USDA Physical Security Inspection Checklist   DRAFT

YES   NO

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?

	HOURS	NO. OF PERSONNEL	NO. OF SUPERVISORS
M-F			
Sat			
Sun			
Holidays			

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<div align="right">

YES   NO

</div>

2. Days per week of operation   _____

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?   ____ ____

YES   NO

5. If holes exist in the fence, where are they located?   ____ ____

6. Are there any places along the fence where the ground
is washed away?   ____ ____

7. Are there any places where streams circumvent the fence?

8. How are these areas protected?

9. Is there an adequate clear zone existing on both sides of
the fence? 20 ft. each side.   ____ ____

10. Is the clear zone obstructed by material being stored
near the fence?   ____ ____

11. Are there any poles near the fence where they can be
used for entry or exit?   ____ ____

12. Are there any trees in the clear zone?   ____ ____
13. Are the trees acceptable, or should they be removed
or trimmed?   ____ ____

14. Is there any shrubbery, underbrush, or high grass in the
clear zone?   ____ ____

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?   ____ ____

16. Are there any openings other than gates and doors in
the fence, which are not protected?   ____ ____

17. If protected, is it adequate?   ____ ____

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                                                                          YES   NO

18. Are there NO TRESPASSING signs posed on the outside of
the fence at regular intervals?   ____ ____

19. Is the entire fence line within easy view of patrolling
guards or CCTV?   ____ ____

20. Is the entire fence line in view of assigned personnel
during normal working hours?

21. Is the fence inspected regularly?   ____ ____

22. If so, how often and by whom?

Agency:
Name:
Telephone Number:
Email Address:

23. Is immediate action taken to repair reported fence damage?   ____ ____

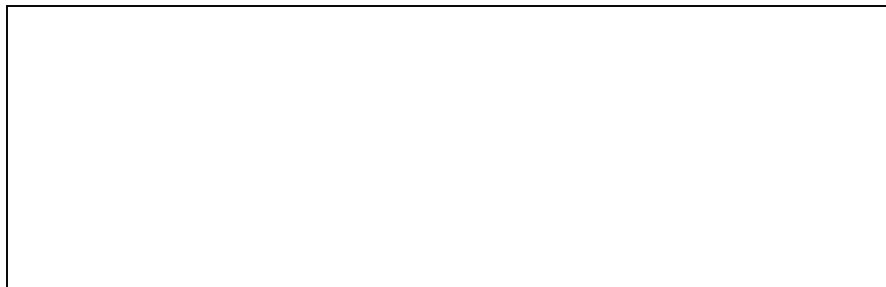24. Are vehicles allowed to park near perimeter physical
barrier?   ____ ____

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?   ____ ____

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.

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YES   NO

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?   ____ ____

YES   NO

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?

Peak Hours	Number of Entries

6

                                                                        YES   NO

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

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

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

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

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

PERIMETER LIGHTING

1. Is the entire perimeter lighted?   ____ ____

2. Are lights on all night?   ____ ____

3. Are light fixtures suitable for outside use
(i.e., are they weather- and tamper-resistant)?   ____ ____

4. Are lights and wiring inspected regularly?   ____ ____

5. Lights are controlled:
(a) automatically   ____ ____
(b) manually   ____ ____

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6. Are control switches inaccessible to unauthorized persons?   ____ ____

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

Type of Source:
Date Last Tested:
Automatic Switch Over:
Manual Switch Over and Who does it:

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:

YES   NO

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

| |
| |
| |
| |
| |

14. What type of lighting is used?

| |
| |
| |

15. Are all entrance and exit gates well lighted?   ____ ____

16. Does perimeter lighting also cover the buildings?   ____ ____

17. If lights burn out, do light patterns overlap?   ____ ____

18. Is someone responsible for turning lights on and off?   ____ ____

| If so, whom?/Telephone#: | |
| Who is responsible for lighting maintenance?/Telephone#: | |

