</td>
<td>Is each floor of the building equipped with one or more fire hoses in wall cabinets or racks?</td>
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<tr>
<td>15.</td>
<td>Is each floor of the building equipped with a number of strategically located fire extinguishers?</td>
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<td>16.</td>
<td>If so, are these extinguishers regularly inspected or conditioned?</td>
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<td>17.</td>
<td>Are the hose lines connected to those risers that are used for the sprinkler system?</td>
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<tr>
<td>18.</td>
<td>Is water pressure in the risers on all floors sufficient to handle both sprinklers and hoses?</td>
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<tr>
<td>19.</td>
<td>If not, is the building equipped with fire pumps to keep pressure in these lines high enough to be effective?</td>
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<tr>
<td>20.</td>
<td>Where are these pumps located?</td>
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<tr>
<td>21.</td>
<td>Who is responsible for these pumps?</td>
<td></td>
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<tr>
<td>22.</td>
<td>How often are these pumps tested?</td>
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<tr>
<td>23.</td>
<td>Are fire-hose valves at each hose station tested regularly?</td>
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<tr>
<td>Question</td>
<td>YES</td>
<td>NO</td>
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<td>-------------------------------------------------------------------------</td>
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<td>24. Is the fire hose and play pipe tested to insure that it is not rotted, cut, or obstructed?</td>
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<td>25. Are there any fire walls dividing floors of the building?</td>
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<tr>
<td>26. If so, are openings between protected by fire doors?</td>
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<tr>
<td>27. Are the fire doors normally open or closed?</td>
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<td>28. If open, are they equipped with automatic closures (magnetic releases) which would activate if a fire occurred?</td>
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<td>29. Is the building equipped with fire escapes or fire stairwells?</td>
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<td>30. If fire stairwells are used, are they equipped with fans to bring air from outside to build up positive air pressure and prevent smoke from seeping into them during fires?</td>
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<tr>
<td>31. Are fire stairwells compartmentalized to protect against smoke seepage?</td>
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<tr>
<td>32. Are fire doors to fire stairwells made of fire-resistant or fireproof material?</td>
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<tr>
<td>33. Are these doors equipped with approved panic hardware?</td>
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<tr>
<td>34. Are these doors kept closed at all times?</td>
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<tr>
<td>35. If kept open, are these doors equipped with the closures, (magnetic releases) which will operate if fire occurs?</td>
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<tr>
<td>36. Does each floor of the building form a compartment which would effectively block fire from spreading to other floors?</td>
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<tr>
<td>37. Are air conditioning and ventilating flues equipped with dampers which would close automatically in case of fire?</td>
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<tr>
<td>38. Are these dampers regularly maintained and tested?</td>
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<tr>
<td>39. Are openings where water pipes, wires, etc., pass through solid walls sealed to eliminate smoke seepage from other areas?</td>
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<tr>
<td>40. If the elevators are contemplated for use during a fire, are the shafts sealed or equipped with pressure fans to raise positive air pressure to force out smoke?</td>
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</table>
41. If elevators are to be used for evacuation, is there a plan for an orderly method of evacuating each floor? ____ ____

42. Does the fire department have ladder trucks and will they reach the top floors and roof of the building? ____ ____

43. If not, are procedures in place for helicopter evacuation from the roof, and is it adequate for the tenant population? ____ ____

44. Are certain elevators set aside for use by the fire department? ____ ____

45. Are all OS&V valves in the risers in an open position and sealed? ____ ____

46. How many public fire hydrants are available within a city block in any direction from the building? ________________

47. How many fire department hookups are there on the outside of the building? ________________

48. Are the trash containers in service hallways, closets, and maintenance areas properly covered and of metal construction? ____ ____

49. Are the boiler room and other maintenance areas properly policed? ____ ____

50. Is all combustible trash either immediately removed or safely stored to avoid fires? ____ ____

51. Are combustibles, such as paint, oil, gasoline, etc., stored in the building? ____ ____

52. Is all fire-fighting equipment inspected regularly? ____ ____

53. Is a record of inspection maintained? ____ ____

54. Are clear and concise instructions posted for the use of fire extinguishers and hoses? ____ ____

55. Are fire extinguisher and hose locations properly marked so that they can easily be located by tenants during a fire? ____ ____
**USDA Physical Security Inspection Checklist**  
**DRAFT**

