The New Jersey Office of Homeland Security and Preparedness Critical Infrastructure Protection Bureau in cooperation with its County Critical Infrastructure Coordinator/Risk Mitigation Planner partners, has prepared this Facility Self-Assistance tool to aid the small business community and nonprofit organizations in identifying potential areas of site security concerns. By answering a series of security related practices or equipment questions, users may quickly identify potential areas of security concern. Any question that has received a check in the "No" box, may be an area of security concern. It must be noted, that not all questions will be relevant to all types of businesses or nonprofit facilities. For example, "asking for identification" and "allowing entry to your building by appointment only" are impractical for a retail commercial business. A common sense, pragmatic approach must be taken when using the Facility Self-Assistance Survey tool.

Once an area of security concern has been identified, facility management may elect to establish or adjust an internal policy or procedure to address the concern. Or, management may seek appropriate professional guidance to explore options available to address the security concern.

The Facility Self-Assistance tool was created by reviewing numerous public and private security survey tools and consolidating core security information into this single tool.

February 2015

NJ Office of Homeland Security and Preparedness
Facility Self-Assistance

Building Identification and Access

1. Is the facility visible from the street during both the day and night so that police/security patrols can conduct external security checks? (*A well maintained facility projects a deterrence message to criminals.*)	Yes ☐	No ☐
2. Are entry points to your facility/business supervised? (*Individuals should be met or announced when they enter your building.*)	Yes ☐	No ☐
3. Do all staff, visitors, and vendors wear identification credential while on premises? (*Use of visible identification allows for rapid evaluation of individuals in sensitive areas.*)	Yes ☐	No ☐
4. Are visitors allowed entry to your building by appointment only, and do they have to report to a reception area before entry?	Yes ☐	No ☐
5. Are visitors escorted to and from their destination? (*A visitor management policy helps prevent individuals from wandering around your facility gathering information that could be used for later illicit purposes.*)	Yes ☐	No ☐
6. Are visitors asked to provide proof of identification? (*This technique helps prevents misrepresentation of individuals claiming to be utility workers, police officers, etc. When in doubt, verify with the responsible agency.*)	Yes ☐	No ☐
7. Are visitors asked to sign in when they enter the building?	Yes ☐	No ☐

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8. Are visitors provided with visitor's passes?	Yes ☐ No ☐
9. Are passes designed to look different from staff identification?	Yes ☐ No ☐
10. Are there external and internal signage to guide visitors? (Signs direct visitors where to go and reduce visitors from wandering around or getting lost.)	Yes ☐ No ☐
11. Are visitor passes collected from visitors when they leave the building? (Retrieval of visitor passes helps prevent compromise or re-use of passes for ulterior motives.)	Yes ☐ No ☐
12. Do passes have an expiration date on them?	Yes ☐ No ☐
13. Are visitors/customers prevented from accessing unauthorized areas such as utility rooms and sensitive areas? (Signage, observation, and locked doors should discourage visitors/outsiders from accessing restricted areas.)	Yes ☐ No ☐
14. Does staff challenge or offer to assist people not wearing a visitor's pass or identification credential? (*This technique is an effective security measure. It demonstrates that the staff is aware and security conscious.*)	Yes ☐ No ☐
15. Are all incoming deliveries inspected before being delivered to the designated recipient?	Yes ☐ No ☐
16. Are mail/package handling procedures posted in a conspicuous location? (*Package bombs and "white powder" letters are known techniques to injure/kill staff or disrupt facility operations.*)	Yes ☐ No ☐

Fences and Gates

1. Does the site have perimeter fencing that is free of visual obstructions (such as brush, bushes, containers, etc.) and clearly delineates the premises boundary? (*A well maintained fence is a psychological deterrent to curb criminal activity.*)	Yes ☐ No ☐
2. Are the fences constructed at a height to limit access? (Six to eight feet high fences provide theft security.)	Yes ☐ No ☐
3. Are gates in good working order and able to be secured by a locking device?	Yes ☐ No ☐
4. Are security measures on gates sufficient to prevent forced entry? *(Reinforced or heavy duty gates can prevent forced entry.)*	Yes ☐ No ☐
5. Are there appropriate warning signs, (e.g. No Trespassing, CCTV in Use, etc.), displayed around the perimeter of the premises? *(Security signage provides a psychological deterrent to criminal activity.)*	Yes ☐ No ☐