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

20. Are guards exposed or protected by the lighting?   ____ ____

21. Are gates adequately lighted?   ____ ____

22. Do lights at gate illuminate interior of vehicles?   ____ ____

23. Are critical and vulnerable areas well illuminated?   ____ ____

24. Are perimeter lights wired in series or parallel? _____

PERIMETER LOCK SYSTEM

1. What type of locks is used?   ____ ____

2. Name of manufacturer _____

3. Are cylinders removable?   ____ ____

YES   NO

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		

YES   NO

4. What is the procedure for activating and deactivating the system?

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

6. Is the system regularly tested?   ____ ____

Date Last Tested:
Who Tested:
Results of Test:

7. How often? _____

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

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

Company:
POC:
Telephone:
Email Address:

10. Was the alarm system properly installed?   ____ ____

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?   ____ ____

13. Does the emergency power source cut in automatically?   ____ ____

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14. Are records maintained of all alarm signals
(e.g., time, date, location, cause, and action taken)?   ____ ____

Type of Record:	
Do Records Show a Pattern:	

15. Who keeps these records? _____

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

Time _____
Manpower _____

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?   ____ ____

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                                                                    YES   NO

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?   If so, how many   ____ ____
 (a) Are all clock charts reviewed daily?   ____ ____
 (b) Who reviews them?   _____

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                                                                    YES   NO

9. Are activity reports prepared by guards for each shift?   ____ ____
 (a) Irregularity reports   ____ ____
 (b) Who reviews reports?_____

10. Do guards have keys to gates?   Buildings?   ____ ____
 (a) How are the keys controlled?

11. Are guards armed?   ____ ____
 (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?   ____ ____
 (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?   ____ ____

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?   ____ ____

16. Do the guards review video recordings from the CCTV?   ____ ____

17. How many generations are the CCTV recordings maintained?   ____ ____

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PARKING AREAS

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

4. Are parking areas watched by closed circuit TV?   ____ ____

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?   ____ ____

How Often:

6. Is a reserved parking lot on facility grounds?   ____ ____

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

8. Is the reserved area protected by a fence?   ____ ____

YES   NO

9. Are signs posted?   ____ ____

10. Do reserved parking spaces block access to the
facility by fire or other emergency vehicles?   ____ ____

11. Is there reserved parking for USDA personnel?   ____ ____

12. Is there reserved parking for government vehicles?   ____ ____

13. Is there reserved parking for handicap?   ____ ____

14. Who else has reserved parking? _____

15. Are parking spaces reserved by name?   ____ ____

16. Are parking spaces reserved by number?   ____ ____

17. Is access to the garage strictly controlled?   ____ ____

18. Are there adequate communications equipment and
an alarm at the guard station in the garage? Code Blue…   ____ ____

KEY CONTROL

1. Is a key-control system in effect?   ____ ____

2. Who is responsible for the key control system?

Name:
Phone#:
Email Address:

3. Are building entrance keys issued on a limited basis?   ____ ____

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4. Are master keys kept securely locked and issued
on a strictly controlled basis?   ____ ____

5. Can the key-control officer replace locks and
keys at his discretion?   ____ ____

6. Must duplication of keys be approved by the key-
control officer?   ____ ____

7. Is the number of entrance doors in use reduced
to the minimum necessary?   ____ ____

8. Do USDA personnel have a private entrance to the
building?   ____ ____

9. Are keys signed for?   ____ ____

10. Are all keys accounted for?   ____ ____
 Conduct a small audit of key log, repository, and issuance.

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?   ____ ____

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

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YES   NO

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?   ____ ____

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	YES	NO
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 undero 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:

EMERGENCY PLANS

1. Does the facility have emergency plans?   ____ ____

	YES	NO
Bomb Threat	____	____
Fire	____	____
Tornado	____	____
Hurricane	____	____
Flood	____	____
Earthquake	____	____
Explosion	____	____
Loss of utility service	____	____
Civil disorder	____	____

YES   NO

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.