### Landscaping

1. Do landscape features provide places for potential intruders to hide?  
   - **YES**  
   - **NO**

2. Are there items such as bricks, stones, or wooden fence pickets which could be used by intruders as weapons, missiles, or tools?  
   - **YES**  
   - **NO**  
   If yes, describe items ________________________________

3. Do trees hide CCTV coverage?  
   - **YES**  
   - **NO**

### Building

#### Doors, Windows, and Other Openings

3. Doors or openings  
   -(a) How are doors constructed?  
      - Wood  
      - Metal __________________________
   -(b) Describe types of security locks used:  
      ________________________________
   -(c) Are hinges and lock hasps securely installed?  
      - **YES**  
      - **NO**
   -(d) How are doors locked or barred during non-working hours? __________________
   -(e) Who is responsible for making sure doors are secured? __________________
   -(f) Are all windows that are not used, permanently closed?  
      - **YES**  
      - **NO**
   -(g) Are all accessible windows protected by heavy wire mesh or bars?  
      __________________
   -(h) If windows are covered by wire mesh, are the mesh coverings fastened from the inside or secured with locks?  
      - **YES**  
      - **NO**
   -(i) Describe window frames in terms of materials used and type of construction.

   __________________
   __________________
   __________________
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### USDA Physical Security Inspection Checklist

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#### (j) Have windowpanes been hardened?

How?

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#### (k) If windows can be opened and are locked, are they protected by ordinary window lever locks or key locks?

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#### (l) Is the general security of windows facing on the perimeter adequate?

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#### (m) Are all accessible skylights, doors, and other openings adequately secured?

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#### (n) Are there any ladders (permanent or nonpermanent) that should be removed, secured, or blocked from unauthorized use?

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1. Are all exterior doors at least 1 3/4-inch solid core wood, metal clad, or metal?

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2. Are all exterior doors properly equipped with cylinder locks, astragals, deadbolts, or quality padlocks and hasps?

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3. Are doors with windows equipped with double-cylinder locks or quality padlocks?

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4. Are all exterior doors equipped with intrusion alarms?

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5. Are all hinge pins internally located, welded, or otherwise treated to prevent easy removal?

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<tr>
<td>6.</td>
<td>Are doors with panic, or emergency, hardware also fitted with anti-intrusion bars?</td>
</tr>
<tr>
<td>7.</td>
<td>Do doors with panic locks have auxiliary locks for use when the building is not occupied?</td>
</tr>
<tr>
<td>8.</td>
<td>Are exterior locks designed or exterior door frames built so that the door cannot be forced by spreading the frame?</td>
</tr>
<tr>
<td>9.</td>
<td>Are exterior locks firmly mounted so that they cannot be pried off?</td>
</tr>
<tr>
<td>10.</td>
<td>Are exterior door bolts protected or constructed so that they cannot be cut?</td>
</tr>
<tr>
<td>11.</td>
<td>Are exterior padlocks in place when doors are unlocked?</td>
</tr>
<tr>
<td>12.</td>
<td>Are exterior padlock hasps installed so that the screws cannot be removed?</td>
</tr>
<tr>
<td>13.</td>
<td>Are exterior door padlock hasps made with a grade of steel difficult to cut?</td>
</tr>
<tr>
<td>14.</td>
<td>Are all unused doors permanently locked?</td>
</tr>
<tr>
<td>15.</td>
<td>Are windows that could be used for entry protected with:</td>
</tr>
<tr>
<td>(a)</td>
<td>locking devices</td>
</tr>
<tr>
<td>(b)</td>
<td>metal bars</td>
</tr>
<tr>
<td>(c)</td>
<td>mesh</td>
</tr>
<tr>
<td>(d)</td>
<td>intrusion alarms/glass break sensors</td>
</tr>
<tr>
<td>(e)</td>
<td>other (specify)</td>
</tr>
<tr>
<td>16.</td>
<td>Are window bars and mesh securely fastened to prevent easy removal?</td>
</tr>
<tr>
<td>17.</td>
<td>Are windows on the ground floor made of tempered glass or ballistic plastic?</td>
</tr>
<tr>
<td>18.</td>
<td>Are all windows not needed for ventilation permanently sealed or locked?</td>
</tr>
</tbody>
</table>
USDA Physical Security Inspection Checklist

19. Are openings to the roof (doors, skylights, etc.) securely fastened or locked from the inside?  ____  ____

20. Is internal access to the roof controlled?  ____  ____

21. Is the roof accessible by means of:
   (a) fire escape  ____  ____
   (b) another building  ____  ____
   (c) a pole or tree  ____  ____
   (d) other (specify) _________________________________________________  ____  ____

