

Office Security Assessment

Completed by:

Location:

Description:

Survey Date:

Local Crime Statistics:

Describe the area and surrounding neighborhoods.

Insert crime statistics obtained from local Police Department

| Type of Crime | 2019 | 2020 | 2021 |
|----------------------------|-------------|-------------|-------------|
| Assault | | | |
| Burglary | | | |
| Homicide | | | |
| Larceny | | | |
| Larceny from Motor Vehicle | | | |
| Robbery | | | |
| Sexual Assault | | | |
| Stolen Motor Vehicle | | | |
| <i>Other</i> | | | |
| <i>Other</i> | | | |

If there have been any threats to employees or others in the last several years note this information here:

| | | |
|-----------|---|--|
| A. | Written Programs and Procedures | |
| | Is there a written Emergency Action Plan (EAP)? | |
| | Describe elements of the EAP in place. | |
| | Is there a Workplace Violence Prevention Program (WPVPP)? | |
| | Is there an Active Shooter Plan? | |
| | Are there procedures for lock-down? | |
| | Is there a public address system? | |
| | Does the facility have the ability to communicate to all employees? | |
| | Does the facility have the capability to communicate to all employees | |
| B. | Facility Inspected | |
| | Name | |
| | Address | |
| | Site representative | |
| | Position and title | |
| C. | General Information on Site | |
| | Building owner | |
| | Person in charge of security | |
| | Principal activities of facility | |
| | Occupancy Hours | |
| | Number of tenants | |
| | Are employees issued ID Badges? | |
| | Approximate number of daily visitors | |
| | Nature of surrounding area and occupancies (note security hazards) | |
| | Proximity to major roads and highways | |
| | Address and telephone number of police jurisdiction | |
| | Are local crime statistics available and for what period? | |
| | Is there a business-community-based crime prevention program in place? Of what does it consist? | |
| | Are outside power transformers and other utilities properly secured? | |
| D. | Site Perimeter | |
| 1. | Bus terminals, train stations close by? | |
| 2. | Total area of site | |
| 3. | Landscaping | |
| | What is the landscaping? | |
| | Are there natural barriers present? | |

| D. | Site Perimeter <i>(continued)</i> | |
|-----------|---|--|
| | Is shrubbery well pruned so as not to provide concealed hiding places? | |
| 4. | Is there a perimeter barrier? | |
| 5. | Parking | |
| | Is there public parking and/or metered parking directly adjacent to the building? | |
| | Are signs posted to make the public aware of vehicle towing policies? | |
| | Is the perimeter patrolled? | |
| 6. | Perimeter Lighting | |
| | Types of perimeter lights | |
| | Does lighting minimum local codes? | |
| | Lights directed toward the perimeter? | |
| | Are all exterior doorways, walkways, and entries properly illuminated? | |
| | Dark areas where criminals may conceal themselves? | |
| | What additional lighting is required to illuminate these areas? | |
| | Is lighting on an automatic timer? | |
| | Lights in operation throughout night? | |
| | Exterior lighting protected against theft and vandalism? | |
| | Lighting system regularly inspected? By whom? | |
| | Is there an emergency lighting system in the event of a power failure? | |
| 7. | Exterior Cameras | |
| | Is video surveillance used? | |
| | Are cameras black & white or color? | |
| | Are cameras analog or digital? | |
| | Are outside cameras weatherproof? | |
| | Do cameras need to be added? | |
| | Who monitors the cameras? | |
| | Are cameras monitored remotely? | |
| | Is video recorded? | |
| | If recorded, for how long? | |
| E. | Parking Areas | |
| | Is there a parking structure? | |
| | Are there weight restrictions? | |
| | Is there a gate to the facility? | |
| | How is access to the area controlled? | |
| | Is there a private parking lot? | |
| | Is the area public or private? | |
| | Who operates the facility? | |
| | Number of entrances and exits? | |
| | Do trees obstruct view of structure? | |

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| E. | Parking Areas <i>(continued)</i> | |
| | Is shrubbery well-pruned to protect against concealed hiding places? | |
| | Designated parking areas for tenants? | |
| | Is there assigned visitor parking? | |
| | Is use of designated spaces enforced? | |
| | Are executive names on spaces? | |
| | Number of parking spaces | |
| | Is vehicle access controlled? | |
| | Are there speed bumps in the lot? | |
| | Is a speed limit sign posted? | |
| F. | Building | |
| 1. | Construction | |
| | Building height, number of floors | |
| | Total square footage | |
| | Typical floor size | |
| | Construction type | |
| | Year of construction | |
| | Are there atriums or mezzanines? | |
| 2. | Entrances, Doors and Reception | |
| | Construction of doors | |
| | Number of entrances | |
| | Do all employees and visitors enter by one primary entrance? | |
| | Are all entrances monitored? | |
| | Is the main entrance monitored? | |
| | Are doors self-closing? | |
| | Do doors self-lock? | |
| | Do exterior doors have the ability to lock remotely? | |
| | Do interior doors have the ability to lock remotely? | |
| | Is there a reception area? | |
| | Is it monitored during working hours? | |
| | Is the reception area separated from the office workspace? | |
| | Is the reception area locked? | |
| | Are guests escorted through the facility? | |
| 3. | HVAC | |
| | Are heating, ventilating, and air conditioning (HVAC) system intakes accessible from outside the building? | |
| | How is the HVAC system protected? | |
| 4. | Windows | |
| | Are ground floor windows protected? | |
| 5. | Stairwells | |
| | Number of stairwells & configuration | |