                                                                    YES   NO

6. How many risers feed the sprinkler systems? _____

7. Are the risers equipped with waterflow alarms?   ____ ____

8. Are alarms local, proprietary, or central station and/or connected to the fire station?   ____ ____

9. Is the building equipped with an audible local alarm system
 to alert tenants?   ____ ____

10. Is this a coded system to designate which floor
the alarm came from?   ____ ____

11. Are the alarms loud enough and so located to
alert all tenants in the building?   ____ ____

12. Is the first alarm silent except to building management employees, who in turn must sound the general alarm manually if required?   ____ ____

13. Are there manual fire-alarm pullboxes located strategically on each floor of the building?   ____ ____

14. Is each floor of the building equipped with one or more fire hoses in wall cabinets or racks?   ____ ____

15. Is each floor of the building equipped with a number of strategically located fire extinguishers?   ____ ____

16. If so, are these extinguishers regularly inspected or conditioned?____ ____

17. Are the hose lines connected to those risers that are used for the sprinkler system?   ____ ____

18. Is water pressure in the risers on all floors sufficient to handle both sprinklers and hoses?   ____ ____

19. If not, is the building equipped with fire pumps to keep pressure in these lines high enough to be effective?   ____ ____

20. Where are these pumps located? _____

21. Who is responsible for these pumps? _____

22. How often are these pumps tested? _____

23. Are fire-hose valves at each hose station tested regularly?   ____ ____

21

YES   NO

24. Is the fire hose and play pipe tested to insure that it is not rotted, cut, or obstructed?   ____ ____

25. Are there any fire walls dividing floors of the building?   ____ ____

26. If so, are openings between protected by fire doors?   ____ ____

27. Are the fire doors normally open or closed?   ____ ____

28. If open, are they equipped with automatic closures (magnetic releases) which would activate if a fire occurred?   ____ ____

29. Is the building equipped with fire escapes or fire stairwells?   ____ ____

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?   ____ ____

31. Are fire stairwells compartmentalized to protect against smoke seepage?   ____ ____

32. Are fire doors to fire stairwells made of fire-resistant or fireproof material?

33. Are these doors equipped with approved panic hardware?   ____ ____

34. Are these doors kept closed at all times?   ____ ____

35. If kept open, are these doors equipped with the closures, (magnetic releases) which will operate if fire occurs?   ____ ____

36. Does each floor of the building form a compartment which would effectively block fire from spreading to other floors?   ____ ____

37. Are air conditioning and ventilating flues equipped with dampers which would close automatically in case of fire?   ____ ____

38. Are these dampers regularly maintained and tested?   ____ ____

39. Are openings where water pipes, wires, etc., pass through solid walls sealed to eliminate smoke seepage from other areas?   ____ ____

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?   ____ ____

YES   NO

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?   ____ ____

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YES NO

Landscaping

1. Do landscape features provide places for potential
intruders to hide?   ____ ____

2. Are there items such as bricks, stones, or wooden
fence pickets which could be used by intruders as
weapons, missiles, or tools?   ____ ____
If yes, describe items _____

3. Do trees hide CCTV coverage?   ____ ____

Building

Doors, Windows, and Other Openings

3. Doors or openings
 (a)   How are doors constructedWood Metal _____
 (b)   Describe types of security locks used:
(Manufacturer/type) _____
 (c)   Are hinges and lock hasps securely installed?   ____ ____
 (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?   ____ ____
 (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?   ____ ____
 (i)   Describe window frames in terms of materials used and type of
construction.

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(j) Have windowpanes been hardened?   ____ ____
How?

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

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

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

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

1. Are all exterior doors at least 1¾-inch solid
core wood, metal clad, or metal?   ____ ____

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

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

4. Are all exterior doors equipped with intrusion alarms?   ____ ____

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

YES   NO

6. Are doors with panic, or emergency, hardware also
fitted with anti-intrusion bars?   ____ ____

7. Do doors with panic locks have auxiliary locks
for use when the building is not occupied?   ____ ____

8. Are exterior locks designed or exterior door frames built so that the door
cannot be forced by spreading the frame?   ____ ____

9. Are exterior locks firmly mounted so that they
cannot be pried off?   ____ ____

10. Are exterior door bolts protected or constructed
so that they cannot be cut?   ____ ____

11. Are exterior padlocks in place when doors are
unlocked?   ____ ____

12. Are exterior padlock hasps installed so that the
screws cannot be removed?   ____ ____

13. Are exterior door padlock hasps made with a
grade of steel difficult to cut?   ____ ____

14. Are all unused doors permanently locked?   ____ ____

15. Are windows that could be used for entry protected with:

(a) locking devices   ____ ____
(b) metal bars   ____ ____
(c) mesh   ____ ____
(d) intrusion alarms/glass break sensors   ____ ____
(e) other (specify) _____