22. Do roof openings have intrusion alarms?  ____  ____

23. Are openings to the building (e.g., tunnels, utility and sewer manholes, culverts, and service ports) properly secured?  ____  ____

Ceilings and Walls

1. Do all walls extend to the true ceiling?  ____  ____

2. Are drop or removable ceilings used in the facility?  ____  ____

3. Where are the false ceilings and how are the openings protected (wire mesh to true ceiling, etc.)? ________________________________________________

Emergency Power System

1. Is the main power source dependable?  ____  ____

2. Is there a dependable auxiliary power source for emergencies? How many outages in the past three years?  ____  ____
3. Is the emergency power connected to the security system?  

---

Last Tested:

---

4. Where is the emergency power system and what kind (diesel, UPS, etc.)? Is it properly secured...fence, locks, CCTV, etc.?

---

**Safe and Vaults**

1. Are safes and vaults equipped with an alarm system?  

---

2. What type of safes/locks?

   Safe Description:
   
   Lock Description:
   
   Combination Last Changes:
   
   Who changed the combination:
   
   SF 700:
   
   SF 701:

---

3. What type of alarm system?

---

4. Where does the alarm annunciate?

A SCIF alarm should annunciate in a different location then the facility alarm, or should be on a separate supervised line.

---

**Fire Protection**

1. Does the facility comply with local fire codes?  

---

2. Does the fire marshal routinely inspect the facility?  

---

3. When was the facility last inspected by the fire marshal?
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<tr>
<th>USDA Physical Security Inspection Checklist</th>
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<tbody>
<tr>
<td>4. Did the fire marshal approve the building?</td>
<td>YES</td>
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<tr>
<td>If not, why?</td>
<td>____</td>
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<tr>
<td>5. Does the building have fire alarms?</td>
<td></td>
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<tr>
<td>Date last tested:</td>
<td>____</td>
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<tr>
<td>6. Does the building have smoke detectors?</td>
<td></td>
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<tr>
<td>Date last tested:</td>
<td>____</td>
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<tr>
<td>7. Does the building have a sprinkler system (Dry or Wet)?</td>
<td></td>
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<tr>
<td>Date last tested:</td>
<td>____</td>
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<tr>
<td>8. Does the building have fire extinguishers?</td>
<td></td>
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<tr>
<td>Date last inspected:</td>
<td>____</td>
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<tr>
<td>9. Does the building have emergency fire hoses?</td>
<td></td>
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<tr>
<td>Date last trained on hoses:</td>
<td>____</td>
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<tr>
<td>Protective Clothing Present:</td>
<td>Yes</td>
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<td>10. Does the building have an adequate water supply?</td>
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<td>11. Does the building have standpipes?</td>
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<tr>
<td>12. When was the last time the Fire Department conducted a familiarization visit (walk-through) and tested threads?</td>
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</table>

**Utility Control Points**

1. Are utility and plumbing access plates and doors locked or sealed when not in use?  
   ____ ____

**Attic, Basements, Crawl Spaces, and Air-Conditioning and Heating Ducts**

1. Do basement doors have intrusion alarms?  
   ____ ____

2. Are basement doors securely fastened or locked when not in use?  
   ____ ____

3. Are doors to basements, utility rooms, boiler rooms, crawl spaces, and attics locked when not in use?  
   USDA Physical Security Checklist  
   Yes No
4. Are crawl spaces secured from unauthorized entry?  

5. Are air-conditioning and heating vent openings in public areas secure from tampering? Introducing a chemical or biological agent into the air system.

**Storage Areas for Arms and Dangerous Substances**

1. Which of the following dangerous substances are stored in the facility?

   a. Weapons
      Type: ____________________  Number:   ____  ____

   b. Ammunition
      Type: ____________________  Number:   ____  ____

   c. Chemicals
      Type: ____________________  Number:   ____  ____

   d. Pathogens
      Type: ____________________  Number:   ____  ____

   e. Radioactive Material
      Type: ____________________  Number:   ____  ____

   f. other (specify) _________________________________________________

2. Are dangerous substances stored in a restricted area?  ____  ____

3. Are dangerous substances stored in a secure room?  ____  ____

4. Does the storage area have an intrusion alarm?  ____  ____

5. Is the door there solidly constructed?  ____  ____

6. Are hinge pins concealed or welded to prevent removal?  ____  ____

7. Does this door have an adequate cylinder lock?  ____  ____

8. Does this door have an adequate padlock?  ____  ____
9. Do windows in the storage area have steel bars, or mesh, or are they permanently sealed?  ____  ____