Doors and Windows

1. Are door and window frames made of solid materials? *(Lesser quality doors and windows are quickly breeched and do little to prevent an intruder from gaining access.)*	Yes ☐	No ☐
2. Are door hinges exposed and vulnerable to tampering? *(Exposed hinge pins can be quickly "popped" and the door breached.)*	Yes ☐	No ☐
3. Are these doors and windows fitted with quality locks to restrict tampering and access?	Yes ☐	No ☐
4. Is the glass in a door, or within 3 feet from the door lock, resistant to breaking?	Yes ☐	No ☐
5. Are all locks in good working order? *(Locks on doors and windows should be checked frequently for correct function. Additionally, check for signs of tampering with the function of the locks.)*	Yes ☐	No ☐
6. Are security/screen doors installed? *(These may offer an additional level of protection an intruder must breech.)*	Yes ☐	No ☐
7. Are these windows fitted with quality locks to restrict access and able to be locked in a partially open position? *(Frequently check the operation of these locks for correct function.)*	Yes ☐	No ☐

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8. Do windows have security film, laminate, wire mesh, steel shutters, security drapes or other application that offer enhanced protection from debris, and enhanced security? *(Glass can become a deadly shrapnel in the event of an explosive blast or severe weather. These applications may also make it harder for intruders to gain entry by breaking the glass in windows or picture windows.)*	Yes ☐ No ☐
9. Have steps been taken to restrict easy access to the roof, to include anti-climb products? *(The roof may be used as a point of entry.)*	Yes ☐ No ☐
10. Do you designate staff to check that all doors and windows are closed and locked at the end of the business day? *(Staff should physically check the status of the doors and windows, not just a visual inspection.)*	Yes ☐ No ☐
11. Does the facility have a policy in place to inspect rooms such as bathrooms and supply rooms to ensure that there is nobody hidden in the building before locking up? *(A criminal technique is "to stay behind" and wait for staff to depart. These areas offer good hiding spots.)*	Yes ☐ No ☐
12. Are ladders and other items that could be used to access the upper floors and/or rooftop of the facility secured? *(These items should be stored inside the facility. Walking the exterior of your building frequently could identify items left outside by staff or contractors that may be used by criminal elements to gain entry.)*	Yes ☐ No ☐
13. Are doors periodically checked for proper operation ensuring that locks actually latch when the door is closed? *(Service and maintain all doors. A comprehensive maintenance program should be in place to maintain all doors and door hardware.)*	Yes ☐ No ☐

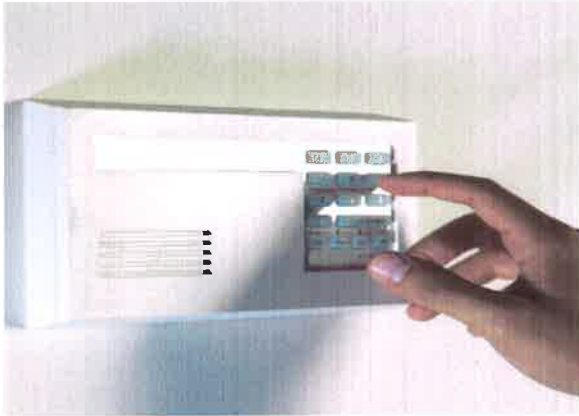## Security Lighting

1. Is there security lighting installed around your premises including parking lots and pathways? *(Effective security lighting discourages criminals and aids in the detection of unauthorized individuals.)*	Yes ☐ No ☐
2. Does the security lighting work? *(Have you visited your facility at night and looked for burned out bulbs, damaged fixtures, misaligned, etc.)*	Yes ☐ No ☐
3. Does the security lighting provide adequate coverage to light darkened areas? *(Dark areas provide concealment to intruders, effective security lighting has minimal gaps. Security cameras may be synchronized to motion detected lighting systems.)*	Yes ☐ No ☐
4. Is the lighting power panel locked and secured? *(Easy access to these controls negates your security lighting plan, and provides criminals a marked advantage.)*	Yes ☐ No ☐
5. Are there interior lights activated during off hours? *(Interior lighting allows for security/police patrols to detect intruders inside a facility during hours of darkness.)*	Yes ☐ No ☐

