*Building security is a multi-faceted issue. This checklist focuses on enhancing the security of your physical property. The Incident Command Team can use this checklist to assess the readiness of a building to provide safe shelter to personnel and visitors.*

*Please use this information as a guideline only. Adjustments should be made based on how your facility operates and the unique security issues your organization may face.*

**Visible Security**

|  |  |
| --- | --- |
|  | Is the facility visible from the street during the day and night so that roving security patrols can conduct external security checks? |
|  | Are all entrances and exits visible from a distance and well-lit in the evening?  *Such visibility provides a crime deterrent and assists personnel in the event of an evacuation.* |
|  | Are shrubs cut to the mid-point of windows or lower?  *Low shrubbery discourages crime and provides a safer work environment.* |
|  | Are tree limbs cut at least approximately 2 metres (6 feet) from ground level?  *This increases visibility and helps deter crime.* |
|  | Are fences on the property in good condition? |
|  | Have motion-activated lights been installed around entrances and exits?  *This type of lighting has been shown to deter criminal activity.* |
|  | Are all pathways and parking areas well-lit? |
|  | Are pathways and parking lots patrolled? |
|  | Are pathways and parking lots equipped with emergency communication equipment that links to a centrally monitored system or police system? |

**Location Security**

|  |  |
| --- | --- |
|  | Are details on the business’ location listed in an outside directory? |
|  | Does the organization’s website provide detailed information on the building’s location? |

**Lockdown Security**

|  |  |
| --- | --- |
|  | Are all doorways and exits easily accessible and clear of any blockages? |
|  | Do all doors and windows close completely? |
|  | Do all doors and windows have working locks? |
|  | Are doors and windows alarmed and monitored? |
|  | Do all sliding windows have anti-slide locks? |
|  | Are curtains, blinds, or other privacy coverings installed on all windows? |

**Access Security**

|  |  |
| --- | --- |
|  | Is outgoing mail accessible only to the postal service or other designated carriers? |
|  | Are all deliveries and delivery personnel monitored when inside the facility? |
|  | Are all incoming deliveries inspected before being delivered to the designated recipient? |
|  | Are all visitors asked to sign in before visiting the facility? |
|  | Are visitors assigned a temporary security badge? |
|  | Are personnel instructed to visibly display security badges? |
|  | Are personnel instructed to challenge anyone not wearing a security or visitor’s badge? |
|  | Can windows, heating-ventilating air conditioning (HVAC) equipment, and doors be secured if hazardous material is released? |