| F. | Building <i>(continued)</i> | |
|-----------|---|--|
| | Are stairwell doors self-closing and self-latching? | |
| 6. | Restrooms | |
| | Are there public restrooms? | |
| | Are public restrooms kept locked? | |
| | If so, who controls access? | |
| | Can restroom doors be locked from inside? | |
| 7. | Rooftop | |
| | Is access to building possible from adjacent roofs? | |
| | Is it possible to access the building from the roof? | |
| | Is there a helipad or heliport? | |
| 8. | Lighting | |
| | Is the lighting of the building interior adequate? | |
| | Is lighting adequate in corridors, exits, and stairwells? | |
| | Is there an emergency lighting system for power failures? | |
| 9. | Intrusion Alarm Systems | |
| | Are alarm systems installed? | |
| | What type(s) are they? | |
| | How are alarms monitored? | |
| | Who monitors these alarms? | |
| | Can the system be viewed remotely? | |
| | What is the procedure when an alarm is received? | |
| | Whose responsibility is it to switch the alarm system off and on? | |
| | Does leaving alarmed doors open defeat the security system? | |
| | Are duress/panic alarms used? | |
| | How frequently are alarms tested? | |
| | Are there up to date lists of personnel authorized to open and close alarmed areas? | |

| F. | Building <i>(continued)</i> | |
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| | Are intrusion detection, video surveillance, and access control systems properly maintained (and equipment problems documented)? | |
| | Are the security alarm, video surveillance, and access control systems inspected and tested on a regular basis (and this documented)? | |
| 10. | Access Control | |
| | Is there access control for parking? | |
| | Is there access control into building? | |
| | Are there sign-in/sign-out logs? | |
| | Are visitors issued an ID badge? | |
| | Are visitors escorted in the building? | |
| | Are vendors issued an ID badge? | |
| | Are ID badges readily distinguished? | |
| 11. | Electronic Key Card Systems | |
| | Are electronic key card systems used? | |
| | What vendor is utilized? | |
| | Are all doors on the key card system? | |
| | Are systems properly maintained (and equipment problems documented)? | |
| | Are systems inspected and tested on a regular basis (and this documented)? | |
| 12. | Video Cameras | |
| | Is video surveillance used? | |
| | Are cameras black & white or color? | |
| | Are cameras analog or digital? | |
| | Do cameras need to be added? | |
| | Who monitors the cameras? | |
| | Are cameras monitored remotely? | |
| | Is video recorded? And for how long? | |
| | How long are images kept? | |
| G. | Key Control | |
| | Who is in charge of key control? | |
| | How many master keys are in existence and who has these? | |
| | Is there documentation of which employees have master keys? | |
| | Is there a record of key issuance? | |
| | How are keys tracked for each employee? | |
| | Are employees required to notify HR if a key lost or stolen? | |
| | What are the security measures for key boxes? | |

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| G. | Key Control <i>(continued)</i> | |
| | Describe the control system. Is the system adequate? | |
| | What is the frequency of record and key inspections? | |
| | Are locks immediately replaced when keys are lost? | |
| H. | Office Computers | |
| | Computers permanently identified and inventoried? | |
| | High-value items physically secured? | |
| | Are desktop personal computers anchored using devices? | |
| | Are desktop computers, laptop, and notebook computers kept locked up? | |
| | Are passwords used to limit access? | |
| | Are data files backed up daily? | |
| | Are copies of data backups, program backups, and forms kept offsite? | |
| | Are there physical security measures to protect the workstations and the file server? | |
| | Is privacy of user-ID and passwords maintained? | |
| | Is a trusted, well-trained individual in charge of controlling access to programs and data? | |
| | Are compromises of the systems immediately and thoroughly investigated? | |
| | Does the office have local area network (LAN) and wide area network (WAN) systems? | |
| | Is access to this area tightly controlled? How is it controlled? | |
| | Is a trusted, well-trained individual in charge of controlling access to programs and data? | |
| | Are back-up records made of sensitive information, with copies stored on and offsite? | |
| | Is there a separation of staff working on system development and system operations? | |

| I. | Janitorial Services | |
|----|---|--|
| | Who is responsible for the janitorial operation? | |
| | Are outside contract or building in-house employees used? | |
| | Are their backgrounds checked? | |
| | What are the hours of operation? | |
| | How are janitorial staff supervised? | |
| | Are janitorial staff required to wear a distinctive uniform and photo ID cards? | |
| | Is the supervision adequate of the staff? | |
| | Do they possess keys? | |
| | How are keys controlled? | |
| | Are transparent trash bags used? | |
| | Are spot checks made of the contents of trash bags? | |
| | Is trash temporarily stored at the site? | |
| | How long is it stored? | |
| | Is the trash placed in a dumpster, compactor, etc.? | |
| | How is trash removed from the site? | |
| | Are boxed and cartons flattened before removal? | |
| | Is trash removal supervised? By whom? | |
| | Are janitorial staff permitted to use stairwells? | |
| | Where do they take meal and rest breaks? | |
| | Are they permitted to go to their private vehicles during breaks? | |
| | Are janitorial supplies kept properly secured? | |
| | Does janitorial equipment being used always remain in the building? | |
| | Are janitorial staff trained in security awareness? | |
| | Are janitorial supervisors informed in a timely manner of theft activity occurring in tenant areas? | |
| | Are janitorial staff searched and/or their personal belongings checked when they leave the site? | |