10. Is the storage area well ventilated?  ____  ____

11. Does the storage area have fire detection equipment?  ____  ____

12. Does the storage area have a sprinkler system?  ____  ____


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Communications

1. Are communications adequate?  ____  ____

2. If not, what is needed? ________________________________

3. What communications are available in the facility?

(a) telephone  ____  ____
(b) radio  ____  ____
(c) encryption Devices (fax or STU III/STE)  ____  ____
(d) handheld Radios  ____  ____
(e) public address system  ____  ____
(f) Computer  ____  ____
(g) other (specify) _____________________________________

4. Is there more than one communications system used exclusively by security personnel? Radio, Telephone.  ____  ____

5. Is there more than one communications system used exclusively for security purposes?  ____  ____

6. Who operates the public address system?

___________________________________________________

7. Radios in the facility consist of:

(a) sheriff's base station  ____  ____
(b) unit in security office netting to sheriff's base station  ____  ____
### USDA Physical Security Inspection Checklist

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<tr>
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<th>YES</th>
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<tr>
<td>(c) hand-held portables used by facility staff</td>
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<tr>
<td>(d) hand-held portables used by security officers</td>
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<tr>
<td>(e) other (specify)</td>
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8. Can radios net with:

(a) local police | ____ | ____ |
(b) State police | ____ | ____ |
(c) Federal Protective Services | ____ | ____ |
(d) Other (specify) | ____________________________ |

9. Is maintenance of radio equipment adequate? | ____ | ____ |

10. Do base stations have an auxiliary power source? | ____ | ____ |

11. Is there a duress code signal? | ____ | ____ |

12. Do all telephones go through a building switchboard? | ____ | ____ |

13. Does the switchboard have any security safeguards? | ____ | ____ |

14. Can any communication devices communicate with outside security agencies? | ____ | ____ |

15. Which agencies? | ____________________________ |

### Storage Areas for Records

1. Are fire detection devices in the records storage area? | ____ | ____ |

2. Is a sprinkler system in the records storage area? | ____ | ____ |

3. Are current records stored during nonbusiness hours in locked rooms or locked filing cabinets? | ____ | ____ |

4. Are records storage areas inaccessible to unauthorized persons? | ____ | ____ |

5. Are there checkout procedures for all records? | ____ | ____ |

6. Is space available in or near the secretary’s office for the public to review documents? | ____ | ____ |

### Public Area (waiting areas, rest rooms, and hallways)

1. Are public waiting rooms routinely searched? | ____ | ____ |
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2. Are waiting rooms next to sensitive areas?  YES NO

3. Are drop or removable ceilings used in waiting rooms?  YES NO

4. Are public rest rooms routinely searched?  YES NO

5. Are rest rooms next to sensitive areas?  YES NO

6. Are drop or removable ceilings used in rest rooms?  YES NO

7. Do any trash receptacles allow easy concealment of contraband?  YES NO

8. Are directions (directories and floor plans, if appropriate) clearly posted in all public areas?  YES NO

Offices Handling Money

1. Does the cashier's window have security features?  YES NO

   Explain:

   

   

   

   

2. Is a large amount of cash in the office overnight or on weekends?  YES NO

   Amount:

   

   

   

3. Is there an adequate safe, vault, or strongbox?  YES NO

4. Is the safe approved by Underwriters' Laboratories?  YES NO

5. Are safes weighing less than 750 pounds securely fastened to the floor, wall, or set in concrete?  YES NO

6. Are combinations changed when personnel leave?  YES NO

7. When was the combination last changed?  YES NO

8. Is the safe or vault protected by an intrusion alarm?  YES NO
9. Where does the intrusion alarm terminate?
___________________________________________________

10. What is the response time to an alarm?
    Time (How Long?) _________________________________________________
    Manpower (Who and How many)______________________________________

11. Is there a duress alarm in these offices?     ____ ____

12. Where does the duress alarm terminate?
___________________________________________________

13. Who escorts the employee carrying money to the bank?
    (a) sheriff          ____ ____
    (b) local police         ____ ____
    (c) State police         ____ ____
    (d) Other (specify) ________________________________
    (e) No one          ____ ____

Facility Procedures
1. Is there a security procedures manual for the facility?
   ____ ____

