

## **Checklist of General Security Practices**

### **Buildings and facility grounds:**

Are all unoccupied buildings always locked and alarms set?

Are "Authorized Personnel Only" signs posted at the entrance to all facilities?

Are important telephone numbers posted on the outside of each building and/or on the inside of fences, and readily visible for emergency use by the public?

Are the facility grounds randomly and frequently patrolled?

Are daily security sweeps conducted?

Are all parts of the facility regularly and thoroughly inspected, including those portions not readily visible?

Are deliveries inspected, packages X-rayed?

Is parking designated or otherwise controlled on the facility?

Is access controlled to chemical and pesticide products and waste locked and/or fenced?

Are entrance gates adequately protected and access controlled by security personnel?

Is protection provided (i.e., with concrete barriers) to prevent a speeding vehicle (including along facility driveway) from hitting plant or other facilities?

Are all outside stored chemicals protected from theft and vandalism?

Is there a backup or redundant exterior electrical connection to the utility grid?

Are fire/smoke alarms provided within all building structures?

Are all buildings (including walls, roofs, windows,

etc) constructed to commercial grade standards?

Is there adequate setback from exterior thoroughfares for key facility buildings, tanks, etc.?

### **Keys:**

Are distribution and number of keys known and controlled?

Are all keys labeled as "DO NOT DUPLICATE"?

Are local police departments provided with access keys?

Are keys always removed from all unattended equipment?

### **Fencing:**

Do entrance barriers and fences present credible deterrent to unauthorized entry?

Are entrance gate(s) kept locked?

Is all fencing at least 10' high, with inward-facing barbed wire on top, including on entrance gate(s)?

Is all fencing, including gate(s), secure to ground to prevent access under fence?

Is fence at least 4' higher than any structure or landscaping located directly outside of fence which may provide climbing access over fence?

Is fence at least 6' away from any structure or landscaping located directly outside of fence which may provide climbing access over fence?

### ***Lighting:***

Is entire perimeter of facility property illuminated with street-type lighting fixtures?

Is entire perimeter of facility illuminated so that all shadows and dark areas are eliminated?

Is lighting mounted at approximately a second story level?

Are exterior light bulbs of commercial grade and break resistant?

Is lighting provided in parking lots and other areas with limited staffing?

Are lights provided over entrance doors?

### ***Entrance doors:***

Are all doors:

Built of commercial grade with metal frame construction?

Outside hinges hidden/protected from vandalism?

Fitted tightly and free from mail slot and excessive air gaps, including at floor/threshold?

Provided with commercial grade, one-sided lock?

Provided with push ("panic") bar release on inside of door?

Visitor entrances provided with an audible annunciator?

Doors and locks in good condition?

Electronically controlled so that each employee must use swipe card or enter a pin number to enter the plant? Is a computer record made of the date, time, and employee who entered the plant?

### ***Windows:***

Are all windows (including on doors) covered with metal security mesh?

In case broken or opened, are all windows wired to loud audible alarm and to automatic telephone dialer or central station alarm?

### ***Electronic surveillance:***

Is entire perimeter of facility installed with infrared or microwave motion sensors in area between building and fence?

Are motion sensors electrically connected to automatic telephone dialer or central station alarm company?

Is a closed-circuit television video (CCTV) system provided to monitor property perimeter?

Is this system monitored by facility security personnel?

Is this system always on or activated by connection to motion sensors?

Is a CCTV system provided to monitor all vital parts of the plant, including the main entrance and control room and recorded on a slow speed security VCR (tapes not reused/recycled for predetermined time)?

### ***Forms & Written Plans:***

Are emergency telephone numbers (including ambulance, police, FBI, spill response) current and prominently displayed at each telephone?

Are MSDS and chemical response information present for all stored chemicals?

Is a chain of command and emergency call list established, updated annually, and prominently displayed (must include 24/7 telephone numbers for system superintendent and chief municipal officer)?

Does a written security program plan exist, are employees frequently trained in the plan, and is the plan reevaluated periodically?

Are all employees, including Customer Service staff, trained and checklists provided on how to handle a threat or incident if called in?

Are practice drills conducted frequently?

Have detection, response, and notification issues been discussed with local public health officials and a protocol established?

If facility is subject to the Emergency Planning and Community Right-to-Know Act (EPCRA), do local emergency management officials have the most recent emergency plan and information on chemical storage areas?

### ***Procedures:***

Can operational procedure times be varied so as not to reveal work patterns?

Is a daily log used and initialed by the last person who leaves the plant to verify that all appropriate doors and windows are locked, appliances are off, night lights are on, and that entrance doors are locked and alarm set?

Is access controlled to computer networks and control systems, and passwords changed frequently?

Are visitors/delivery vehicles stopped at the gate, signed-in, and authorization to enter verified before admission to facility?

Are vehicles plate numbers recorded?

### ***Law enforcement agencies:***

Are police departments (daytime and nighttime coverages) familiar with facility layout and systems; do they conduct routine patrols of facilities; and, are protocols established for reporting and responding to threats and other emergencies (and updated annually)?

Are staff instructed to immediately report to the police and FBI any criminal threat, security breach, suspicious behavior, or attack on their facility?

Are copies of operational procedures, including contacts and current telephone numbers, provided to police departments and emergency management personnel?

Was a facility security survey conducted?

### ***Employees:***

Does each employee display their sealed photo ID at all times?

Are background security checks conducted on employees at hiring and periodically thereafter?

Upon employee termination, are pass codes changed, and keys and access cards returned?

### ***Non-employee access:***

Is a visitor and contractor policy established for employees to limit/question/scrutinize stranger(s) to the facility? Are procedures established in the event that an unscheduled visitor or stranger arrives after normal business hours requiring the person to use the intercom for initial contact. Is access restricted unless the person has the proper credentials and clearance.

Are all chemical and other supply deliverers required to show proper identification and sign-in?

Do facility personnel observe delivery personnel during delivery and until delivery vehicles leaves property?

Are non-employees accompanied and/or observable at all times?

### ***Surrounding Environment:***

Are there other buildings in the immediate area that are vulnerable to unauthorized entry?

Are there storage tanks or possible sources of an explosion in the immediate area?

Is the area well lighted and adequately patrolled?

Are important facility telephone numbers given to neighbors to report suspicious activity at the facility?

Is a formal or informal "Neighborhood Watch" program established around the facility?