16. Are window bars and mesh securely fastened to prevent
easy removal?   ____ ____

17. Are windows on the ground floor made of tempered
glass or ballistic plastic?   ____ ____

18. Are all windows not needed for ventilation permanently
sealed or locked?   ____ ____

YES   NO

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?   ____ ____

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YES   NO

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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4. Did the fire marshal approve the building?   ____ ____
If not, why? _____

5. Does the building have fire alarms?   ____ ____
      Date last tested:_____
6. Does the building have smoke detectors?   ____ ____

      Date last tested:_____

7. Does the building have a sprinkler system (Dry or Wet)?   ____ ____

      Date last tested:_____

8. Does the building have fire extinguishers?   ____ ____

      Date last inspected:_____

9. Does the building have emergency fire hoses?   ____ ____

      Date last trained on hoses:_____
      Protective Clothing Present: Yes   No

10. Does the building have an adequate water supply?   ____ ____

11. Does the building have standpipes?   ____ ____

12. When was the last time the Fire Department conducted
a familiarization visit (walk-through) and tested threads?   _____

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?   ____ ____
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	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?   ____ ____

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	YES	**NO**

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?   ____ ____

13. What is the accountability procedures for dangerous
substances? Explain.

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   ____ ____

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	YES	NO

(c) hand-held portables used by facility staff   ____ ____
(d) hand-held portables used by security officers   ____ ____
(e) other (specify) _____

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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	YES	NO

2. Are waiting rooms next to sensitive areas?   ____ ____

3. Are drop or removable ceilings used in waiting rooms?   ____ ____

4. Are public rest rooms routinely searched?   ____ ____

5. Are rest rooms next to sensitive areas?   ____ ____

6. Are drop or removable ceilings used in rest rooms?   ____ ____

7. Do any trash receptacles allow easy concealment of
contraband?   ____ ____

8. Are directions (directories and floor plans,
if appropriate) clearly posted in all public areas?   ____ ____

Offices Handling Money

1. Does the cashier's window have security features?   ____ ____

Explain:

2. Is a large amount of cash in the office overnight
or on weekends?   ____ ____

Amount:

3. Is there an adequate safe, vault, or strongbox?   ____ ____

4. Is the safe approved by Underwriters' Laboratories?   ____ ____

5. Are safes weighing less than 750 pounds securely
fastened to the floor, wall, or set in concrete?   ____ ____

6. Are combinations changed when personnel leave?   ____ ____

7. When was the combination last changed?   ____ ____

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?   ____ ____

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

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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	YES	**NO**
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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	YES	**NO**
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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	YES	NO

3. Is the control center reinforced to make it bullet resistant?   ____ ____

4. With what? _____

5. Is there a duress alarms in the sensitive areas?   ____ ____

6. Are duress alarm buttons installed at:

   (a) the SCIF   ____ ____
   (b) secretary   ____ ____
   (c) cashier   ____ ____
   (d) designated personnel   ____ ____
   (e) control center   ____ ____
   (f) other (specify) _____

7. Does this alarm have an audio-monitor capability?   ____ ____

8. Is there an acceptable response capability for
facility duress alarms?   ____ ____

9. Does the facility have a telephone?   ____ ____

10. Does the facility have a public address system?   ____ ____

11. Does the facility have a radio transmitter?   ____ ____

12. Are there dead spots in radio transmission?   ____ ____

Sensitive Areas: Security Procedures

1. Is there a policy for firearms to be carried into the
facility by a law enforcement officer   ____ ____

2. Are security officers armed in the facility?   ____ ____

3. What does the contract say about weapons training?   ____ ____

4. Are the guard post orders specific enough?   ____ ____

5. Are there procedures for the emergency evacuation
from the facility?   ____ ____

6. Do personnel understand procedures for emergency
evacuation from the facility?   ____ ____

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                                                          YES   NO

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?   ____ ____

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