Landscaping

1. Can people see your premises clearly from the street? (*This makes it easier for police patrols and passerby's to detect criminal activity. Additionally, is your street/building number easily read from the street during daylight and hours of darkness?*)	Yes ☐ No ☐
2. Are shrubs and landscaping cut to the base of the windows or low enough to negate concealment or opportunity to plant destructive devices? (*Well-maintained landscaping prevent individuals from concealing themselves or placing destructive devices near your facility. Additionally, security patrols or local police can more effectively observe the building's exterior to detect unauthorized individuals or devices.*)	Yes ☐ No ☐
3. Has the facility experienced any incidents of vandalism or painting of graffiti? (*Removal of graffiti sends a message that the facility is maintained and security conscious. Additionally, the police should be contacted immediately to report graffiti or vandalism.*)	Yes ☐ No ☐
4. Are trash/recycling/storage bins secured in or away from buildings to stop them from being used as a climbing aid, to discourage arson and conceal a destructive device? (*These containers provide ready-made climbing aids for criminals, are frequently targets of arson attacks and ideal places to conceal a destructive device.*)	Yes ☐ No ☐

Security Alarm Systems

1. Is the premises protected by an intrusion detection system(alarm)?	Yes ☐ No ☐
2. Is the security alarm system monitored by a central station? *(A non-monitored alarm is not an effective prevention tool.)*	Yes ☐ No ☐
3. Does the security alarm system have a duress function? *(Consider these for reception areas, sensitive areas such as classrooms and facility leadership who may be targeted.)*	Yes ☐ No ☐
4. Does the system work properly and is it tested and serviced on a regular basis? *(Alarm systems require maintenance and upgrades during their life cycle.)*	Yes ☐ No ☐
5. Is the security alarm system used? *(In order to function, the alarm system must be turned on and employed.)*	Yes ☐ No ☐
6. Are a limited number of your staff familiar with the procedures for turning the intrusion detection (alarm) system on and off? *(Limiting the number of staff who now how to manipulate the alarm system helps minimize compromise of alarm codes.)*	Yes ☐ No ☐
7. Are alarm arming and de-arming codes ever changed? *(As staff leave, and on a frequent basis codes should be changed.)*	Yes ☐ No ☐

8. Do you have standard operating procedures for staff responding to alarm activations during operating hours and after hours? *(Staff could be walking into a potentially dangerous situation, and need to be aware of what actions to take.)*	Yes ☐ No ☐
9. Does your system have a cellular or back-up power supply? *(Criminal elements have been known to disrupt the power supply to facilities prior to attempting to gain entry. Additionally, extended power outages could impact your facilities' security.)*	Yes ☐ No ☐

Closed Circuit Television (CCTV)

1. Do you have CCTV equipment installed? *(A camera system allows for enhanced detection of intruders, a psychological deterrent, and a means to document a subject's identity for police department follow-up.)*	Yes ☐ No ☐
2. Are the cameras actively monitored? *(An unmonitored CCTV only serves to document events, and does not provide increased warning or command and control during incidents.)*	Yes ☐ No ☐
3. Do the CCTV cameras cover the entrances and exits to your building?	Yes ☐ No ☐

4. Is there video surveillance of areas adjacent to the facility? (Parking lots, etc. Cameras may detect pre-operational surveillance or preparation.)	Yes ☐ No ☐
5. Do you have CCTV cameras covering critical areas in your business, such as server rooms or cash offices? *(These areas may be targeted by nefarious individuals.)*	Yes ☐ No ☐
6. Are CCTV images recorded, retained for future use as needed, and stored in a secure area? *(Camera images may be essential to solving crimes. Criminals may seek to destroy video evidence during the commission of their activity.)*	Yes ☐ No ☐
7. Could you positively identify an individual from the recorded images on your CCTV system? *(Grainy, washed out images do little to help the police identify the suspects.)*	Yes ☐ No ☐
8. Is your CCTV system regularly inspected and maintained? *(Regular maintenance and function checking of the system is essential to the systems effectiveness.)*	Yes ☐ No ☐
9. Are there appropriate signs displayed to tell the public/warn offenders that they are being monitored and recorded? *(These signs alone may deter criminal activity.)*	Yes ☐ No ☐

