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| --- | --- |
| **Location:** | **Date:** |
| **Name and title** |
| **Workplace security** | **Yes** | **No** | **Comment** |
| Is there a security system at your workplace?  |  |  |  |
| Are security guards located in your building?  |  |  |  |
| Are signs posted indicating there is a security system in place?  |  |  |  |
| Are security cameras or mirrors placed in locations which would deter potential aggressors?  |  |  |  |
| How many entrances/exits are in your building(s)? Number:  |  |  |  |
| Are all entrances and exits locked? Are exits clearly marked and well lit? |  |  |  |
|  If no, where?  |
| Are employee IDs or coded cards used to enter buildings?  |  |  |  |
| Are coded cards and IDs deactivated when a worker is no longer employed with the company?  |  |  |  |
| Are intercom and camera systems used for doorbells? Are alarms, silent or audible, used on doors?  |  |  |  |
| Is there a sign in/sign out system for visitors?  |  |  |  |
| Are zero tolerance for violence or deterrent signs posted for visitors, customers or clients to see (i.e. limited cash on site, no hitting, punching, spitting, etc.)? |  |  |  |
|  Are buildings connected to other unsecured buildings?  |  |  |  |
| Are security codes and passwords changed when workers are no longer working with the company?  |  |  |  |
| Are security codes and passwords changed frequently? |  |  |  |
| Are panic buttons or personal alarms available for workers?  |  |  |  |
| Do any posters or pictures in windows obstruct views?  |  |  |  |
| Are pass-through windows or transaction windows used after dark?  |  |  |  |
| Are there small areas under stairs where people can hide? |  |  |  |
| Are there empty rooms that should be locked?  |  |  |  |
| Is an emergency preparedness and response program in place? |  |  |  |
| Do workers conduct meetings with the public in their offices? |  |  |  |
| Are offices arranged to allow for quick exit by workers? |  |  |  |
| Can the public enter the building when the receptionist/staff person is not there? |  |  |  |
| Are workers required to work alone? |  |  |  |
| Is there a written post-incident protocol?  |  |  |  |
| Are debriefing sessions held with staff after an incident? |  |  |  |