2. Are all data current and correct?
   ____ ____

3. Are emergency plans current?       ____ ____
   Date: __________________________

4. Is responsibility for declaring an emergency clearly fixed?   ____ ____
   Date: __________________________

5. Are the authority and chain of command in emergency plans clear and accurate?   ____ ____
   Date: __________________________

6. Are all emergency plans subject to periodic review and updating?
   ____ ____
   Date: __________________________
   Frequency: ______________________

7. Is there a procedure for handling medical emergencies involving the general public?
   ____ ____
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8. Is first aid equipment provided throughout the facility?  ____  ____  
9. Is that equipment periodically checked and tested?  ____  ____  

Date Last Checked:  
Discrepancies Noted:  

10. Is there a designated security officer for the facility?  ____  ____  
   Name:  
   Telephone Number:  
   Email Address:  

11. Is there a security guard on duty after normal working hours?  ____  ____  
12. If so, when and what hours?  

13. Is there a procedure for routine daily inspection of the facility?  ____  ____  
14. Are tenants given periodic instruction about the various emergency procedures through the Building Security Committee?  ____  ____  
15. Are support agreements with other agencies written or informal?  ____  ____  

16. Are periodic fire and evacuation drills held?  ____  ____  
17. Are periodic security conferences held with:  
   (a) FPS  ____  ____  
   (b) facility personnel  ____  ____  
   (c) tenants  ____  ____  
   (d) supervising personnel  ____  ____  
   (e) custodial personnel  ____  ____  

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18. Are security plans coordinated with appropriate local, State, and Federal agencies?  ____  ____

19. Are public, and private circulation patterns separated and well defined?  ____  ____

20. Is there a routine inspection of packages and shipments entering the facility?  ____  ____

Loading Dock:  
Main Entrance:  
Computer Room:  
SCIF:  

Sensitive Areas and Related Areas

Classified Areas: Location

1. Do spaces above, below, and next to the classified area present a security hazard?  ____  ____

Sensitive Areas: Doors, Windows, and Other Openings

1. Are all unused doors secured?  ____  ____

2. Are the keys to all doors strictly controlled?  ____  ____

3. Are all windows draped to obscure vision from outside?  ____  ____

Sensitive Areas: Lights

1. Is there emergency lighting?  ____  ____

2. Are lights key controlled?  ____  ____

Sensitive Areas: Security Devices

1. Are routine checks made of:

   (a) alarms  ____  ____
   (b) emergency lighting  ____  ____
   (c) metal detectors  ____  ____
   (d) xray machines  ____  ____

2. Are metal detectors available for use?  ____  ____
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3. Is the control center reinforced to make it bullet resistant?  YES  NO

4. With what? ____________________________________________

5. Is there a duress alarms in the sensitive areas?  YES  NO

6. Are duress alarm buttons installed at:
   (a) the SCIF  YES  NO
   (b) secretary  YES  NO
   (c) cashier  YES  NO
   (d) designated personnel  YES  NO
   (e) control center  YES  NO
   (f) other (specify) ______________________________________

7. Does this alarm have an audio-monitor capability?  YES  NO

8. Is there an acceptable response capability for facility duress alarms?  YES  NO

9. Does the facility have a telephone?  YES  NO

10. Does the facility have a public address system?  YES  NO

11. Does the facility have a radio transmitter?  YES  NO

12. Are there dead spots in radio transmission?  YES  NO

Sensitive Areas: Security Procedures

1. Is there a policy for firearms to be carried into the facility by a law enforcement officer  YES  NO

2. Are security officers armed in the facility?  YES  NO

3. What does the contract say about weapons training?  YES  NO

4. Are the guard post orders specific enough?  YES  NO

5. Are there procedures for the emergency evacuation from the facility?  YES  NO

6. Do personnel understand procedures for emergency evacuation from the facility?  YES  NO
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7. Is there a procedure for a search-screen operation for entry to facility?  

8. Are restricted or secure areas monitored by closed-circuit TV?

9. Are law enforcement officers required to leave guns in locked cabinets before entering restricted or secure areas?

Security Equipment Storage Area

1. Are the number of storage lockers adequate for employees to secure their valuables?

2. Are storage areas locked with keys that cannot normally be duplicated commercially?

MISCELLANEOUS

1. Are buildings locked at night?

2. Who is responsible?

3. Are lights left on in buildings at night?

4. Type of lighting?

5. Who is responsible for checking the lighting at night?

6. Are fire stairwells used on a daily basis?

7. Does the facility use elevators?

8. What control is extended over the use of elevators?

9. Do elevators connect controlled access floors with public access floors?