Safes

1. Do you have a safe installed to secure valuable items?	Yes ☐ No ☐
2. Is the safe securely anchored? (*A safe that is not anchored correctly may be taken by criminals to be opened in another location. Security Best Practices recommend a safe weigh at least 700 pounds in order to reduce a criminal's mobility trying to steal it.*)	Yes ☐ No ☐
3. Is the safe located in a secure area?	Yes ☐ No ☐
4. Is there CCTV coverage?	Yes ☐ No ☐
5. Is the area alarmed?	Yes ☐ No ☐
6. Does the safe have a drop-chute feature? (*This feature allows for the deposit of cash or checks without the need to constantly open the safe.*)	Yes ☐ No ☐
7. Is the safe kept locked?	Yes ☐ No ☐

Cash Handling

1. Do you have established cash-handling procedures? *(Cash is a desired target of criminals. It is not recommended to keep large amounts of cash in your facility.)*	Yes ☐	No ☐
2. Do you have a lockable cash drawer?	Yes ☐	No ☐
3. Do you have irregular banking procedures? *(Have you set a pattern of depositing or moving cash from your facility that criminals may exploit?)*	Yes ☐	No ☐
4. Is a company used to transport cash? *(This may be preferable and safer/more secure means of moving money versus an employee.)*	Yes ☐	No ☐
5. Is money counted out of public view? *(This activity should not occur in public areas or in rooms visible from the street/exterior.)*	Yes ☐	No ☐

Keys and Valuables

1. Do you maintain a key inventory, and are keys numbered rather than named? *(If a key is lost or misplaced a "named" key informs the finder exactly what it opens. A numbered key does not.)*	Yes ☐	No ☐
2. Are regular key audits conducted, and the key log secured? *(This is essential to maintain control of your keys.)*	Yes ☐	No ☐
3. Are all spare keys secured and keys to the safe adequately secured?	Yes ☐	No ☐
4. Are keys, identification credentials and uniforms collected upon employee separation?	Yes ☐	No ☐
5. Does staff have a location to secure their personal items?	Yes ☐	No ☐
6. Does this location have restricted access?	Yes ☐	No ☐

Information Security

1. Do you lock away all business documents at the close of the business day?	Yes ☐ No ☐
2. Do you have a clear-desk policy for non-working hours? (*Are sensitive/personal materials secured and not left in the open.*)	Yes ☐ No ☐
3. Do you have a policy requiring employees to log-off, shut down and secure all computers at the end of the business day?	Yes ☐ No ☐
4. Are all your computers password protected?	Yes ☐ No ☐
5. Are computer passwords changed regularly?	Yes ☐ No ☐

Communication

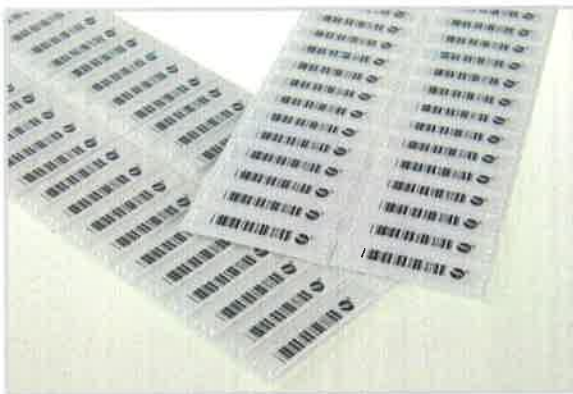|		
1. Do you have a written security policy?	Yes ☐	No ☐
2. Is the policy regularly reviewed and if necessary updated? *(Planning and plan development should occur prior to a crisis situation occurring.)*	Yes ☐	No ☐
3. Do you regularly meet with staff and discuss security issues?	Yes ☐	No ☐
4. Do you encourage staff to raise their concerns about security? *(Your staff is the frontline "sensors" to detect and react to security breaches.)*	Yes ☐	No ☐
5. Do you interact with law enforcement and neighboring businesses/facilities on issues of security and crime trends that might affect all? *(Relationships with the police and adjoining facilities allow for a mutual security and crime fighting effort.)*	Yes ☐	No ☐
6. Do you and your staff know the various methods of contacting authorities like: 9-1-1, NJ2-1-1, "SAFENJ" application for your smart phone?	Yes ☐	No ☐
7. Does the organization's website provide detailed information on the location of the management team/schedules/children's activities, names, and locations? *(Too much information on the internet about your facility could be used for nefarious purposes.)*	Yes ☐	No ☐

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Emegencies

1. Are your telephones pre-programmed with emergency contact numbers?	Yes ☐ No ☐
2. Are your telephone lines protected from being compromised? *(Criminal elements have been known to target phone lines to disable alarm systems, and hamper communication efforts.)*	Yes ☐ No ☐
3. Are staff trained and have they practiced their response to handle emergencies? Nuisance phone calls Active shooter and lockdown Shelter in place Evacuation Severe weather Hazardous environmental conditions Bomb threats Suspicious bags/packages Fire Workplace violence *(A trained and rehearsed staff is likely to perform at a higher level during crisis situations if they are trained and rehearsed prior to the stressful event taking place.)*	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐
4. Are staff trained to report maintenance problems and Occupational Health and Safety concerns? *(Staff should be encouraged to report security deficiencies.)*	Yes ☐ No ☐

5. Have local 1st Responders toured the facility to gain a greater understanding of the physical layout? *(Pre-planning with local 1st Responders increases facility security and safety.)*	Yes ☐	No ☐
6. Are special/significant events held at the facility?	Yes ☐	No ☐
7. Are local 1st Responders aware of the increase in population and/or potential threats? *(Special events may draw unwanted attention from individuals who do not share your views and beliefs. Additionally, large crowds could overwhelm capabilities of local 1st Responders unless planned for.)*	Yes ☐	No ☐

Property Identification

1. Have you recorded make, model and serial numbers of your business items of significant value *(such as mobile phones, computers etc.)*?	Yes ☐	No ☐
2. Is all valuable property permanently marked with a unique identifier?	Yes ☐	No ☐
3. Do you have an inventory and visual documentation of property and equipment? Are your property lists and photographs adequately secured? *(Pictures and inventories aid in the recovery of stolen property. These lists should also be kept in a secure area/container.)*	Yes ☐	No ☐

4. Do you have insurance?	Yes ☐ No ☐

Additional Resources

☐	**Mail Handling :** http://www.dhs.gov/sites/default/files/publications/Mail_Handling_Document_NonFOUO%209-27-2012_508_0.pdf
☐	**Active Shooter Information:** http://www.dhs.gov/active-shooter-preparedness
☐	**Developing Emergency Plans:** https://www.fema.gov/media-library/assets/documents/33007
☐	**Government Community Outreach Alliance Programs:** http://www.state.nj.us/njhomelandsecurity/outreach/government-outreach-alliance.pdf
☐	**Emergency Preparation:** http://www.ready.gov/
☐	**Federal Emergency Management Agency:** http://www.fema.gov/
☐	**NJ Office of Emergency Management:** http://www.state.nj.us/njoem/
☐	**New Jersey Office of Homeland Security and Preparedness(link to multi-lingual brochures):** http://www.njhomelandsecurity.gov/ad-campaigns.html
☐	**FEMA IS-906 Workplace Security Awareness Training(Free training):** http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-906
☐	**FEMA IS-921.A Implementing Critical Infrastructure Security and Resilience:** http://www.training.fema.gov/is/courseoverview.aspx?code=IS-921.a

Source Information

American Red Cross, Ready Rating, Multi-Building Physical Security Checklist, United States of America

Cambridgeshire Constabulary, Home Security Self-Assessment, United Kingdom

Hertfordshire Constabulary, Business Premises Self-Assessment Checklist, United Kingdom

Howell Police Department, Business Security Survey, New Jersey

Jefferson City Police Department, Commercial or Business Security Survey, Missouri

Lakewood Police Department, Business Security Survey, New Jersey

National Crime Prevention Council, Business Watch Brochures, United States of America

Newark Police Department, Business Security Survey, New Jersey

Orange Police Department, Business Security Survey, New Jersey

San Diego Police Department, Small Retail Business Security Reference Material and Survey Form, California

Westerville Police Department, Security Survey Checklist: Business, Ohio

Windsor Police Department, Home or Business Property Self Audit, New Jersey